

Hindustan Vegetable Oils Corporation Ltd.

Tender Enquiry No. HVOC/Valuer/2016 Due on 28.09.2016

TENDER FORM – PART - I

Reference: NIT No. HVOC/Valuer/2016 Date 22.08.2016

1. I/We/M/s _____
a proprietary business/ Partnership firm/ Company incorporated under Companies Act, 1956, through Shri/Smt. _____ sole proprietor/Partner/Director (hereinafter called the "Tenderer") having read, understood and accepted the terms and conditions of tender, hereby offer for carrying out the work of valuation and due diligence exercise in respect landed assets of Hindustan Vegetable Oils Corporation Limited (HVOC) as per the stipulated scope of work for the locations namely,

2. **Technical Bid** (Parts-I to VII of Tender Form along with Annexure-I) and **Financial Bid** (Part-VIII of Tender Form) duly signed and stamped are enclosed in two separate sealed envelopes.

3. **This offer is valid for 3 months from the date of opening.**

4. Demand Draft No. _____ dated _____ drawn on _____ Bank for Rs. _____ towards EMD is enclosed.

5. The undersigned is legally authorized to submit this offer on behalf of the Firm/ Company.

6. The undersigned agrees that the decision of HVOC regarding acceptance or rejection of a tender will be final and binding on the tenderer.

Witness:
Signature: _____

Date:
NAME:
ADDRESS: _____

Tenderer:
Signatures _____
(Proprietor/ Partner/ Director)

Date:
NAME:
ADDRESS: _____

Encl: Annexure I

Telephone No. _____
E-mail : _____

To,
Hindustan Vegetable Oils Corporation Limited
(A Government of India Undertaking)
64-65, Satguru Ram Singh Marg
Kirti Nagar, New Delhi – 110 015

Hindustan Vegetable Oils Corporation Ltd.

Tender Enquiry No. HVOC/Valuer/2016 Due on 28.09.2016

TENDER FORM – PART - II

INSTRUCTIONS TO TENDERERS

1. Tenders should be submitted only in the prescribed tender form comprising Parts-I to VIII and Annexure-I all duly signed and stamped. All entries should be made in ink. No correction/over-writing will be accepted.
2. **Technical Bid** (Parts I to VII along with Annexure-I) and **Financial Bid** (Part-VIII) should be submitted in separate envelopes superscribing “Technical Bid” and “Financial Bid” respectively. The envelopes so sealed should be inserted in another sealed envelope. Tenderer’s name, Tender Enquiry no. should also be mentioned on the all the envelopes.
3. Any tender received late or not meeting the tender conditions will be rejected. Conditional offers are also liable to be rejected.
4. If the tender is sent by the post, care should be taken to send the same by Registered/Speed Post so as to reach our Office well in time before the closing date and time. The Corporation will not be liable in case of loss of the tender documents and/or delay in receipt of the same.
5. The tenderer should submit self-attested photocopies of the following documents along with the tender:
 - a) Registration certificate u/s 34ab of Wealth Tax Act, 1957
 - b) Documents in support of past experience as mentioned at Part-VI of tender form.
 - c) Audited accounts (Balance Sheet, Cash Flow Statement and Profit & Loss Statement) for 2012-13, 2013-14 and 2014-15 to support the claim of turn-over and net profit.
 - d) Service Tax Registration certificate
 - e) PAN Card
 - f) Copy of Authority in the name of signatory (in case of partnership firm/ company)
6. If any clarification is required before finalizing the contract, tenderers will be asked to send the same by e-mail and hence tenderers must provide their e-mail address while submitting tender. The tenderers may also be invited at short notice for clarification/verification of documents. Tenderers are required to keep the original documents, copies of which have been submitted along with this tender, ready as they are expected to produce the same for verification.
7. The Corporation reserves right to accept or reject any or all tenders without assigning any reason whatsoever.
8. Technical Bids will be opened at the specified time in presence of the tenderers or their authorized representatives. The date of opening of Financial Bids will be intimated to shortlisted tenderers in due course.
9. **CLOSING/OPENING OF TENDERS:**
 - a) **Closing Time for Receipt of Tender** - **14.30 hours on 28.09.2016**
 - b) **Opening of Tender** - **15.00 hours on 28.09.2016**

Signature of the Tenderer
Full name of Tenderer
Stamp & Date

Hindustan Vegetable Oils Corporation Ltd.

Tender Enquiry No. HVOC/Valuer/2016 Due on 28.09.2016

TENDER FORM – PART - III

TERMS & CONDITIONS OF TENDER

1. Government approved valuers (duly registered u/s 34ab of Wealth Tax Act, 1957) meeting the specified eligibility criteria can participate in this tender.
2. **TIME PERIOD FOR COMPLETION OF WORK**
The successful tenderer shall complete the work and submit the draft report within 90 days from the date of award of contract. The final report shall be submitted within 15 days after receiving approval of the draft report by HVOC. Time is essence of the contract.
3. **FEES**
 - a) Lump sum amount as fees is to be quoted only in the Financial Bid.
 - b) It should be inclusive of all charges required for complete scope of work but exclusive of service tax which is payable at actuals as per applicable rate at the time of payment. The fees should also include for any incidental and contingent work necessary for completion of the work.
 - c) The quoted amount shall remain firm and no increase/additional fee shall be admissible.
 - d) Tenderers are free to quote for any number of locations. However, fees must be quoted separately for each location.
4. **EARNEST MONEY DEPOSIT**
 - a) All the participants in the tender are required to submit EMD at the rate of **Rs 5,000/- per location quoted**, in form of Demand Draft in favour of 'Hindustan Vegetable Oils Corporation Limited' payable at Delhi.
 - b) Tenders without EMD shall be rejected.
 - c) EMD shall be forfeited in the event of any tenderer withdrawing/modifying his offer after opening of the tenders.
 - d) EMD will be refunded to unsuccessful tenderers within one month after validity of the tender is over. No interest shall be payable by HVOC on EMD.
5. **SECURITY DEPOSIT**
 - a) The successful bidder shall have to furnish Security Deposit (SD) in the form of Demand Draft for 5% of the order value, immediately after receiving intimation of acceptance of tender. EMD amount may be adjusted while submitting the SD.
 - b) Order will be released only after receiving the SD.
 - c) No interest shall be payable by HVOC on SD.
 - d) SD shall be retained for one year and released by HVOC on successful completion of work and any optional work if awarded.

Signature of the Tenderer
Full name of Tenderer
Stamp & Date

Hindustan Vegetable Oils Corporation Ltd.

Tender Enquiry No. HVOC/Valuer/2016 Due on 28.09.2016

6. TERMS OF PAYMENT

The payment of fee shall be released by HVOC within one month of receipt of bill after submission of the final report.

7. PENALTY CLAUSE

Any failure on the part of the valuer to ensure the strict observance of terms and conditions of the contract including default/delay in submission of report shall be treated as non-performance of the contract. The valuer shall indemnify the Corporation for any loss sustained by it due to such non-performance. The Corporation also reserves the right to engage any other valuer at the risk and cost of the contracted valuer and/or to terminate the contract and forfeit the security deposit. If security deposit is not adequate to meet the losses, the valuer shall deposit the balance amount immediately without demur.

8. ARBITRATION CLAUSE

All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning, operation or effects of this contract arising out of this tender or breach thereof which cannot be mutually resolved, shall be referred to Sole Arbitrator to be appointed by Chairman, HVOC and the award made in pursuance thereof shall be binding on the parties. The Arbitrator so appointed shall be an employee of the Government/ Central Public Sector Enterprise (CPSE) who had not dealt with the matters relating to this contract.

9. OPTION CLAUSE

HVOC reserves the option to award the work of valuation of any sub-plots of any of the plots of land to the selected parties within one year of award of contract. In such event, the valuation of sub-plots shall be carried out by the valuers as per (c) of the scope of work indicated at Part IV of this tender form and additional payment shall be made to the contracted valuer for each sub-plot @ 10% of contracted rate (exclusive of service tax). The contracted valuer would have to submit valuation report for the sub-plots within one month of award of this optional work.

10. OTHER CONDITIONS

- a) The successful bidder (contracted valuer) can collect a set of photocopies of title deeds and other related documents from HVOC, Corporate office at Kirti Nagar, New Delhi-15 immediately after award of contract. A statement showing indicative area of land at various locations is at Annexure-I.
- b) In the event of award of contract, all the instructions, specifications, terms and conditions of tender as mentioned in the Parts - I to VIII of this tender form including Annexure-I will be construed as part of the contract and the tenderer shall abide by the same.

Signature of the Tenderer
Full name of Tenderer
Stamp & Date

Hindustan Vegetable Oils Corporation Ltd.

Tender Enquiry No. HVOC/Valuer/2016 Due on 28.09.2016

TENDER FORM – PART - IV

SCOPE OF WORK

The scope of work shall include the following:

- a) Scrutiny of the title deeds and related documents presently available with HVOC in respect of its free-hold and lease-hold landed assets and verifying with corresponding land records of the State Governments so as to ascertain whether they are complete in all respects and to report deficiencies, if any. List of landed assets is in Annexure-I.
- b) Ascertaining the present permissible use and Floor Area Ratio of land, physical measurement of land and preparation of survey map/layout plan indicating also the area encroached, wherever encroachment has taken place. However, physical measurement of land and preparation of survey map/layout plan may not be done for the parcels of land which are marked with asterisk in Annexure-I.
- c) Valuation of land as per current circle rate as well as current market rate with details of procedure followed, full justification for basis and assumptions underlying such valuation.

Signature of the Tenderer
Full name of Tenderer
Stamp & Date

TENDER FORM – PART - V

Eligibility Criteria

a. Technical

- (1) The tenderer must be Government approved valuer and registered u/s 34ab of Wealth Tax Act, 1957.
- (2) The tenderer must be registered for service tax purpose.
- (3) The tenderer must have PAN card for income tax purpose.
- (4) The tenderer must have minimum five years experience of valuation as on 01/04/2015.
- (5) The tenderer should have executed at least three similar works in the Financial Years 2012-13 to 2014-15. A work will be considered similar if it has component of valuation of properties in the scope of work.
- (6) The tenderer should have executed at least two works involving valuation of immovable properties during the above three years. A brief on the work so executed may also be furnished.

b. Financial

- (1) The tenderer should have turnover (income) of at least Rs 15 lakhs per annum in each of the above three years (2012-13 to 2014-15).
- (2) The tenderer should have made net profit in each of the above three years.
- (3) The tenderer should have minimum 4 employees or plan for alternate arrangements to carry out the specified works. Details of employees (Regular, Temporary, Contract - category-wise) or plan for alternate arrangements may be furnished.

Signature of the Tenderer
Full name of Tenderer
Stamp & Date

Hindustan Vegetable Oils Corporation Ltd.

Tender Enquiry No. HVOC/Valuer/2016 Due on 28.09.2016

TENDER FORM – PART – VI

(A) Past Experience of similar Work

[Refer Technical criteria at Sl (4) to (6) of Part – V]

Sl	Brief description of work done	Value of order	Date of order	Name of Client/ Organization	Date of completion of order
1					
2					
3					
4					
5					

Note: Copies of orders to be enclosed. More number of orders may be mentioned by adding rows below the above table.

(B) Financial Performance

[Refer Financial criteria at Sl (1) to (2) of Part – V]

Sl	Financial Year	Annual Turnover (Rs. in Lakh)	Net Profit (Rs. in Lakh)
1	2012-13		
2	2013-14		
3	2014-15		

Signature of the Tenderer
Full name of Tenderer
Stamp & Date

TENDER FORM – PART - VII

Bid Evaluation Criteria and Selection Procedure

- (1) Only tenders received before the due (closing) date and time of receipt of Bids would be considered for evaluation.
- (2) Technical Bids would be opened first on the due date and time of opening.
- (3) A tender will be rejected in initial scrutiny if:
 - a. it is not submitted in the prescribed form, or
 - b. it is not signed on all the pages of the Tender Form including Annexure – I, or
 - c. it does not contain the document in support of the signatory being authorised to submit the offer in case of partnership firm/ company, or
 - d. it is not accompanied by the EMD of required amount as per the number of places for which the offer has been submitted.
- (4) The Technical Bids will be evaluated for shortlisting/qualification on the basis of documents submitted and the eligibility criteria stipulated in Part-V of the Tender Form.
- (5) Financial Bids will be opened only in respect of the qualified bidders who are found eligible in the evaluation of Technical Bids. Advance intimation shall be issued to the qualified tenderers to witness the opening of Financial Bids.
- (6) The Financial Bids will be compared for evaluation of the lowest (L-I) bidder for each place.
- (7) In case of discrepancy between the amount quoted in words and figures, the amount quoted in words will be considered.
- (8) Order will be awarded on the lowest (L-I) bidder for each place separately. However, if any tenderer is found L-I in two or more places, a single order will be placed for all the places.

Signature of the Tenderer

Full name of Tenderer

Stamp & Date

Hindustan Vegetable Oils Corporation Ltd.

Tender Enquiry No. HVOC/Valuer/2016 Due on 28.09.2016

TENDER FORM – PART - VIII

FINANCIAL BID

Sl	Location	Amount of Fee (in words)	Amount of Fee (in figures)
1.	Delhi		
2.	Mumbai		
3.	Kanpur		
4.	Amritsar		
5.	Bengaluru		
6.	Kolkata (Barasat)		
7.	Sonepat		

Note: The amount of fee is to be quoted in Rupees exclusive of service tax.

Signature of the Tenderer
Full name of Tenderer
Stamp & Date

Hindustan Vegetable Oils Corporation Ltd.

Tender Enquiry No. HVOC/Valuer/2016 Due on 28.09.2016

Annexure-I

Details of Landed Assets

Sl. No	Location		Address	Approx. Area of Land (acre)
1	Delhi	(i)	64-65, Satguru Ram Singh Marg, Kirti Nagar Industrial Area, New Delhi-110015	15.4
		(ii)*	Plot No. 7674, Subzi Mandi, Ghanta Ghar (Adjacent to Amba Cinema), G.T. Road, Delhi-110007	1.20
		(iii)	Plot No. 7404, Subzi Mandi, Ghanta Ghar, G.T. Road, Delhi-110007	0.46
2	Mumbai		Bal Rajeshwar Road, Mulund (West), Mumbai-400080	14.26
3	Kanpur	(i)	Plot No. 4, Kalpi Road, Fazal Ganj, Kanpur-308012	13.46
		(ii)	Kaushal Puri, Kanpur	3.48
4	Amritsar		P.O. Rayaon Silk Mills, G.T. Road, Chheharta, Amritsar-143104	30.0
5	Bangalore		Plot No. 7-B, Dyavasandra Industrial Estate, Phase-I, White Field Road, Bangaluru-560048	1.82
6	Kolkata (Barasat)		Village Narsinghpur, Chota Jahulia, Barasat, 24 Pargana North	8.5
7	Sonapat	(i)	Sikka Colony, Main Delhi Road, Sonapat	2.0
		(ii)	Industrial Area, Kalupur, Near Hindu Engg. College, Sonapat	2.0
		(iii)*	Bharat Puri, Near Industrial Area, Kalupur, Sonapat	0.5
		(iv)*	Mauji Ram Jain Colony, Near Hindu College, Sonapat	3.0
		(v)*	Mauji Ram Jain Colony, Near Hindu College, Sonapat	1.5
		(vi)*	Mauji Ram Jain Colony, Near Hindu College, Sonapat	1.5
		(vii)*	Mauji Ram Jain Colony, Near Bharat Puri, Sonapat	0.24

(Signature of Tenderer)
Full name of Tenderer
Stamp & Date