

GOVERNMENT OF MIZORAM  
LAND REVENUE & SETTLEMENT DEPARTMENT

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**EXPRESSION OF INTEREST (EOI)  
FOR  
EMPANELMENT OF LAND SURVEY FIRMS**

The Land Revenue & Settlement Department, Government of Mizoram invites Expression of Interest (EOI) for empanelment of firms and agencies registered to conduct land survey works using modern techniques and equipment under the supervision of the Land Revenue & Settlement Department in various Government projects, departmental land and private land holdings may be required from time to time by government departments in areas covered by the Mizoram (Land Revenue) Act, 2013.

Interested parties/firms/companies/agencies who wish to be empanelled are required to submit their Expression of Interests in the prescribed format which can be downloaded from the Department's website [landrevenue.mizoram.gov.in](http://landrevenue.mizoram.gov.in) or obtained from Establishment Branch of Directorate, Land Revenue & Settlement Department during office hours on all working days from **23.01.2024**.

The Expression of Interest (EOI) should be accompanied by application fee of ₹ 2,000/- (Rupees two thousand) in the form of DD/Challan in favour of Secretary, Land Revenue & Settlement Department, Government of Mizoram payable at Aizawl.

Sealed EOI should be clearly marked on top of the envelope **"Expression of Interest for Empanelment of Land Survey Firms"**. Further, the category in which the party wishes to be empanelled should be clearly indicated in the envelope bearing the Expression of Interest. If the party wishes to be empanelled in more than one categories of works, EOI should be submitted separately for each categories. The filled up format of Expression of Interest should reach the Secretary, Land Revenue & Settlement Department on or before **23.02.2024**.

*In case of any clarification, please contact :*

Commissioner & Secretary to the Govt. of Mizoram,  
Land Revenue & Settlement Department,  
Room No. **114 & 115**.  
Civil Secretariat Building, MINECO,  
Khatla, Aizawl – 796001  
Mizoram.

## APPLICATION FORM FOR EMPANELMENT OF LAND SURVEY FIRMS

<i>Sl.No.</i>	<i>Item</i>	
1	Name of the firm	
1(a)	Address (Head of Office) Telephone No : Office : Mobile : Fax : E-Mail :	
1(b)	Address (Other Offices) Telephone No : Office : Mobile : Fax : E-Mail :	
1(c)	Authorised Contact person (Name) : Designation : Telephone No : Mobile : E-Mail :	
2	Name of the Individual, Proprietor, Partners, Directors & key employees with their qualification.	Please furnish the list of personnel in Annexure – I
3(a)	Whether individual/proprietary/partnership/Company. (authenticated certificate of registration/partnership deed to be enclosed in case of partnership firm/company)	
3(b)	Place and Year of establishment (in case of partnership firm/company)	
4	Registration with Tax Authorities concerned of the existing tax/taxes payable by the firm (If not applicable, Tax Exemption Certificate may be enclosed) :  (i) Income tax (PAN/TAN) No :  (ii) GST registration No : (Authenticated copies of certificates of registration with relevant authorities to be enclosed)	

5	Availability of organizational infrastructure in terms of qualified and experienced manpower (permanent employees)/office/equipment infrastructure.	Please furnish the information in Annexure – II
6	Details of work of major assignment undertaken (completed or ongoing) in the field of expertise applied for during the last 5 years	Please furnish the information in Annexure - III

7. Value of works carried out in last 5 years in related field :

<i>Sl. No.</i>	<i>Year</i>	<i>Description/Particulars of Works</i>	<i>Value of Works (Rs. in lakh)</i>
1	2016 – 17		
2	2017 – 18		
3	2018 – 19		
4	2019 – 20		
5	2020 - 21		

*Note :*

Supporting documents of works being executed by the party (work order/completion certificate/certificate as sub-contractor/copy of power of attorney etc. as the case may be) to be submitted for each of the works carried out/executed as per Annexure – III.

8. Banker's Certificate from any Scheduled Bank (Annexure – IV).
9. Audited Accounts for the past 3 (three) years to be enclosed (in case of partnership firm/company)
10. Details of application fee paid : DD/Challan No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

Enclosures :

## ANNEXURE - I

Details of Personnel (Sl. No. 2)

<i>Sl. No.</i>	<i>Name &amp; Designation</i>	<i>Academic Qualifications</i>	<i>Number of Years of work Related experience</i>	<i>Particulars of work done</i>	<i>Employed in your firm since</i>
1					
2					
3					
4					
5					
6					
7					

- Note: 1. Copies of certificates/agreements to authenticate that the employee(s) is/are engaged by the firm should be enclosed.
2. Copies of Certificates to authenticate academic qualifications should be enclosed.

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

## ANNEXURE - II

Details of Organizational Infrastructure in terms of office/equipment infrastructure within the State (Sl. No. 5)

<i>Item</i>	<i>Details</i>	
Office Infrastructure		
Office Equipments		
Surveying Equipments		

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

### ANNEXURE - III

Details of work of similar nature executed by the firm on their own or with power of attorney or as sub-contractor during the last 5 years (Sl. No. 6)

Sl. No.	Name of work	Name of Client with contact details	Scope of Services	Value in Rs.	Duration of Work	
					Date of commencement	Date of completion

Note : Copies of work orders/appointment letters, satisfactory completion certificate obtained from the client to be enclosed. Please note without the copies of certificates, your application is liable to be rejected.

### ANNEXURE - IV

Date : \_\_\_\_\_

### TO WHOM IT MAY CONCERN

This is to certify that, to the best of my knowledge and information, Shri \_\_\_\_\_ S/o \_\_\_\_\_, resident of \_\_\_\_\_, a customer of our Bank is respectable and can be treated as good for any engagement upto a limit of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only). This certificate is issued without any guarantee or responsibility on the Bank or any of its Officers.

This certificate is issued on the request of Shri \_\_\_\_\_ for obtaining enlistment/revalidation of empanelment as recognized Land Surveying firm by Land Revenue & Settlement Department, Government of Mizoram to carry out land survey works under supervision.

Branch Manager.

(On Applicant's Letterhead)

**DECLARATION**

1. I/We agree that the decision of the selection board under Land Revenue & Settlement Department, Government of Mizoram is empanelment of firms will be final and binding to me/is.
2. All the information furnished by me/us hereunder is correct to the best of my knowledge and belief.
3. I/We agree that I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets.

Place :

Date :

SIGNATURE

NAME & DESIGNATION

SEAL OF ORGANISATION