

NOTICE INVITING QUOTATION
SYAMAPRASAD MOOKERJEE PORT, KOLKATA
GENERAL ADMINISTRATION DEPARTMENT
ESTATE DIVISION
NIQ No. SMP/KDS/LND/02-2023 dated 02.02.2023

Syama Prasad Mookerjee Port, Kolkata intends to invite quotation for **“Empanelment of valuers for carrying out valuation of immovable properties at KDS which includes land with/ without structure and quotation is invited as per following pre-qualification criteria and terms & conditions.”** All prospective valuers are requested to submit application mentioning their interest to work with SMPK at the scale of charges and terms & conditions as mentioned below, on e-mail address estate.tender@kolkataporttrust.gov.in along with copy of this notice duly signed within 14th Feb 2023 till 05.00 P.M.

1. Pre-qualification criteria- Valuers should have experience in similar works and should have completed five distinct assignments in the last five years ending in March, 2022 for any Government concern (i.e. all PSUs/ Undertakings, Autonomous bodies under the State or Central Government including Income Tax Department, Indian Railways, Public Sector Banks, Port Trusts and High Courts) as carried out for valuation of immovable property wherein the valuation of each shall be at least Rs. 2.5Crores without taxes.

2. Scale Of Charges-

Slab of the asset-value as determined	Payable amount as percentage of valuation amount
(i) On the 1 st Rs. 5.00 lakhs of the asset as valued	0.11201% of the value
(ii) On the next Rs.10.00 lakhs of the asset as valued	0.04483% of the value
(iii) On the next Rs.40.00 lakhs of the asset as valued	0.02241% of the value
(iii) On the balance amount of the asset as valued	0.01117% of the value

3. Scope of work-

(a) The valuer shall have to carry out the detailed survey of the **land with/ without structure** obtain relevant data at his own cost, if required. If the details are available with Kolkata Port Trust, the same may be provided free of cost. For the structures/ properties occupied by third parties, SMP, Kolkata will obtain their consent before asking the valuer to carry out such work. Clarification may be given by the valuer on the report, if requested by the SMP, Kolkata, and if some deficiencies are identified, the modification to the report may be done by the valuer without any extra cost to SMP, Kolkata. The payment will be made on acceptance of such valuation report, on case to case basis, as per the accepted rate.

(b) The valuers shall have to furnish cost of land and structure separately in their valuation report, wherein the assignment requires valuation of land and structures.

(c) The valuation report to be submitted has to be

- Consistent, i.e. the report arrives at a same valuation (reproducible valuation)
- Independent, i.e. it involves an unbiased and disinterested party to value the asset to ensure no conflict of interest.
- Transparent, i.e. clearly stating the specific methods and processes used to value assets while determining the price.

(d) **Process for valuation** – The schedule of property, purpose of valuation, sketch plan showing the boundary of the plot concerned, and the area of the plot of land will be enclosed/ mentioned/ indicated by SMP, Kolkata in the offer letter for each specific assignment. The valuer shall adopt any standard method / approach with the help of mathematical tools like Regression Technique etc. Such methods / approach may be like-

- (i) Land and building method/ comparative scales method/ Rental method/ Income method
- (ii) Plinth area method/ Item-wise valuation method and so on, as applicable for structure.
- (iii) Cost approach/ Market approach and so on, as applicable.
- (iv) Metal value for selling/ value of metal sold to a dealer or Recycling center and so on for scrap.

(e) The report of the valuer shall, inter alia, include the following:-

- i) Name of the method/ approach adopted including mathematical tools employed, if any, with justification,
- ii) Summary calculation of the method/ approach adopted along with the source base data used in such calculation.
- iii) Plan and elevation drawing to the extent possible, depending on the condition of the structures, for valuation of any structure.

4. **Response time for collection of offer letter:-**

The valuer shall have to collect the offer letter for any specific assignment within two working days from the date of communication over phone/fax/Email / whatsapp from SMP, Kolkata in this regard. In case, the valuer does not collect the order letter for such assignment within two days as aforesaid or express in writing their inability to accept the order letter for that assignment owing to their preoccupation, SMP, Kolkata will be at liberty to allot that particular assignment to any other empanelled valuer

5. Completion period of each assignment: The valuer shall complete each assignment within the stipulated period of 15 days from the date of receipt of the order letter of assignment, alongwith the information/ documents pertaining to the schedule of property, sketch plan showing the boundary of plot of land concerned, and the area of the plot of land. However, additional time may be granted to the valuer by SMP, Kolkata, if considered necessary, against formal request before expiry of completion period of 15 days.

Besides, the valuer shall take all efforts to complete any assignment even before expiry of 15 days, if so requested by SMP, Kolkata. In the event of delay beyond the allowable time to complete any assignment without any communication from SMP, Kolkata regarding extension of completion period, SMP, Kolkata will be at liberty to either decline to accept the report without any compensation to the valuer and/ or decide at its sole discretion to offer no assignment during the remaining period of empanelment and /or to initiate steps to cancel the empanelment of the valuer concerned.

6. **Sub-contract-** The valuer shall not sub-contract the work to any other valuer but shall carry out the work himself.
7. **Dispute-**In the event of any dispute between the officials of SMP, Kolkata and the valuer pertaining to this tender, the same shall be under the jurisdiction of Kolkata High Court.
8. The intending bidders should submit Earnest Money of **Rs. 500.00 (Rupees five hundred only) & quotation fee of Rs. 118/-** including GST @18%(non-refundable) in the form of Banker's Cheque/Demand Draft/ Pay Order in favour of **Syama Prasad Mookerjee Port, Kolkata till 5 P.M. on 14.02.2023 at the** Extended office of Estate Manager **SMP, Kolkata, at 6 Fairley Warehouse, 1st Floor Kolkata-700001.**
9. **Security Deposit-** The EMD of the tenderer being empanelled shall be converted to security deposit and the same shall be refunded without interest after expiry of the empanelment period, subject to both SMP, Kolkata and valuer agreeing as to the dues of the valuer at that point of time. However, SMP, Kolkata offers no minimum guarantee to the number of assignment to the empanelled valuers during their empanelment with the Estate Division of SMP, Kolkata.
10. **Transport:** As far as cost of transport is concerned, the valuer shall be allowed reimbursement against each assignment of valuation for the trips, as necessary, out of Kolkata Municipal and / or Howrah Municipal area. The ceiling for reimbursement would be two days' booking charge, as per rate in vogue in SMP, Kolkata. In case of any dispute as to amount of admissibility, the decision of SMP, Kolkata shall be final and binding on the valuer concerned.
11. **Reimbursement for food & lodging** – Reimbursement also for food & lodging shall be made as per minimum rate applicable for Class-I officers of SMP, Kolkata on official tour for max. two days for max. two persons for each assignment outside the jurisdictions of Kolkata & Howrah Municipalities, less accommodation charge, if and when provided by SMP, Kolkata.
12. **De- Empanelment of Valuers** -SMP, Kolkata, at its discretion, may de-empanel any valuer, if it is found that the valuation report as submitted by any valuer is not realistic or that there has been any breach of the contract provisions.

13. **Port Area Obligation** -The Dock area is a custom bounded area and as such the valuer shall comply with all regulations of the port and custom authorities and those as may be imposed from time to time.
14. **Dock Permit**- For works in Dock area, Dock permit as required for men, materials, vehicles etc. are to be procured free of cost by the valuer as per recommendation of the executing department indicating the specific number of free permits to be issued. However, for creation of individual ID in permit system, a charge as applicable will be levied per person (one time) even for companies/ Individuals who have been granted permission to obtain free permits by SMP, Kolkata.
15. **Sufficiency of the drawings**- The drawings and all data/ information, as furnished by SMP, Kolkata, or inspected and / or collected by the valuer for the purpose of the work should be properly assessed, interpolated or utilized at his own responsibility and SMP, Kolkata does not guarantee sufficiency or adequacy of the data/ information so supplied to him or collected or understood by the valuer.
16. **Confidentiality and Non Disclosure:** The valuer shall maintain confidentiality of the work being undertaken and shall not disclose information to any person other than the person who has been engaged the valuer. The valuer shall also ensure that the employees of his organization also follow the policy of confidentiality and non-disclosure.
17. **Term of Empanelment** - The tenure of empanelment will be till 29.08.2025.
18. **Escalation** - No escalation of the quoted/agreed rate will be entertained during the period of empanelment and thus, the rate should be quoted with due consideration of the same.
19. **Terms of Payment** - Payment shall be made normally within a period of 30 (thirty) days from the date of submission of bill complete in all respects, against completion of each assignment of valuation to the satisfaction of SMP, Kolkata. The payable amount shall be remitted through Bank ECS for which the selected/ empanelled valuer shall have to furnish relevant bank particulars to SMP, Kolkata.
20. **Taxes and duties**- The prices quoted shall include all allied expenses and taxes excluding only GST, which shall be paid extra.
21. **Minimum fee** –The minimum fee for each assignment shall be Rs. 2,000/- irrespective of the payable fee as per scale of charges. In other words, whenever the payable fee becomes less than Rs. 2,000/- for any specific assignment, the payable amount shall be Rs. 2,000; i.e. in no case the fee shall be less than Rs. 2,000 for any assignment.

22. Documents to be attached with the application- Self certified copy of the following documents may also be forwarded along with your acceptance within 14th Feb 2023 till 05.00 P.M.

- (i) Scanned copy of ITR for FY-2021-22, PAN Card and TAN (if available).
- (ii) Copy of Appendix-I duly filled in as enclosed.
- (iii) Self certified copy of partnership deed or Memorandum of Association & Article of Association, as applicable.
- (iv) Copy of GST registration certificate.
- (v) Copy Govt. registration and documents regarding empanellement in Government concern i.e. all PSUs/ Undertakings, Autonomous bodies under the State or Central Government including Income Tax Department, Indian Railways, Public Sector Banks, Port Trusts and High Courts as a valuer.
- (vi) Copies of the documents in support of experience/performance certificate/credential of works.

23. Acceptance of offer: SMP, Kolkata is at liberty not to accept the application and reserves the right to accept any application either in part or as a whole and to reject any application without assigning any reason whatsoever.

24. Rejection of offer: If the application is not submitted according to the instruction detailed in this tender document, the same shall be liable for rejection.

Estate Manager (I/C)
ESTATE DIVISION
GENERAL ADMINISTRATION DEPARTMENT
SYAMA PRASAD MOOKERJEE PORT, KOLKATA

Appendix –I

**SYAMAPRASAD MOOKERJEE PORT, KOLKATA
GENERAL ADMINISTRATION DEPARTMENT
ESTATE DIVISION**

FORMAT OF UNDERTAKING DULY FILLED IN TO BE Uploaded BY THE APPLICANT

- I, son/daughter of do hereby solemnly affirm and state that
- I / We am/are a citizen/citizens of India;
- I / We have not been removed/ dismissed from service/employment earlier;
- I / We have not been found guilty of misconduct in professional capacity;
- I / We am/ are not an undischarged insolvent;
- I / We have not been convicted of an offence connected with any proceeding under the Income Tax Act 1961, Wealth Tax Act 1957 or Gift Tax Act 1958;
- I / We have read and understood the terms and conditions contained in the quotation No. SMP/KDS/LND/02-2023 dated 02.02.2023
- I / We agree to all the terms and conditions contained in the quotation No. SMP/KDS/LND/02-2023 dated 02.02.2023
- I / We undertake to keep you informed of any events or happenings which would make me/ us ineligible for empanelment as a valuer;
- I / We have not concealed or suppressed any material information, facts and records and
- I / We have made a complete and full disclosure.

In the above undertaking, 'I' stands for the individual or the proprietor or authorised signatory of the tenderer and 'We' stands for all the partners / directors in case of a partnership firm / company. Hence, the tenderer shall use 'I' or 'We' in the undertaking, as may be appropriate.

Dated:

Signature.....

Name.....

Address.....

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SEAL OF THE TENDERER: