



**India Trade Promotion Organization
Store Division
Hall No. 12, Near Gate No.10,
Pragati Maidan, New Delhi – 110001**

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REQUEST FOR PROPOSAL

T e n d e r N o.: 244-ITPO(3)/ST/2018-23 Vol-II

REQUEST FOR PROPOSAL

FOR

ENGAGEMENT/EMPANELMENT OF ASSET VALUER/SURVEYOR ON RATE CONTRACT BASIS FOR THE PURPOSE OF VALUATION JOB TOWARDS VARIOUS TYPES OF SCRAP ITEMS (E-WASTE AND NON E-WASTE) LOCATED IN DIFFERENT LOCATIONS OF ITPO WITHIN PRAGATI MAIDAN AS WELL AS REGIONAL OFFICES OF ITPO.



**India Trade Promotion Organization
Store Division
Hall No. 12, Near Gate No.10,
Pragati Maidan, New Delhi – 110001**

REQUEST FOR PROPOSAL

No. 244-ITPO (3)/ST/2018-23

Dated: 11/4/2023

Sub: ENGAGEMENT/EMPANELMENT OF ASSET VALUER/SURVEYOR ON RATE CONTRACT FOR THE PURPOSE OF VALUATION JOB TOWARDS VARIOUS TYPES OF SCRAP ITEMS (E-WASTE AND NON E-WASTE), LOCATED AT DIFFERENT LOCATIONS OF ITPO WITHIN PRAGATI MAIDAN AS WELL AS REGIONAL OFFICES OF ITPO-REG.

India Trade Promotion Organization (ITPO), a Govt. of India Enterprise, invites sealed bids through **TWO BID** system from reputed experienced & registered agencies/firms based Delhi/NCR having the requisite competence / capacity to undertake the valuation jobs of movable scrap items (e-waste& non-e-waste).

Document Control Sheet:

- i. RFP Enquiry No.: 244-ITPO(3)/ST/2018-23 Vol-II
- ii. Name of Organization: INDIA TRADE PROMOTION ORGANISATION
- iii. Last Date and time for submission of RFP document: 18/04/2023 upto 1.00 pm
- iv. Date & Time of opening of Bid: p.m. 19/04/2023 at 3.00 pm
- v. Name of Division: Store Division
- vi. Contact Person: Manager (Stores) /Dy. Manager (Stores)
- vii. Website: <http://www.indiatradefair.com>

- viii. Address for Communication:
Manager (Stores),
India Trade Promotion Organisation
Stores Division, Near Gate No. - 10,
Pragati Maidan,
New Delhi-110001
- ix. Contact Phone Number(s)–01123378645
- x. E.M.D.: Rs.3750 /- (Rupees Three thousand seven hundred and fifty only) (EMD exempted for MSME)
- xi. Cost of Bid Document/Bid Submission Fees: Rs. 500 + 18% GST = Rs. 590/- (Non-refundable).
- xii. **Availability of Bid Documents:**
For further details and getting the copy of RFP documents, kindly visit the tender section of corporate website (<http://www.indiatradefair.com>).

Date:

Place: New Delhi

MANAGER (STORES)

Context of RFP documents:

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I. Introduction:

India Trade Promotion Organisation (ITPO), headquartered at Pragati Maidan is the nodal agency of Government of India under the aegis of Ministry of Commerce & Industry, for promoting country's external trade. ITPO is a Mini-Ratna Category-1, Central Public Sector Enterprise (CPSE) with 100 percent shareholding of Government of India. It holds 123 acres of prime land in the heart of Delhi, known as Pragati Maidan. It is the hub of exhibition activities throughout the year. Around 100 exhibitions/trade fairs and other events are organized at Pragati Maidan every year with national and international participation.

At present, the exhibition complex at Pragati Maidan comprises of 7 halls with a total covered exhibition space of over 35,000 sq.mts. approx. A number of conventions, seminars, symposia and conferences are also organized at these places during the currency of different fairs/exhibitions.

India Trade Promotion Organisation (ITPO) has planned to transform Pragati Maidan into a World-Class Convention Centre in two phases. The proposal entails a total development of built-up area, including exhibition space, a convention centre with seating capacity of around 7,000 persons with a number of different-sized meeting rooms, space for public circulation in phase-I. The redevelopment of the Pragati Maidan complex entails a comprehensive and integrated approach to set up the much-needed world-class state-of-the-art and iconic integrated exhibition-cum-convention centre.

Pragati Maidan attracts nearly 3 million visitors every year and their number is growing constantly. A significant number of these visitors are foreign and domestic business visitors.

II. PROPOSAL:

ITPO is considering to get the most competitive market value of scrap items. For this purpose, ITPO requires the services of a reputed Government approved Asset Valuer to carry out the valuation.

The eligible bidders, as per eligibility criteria prescribed in "Eligibility Criteria" may submit proposal as per the RFP guidelines mentioned here-under, for selection/engagement of "Asset Valuer" on rate-contract.

III. OBJECTIVES:

The request for proposal comprises for the following (Techno-commercial bid):

- i. Analysis of Professional Achievements and Experience/Technical Competence and Financial involvement.

- ii. The selected firm(s) shall be engaged for this specific purpose in the form of Asset Valuer. The appointment of Valuation Service Providers is for valuation of Obsolete/ Unserviceable/Surplus scrap items (e-waste and non e-waste) lying at various stores of ITPO, Pragati Maidan.
- iii. Firms, having corporate office /business office located only in Delhi or NCR, shall be considered for empanelment on rate-contract of undertaking the valuation job of scrap items (e-waste and non-e-waste).

IV. TERMS OF REFERENCE (SCOPE OF WORK):

1. The broad scope of work for Asset Valuer is to carry out valuation of various scrap/condemned items including furniture & fixtures, office equipments, IT equipments and accessories, electrical stock inventories of spares, old vehicles etc.
2. The basic responsibility of the Valuation Service Provider is to conduct valuation of scrap items which are lying at different stores of ITPO, in Pragati Maidan.
3. Service provider has to conduct inspection of scrap items along with the nominated officer/official of Stores Division, ITPO and submit valuation report along with photographs of the scrap items (Lot-wise/Division wise) to the Stores Division, ITPO, Pragati Maidan, in a sealed envelope within fifteen days from the date of inspection of the scrap items.
4. Methodology used for valuation is to be recorded on valuation sheet.
5. Hypothetical Valuation / Fractional Valuation etc. shall be avoided.
6. The valuation report should be very specific and based on market study / research. All information details in support of valuation should be included in the report.
7. Chemical Testing etc. required will be arranged by the valuer at its own cost.
8. Necessary assistance towards conducting inspection of scrap items declared will be arranged by Stores Division, ITPO, Pragati Maidan.
9. At the time of submission of final survey valuation report, bidders should note that the valuation report should be submitted in both hard Copy and soft copy to Stores Division, ITPO, Pragati Maidan, New Delhi-110001.
10. In estimating the market value for the above assets, the Valuer shall:
 - a. Clearly indentify and describe the assets being valued factoring into the inventory provided by this office.
 - b. Collect information and apply due diligence in matters like, information, quotations and offers of similar assets or available in close proximity to the subject matter.
 - c. Value of the assets by any one or a combination of the following methods:
 - i) Comparison method
 - ii) Income Capitalisation
 - iii) Discounted Cash Flow
 - iv) Cost Approach method

- v) Replacement Valuation
 - vi) Any other general valuation method(s)
 - d. Provide the justification / logic/ assumption for selecting the appropriate method for valuation.
 - e. State any assumption or limiting conditions with sufficient supporting empirical data that may affect the analysis, opinions and conclusions indicating implications on final valuation quantitatively and qualitatively.
 - f. Provide sufficient information to permit those who read and rely on the report to fully understand the data, reasoning, analyses and conclusions underlying Asset Valuer's findings, opinions, and conclusions.
 - g. Completely and understandably set forth the valuation report in a manner, which will be comprehensive, accurate, and not in any manner misleading.
 - h. The Valuer will be responsible for generating a draft 15 days from the date of appointment and making detailed presentations on the subject matter as may be required by ITPO. Post presentation, the valuer shall, if required, incorporate the suggestions as may be requested by the ITPO or provide for any other additional clarification that may be required. The final deliverable, considering ITPO's feedback upon the draft report, if any, shall be a Final Valuation Report to be delivered when asked for by ITPO.
 - i. The valuer may be required to update the valuation report if asked for, by ITPO.
11. In addition to the above scope of work, the valuation report should, *inter- alia*, Provide the following:
- i) Inception report
 - ii) Approach & Methodology followed.
 - iii) Valuer's assessment on the aspects mentioned above and other considerations in arriving at the values.
 - iv) Value of the fixed assets covering plant and machinery, if any and other fixed assets, indicating the following:
 - **Other Fixed Assets**: Specifications, conditions, depreciation for past usage and additional cost required for repair and renovation, values arrived at with respect to various sources/methods.
 - v) Any other matter which the Valuer in his/her own judgment feels is worth indicating replacement value and realizable value for the assets must be shown separately. If in the opinion of the valuer certain assets are likely to realize only scrap value, the same should be clearly indicated with suitable justifications for the same.
12. Valuation Report should indicate valuation of scrap items separately (Store-wise/Division-wise) in respect of various units/segments of the company and also on consolidated basis.
13. The Terms of Reference (ToR) mentioned above are indicative and non-exhaustive in nature. There might be some services relevant but not expressly

captured in the aforesaid ToR, which upon being brought to the notice of the Asset Valuer by ITPO will also form an integral and mandatory part of the ToR.

14. The valuer may be required to interact with legal Advisor, for providing appropriate inputs as and when required.
15. If the final valuation report as submitted by the Valuer is found **not** to be in conformity with ToR as mentioned above, then ITPO reserves the right to reject the report *in toto* and may ask to submit the revised valuation report in due course of time.

V. Instruction to Bidder:

- (i.) The tenderers are requested to carefully study all the RFP documents before quoting their rates.
- (ii.) The bids must be strictly in accordance with the terms and conditions and specifications laid out in the RFP documents.
- (iii.) Bidder should take due care to submit the bids in sealed covers.
- (iv.) All the supporting relevant documents should be self-attested by the bidder with office seal.
- (v.) The bid document must be filled in neatly and clearly with indelible ink or typed in computer. In-complete or conditional bids will not be entertained.
- (vi.) All pages of bid document should be signed, sealed/stamped and properly numbered and the total number of pages must be indicated on the forwarding letter.
- (vii.) Bid evaluation criteria shall be the basis for evaluation of tenders. ITPO will not entertain any modification subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected.
- (viii.) Any terms and conditions given by the tenderer in their offers will not be binding on ITPO.
- (ix.) In case, any bidder fails to submit the documents in support of qualifying requirement (QR), the offer of the bidder shall be rejected
- (x.) The bids shall be opened at the stipulated date and time in the presence of bidder(s) or his/her authorized representative with proof of identity who may wish to be present and may do so at their own cost.
- (xi.) The sole proprietor or authorized representative shall sign all documents which are attached to the bid. When the person signing the documents is not the sole proprietor/authorized representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company, must be attached and produced later on for verification by ITPO.
- (xii.) **General Information:**
During the evaluation process, ITPO reserves the right to request for additional information or clarification from bidders. Such request and response to the same shall be purely of a clarifying nature, with no impact on the substantive content, quality or cost of the services offered. The terms and conditions in this RFP document shall prevail unless otherwise modified by ITPO as an Addendum to this RFP document. ITPO reserves the right to reject, in whole or in part, any bid, which does not comply with such terms and conditions. ITPO reserves the right to retain all bids submitted and to use any

ideas in a bid, regardless of whether that bid is selected or not. Submission of a bid indicates acceptance by the agency of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the bid submitted, and confirmed in any resulting contract between ITPO and the Agency/Firm selected.

(xiii.) **Ownership of RFP documents and information therein:**

All documents arranged by the applicant firm relating to this RFP will become the property of ITPO upon submission. Where the bidder believes that information provided in response to this RFP is, or should be kept confidential; or disclosure of this information would unreasonably affect the bidder business affairs, notice is to be given at the time of delivery of the information or documents by clearly marking such information „confidential. So far as it is practicable, ITPO will give effect to the bidder’s stated wishes, and requests for access to such information will be determined under RTI Act.

VI. Preparation of Bids (Two Bid Systems):

Bids shall be prepared as per the following guidelines:

- a. All bids should be complete and carefully worded and must convey all of the information requested by ITPO. If errors or exceptions are found in the bidder’s offer, or if the bid fails to conform to the requirements of the RFP, ITPO will be the sole judge as to whether that variance is significant enough to reject the bid.
- b. Bids should be prepared simply and economically. All data, materials, and documentation shall be available in a clear, concise form and reproducible upon request “at no cost to ITPO”s internal use. ITPO reserves the right to reproduce bids for internal use in the evaluation process.
- c. Any deviations from the terms and conditions specified in this RFP document and/or addition of any new terms, conditions or assumptions may result in rejection of the bid. Any deviations in the original bid document submitted will not be allowed to be subsequently expunged or withdrawn by the Bidder and will lead to rejection of the Bid.
- d. Bids must be made in the official name of the firm, or corporation under which the business is conducted (showing official business address), and must be signed in ink by a person duly authorized, to legally bind the business entity submitting the bid.

VII. TWO Bid System: Two Bid systems shall be followed for this bid. All the two (2) envelopes (Technical Bid and Commercial Bids) should be numbered clearly and super-scribed with our RPF Number, date, Title, and bidder’s name and address. All two (2) envelopes to be inserted within a single big envelope. Bid evaluation Criteria, shall be the basis for evaluation of tenders.

Envelope-I shall consist of Technical Offer/Pre-Bid Qualification (as per Annexure-I) for the appointment of Asset Valuer on rate contract for Head Quarter, Pragati Maidan, New Delhi-110001.

Envelope-II- shall consist of Commercial/Price Bid, (as per Annexure-IX) for the appointment of Asset Valuer on rate contract for Head Quarter, Pragati Maidan, New Delhi-110001.

Above two envelopes inserted in one big envelope clearly super-scribing "Engagement/Empanelment of Asset Valuer/Surveyor on Rate Contract for the purpose of valuation job towards various types of movable scrap items (e-waste and non e-waste) located in different Stores of ITPO within Pragati Maidan plus RFP Number, date etc.,

First Part of Opening:

a) Envelopes-I: Un-priced/techno-commercial offer:

Note:

1. All the supporting documents should be certified/attested by the bidder with office seal.
2. In case any bidder fails to submit the documents in support of qualifying requirement (QR), the offer of the bidder shall be rejected and his/her commercial/Financial Bid shall not be opened.

Second Part of Opening: Price Bid/Commercial Bid:

b) Envelopes-II: The commercial/price bids, of only those bidders who meet Qualifying Requirements/Technical Requirement shall be opened for which Opening date and time of price bid will be intimated separately over phone/e-mail. RFP shall be opened in presence of bidder(s) or his/her authorized representative with identity card, who may wish to be present.

The fees (price) for above work shall be quoted in price bid as prescribed format (Annexure -IX) in RFP in 2nd envelope.

VIII. Submission of Bid:

Interested parties may send the original application in hard copies completed in all respects, addressed to Manager (Stores), Stores Division, Hall No. 12, Near Gate No.-10, Pragati Maidan, New Delhi-110001 with all relevant enclosures/attachments in a big sealed envelope earmarked with "Engagement/Empanelment of Asset Valuer/Surveyor on Rate Contract basis" by post/hand- delivered in the tender box, kept of the above address, must reach this office latest by at 18/4/2023 pm. on or before 1.00 P.M.

Note:

- i) Any amendment/Corrigendum/Addendum shall be published on <http://www.tradefair.com>. Each such Amendment/Corrigendum/Addendum shall become part of the original RFP document. Change in date of submission and opening of bids, if any, shall be placed only on the ITPO website. However, if there is a substantial change in the specification of service, fresh publication of original bid inquiry may be issued. ITPO reserves right to extend the deadline for submission of bids and therefore tenderers should frequently check the website
- ii) All the bid(s) received after the notification due date and time will not be considered. ITPO will not be responsible for loss of RFP Documents in transit or delayed delivery for any reason whatsoever.
- iii) Bids or any set of photocopy transmitted by fax or email will not be accepted for consideration.
- iv) If the date fixed for opening of tenders is declared as gazetted holiday, the tenders shall be opened on the next working day following the holiday at the same venue, date & time.
- v) Consortium bids will not be allowed. Also conditional/partial tenders are liable to be rejected.
- vi) ITPO reserves the right to change or cancel or annul the bidding process at any time or reject any part or all offers/proposals, wholly or partly, without assigning any reason whatsoever on the ground of obligation to inform the affected bidder(s) or without thereby incurring any liability to the affected bidder(s).

IX. ELIGIBILITY CRITERIA/PRE-QUALIFICATION:

The following documents should be attached at the time of submission of RFP:

- (a) The bidder should currently be a Government Approved Valuer, which must be registered under section 34 AB of Wealth Tax Act with Income Tax Department. To confirm this, a declaration must be attached by the Valuer and substantial proof to this effect shall be enclosed.
- (b) The bidder should be empanelled on rate-contract with Govt. Departments (State/Central)/Scheduled Public Sector Banks/Financial Institutions or Asset Reconstruction Company/SEBI/CPSUs/Autonomous Bodies/Big reputed private bodies, which should have valued assets (movable) of at least two or more of state/central

government agencies etc. in the last three years.

- (c) The tenderer must have experience/expertise/exposure of at least three (3) years or more as on the last date of submission of RFP document, in the business of conducting valuation job of Obsolete/ Unserviceable/Surplus scrap items (e-waste and non e-waste), for any Central Government/State Government/PSUs/Autonomous Bodies or Big Private Organizations. The said valuation should have been accepted by the State or Central Government Department or Ministry or private reputed Organisations. Self attested copies of the work order or experience certificate issued by the concerned department / users showing satisfactory execution of the work for the period of three years or more in succession are to be attached with the bid application. The tenderer shall have to produce the originals of the same as and when demanded by this Organisation. Tenders not accompanied with duly self-attested copies of the work order or experience certificate(s) shall be summarily rejected.
- (d) The tenderer must have average annual turn-over at minimum of Rs. 15,00,000/- (Rupees fifteen lakh) as valuation fees during the last three financial years and should submit a proof of profit loss account and balance sheet duly authenticated by the Chartered Accountant for last three years.
- (e) Bidders should note that the following should be incorporated in the brief resume, which is to be attached with bid application:
- i) Experience and Capability:**
 - Profile of firm/agency,
 - Capacity, capability, experience and expertise in handling similar assignments.
 - Details of domestic/international assignments handled.
 - Demonstrate ability to work with this company and in coordination with the advisor and other intermediaries as part of a team.
 - ii) Infrastructure and Manpower:**

To confirm the details of infrastructure facilities like office, manpower, details of profile of the core and support teams (that will be deployed on the assignment in the event of selection) with their latest CV"s will be reflected in the consolidated resume.
 - iii) Strategy for Valuation:**

To indicate strategy for evaluation and demonstrate ability to deliver in a tight time schedule, committing personnel and indicate the time table.

iv) Any other details-Miscellaneous subject

- f) Income Tax Return for the last three years in the name of tenderer.
- (g) Self-Attested certificate of registration/incorporation/ Articles of Association and Memorandum of Association in the case of Pvt. Ltd./Public Ltd company/certified copy of partnership deed in the case of LPP/Partnership firm/ by-laws in case of Cooperative Societies any **Notarized** copy of Affidavit in case of sole Proprietorship.(Legal Status).
- (h) Copies of PAN Card, GST Registration in the name of tenderer/Firm
- (i) The bidder should attach the bank instruments like, Earnest Money Deposit (EMD) of Rs. 3750/- (Three thousand seven hundred and fifty only) and Cost of tender fee document of Rs. 590 /- (Rupees five hundred ninety only) incl. GST in the form of demand draft, drawn on any commercial scheduled bank, in favour of India Trade Promotion Organization, payable at New Delhi .
- (j) A self-certificate that the tenderer is not black listed by Central / State Govt., Central or State PSUs and is not debarred from participation in the tender process, is to be furnished.
- (k) The firm/agency has to submit attested copies of certificate of Valuer(s) issued by any one of the following certifying agencies/professional bodies, in addition to requirement mentioned at Sr. No.(a) declaring it as approved Valuer / Chartered Engineer/Surveyor.
- The Institution of Engineers (India)
 - Institution of Valuers (IOV)
 - The Indian Institute of Valuers (India)
 - Insurance Regulatory and Development Authority OR
 - Any other certified body
- (l) The business office/corporate office of agency/firm should specifically be located within Delhi or Delhi-NCR. Under no circumstances, the agency/firm located outside Delhi or Delhi-NCR could be considered. An undertaking to this effect shall be attached with RFP document.
- (m) The firm/agency should attach “Power of Attorney authorizing the person who has signed the tender to act and sign on behalf of the company, if it is other than the sole proprietor”, all filled Annexure (I to IX) on its own letter-head including an undertaking accepting “the scope of work”, MSME Certificate, if any, claiming relaxation for EMD and tender cost and a set of signed, sealed all RFP Document proofing as a token of acceptance.
- (n) The firm/agency should have been in operation or in existence for at least 03 years or more after its registration, as on the last date of submission of RFP document.

In case of a **tie**, the following sequence shall be adopted for selection:

- a) Firm of Asset Valuer with longer experience shall be given preference based on the year of registration.

Note: The bids not attached with any of the above-mentioned documents shall summarily be rejected without any reference to the tenderer. It may be clearly noted that in case tenders submitted by the tenderers are not found in the manner as stated above and not accompanied with all the documents stated under para (i) to (n) above, or are found unsigned & un-stamped, shall summarily be rejected without any further reference.

X. General Terms and Conditions:

1. General: The selected firm will be given access to all legal documents, books of accounts, if any, procurement documents, correspondence, and any other information associated with the assignment and deemed necessary.
2. “Applicable Law” - means all relevant laws in force and effect as of date hereof and which may be promulgated or brought into force and effect hereinafter in India, including judgments, decrees, injunctions, writs or orders of court, as may be in force and effect during the subsistence of this RFP Document.
3. “Bid Document” - shall mean the document submitted by the bidder, pursuant to understanding and agreeing with the terms and conditions set out in this RFP document.

4.DUE DILIGENCE:

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms and specifications in this RFP document. The bid should be precise, complete and in the prescribed format as per the requirement of the RFP document. Failure to furnish all information required by the RFP document or submission of a bid non-responsive to the RFP document in every respect will be at the bidder’s risk and may result in rejection of the bid. ITPO shall, at its sole discretion, be entitled to determine the adequacy / sufficiency of the information provided by the bidder.

5. COST OF BIDDING:

The Bidder shall bear all costs associated with the preparation and submission of its bid and ITPO shall under no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

6. DGS&D, MSME, SC/ST ENTREPRENEUR:

Bidders having registration with , NSIC, Micro Small Medium Enterprise (MSME) and/or SC/ST Entrepreneurs and any other body specified by the Ministry of MSME are

encouraged to apply for the tender. If the bidder is a Micro, Small, Medium Enterprise (MSME) or a SC/ST Entrepreneur thereof, this should be declared while filling the company details. Supporting documents should also be submitted for claiming relaxation of tender cost and EMD etc.

7. UNDERTAKING:

An un-conditional undertaking from the bidder complying with all the terms and conditions of the Contract/ RFP will be required, since no deviation will be acceptable to ITPO

8. Cost of Tender:

The tenderers, who download the tender from the ITPO's corporate website, are required to pay Rs. 590 /- in total (Rupees five thousand ninety only) (i.e. Rs. 500/- + 18% GST) towards the cost of tender in the form of demand draft, drawn on any scheduled commercial bank in favour of India Trade Promotion Organisation, payable at New Delhi.

9. Earnest Money Deposit (EMD):

The Earnest Money Deposit (EMD) of Rs. 3750/- (Rupees Three Thousand Seven hundred and fifty only) should necessarily accompany the bid in the form of demand draft drawn on any scheduled commercial bank, in favour of „India Trade Promotion Organisation' payable at New Delhi. Bid received without EMD or EMD for lesser amount will be summarily rejected. EMD in any other form, i.e., in Cash, or cheque etc., shall not be accepted.

Tender Cost, EMD:

- a) The original Demand Draft/Banker Cheque /any type of transaction through NEFT/RTGS Cost of Tender, Document, EMD along with a firm's own covering letter must be placed in the sealed envelope-super-scribed with "engagement of Asset Valuer" on rate-contract with reference no. **244-ITPO/ST/2018-23 Vol-II**, addressed to Manager (Stores), Stores Division, ITPO, Pragati Maidan, New Delhi-110001, shall mandatorily be deposited on or before stipulated date and time by yourself or your representative in tender box, kept in Stores Division, Room No.-129, Near Hall No.-12 & 12 A, Pragati Maidan, New Delhi-110001. In case, the hard copies of said bank instruments like, Tender Cost and Caution Money/EMD are sent through courier or speed post/ by person, must reach the afore-mentioned address sufficiently in advance of the closing date and time of tender, otherwise the same will not be considered.

a) Bank details for Tender Cost and EMD/Caution Money through NEFT/RTGS:

Sl. No.	Name of the Beneficiary	India Trade Promotion Organisation (ITPO)
01.	Name of the Bank	Central Bank of India
02.	Branch Address	Pragati Maidan, New Delhi-110001
03.	Account No.	1167404133
04.	Type of Account	Saving
05.	RTGs Code	CBIN 0284078
06.	MICR Code	110016150

07.	PAN No.	AAATI2955C
08.	ITPO's GST No.	07AAATI2955C1ZX

10. TENDER COST and EMD:

- i. The tender cost is non-refundable.
- ii. The EMD is non-interest bearing.
- iii. Tender fee and EMD should be part of Envelope -1.
- iv. The date of the demand draft will be after the publication of this tender, but on or before the last date & time of submission of bid.
- v. No request for transfer of any previous deposit of earnest money or bid security or adjustment against any pending bill held by this organization in respect of any previous work shall be entertained.
- vi. **RETURN OF EMD:**
The EMD in respect of the unsuccessful bidder(s) shall be returned **within 45 days, without** bearing any interest, after placing the award of work. However, EMD in respect of successful bidder will be released after receipt of prescribed Performance Security Deposit.
- vii. **The EMD will be forfeited:**
 - (a) If a bidder withdraws or amends the quotation / tender, or impairs or derogates from the tender in any respect during the period of bid validity from the date of opening of bid **Or** in case of a successful bidder, if the bidder fails to sign the contract in accordance with terms and conditions **Or** in case the appointed party fails to deposit

the Performance Guarantee in fixed time or in case the firm does not fulfill/ produce the documents as per promises made before this office or any committee constituted by this Organization for this purpose or in the event of premature withdrawal of the tender / quotation by any of the tenderers or The tenderer submits forged/tampered documents while participating in the tender. Further, action as deemed fit by ITPO may also be initiated against such tenderers as per prevailing law.

11. Performance Security Deposit:

The successful firm shall be required to furnish Performance Guarantee or Performance Security Deposit of Rs.4500/- (Rupees Four Thousand Five hundred only) in the form of crossed demand draft/NEFT/RTGS, drawn on any scheduled commercial bank, in favour of the India Trade Promotion Organization, payable at New Delhi within **ten days** after placing award of work. This receipt is only for successful performance during the period of contract. The performance guarantee will be returned after successful completion of the contract period and after adjusting dues, if any within two months. The decision of ITPO, New Delhi as to the amount determined for deduction from the Security Deposit will be final and binding on the valuer.

Also No further interest will be paid by ITPO to the successful bidder on the part of the performance guarantee. The Security Deposit in any other form such as cheque or by cash will not be accepted under any circumstances.

12. Forfeiture of Performance Deposit Guarantee:

In case of any breach or lapse of contract on the part of the appointed Agency, ITPO will be entitled to invoke the Performance Security without any objection from the Agency in any manner. The Performance Security shall stand forfeited, if a bidder withdraws or amends the bid /tender or fails to sign/execute the agreement to take up the work within fifteen days of the acceptance of the award of work or within the extended time permitted by ITPO, whichever is later, or fails to accept the contract within the stipulated period.

13. TENDER EVALUATION COMMITTEE:

ITPO will constitute the Tender Evaluation Committee. This committee will evaluate the enclosures submitted by the Bidders.

- i. The Tender Evaluation Committee may choose to conduct negotiation or discussion with any or all the Bidders. The decision of the Evaluation Committee in the line of evaluation shall be final and binding on all the parties.
- ii. The prospective bidders may note that only on fulfillment of above eligibility criteria/pre-qualification, the bid may be considered for evaluation. In-case of non-fulfillment of any pre-qualification criteria, bids of respective bidder shall be rejected.
- iii. Any effort by a Bidder to influence the Tender Evaluation Committee's processing of Bids or award decisions may result in the rejection of the Bid.
- iv. ITPO may seek submission of further clarification or documents as based on initial evaluation including verification with original documents.

14. Verification of documents:

- a. Tenderers or their authorized representative will be required to come to our office positively as and when intimated along with all original documents, self attested copies of which have been submitted with the RFP towards their qualification.
- b. Failure on part of the tenderer to report on specified date and time for paper verification may result in rejection of the tender submitted by them without further communication.
- c. Any party submitting the false or forget documents may be Black Listed, EMD could be forfeited, work could be cancelled, criminal prosecution or any other action as deemed fit may be initiated.

15. Requirement for Price Bids:

- a. The bidder is required to quote the most competitive and reasonable rate for aforesaid scope of work /assignment in Indian Rupees (in words and figures).
- b. It may specifically be noted that the **RFP** having un-realistic, impractical and non-serious, i.e. “ free or complementary” just for the sake of vitiating the whole tender process and for grabbing the contract are liable to be ignored/rejected.
- c. In case of mismatch between the fees quoted, in the number & in words, latter will be taken as correct for all purposes, including evaluation of price bids.
- d. The fee quoted by the bidder shall remain firm and irrevocable and not subject to any change whatsoever even due to increase in cost of materials, components and labour cost till the validity of the contract period.
- e. The fee quoted by bidder shall be unconditional. All expenses would be borne by the Asset Valuer. Partial offer shall not be considered.
- f. The bidder neither quoting the NIL charges/considerations nor leaving blank for all the activities or any column shall not be eligible and therefore will be rejected. The bidder submitting the financial bid in any other form other than prescribed one shall not be considered and therefore rejected. This rates quoted should be valid minimum four months from the date of opening of tender.
- g. Price quoted should be for inclusive of “*out of pocket expenses*” and other incidental charges etc.
- h. If GST and other statutory charges, if any, are to be paid extra, then this should be clearly specified in RFP Document separately. In the absence of any such stipulation, it will be assumed that the quotation is inclusive of these statutory taxes.

16. Selection Process:

The selection of bidder under this RFP will be effected based on the fulfillment of required eligibility criterion/pre-qualification and will lead for further engagement of lowest bid (L-1).

17. OPENING OF COMMERCIAL BIDS:

Commercial Bids will be opened and compared at the specified date and time. The name of Bidder, bid prices, shall be announced by the ITPO at the Commercial Bid opening. ITPO will prepare reports of the Commercial Bid Opening. The date, time and venue of opening of commercial bid will be advised to the short listed bidders separately.

18. MODIFICATION/ SUBSTITUTION/ WITHDRAWAL OF PROPOSALS:

- The Applicant may modify, substitute, or withdraw its proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by the ITPO prior to Proposal Due Date. No Proposal shall be modified, substituted, or withdrawn by the Applicant on or after the Proposal Due Date.
- The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered with the envelopes being additionally marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL", as appropriate.
- Any alteration / modification in the proposal or additional information or material supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

19. Rights of Organisation:

- i. The Organisation reserves the right to award the work for valuation of scrap items (e-waste and non-e waste items), to any one successful valuer for assigning the job of valuation for one or all the units under the jurisdiction of ITPO, Pragati Maidan, New Delhi . The decision of the ITPO in this regard shall be final and binding and shall not be questioned by the tenderer.
- ii. In case a firm, after award of the contract, violates any of the terms and conditions or fails to cope-up with the work load or does not render satisfactory services or dishonour the contract in any way, legal action, as per rules/laws, if required, shall be initiated against the agency concerned and the contract awarded shall accordingly be liable for cancellation/termination forthwith without any notice, it shall liable to be blacklisted and its performance security shall be forfeited. In this connection, decision of the ITPO shall be final and binding on the firm/agency.

20. Payment Terms: The payment shall be made against the services provided by firm as per the assignment/job, subject to the following terms and conditions:

- i) The term „payment“ mentioned in this para includes all types of payment due to the service provider arising on account of this Contract excluding Earnest Money and

Security Deposit governed by the separate clauses of the Contract.

ii) The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and finally accepted by ITPO. No upward price variation would be allowed during the contract period.

iii) Any increase on the part of statutory tax rates during the contract period will be borne by ITPO.

iv) TDS under Income Tax will be deducted at applicable rates.

v) ITPO reserves the right to deduct any amount from the Bill/Invoice as may be considered, due to unsatisfactory services or delay in providing of services. The decision of ITPO will be the final and binding in this regard.

vi) Submission of Bill/Invoice: The selected Asset Valuer firm will raise the bill in duplicate indicating with ITPO's GST Number **07AAATI2955C1ZX** after fully satisfactory completion of each assignment/work. Payment will be made within **sixty days** after rendering complete satisfactory services and receipt of Bill/Invoice with making all necessary deductions of dues & penalties, if any, as contemplated under the contract.

vii) No Advance payment or any interim payment nor any loan from any bank or financial institution recommended will be paid against such award of work.

viii) ITPO shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties.

ix) Payments will be made through RTGS / NEFT after deducting TDS, as per the rules of the Government and as applicable from time to time. The Successful firm should provide his/her bank details duly signed by authorized signatories (Bank Authority & the bidder) along with the copy of cancelled Cheque.

x) Bidder should note that the GST Number of ITPO, along with GST Number of vendor, state code and HSN Code etc. should be mentioned in the printed bill/invoice, otherwise payment will not be possible.

xi) The Asset Valuer will raise the invoices in duplicate to Stores Division, India Trade Promotion Organisation, Pragati Maidan, New Delhi-110001. The verified bills shall be forwarded to Finance & Accounts Division for arranging payment.

21. PERIOD OF VALIDITY OF BID:

i. Validity Period: Bids shall remain valid for 120 days after the date of bid opening prescribed by ITPO; ITPO holds the right to reject a bid valid for a period shorter than 120 days as non-responsive, without any correspondence.

ii. Extension of Period of Validity :

For another six months, in exceptional circumstances, ITPO may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. The EMD provided shall also be suitably extended. If a Bidder may refuse the request without forfeiting the EMD. A Bidder granting extension of validity will not be permitted to modify his/her bid.

22. ACCEPTANCE & WITHDRAWALS:

The right of final acceptance of the RFP is entirely vested with ITPO, who reserves the right to accept or reject any or all of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of ITPO to communicate with

rejected bidders. After acceptance of the tender by ITPO, the Bidder shall have no right to withdraw his tender, or claim higher price.

23. NOTIFICATION OF AWARD:

The Bidder, whose Bid has been accepted shall be notified of the award by the ITPO, by registered letter, fax or by official mail. The Bidder shall acknowledge in writing, the receipt of the Letter of Acceptance and shall send his acceptance to enter into the Contract within 3 days from the receipt of the **Letter of Acceptance (LoA)**.

24. AUTHENTICATION OF BID:

The original copies of the RFP Document shall be signed by a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the Bid Document shall initial all pages of the Bid Document, including pages where entries or amendments have been made along with Company Seal. These documents at large will be attached with bid application before close of date and time.

25. VALIDATION OF INTERLINEATIONS IN BID:

Any interlineations, erasers, alterations, additions or overwriting shall be valid only if the person or persons counter-signing the bid have authenticated the same with signature.

26. PERIOD OF CONTRACT:

The Contract will be initially for a period of one year from the date of award which is further extendable up to another two more years with solely discretion of ITPO subject to continuous & satisfactory performance of the successful Firm/Agency. However, in case of failure or breach of any/ all terms and conditions of the Contract by the Agency/Party, ITPO shall have the right to terminate the Contract forthwith in addition to forfeiting the security amount deposited by the Contractor and initiating administrative actions for black listing etc. solely at the discretion of the competent authority of ITPO. However, in case of extension of Contract to any subsequent periods (or for such period(s) less than that as it may deem necessary to be decided by ITPO), a written mutual consent will be necessary in the line of accepting the same rate and terms and conditions of the said bid.

27. Non-Disclosure Agreement:

The successful tenderer shall be required to execute a Non-Disclosure Agreement on non-judicial stamp paper of Rs. 100 /- within 15 days from the issue of Letter of Acceptance. The context of specimen Agreement/Draft Agreement will be prepared, verified and provided to the successful firm later on.

28. Termination of the Contract:

During the currency of the agreement, if the services of the successful tenderer are not found to be satisfactory, ITPO reserves the right to terminate the contract within one-month prior to notice without payment of any compensation or whatsoever.

29. Other Miscellaneous Terms and conditions:

- 1) ITPO reserves the right to relax/withdraw/amend any of the terms and conditions mentioned in the RFP Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.
- 2) A firm blacklisted by any Govt. /State Government office will not be eligible to participate in this tender. In case any such firm obtain contract by hiding the facts and it comes to the notice of ITPO later contract will be cancelled immediately and security forfeited.
- 3) Canvassing in any form is strictly prohibited and tender of the tenderer who resort to such activities will be summarily rejected.
- 4) This tender is non transferable.
- 5) The staff deputed by the successful firm for conducting valuation survey of scrap items within Pragati Maidan, will be governed by the statutory provisions/acts of labour laws, applicable in the government of NCT Delhi.
- 6) In case it is found that the selected firm is engaged in malpractices, the contract will be terminated and they will be banned from having business relation with this office.
- 7) The contractor firm will be entirely responsible for any loss caused to ITPO by way of inflicting any damage to the assets of ITPO as a result of negligence or carelessness on the part of the contractor firm or representatives. In case, the Security deposit falls short or is found to be insufficient to meet / adjust the loss thus incurred to this Office, the balance, as may be necessary, shall be recovered from the contractual charges due to the contractor firm. The decision of the competent authority in the context shall be final and binding on the contractor.
- 8) It will not be obligatory for ITPO to accept the lowest quotation and no explanation shall be given for the cause of rejection of quotation of any tenderer. No such obligation on the part of ITPO is also to inform the unsuccessful tenderers of the outcome of the tender process.
- 9) The staff of successful firm/agency deputed, shall not divulge/disclose to any person, any details of office procedure, operational process, technical know-how, security arrangements, and administrative/organizational matters.
- 10) The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of this office.
- 11) The successful firm shall ensure proper conduct and integrity of their personnel(s) in the office premises, and enforce prohibition of consumption of alcoholic, drinks, smoking, loitering without work.
- 12) The firm entrusted with the work will have to undertake valuation of scrap items during the entire period of contract, from the date of notification of award, at the rates finally approved / accepted by ITPO, which shall be valid for the whole of

the period of contract and no upward revision will be allowed during the period of contract under any circumstances.

- 13) The rates of successful bidder should be valid for at most three years from the date of signing of the rate contract. Tender rates valid for a shorter period shall be rejected as non-responsive. No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained.

30. Compliances / Declarations /Certificates by firm(s) on appointment:

- i. The applicant firm shall work in strict confidence and shall ensure that the related data or information in respect of the operation/activities of the ITPO is dealt with strict confidentiality and secrecy.
- ii. Assigned valuation work of scrap items shall be completed within time frame specified by the Organisation.
- iii. No partner of the applicant firm should be related to either C. M. D. or any Whole Time Directors or Part Time Directors of the Company within the meaning of the Companies Act, 2013.
- iv. Neither the applicant firm nor its partner(s) or associates should have any interest in the business of this ITPO.
- vii. The firm shall ensure that data given to them by the Organisation and any information generated from the data provided shall not be used by the valuer for any other purpose.

30. TRANSFER AND SUBLETTING: The firm shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of ITPO.

32. Debarring Provisions:

The Firm/Agency will be debarred from getting, the valuation of scrap items (e-waste/non-e-waste) or any other assignments of ITPO:

- i. If the Firm obtains the appointment on the basis of false information/mis-statement.
- ii. If the Firm does not take up asset valuation/survey in terms of appointment letter.
- iii. If the Firm fails to maintain/honour confidentiality and secrecy of the Organisation's data.
- iv. If the firm does not complete the assignment within the assigned time frame as specified in the award letter.

33. Penalty:

Any financial loss incurred by ITPO arising due to any procedural lapses on the part of the Valuer shall be recovered by ITPO from the Valuation Service Provider by Government of India Rule.

34. Arbitration

In case of any dispute, both the parties shall make all efforts to resolve by way of conciliation process. In the event any doubt, dispute or difference arising out of or in relation to the Contract remains unresolved, both the parties to the Contract will mutually appoint a Sole Arbitrator, in accordance with the Arbitration and

Conciliation Act, 1996.

The provisions of Arbitration & Conciliation Act, 1996 (as amended from time to time) shall apply to both the parties.

The fee payable to the Arbitrator shall be paid equally by both the parties. The language used in the arbitral proceedings shall be English.

The venue of the arbitration proceedings shall be the Office of ITPO, i.e. Pragati Maidan, New Delhi.

35. Jurisdiction All disputes arising out of and in relation to the contract between the parties herein shall be governed by Laws of India subject to the exclusive jurisdiction of the courts of Delhi only.

36. Force Majeure: If at any time, during the continuance of this Contract, the performance in whole or in part, by either party, of any obligation under this Contract is prevented or delayed, by reason of war, or hostility, acts of the public enemy, civic commotion, sabotage, act of State or direction from Governmental Authority, explosion, epidemic, pandemic, quarantine restriction, strikes and lockouts (as are not limited to the establishments and facilities of the Parties), fire, floods, natural calamities or any act of GOD (hereinafter referred to as “Event”), provided notice of happenings of any such Event is given by the affected party to the other, within 7 Calendar days from the date of occurrence thereof, neither Party shall, by reason of such event, be entitled to terminate this Contract, nor shall either Party have any such claims for damages/compensation/costs/expenses against the other, in respect of such non-performance or delay in performance provided the Contract shall be resumed as soon as practicable, after such Event comes to an end or ceases to exist. The decision of the CMD, ITPO as to whether the service may be so resumed (and the time frame within which the service may be resumed) or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event for a period exceeding 30 days, either party may, at its option, terminate the Contract.

37. Indemnity: Contractor/Agency shall indemnify, defend and hold ITPO and its officers/officials harmless against any and all proceedings, actions, losses, damages, expenses, costs and third party claims whatsoever – whether financial or otherwise, including liability for payment of contributions/dues to EPFO/ESIC/Govt. Departments/Local Bodies/Statutory Authorities etc. which ITPO may sustain, incur, suffer or be exposed to at any time during the subsistence of the Contract and subsequent thereto relating to the period of Contract, arising out of a breach by the Contractor/Agency, its sub-contractors, sub-agents, employees, etc. of any of its obligations under the Contract.

38. Confidentiality:

Contractor/Agency shall maintain high level of professional ethics and shall not act in any manner, which is contrary to any laws and/or detrimental to ITPO’s interest. Contractor/Agency shall treat as confidential any and all data, information and records, obtained/received in the performance/execution of its responsibilities, in strict confidence and shall not reveal such data, information or records to any other person/party without the prior written approval of the ITPO, even after expiry/termination/determination of the Contract. ITPO shall take necessary legal and other remedial actions for infringement of this clause.

39. Intellectual Property Rights

ITPO’s name/logo/other IPRs shall be the sole and exclusive property of ITPO only. For any

misuse/misrepresentation/unauthorized use of ITPO's name/logo/IPRs by the Contractor/Agency and/or their sub-agents/sub-contractors/employees etc., the Contractor/Agency shall be held solely responsible. ITPO shall not be responsible for any harm or loss caused to any third party because of any such misuse/misrepresentation/unauthorized use of ITPO's name/logo/IPRs. Contractor/Agency shall indemnify ITPO against any misuse/misrepresentation/unauthorized use of ITPO's name/logo/IPRs and/or any claim(s) relating to infringement of any intellectual property rights committed by them/their sub-agents/sub-contractors/employees etc. ITPO shall take necessary legal and other remedial actions, as deemed fit, for such violations.

40.Compliance with Statutory Laws

All applicable laws (Central/State/Municipal/Local Laws etc.) including labour laws must be complied with/followed by the contractor/agency.

Disclaimer

- a) The information contained in this Bid Document or subsequently provided to Bidders, whether verbally or in documentary form or otherwise by or on behalf of ITPO, or by any of its employees, is provided to Bidders on the terms and conditions set out in this Bid document and such other terms and conditions subject to which such information is provided.
- b) This Bid document is neither an agreement nor an offer by ITPO to the prospective Bidders or any other person. The purpose of this Bid document is to provide interested parties with information to assist in the formulation of their proposals for selection pursuant to this Bid. The assumptions, assessments, statements and information contained in this Bid document may not be complete, accurate, adequate or correct and each Bidder should conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this Bid document and obtain independent advice from appropriate sources.
- c) ITPO, or its employees, make no representation or warranty and shall have no liability to any person, including any Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Bid or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Bid and any assessment, assumption or information contained therein or deemed to form part of this Bid document.
- d) ITPO may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, its assessment or assumptions contained in this Bid document. Such changes shall be intimated to all the Bidders. In case additional period for submission, if required due to such amendments, is necessitated the same shall be intimated to all the Bidders.
- e) The issue of this Bid document does not imply that ITPO is bound to select or to appoint any Bidder for the contract and it reserves the right to reject all or any of the Bidders without assigning any reasons whatsoever.

ITPO reserves the right not to proceed with the Bidding Process at any time or stage, without notice or liability, and to reject any or all Bid(s) without assigning any reasons whatsoever.

Manager (Stores)

ANNEXURE-I

PRE-QUALIFICATION / TECHNICAL BID (To be submitted in firm's own letter-head)

No. 244-ITPO (3)/ST/2018-23 Vol-II

Sub: Engagement/Empanelment of Asset Valuator/Surveyor on rate contract for the purpose of valuation job towards various type of movable scrap items (e-waste and non e-waste) located at different stores of ITPO within Pragati Maidan as well as Regional Offices of ITPO.

Sr. No.	Criterion	Description of Facts	Documents to be enclosed/ Information to be
01	The firm/ Agency should be based at Delhi or Delhi-NCR. (Submit Supporting Document regarding address)	Name of Firm/Agency:	
02		Name of the authorized persons, who may sign on the RFP documents.	
03		Name of proposed overall In-charge for the Assignment (Partner/Prop.)	
04		Whether business office or corporate office of firm/agency residing in Delhi or Delhi-NCR.	Yes/No
05		Full Communication (Postal) address of the Agency/Firm	
06		Mobile No.	
07		e-mail id	
08		Website address	
09		Telephone No. of office	
10	Legal Status	Please specify as to whether Agency is a sole proprietorship or partnership firm or company (Pvt. Or Public) or any other form etc.	
11		Name of the Business Partner's name/Proprietor's name of the Agency/Firm	

12		Articles of Association and Memorandum of Association in the case of Pvt. Ltd./Public Ltd company/certified copy of partnership deed/business deed in the case of LPP/Partnership firm/ by-laws in case of Cooperative Societies any Notarized copy of Affidavit in case of sole Proprietorship. (self-attested certificates, to be attached)	Yes/No
13	General information	Whether A g e n c y or any other entity with which any of its Director / Partner or proprietor etc. are/have been associated or any Director/Partner etc had ever been convicted for any offence by any court of Law at any point of time. Give details, if any.	Yes/No
14		Whether Agency and or its Directors/partners etc. are black listed by any Government Department/ Organization as on date.	Yes / No
15		Accepted terms and conditions of the said RFP notice plus scope of works stipulated in RFP guidelines.	Yes / No
16	The firm should be in operation or existence for at least 03 years or more after its registration	Registration Number/Trade License No. and date of Registration of the firm / agency.	
17	(attach a self-attested copy thereof)	Month and Year of commencement of service business.	
18	Registration with valid Authority (Submit Proof of supporting document)	GSTIN No. (self-attached Certificates to be attached)	
		Whether agency is MSME registered Or SC/ST MSME Entrepreneurs or registered under Start-Up India or any other registered body certified by MSME Department. (Attach a proof of self-attested copy)	Yes/No

20		Registration Certificate in support of Permanent Account Number (PAN). (self-attested copy Certificates to be attached)	Yes/No
21		ITR Return for last three years (self-attested copy of certificate is attached)	
22		Valid Registration Certificates issued by Indian Institute of Valuers /The Institution of Engineers (India) / Institution of Valuers (IOV)/ or any other certified bodies.(either anyone one or more than one as above) State the Registration No. (self-attested copy of Certificates to be attached	
23		Details of Registration with SEBI/IRDA, if any, state registration no. (self-attested copy Certificates to be attached)	Yes/ No
24	Experience Certificate	Compulsory Conditions: Details of minimum three years or more of past Experience/exposures of the Agency/Firm as Valuer/Surveyor. (Attach Award of work issued by various Organizations etc., duly signed by authorized Signatory & Stamped with seal of the Agency).	Attached/ No

25	Average Annual Income of the firm for the last 3(three) years ending on 31st March, 2017, must be equal or to greater than 3 lakhs.	Compulsory Conditions: Average Annual Income/Turn-Over in last three years at least fifteen lakhs or more. For the purpose of ascertaining parameter of Turnover of the bidder, average annual turnover for last three financial years (2014-15, 2015-16 and 2016-17) shall be considered.	Attached / No
26	Details Bank Instrument to be attached with Bid	Details of tender cost of Rs. 590.00 (Hard copy of Demand Draft is to be submitted before due date and time)	Draft No.
			Date
			Issuing Bank
			Branch
27	Details Bank Instrument to be attached with Bid	Details of Earnest M o n e y Deposit of Rs. 5, 000/-. (Hard copy of Demand Draft is to be submitted before due date and time)	Draft No.
			Date
			Issuing Bank
			Branch
28	Similar Activity (Rate contract)	Please confirm that you are Valuer registered with Income Tax Department/RBI/CPWD/any Public Sector Banks/CPSUs/ABs etc., Which is having valued assets of at least two or more in government agencies in the last there years. (self-attested copy of certificate is attached)	Amount
29	Resume/CV	Please attach a brief of resume of Bidder	Yes/No

Notes:

- This is to certify that I/We before signing this bid have carefully read the contents of the Bid Document and fully understood all the terms and conditions contained therein and undertake myself/ourselves to abide by the same.
- I/We hereby declare that the information/facts provided is true, correct and to best of my/our knowledge and belief.

- In case any information/facts found to be incorrect, misleading or factually wrong, ITPO is empowered to take any decision/action, as deemed fit.
- Note: Please strike out **Not Applicable (N/A)** against the column which does not relate, while filling up the above column.

Date:

Place:

(Signature of Bidder along with seal)

Name of Bidder:

Name of the Firm / Agency:

Confidentiality Undertaking
(To be given on Company Letter Head)

- a. It is certified that the documents / data/information pertaining to ITPO, which will be provided to **[Name of Bidder]** for valuation or otherwise related to it shall be treated as strictly confidential and will not be disclosed or handed over by **[Name of the bidder]** to any outside agency /person without prior written permission of ITPO.
- b. It is further certified that the valuation reports and other relevant documents, which are to be submitted by **[Name of Bidder]** to the ITPO will not be disclosed to any other agency/ person without prior written permission of ITPO.
- c. It is confirm that firm or agency should currently be a Government Approved valuator/surveyor, should be in compliance with provisions under section 34 AB of Wealth Tax Act with Income Tax Department be applicable to undertake the valuation of asset items (movable).

Date:

Place:

Seal with Signatures of the authorized signatory of the bidder

Annexure-III

Details of Firm's experience of Services (Asset Valuator/Surveyor)

(To be provided on Company Letter Head)

Sub: Engagement/Empanelment of Asset Valuator/Surveyor on rate contract for the purpose of valuation job towards various type movable scrap items (e-waste and non e-waste) located at different stores of ITPO within Pragati Maidan as well as Regional Offices of ITPO.

Sr. No.	Name of Organization along with Office Address (Central/State/ PSUs/ABs etc.)	Name of the Assignment /Work	Duration of the Assignment (Start & End date period)	F.Y. for which Asset Valuator/Surveyor job Conducted and Nature of the Assignment/Work	Value assignment of	Remarks, if any
01						
02						
03						

Note: Furnish the self-attested copy of the documentary evidence in support of the information provided above, if required, add/append an extra page in this format.

Date:

Place:

(Signature of the authorized person Name along with seal of the firm:

Annexure-IV

No. 244-ITPO (3)/ST/2018-23 Vol-II

Details of Firm's Professional Income(To be provided on Company
Letter Head) xxx

Sub: Engagement/Empanelment of Asset Valuer/Surveyor on rate contract for the purpose of valuation job towards various type of movable scrap items (e-waste and non e-waste) located at different stores of ITPO within Pragati Maidan as well as Regional Offices of ITPO.

Sr. No.	Particular	Financial Year	Financial Year	Financial Year	Average Annual Income
01	Annual Income* (Rs. in lakh)				

Note: * Furnish of the Audited Accounts (certified balance sheet plus profit loss accounts) along with the acknowledgement of Income Tax Return for all 3 (three) years.

Date:

Place:

(Signature of the authorized person Name along with seal of the firm:

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

The Manager(Stores)
Store Division
India Trade Promotion Organisation
Hall No. 12, Near Gate No.-12
Pragati Maidan, New Delhi-110001

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: 244-ITPO (3)/ST/2018-23 Vol-II

dated

Name of Tender / Work: Engagement/Empanelment of Asset Valuator/Surveyor on rate contract for the purpose of valuation job towards various type movable scrap items (e-waste and non e-waste), located at different stores of ITPO within Pragati Maidan as well as Regional Offices of ITPO.

Dear Sir,

1. I / We have downloaded / obtained the RFP document(s) for the above mentioned „Tender/Work“ from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the RFP documents from Page No. 1 01 to 36 (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation to have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned RFP document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Date:

Yours Faithfully,

Place:

(Signature of the Bidder, with Official Seal)

FORMAT FOR POWER OF ATTORNEY FOR THE AUTHORISED SIGNATORY
(To be submitted in Firm's own letter head)

244-ITPO (3)/ST/2018-23 Vol-II

The Manage (Stores)
Store Division
India Trade Promotion Organisation
Hall No. 12, Gate No.10
Pragati Maidan, New Delhi-110001

Sub: Engagement/Empanelment of Asset Valuator/Surveyor on rate contract for the purpose of valuation job towards various type movable scrap items (e-waste and non e- waste), located at different stores of ITPO within Pragati Maidan as well as Regional Offices of ITPO.

Dear Sir,

With reference to RFP Notice No. 244-ITPO (3)/ST/2018-23 Vol-II dated , we hereby, authorize the following person as authorized signatory to carry out necessary bid formalities with ITPO with reference to this RFP and authorize to sign the bid documents and contract / agreement with ITPO.

Name of Contact Person

Specimen Signature

Thanking you,

Yours faithfully

Place:
Date:

(Signature with company's seal)
Name:
Designation:
Contact No:

UNDERTAKING

(To be submitted in Firm's own letter)

It is certified that my firm/agency/company has never been black listed/de-listed/de-barred from business by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on date.

	Signature of the Bidder _____
Place:	Name of the Signatory _____
Date: __/__/	Name of the Firm/agency _____
Seal of the Firm/Agency	_____

UNDERTAKING

(To be submitted in Firm's own letter head)

- I, the undersigned certify that I have gone through the terms and conditions mentioned in the RFP document and undertake to comply with them.
- The rates quoted by me are valid and binding upon me for the entire period of contract.
- I/We give the rights to the Competent Authority of ITPO to forfeit the EMD/Bid Security Money deposited by me/us, if any, delay on my/agent's part or fail to render the service.
- I hereby undertake to render the services, as per directions given in the RFP notice/award letter within stipulated time period.
- Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.
- We agree to bear all costs incurred by us in connection with preparation and submission of the proposal and to bear any further pre-contract costs.
- I/WE further undertake to affirm to certify and own personal responsibility that the person(s)/team deployed for "Engagement/Empanelment of Asset Valuator/Surveyor on rate contract for the purpose of valuation job towards various type movable scrap items (e-waste and non e-waste), located at different stores of ITPO within Pragati Maidan" will complete the assignment and they will not be removed from the desk till its completion and submission of final report.

(Signature of the Bidder)

Place:

Date:

Name of the Signatory:

Name of the Firm/agency:

Seal of the Firm/Agency:

Financial Bid/Price Bid
(To submitted in Firm"s own letter head)

EOI No.: 244-ITPO (3)/ST/2018-23 Vol-II

Dated:

Sub: Engagement/Empanelment of Asset Valuer/Surveyor on rate contract for the purpose of valuation job towards various type movable scrap items (e-waste and non e- waste), located at different stores of ITPO within Pragati Maidan as well as Regional Offices of ITPO.

Dear Sir

I/WE submit the **PRICE BID** for appointment of Asset Valuer/Surveyor for undertaking valuation job of movable scrap items (e-waste and non e-waste),. located at different stores of ITPO within Pragati Maidan

I/WE thoroughly read and understood all the terms and conditions as contained in the RFP Documents, and agree to abide by them.

SCHEDULE OF RATES FOR CONDUCTING VALUATION:

I/WE offer to undertake the Job at the following consolidated rates exclusively applicable GST rates in the format given below:

S. No.	Particulars of Schedule of Rates	Quoted rate (Valuation fees) in Rs.	
		In word in Rs.	In figure in Rs.
1.	Car/Vehicle each		
2.	Moveable scrap items (Reserve Price on slab-wise)		
	a) Up to 50,000/-		
	b) From 50,000/- to 1 lakh		
	c) 1 Lakh to up to 2 lakh		
	d) 2 lakh to 3 lakhs		
	e) Above 3 lakhs		
3.	Photography charges		
4.	Conveyance charges(to & fro)		
5.	% of applicable GST		

Note:

- ❖ Applicable statutory GST will be paid extra.
- ❖ This is to certify that the fees quoted by us for engagement as Asset Valuer for valuation of assets of ITPO is in accordance with the terms and conditions laid down in the RFP displayed on the corporate website of ITPO and is unconditional.
- ❖ In case, Potential Bidder does not meet the Eligibility Criteria resulting which his/her candidature will not summarily be considered.

Date:

Place:

(Signature of the Authorized Person)

(Name of the Authorized Person)

(Designation with firm's own seal)