

No. BDG-214001/1/2025-Building-DOP
Government of India
Ministry of Communications, Department of Posts
Estates Division
Dak Bhawan, Sansad Marg, New Delhi – 110001

Dated: 31.12.2025

Notice Inviting Tender

Name of Work: Empanelment of Entities for valuation of Lands and Buildings of Department of Posts (DoP)

Event	Date & Time
Date of issue of notice and availability on website https://etenders.gov.in/	1630 Hrs on 31.12.2025
Last date for submission of queries through email on negi.vikash@gov.in	1100 Hrs on 06.01.2026
Date of reply to queries and uploading of amendments, if any, to e-tender site	1700 Hrs on 12.01.2026
Last date and time for submission of online bids	1630 hours on 21.01.2026
Date and time of opening of bids	1630 hours on 22.01.2026

SECTION-1
NOTICE INVITING e-Tender (NIT)

NIT No. : BDG-214001/1/2025-Building-DOP

Date: 31.12.2025

NAME OF WORK:- Empanelment of Entities for Valuation of Lands and Buildings of Department of Posts (DoP)

1. The tender document, along with terms and conditions, has been uploaded on <https://eprocure.gov.in>. The bidders can log on to the website and view the tender document. Bidders are advised to visit the above website regularly till closing date for submission of bids to keep themselves updated about any Corrigendum / Addendum issued regarding this bid.
2. For and on behalf of the President of India, digitally sealed online Bids are invited from interested Entities having experience and expertise in valuation of Lands and Buildings and who satisfy the eligibility conditions, for Empanelment as Valuer. The Bids shall be invited through single stage Bidding and single stage opening process, using one Electronic Envelope (Technical) from the eligible bidders.

3. ELIGIBILITY CRITERIA:

Any Partnership Firm, LLP, Public Limited Company or a Private Limited company is entitled for empanelment as a valuer in DoP provided the following eligibility criteria and other conditions are satisfied. The empanelled valuers shall have to abide by all the terms and conditions specified in this Bid Document and in the financial bid documents (to be floated for specific work/works later) during the currency of their empanelment.

3.1 REGISTRATION: The bidder must be registered as a valuer by the Insolvency and Bankruptcy Board of India (IBBI) for Asset Class of 'Land and Buildings' under the provisions of the Companies (Registered Valuers and Valuation) Rules, 2017, read with up-to-date amendments.

The bidder shall submit the Proof/Certificate of registration with the IBBI for Asset Class of 'Land and Buildings'.

3.2 EXPERIENCE: The valuer must have past experience of having completed at least three works of valuation of immovable properties for Central/State Govt, Central/State PSUs, Public Sector Banks and other Government controlled bodies in each of the last three consecutive financial years ending 31.03.2025. Government controlled bodies shall mean the organizations under the administrative, financial and supervisory control of the Government of India or the State Governments.

The bidders should submit the details of works completed by them in the proforma enclosed at section 6 C, along with completion certificates from client. In case the completion certificate is not available, the award letter/work order issued by the client along with an undertaking by the valuer that he has satisfactorily completed the works may be submitted.

Only the works carried out in the name of the Bidder shall be considered towards work experience. (The name of Entity mentioned in the completion certificates or award letters/work order should be consistent with that in other documents).

3.3 Turnover:

Minimum average annual turnover of at least Rs. 1 Crore from Land asset valuation contracts in the last three (3) financial years (2022-23 to 2024-25).

The details of turnover shall be submitted as per proforma at Section 6 D, duly certified by statutory auditors in case of entities which are required to get the audit done as per law, otherwise by a professional Chartered Accountant authorised to practice by the Institute of Chartered Accountants of India.

The bidder who is not providing exclusive 'Valuation services', shall submit the component of their turnover attributable to valuation services duly certified as above.

3.4 No firm/company having such individual as one of the partners/Director (s), who is a dismissed Government servant/DOP employee; or removed from the approved list of valuers; or having business banned/suspended by any Government organization or DOP in the past; or convicted by a court of law shall be entitled for empanelment.

3.5 No person who has retired as a Gazetted Officer of the Government of India/executive in DoP is allowed to work in DoP either as a valuer or as employee of a valuer for a period of two years after his retirement from the service unless he has obtained prior permission of Government of India/DoP to do so.

3.6 A Valuer is not permitted to have empanelment in more than one name. A partner of a firm or a Director of a company empanelled as a valuer cannot be a partner / director in any other valuation firm/company in DoP.

3.7 The bidder should not have any of his/ her near relative, working in DoP as per provisions contained in Clause 13 of Section-4.

4. SUBMISSION AND OPENING OF BIDS:

4.1 The bids have to be submitted online, on or before 1630 Hrs. of 21.01.2026. Bids will not be accepted on e-Tender portal after the due last date & time of submission.

4.2 The bids shall be opened at 1630 Hrs. of 22.01.2026.

4.3 Detailed instructions to bidders are provided at Section-4 of this document.

5. PERIOD OF EMPANELMENT

5.1 Period of empanelment will be initially for One year, further extendable at the discretion of DoP for one year at a time.

5.2 The empanelment shall however be open to review by the DoP and liable to termination, suspension or any other such actions at any time, if considered necessary, by the DoP, after issue of show cause notice.

6. BID VALIDITY PERIOD: The Bid submitted in response to this notice shall be valid for a period of 120 days.

7. Land Parcel: The indicative number of properties proposed for land valuation is 250, located across the country and spread over 23 Circles. The bidder shall ensure adequate deployment of qualified valuation professionals and resources for each cluster so as to adhere to prescribed timelines and quality standards.

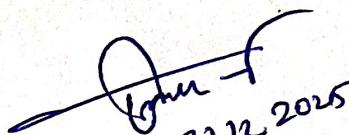
7.1 Variation in Number of Assets

The number of land parcels indicated is tentative. The Department reserves the right to increase/decrease the number of identified properties by up to 20%, based on administrative

requirements or availability of feasible assets. Any such modifications shall be suitably communicated during the RFP or subsequent stages.

8. The queries in respect of the bid document, if any, can be sent to following officer at the Email ID address of this office latest by 06.01.2026 –

DoP Contact officer	
Name & Designation	Sh. Vikas Negi, ADG (Building)
E-mail ID	negi.vikash@gov.in


31.12.2025
(Vikas Negi)
Additional Director General (Building)

SECTION-2

BID INFORMATION

1. INTRODUCTION

1.1. This Bid document has been prepared solely for the purpose of enabling DoP to empanel a set of specialists (**hereinafter referred to as “Valuer/Valuers”**) to carry out valuation of its various Land and Building Assets.

1.2. The empanelment is proposed to be done to have a ready list of suitable and competent valuers for valuation of DoP properties so as to minimize the requirement of verification of credentials of valuers at the time of financial bidding. At the same time, only those valuers will be allowed to continue in the list that remain active in DoP and perform well.

1.3. In pursuance of the above, DoP invites proposals from interested Entities, having experience and expertise in valuation of Lands and Buildings and who satisfy the eligibility conditions, for Empanelment as a Valuer who shall assist and undertake delivery of services as detailed under the Section-3 (Scope of work).

1.4. The empanelment of valuer(s) is not a one-time process and DoP may, at its discretion, invite more such Requests for Empanelment in future, with same or modified terms and conditions as deemed fit.

2. PROPOSAL

2.1. In the first stage of the process, technically qualified valuers will be empanelled. The empanelment of Valuers would be subject to and post the decision of appropriate authority as defined by the DoP. Each Bidder acknowledges and accepts that the DoP may, at its sole and absolute discretion, apply whatever criteria it deems appropriate for the empanelment of Valuers for carrying out valuation of its various Assets, not limited to those minimum eligibility criteria set out in this Bid document. The issuance of this Bid document is merely an invitation to submit Bids/Applications for empanelment and must not be construed as any agreement or contract between the Bidder and the DoP.

2.2. In second stage, whenever valuation services are required by DOP, Financial bids will be called from amongst these empanelled, all or few, technically qualified Entities for conducting the valuation of specific asset(s).

2.3. DoP, at its discretion, reserves the right to carry out the valuation of any Land and Building asset through a valuer engaged through separate Open tender/ EoI/Quotation etc. also.

2.4. DoP may, at any time, impose restriction on maximum number of works to be simultaneously undertaken by any empanelled valuer.

2.5. DoP may modify, add, delete or change any of the terms and conditions of empanelment in future and the same shall be binding on the valuers empanelled with DoP, with effect from the date of such change.

3. TYPE OF BID-

3.1. **No. of Bid Submission Stages:** Single stage bidding single stage opening using single Electronic Envelope for Prequalification/ Eligibility bid.

4. BIDDING PROCEDURE:

4.1. The valuer shall have to submit the online Bid with all required documents as per the instructions contained in Section-4.

4.2. Financial bids will be invited from time to time for conducting the valuation of specific asset(s) as per Clause 2 of this section. The empanelled valuers may look out for notice regarding financial bid through Central Public Procurement Portal (<https://etenders.gov.in>). However, efforts may be made by DoP to also intimate the empanelled valuers through email address mentioned in the Bid.

SECTION-3

SCOPE OF WORK

1. The asset Valuer shall carry out detailed valuation of the property, taking into consideration the following aspects-

- a) **Realizable value based on covenants:** The realizable market value of the property may be determined, assuming a non-distress sale scenario. The value may be assessed after taking into account any defects/ restrictions/ encumbrances on the use/ lease/ sublease/ sales etc. of the properties or in the title deeds, etc.
- b) **Nature of ownership rights:** Conditions of lease including conditions for its transfer, lease rent and provisions for revision, total period of lease, remaining period of lease, conditions for renewals etc may be considered while valuing the property apart from encumbrances, if any and land usage restrictions.
- c) **Capital works-in-progress:** Capital works-in-progress shall be taken into consideration for valuation of assets.

2. The Valuer is expected to carry out the valuation based on various appropriate methodologies such as Comparable sales method, Cost approach method, Income approach/Discounted Cash Flow method etc. However, valuation by DCF method is a must unless omission of the same is specifically allowed by DOP.

Detailed calculations, with supporting documents for the assumptions made shall be given in the report. For e.g., if the Sales Comparison Approach is used, then the report should preferably mention the actual instances of sales along with sale prices and month of sale in the report. Further, due adjustment to account for any difference in size, shape, location, land use and other features may be done.

For valuation done by Discounted Cash Flow method, the detailed calculations shall be provided along with the soft/digital copy. If, in the opinion of DOP, the assumptions made by the valuer for various parameters such as Debt-Equity ratio, WACC, Discounting rate etc. are not appropriate, then the valuer shall also have to provide the valuation as per the parameters specified by DOP.*

If the nature of asset is such that the Discounted Cash Flow method is deemed unsuitable or is expected to result in unreliable valuation, the valuer shall bring the same to the notice of DOP with reasons. DOP may, at its sole discretion, allow valuation by DCF method to be omitted.

3. In some land parcels, there may be a proposal for future division of plot. For such cases, the area of entire plot and the area of the portion to be alienated later has been indicated in this

document. The selected valuer shall have to do valuation for the entire land parcel and also for the portion proposed to be alienated.

4. Valuation shall be done both for the existing land use as well as for the permissible land use as per master plan.

5. In addition to the above, the report shall invariably mention the following-

- a. Permissible land use at the location of property as per master plan.
- b. Prevailing Guideline rates for the existing land use of the property along with relevant circular/ print of relevant website.
- c. The depreciated value of buildings/structures, calculated on the basis of CPWD guidelines.

6. If the Valuer is of the opinion that the depreciated value of buildings/structures, calculated on the basis of CPWD guidelines do not indicate the realistic market value of buildings/structures, the same may be specifically stated in the report and value of buildings/structures in the opinion of Valuer may also be provided with justification. If value of buildings is recommended as NIL, then the report shall specifically mention so along with reasons.

7. It shall be a term of engagement that DOP may seek additional details, clarifications, comments or advice from the Independent Valuer regarding the valuation of the said property upto a period of 1½ (one and a half) year from the date of submission of valuation report and the Valuer shall provide the same to DOP without any extra fees.

8. Sub-contracting of the assignment will not be allowed. The appointed Valuer shall be solely responsible for all the required final deliverables.

9. The provisions regarding valuation, contained in the Companies (Registered Valuers and Valuation) Rules, 2017, notified by the Ministry of Corporate Affairs, Government of India, with up-to-date amendments shall also be complied with by the Valuer.

Note:

* - The values of various parameters used in Discounted Cash Flow method of valuation as under are considered appropriate by DOP:

SN	Parameter	Standard Value
1	Cost of Construction	As per State Govt. Schedule of Rates or CPWD Plinth area rates.

2	Total Overhead costs (including Marketing/ Brokerage costs, Architect & consultants fees, Administrative fee and consultancy etc)	+10% of the cost of construction
3	Annual Escalation	5%
4	Discount Rate/ WACC	16%

Hence, as per point 2 of the above Scope of Work, the valuer shall have to provide the valuation as per these standard values also in addition to the valuation done by taking values of various parameters as considered appropriate by the valuer.

SECTION-4
INSTRUCTIONS TO BIDDERS

1. SUBMISSION OF BIDS:

- a. The bids have to be submitted online, on or before 1630 Hrs. of 21.01.2026.
- b. For online bid submission etc. bidders have to mandatorily register (if not already registered) on tender portal NICs e-tender system- (<https://etenders.gov.in>) and follow all steps as per functionality of e-tender portal. The detailed guidelines for Bid submission, FAQ and Bidders Manual Kit are available on the said website.
- c. The bidder shall not tamper with or modify the downloaded Bid document being submitted in any manner other than that specifically allowed in this bid-document. In case any tampering or modification is found, action may be taken to reject the bid and/or debar the bidder from future bidding.
- d. All documents submitted in the bid offer should be preferably in English. In case the certificate viz. experience, registration etc. is issued in any other language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translator to be true copy in addition to the relevant certificate.
- e. All computer generated documents should be duly signed/ attested by the bidder/ vendor organization.
- f. Incomplete, ambiguous or illegible documents submitted with the bid may not be considered.
- g. Conditional Bids are liable to be rejected.

2. ENVELOPES FOR SUBMISSION OF BID: The bid shall be submitted in a single E-envelope called 'Technical envelope' on e-tender portal, which shall contain the following scanned documents. Each document shall be duly filled, signed and stamped by the bidder or his authorized representative.

- a. Checklist of Documents attached for empanelment as per section (6-A).
- b. Certificate of registration with the Insolvency and Bankruptcy Board of India (IBBI) for Asset Class of 'Land and Buildings'. (If the Bidder is an Entity, the registration with IBBI should be as an Entity only.)

- c. Application for Empanelment as per format attached at Section (6-B).
- d. Work experience details in format as per Section (6-C), with supporting documents.
- e. Details of professional fee received / turnover, with certificate from statutory auditor/ CA (Refer Section 6-D)
- f. Near Relative Certificate (Refer Section 6-E)
- g. Proof of Constitution as under –
 - i. In case of Partnership Firm/LLP: Partnership deed/LLP agreement attested by Notary Public
 - ii. In case of Company: Certificate of incorporation of company.
- h. Power of Attorney (if applicable) to the signatory of Bid as per clause 4 of this section.

3. FORMAT AND SIGNING OF BID

- a. The bidder shall submit his bid online, complying with all eligibility conditions and other terms & conditions of Bid document to be read along with the clarifications and amendments issued in this respect. All the documents must be signed digitally or manually by the authorized person before uploading.
- b. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid.

4. AUTHORITY TO SUBMIT THE BID/ POWER OF ATTORNEY

- a. The person signing and submitting the bid should have the authority from the bidder to do so. Such authorization shall be indicated by written power of attorney accompanying the bid.
- b. The power of Attorney should be executed on non-judicial stamp paper of appropriate value as prevailing in the concerned state(s) and the same should be attested by a Notary public or registered before Sub-register of the state(s) concerned.
- c. The signing authority for the bid documents shall be as under –
 - i. In case of Partnership Firm/LLP, the person holding Power of Attorney executed by all the partners in favour of the said Attorney.

- ii. In case of Company, the person holding power of Attorney executed by all the Directors in favour of the said Attorney or executed by a person who has been authorized by the Board of Directors of the Company. A copy of resolution authorizing the concerned person by the Board of Director to execute power of attorney shall be attached.

5. LATE BIDS

- a. No bid shall be accepted by E-Bid Portal after the specified deadline for submission
- b. DoP may, at its discretion, extend the deadline for the submission of bids by amending the Bid Documents in accordance with clause 8 in which case all rights and obligations of DoP and bidders previously subject to the deadline will thereafter be subjected to the extended deadline.

6. MODIFICATION AND WITHDRAWAL OF BIDS

- a. The bidder may modify, revise or withdraw his bid after submission, prior to deadline prescribed for submission of bid. If a bid is withdrawn, the same shall be archived unopened in e-tendering portal.
- b. The bidder's modification, revision or withdrawal shall have to be done online and digitally authenticated.

7. OPENING OF BIDS

The Bids shall be opened at 1630 Hrs on 22.01.2026.

8. AMENDMENT OF BID DOCUMENTS

- a. The DoP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify bid documents by amendments prior to the date of submission of Bids with due notification to prospective bidders.
- b. The amendments shall be notified in writing through e-tendering portal and these amendments will be binding on the bidders.

- c. In order to afford prospective bidders a reasonable time to take the amendment into account in preparing their bids, DoP may, at its discretion, extend the deadline for the submission of bids suitably.

9. CLARIFICATION OF BIDS

- a. To assist in the examination, evaluation and comparison of bids, DoP may, at its discretion ask the bidder for the clarification of its bid. The request for the clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained.
- b. If any of the documents, required to be submitted along with the technical bid is found wanting, the offer is liable to be rejected at that stage. However, DoP at its discretion may call for any clarification regarding the bid document within a stipulated time period. In case of non compliance to such queries, the bid may be out-rightly rejected without entertaining further correspondence in this regard.

10. EVALUATION OF BIDS:

- a. DOP shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- b. In case of incomplete Bid or if the Bid is not accompanied with necessary documents, the same is liable to be rejected.
- c. DOP may waive any minor infirmity or non-conformity or irregularity in a bid which doesn't constitute a material deviation, provided such waiver doesn't prejudice or affect the relative ranking of any bidder.
- d. If the DOP finds the valuer suitable for empanelment, it shall issue the empanelment order and, otherwise, send a letter of rejection of the Bid to the valuer. The decision of the DOP shall be final and binding on the valuer.
- e. The bidder shall have to show/submit the original documents on demand by DOP and DOP shall also have the right to independently verify the details furnished by the valuer and to get such other reports as may be considered necessary.

f. The number of bidders to be empanelled shall be determined by the Department of Posts (DoP) at its sole discretion, based on administrative requirements. All bidders who are found eligible in accordance with the eligibility criteria and requirements specified in this document shall be ranked in descending order on the basis of their Average Annual Turnover (AATO) derived exclusively from land valuation services during the preceding three Financial Years (FYs). The top-ranked 15 bidders, corresponding to the number decided by DoP, shall be empanelled.

11. CONTACTING THE PURCHASER

No bidder shall try to influence the DOP on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded. Any effort by a bidder to modify its bid or influence DOP in DOP's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

12. PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- a. The DOP reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of purchaser's action.
- b. The DOP reserves right to limit the number of valuers to be empanelled in any manner decided by the DOP.

13. NEAR-RELATIONSHIP CERTIFICATE

- a. The bidder should give a certificate that none of his/ her near relative, as defined below, is working in Department of Posts. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company excluding Government of India/ Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state and full time Directors of PSUs both state and central.
- b. Due to any false information given by the bidder in this regard, the Bid will be cancelled and Bid Security, if any, will be forfeited at any stage whenever it is noticed and DOP will not pay any damage to the company or firm or the concerned person.

- c. The near relatives for this purpose are defined as:-
 - i. Members of a Hindu undivided family.
 - ii. They are husband and wife.
 - iii. The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).
- d. The format of the certificate(s) to be submitted is given in Section (6-E).

14. SUBMISSION OF ORIGINAL DOCUMENTS

The original of the following documents uploaded by the bidders on e-portal should be submitted to DOP for record by successful bidders within one month of issue of final enlistment order-

- a. Application for Empanelment as per format attached at Section (6-B).
- b. Power of Attorney to the signatory of Bid (if applicable) as per clause 4 of this section.

15. Integrity Pact: All bidders shall have to sign the Integrity Pact with DoP as per section 6 F : 'Integrity Pact'. In such cases, Proposals without a signed Integrity Pact shall be rejected.

- a. Integrity Pact is to be Signed and Submitted along with Proposal.
- b. Details of the Independent External Monitor (IEM) are as given below:
 - 1. Sh. Raj Kumar Singh, IRS (Retd), Ex-Member, Customs Excise and Service Tax Appellate Tribunal, New Delhi
 - 2. Sh. Om Prakash Singh, IPS (Retd), Ex-DGP, Uttar Pradesh

SECTION-5

GENERAL TERMS AND CONDITIONS

1. The valuer shall be bound by the terms and conditions of this bid and also the terms and conditions of his empanelment with IBBI as a valuer under asset class 'Land and Building'.

2. DELIVERY SCHEDULE / TIMELINES: Shall be declared in the Financial Bids

3. VALUATION FEE / PAYMENT TERMS: The payment terms for valuation of individual land parcels/ bunch of land parcels shall be indicated in the financial bid documents.

4. PROJECT COORDINATOR FROM DoP SIDE:

- a. The project coordinator for specific projects shall be informed in the letter of acceptance (LOA) to the valuer whose financial bid is accepted.
- b. The valuer shall have to coordinate with the concerned circle office of DoP for execution of work, submission of report etc.

5. SUBCONTRACTS

Sub-contracting of the assignment will not be allowed. The appointed valuer shall be solely responsible for all the required final deliverables.

6. DISQUALIFICATION/ TERMINATION:

- a. The Valuer shall abide by the Rules of Empanelment and, by the terms & conditions of this bid document, Financial bid document etc. The Valuer shall timely and satisfactorily execute the works.
- b. DoP shall have right to take action against the Valuer, after the issue of Show Cause notice. The decision of the DoP shall be final and binding on the Valuer. The name of valuer may be removed from the approved list of valuers, if the valuer :-
 - i. has, on more than one occasion, failed to execute a contract, or executes it unsatisfactorily, or
 - ii. has failed to abide by the conditions of Enlistment, or
 - iii. is found to have given false particulars at the time of Enlistment, or
 - iv. has changed constitution of the firm without information to the DoP, or
 - v. has changed Permanent Address/ Business Address of the firm without intimation to the DoP, or

- vi. is declared or is in the process of being declared bankrupt/insolvent, winding up, dissolved or partitioned, or
- vii. has indulged in any type of forgery or falsification of records, or
- viii. has quoted for a tender under two or more firms where he is a Partner/ Director/ Owner, or
- ix. fails to provide additional details, clarifications, comments or advice regarding the valuation done by him upto a period of 1½ (one and a half) year from the date of submission of valuation report without any extra fees.

- c. In case of any default as above, DoP, shall issue a notice to the valuer seeking explanation on why action should not be taken under para above and take necessary action thereafter as deemed fit. The decision of DoP in the matter shall be final and binding on the valuer.
- d. A valid registration with the Insolvency and Bankruptcy Board of India (IBBI) as a valuer in Land and Building class is an essential pre-requisite for this empanelment. Therefore, the empanelled valuer is advised to ensure that his registration remains valid at all times and DoP is kept informed if the validity of registration with IBBI expires or if any modifications are made by the IBBI in registration details.
- e. The empanelled valuers can also seek for termination of the empanelment upon giving one month's notice to the DOP. However, there shall be no suspension of service during the notice period and the assignments already entrusted to the valuer have to be completed.

7. Arbitration

In the event of any dispute or difference arising, except as to the matter the decision of which is specifically provided herein, the same shall be referred to the sole arbitration of the Director General (Postal Services), Department of Posts or of such officer as may be appointed by him. There will be no objection to any such appointment that the Arbitrator is a Government Servant. The award of the Arbitrator shall be final and binding on the parties. The Arbitration and Conciliation Act, 1996, the rules made there under and any modification thereof, for the time being in force, shall apply to the arbitration proceedings as above. The venue of arbitration shall be New Delhi. Each party shall bear their respective cost of arbitration unless the arbitration award otherwise provides.

8. Force Majeure

If at any time the performance in whole or in part, by either of any obligation under this agreement shall be prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fire, flood, explosion, pandemic or acts of God (herein referred to as events) provided notice of happening of any such eventuality is given by either party to the other within 21 days from the date of occurrence of the event. Neither party shall by reasons of such event be entitled to terminate the contract nor shall have any claim for damages against the other in respect of such event. Obligations arising out of this contract shall resume after the event or events have come to an end or ceased to exist. The decision of Director General, Posts as to whether such event or events have come to an end or ceased to exist shall be final and conclusive.

SECTION-6

(6-A) Checklist of Documents attached for empanelment

SN	Document	Submitted (Yes /No)
1	Proof/Certificate of registration with the Insolvency and Bankruptcy Board of India (IBBI) for Asset Class of 'Land and Buildings'.	
2	Application for Empanelment as per format attached at Section 6-B	
3	Work experience details in format as per Section 6-C, with supporting documents.	
4	Details of professional fee received / turnover, with certificate from statutory auditor/ CA (Refer Section 6-D)	
5	Near Relative Certificate (Refer Section 6-E)	
6	Proof of Constitution as under – i. In case of Company: Certificate of incorporation of company. ii. In case of Partnership Firm/LLP: Partnership deed/LLP Agreement attested by Notary Public	
7	Power of Attorney (if applicable) to the signatory of Bid as per clause 4 of Section-4.	
8	PRE-CONTRACT INTEGRITY PACT as proforma in section 6 F	

Signature(s) of Bidder(s)

(6 B) APPLICATION FOR EMPANELMENT

To

The President of India, through the Competent Authority,
Department of Posts, Government of India,
Dak Bhawan, Parliament Street,
New Delhi 110 001

Subject: Empanelment of Entities for valuation of Lands and Buildings of Department of Posts (DOP)

Ref: NIT No. **BDG-214001/1/2025-Building-DOP** **dated 31.12.2025**

Dear Sir,

With reference to your above referred Bid-Document including amendment/clarifications/addenda, I/We, having examined all relevant documents and understood their contents, hereby submit our Bid. The Bid is unconditional, unqualified and I/we shall abide by all the terms and conditions given therein.

1. Name of Bidder _____

2. Address (Regd. Office) _____

3. Telephone Number _____ Mobile _____

4. E-mail address _____

5. Constitution (Mention whether Partnership Firm/ LLP/ Company):

6. If partnership firm / LLP/ Company, names of the partners/Directors

S. No.	Name	Father's Name	Designation
1.			
2.			
3.			
4.			
5.			

7. Is the any partner/director of company-

(i)	A Dismissed Government Servant/ DOP Employee	Yes No
(ii)	Removed from approved list of valuers by any Govt organisation, banks etc.	Yes No
(iii)	Having business banned/ suspended by any government organization or DOP in the past	Yes No
(iv)	Convicted by a court of law	Yes No
(v)	A Retired Gazetted Officer of the Govt. of India or DOP, who has retired within last Two years	Yes No

If answer to any of the above is 'Yes', furnish details on a separate sheet

8. Name of the authorized signatory for this Bid-

9. Details of registration with Insolvency and Bankruptcy Board of India for Asset Class of 'Land and Buildings' –

i. Registration number _____

ii. Date of registration _____

iii. Registration valid upto _____

iv. Registered as Individual or Entity _____

10. States in which the Bidder is interested to take up valuation works
(Please attach the details of local/branch offices in the concerned states also)

11. Certificates :

- i. I/We certify that the information given above is true to the best of our knowledge and all the Documents, Photo copies of the Documents/ Certificates etc. enclosed along with the Bid offer are correct. I/We also understand that if any of the information is found false and/or incorrect and/or reveals any suppression of fact at any time, DOP shall have the right to cancel the Empanelment/LOA/Work order (if issued) and forfeit the EMD/ SD/ Performance Security/ Bill amount, if any, pending with DOP. In addition, DOP may debar me/us from participation in its future Bids.
- ii. In case any correction/ addition/ alteration/ omission is made by us in the Bid document, our Bid may be treated as non responsive and shall be liable to be rejected by DOP.
- iii. I/We certify that I/We will not get myself/ourselves empanelled as valuer in DOP under more than one name.

- iv. I/We shall make available to the DOP any additional information it may deem necessary or require for supplementing or authenticating the Bid.
- v. I/We agree to keep this offer valid for 120 (One Twenty) days from the Bid submission date specified in the bid documents or for subsequently extended period, if any, agreed to by us. This bid shall remain binding upon us up to the aforesaid period.
- vi. I/We acknowledge the right of the DOP to reject our Bid without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

Yours faithfully,

(Signature of the Authorized Signatory)

(Name and designation of the Authorized Signatory)

Present Correspondence Address

.....

.....

Telephone/ Mobile No.

(6 C) LIST OF VALUATION WORKS COMPLETED

(Reference: Clause 4.2 of Section-1)

Subject: Empanelment of Entities for valuation of Lands and Buildings of Department of Posts (DOP)

Ref: NIT No. BDG-214001/1/2025-Building-DOP **dated 31.12.2025**

The details of works completed by me/us for Central/State Govt, Central/State PSUs, Public Sector Banks and other Government controlled bodies in each of the last three consecutive financial years ending 31.03.2025 are as under. I/We hereby certify that all these works have been completed to full satisfaction of the client.

WORKS COMPLETED IN FINANCIAL YEAR 2022-23

SN	Name of Govt. organisation/ PSU/ Bank etc. with contact details	Location of property (Land/Bldg)	Assessed value of property
1			
2			
3			

WORKS COMPLETED IN FINANCIAL YEAR 2023-24

SN	Name of Govt. organisation/ PSU/ Bank etc. with contact details	Location of property (Land/Bldg)	Assessed value of property
1			
2			
3			

WORKS COMPLETED IN FINANCIAL YEAR 2024-25

SN	Name of Govt. organisation/ PSU/ Bank etc. with contact details	Location of property (Land/Bldg)	Assessed value of property
1			
2			
3			

Bidder's Signature

Note:

1. The details of works done only for Central/State Govt, Central/State PSUs, Public Sector Banks and other Government controlled bodies need to be given. The Government controlled bodies shall mean the organisations under the administrative, financial and supervisory control of the Government of India or the State Governments.
2. Completion certificates from client should be submitted for each of the above works. In case the completion certificate is not readily available, the award letter/work order issued by the client along with an undertaking by the valuer that he has satisfactorily completed the work may be submitted.
3. Only the works carried out in the name of the Bidder shall be considered towards work experience. (The name of Entity mentioned in the completion certificates or award letters/work order should match with the name of bidder)

(6 D) ANNUAL TURNOVER RECEIVED TOWARDS VALUATIONS WORKS

(Reference: Clause 4.3 of Section-1)

Subject: Empanelment of Entities for valuation of Lands and Buildings of Department of Posts (DOP)

Ref: NIT No. BDG-214001/1/2025-Building-DOP dated 31.12.2025

SN	Financial Year	Total Turnover (Rs.)	Annual Turnover from valuation works (Rs.)
1	2022-23		
2	2023-24		
3	2024-25		
			Total=

Signature(s) with stamp

{Authorized Signatory (Statutory Auditors/ CA) as per eligibility criteria}

Note:

The details of turnover shall be duly certified by statutory auditors in case of entities which are required to get the audit done as per law, otherwise by a professional Chartered Accountant authorised to practice by the Institute of Chartered Accountants of India.

* * * * *

6 (E) – NEAR-RELATIONSHIP CERTIFICATE:

(Format of the Certificate to be given by the bidder as per the clause 13 of Section-4)

Subject: Empanelment of Entities for valuation of Lands and Buildings of Department of Posts (DOP)

Ref: NIT No. **BDG-214001/1/2025-Building-DOP** **dated 31.12.2025**

"I.....s/o.....r/o.....hereby certify that none of my relative(s) as defined in the Bid document is/are employed in DOP. In case at any stage, it is found that the information given by me is false/ incorrect, DOP shall have the absolute right to take any action as deemed fit/without any prior intimation to me."

Signature of the Bidder

With date and seal

Note:

In case of proprietorship firm, certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company excluding Government of India/ Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state and full time Directors of PSUs both state and central.

6-F Integrity Pact

(To be signed on Plain Paper)

(To be submitted as part of Technical Proposal)

NIT Document No. BDG-214001/1/2025-Building-DOP

Tender Title: Empanelment of Entities for valuation of Lands and Buildings of Department of Posts (DoP)

This Agreement (hereinafter called the Integrity Pact) is made on _____ day of the month of _____ 202_____ at _____, India.

BETWEEN

Procuring Organisation, ----- through Head of the Procuring Organisation, for and on behalf of President of India (hereinafter called the “The Principal”, which expression shall mean and include unless the context otherwise requires, his successors in office and assigns) of the First Part

AND

M/ s. _____ (hereinafter called the “The Land Valuer”, which expression shall mean and include unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

PREAMBLE

‘The Principal’ intends to award, under laid down organizational procedures, contract/ s for _____, ‘The Principal’ values full compliance with all relevant laws of the land, rules, regulations, economical use of resources and fairness/ transparency in its relations with its Land Valuer(s) and/ or Land Valuer(s).

In order to achieve these goals, the Principal shall appoint Independent External Monitors (IEMs) who shall monitor the Procurement Process and the execution of the contract for compliance with the abovementioned principles.

Section 1 - Commitments of the ‘The Principal’

(1) ‘The Principal’ commits itself to take all measures necessary to prevent corruption and to observe the following principles: -

- a. No employee of the Principal, personally or through family members, shall, in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b. The Principal shall, during the Procurement Process, treat all Land Valuer(s) with equity and reason. The Principal shall, in particular, before and during the Procurement Process, provide to all Land Valuer(s) the same information and shall not provide to any Land Valuer(s) confidential/ additional information through which the Land Valuer(s) could obtain an advantage in relation to the Procurement Process or the contract execution.
- c. The Principal shall exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees, which is a criminal offence under the IPC/ PC Act, or if there be a substantive suspicion in this regard, the Principal shall inform the Chief Vigilance Officer and in addition, can initiate disciplinary actions.

Section 2 - Commitments of the 'Land Valuer'

- (1) The 'Land Valuer' commit themselves to take all measures necessary to prevent corruption. The 'Land Valuer' commit themselves to observe the following principles during participation in the Procurement Process and during the contract execution.
 - a. The 'Land Valuer' shall not, directly or through any other person or firm, offer, promise, or give to any of the Principal's employees involved in the Procurement Process or the execution of the contract or to any third person any material or other benefit which he is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Procurement Process or during the execution of the contract.
 - b. The 'Land Valuer' shall not enter any undisclosed agreement or understanding with other Land Valuers, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of Proposals or any other actions to restrict competitiveness or to introduce cartelisation in the Procurement Process.
 - c. The 'Land Valuer' shall not commit any offence under the relevant IPC/ PC Act; further, the 'Land Valuer' shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals, and business details, including information contained or transmitted electronically.

d. The 'Land Valuer' of foreign origin shall disclose the name and address of the Agents/ representatives in India, if any. Similarly, the Land Valuer/ Contractors of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details, as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers", shall be disclosed by the Land Valuer. Further, as mentioned in the Guidelines, all the payments made to the Indian agent/ representative must be in Indian Rupees only. A copy of the "Guidelines on Indian Agents of Foreign Suppliers" is placed in the Appendix to this agreement.

e. The 'Land Valuer' shall, when presenting their Proposal, disclose any and all payments made, are committed to, or intends to make to agents, brokers, or any other intermediaries in connection with the contract award.

f. Land Valuer who has signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

(2) The 'Land Valuer' shall not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 - Disqualification from Procurement Process and exclusion from future contracts

If the 'Land Valuer', before award or during execution, has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the 'Land Valuer' from the Procurement Process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings".

Section 4 - Compensation for Damages

(1) If the Principal has disqualified the 'Land Valuer' from the Procurement Process prior to the award according to Section 3, the Principal is entitled to demand and recover from the 'Land Valuer' the damages equivalent to Earnest Money Deposit/ Bid Security.

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Land Valuer liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 - Previous transgression

(1) Land Valuer declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the Procurement Process.

(2) If the Land Valuer makes an incorrect statement on this subject, he can be disqualified from the Procurement Process, or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

Section 6 - Equal treatment of all Land Valuers/ Contractors/ Subcontractors

(1) In the case of Sub-contracting, the Principal Land Valuer shall take responsibility for the adoption of the Integrity Pact by the Sub-contractor.

(2) The Principal shall enter into agreements with identical conditions as this one with all Land Valuers and Contractors.

(3) The Principal shall disqualify from the Procurement Process all Land Valuers who do not sign this Pact or violate its provisions.

Section 7 - Criminal charges against violating Land Valuer(s)/ Land Valuer(s)/ Subcontractor(s)

If the Principal obtains knowledge of the conduct of a Land Valuer, Land Valuer or Subcontractor, or of an employee or a representative or an associate of a Land Valuer, Land Valuer or Subcontractor, which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal shall inform the same to the Chief Vigilance Officer.

Section 8 - Independent External Monitor

(1) The Principal appoints a competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review

independently and objectively whether and to what extent the parties comply with the obligations under this agreement.

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The Monitor would have access to all Contract documents whenever required. It shall be obligatory for him/ her to treat the information and documents of the Land Valuers/ Contractors as confidential. He/ she reports to the Head of the Procuring Organisation.

(3) The Land Valuer(s)/ Land Valuer(s) accepts that the Monitor has the right to access, without restriction, all Project documentation of the Principal, including that provided by the Land Valuer. The Land Valuer shall also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.

(4) The Monitor is under contractual obligation to treat the information and documents of the Land Valuer(s)/ Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and of Absence of Conflict of Interest. In case of any conflict of interest arising at a later date, the IEM shall inform the Head of the Procuring Organisation and recuse himself/ herself from that case.

(5) The Principal shall provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Principal and the Land Valuer. The parties offer the Monitor the option to participate in such meetings.

(6) As soon as the Monitor notices, or believes to have noticed, a violation of this agreement, he shall so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can, in this regard, submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action, or tolerate action.

(7) The Monitor shall submit a written report to the Head of the Procuring Organisation within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.

(8) If the Monitor has reported to the Head of the Procuring Organisation a substantiated suspicion of an offence under the relevant IPC/ PC Act, and the Head of the Procuring Organisation has not, within the reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(9) The word 'Monitor' would include both singular and plural.

Section 9 - Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Land Valuer 12 months after the last payment under the contract and for all other Land Valuers 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the Land Valuers and exclusion from future business dealings.

If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above unless it is discharged/ determined by the Head of the Procuring Organisation.

Section 10 - Other provisions

(1) This agreement is subject to Indian Law. The place of performance and jurisdiction is the Registered Office of the Principal, i.e., New Delhi.

(2) Changes and supplements, as well as termination notices, need to be made in writing. Side agreements have not been made.

(3) If the Land Valuer is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

(4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties shall strive to come to an agreement with their original intentions.

(5) Issues like Warranty/ Guarantee etc., shall be outside the purview of IEMs.

(6) In the event of any contradiction between the Integrity Pact and its Appendix, the Clause in the Integrity Pact shall prevail.

For and on behalf of the Principal

(Name of the Officer and Designation)

(Office Seal)

For and on behalf of 'Land Valuer.'

(Name of the Officer and Designation)

(Office Seal)

For and on behalf of the Principal

Place

Date

Witness 1:

(Name & Address)

Witness 2:

(Name & Address)

====>

Appendix to Integrity Pact

Guidelines for Indian Agents of Foreign Suppliers

1.0 There shall be compulsory registration of agents for all Global (Open) Tender and Limited Tender. An agent who is not registered with 'The Principal' shall apply for registration in the registration form with the appropriate unit.

1.1 Registered agents shall file an authenticated Photostat copy duly attested by a Notary Public/ Original certificate of the Principal confirming the agency agreement. It should cover - the precise relationship, services to be rendered, and mutual interests in business - generally and/ or specifically for the tender. Any commission/ remuneration/ salary/ retainership, which the agent or associate receives in India or abroad from the Principal, whether should be brought on record in the Agreement and be made explicit.

1.2 Wherever the Indian representatives have communicated on behalf of their principals and the foreign parties have stated that they are not paying any commission to the Indian agents, and the Indian representative is working on the basis of salary, or a retainer, a written declaration to this effect should be submitted by the party (i.e., Principal) before finalizing the order.

2.0 Disclosure of particulars of agents/ representatives in India, if any.

2.1 Land Valuers of Foreign nationality shall furnish the following details in their offers:

2.1.1 The 'Land Valuer' of foreign origin shall disclose the name and address of the agents/ representatives in India, if any and the extent of authorization and authority given to commit the Principals. In case the agent/ representative be a foreign Company, it shall be confirmed whether it is an existing Company and details of the same shall be furnished.

2.1.2 The amount of commission/ remuneration included in the quoted price(s) for such agents/ representatives in India.

2.1.3 Confirmation of Land Valuer that the commission/ remuneration, if any, payable to his agents/ representatives in India, may be paid by 'The Principal' in Indian Rupees only.

2.2 Land Valuers of Indian Nationality shall furnish the following details in their offers:

2.2.1 The 'Land Valuer' of Indian Nationality shall furnish the name and address of the foreign principals, if any, indicating their nationality as well as their status, i.e., whether manufacturer or agents of manufacturer holding the Letter of Authority of the Principal authorizing the agent specifically to make an offer in India in response to tender either directly or through the agents/ representatives.

2.2.2 The amount of commission/ remuneration included in the price (s) quoted by Land Valuer for himself.

2.2.3 Confirmation of the foreign principals of Land Valuer that the commission/ remuneration, if any, reserved for Land Valuer in the quoted price(s), may be paid by 'The Principal' in India in equivalent Indian Rupees on satisfactory completion of the Project or supplies of Services.

2.3 In either case, in the event of contract materializing, the terms of payment shall provide for payment of the commission/ remuneration, if any, payable to the agents/ representatives in India in Indian Rupees on expiry of 90 days after the discharge of the obligations under the contract.

2.4 Failure to furnish correct and detailed information as called for in clauses above shall render the concerned Proposal liable to rejection or, in the event of a contract materializing, the same liable to termination by 'The Principal'. Besides this, there would be a penalty of banning business dealings with 'The Principal' or damage or payment of a named sum.