



RFP for Appointment of IBBI Registered Valuer Entity (RVE) for
Valuation of Land, Buildings and Other Immovable Properties etc.

Request for Proposal (RFP)

For

Appointment of IBBI-Registered Valuer Entity (RVE) for Valuation of Land, Buildings and Other Immovable Properties etc.

RFP No.SDMS/RFP/RVE/001/24-25 dated 25/01/2025

TO BE SUBMITTED ON OR BEFORE

February 7, 2025, 3.00 PM

Issued By:

**StockHolding Document Management Services Limited
SHCIL House, P-51, TTC Industrial Area,
MIDC, Mahape, Navi Mumbai-400710, Maharashtra**



RFP for Appointment of IBBI Registered Valuer Entity (RVE) for Valuation of Land, Buildings and Other Immovable Properties etc.

DISCLAIMER

This Request for Proposal (RFP) is neither an agreement nor an offer by Stock Holding Document Management Services Limited (SDMS) to the prospective IBBI Registered Valuer Entity (RVE)/ Bidders for valuing the Land, Building Plots/Buildings and other immovable properties etc. The purpose of this RFP is to provide interested parties with information that may be useful to them in submitting their proposal/response pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at, by SDMS.

This RFP document and any assumptions, assessments and statements made herein do not purport to contain all the information that each RVE/ Bidder may require. The RVE/ Bidder shall bear all costs associated with or relating to the preparation and submission of proposal/response pursuant to this RFP. Wherever necessary, SDMS reserves the right to amend or supplement the information, assessment or assumptions contained in this RFP.

SDMS reserves the right to withdraw the RFP or foreclose the process at any stage or cancel the RFP, at any point of time, without assigning any reasons thereof. The issuance of this RFP does not imply that SDMS is bound to shortlist any RVE/ Bidder.



RFP for Appointment of IBBI Registered Valuer Entity (RVE) for Valuation of Land, Buildings and Other Immovable Properties etc.

Overview: StockHolding Document Management Limited (SDMS)

StockHolding Document Management Services Limited (SDMS) CINU74140MH2006GOI163728, a Entity incorporated under the Companies Act, 1956 has its registered office at SHCIL House, P-51, TTC Industrial Area, MIDC, Mahape, Navi Mumbai –400710.

SDMS is a Government Entity and a wholly owned subsidiary of Stock Holding Corporation of India Ltd., India's premier custodian, Depository Participant and Capital Market Service Provider. SDMS is the only Government institution in India in the field of end-to-end Document Management Solution providing both Physical and Digital Record Management through information technology enabled services.

SDMS is a CMMi Level 5 certified Entity, ISO 9001:2015 and ISO 27001:2013 certified organization and a Microsoft Gold Certified Partner.



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1. Important Information & Dates

SDMS invites sealed proposals from qualified and experienced IBBI Registered Valuer Entities (RVEs) for appointment to carry out valuations of land, buildings, and other immovable properties etc. The scope of work includes comprehensive assessment and valuation in accordance with applicable laws and standards.

Eligible RVEs are requested to submit their detailed proposals, including credentials, experience, and other requisite documents in line with the terms and conditions outlined in this RFP.

Start date of submission of Bids	January 25, 2025
Pre-Bid Meeting Date	January 31, 2025 at 3.00 PM
Last date for queries submission by mail for Pre-Bid Meeting	January 30, 2025 by 11.00 AM
Last date and time of submission of Bids	February 7, 2025 till 3 PM
Mode of submission- Technical Bid & Financial Bid	Physical Mode– The Registered Valuer Entity/ Bidder to submit Technical Bid & Financial Bid in two separate sealed envelopes. The title (i.e. Technical Bid or Financial Bid) should be clearly mentioned on the face of the envelopes. Both these envelopes should be enclosed in a bigger sealed envelope, which should clearly mention the title of the RFP. Place of submission: StockHolding Document Management Services Limited, SHCIL House, P-51, TTC Industrial Area, MIDC, Mahape, Navi Mumbai –400710.
Opening of Technical bids	February 7, 2025 at 4 PM
Venue for opening of Technical Bid	StockHolding Document Management Services Limited SHCIL House, P-51, TTC Industrial Area, MIDC, Mahape, Navi Mumbai-400710
RFP Fees	RFP fees of an amount of 5,000/- (Rupees Five Thousand Only) (non-refundable) must be deposited by the bidder through electronic mode (NEFT/RTGS) to IDBI Bank Current Account No.:0004655100002301 IFSC: IBKL0000004 Technical Bid not accompanied with Receipt on submission of Bid Fee. Screenshot of payment need to be submitted along with the technical bid.



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Earnest Money Deposit	Earnest Money Deposit of an amount of Rs.1,00,000 (Rupees One Lacs Only) must be deposited by the bidder through electronic mode (NEFT/RTGS) to IDBI Bank Current Account No.:0004655100002301 IFSC: IBKL0000004 Technical Bid not accompanied with Receipt on submission of EMD will not be considered. Screenshot of payment need to be submitted along with the technical bid.
Notes: <ol style="list-style-type: none">1. Any Bid/Proposal received after the aforesaid last date and time will not be accepted. Conditional Bids/Proposals will also not be considered.2. Micro, Small Enterprises (MSE) are exempted from submitting the tender fee and EMD, provided they provide the valid MSE registration certificate.3. SDMS, in its discretion, reserves the right to reject all or any of the Bids/Proposals without assigning any reason.	

2. Instructions to IBBI Registered Valuer Entity (RVE)/ Bidder

A) Bid Preparation and Submission

- i. Please read carefully and follow these guidelines when preparing your Bid.
- ii. Ensure that all required and supporting documentation are complete, accurate, up-to-date and verifiable.
- iii. Include all necessary signatures and attestations, wherever required.
- iv. Organize your documents in a sequential order. **Clearly numbered all documents of the proposal.**

B) Document Checklist

a. Technical Bid will comprise of the followings: -

- i. A covering letter introducing the Registered Valuer Entity/ Bidder and highlighting relevant experience on the Letterhead of the Registered Valuer Entity/ Bidder as per **Annexure-1**
- ii. Details of the Registered Valuer Entity/ Bidder's experience and qualifications, including certifications/licenses held as per **Annexure-2**
- iii. An undertaking for non-blacklisting as **per Annexure-3**
- iv. Proposed methodology and approach for conducting the activity in line with scope of work.
- v. Proposed engagement team, including the qualifications and experience of key personnel.
- vi. All documents under Eligibility Criteria.
- vii. Letter of Compliance as per **Annexure-4**
- viii. Duly signed and stamped RFP document as a token of acceptance of all terms & conditions.
- ix. Any other documents which the Bidder seems relevant to the technical bid.



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- b. Financial Bid shall be submitted as per **Annexure-6**

Notes:

- i. All supporting documents must be duly signed on each and every page and submitted as part of the RFP response.
- ii. The Registered Valuer Entity/ Bidder will have to submit all the requisite documents as stated in the RFP and non- submission of any of them shall lead to the rejection of the response out rightly.

C) Envelope Preparation

- i. All aforesaid documents should be put inside an envelope and be marked as “Technical Bid for Request for Proposal for **“Appointment of IBBI Registered Valuer Entity (RVE) for Valuation of Land, Buildings and Other immovable Properties etc.”**”
- ii. Financial Bid should be put inside an envelope and be marked as “Financial Bid for Request for Proposal for **“Appointment of IBBI Registered Valuer Entity (RVE) for Valuation of Land, Buildings and Other immovable Properties etc.”**”
- iii. Place these 2 envelopes into an outer envelope and mark as “Proposal for **“Appointment of IBBI Registered Valuer Entity (RVE) for Valuation of Land, Buildings and Other immovable Properties etc.”**”

D) Mode of Submission

- i. Bidder can visit our designated submission location during the specified office hours during any working day before deadline of Bid submission and place in the RFP box kept at the reception.
- ii. Bidder can also send their proposal via courier and ensure the bids are delivered within the bid submission due date.

E) Submission Deadline

- i. Please ensure that your envelope is submitted on or before February 7, 2025 by 3.00 p.m. Late submissions may not be considered for evaluation.

F) Pre-Bid Meeting

- i. A pre-bid meeting will be held on January 31 at 3.00 pm online to address the queries if any, of the registered valuer entities / Bidders. The registered Valuer Entities/ Bidders are requested to forward their queries by email on or before January 30, 2025 upto 11.00 a.m. to tenderteam@stockholdingdms.com as per the **Annexure-5**.
- ii. Link for online pre-bid meeting shall be shared to those whose queries have been received within the deadline.

3. Selection Process

- i. The Registered Valuer Entities (RVEs) / Bidders has to submit all documents as mentioned in this RFP. The bidder to ensure that all supporting documents are complete, accurate, up-to-date and verifiable. Basis the submission of documents as part of the technical compliance, the registered valuer entity / bidder shall be technically qualified.
- ii. The Financial Bid shall be opened only of technically qualified registered valuer entity / bidder.

4. Eligibility Criteria

Sr. No.	Eligibility Criteria	Documents Required to be submitted
1	This Request for Proposal (RFP) is exclusively open to Registered Valuer Entities (RVEs) that are duly registered with the Insolvency and Bankruptcy Board of India (IBBI). Eligible entities include companies, partnership firms, Limited Liability Partnerships (LLPs), and proprietorship concerns, as recognized under applicable regulations.	Copy of Company Incorporation/Certificate of Commencement of Business/ Partnership deed and Valid Registration Certificate with IBBI
2	The Registered Valuer Entity (RVE) must have at-least 1 year experience in valuing land / agriculture land, buildings, and immovable assets / properties etc as on date of bid submission for empanelment	Work Orders/Agreements /Experience certificates issued by the Clients/ completion certificates from the clients
3	The Registered valuer Entity (RVE) should have been awarded at-least 30 assignments of valuation as on 31 st December, 2024. (Note: Kindly submit the list of 30 assignments along with supporting documents clearly numbering them from 1-30)	Work orders/agreements /completion certificates from the clients
4	The Registered Valuer Entity (RVE) must be tax compliant and have valid PAN, GST registration, and other statutory documents.	Valid requisite certificates/documents
5	The Registered Valuer Entity (RVE) should be a profit making and should have a Net annual turnover of not less than Rs.1 Crore in the last FY. 2023-24.	Audited Balance Sheet / CA certificate
6	The Registered Valuer Entity (RVE) or any of its partners / directors and associates should neither be blacklisted nor have any pending disciplinary cases with IBBI, regulatory bodies etc in the past or as on date of bid submission	Declaration as per Annexure-3



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7	The Registered Valuer Entity must have minimum 3 offices including one office in Bengaluru/Hyderabad/Chennai. Note: Offices belonging to parent entity / sister concern firm/Partners will not be accepted.	Rent agreement /ownership document in the name of RVE executed before 31 st December 2024
8	The Registered Valuer Entity must have on its payroll 40 people as on 31 st December 2024.	Valid Govt. Proof like EPF /ESIC/Professional Tax certificate etc.
9	In case of Registered Valuer Entity (RVE) is Micro Small Enterprises	Valid MSE registration certificate

5. Scope of Work

The Scope of work will include review of 392 properties and 19,985 properties related documents under **Project-1 and Project-2** respectively to evaluate screening of the properties, undertake valuation of the shortlisted properties post screening.

The Scope of work has been divided into two phases. SDMS would have a discretion to undertake the phase wise activities parallelly or sequentially. The phases include:

- a) Phase I – Screening Phase
- b) Phase II – Valuation Phase

I. PHASE I – SCREENING PHASE:

During this Phase, the appointed IBBI registered valuer entity would undertake desktop review of the documents of the immovable property provided by SDMS / End Customer and assess the saleability and non-saleability of the properties. Such assessment shall include:

1. The Appointed IBBI registered valuer entity (RVE) shall be responsible to sort out the documents of immovable properties received and, in the cases, where the documents of any particular property received are not legible or the scan copies are incomplete or where the details property are not clear or missing, then those kinds of documents shall be separated out.
2. RVE shall identify the type of the property on the basis of the documents received by it from SDMS /End Customer and categorize the property into the following types as mentioned hereinafter:



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- a. Agricultural Land/ Plot, Forest Land, CRZ Land, etc.
 - b. Land and Buildings,
 - c. Commercial, Industrial or Residential Land, etc.,
 - d. SEZ (Special Economic Zones),
 - e. Other types (if any, as required by SDMS/End Customer)
3. Upon identifying the type of the Property, RVE shall be required to review the nature of the land on which the property is situated whether the property falls in Rural or Urban.
 4. Upon finalizing the nature of the Property, the next step will be ascertaining the location of the selected Property bearing complete details of the Property including CTS/ CS No., Village/ Taluka/ District, State, PIN code, etc;
 5. Further, RVE shall be responsible to identify the type of document received to ascertain whether the document is a Sale Deed, Lease Deed, Agreement for Sale, General Power of Attorney, or other terms differing from a "Sale Deed." etc.
 6. RVE shall be also responsible to identify the following property details/ parameters to the extent possible based on the information contained in the documents:
 - (a) The properties for which multiple records are received for the same property.
 - (b) Properties which are contiguous.
 - (c) The details of any existing structure built on the land.
 7. During the Screening Phase, the RVE shall submit Screening Reports to SDMS on daily basis, containing details of the property documents reviewed.
 8. Certain properties may be documented under titles such as Memorandum of Understanding (MOU), Agreement for Sale, Deed of Rectification, Deed of Confirmation, Power of Attorney, or other terms differing from a "Sale Deed." During the Screening Phase, such properties, which do not convey clear ownership or title, will be reported to the client along with relevant observations and assessments. This will enable SDMS/End Customer to make

an informed decision regarding whether to proceed further with the sale process for these properties.

9. The RVE will be responsible to perform only the desktop review of properties which shall be conducted in the above-mentioned screening process. No title search and / or site visits shall be undertaken by the RVE during the Phase-1.
10. After completing the aforementioned process, properties found to be saleable based on the availability of documents, such property shall be shortlisted for valuation and the same shall be submitted to SDMS/End Customer for their approval.

II. PHASE II – VALUATION PHASE

Once the Property is shortlisted after undergoing the screening phase, the property shall be then valued by IBBI registered valuer entity (RVE) while visiting the site physically.

During the Valuation Phase, the RVE shall undertake valuation of those properties that have been shortlisted for sale during the Screening Phase after the Committee approves the Screening Report(s).

The scope of work of the RVE will include the following but not limited to:

- a. Determining the valuation methodology suitable for the valuation of the shortlisted properties.
- b. Ascertaining the circle rate, market rate, distressed value etc. for each property shortlisted and undertaking valuation for each property to arrive at the reserve price. If required, RVE has to provide the revised circle rates in case there is any change in the circle rate during the period of one year from the submission date of the respective valuation report.
- c. The Valuation report shall contain the following: -
 - i. background information of the property being valued – details of present owner (name, address, etc.), classification of property as per land records (agricultural, commercial, etc.), location of property (District, Taluka, Tehsil, Village, Survey No., Gat No., Khasra No., location coordinates, etc.), area of property, encumbrances on property, if any (mortgage, charge, etc.) (whichever applicable) etc.;
 - ii. purpose of valuation;
 - iii. bases of value -refers to valuation bases identified by valuer as appropriate for the purpose of the valuation, such as fair market value, liquidation value, etc.;

- iv. identity of the valuer and any other experts involved in the valuation;
- v. disclosure of valuer interest or conflict (pecuniary, financial, etc.), if any;
- vi. date of appointment, valuation date and date of report;
- vii. inspections and /or investigations undertaken – site visit, structural design or stability study, verification of title deeds, revenue records/maps, details of charge on property, etc. (whichever applicable); property geo-tagging (Latitude and Longitude coordinates etc.) along with selfie of the visiting resource with property in background.
- viii. business interest, ownership characteristics, if any, affecting the value of the property - factors which may lead to premiums or discounts on the value such as property jointly held, majority/minority control of the defaulter, ease of marketability of property, etc.;
- ix. sources of information about the property – such as site visit, enquiry from local's/revenue officials/local property dealers, perusal of title deeds, information provided by the client, verification from revenue maps, etc.;
- x. procedure/methodology adopted in carrying out the valuation (such as Market Approach, Income Approach, Cost Approach, etc.) and valuation standards followed (ICAI Valuation Standards or any other standards);
- xi. major factors affecting the property value that were taken into account during valuation – current land use of the property, condition of property (such as arability of land, age of structure, build quality/structural integrity, etc.), surroundings/location of the property (such as accessibility to economic activities, neighbourhood amenities, transport linkages, topography, etc.), market dynamics such as prevailing force majeure events, impending change in master plans/change of land use, proximity to highway, industrial belt, future potential of development, etc. (whichever applicable);
- xii. conclusion regarding the assessment of value of the property as per the valuation base used; and
- xiii. caveats, limitations and disclaimers, if any – warnings/cautions to the client, restriction on the scope of valuer's work and the limits on the civil liability of valuer for particular acts and omissions such as non-verification of title deeds by valuer, non-identification of property by a Survey or, possible existence of latent defects.

6. Engagement Period

The engagement period will be for a period of 6 months initially for both the phases. However, the registered valuer entity must commit to completing the project as under:

Project 1 timelines:



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State	No. of Properties	Timelines
Madhya Pradesh	89	a. Phase-1 – within 10 days from date of formal communication to commence the work from SDMS. b. Phase-2 – within 30 days from date of formal communication to commence the work from SDMS.
Uttar Pradesh	7	
Rajasthan	2	
Maharashtra	238	
Chhattisgarh	28	
Goa	3	
Jharkhand	1	
Odisha	24	
Total	392	

Note: The commencement of the project shall be communicated by SDMS in line with the directions of the End Customer. The valuation of the properties may happen in a staggered manner.

Project 2 timelines:

Phase-1 – within 30 days from date of formal communication to commence the work from SDMS.

State	No. of Districts	No. of Properties	Timelines for Phase-2
Andhra Pradesh	10	1396	T+45 days
Telangana	3	956	T+1 Month
Tamil Nadu	19	15069	T+1 Month (5 districts per month) and 50% percent of properties must be completed till 31 st March, 2025
Karnataka	6	989	T+1 Month
Kerala	4	11	T+7 days
Maharashtra	16	1545	T+45 days
Goa	2	19	T+7 days
Total	60	19985	

Note: The total timeline for Project-2 is 4 months for all locations from date of formal communication to commence the work from SDMS.

7. General Terms & Conditions

- i. Any changes to the scope of work will be final and binding on the appointed RVE with no impact on the other aspects.
- ii. SDMS, at its discretion may change / alter / cancel/re-allocate the said assignment at any point of time without assigning any reason whatsoever thereof.
- iii. The RVE shall deliver the services within the agreed-upon timelines or as otherwise specified in the contract.



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- iv. The RVE agrees to maintain the confidentiality of any proprietary, sensitive, or confidential information disclosed during the engagement.
- v. The RVE shall not disclose or use any confidential information for purposes other than fulfilling the obligations under this engagement, unless required by law.
- vi. SDMS reserves right to verify all statements, information and documents submitted by RVEs.
- vii. The SDMS reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more empanelled RVE(s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.
- viii. Sub-contracting work is strictly prohibited.
- ix. This request for Proposal shall be deemed to be a part of the work order / agreement with the successful RVE. Stamp duty applicable on work order/ agreement should be borne by the successful RVE.
- x. If the End Customer requests for any change in the report and or correction / addition, the RVE shall abide by such request without any extra cost to SDMS/End Customer.
- xi. No representative of SDMS/End Customer shall accompany with the RVE for valuation purpose in any condition.
- xii. During the site, if any untoward situation arises, the RVE shall be entirely responsible in this regard and necessary remedial measure as required shall be taken by the RVE including insurance etc.

8. Payment Terms

Payment terms and conditions shall be as under-

- i. The monthly Bills shall be raised by the appointed RVE only post confirmation of SDMS/End Customer.
- ii. The appointed RVE shall submit invoices monthly in triplicate for actual number of (Land/buildings etc.) screened and visited during the Phase-I & Phase II respectively and the reports thereof be submitted in requisite format provided or approved by SDMS.
- iii. Payment shall be released within 30 days from the date of receipt of invoices to the appointed RVE only after the payment is made to SDMS by the End Customer.
- iv. In case of delay in payment to SDMS by the End Customer, in such cases, the payment to RVE shall also be delayed. Interest or any other payment for delay shall not be paid.
- v. No payment shall be made against the unsuccessful visit where the property was not identified. Irrespective of the unsuccessful visit, relevant proof of visit and other relevant details has to be submitted as required by SDMS/End Customer.
- vi. Payment shall be made only for the successful submission of report for screening of property documents as well as valuation of the property and the acceptance of the same by SDMS/End Customer.



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9. Termination

- i. SDMS may terminate the assignment by a written notice of 15 (thirty) days to the RVE, without assigning any reason thereof.
- ii. In the event of termination, the RVE shall be entitled to receive consideration for services rendered up to the termination date after adjusting the penalties etc. if any.
- iii. Termination on account of Force Majeure and Insolvency.

10. Indemnity

- i. The successful RVE shall indemnify and hold SDMS harmless from and against all actions, suits, claims, losses, costs, liabilities and demands brought or made against SDMS, directly or indirectly in respect of gross negligence, bad faith, wilful default or any other matter (done or omitted) by the registered Valuer Entity or their employees/representatives in the execution of or in connection with the work or the registered Valuer Entity under this assignment and against any loss or damage to SDMS in consequence of any action or suit being brought against the registered Valuer Entity or their employees/representatives for anything done or omitted to be done in execution of the Work and the Project coordination services under this assignment, including but not limited to meeting the Project timelines and non-compliance with the applicable scope of work, laws and regulations. Disclosure, if any, shall not limit the liability due to false report, wrong reporting etc. The report submitted should be fair and complete in all aspects.
- ii. The obligations of the successful registered Valuer Entity under this clause shall survive the termination or expiry of this assignment.

11. Governing Law and Jurisdiction

These Terms & Conditions shall be governed by and interpreted in accordance with the laws of the jurisdiction of Mumbai, Maharashtra.

12. Performance Bank Guarantee

- iii. The appointed registered valuer entity shall submit the Performance Bank Guarantee (PBG) from any of the Scheduled Commercial Banks within the specified time of receipt of formal communication from SDMS.
- iv. The Successful registered valuer entity will furnish PBG for an amount of **Rs. 10,00,000/- (Rupees Ten Lacs Only)**. The Work shall commence only after receipt of the Performance Bank Guarantee.
- v. The PBG shall be returned upon being satisfied that there has been due performance of the obligations of the registered Valuer Entity under the assignment. However, no interest shall be payable on the performance Guarantee.



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13. Penalties

- i. If the registered Valuer Entity fails to complete the due performance of the assignment, SDMS reserves the right either to cancel the order or invoke the PBG.
- ii. There shall be 10% penalty of approved price per property for every erroneous / incorrect report submitted.
- iii. Furthermore, in the event of an erroneous report being submitted, and SDMS subsequently requesting necessary corrections within a specified timeline, the corrected report must be submitted within the timelines so specified. Failure to comply may result in penalties, as determined by SDMS, which will be binding on the RVE.
- iv. Any delay in executing the project as per the timelines will attract penalty @ 0.5 % per day per property on the respective agreed commercial for Phase 1(Screening) and Phase 2(Valuation) respectively for each delayed property.



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Annexure-1

Covering Letter

(On the RVE's Letterhead)

Date:

To,
StockHolding Document Management Services Ltd.
SHCIL House, P-51, TTC, Industrial Area,
Mahape, Navi Mumbai-400710.

Dear Sir,

Sub: RFP for Appointment of IBBI Registered Valuer Entity for Valuation of Land, Buildings, and Other immovable Properties etc.

With reference to the above RFP dated _____, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer to be appointed as the Registered Valuer Entity and for providing our services as detailed in your above referred RFP.

We also confirm that we are eligible to submit the Bid and are in compliance with the eligibility criteria as mentioned in the RFP.

We unconditionally accept all the terms and conditions of the bid process as mentioned in the RFP and in the event of any contravention in the terms and conditions as mentioned in the RFP, the decision of SDMS /End Customer shall prevail.

We hereby submit our bid in the manner provided in this RFP.

Yours faithfully,

<Signature >

Name:

Designation:

<Seal>



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Annexure-2

**Details of the IBBI Registered Valuer Entity / Bidder
(Bidder's Letter Head)**

1. Name of the IBBI Registered Valuer Entity / Bidder: _____ :
2. Registered Office Address _____ :
3. Telephone No. _____ :
4. Fax No. _____ :
5. PAN No. _____ :
6. Date of Registration: _____
7. Name and Address of the officer to _____ :
whom all references shall be made
(Email /Mobile No.)
8. GST No. & Certificate _____
9. Number of Employees: _____
10. Number of Office (attached proof): _____ :

As of this date, the information furnished in all parts of this form is accurate and true to the best of my knowledge.

<Signature >

Name:

Designation:

<Seal>



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Annexure-3

**Declaration Letter on Non-Blacklisted Entity
(On bidder's Letter head)**

To,
StockHolding Document Management Services Ltd.
SHCIL House, P-51, TTC, Industrial Area,
Mahape, Navi Mumbai-400710.

Sub: Declaration for not being ineligible due to corrupt or fraudulent practices or blacklisted by any Government or Public Sector Units in India.

Dear Sir,

We, the undersigned, hereby declare that:

We..... (Name of RVE) or any of our partners / directors and associates have neither been blacklisted nor have any pending disciplinary cases with IBBI, regulatory bodies etc in the past or as on date of bid submission.

Further, we have also not been blacklisted by any Central Government / State Government/ or any Government agency/ any PSU entity in India till date or convicted of economic offence in India for any reason in the past or as on date of submission of the RFP response.

Thanking you,

Yours faithfully,

<Signature >

Name:

Designation:

<Seal>



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Annexure-4

**Letter of Compliance
(On RVE Letter Head)**

We (Name of the Registered Valuer Entity/ Bidder) having registered office at (Address of the registered office) and local office at (Address of the local office), hereby declare and confirm that-

1. The contents of the RFP have been carefully gone through and we undertake to fully comply with the terms & conditions specified in the RFP document including addendum/corrigendum, if any thereof.
2. We are not party to any litigation as of date with any Government Department/ PSU/ Autonomous body on account of similar services for indulging in corrupt or fraudulent practices. We also confirm that we are not determined non-performing by any of the entities specified above.
3. Neither the Registered Valuer Entity/ Bidder nor any of its Directors/Partners are the subject of criminal or civil proceedings that could be expected to adversely affect its business or its ability to participate in the present RFP.
4. We understand that our response, if found incomplete in any respect and/or if found with conditional compliance, shall be summarily rejected.
5. We understand that if at any time, any averments made or information furnished as part of this response is found incorrect, then our response and the contract if awarded on the basis of such response shall be cancelled.
6. The information provided in our response to this RFP (including the attachments and annexures) is true, accurate and complete to the best of my knowledge & belief.

Yours faithfully,
<Signature > Name:
Designation: <Seal>



RFP for Appointment of IBBI Registered Valuer Entity (RVE) for Valuation of Land, Buildings and Other Immovable Properties etc.

Annexure-5

Pre-Bid Queries Format

Name of the Registered Valuer Entity / Bidder:

Name of Person representing the Registered Valuer Entity / Bidder:

Name of Person	Designation	Email ID	Contact No.	Address for Correspondence

Query / Clarification Sought:

Sr. No.	RFP Page No.	RFP Clause No.	Clause Details	Query/Clarification /Suggestion etc.

Note: -

1. Queries must be submitted in the prescribed format only (.XLS/ .XLSX). Queries not submitted in the prescribed format will not be considered/ responded at all by SDMS.
2. Pre-Bid queries shall be sent at the e-mail address mentioned in the RFP before last date and time of submission of Pre-bid queries. Queries submitted thereafter may not be entertained.



**RFP for Appointment of IBBI Registered Valuer Entity (RVE) for
Valuation of Land, Buildings and Other Immovable Properties etc.**

Annexure-6

**Format for Financial Bid
(On RVE's Letter Head)**

Sr. No.	Particulars	Rate Per Property for Phase-2 (Valuation of Property) excluding GST
1	Quotation for Valuation of Land, Buildings and Other Immovable Properties etc.	

Notes:

- i. The rate should be inclusive of all costs, out of pocket expenses etc., associated with the assignment, excluding GST. GST will be charged as per Applicable rate.
- ii. 3.5% of Rate quoted/accepted per property for phase -2 shall be applicable for phase-1 (Screening) per property.
- iii. Activities regarding phase-1 (Screening) and Phase-2 (Valuation) shall commence parallelly/sequentially basis the SDMS /End Customer approval.
- iv. The activities for project-1 shall commence on later stage or as per the directions by SDMS/End Customer.
- v. The activities for project-2 shall commence immediately after receiving communication from SDMS in this regard.
- vi. The large number of properties are located in Tamil Nadu. Therefore, the screening and valuation of the properties shall be prioritised for this region. However, the entire project must be completed within the timelines as stated above in this document.
- vii. SDMS reserves the right to split the work between two RVEs at the L1 rate.
- viii. The rate shall be valid for 1 year and applicable across locations spread all over India.

Yours faithfully,
<Signature > Name:
Designation: <Seal>