

NOTICE INVITING TENDER

**KOLKATA PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
ESTATE DIVISION
NIT No. KoPT/KDS/LND/15-2019 dated 25.07.19**

Kolkata Port Trust (KoPT) invites E-Tender under two-part system (Part I: Techno-Commercial Bid and Part II: Price Bid) for **Empanelment of valuers for 2 years for carrying out valuation of immovable properties at KDS in connection with lease of land with/ without structure / seized goods/ scrap materials. The prospective valuers fulfilling the following pre-qualification criteria shall only submit bids.**

Valuers should have experience in similar works and should have completed five distinct assignments in the last three years ending in March, 2019 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. One Crore without taxes.

← PRE-
QUALIFICATION
CRITERIA

2. Tender Document and extension or any other notice/ corrigendum/ addendum/ clarifications, if any, are being hoisted in the websites of Kolkata Port Trust (www.kolkataporttrust.gov.in) and MSTC (www.mstcecommerce.com). However, Bid Document and extension or any other notice/ corrigendum/ addendum/ clarifications, if any, may be downloaded from MSTC website only. Bidders are advised to visit the websites regularly. In other words, the MSTC website shall have to be accessed for the sake of submission of bid, while KoPT website is only for the purpose of viewing/ intimation of the prospective bidders.

SCHEDULE OF TENDER (SOT):

a.	MODE OF TENDER	E-Tender No: KoPT/Kolkata Dock System/LND/1/19-20/ET/44 e-tender System by Online Part I - Techno-Commercial Bid and Online Part II - Price Bid through www.mstcecommerce.com/eprochome/kopt/index.jsp of MSTC Ltd. The intending bidders are required to submit their offers electronically as per following schedules through e-tendering portal. No tender shall be accepted by the office of KoPT, if submitted by hard copy, except some specified documents (as mentioned hereunder in this tender document). The said specified documents shall have to be submitted to the specified tender box kept at the Extended office of Estate Manager, <u>Kolkata Port Trust (KoPT), at 6 FAIRLEY WAREHOUSE, 1st Floor Kolkata-700001</u>
b.	Duration of viewing of Tender Document	From 29/07/19 To 21/08/2019
c.	Duration of submission of query by mail	Till 08/08/2019
d.	Pre-Bid Meeting	At 12 noon on 09/08/2019 at the Extended office of Estate Manager, <u>Kolkata Port Trust (KoPT), at 6 FAIRLEY WAREHOUSE, 1st Floor Kolkata-700001</u>

e	i) Estimated Cost Of Work	i) Rs.2,50,000.00 (Rupees two lakh fifty thousand only) approx.
	ii) Earnest Money Deposit	ii) The intending bidders should submit Earnest Money of Rs. 500.00 (Rupees five hundred only) in the form of Banker's Cheque/Demand Draft/ Pay Order in favour of Kolkata Port Trust.
	iii) Tender Fee	iii) The intending bidders shall submit the tender cost of Rs. 118/- (Rupees one hundred and eighteen only) including GST @18% (non-refundable) (Rs. 100/- + Rs. 18/- as GST thereon) separately in the form of Banker's Cheque/Demand Draft/ Pay Order in favour of Kolkata Port Trust.
	iv) Transaction Fee	iv) The intending bidders shall remit the Transaction fee of Rs.295/ (Rupees two hundred and ninety five only) including GST @18% (Rs. 250/- + Rs. 45/- as GST thereon) by NEFT/RTGS in favour of MSTC LIMITED (refer to clause. No. 3 of Annexure –I)
f.	Last date and time of remittance of tender fee & Earnest Money Deposit in the form of Banker's Cheque/Demand Draft/ Pay Order in favour of Kolkata Port Trust	Till 5 P.M. on 21/08/2019 at the Extended office of Estate Manager <u>Kolkata Port Trust (KoPT), at 6 FAIRLEY WAREHOUSE, 1st Floor Kolkata-700001</u>
g	Last date and time of submission of online Techno-Commercial Bid and price Bid at www.mstcecommerce.com/eprochome/kopt/index.jsp	Till 5 P.M. on 21/08/2019
h	Last date and time of submission of hard copies of the listed papers into the specified box kept in the office of Estate Manager	Till 5 P.M. on 21/08/2019
i	Last date of submission of Transaction fee through RTGS/NEFT in favour of MSTC Limited, Kolkata.	Bidders should attempt to deposit Transaction Fee 3 days prior to closing of bid submission to avoid rejection of bid on account of failure to confirm receipt by MSTC".

Note:

1. Date & time of uploading the Addendum, if any, will be notified after Pre-bid meeting.
2. Opening of on-line bid (Techno-commercial Bid & Price Bid) is not a public event and hence, presence of bidders is not required for such event.

**Estate Manager (R & D)
ESTATE DIVISION
GENERAL ADMINISTRATION
DEPARTMENT
KOLKATA PORT TRUST**

KOLKATA PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
ESTATE DIVISION
NIT No. KoPT/KDS/LND/15-2019 dated 25.07.19
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Annexure –I

**KOLKATA PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
ESTATE DIVISION
NIT No. KoPT/KDS/LND/15-2019 dated 25.07.19**

IMPORTANT INSTRUCTIONS TO E-TENDERER

This is an e-tender event of KoPT. The e-tender service provider is MSTC Ltd., 225C, A.J.C. Bose Road, Kolkata-700 020.

Tenderers willing to participate in this tender are required to go through the entire tender document.

1.	<p>Process of E-tender:</p> <p>A) Registration:</p> <p>(i) The process involves registration of bidders with MSTC e-tender portal which is free of cost. For this purpose, any willing bidder is required to apply online through the MSTC website www.mstcecommerce.com/eprochome/kopt/index.jsp as per details given in this tender document.</p> <p>(ii) Only after registration, the bidder(s) can submit his/her/their bids electronically. The bidder should possess at least Class II signing type digital certificate (Bids will not be recorded without Digital Signature).</p> <p>(iii) Any willing bidder not yet in possession of at least Class II signing type digital certificate, would be required to obtain the same at their own cost and arrangement prior to participation in the instant tender.</p> <p>(iv) Bidders are to make their own arrangement for bidding from a P.C. connected with Internet. Neither KoPT nor MSTC shall be responsible for making such arrangement.</p> <p>SPECIAL NOTE: BOTH PRICE BID AND TECHNO-COMMERCIAL BID ARE TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprochome/kopt/index.jsp</p> <p>1) Bidders are required to register themselves online with www.mstcecommerce.com→ Port Lease Property→ KOPT →Registration →Register as Bidders' Filling in details and creating own user-id and password→ Submit.</p> <p>(Bidders who are already registered with MSTC for valuation need not register afresh).</p> <p>2) Bidders will receive a system generated mail confirming their registration in their e-mail ID which will be provided during filling in the registration form. Bidders are requested to submit bid keeping sufficient time in hand. They should not wait for last minute to avoid any problem. In case of any clarification, bidders are advised to contact KoPT/MSTC (before the scheduled time of the e-tender). Contact person (KoPT):</p> <table><tr><td>1. Name: Shri J. Sengupta Estate Division, KoPT, 5th Floor, Annexe Building, 15, Strand Road, Kolkata – 700001 Contact No.03371012455 E-mail id: estate.tender@kolkataporttrust.gov.in</td><td>2. Name: Shri S. Dasgupta Estate Division, KoPT, 5th Floor, Annexe Building, 15, Strand Road, Kolkata – 700001 Contact No.03371012429 E-mail id: estate.tender@kolkataporttrust.gov.in</td></tr></table> <p style="text-align: center;">Contact persons (MSTC):</p> <table><tr><td>1. Shri K Kranthi Kumar</td><td>2. Shri Sabyasachi Mukherjee</td></tr></table>	1. Name: Shri J. Sengupta Estate Division, KoPT, 5 th Floor, Annexe Building, 15, Strand Road, Kolkata – 700001 Contact No.03371012455 E-mail id: estate.tender@kolkataporttrust.gov.in	2. Name: Shri S. Dasgupta Estate Division, KoPT, 5 th Floor, Annexe Building, 15, Strand Road, Kolkata – 700001 Contact No.03371012429 E-mail id: estate.tender@kolkataporttrust.gov.in	1. Shri K Kranthi Kumar	2. Shri Sabyasachi Mukherjee
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1. Shri K Kranthi Kumar	2. Shri Sabyasachi Mukherjee				

	<p>Email- kkkumar@mstcindia.co.in Helpline no- (033)22901004</p> <p>Email-smukherjee@mstcindia.co.in Phone: 033 22812879 Helpline No-(033)22901004</p>
	<p>B) System Requirement:</p> <p>i) Windows 7 & above Operating System ii) IE-7 and above Internet browser. iv) Signing type digital signature v) JRE software to be downloaded and installed in the system. To enable ALL active X controls and disable ‘use pop up blocker’ under Tools →Internet Options→ custom level.</p> <p>The system requirements are as follows:</p> <ul style="list-style-type: none"> Operating System- Windows 7 and above Web Browser- Preferred IE 7 and above. Active-X Controls Should be enabled as follows: Tools =>Internet Options =>Security =>Custom Level => Enable all Active-X Controls =>Disable “Use Pop-up Blocker” Java (Latest is JRE 8 Update 201 – File name Windows X-86 Offline) <p>To disable “Protected Mode” for DSC to appear in The signer box following settings may be applied.</p> <ul style="list-style-type: none"> Tools => Internet Options =>Security => Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning “Enable Protected Mode”. Other Settings: Tools => Internet Options => General => Click On Settings under “browsing history/ Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”. <p><u>For details, refer to the “Vendor Guide” and a video guide available under “View Video” Link.</u></p>
2.	<p>(i) Format of Bid:</p> <p>(A) Part I Techno-Commercial Bid will be opened electronically on specified date and time as given in the Tender Notice. Bidder(s) cannot witness electronic opening of bid since the same is not a public event.</p> <p>(B) Part II Price Bid: Price Bids of only techno-commercially qualified bidders shall be opened electronically. Bidder(s) cannot witness electronic opening of bid since the same is not a public event.</p> <p>Selection of successful bidder will be communicated to the bidder concerned by KoPT only after completion of Tender Process and approval of competent authority.</p> <p>Note :</p> <p>(i) Any necessary notice/ addendum/ extension notice/ corrigendum to the tender would also be hoisted in the e-tendering portal of M.S.T.C under the “Notification” Link</p> <p>(ii) E-tender cannot be accessed after the due date and time mentioned in this Tender Notice, unless extended further with due notice in the website.</p> <p>(iii) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.</p>
3.	<p>Special Note towards Transaction fee:</p> <p>The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. On selecting NEFT, the vendor shall generate a challan by</p>

	<p>filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail. Bidders may also remit the transaction fee by Netbanking/CC/DC using the Atom PG.</p> <p>Transaction fee is non-refundable.</p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p>
4.	Submission of on-line bid:
4.1	The bidder(s), who has /have submitted the above fees, can only submit their Techno Commercial Bid and Price Bid through internet in MSTC website www.mstcecommerce.com → E-Procurement → KOPT → Login → My Menu → Auc Floor Manager → Live Events → Selection of the live event → Techno Commercial and Price Bids.
4.2	The bidder should allow to run Java Encryption Applet by clicking on allow whenever the Pop-UP asks to do so. This exercise has to be done immediately after clicking on the Techno-Commercial bid. If this application is not allowed to run as and when prompted, the bidder will not be able to save/submit their bid and will get the error messages.
4.3	After submission of all mandatory information and uploading of all mandatory documents as mentioned in the Tender, the bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to filled in and then the bidder should click on "save" to record their price bid. Once both the Techno-Commercial bid & Price bid are saved, the bidder can click on the "Submit" button to register their bid.
4.4	Bidder's alertness / duty:
4.4.1	All correspondence to the bidder(s) after participation in the tender shall be sent by e-mail only during the process till finalization of tender by KoPT. Hence, the bidders are required to ensure that their e-mail ID provided is valid and updated at the stage of their registration with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate). In case of successful bidder the communication of ' <i>Allotment Letter</i> ' will be through hard copy.
4.5	<p>Uploading of documents:</p> <p>Bidders are advised to use 'Attach Docs' link in the bidding floor to upload documents in document library. Multiple documents can be uploaded. For further assistance, instructions of Vendor Guide are to be followed.</p>
4.6	No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his/her automatic acceptance of all the terms & conditions for the tender including those contained in the extension or any other notice/ corrigendum/ addendum/ clarifications, if any.
NOTE:	
<p>(a) A bid can be edited and documents can be uploaded any number of times before the final submission of bid (i.e. before clicking on Sign & Encrypt). Once the bid is submitted by clicking on Final Submission, further editing is not allowed.</p> <p>However, deletion of the bid, followed by resubmission of the bid, with no additional amount of EMD and tender fee, is allowed upto the closing time of the tender.</p> <p>Since replacement of any particular document already uploaded is not allowed by the System,</p>	

the bidders are strictly advised to delete the entire bid and resubmit a fresh bid containing the revised document and refrain from uploading more than one document for a particular purpose otherwise the consequence of this deviation will be borne by the bidder only.
(b) After the closing time of event has passed, no bid will be accepted by the system. Hence, bidders are advised to make final submission of their bids well within time.
(c) In all cases, bidders should use their own ID and Password along with Digital Signature at the time of submission of their bid.
(d) During the entire e-tender- process, the bidders will remain completely anonymous to one another and also to everybody else with a view to discourage formation of Cartel. Any such formation will be strictly viewed and the entire Tender may be liable to be cancelled and EMD of the concerned Bidders liable to be forfeited including debarring such bidders from participating in future Tenders of Estate Division of KoPT.
(e) The e-tender floor shall remain open from the date, time & duration as will be announced and intimated by e-mail from MSTC/ KoPT, subject to extension of this duration as defined in this tender document.
(f) All electronic bids submitted during the e-tender process shall be legally binding on the bidder.
(g) KoPT reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part, as the case may be, without assigning any reason thereof.

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ANNEXURE-II

**KOLKATA PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
ESTATE DIVISION
NIT No. KoPT/KDS/LND/15-2019 dated 25.07.19**

GENERAL INSTRUCTIONS TO THE BIDDERS

The techno-commercial part of the offer shall contain the following:-

Sl. No.	On-line submission of the following
(i)	Copies of the documents in support of experience/performance certificate/credential of works as per APPENDIX-II (To Be uploaded)
(ii)	Copy of GST registration certificate (To Be uploaded)
(iii)	Self attested papers to indicate the status of the firm, name and designation of the proprietors/ partners/ directors/ share holders etc. with profit sharing ratio and / or share holding pattern certified by concerned authorities or Chattered Accountant/ Company Secretary. (To Be uploaded)
(iv)	Scanned copy of IT PAN Card and TAN (if available) (To Be uploaded)
(v)	Scanned copy of IT return of the financial year 2018-19 (To Be uploaded).
(vi)	Copy of APPENDIX-I duly filled in as enclosed in of this Tender Document (To Be uploaded).
(vii)	Scanned copy of duly signed cancelled cheque. (To Be uploaded)
	Off-line submission of the following
(ix)	Remittance of Earnest Money Deposit (EMD) in the form of Banker's Cheque/Demand Draft/ Pay Order in favour of Kolkata Port Trust.
(x)	Remittance of Tender Fee as in the form of Banker's Cheque/Demand Draft/ Pay Order in favour of Kolkata Port Trust
(xi)	Self certified copy of partnership deed or Memorandum of Association & Article of Association, as applicable, for the bidder concerned.
Clicking on "I agree" button to confirm having read and understood and agreed to all terms and conditions of the tender document, addendum, corrigendum, extension notice or any other communication	

ANNEXURE-III

Part – I: Techno-Commercial Bid

**KOLKATA PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
ESTATE DIVISION
NIT No. KoPT/KDS/LND/15-2019 dated 25.07.19**

DETAIL NOTICE INVITING TENDER

Name of Work:

Empanelment of valuers for carrying out valuation of immovable properties at KDS in connection with lease of land with/ without structure/ seized goods/ scrap materials

e-tenders in two-bid system are invited from for empanelment with the Estate Division, Kolkata Dock System, Kolkata Port Trust for the subject work on fulfilling the following pre-qualification criteria on **Percentage above/ below/ at par basis on estimated rates as shown in the Price Schedule:-**

2. **Tender Fee:** Intending Tenderers shall deposit a sum of Rs. 118/- (Rupees one hundred only) including GST@18% only as Tender Fee (NON- REFUNDABLE) in the form of Banker's Cheque/Demand Draft/ Pay Order drawn in favour of Kolkata Port Trust and issued by any scheduled Bank.

3. **EMD:** Intending Tenderers shall deposit a sum of Rs. 500/- (Rupees five hundred only) as Earnest Money(EMD) in the form of Banker's Cheque/Demand Draft/ Pay Order issued by any scheduled Bank drawn in favour of Kolkata Port Trust without which no tender shall be accepted. The Banker's cheque/ Demand Draft/ Pay Order should be submitted in a sealed envelope as instructed in this tender document. Only those tenders submitted alongwith requisite amount of tender fee and Earnest Money in the manner stipulated in this tender shall be opened.

4. **Refund of EMD:** The amount of Earnest Money will be refunded or released to the unsuccessful tenderer(s) without interest after selection of the successful tenderer subject to the conditions of forfeiture of Earnest Money (EMD) as mentioned under Clause of **"Forfeiture of Earnest Money" below**. Earnest Money remitted by the successful tenderer shall be converted to Security Deposit.

5. **Interruption of activities** In the event of any unforeseen circumstances such as holidays, bandhs, strikes, transport dislocation etc. on the scheduled day of pre-bid meeting / submission of offers / opening of techno-commercial part or price part of the tender, such activity shall take place at the same venue and at the same time of the next working day of KoPT.

6. **Acceptance of offer:** KoPT is at liberty not to accept the lowest or any other offer/ tender and reserves the right to accept any tender either in part or as a whole and to reject any tender without assigning any reason whatsoever.

7. **Downloading of tender document:** Tender Document has been hosted in the websites www.mstcecommerce.com/eprhome/kopt/index.jsp & www.kolkataporttrust.gov.in. Interested bidders may download the tender document from these websites.

8. **Rejection of offer:** If the tenders are not submitted according to the instruction detailed in this tender document, those shall be liable for rejection.

9. **Forfeiture of Earnest Money:**

Any of the following will be sufficient ground for forfeiture of EMD:-

- (i) In case the bidder withdraws the offer before expiry of the validity period.
- (ii) In case of non-acceptance of the allotment letter.
- (iii) In case of deviation from any of the terms & conditions of the tender till finalization of tender.
- (iv) In case of furnishing any false / misleading / tampered information in the tender offer as well as before finalization of tender.

10. **Validity:** The offer shall be kept valid for a period of 180 days from the date of opening of the techno-commercial part of the tender. The above validity period is, however, subject to extension, if agreed to by the bidder in response to any request made by KoPT.

11. **On-line bidding problem:-**

KoPT and MSTC shall not be responsible for any problem at the bidder's end like failure of electricity, loss of internet connection, any trouble with bidder's PC etc, which may cause inconvenience or prevent the bidder from bidding in any e-tender-cum-e-auction. In case of any problem / interruption in service at server end, MSTC shall do the needful. Besides, decision of MSTC shall be final and binding on all bidders in the event of any dispute as to interruption of connectivity in connection with the tender. Needless to say, the aforesaid decision of MSTC shall be based on proof thereto.

12. **Offer Preparation Cost:** The bidder shall be responsible for all the costs associated with the preparation of its offer and its participation in the tender. KoPT will not be responsible in any manner for such costs, regardless of the conduct or outcome of the tender process.

13. **Tests of Responsiveness:**

Prior to evaluation of Techno Commercial Part of the tender, KoPT will determine whether each offer is responsive to the requirements of the tender document. A tender shall be considered responsive if the tender: -

- (i) is received by the due date (including extended period, if any).
- (ii) is accompanied by requisite Tender fee and requisite EMD, as stipulated.
- (iii) is accompanied by all the forms and formats dully filled in/ executed, as the case may be.
- (iv) contains all the information as requested in the tender document.
- (v) does not show inconsistencies between the offer and the supporting documents.

14. **Clarifications:**

To assist in the process of evaluation of Tender, KoPT may, at its sole discretion, ask any bidder to provide additional documents / details or KoPT may seek clarifications in writing from any bidder regarding its offer. The request for providing such additional details /

documents and / or clarification and the response shall be in writing through e-mail as provided above.

15. Confidentiality:

Information required by KoPT from the bidder (s) for the purpose of examination, evaluation etc. will be kept in confidence by KoPT and KoPT will not divulge any such information unless it is ordered to do so by any authority that has power under the law to require its release.

Estate Manager (R & D)

ANNEXURE-IV

Part – I: Techno-Commercial Bid

**KOLKATA PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
ESTATE DIVISION
NIT No. KoPT/KDS/LND/15-2019 dated 25.07.19**

INSTRUCTION TO TENDERERS

1. The tenderer is to work out his rates at Percentage above par/below par/at par basis.
2. **Taxes and duties-** The prices quoted shall include all allied expenses and taxes excluding only GST, which shall be paid extra.
3. **Term of Empanelment** - The tenure of empanelment will be for two years from the date of offer letter.
4. **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.
5. **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 KoPT. The payable amount shall be remitted through Bank ECS for which the selected/ empanelled valuer shall have to furnish relevant bank particulars to KoPT.
6. **Evaluation Criteria** - The evaluation shall be on lowest offer basis out of the offers submitted only by the pre-qualified tenderers. In the event of being in a position to open price bid of three or more tenderers, the L2, then L3 tenderer and so on, one by one (i.e in the increasing order of the quoted rates), shall be formally offered opportunity to agree to accept the lowest received rate (i.e L1 rate) of the tender, till empanelment of three valuers at the L1 rate. In case only one such tenderer quoting more than L1 rate accepts the L1 rate, two valuers will be empanelled at the L1 rate. If no other tenderer accepts, only L1 tenderer will be empanelled.
7. **Tie in rates** - In case of tie in the lowest received rate, re-bidding will be resorted to, wherein the tenderers having already offered the lowest rate must reduce the quoted rate by way of submission of fresh price bid in the same format as would be advised by KoPT. The process shall continue till difference in rates between/ amongst all the lowest tenderers is achieved.

In case of tie in second lowest rate, there shall be no re-bidding. Rather, all the L2 bidders shall be empanelled, subject to their agreeing to accept the lowest received rate.

Similarly, for tie in L3 rates with empanelment of two tenderers (i.e L1 & L2 Tenderers), all the L3 tenderers shall be empanelled.

8. **Minimum fee** – In addition to what has been stated in the tender document, the minimum fee for each assignment shall be Rs. 2,000/- irrespective of the payable fee as per accepted

L1 rate. 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.

9. **Pre-bid meeting-** A pre-bid meeting shall be held **at the** Extended office of Estate Manager, **Kolkata Port Trust (KoPT), at 6 FAIRLEY WAREHOUSE,1st Floor Kolkata-700001** at 12-00 hrs. on 09.08.2019. In this connection, the interested tenderers may send advance queries to the Contacting officer as mentioned. KoPT will be at liberty to amend tender document and issue addendum, if needed, pursuant to such pre-bid meeting or otherwise.

Any addendum/corrigendum, if issued, shall be hoisted in KoPT website & MSTC web site and the same shall be part and parcel of the tender document.

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Part – I: Techno-Commercial Bid

**KOLKATA PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
ESTATE DIVISION
NIT No. KoPT/KDS/LND/15-2019 dated 25.07.19**

SCOPE OF WORK

- 1.1 The valuer shall have to carry out the detailed survey of the land/structure/ seized goods/ scrap materials and 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, KoPT 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 Kolkata Port Trust, and if some deficiencies are identified, the modification to the report may be done by the valuer without any extra cost to KoPT. The payment will be made on acceptance of such valuation report, on case to case basis, as per the accepted rate.
- 1.2 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.
- 1.3 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.
- 1.4 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 KoPT 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-
 - a) Land and building method/ comparative scales method/ Rental method/ Income method
 - b) Plinth area method/ Item-wise valuation method and so on, as applicable for structure.
 - c) Cost approach/ Market approach and so on, as applicable for machinery.
 - d) Metal value/ Value of scrap metal for selling/ value of metal sold to a dealer or Recycling center and so on for scrap.
- 1.5 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.

1.6 Valuation of Machineries/ seized goods/ scrap materials

1.6.1 The valuer to be empanelled by KoPT shall also may have to undertake the valuation of machineries/ scrap / seized goods as a part of the property to be valued in either of the following cases:

(a) If the said valuer is also in possession of equivalent registration of any Institution for valuation of machineries: In that event, valuation of such machineries/ scrap shall have to be separately indicated in the report and the method adopted indicated therein. The relevant registration certificate shall also have to be enclosed duly self attested alongwith the valuation report.

or

(b) If the said valuer is not in possession of equivalent registration of any Institution for valuation of machineries: In that event, the valuation report of the machineries/ scrap / seized goods shall bear signature of the valuer to be engaged by the empanelled valuer. The proof of registration of the engaged valuer for such purpose shall also have to be enclosed duly self attested alongwith the valuation report.

1.6.2 Payment for the said valuation for machineries/ seized goods/ scrap materials shall be made alongwith the original payment – both in favour of the empanelled valuer against the entire job.

1.6.3 Calculation of fee for the valuation of machineries/ seized goods/ scrap materials shall be done at the same rates at identical slabs as would be applicable for the property valuation and that fee for valuation of the machineries / seized goods/ scrap materials shall be calculated separately from the first slab onward without clubbing its value with that of the property concerned.

ANNEXURE-VI

Part – I: Techno-Commercial Bid

**KOLKATA PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
ESTATE DIVISION
NIT No. KoPT/KDS/LND/15-2019 dated 25.07.19**

SPECIAL CONDITIONS OF CONTRACT

1. Sufficiency of the drawings:

The drawings and all data/ information, as furnished by KoPT, 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 KoPT does not guarantee sufficiency or adequacy of the data/ information so supplied to him or collected or understood by the valuer.

2. 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.

3. 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 KoPT 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, KoPT will be at liberty to allot that particular assignment to any other empanelled valuer.

4. 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 KoPT, 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 KoPT. In the event of delay beyond the allowable time to complete any assignment without any communication from KoPT regarding extension of completion

period, KoPT will be at liberty to either decline to accept the report without any compensation to the valuer and/ or decide at its sole discretion

- (a) to offer-
 - i) No assignment during the remaining period of empanelment and /or
 - ii) To initiate steps to cancel the empanelment of the valuer concerned.

5. Sub-Contract

The valuer shall not sub-contract the work to any other valuer but shall carry out the work himself.

6. Dispute:-

In the event of any dispute between the officials of KoPT and the valuer pertaining to this tender, the same shall be under the jurisdiction of Kolkata High Court.

7. 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 KoPT and valuer agreeing as to the dues of the valuer at that point of time. However, KoPT offers no minimum guarantee to the number of assignment to the empanelled valuers during their empanelment with the Estate Division of KoPT.

8. 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 of a car as per rate in vogue in KoPT.

In case of any dispute as to amount of admissibility, the decision of KoPT shall be final and binding on the valuer concerned.

9. Reimbursement for food & lodging – Reimbursement also for food & lodging shall be made as per minimum rate applicable for Class-I officers of KoPT 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 KoPT.

10. De- Empanelment of Valuers:-

KoPT, 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.

11. 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.

12. 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 KoPT.

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APPENDIX –I

**KOLKATA PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
ESTATE DIVISION
NIT No. KoPT/KDS/LND/15-2019 dated 25.07.19**

**FORMAT OF UNDERTAKING DULY FILLED IN TO BE Uploaded BY THE
TENDERER**

- 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;
- My/ Our PAN Card number/GST No.as applicable are and respectively;
- I / We have read and understood the terms and conditions contained in the tender No. KoPT/KDS/LND/15-2019 dated 25.07.19
- I / We agree to all the terms and conditions contained in the tender No KoPT/KDS/LND/15-2019 dated 25.07.19
- 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.....
.....

SEAL OF THE TENDERER:

APPENDIX –II

**Name of the organization with address
and other contact details**

TO WHOM IT MAY CONCERN

Letter No.

date.....

This is to certify that M/s or Individual (as the case may be).....(NAME).....having address(ADDRESS).....was assigned by us on(DATE)..... for valuation of a structure at..... (PLACE / LOCATION).....

From the valuation report submitted by the said valuer on(DATE)....., it transpires that Rs.....[Rupees(in words also).....only] was indicated as the gross value without taxes of the said structure as per the said valuation report.

The above-mention valuation report has since been accepted by us.

Signature of the authorized person
On behalf of the organization with stamp date
And contact No. and e-mail id

NOTE-

Credentials furnished in other forms shall also be accepted provided the documents together contain all the information as per the format. However, decision of KoPT as to acceptance of the credentials shall be final and binding and no request in this regard shall be entertained.

**KOLKATA PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
ESTATE DIVISION
NIT No. KoPT/KDS/LND/15-2019 dated 25.07.19**

Part –II: PRICE BID

(TO BE SUBMITTED ONLINE)

**Empanelment of valuers for 2 years for carrying out valuation of immovable properties
at KDS in connection with lease of land with/ without structure / seized goods/ scrap
materials**

PRICE SCHEDULE

SCALE OF CHARGES

Slab of the asset-value as determined	Corresponding percent fee (GST payable extra)
(i) On the 1 st Rs. 5.00 lakhs of the asset as valued	0.1694% of the value
(ii) On the next Rs.10.00 lakhs of the asset as valued	0.0678% of the value
(iii) On the next Rs.40.00 lakhs of the asset as valued	0.0339% of the value
(iii) On the balance amount of the asset as valued	0.0169% of the value

The tenderer shall be at liberty to either quote at par or above par percentage or below par percentage, in either case not exceeding two non-recurring decimal places of the percentage, with respect to the above percent fee

Tenderer to fill up any of the following in the price bid in online mode:

PRICE NOT TO BE QUOTED SEPARATELY ON HARD COPY

(a).....% } Below par (-) Rs.

OR

(b)..... At par

OR

(c).....% } Above par (+) Rs.

[The prices quoted shall be including all allied expenses and taxes excluding GST which will be paid extra.]

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