

CENTRE OF URBAN PLANNING FOR CAPACITY BUILDING (CoUPCB)

Department of Civil Engineering

No.: DoCE/CoUPCB/ 469 /2025-26

Date: 06/05/2026

Notice Enquiry Quotation

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

Name of Work: Impact Study of Fort Surat as a case study of Revitalizing for Fort

Location: Chawk, Surat - 395003

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/ 469/2025-26, dated: 06/05/2026 for "Centre of Urban Planning for Capacity Building (CoUPCB), Department of Civil Engineering" Your quotation should reach the undersigned on or before Date: 16/05/2026, 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 organisation must be a legally Registered entity, preferably a Registered Firm / Registered NGOs / Registered NPO / Registered Consultant / Registered Engineer / An Architect registered with the Council of Architecture with Domain Experts in the area of work or an equivalent organisation, with at least three (03) years old firm from date of registration. Need Experience in urban studies, architecture, conservation planning or related fields.
 - The qualification of the applicant who is submitting the quotation shall submit necessary proof of degree in Bachelor of Civil Engineering / Architecture / B. Plan & Master degree in Urban planning / Conservation planning or equivalent.
2. The period of validity of the quotation should be at least sixty (60) days.
3. The work completion period is to be clearly mentioned in the quotation, not more than forty five (45) days from the day of allotting the work.
4. The work is to be done in all four directions of Fort Surat.
5. The Registered Firm / Registered NGOs / Registered NPO / Registered Consultant / Registered Engineer / An Architect registered with the Council of Architecture with Domain Experts shall carry out the work within the jurisdiction of Surat, and the quotation shall be inclusive of all logistics and necessary costs. You shall complete all necessary surveys, fieldwork, and investigations, including any additional investigations as required, within a period of forty five (45) days, and submit a consolidated detailed report along with relevant maps, photographs, and other supporting information in a proper format on A4 size sheets, with drawings of at least A2/A3 size, in three (03) hard copies. The Registered Firm / Registered NGOs / Registered NPO / Registered Consultant / Registered Engineer / An Architect

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- registered with the Council of Architecture with Domain Experts shall submit all files in Word, PDF, PPT, AutoCAD, GIS, or other suitable digital editable formats.
6. The Registered Firm / Registered NGOs / Registered NPO / Registered Consultant / Registered Engineer / An Architect registered with the Council of Architecture with Domain Experts will not have any intellectual property rights of work done under the said Work.
 7. A survey / interviews shall be concluded and attached for justifying the said work.
 8. The quotation shall be on your organisation letterhead & signed by an authorized person inclusive of all taxes including GST as applicable.
 9. This being a government project, strict confidentiality shall be maintained and you have no authority to publish any part or portion whatsoever anywhere else.
 10. All intellectual property rights arising from the work shall solely vest with SVNIT, Surat.
 11. A work order shall be given on the name of the Registered Firm / Registered NGOs / Registered NPO / Registered Consultant / Registered Engineer / An Architect registered with the Council of Architecture with Domain Experts and full payment will be released within a period of 30 days only after satisfactory submission of detailed report with all annexures required with appropriate presentation.
 12. For Baseline Study and Pilot Survey for “ Impact of Study Fort Surat as a case study of Revitalizing for Fort” the total estimated amount of work Rs. Two Lakh Seventy One Thousands only (Rs. 2,71,000/-) is derived by CoUPCB, SVNIT, Surat.
 13. Quotation shall be inclusive of any tax applicable such as GST or any other and TDS as shall be deducted as applicable.
 14. Offered quotations may be rejected if any ambiguity is found.
 15. Deviation in Estimate, Scope of Work and Deliverables is not permitted.
 16. If any deviation is found in quotation then the offer will be rejected without further information.
 17. The acceptance of enquiry will rest with the competent authority (The Director), SVNIT, Surat 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.
 18. In the event Director SVNIT, Surat finds that the work is not satisfactory done by you, will have a right to cancel the services without any compensation whatsoever.
 19. The agency shall satisfy the requirements under provision of Minimum Wages, PF, ESI and other liabilities under Labour Laws work for the said work.

Estimate, Scope of Work and Deliverables:

Sr. No.	Particular	Unit	Amount (₹)
1	To conduct Field work and Primary data collection through on-ground observation surveys at all four directions of the Fort Surat: (a) A minimum of 40 perception surveys shall be conducted across diverse user groups, comprising 15 visitors/caregivers/local residents, 13 General Users, and	Lump Sum	

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	<p>12 Frontline Workers/Staff during 4 time slots on weekdays and weekends.</p> <p>(b) Around 10 in-depth stakeholder interviews with on-ground stakeholders and implementing authorities.</p> <p>(c) To conduct consultations and interviews including minimum 15 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>		
2	<p>To provide Basic Desk Documentation and Data Support Services</p> <p>(a) Creation of structured databases for all survey responses.</p> <p>(b) Preparation of survey sheets and interview summaries.</p> <p>(c) Systematic documentation to enable traceability, verification and review.</p>	Lump Sum	
3	<p>To execute Advanced Desk Work: Impact Analysis, Reporting & Visual Communication</p> <p>(a) Qualitative & quantitative analysis.</p> <p>(b) Preparation of workwise impact narratives and cross-work comparative analysis, infographics, layout design, printable report, Digital presentation,</p> <p>(c) Development of a professionally designed Impact Analysis Report and presentation material.</p> <p>Deliverables (Surat works):</p> <ul style="list-style-type: none"> ● 01 Consolidated Impact Analysis Report (print-ready) ● 05 work-wise impact summaries ● 01 Presentation deck (PDF & PPT) ● 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 editable formats, shall also be provided in digital form through a pen drive and via Google Drive etc completed. 	Lump Sum	
4	<p>To conduct External Expert Review & submit documents as per requirement.</p> <p>(a) To involve 4 Subject Experts (Heritage Conservation Architect / Architectural Historian, Landscape Architect, Urban Designer / Urban Planner, Social Studies Expert /</p>	Lump Sum	

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	Heritage Sociologist / Cultural Anthropologist) for site review, independent observations, validation of findings, expert inferences etc completed. (b) Submission of Hard Copy of the Report, etc completed. <ul style="list-style-type: none"> • Report Should be Professional and should include infographics, analytics, photo documentation with time stamps • Digital Editable File should be submitted to the Institute for future use • One presentation has to be conducted at CoUPCB, SVNIT, Surat before final submission of said work etc completed. 		
5	To provide miscellaneous and logistical support, including team travel site visits and meetings within Surat to ensure timely and efficient work delivery. (a) Use of digital and physical resources including software and equipment. (b) Ensure smooth execution of field and desk activities. etc completed.	Lump Sum	
		Total Amount	
		+ GST (18%)	
		Total Estimated Amount including Taxes (Rs.)	
Amount (Rs.): In words			

Note:

1. Quotation must be provided on the Registered Firm / Registered NGOs / Registered NPO / Registered Consultant / Registered Engineer / An Architect registered with the Council of Architecture with Domain Experts in the area of work or an equivalent organisation on letter pad.

2. If GST is not applicable, need justification with reason.

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

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

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

[Signature]
Professor & Head
Department of Civil Engineering