

NOTICE INVITING TENDER**SYAMAPRASAD MOOKERJEE PORT, KOLKATA
GENERAL ADMINISTRATION DEPARTMENT
ESTATE DIVISION**

NIT No. SMP/KDS/LND/16-2022 dated 11.05.2022

Syama Prasad Mookerjee Port, Kolkata invites limited e-Tender under single part system for “Empanelment of valuers for 03(Three) years for carrying out valuation of immovable properties at KDS in connection with lease of land with/ without structure / seized goods/ scrap materials from the empanelled valuers of MSTC under category of land & building / land, building & plant-machinery.”

2. Tender document and extension or any other notice/ corrigendum/ addendum/ clarifications, if any, are being forwarded to the **empanelled valuers of MSTC under category of land & building and land, building & Plant-Machinery** through mail. Bidders are advised to visit the MSTC website for the sake of submission of bid.

SCHEDULE OF TENDER (SOT):

a.	MODE OF TENDER	E-Tender No: KoPT/KolkataDockSystem/LND/1/22-23/ET/1 e-tender System by online 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 SMP, Kolkata, 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>Syama Prasad Mookerjee Port, Kolkata (SMP, Kolkata), at 6 Fairley Warehouse, 1st Floor Kolkata-700001</u>
b.	Duration of viewing of Tender Document	From 12.05.2022 To 23.06.2022
c.	Duration of submission of query by mail	Till 24.05.2022
d.	Pre-bid meeting through Zoom Conference	At 12:30 P.M. on 27.05.2022 Bidders intending to participate in Pre-Bid Zoom Meeting are requested to send their queries and mobile number to the e-mail id estate.tender@kolkataporttrust.gov.in so that the link to the Zoom meeting could be sent to the said mobile number and reply to the query can be given in the Zoom meeting.
e	i) Estimated Cost Of Work	i) Rs.7, 50,000.00 (Rupees seven lakh fifty thousand only [Rs.2, 50,000.00 (approx.) per year for 03 years]
	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 Syama Prasad Mookerjee Port, Kolkata..
	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 Syama Prasad Mookerjee Port, Kolkata.
	iv) Transaction Fee	iv) The intending bidders shall remit the Transaction fee of Rs.443/- (Rupees four hundred and forty three only) including GST @18% (Rs. 375- + Rs. 68/- 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 of Syama Prasad Mookerjee Port, Kolkata.	Till 5 P.M. on 22.06.2022 at the Extended office of Estate Manager <u>SMP, Kolkata, at 6 Fairley Warehouse, 1st Floor Kolkata-700001</u>
g	Last date and time of submission of online Bid at <u>www.mstcecommerce.com/eprochome/kopt/index.jsp</u>	Till 5 P.M. on 23.06.2022
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 23.06.2022 at the Extended office of Estate Manager <u>SMP, Kolkata, at 6 Fairley Warehouse, 1st Floor Kolkata-700001</u>
i	Last date of submission of Transaction fee 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 is not a public event and hence, presence of bidders is not required for such event.

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

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA
GENERAL ADMINISTRATION DEPARTMENT
ESTATE DIVISION**

INDEX

Sl. No.	Contents	Annexure No./ Appendix No.	Starting Page No.
1.	NIT	-----	1
2	Important instructions to E-Tenderer	Annexure – I	4
3.	General Instructions to The Bidders (Documentation and Compliance to be ensured by Bidders)	Annexure - II	8
4	Detail Notice Inviting Tender	Annexure –III	9
5	Instruction to Tenderers	Annexure –IV	12
6.	Scope of Work	Annexure –V	13
7.	Special Conditions of Contract	Annexure -V I	15
8.	Format of undertaking to be uploaded by the Tenderer	Appendix - I	17
9.	Price Bid	18`

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Annexure –I

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

IMPORTANT INSTRUCTIONS TO E-TENDERER

This is an e-tender event of SMP, Kolkata. The e-tender service provider is MSTC Ltd., Plot No. CF-18/2, Street No.175, Action Area- 1C, New Town, Kolkata -700156.

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 SMP, Kolkata nor MSTC shall be responsible for making such arrangement.</p> <p>SPECIAL NOTE: Bid is 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→ eProcurement→ PSU/Govt. Depts→KoPT→Register as Vendor → Filling in details and creating own user-id and password→ Submit.</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 SMP, Kolkata/MSTC (before the scheduled time of the e-tender).</p> <p style="text-align: center;">Contact person (SMP,Kolkata):</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>1. Name: Shri P. Ghosh Majumder</p> <p>Estate Division, KoPT, 6 FAIRLEY WAREHOUSE, 1st Floor Kolkata-700001 Contact No.03371012455</p> <p>E-mail id: estate.tender@kolkataporttrust.gov.in</p> </td> <td style="width: 50%; vertical-align: top;"> <p>2. Name: Shri S. Dasgupta</p> <p>Estate Division, KoPT, 6 FAIRLEY WAREHOUSE, 1st Floor Kolkata-700001 Contact No.03371012429</p> <p>E-mail id: estate.tender@kolkataporttrust.gov.in</p> </td> </tr> </table>	<p>1. Name: Shri P. Ghosh Majumder</p> <p>Estate Division, KoPT, 6 FAIRLEY WAREHOUSE, 1st Floor Kolkata-700001 Contact No.03371012455</p> <p>E-mail id: estate.tender@kolkataporttrust.gov.in</p>	<p>2. Name: Shri S. Dasgupta</p> <p>Estate Division, KoPT, 6 FAIRLEY WAREHOUSE, 1st Floor Kolkata-700001 Contact No.03371012429</p> <p>E-mail id: estate.tender@kolkataporttrust.gov.in</p>
<p>1. Name: Shri P. Ghosh Majumder</p> <p>Estate Division, KoPT, 6 FAIRLEY WAREHOUSE, 1st Floor Kolkata-700001 Contact No.03371012455</p> <p>E-mail id: estate.tender@kolkataporttrust.gov.in</p>	<p>2. Name: Shri S. Dasgupta</p> <p>Estate Division, KoPT, 6 FAIRLEY WAREHOUSE, 1st Floor Kolkata-700001 Contact No.03371012429</p> <p>E-mail id: estate.tender@kolkataporttrust.gov.in</p>		

	<p style="text-align: center;">Contact persons (MSTC):</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>1. Shri K Kranthi Kumar Email- kkkumar@mstcindia.co.in Helpline no- (033)23400020,21,22</p> </td> <td style="width: 50%;"> <p>2. Shri Sabyasachi Mukherjee Email-smukherjee@mstcindia.co.in Helpline No- (033)23400020,21,22</p> </td> </tr> </table> <p>B) System Requirement: i) Windows 7 & above Operating System ii) IE-9 and above Internet browser. iv) Signing type digital signature v) Latest 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. 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 version – 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>	<p>1. Shri K Kranthi Kumar Email- kkkumar@mstcindia.co.in Helpline no- (033)23400020,21,22</p>	<p>2. Shri Sabyasachi Mukherjee Email-smukherjee@mstcindia.co.in Helpline No- (033)23400020,21,22</p>
<p>1. Shri K Kranthi Kumar Email- kkkumar@mstcindia.co.in Helpline no- (033)23400020,21,22</p>	<p>2. Shri Sabyasachi Mukherjee Email-smukherjee@mstcindia.co.in Helpline No- (033)23400020,21,22</p>		
<p>2.</p>	<p>(i) Format of Bid: Price Bids of only Empanelled Valuers of MSTC under category of land & building / land, building & plant-machinery 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 SMP, Kolkata only after completion of Tender Process and approval of competent authority.</p> <p>Note :</p> <p>(i) 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>(ii) 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>		
<p>3.</p>	<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 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</p>		

	<p>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 Transaction fee , can only submit 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 be 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:
	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 SMP, Kolkata. 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	Uploading of documents: 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.
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:	
(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. However, deletion of the bid, followed by resubmission of the bid, with no additional amount of EMD and tender fee, is allowed up to the closing time of the tender. Since replacement of any particular document already uploaded is not allowed by the System, 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.	

<p>(c) In all cases, bidders should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p>
<p>(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 SMP,Kolkata.</p>
<p>(e) The e-tender floor shall remain open from the date, time & duration as will be announced and intimated by e-mail from MSTC/ SMP,Kolkata, subject to extension of this duration as defined in this tender document.</p>
<p>(f) All electronic bids submitted during the e-tender process shall be legally binding on the bidder.</p>
<p>(g) SMP,Kolkata 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.</p>
<p>(h) The MSEs who are registered with District Industries Centre (DICs)/ NSIC (under Single Point Registration Scheme)/ Udyam Registration Certificate (Formerly Udyog Adhaar Memorandum) / any other authority as mentioned in the Govt. of India gazette Notification shall be exempted from payment of EMD & Tender Fee. Such benefit shall be extended provided the bidder can furnish the relevant valid Certificate for MSEs with list of items registered along with bid.</p> <p>If Micro & Small Enterprises (MSEs) registered with Authority as mentioned above intends to participate in the tender for the items they are not registered, then they will have to deposit EMD & Tender Fee as per NIT; otherwise their offer will not be considered as a valid offer.</p>
<p>(i) The expressions “Kolkata Port Trust and KoPT” appearing anywhere in the tender document, shall be construed to read as “Syama Prasad Mookerjee Port, Kolkata and SMP, Kolkata” respectively. Also the web site www.kolkataporttrust.gov.in appearing anywhere in the tender document, shall be construed to read as “www.smpportkolkata.shipping.gov.in”.</p>

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Annexure –II

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

GENERAL INSTRUCTIONS TO THE BIDDERS

The offer shall contain the following:-

Sl. No.	On-line submission of the following
(i)	Copies of the documents in support of Empanelment in MSTC (To Be uploaded)
(ii)	Copy of GST registration certificate (To Be uploaded)
(iii)	Scanned copy of PAN Card (To Be uploaded)
(iv)	Scanned copy of IT return of the financial year 2020-21 (To Be uploaded).
(v)	Copy of APPENDIX-I duly filled in as enclosed in of this Tender Document (To Be uploaded).
(vi)	Scanned copy of duly signed cancelled cheque. (To Be uploaded)
	Off-line submission of the following
(vii)	Remittance of Earnest Money Deposit (EMD) in the form of Banker's Cheque/Demand Draft/ Pay Order in favour of Syama Prasad Mookerjee Port, Kolkata.
(viii)	Remittance of Tender Fee as in the form of Banker's Cheque/Demand Draft/ Pay Order in favour of Syama Prasad Mookerjee Port, Kolkata
(ix)	Self certified copy of partnership deed (for Partnership Firm)/ HUF Deed for HUF / Memorandum of Association & Article of Association (For Companies), 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

**SYAMAPRASAD MOOKERJEE PORT, KOLKATA
GENERAL ADMINISTRATION DEPARTMENT
ESTATE DIVISION
NIT No. KoPT/KDS/LND/16-2022 dated 11.05.2022**

DETAIL NOTICE INVITING TENDER

Name of Work: Empanelment of valuers for 03(Three) years for carrying out valuation of immovable properties at KDS in connection with lease of land with/ without structure / seized goods/ scrap materials from the Empanelled valuers of MSTC under category of land & building / land, building & plant-machinery.

Syama Prasad Mookerjee Port, Kolkata invites Limited E-Tender under Single part system for Empanelment of valuers for 03 (**Three**) years for carrying out valuation of immovable properties at KDS in connection with lease of land with/ without structure / seized goods/ scrap materials from the Empanelled valuers of MSTC under Category of Land & building / Land, Building& Plant-Machinery 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 **Syama Prasad Mookerjee Port, Kolkata** and issued by any scheduled Bank. The Banker's cheque/ Demand Draft/ Pay Order should be submitted in a sealed envelope **at the Extended office of Estate Manager SMP, Kolkata, at 6 Fairley Warehouse, 1st Floor Kolkata-700001**. In case of MSEs, please refer clause (h) under Note of Annexure I.

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 **Syama Prasad Mookerjee Port, Kolkata** without which no tender shall be accepted. The Banker's cheque/ Demand Draft/ Pay Order should be submitted in a sealed envelope **at the Extended office of Estate Manager SMP, Kolkata, at 6 Fairley Warehouse, 1st Floor Kolkata-700001**. Only those tenders submitted along with requisite amount of tender fee and Earnest Money in the manner stipulated in this tender shall be opened. In case of MSEs, please refer clause (h) under Note of Annexure I.

4. **Transaction Fee:** The intending bidders shall remit the Transaction fee of Rs.443/- (Rupees four hundred and forty three only) including GST @18% (Rs. 375- + Rs. 68/- as GST thereon) by **NEFT/RTGS in favour of MSTC LIMITED** (refer to clause. No. 3 of Annexure –I)

5. **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 may be converted to Security Deposit.

6. **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 SMP, Kolkata.

7. **Acceptance of offer:** SMP, Kolkata 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.

8. **Downloading of tender document:** Tender Document has been hoisted in the website of SMP, Kolkata www.kolkataporttrust.gov.in. Interested bidders may download the tender document from the said website.

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

10. **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 Offer 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.

11. **Validity:** The offer shall be kept valid for a period of 180 days from the date of opening 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 SMP, Kolkata.

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

SMP, Kolkata 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.

13. **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.

14. **Tests of Responsiveness:**

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.

15. Clarifications:

To assist in the process of evaluation of Tender, SMP, Kolkata may, at its sole discretion, ask any bidder to provide additional documents / details or SMP, Kolkata 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.

16. Confidentiality:

Information required by SMP, Kolkata from the bidder (s) for the purpose of examination, evaluation etc. will be kept in confidence by SMP, Kolkata and SMP. Kolkata 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 (I/C)

Annexure-IV

**SYAMAPRASAD MOOKERJEE PORT, KOLKATA
GENERAL ADMINISTRATION DEPARTMENT
ESTATE DIVISION
NIT No. SMP/KDS/LND/16-2022 dated 11.05.2022**

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 **three 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 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.
6. **Evaluation Criteria** - The evaluation shall be on lowest offer basis out of the offers submitted only by the Empanelled valuer of MSTC. 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 **five 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. **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.

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Annexure-V

**SYAMAPRASAD MOOKERJEE PORT, KOLKATA
GENERAL ADMINISTRATION DEPARTMENT
ESTATE DIVISION
NIT No. SMP/KDS/LND/16-2022 dated 11.05.2022**

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, 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.
- 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 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-
 - (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 SMP, Kolkata 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

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

SPECIAL CONDITIONS OF CONTRACT

1. 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.

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, SMP, Kolkata 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 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

- (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 SMP, Kolkata 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 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.

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, 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.

9. 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.

10. 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.

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 SMP, Kolkata.

Appendix –I

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

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;
- I / We have read and understood the terms and conditions contained in the tender No. SMP/KDS/LND/16-2022 dated 09.05.2022
- I / We agree to all the terms and conditions contained in the tender No SMP/KDS/LND/16-2022 dated 09.05.2022
- 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:

**SYAMAPRASAD MOOKERJEE PORT, KOLKATA
GENERAL ADMINISTRATION DEPARTMENT
ESTATE DIVISION
Part –II: PRICE BID**

(TO BE SUBMITTED ONLINE)

Empanelment of valuers for 03(Three) years for carrying out valuation of immovable properties at KDS in connection with lease of land with/ without structure / seized goods/ scrap materials from the Empanelled valuers of MSTC under category of land & building / land, building & plant-machinery

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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