

Empanelment of (a) Valuers and (b) Real Estate Consultants to monetize properties of IFCI by way of Sale and/or lease.

Dated:06/07/2018

Application for Empanelment of (a) Valuers and (b) Real Estate Consultants to monetize properties of IFCI by way of Sale and/or lease.

Sr. No.	Type	Description
(i)	Name of Work	Empanelment of (a) Valuers and (b) Real Estate Consultants to monetize properties of IFCI by way of Sale and/or lease.
(ii)	Pre Bid Meeting	On 19.07.2018 at 1400 Hrs. at IFCI Tower, Nehru Place, New Delhi.
(iii)	Last date and time of submission of Application.	30.07.2018 upto 1730 Hrs.
	Address for submission of Application	The General Manager (Estates) IFCI Limited IFCI Tower 61 Nehru Place New Delhi -110 019

IFCI LIMITED
Regd. Office: IFCI Tower, 61 Nehru Place, New Delhi-110019
Website: www.ifcilttd.com
Telephone- 011-26487444/41732000

Signature of the Bidder with Company seal

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Eligibility Criteria

(a) Eligibility Criteria for Empanelment of Valuers for valuation of the properties.

1. The valuer shall be reputed and established company/firm having experience of dealing with large companies/corporates/Government Departments/PSUs/Banks, etc. with regard to real estate matters/transactions. (Copy of proof should be attached)
2. The valuer company/firm should have been in existence for the last 3 years. (Copy of certificate must be attached)
3. The valuer company/firm should have earned an average income of Rs.2.00 crore during last 3 years. (Copy of certificate from statutory auditor/ chartered Account firm must be attached)
4. The valuer company/firm should have carried out atleast 10 assignments of valuation during a year. (Copy of award letter/ proof of completion of assignment should be attached)

The eligible valuer company/firm should furnish the related and appropriate documents along with the application forms to ensure the above minimum eligibility criteria.

Engagement of valuer company/firm: As and when there is a requirement of valuation of IFCI's properties the services from the empaneled valuers shall be availed through limited tender and the job would be assigned accordingly.

(b) Eligibility Criteria for Empanelment of Real Estate Consultant to lease out the properties.

1. The Consultant should be reputed and established company/firm having experience of dealing with large companies/corporates/Government Departments/PSUs/Banks, etc. with regard to matters related to valuations and hiring of space or leasing out. (Copy of proof should be attached)
2. The Consultant should have been in existence for the last three years. (Copy of certificate must be attached)
3. The Consultant should have leased out at least 1,00,000 Sqft. of Office space to good corporates/ organizations in last 3 years. (Copy of award letter/ proof of completion of assignment should be attached)

The eligible valuer company/firm should furnish the related and appropriate documents along with the application forms to ensure the above minimum eligibility criteria.

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Engagement of consultants for leasing : As and when there will be vacant space for leasing out, offers/information shall be sent to the empaneled consultants for bringing tenants on first come first served basis.

Terms and Conditions

1. The IFCI Limited intends to empanel (a) Valuers and (b) Real Estate Consultants for a period of 3 years to monetize properties of IFCI by way of Sale and/or lease at various location all over India.
2. Corrigendum/addendum, if any will be available on IFCI Website only.
3. After empanelment, the proposal for leasing of space would be provided to the empaneled Real Estate Consultant to lease out the properties. The offer from the empanelled Consultants shall be accepted on first come and first serve basis.
4. As and when there is a requirement of valuation of IFCI's properties the services from the empaneled valuers shall be availed through limited tender and the job would be assigned accordingly.
5. As and when there will be vacant space for leasing out, offers/information shall be sent to the empaneled consultants for bringing tenants on first come first served basis.
6. Duly completed offer in sealed cover super-scribing "Empanelment of (a) Valuers for valuation of the properties (b) Real Estate Consultant to lease out the properties should be submitted to the above address on or before 30.07.2018 upto 1730 Hrs. Any prospective Agency interested in both the categories shall submit the offers/bids in separate applications by separate envelopes.
7. The applications/offers are preferably to be dropped only in the tender box kept at Ground floor at IFCI Tower. Application sent by Speed Post/Registered Post/Courier should reach IFCI Tower within the stipulated time. IFCI will not be responsible in any delay in receiving the applications.
8. Application received after the stipulated time will not be considered.
9. IFCI reserves the right to reject any or all the applications/offers without assigning any reason thereof.
10. The application form shall be signed by a person on behalf of the Organization, who is duly authorized to do so. **The applicant has to submit an authorization letter or valid Power of Attorney on behalf of company/firm for signing the document.**
11. Application containing false or inadequate information is liable for rejection. If the information and data is furnished by the applicants are found to be false at any time in future or any information withheld which come to the notice of IFCI at a

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later time/date, the empanelment of such an applicant will be cancelled immediately.

12. IFCI reserves the right to ask for any documents/certificate/clarification from the applicants relevant to above qualifying criteria and the same must be submitted in stipulated time of receipt of any such communication from IFCI.

13. All the pages of document must be duly stamped and signed along with date as token of acceptance of the terms & conditions of application.

14. IFCI reserve the right to modify/amend any or all provisions of this document. Any such modification/amendment shall be notified by uploading the same on IFCI Website www.ifcilttd.com only. Therefore participating applicants are advised to be in touch with IFCI till last date for submission of the bids. The Bidders shall be solely responsible to check IFCI website for the amendment issued in shape of Corrigendum and/or Addendum up-to last date of submission of the application.

15. Contact Person: In case of any query, applicants may contact any of the following officials:

Shri. S. K. Pal, Manager at Head Office, New Delhi (09540948734) & Email: sk.pal@ifcilttd.com

Shri Bibhu Mohapatra, AGM at Head Office, New Delhi (09958706644) & Email: estate.dept@ifcilttd.com

Shri Dharam Pal Rauhilla, DGM at Head Office, New Delhi (09990725916) & E-mail: estate.dept@ifcilttd.com

Annexure-1

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BASIC INFORMATION

S. No.	Description	
1	Name & Address of the Organisation / Applicant, e-mail id, fax and telephone no. etc.	
2.	Name of Authorized Person, Designation, e-mail id, fax and telephone no	
2	Type of Organisation (Whether Proprietorship/Pvt. Limited/Limited or Body Corporate etc.) Please enclosed related document	
3	Name of the Proprietor/Partners/Directors of the organization	
4	Registration (firm, company etc.)/ Registration Authority, dated Number etc. (Please enclose related documents)	
5	Experience in the respective field of work (Please enclose related documents)	
6	Whether financially sound to undertake the job, if so, enclosed Banker's Certificate (compulsory) and Income Tax Assessment Order/ Other IT documents for last three years.	
7	Name, address, telephone, fax no. of the Bank/Bankers	
8	Yearly turnover of the firm/agency/ valuer/property consultant for the last three years Year 2015-16 2016-17 2017-18 (please, enclose copies of CA certificate/the audited final accounts duly certified by CA in support thereof)	

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9	PAN (Copy of same should be enclosed)	
10	Certificate of Registration & TIN	
11	GST Registration No.	
16	Indicate if involved in any litigation	
17	Any civil suits pending in any of the responsibility/job assigned/executed give detail	

Date:
Place:

Signature of authorized person
Full Name & Designation:
Company's Seal

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Annexure-2

List of Similar Works/Jobs/Responsibilities Executed during last 3 years

Sl. No.	Name & Address of the client with Contact No.	Name of Work and location	Value of Work (In lakh)	Stipulated Time of Completion	Actual time completion with date of start & completion	Performance /Completion Certificate enclosed 'Yes' or 'No'	Any other information you would like to give
1	2	3	4	5	6	7	8

Note: Performance/completion Certificate from the Client for each work mentioned above should be enclosed.

(Name, Signature, Seal of the agency/firm with date)

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Annexure-3

Financial Capability: Yearly Turn Over of the bidder during the last 3 years.

S.No.	Financial Year	Yearly Turnover (Rs. in lakh)
1.	2015-16	
2.	2016-17	
3.	2017-18	

(Fill up the above table and Enclose copy of Turn over certificates, profit/loss statement certified by any Chartered Accountant.)

Date:
Place:

Signature of authorized person
Full Name & Designation:
Company's Seal

Annexure-4

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FORM OF BANKERS'/ SOLVENCY CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s/Shri _____
_having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs..... lakh
_____).

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

(Signature)
For the Bank

Note:

1. Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to enlistment authority.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

Annexure: 5

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DECLARATION

(TO BE TYPED ON A LETTER HEAD OF THE COMPANY/ FIRM)

Dated: _____, 2018.

The General Manager (Estates)
IFCI Limited
IFCI Tower
61 Nehru Place
New Delhi -110 019

Re: Empanelment of (a) Valuers and (b) Real Estate Consultant to monetized properties of IFCI by way of Sale and lease of IFCI's properties

Dear Sir,

This is with reference to your No. IFCI/Estates/Application/2017-18/ dated 04.07.2018 on the above subject that:-

1. We have carefully read and understood all the terms and conditions of the application and hereby convey our acceptance to the same.
2. The information / documents furnished along with the above offer are true and authentic to the best of my knowledge and belief. We are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of our application at any stage besides liabilities towards prosecution under appropriate law.
3. We have no objection, if enquiries are made about the work listed by us.
4. We have not been blacklisted by IFCI or any other organization where we have worked. Further, if any of the partners/directors of the organization /firm is blacklisted or having any criminal case against firm, our offer shall not be considered. At any later point of time, if this information is found to be false, IFCI may terminate the assigned contract immediately.
5. We have not been found guilty by a court of law in India for fraud, dishonesty or moral turpitude.
6. We agree that the decision of IFCI in selection of offer will be final and binding to us.

Date:
Place:

Signature of authorized person
Full Name & Designation:
Company's Seal:

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Annexure-6

Details of Proprietor/Partners/Directors

Sl. No	Name	Designation	Qualification	Any other information
1	2	3	4	5

(Name, Signature, Seal of the agency/firm with date)

Annexure-7

List of Key personnel permanently employed in your firm

Sl. No	Name and Designation	Qualification	Experience	Particulars of Work Done	Employed n Your Firm Since	Any Other Information
1	2	3	4	5	6	7

(Name, Signature, Seal of the agency/firm with date)

Annexure-8

List of Associates

Sl. No	Name and address of the Associate	Specify the field (area of operation)	Experience	Associated in the project (give name of work)	Any other information
1	2	3	4	5	6

(Name, Signature, Seal of the agency/firm with date)

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Annexure-9

Details of Empanelment, if any (with Govt. Organization/PSUs/Banks etc.) with proof

Sl. No	Name and address of the Organization and Contact No. of concerned official	Nature of Works	Value of Works	Date of Registration	Any other information
1	2	3	4	5	6

(Name, Signature, Seal of the agency/firm with date)

Annexure-10

Details of Major Clients

Sl. No	Name and address of the Organization	Name of the concerned official	Contact no.	Give nature of work carried out	Any other information
1	2	3	4	5	7

(Name, Signature, Seal of the agency/firm with date)

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