

S. V. National Institute of Technology, Surat

**CENTRE OF URBAN PLANNING FOR CAPACITY BUILDING (CoUPCB)**

**Department of Civil Engineering**

No.: DoCE/CoUPCB/5621-C /2025-26

Date: 12/03/2026

**Notice Enquiry Quotation**

**Sub:** Enquiry for Engagement of Register Firm / Register NGOs / Register NPO / Register Consultant / Register Engineer / Register Council of Architecture with Domain Experts in the area of work or an equivalent organisation for Baseline Study and Pilot Survey

**Name of Work:** Study on Adaptive public reuse of present built heritage under R&B Department in South Gujarat Region

**Location:** R & B Surat Circle, Surat and Tapi district, Gujarat

You are requested to quote your rates for Baseline Study and Pilot Survey for the above mentioned work. The quotations may be sent to the undersigned in a sealed envelope and superscripted as "Quotation with reference to Enquiry No.: DoCE/CoUPCB/5621-C/2025-26, dated: 12/03/2026 for "Centre of Urban Planning for Capacity Building (CoUPCB), Department of Civil Engineering". Your quotation should reach the undersigned on or before Date: 23/03/2026 at 5:00 P.M. addressed to Head of the Department, Office, Wing-A, Department of Civil Engineering, S.V. National Institute of Technology, Ichchhanath, Surat -395 007, Gujarat.

The quotations should be furnished with the following information.

1. The applicant organization must be a legally registered entity, preferably an Register Firm / Register NGOs / Register NPO / Register Consultant / Register Engineer / Register Council of Architecture with Domain Experts in the area of work or an equivalent organization, with at least 03 years of experience in research in built heritage.
  - The qualification of the applicant who is being hired with necessary proof of degree in Bachelor of Civil Engineering / Architecture / B. Plan / Master degree in Urban planning or equivalent.
2. The period of validity of the quotation should be at least 60 Days.
3. The work completion period is to be clearly mentioned in the quotation, not more than 45 days from the day of allotting the work.
4. The projects are located in a wider area of the R & B circle of Surat and offer should be inclusive of all TA / DA.
5. The works to be studied are situated under the boundary of R & B Surat Circle, Surat– the quotation should be inclusive of all logistics and all necessary costs to create the final print of survey form, final report of around 75 pages and digital presentation. The final submission should be in an A4 size sheet report with at least A2/A3 drawing size in 3 hard copies. The Register Firm / Register NGOs / Register NPO / Register Consultant / Register Engineer / Register Council of Architecture with Domain Experts shall submit all files in word /pdf /ppt /autocad /GIS or other in digital form. The Register Firm / Register NGOs / Register NPO / Register Consultant / Register Engineer / Register Council of Architecture with Domain Experts will not have any intellectual property rights of work done under the said work.



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6. A survey/ interviews shall be concluded and attached for justifying the said project.
7. The quotation shall be on your organisation letterhead & signed by an authorized person including GST as applicable.
8. A work order shall be given on the name of the Register Firm / Register NGOs / Register NPO / Register Consultant / Register Engineer / Register Council of Architecture with Domain Experts and full payment will be given after completion and submission of said work.
9. For Baseline Study and Pilot Survey, the total estimated amount of work Rs. 3,54,000 /- is derived by CoUPCB, SVNIT, Surat.
10. Quotation shall be inclusive of any tax applicable such as GST or any other and TDS as shall be deducted as applicable.
11. Offered quotations may be rejected if any ambiguity is found.
12. The acceptance of enquiry will rest with the competent authority (The Director) who does not bind himself to accept the lowest one and reserves the right to accept or reject any or all the enquiries without giving any reasons thereof.
13. The Director shall have the right to suggest the necessary modifications for said work.
14. The SVNIT & CoUPCB, SVNIT, Surat have rights of Intellectual property of the document and the applicants are not allowed to publish the document in any form.
15. The agency shall satisfy the requirements under provision of Minimum Wages, PF, ESI and other liabilities under Labour Laws for said project for the said work.

**Estimate, Scope of Work and Deliverables:**

Sr. No.	Particular	Unit	Amount (₹)
1	<p>To conduct Field work and Primary data collection through on-ground observation surveys at minimum 05 (five) sites (Total Sites: 548 sites under R &amp; B Surat Circle) :</p> <p>(a) A minimum of 110 perception surveys shall be conducted across diverse user groups, comprising 50 visitors/caregivers/local residents, 35 General Users, and 25 Frontline Workers/Staff during 4 time slots on weekdays and weekends.</p> <p>(b) Around 20 in-depth stakeholder interviews with on-ground stakeholders and implementing authorities.</p> <p>(c) To conduct consultations and interviews including minimum 30 semi-structured interviews with visitors, nearby residents, vendors, maintenance staff, security personnel and municipal officials across all sites, etc. completed</p> <p>(d) Complete photographic and visual documentation of all work sites to support analysis and reporting etc completed.</p>		

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2	<p>To provide Basic Desk Documentation and Data Support Services</p> <ul style="list-style-type: none"> <li>● Creation of structured databases for all survey responses.</li> <li>● Preparation of survey sheets and interview summaries.</li> <li>● Systematic documentation to enable traceability, verification and review.</li> </ul>		
3	<p>To execute Advanced Desk Work: Impact Analysis, Reporting &amp; Visual Communication</p> <ul style="list-style-type: none"> <li>➤ Qualitative &amp; quantitative analysis.</li> <li>➤ Preparation of workwise impact narratives and cross-work comparative analysis, infographics, layout design, printable report, Digital presentation,</li> <li>➤ Development of a professionally designed Impact Analysis Report and presentation material.</li> <li>➤ Deliverables(Surat works): <ul style="list-style-type: none"> <li>● 01 Consolidated Impact Analysis Report (print-ready)</li> <li>● 05 work-wise impact summaries</li> <li>● 01 Presentation deck (PDF &amp; PPT)</li> </ul> </li> </ul> <p>Three (03) hard copies of the printed report and soft copies in both editable and PDF formats shall be submitted. All related files, including Word, PDF, PowerPoint, AutoCAD, GIS, and other relevant digital formats, shall also be provided in digital form, either through a pen drive and via Google Drive.</p>		
4	<p>To conduct External Expert Review &amp; submit documents as per requirement.</p> <ol style="list-style-type: none"> <li>1. To involve 2-3 Subject Experts ((Heritage Conservation Architect / Architectural Historian, Landscape Architect, Urban Designer / Urban Planner, Social Studies Expert / Heritage Sociologist / Cultural Anthropologist) for site review, independent observations, validation of findings, expert inferences etc completed.</li> <li>2. Expert-led insights and recommendations to guide future planning and implementation</li> <li>3. Submission of Hard Copy of the Report, etc completed.</li> </ol> <ul style="list-style-type: none"> <li>● Report Should be Professional and should include infographics, analytics, photo documentation with time stamps</li> </ul>		

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	<ul style="list-style-type: none"> <li>Digital Editable File should be submitted to the Institute for future use</li> <li>One presentation has to be conducted at CoUPCB, SVNIT, Surat before final submission of said work.</li> </ul>		
5	<p>To provide miscellaneous and logistical support, including team travel site visits and meetings to and for Surat and within Surat to ensure timely and efficient work delivery.</p> <ul style="list-style-type: none"> <li>Use of digital and physical resources including software and equipment.</li> <li>Ensure smooth execution of field and desk activities. etc completed.</li> </ul>		
		<b>Total Amount</b>	
		<b>+ GST (18%)</b>	
		<b>Total Estimated Amount including Taxes (Rs.)</b>	
Amount (Rs.): Amount in words			

**Note:** Quotation must be provided on the Register Firm / Register NGOs / Register NPO / Register Consultant / Register Engineer / Register Council of Architecture with Domain Experts in the area of work or an equivalent organisation on letter pad.

*TEAM*

(Dr. Dilip A. Patel),  
Dy. Team leader, CoUPCB

*RMTailor*

(Dr. Ravin M. Tailor),  
Team leader, CoUPCB

*Krupesh*

(Dr. Krupesh A. Chauhan),  
Head, CoUPCB

*16/3/2016*

**Professor & Head**  
**Department of Civil Engineering**