

**Expression of Interest (EOI) for Empanelment of Registered Valuers in the Office of Assam Tea Employees Provident Fund Organization, Nidhi Bhawan, Lalmati, Basistha, Guwahati -781029.**

**INSTRUCTIONS TO APPLICANTS :**

1. Intending applicants are required to submit their applications with full BIO-DATA giving details about their Organization, Experience, Technical personnel in their Organization, competence etc. in the enclosed form which will be kept confidential.
2. While deciding upon the selection of agencies/individuals, emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies/individuals.
3. Each page of the application shall be serially marked & signed. The application will be signed by person/persons on behalf of the organization having necessary authorization/power of attorney to do so.
4. If the space in the Application Form is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Application Form and serial number. Separate sheets shall be used for each part.
5. Applications containing false and/or inadequate information are liable for rejection.
6. The firm/agency/individual should have registered Office in Guwahati, Assam.
7. Details of working experience with Govt./PWD/CPWD/MES/PSU Valuer licence/certificate, Educational qualification certificate of technical graduation, and list of major valuation works executed with name of client, value of contract, performance certificate etc. to be attached.
8. The scope of services includes valuation of moveable assets/immovable properties /plantations. The valuer will furnish report of such valuation in the prescribed form, charge fees at a rate not exceeding the rate or rate in the wealth-tax Act, 1957 and not undertake valuation of any assets in which he has a direct or indirect interest.
9. Empanelment does not mean the guarantee of awarding of work. The work shall be assigned either at a rate not exceeding the rate of Central Board of Direct Taxes (CBDT) or at competitive rate.
10. Only three Agencies/Valuer (One Valuer in each category) will be empanelled. The Empanelment shall be valid upto 31<sup>st</sup> March, 2020.
11. Last date for submission of Application for E.O.I is 07.06.2018 (Office working hours).
12. All communications including submission of E.O.I. should be addressed to :-

**Secretary-Cum-P.F. Commissioner,  
A.T.E.P.F. Organization,  
Nidhi Bhawan, Basistha, Lalmati, N.H. - 37  
Guwahati – 781029, (Assam).**

## ELIGIBILITY AND EVALUATION CRITERIA FOR SELECTION

1. The Valuer must be a Graduate in Engineering/Architecture and he must have been in practice as Valuer of minimum 5 years.
2. The Individuals or the Partners of firm must be registered with Institution of Valuers and Central Board of Direct Taxes (CBDT).
3. Agencies /Valuers must have working experience with Govt./PWD/CPWD/MES/PSUs, and, the minimum value of eligible assignment/experience will be considered minimum **Rs. 5,00,00,000.00 (Five Crores)** and above in one job.
4. The short-listing of the application will be done based on the experiences, no. of assignments and value of assignments, men power and reputation of the applicant.
5. The decision of the Authority in regards of Enlistment/Empanelment of Agencies/ Individuals will be final. The Authority is not bound to assign any reason thereof.

**EOI SUBMISSION FORM (in letter head)**

To,

Secretary-Cum-P.F. Commissioner,  
A.T.E.P.F. Organization,  
Nidhi Bhawan, Basistha, Lalmati, N.H. - 37  
Guwahati – 781029, (Assam).

Sub:- Submission of EOI.

Ref.:- EOI No.

Dear Sir,

I/We have read and understood the press notice for Empanelment of Valuers and Instructions to the applicants.

I/we do hereby declare that the information furnished in the Application Form and in the Supplementary sheets is correct to the best of my/our knowledge and belief. In case any information supplied by me/us to be incorrect at any stage in future, then the Authority will be at liberty to remove me/us from the list of panel.

Yours faithfully,

Signature

Name:

Designation

Place:

Date:

## Application Format

1. Name of Applicant:
2. Address of Registered Office:
3. Address for Correspondence:
4. Details of Registration:
5. Registration No. with the Institution of Valuers India/  
Central Board of Direct Taxes (CBDT).
6. Details of Registration of GSTIN etc. as applicable:
7. Work Experience:

The applicant is to submit in separate sheet of eligible major assignments as per format below. (To enclose work order/performance/completion certificates from clients).

| Sl No. | Name of Project & Employer | Nature of Work | Value of Assessment (Rs.) | Remuneration Paid (Rs.) | Remarks |
|--------|----------------------------|----------------|---------------------------|-------------------------|---------|
|        |                            |                |                           |                         |         |

8. Whether any civil suit/arbitration arisen with Govt./Semi Govt./PSU Banks etc. during last 5 years. If yes, please furnish the details along with certificate.

Signature of Applicant

Place:

Date: