

**Indian Institute of Engineering Science and Technology, Shibpur
Howrah – 711103, West Bengal, India**

Phone: 033 26681503, 033 26684561 Fax: 033 26682916

No: 05/REG/16-17

Date: 26.10.2016

Notice

Sealed tenders are invited from Government REGISTERED VALUERS for Valuation and Fixation of RESERVE SALE PRICE of all junks, condemned steel structures, unusable/unserviceable machines, unusable materials, abandoned furniture, unusable/unserviceable computers, computer peripherals, and utensils etc. of IEST, Shibpur. The quotation should drop in the drop box at the Purchase Section, Office of the Registrar (5th Floor), IEST, Shibpur between 11.00 am to 1.30 p.m. & 2p.m. to 6.00 p.m. (Week Day) latest by 04th November, 2016, 16.00 Hrs. The Tender Document will be available on the website of INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR (www.iests.ac.in).

Registrar

Copy to:

1. Institute Website.
2. All Notice Board

**NOTICE INVITING TENDER FOR WEB SITE
TENDER FOR ENGAGEMENT OF VALUER FOR FIXATION OF RESERVE SALE PRICE
(RSP) OF SCRAP/CONDEMNED MATERIALS AND UNUSABLE ITEMS**

No: 05/REG/16-17

Date: 26.10.2016

SCOPE OF WORK

Sealed tenders are invited from Government REGISTERED VALUERS for Valuation and Fixation of RESERVE SALE PRICE of all junks, condemned steel structures, unusable/unserviceable machines, unusable materials, abandoned furniture, unusable/unserviceable computers, computer peripherals, and utensils etc. of IEST, Shibpur.

PRE- QUALIFICATION CRITERIA OF BIDDERS

Registered Valuers must submit tender along with the following documents:-

1. Valid Registration Certificate
2. Valid PAN, Service Tax Registration and Profession Tax Registration number. All documents shall be self attested by the bidder
3. Copies of at least two(2) separate order /engagement letters for valuation work issued by Govt. / PSU / Statutory Body/ Reputed Company during the last three years

IMPORTANT DATE AND TIMES

Last date of Submission of Tender: 04.11.2016 Time 4.00 P.M.

Opening Date: 07.11.2016, Time 3.30 P.M.

OTHER INSTRUCTIONS

1. In case information related to this tender is required, bidder may contact the Superintendent of Workshop, IEST Shibpur Telephone No: 09433284629.
2. Mere submission of Tender Document will not mean that the bidder will be automatically considered qualified and their bids will be entertained. Such qualification will again be scrutinized at the time of evaluation of bids. The Institute reserves the right to reject or to accept the tender in whole or in part without assigning any reason thereof.
3. Bidder may download the Tender Document free of cost from the institute website: www.iests.ac.in.

Instructions to the Bidder

Registered Government valuers are requested to submit sealed offer subject to the following terms and conditions on or before 04.11.2016 upto 4-00 P.M after which no offer will be considered. Copies of NIT, Terms & Conditions of the contract and Declaration of Bidder are enclosed.

A) Scope of Work

Physical inspection, valuation and fixation of RESERVE SALE PRICE Various types of junks, condemned steel structures, unusable/unserviceable machines, unusable materials, abandoned furniture, unusable/unserviceable computers, computer peripherals, and utensils etc. of IEST,

The Firm will make valuation of scrap and unused materials of IEST, Shibpur on the following items:

- a. Junk materials at the junk yard.
- b. Scrap, unusable materials, obsolete machines, abandoned furniture, unusable and unserviceable computers and computer peripherals, and utensils etc. as identified by departmental heads/directors of schools/ heads of centers / non academic heads/ wardens of halls and hostels.
- c. Old and obsolete machines and furniture in different workshops of IEST and under different departments as identified by the respective departmental heads.
- d. Unusable furniture in furniture store room as identified by professor-in-charge, furniture
- e. Tin shaded godown structure and the stored junk materials inside the godown in front of the machine shop.
- f. Coal godown beside the welding shop.
- g. Unusable/non functioning machines of the carpentry shop and forge & welding shop under the Department of Metallurgy and Materials Engineering.
- h. Unusable/ junk of stored items at the wood godown under workshop.
- i. Any such other item identified by the institute.

Following points will be considered during valuation of all junk and non functioning machines of the institute:

- i. Large quantities of junk materials like unusable computer, machineries, other wooden and steel furniture etc. are already dumped in the area behind Hostel-14 of the institute. All the scraps which are lying scattered in many places in the campus will also be collected and will be stored at one place. Junk materials may also be available in the different departments, laboratories and hostels of this institute occupying spaces of this institute that need to be removed.
- ii. Scrap and unusable/ unserviceable machines/materials of different departments of this institute for fixing their reserve sale price will be identified by the respective heads of different departments.
- iii. The tin shaded godown structure (size approximately 25 ft X 70 ft x 10 ft) including the storing junk materials inside the godown in front of the machine shop will be valued including the cost of demolition of the shed and cleaning of the site as separate items.
- iv. The coal godown (size approximately 25 ft X 70 ft X 10 ft) beside welding shop will be valued including the cost of demolition and cleaning of the site as separate items.
- v. The obsolete / non functioning machines of the carpentry shop and forge & welding shop under Metallurgy and Materials Engineering department have to be valued.
- vi. The obsolete / non functioning machines from the machine shop declared as junk have to be valued.
- vii. unusable / junk store items at the wood godown under workshop have to be valued.
- viii. Each Department will engage at least one representative to identify the machines, furniture and other utensils to be valued and survey by the firm.
- ix. Firm's immovable property valuers, plant & machinery valuers may carry on the inspection of the machines, furniture and other utensils to be valued simultaneously.
- x. Institute shall provide all necessary arrangements for weighing and measures of the materials to be valued, if required.

B) Essential Documents/ Credential

The copies of following documents are to be submitted with offer:-

1. Valid Registration Certificate
2. The bidder should have valid PAN, Service Tax Registration and Profession Tax Registration number. All documents should be self attested by the bidder
3. Copies of at least two(2) separate order /engagement letters for valuation work issued by Govt. / PSU / Statutory Body/ Reputed Company during the last three years

C) Technical Qualification of the bidder:

- i. The bidder (in case of individual / proprietorship firm) or all Partners of the bidder (in case of a partnership firm) shall be registered valuer/s of Immovable Properties (CAT-I) / Machinery & Plant (CAT-VII) under Wealth Tax Act, 1957.
- ii. The bidder (in case of individual / proprietorship firm) or at least one of the Partners of the bidder (in case of a partnership firm) should be a graduate engineer.
- iii. The bidder (in case of individual / proprietorship firm) or all Partners of the bidder (in case of a partnership firm) shall be corporate member/s of Institution of Valuers/Surveyors
- iv. The Bidder should have requisite and necessary authenticated experience for carrying out similar works (Valuation of condemned materials for Educational Institution / Public Sector Undertakings / State Governments / Central Government).

D) Financial Qualification:

- i. The annual turnover of the bidder for financial year 2014-15 and 2015-16, should be more than or equal to INR 18,000,00/- (Rupees eighteen lakh only).
- ii. The bidder has to submit copy of a Auditor's Report along with Balance Sheet and Profit & Loss Account for the financial year 2014-15 & 2015-16

E) Quoted price

It shall be on lump sum basis inclusive of all costs and taxes but excluding of Service Tax. Institute shall pay Service Tax as applicable over and above your professional fee.

The Tender Document will be available on the website of INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR (www.iiests.ac.in). Last date and time for submission of bid: **04.11.2016, 16.00 hrs.** Bid is to be submitted to the Registrar, INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR, P.O. Botanic Garden, Howrah-711103

Sealed offer should be superscribed with tender number, due date and bidders' name, address & contact number and to be submitted to the office of the Registrar, IIEEST, Shibpur within the due date and time. No tender will be accepted after due date and time.

Registrar
IIEEST, Shibpur

IEST, Shibpur

Terms and Conditions of the Contract

1. Fees for Valuation

Fees for valuation will be on lump sum basis

2. Service Tax

Bidder should be registered under Service Tax Act and have service tax registration number. Current rate of service tax in percentage (%) should be mentioned in the offer.

3. Time of Commencement of Work

Authorized representative(s) has to be deputed at the institute within three (3) days from the date of Order Letter to carry out physical inspection and work.

4. Submission of Valuation Report

Report with RESERVE SALE PRICE of each and every lot will have to be submitted in a sealed envelop superscribing 'Valuation Report' and Institute letter reference within ten (10) days from the date of site visit.

5. Payment

Payment will be made within three (3) months after submission of Valuation Report with Reserve Sale Price (RSP) against Bill which is to be submitted separately (not in the envelope of RSP). Payment will be credited to bank account through RTGS/NEFT for which banker's name & address, A/C number, IFSC code, Branch code etc. are to be mentioned clearly in the Bill (in triplicate).

6. Breach & Termination

If there is any breach of contract on the part of successful valuer, institute reserve the right to initiate appropriate action for termination of contract and business banning. Besides, institute reserve the right to terminate the contract at any point of time giving three (3) days notice without assigning any reason whatsoever.

7. Rejection of Tender

The institute is not bound to accept the lowest or any tender and reserve the right to accept a tender in full or in part and / or reject a tender in full or in part without assigning any reason thereof.

No correspondence shall be entertained on rejection of any offer.

8. Validity

The tender shall remain open upto the last date of submission of tender. The bidder cannot amend his quoted rates or tender, making them unacceptable to the institute and / or withdraw his tender before the last date of submission of tender..

9. Non Responsive Offer

The offer shall be treated as non-responsive, if -

1. Received after the due date and time of submission as specified in the tender.
2. Bid documents is not signed, sealed and submitted in the manner indicated in the tender.
3. Deviation from the tender terms & conditions is noticed.
4. Information/documents/statements submitted by the bidder are found to be false/misleading.

10. Evaluation Criteria

Evaluation of offer will be made on the basis of lowest price offered by the tendered subject to the fulfillment of necessary tender conditions.

Acceptance of Terms & Conditions

Having carefully read examined and understood the terms and conditions of tender, I / We do hereby accept the same.

Place:

Date:

Name:

Address:

Phone:

Mobile:

Fax:

Email:

Signature of Bidder with Office Seal

DECLARATION OF BIDDER
(TO BE SUBMITTED ALONG WITH THE OFFER)

Registrar
IEST, Shibpur

I / We have carefully read, examined, understood and accepted the terms and conditions of tender. In the event of our tender being accepted, I / We hereby undertake to execute and complete the work required to be performed in accordance with the terms and conditions of contract. The terms and conditions of tender together with the acceptance thereof in writing by or on behalf of the trustees shall form the contract.

[Please strike out the portion which is not applicable in your case out of the following two (a or b) and initial the same.]

(a) I / We hereby declare that I / We have not been banned or de-listed by any Government or Quasi-Government Agency or Public Sector Unit.

OR

(b) I / We hereby enclose the details of any banned / de-listed imposed on my / our agency by any Govt. / Quasi -Govt. Agency or PSU.

Date:

Signature of Bidder with Office Seal

Place:

Full Name in Block Letters