



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)
(Setup by an Act of Parliament)

REQUEST FOR QUOTATION

FOR

**Appointment of Agency for Geotechnical
Investigation and Engineering, Topographical
Survey**

AT

**Plot No. 1, Survey No. 1009, Phase-IV, KPHB
Colony, Kukatpally, Hyderabad - 500085.**

Head Office.: “ICAI Bhawan’, Indraprastha Marg, New Delhi - 110 002.

Branch Office: **ICAI Bhawan – Hyderabad, 11-5-398/C**
Red Hills, Lakdikapool, Hyderabad, Telangana

Email Id: hyderabad@icai.org

1. Data Sheet

Table – 1: Data Sheet		
1	Name of the Bid	Appointment of Agency for Geotechnical Investigation and Engineering, Topographical Survey at Plot No. 1, Survey No. 1009, Phase-IV, KPHB Colony, Kukatpally, Hyderabad - 500085.
2	Type of Appointment / Engagement	Co-Terminus on completion of the Works awarded by ICAI
3	Name of the official for addressing queries/ clarifications and submissions of Bids etc.	CA. Girdhari Lal Toshniwal Chairman, Hyderabad Branch of SIRC of ICAI ICAI Bhawan, 11-5-398/C Red Hills, Lakdikapool, Hyderabad, Telangana Phone: 04-29707024/ 6302783477/+91 9848027622 Email: Hyderabad@icai.org Website: https://hydica.org/
4	Schedule of Bidding Process	
	Task	Key Dates
	Place of submission of filled in Application	CA. Girdhari Lal Toshniwal Chairman, Hyderabad Branch of SIRC of ICAI ICAI Bhawan, 11-5-398/C Red Hills, Lakdikapool, Hyderabad, Telangana
	Opening of Technical Bids	22/09/ 2026 from 3 PM onwards
	Opening of Price Bid	23/09/ 2026 from 3 PM onwards
	Place of Opening of Bids	ICAI Bhawan – Hyderabad, 11-5-398/C Red Hills, Lakdikapool, Hyderabad, Telangana
NOTES: - If a holiday is declared on the dates mentioned above, then the Task/Activity mentioned would be conducted on the immediate next working day at the same time specified above and at the same venue unless communicated otherwise. - All submissions shall ONLY be accepted in hard copies, addressed to CA. Girdhari Lal Toshniwal, Chairman, Hyderabad Branch of SIRC of ICAI as mentioned above. - ICAI reserves the right to reject any or all applications without assigning any reasons whatsoever. - Applications once submitted will be treated as final and no further correspondence will be entertained on this. Application cannot be modified after submission of bids. - In order to provide the Applicant, reasonable time to preparation and submit their Application, ICAI may, at its sole discretion, extend the last date for submission. - The ICAI reserves the right to accept or reject any or all bids at any stage in part or full without assigning any reason therefor.		

2. IMPORTANT INSTRUCTIONS TO THE APPLICANTS/BIDDERS

1. Two - Bid System:

Applicants / Bidders shall prepare their Bids in two-bid system.

The complete proposal containing technical credentials, supporting documents to be prepared and sealed in one envelope superscribing 'Technical Bid' and the financial quote must be sealed in another separate envelope superscribing 'Financial/Price Bid'.

Both the envelopes to be sealed in to another envelop and superscribed as **"Appointment of Agency for Geotechnical Investigation and Topographical Survey at Plot No. 1, Survey No. 1009, Phase-IV, KPHB Colony, Kukatpally, Hyderabad – 500085"**.

2. The Application / Bid shall be dropped physically in to the Tender Box at ICAI Bhawan - 11-5-39/C, Red Hills, Lakdikapool, Hyderabad on any working day from **15/09/2026 to 22/09/2026** from **10AM to 5.30PM till 2 PM on 22/09/2026**. **"REQUEST FOR PROPOSAL FOR APPOINTMENT OF SOIL INVESTIGATION AGENCY AT HYDERABAD BRANCH"**.

Bids can also be submitted via Speed Post / Registered Post addressed to ICAI Bhawan, 11-5-39/C, Red Hills, Lakdikapool, Hyderabad. ICAI will not take any responsibility for any postal delay.

Bids sent via email or fax will be rejected.

3. Completeness & Authenticity: All pages of the RFP document must be signed and stamped by the authorized signatory as acceptance of the terms and conditions. Overwriting or alterations without proper authorization signatures are liable to be rejected. A signed and stamped copy of this RFQ Document shall be submitted with the 'Technical Bid' as a token of acceptance of terms and conditions mentioned in the RFQ.

4. Conditional Bids: Conditional or incomplete bids shall be summarily rejected. Financial/price details must not appear in any manner in the Technical Bid.

5. Right to Reject & Amendments: ICAI reserves the right to accept or reject any or all bids without assigning any reasons whatsoever. Any amendments to this RFP will be hosted on the ICAI website.

6. Eligibility Criteria:

The Bidder shall fulfil the following minimum eligibility requirements:

- i. The Bidder shall be a legally constituted entity having a minimum 5 years' experience in Geotechnical Investigation and Topographical/Contour Survey services. Documents pertaining to Constitution of firm shall be provided.
- ii. The Bidder shall have successfully completed following work during the last 5 years preceding the last date of submission of the bid:

Geotechnical Investigation and Topographical Survey over a land admeasuring not less than 1 acre and depth of bore not less than 15 M.

Copies of Work orders and reports submitted shall be submitted.

- iii. The Bidder shall have experience in carrying out borehole investigation, SPT, soil sampling, field and laboratory testing, groundwater assessment, bearing capacity/SBC and settlement analysis, foundation recommendations and preparation of detailed Geotechnical Investigation Reports. The Applicant shall submit previous works orders and copies of corresponding Test Reports.

- iv. The Bidder shall have experience in Total Station/DGPS-based Topographical and Contour Survey, including establishment of benchmarks/control points, preparation of site plans, spot levels, contours, existing features and digital survey drawings.
- v. The Bidder shall have qualified and experienced Geotechnical Engineer(s), Survey Engineer(s)/Surveyor(s) and technical personnel adequate for execution of the assignment.
- vi. The Bidder should have legally available the requisite survey and geotechnical investigation equipment, including Total Station, Auto/Digital Level, DGPS/RTK, borehole drilling rig, SPT equipment and other equipment necessary for the assignment.
- vii. The Bidder shall submit documentary evidence in support of its experience, financial capacity, technical manpower and equipment availability. Mere submission of self-certificates without supporting documents shall not be considered sufficient.

Bids / Applications not meeting the above criteria shall not be considered and rejected. Financial/Price Bid of Applications meeting the above Criteria only will be opened.

The evaluation done by ICAI regarding Eligibility would be final and binding to the Bidders.

ICAI reserves the rights to call for any detail/document from the Applicant to establish the Eligibility and the Applicant/Bidder has to provide the same within the time frame prescribed by ICAI, failing which, the bid shall stand rejected.

3. SCOPE OF WORK

The selected Soil Investigation Agency shall carry out a comprehensive geotechnical investigation at the Plot No. 1, Phase-IV, KPHB Colony, Kukatpally, Hyderabad - 500085:

1. Mobilization of required drilling rigs, testing equipment, and experienced technical manpower at the site.
2. Setting out and execution of **Boreholes** at suitable locations in consultation with ICAI / Architect or its authorized representative.
3. Drilling each borehole to a minimum depth of **20 meters** below ground level (or deeper based on site strata conditions).
4. Conducting Standard Penetration Tests (SPT) and collecting disturbed & undisturbed soil samples in accordance with relevant IS Standards.
5. Performing necessary laboratory tests on samples collected to determine engineering properties for Building with three level basement with foundation design so as to use full FSI.
6. Determination of Safe Bearing Capacity (SBC), settlement characteristics, and evaluation of groundwater table conditions or any other Engineering Property not specifically mentioned but required for Building Design by the Architects and/or Structural Engineers.
7. Providing recommendations regarding foundation type, depth, permissible pressure, excavation, and dewatering guidelines.
8. Preparation and submission of a comprehensive Geotechnical Investigation Report in both hard copies (two Sets) and soft copy formats.
9. All the Boreholes shall be packed after collection of sample.
10. Following shall be the scope of work for **Engineering, Topographical Survey**:
 - **Reconnaissance and inspection of the entire site** to understand the site conditions, existing features, access, adjoining properties and surrounding development.
 - **Establishment of permanent reference points/benchmarks** at suitable locations within or near the site, with proper identification and recording of their coordinates and reduced levels.
 - Carrying out a **detailed topographical survey of the entire plot/site** using Total Station/DGPS/RTK or other suitable modern surveying equipment.
 - **Verification and establishment of the site boundaries**, including measurement of all boundary lines, corners, offsets and diagonals, and reconciliation with the available land/title documents and approved site plans, wherever provided.
 - Recording of **existing ground levels/spot levels** throughout the site at suitable intervals and at all critical locations, including changes in terrain and significant level variations.
 - Preparation of a **detailed plan** mentioning Levels based on the site characteristics and required design accuracy.
 - Identification and recording of all **existing structures and permanent features** within the site, including buildings, boundary walls, gates, pavements, roads, platforms, sheds, retaining walls, etc.
 - Survey and recording of **adjoining roads, streets, accessways and approach roads**, including their widths, levels, kerbs, footpaths and connection with the site.
 - Identification and plotting of **existing trees and other significant vegetation**, including their approximate location and, where required, trunk diameter.
 - Identification and plotting of all **existing services/utilities**, including electrical poles, transformers, overhead/underground electrical lines, water supply lines, sewer/drainage lines, manholes, storm-water drains, telephone/communication lines and other utilities, based on site

observations and information made available by the concerned authorities.

- Recording of **existing drainage patterns**, including natural drainage channels, storm-water drains, culverts, manholes and invert/top levels wherever accessible.
- Recording of **levels at road junctions, plot entrances, existing building plinths, drain inverts, road edges and other critical reference locations** required for preparation of the proposed site development plan.
- Identification and recording of **high points, low points, natural slopes and changes in site levels**, along with indication of the general direction of surface water flow.
- Establishment of a **coordinate reference system and level datum** for the survey, which shall be clearly indicated on all drawings and survey deliverables.
- Wherever required, **verification of the surveyed plot dimensions and area** with the dimensions/area indicated in the land documents, lease deed, sale deed, site plan or other documents provided by the Client, and highlighting any discrepancies observed.
- Preparation of a **detailed Topographical Survey Drawing** showing the site boundary, coordinates, dimensions, spot levels, contours, existing structures, roads, drains, utilities, trees and other relevant physical features.
- Preparation of **digital drawings in AutoCAD (.DWG) format**, along with PDF copies and survey data in the agreed digital format.
- Submission of **XYZ/coordinate data and level data** of the surveyed points in Excel/CSV or other editable format, as required by the Client.
- Submission of **site photographs** covering the important features and existing conditions observed during the survey.
- The Survey Agency shall provide **all necessary instruments, equipment, manpower, transportation, software and other resources** required for completion of the survey.
- The Survey Agency shall be responsible for ensuring the **accuracy, completeness and consistency of the survey data and drawings** and shall rectify, without additional cost, any errors, omissions or discrepancies attributable to the survey work.
- The survey shall be carried out with **sufficient accuracy for use by the Architect, Structural Engineer, Geotechnical Consultant and other consultants for planning, architectural design, structural design for proposed upcoming Building with 3 level Basement and site development works.**

4. Payment Terms

The payment Schedule shall be in the following stages, consistent with the work done.

S. No.	Stage of Payment		(%) of Total Fees Payable
1	Stage 1	Mobilization of equipment/machineries for Soil Sample Collection and commencement of Engineering Survey at site.	20% of quoted fee
2	Stage 2	Completion of Survey collection of Soil Samples up to 20 M depth successfully.	40% of quoted fee (less payment made in Stage 1)
3	Stage 3	Submission of Final Survey Report, Drawings both in soft & hard copies.	60% of quoted fee (less payment made in Stage 1 & 2)
4	Stage 4	Submission of draft Geotechnical / Soil Investigation Report with laboratory test results	80% of quoted fee (less payments made in Stage 1, 2 & 3)
5	Stage	Submission and Final signed and stamped Soil Report	100% of quoted fee (less payments made in Stage 1 to 4)

NOTE:

- The quoted fee is inclusive of drilling, sampling, field testing, laboratory testing, transport, and report preparation.
- GST shall be extra as applicable.

Part-II

FINANCIAL BID

(On the Letterhead of the Bidder)

The Applicant / Bidder is required to submit the financial bid in the following format.

Applicant / bidder shall quote the amount as per the Scope of Work considering sample collection from one point/location (borehole) for Geotechnical Investigation. If required, ICAI may decrease or increase the Nos. of Point/Location of bore holes for sample extraction.

S. No.	Particulars	Job	Rate (Amount in Rs.)	Total Fee (Amount in Rs.)
1.	Geotechnical Investigation (Rate based on per Bore Hole to be quoted)	8		
2	Engineering & Topographical	1		
3.	GST @ 18%			
4.	Total			

Applicant/Bidder Details:

- **Signature & Stamp:** _____
- **Name of Authorized Signatory:** _____
- **Agency Seal/Stamp:** _____
- **Date & Place:** _____