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	EMPANELMENT OF VALUERS REGISTERED WITH GOVERNMENT FOR VALUATION OF LAND/ PROPERTIES TO BE PURCHASED / TAKEN ON LEASE BY IOC IN KARNATAKA STATE.	

INDIAN OIL CORPORATION LIMITED
(MARKETING DIVISION)
INDIAN OIL BHAVAN, KARNATAKA STATE OFFICE
NO: 29, P KALINGA RAO ROAD (MISSION ROAD)
BANGALORE - 560 027

REF: KASO/ RS/ EMP-VAL

DATE: 09.01.2018

To,

All the Government Valuers
(Who intend to apply for the empanelment with IOCL)

Dear Sirs,

SUB: EMPANELMENT OF VALUERS REGISTERED WITH GOVERNMENT FOR VALUATION OF PROPERTIES TO BE PURCHASED / TAKEN ON LEASE BY IOC IN KARNATAKA STATE.


We are purchasing/ taking on lease sites for developing Corporation owned retail outlets at various locations in Karnataka State as and when required. We require the services of Valuers registered with Government i.e. registered under wealth tax act with the income tax department, Government of India for valuation of the properties/ sites which are offered to us by the land owners for the above purpose.

It is proposed to have empanelment of the valuers for valuation of the properties/ sites proposed to be purchased / taken on lease by IOC under various Divisional Office areas in Karnataka State.

Applications are invited from valuers registered with government i.e. registered under wealth tax act with the income tax department, Government of India to empanel them for a

Signature of Tenderer

Seal

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period of 3 years. Application may be submitted as per the format enclosed along with copies of documents specified in the tender within the due date & time.

The completed applications may please be submitted in the box kept in our office at address given below;

INDIAN OIL CORPORATION LIMITED
(MARKETING DIVISION)
"INDIAN OIL BHAVAN"
KARNATAKA STATE OFFICE
RETAIL SALES DEPARTMENT, 2ND FLOOR
NO. 29, P KALINGA RAO ROAD,
BANGALORE - 560 027

Application format may be downloaded from the web site of the Corporation i.e.
<https://iocl.com/Talktous/SupplierNotices.aspx>

The cover containing application along with the copy of documents specified in the tender shall be submitted in sealed condition. The cover must be super scribed duly indicating the tender number, due date and time of opening, name of tender, address of tenderer on the cover. Non-submission of the tender documents in the manner prescribed above will render the offer liable for rejection.

DUE DATE & TIME FOR SUBMISSION OF TENDER: 12.02.2018 by 16:00 hrs

The Corporation will not be responsible for postal delays in dispatch and receipt of tender documents.


Thanking you,

Yours faithfully
For Indian Oil Corporation Limited

General Manager (Retail Sales)

Signature of Tenderer

Seal

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COST OF TENDER: FREE OF COST

Please visit our website <https://iocl.com/Talktous/SupplierNotices.aspx>

for further details of this tender

WEBSITE - NOTICE INVITIING TENDER

Sealed tenders are invited from Valuers registered with Government i.e. registered under wealth tax act with the income tax department, Government of India having similar valuation experience and meeting the qualifying parameters as detailed below;

1. Tender for: Empanelment of valuers registered with government for evaluation of land/ properties proposed to be purchased/ taken on lease by IOC in Karnataka State.
2. Tender No.: KASO/RS/EMP-VAL
3. Empanelment valid for: 3 Years.
4. Purpose for empanelment: For valuation of the land/ properties, which are offered to IOC by the land/ property owners for the purpose of developing petroleum retail outlets under various Divisional Offices in Karnataka State.
5. Tender document (Application format) to be downloaded only from our "IndianOil" website i.e <https://iocl.com/Talktous/SupplierNotices.aspx> during the sale period, free of cost and printout of the tender documents can be submitted. It may please be noted that application format will not be sold at our office.
6. Area of Work: Separate empanelment will be done for each Divisional Office Area considering the geographical area covered by each Divisional Office as detailed below;Tenderer should indicate clearly the Divisional Office Areas for which they would like to be considered.

Signature of Tenderer

Seal



TENDER NO: KASO/ RS/ EMP-VAL

EMPANELMENT OF VALUERS REGISTERED WITH GOVERNMENT FOR VALUATION OF LAND/ PROPERTIES TO BE PURCHASED / TAKEN ON LEASE BY IOC IN KARNATAKA STATE.


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Divisional Office	Districts covered	No. of valuers required
DGM(RS), Bangalore Divisional Office Indian Oil Corporation Ltd (Marketing Division) "IndianOil Bhavan" No.29, P.Kalinga Rao Road Bangalore - 560 027 Ph.: 080-22160895	Bangalore Urban Bangalore Rural Kolar Chickballapur	6
Chief Divl. Retail Sales Manager Mangalore Divisional Office Indian Oil Corporation Ltd (Marketing Division) Abbakkanagar Kulur Ferry Road Mangalore-575006 Ph- 0824 -2452680	Dakshina Kannada Chickmagalur Hassan Shimoga Uttara Kannada Udupi	6
Chief.Divl. Retail Sales Manager Belgaum Divisional Office Indian Oil Corporation Ltd (Marketing Division) Khanapur Road Tilakwadi, Belgaum-590 006 Ph.: 0831-4215654	Belgaum Bagalkot Bijapur Haveri Gadag Dharwad	6
Chief Divl. Retail Sales Manager Bellary Divisional Office Indian Oil Corporation Ltd (Marketing Division) No.6, 1 st Floor Infactory Road Contonment Bellary-583 104 Ph.: 08392-245546	Bellary Chitradurga Davangere Koppal Gulbarga Bidar Raichur Yadgir	6
Chief.Divivional Retail Sales Manager Mysore Divisional Office No. 36/A, 1 st Floor Mysore Trade Center Building Opp. KSRTC Bus Station,Mysore-570001 Ph: 0821-2410045	Mysore Mandya Chamarajnagar Ramanagaram Tumkur Kodagu	6

Signature of Tenderer

Seal

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7. It shall be the responsibility of the tenderer to ensure that the tender is dropped in the prescribed tender box before the due date and time. Indian Oil Corporation Limited shall not take any responsibility for delays arising out of tenders sent by post or courier and not found in the tender box at the time of opening.

8. **PERIOD OF EMPANELMENT: (03) Three years** from the date of placement of order for empanelment.

9. QUALIFYING PARAMETERS:


Parties who satisfy the following qualification parameters as per the details given below only need apply.

- a. The applicant should possess valid Registration Certificate from income tax department, Government of India. Copy of the registration certificate to be submitted towards proof.
- b. The applicant should have carried out and completed valuation of properties for atleast one single value worth of property of minimum value of Rs.50 Lakhs during any of the last two financial years viz. 2015-16, 2016-2017 and upto Dec'2017. Copy of work order, completion certificate and proof of payments received / TDS certificate to be submitted towards proof.
- c. The applicant should have recorded an annual turnover of minimum Rs. 2 Lakhs by way of valuation fees during any of the last two financial years viz. 2015-16 or 2016-2017. Copy of audited Balance sheet and its Income & Expenditure statement including copy of IT return submitted for concerned years to submitted towards proof.
- d. Preference will be given to those applicants who have carried out valuation of properties for Commercial Buildings / Govt.Depts. / PSUs / High-rise buildings / Industrial Buildings. List of such customers for whom the valuations were carried out is to be submitted along with proof towards the same.
- e. Preference also will be given to those valuers who are of reputed Companies and Partnership Firms as compared to individuals.

General Manager (Retail Sales)

Signature of Tenderer

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INSTRUCTIONS TO TENDERERS

1. The Web-site NIT / Press Notice will form part of Tender documents.
2. The downloaded tender documents shall be signed & stamped on all the pages and submitted in sealed cover only.
3. All the photostat copy of documents submitted towards proof of the qualifying parameters to be notarized.
4. **VERIFICATION OF ORIGINAL DOCUMENTS:**

Tenderers are required to report to this office with original documents during 15.02.2018 to 19.02.2018 between 10.00 hrs to 13.00 hrs. and 14.00 to 17.00 hrs at the address given below;


INDIAN OIL CORPORATION LIMITED
(MARKETING DIVISION)
"INDIAN OIL BHAVAN"
KARNATAKA STATE OFFICE
RETAIL SALES DEPARTMENT, 2ND FLOOR
NO. 29, P KALINGA RAO ROAD,
BANGALORE - 560 027

5. Tender documents along with the required credentials should reach the above address before due date & time i.e. on 12.02.2018 by 16:00 hours.

General Manager (Retail Sales)

Signature of Tenderer

Seal

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APPLICATION CUM STATEMENT OF CREDENTIALS

NOTE:

1. To be filled and signed with stamp by valuer.
2. Incorrect/ false declaration will result in disqualification.
3. Necessary supporting documents to be enclosed.
4. Corporation reserves the right to assess the tenderer's capacity and capability.

1. GENERAL INFORMATION	
NAME ADDRESS OF THE FIRM (INCLUDING CITY/TOWN, STATE AND PIN CODE)	
DATE/ YEAR OF ESTABLISHMENT	
NAME OF THE CONTACT PERSON/S	
LANDLINE PHONE NO. (INDICATE STD CODE ALSO)	
MOBILE PHONE NO	
E mail id	
FAX NO. (INDICATE STD CODE ALSO)	
PAN NUMBER (ENCLOSE COPY)	
CAT- REGISTRATION NUMBER (ENCLOSE COPY)	

Signature of Tenderer

Seal



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2. FIRM DETAILS*

SOLE PROPRIETORSHIP (IF YES INDICATE NAME OF PROPRIETOR AND ENCLOSE REGISTRATION CERTIFICATE)	YES/ NOT APPLICABLE
	<u>NAME OF PROPRIETOR:</u>
PARTNERSHIP FIRM (IF YES, INDICATE NAMES OF ALL PARTNERS AND ENCLOSE PARTNERSHIP DEED)	YES/ NOT APPLICABLE
	<u>NAMES OF PARTNERS:</u>
	1.
	2.
	3.
PRIVATE LIMITED COMPANY (IF YES, GIVE LIST OF DIRECTORS AND ATTACH PROSPECTUS, MEMORANDUM OF ASSOCIATION AND ARTICLES OF ASSOCIATION)	<u>YES/ NOT APPLICABLE</u>
	<u>LIST OF DIRECTORS:</u>
	1.
	2.
	3.
PUBLIC LIMITED COMPANY (IF YES, GIVE LIST OF DIRECTORS AND ATTACH PROSPECTUS, MEMORANDUM OF ASSOCIATION AND ARTICLES OF ASSOCIATION)	<u>YES/ NOT APPLICABLE</u>
	<u>LIST OF DIRECTORS:</u>
	1.
	2.
	3.

* PLEASE STRIKE OFF OPTION NOT APPLICABLE

Signature of Tenderer

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3. WORK ORDER DETAILS	
NOTE: MENTION DETAILS OF SINGLE QUALIFYING ORDER EXECUTED AND COMPLETED DURING THE PAST TWO YEARS ENDING MAR 2017, (I.E. FROM APR'15 TO MAR'17) AND UPTO DEC '17;	
<u>WO REF/ DATE</u>	
NAME OF THE CLIENT	
DETAILS OF THE PROPERTY FOR WHICH VALUATION IS DONE UNDER SINGLE ORDER	
WORTH OF PROPERTY FOR WHICH VALUATION DONE UNDER SINGLE ORDER (RS. IN LAKHS)	
DATE OF VALUATION	
AMOUNT OF VALUATION FEE RECEIVED FOR THE ABOVE VALUATION (IN RS.)	
REQUIRED DOCUMENTS (TO BE NOTARISED)	<ul style="list-style-type: none"> • COPY OF IT'S VALUATION REPORT • PROOF OF RECEIPT OF PAYMENT • COPY OF TDS CERTIFICATE ISSUED BY CLIENT
4. ANNUAL TURNOVER DETAILS	

Signature of Tenderer

Seal



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FINANCIAL YEAR	ANNUAL TURNOVER (RS. IN LAKHS)	REQUIRED DOCUMENTS (PROOF FOR HAVING RECEIVE MIN. RS. 2 LAKHS IN A YEAR TOWARDS PREESSIONAL FEE)
APR'15- MAR'16		AUDITED BALANCE SHEETS & ITS INCOME & EXPENDITURE STATEMENT (DULY SHOWING THE AMOUNT OF INCOME TOWARDS VALUATION FEE (MIN. RS. 2 LAKHS AS PROFESSIONAL FEE) CERTIFIED BY CHARTERED ACCOUNTANT (TO BE NOTORISED)
APR'16- MAR'17		


5. LIST OF VALUATION DONE IN THE PAST
(SEPARATE SHEET, IF REQUIRED MAY BE ATTACHED)

SL. NO.	NAME OF CLEINT	NATURE OF PROPERTY	WORTH OF PROPERTY (RS. IN LAKHS)	VALUATION FEE RECEIVED (IN RS.)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

SPECIAL TERMS & CONDITIONS

Signature of Tenderer


Seal

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1. This empanelment tender is being invited from the Valuers registered with Government i.e. registered under wealth tax act with the income tax department, Government of India for valuation of the land/ properties which are offered to us by the land owners for the purpose of developing petroleum retail outlets under various Divisional Offices area of IOC in Karnataka State.
2. This empanelment is valid for 3 years.
3. **PROCEDURE FOR SELECTION OF VALUERS:**
 - a. Submission of Credentials:- Tenderer shall be required to fill in and attach relevant documents as given in the Application cum Statement of Credentials sheet attached. Tenderer is required to be careful in ensuring that copies of all the documents have been attached and Statement of Credentials is correctly filled without leaving out any required information. Incomplete offers are liable for rejection.
 - b. Verification of Original Documents:- Tenderer is required to report on the date of verification along with all original documents, copies of which have been submitted with the tender. Offer of those tenderers who do not report for verification of original documents on date of verification shall be liable for rejection.
 - c. Technical Qualification:- A tenderer shall be considered technically qualified based on meeting qualifying parameters and after verification of the same with respective original documents as stipulated above. IOC reserves the right to verify the credentials towards valuation of work executed at a later date from the order issuing authority. In the event, document submitted by the tenderer is found to be forged or incorrect, the empanelment of such tenderer shall be terminated. Such tenderer is also liable to be put on Holiday List by IOC.
4. Valuation Fee:- It may also be noted that the fees for valuation of properties shall be based on the rate fixed by IOC / as per the fee structure received from the Government from time to time. Corporation's decision in fixing of rate/ making payment is final and binding on the valuers and valuers cannot claim right over the same.
5. IOC will have right to utilize the empanelled valuers at their discretion based on the performance of individual valuer as well as availability of valuers in the particular region/area.
6. In the event of non-performance of any valuer, IOCL reserves the right to re-allot the work among the other valuers based on performance. This shall be without

Signature of Tenderer

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prejudice to the rights available to the Corporation in line with terms & conditions of tender.

7. Empanelment:- If more than required no.of valuers are found qualified, IOC shall maintain them in the waitlist of empanelment during the validity period to utilize them, in case additional valuers are required. It may be noted that the waitlisted govt.valuers cannot claim right & insist on IOC to use them.
8. The volume of valuation work for the properties to be done depends on the market trend, for initiating the proposal for establishing the petroleum retail outlets during the above validity period and cannot be assured.
9. Based on the requirement, number of valuers as specified above would be empanelled. Balance qualified valuers will be kept in the panel and they may be utilized depending upon the requirement from time to time and also based on the performance of the valuers in the panel.
10. It is expected that the valuation is done properly by using methodology specified for the valuers / correct evaluation of various sub-elements / assessment of present market rate including providing documentary proof, if required for the same.
11. It is expected that the valuation report is submitted in the format designed by IOC only.
12. It may be noted that if the performance of the valuers are found not satisfactory, IOC will be at its discretion to take action as deemed fit including putting them in the Holiday List.
13. Based on the requirement, the empanelled valuers would be utilized to carryout valuation of the properties other than required for petroleum retail outlets i.e. properties of office building, godowns, vacant sites also.
14. The valuation fee will be fixed based on the Policy of IOC from time to time for valuation of properties offered to IOC. Corporations' decision in fixing the valuation fee is final and the empanelled valuers to abide by the same.
15. Scope of the valuation work;
 - a) Upon empanelment of valuers, they shall report to our respective Divisional Office.
 - b) Divisional Heads would issue individual order for valuation of properties pertaining to their area.

Signature of Tenderer

Seal

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- c) Valuation shall be done by the valuers within the specified time given in the order without delay. No reasons for the delay will be agreeable even if they are engaged & busy elsewhere.
- d) In case, if required, re-valuation may be done in certain cases where IOC requires for various reasons that may arise during the valuation.
- e) Valuation report along with its enclosure shall be submitted only in sealed cover.
- f) Bill for the valuation fee may be submitted to the respective Divisional Office who will take necessary action for making payment.
16. The valuation fee fixed in Lumpsum per valuation will be inclusive of GST as applicable. Any increase in the GST tax during the contract period would be borne by the valuer.
17. The tender shall stand summarily rejected inter-alia on following grounds:
- i. Party not meeting tender qualifying norms.
 - ii. Non-withdrawal of conditions imposed in tender document & conditions imposed during verification of documents.
 - iii. Tenderer submitting fabricated/ false/ forged documents along with tender documents.
 - iv. IndiaOil Corporation reserves the right to accept or reject any or all the applications without assigning any reason.

General Manager (Retail sales)

I / We have carefully read all the tender terms & conditions and requirement including selection procedure & utilization of empanelment list and & understood the same. Accordingly, I / We now submit this application along with the required documents, duly attested, for the subject empanelment of registered valuers for IOC for the specified period. I / We agree to abide by the stipulations specified in the tender.

Date:

Name & Address Seal:

Signature of Tenderer

Seal