



**SHRI SAIBABA SANSTHAN TRUST, SHIRDI**  
**TAL.- RAHATA, DIST.- AHMEDNAGAR (MH) – 423109.**



**NOTICE INVITING QUOTATIONS FROM**  
**REGISTERED VALUERS FOR VALUATION OF BUILDINGS**  
**OF SHRI SAIBABA SANSTHAN TRUST, SHIRDI.**



**SHRI SAIBABA SANSTHAN TRUST, SHIRDI  
TAL.- RAHATA, DIST.- AHMEDNAGAR**

Tel. (02423) 258500, 258901, 258904.  
Sansthan's Website - [www.sai.org.in](http://www.sai.org.in).  
E-mail Id - [construction@sai.org.in](mailto:construction@sai.org.in).

**NOTICE INVITING QUOTATIONS FROM  
REGISTERED VALUERS FOR VALUATION OF BUILDINGS  
OF SHRI SAIBABA SANSTHAN TRUST, SHIRDI.**

***December - 2022.***

**DISCLAIMER -**

Shri Saibaba Sansthan has prepared this document to give interested Govt. approved / Registered Valuers background information on the work. The Sansthan has taken due care in the preparation of the information contained herein and believe it to be accurate and the Sansthan or any of its authorities or agencies nor any of their respective officers, employees or advisors gives any warranty or make any representation, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own confirmations, inquiries and respondents will be required to confirm in writing that they have done so and they do not rely on the information in submitting the quotation. The information is provided on the basis that it is no binding on Sansthan or any of its authorities or agencies or any of their respective officers, employees or advisors.

Shri Saibaba Sansthan Trust, Shirdi reserves the right not to proceed with the works or to change the configuration of the work or to alter the timetable reflected in this document or to change the process or procedure to be applied.

Sansthan also reserves the right to decline to discuss the matter further with any party expressing interest.

No reimbursement of cost of any type will be paid to persons or entities expressing interest.

Shri Saibaba Sansthan Trust, Shirdi reserves the right to reject any or all proposals without assigning any reasons therefor.

**Chief Executive Officer,**  
Shri Saibaba Sansthan Trust, Shirdi.

Shri Saibaba Sansthan Trust, Shirdi intends to prepare the valuation of all buildings of the Trust as per the current market rates in order to do the insurance of the buildings.

The quotations are invited from eligible Govt. approved / Registered Valuers for offering their services for the said work.

Interested firms / bidders having experience in doing the valuation and its related works are hereby invited to submit their "QUOTATION" as per the prescribed manner to the Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi, Tal.- Rahata, Dist.- Ahmednagar.

**The quotation document containing the prescribed scope of work, qualification criteria etc. are available on Sansthan Website: [www.sai.org.in](http://www.sai.org.in).**

**Notice Inviting Quotations -**



**SHRI SAIBABA SANSTHAN TRUST, SHIRDI**

Tal.-Rahata, Dist.- Ahmednagar, (MS) - 423109.

Tel: (02423) 258899, 258901, 258904, Fax: 258870.

E-mail: [construction@sai.org.in](mailto:construction@sai.org.in), Website: [www.sai.org.in](http://www.sai.org.in).

**NOTICE INVITING QUOTATION**

The competent Govt. approved / Registered Valuers fulfilling the prescribed Minimum Qualifying Criteria are invited to submit their Quotation for Providing Comprehensive Consultancy Services for the following work.

1)	Name of Work:	Valuation of Buildings of Shri Saibaba Sansthan Trust, Shirdi.
2)	Quotation document download Period:	From 24/12/2022 to 07/01/2023.
3)	Last date of submission of sealed quotation:	Upto 05:00 pm on 10/01/2023 at Shirdi.
4)	Quotation document is available for download on Sansthan Website:	<a href="http://www.sai.org.in">www.sai.org.in</a> .

Blank quotations forms can be downloaded from website: [www.sai.org.in](http://www.sai.org.in) and sealed quotations shall be submitted to the Inward Section of SSST, Shirdi, during office hours on working days, excluding Sundays.

Shri Saibaba Sansthan Trust, Shirdi reserves the right to reject any or all proposals without assigning any reasons therefor.

**Chief Executive Officer,  
Shri Saibaba Sansthan Trust, Shirdi.**

❖ **Minimum Qualifying Criteria :**

1. The applicant shall be registered with any one of the below, Indian Institute of Valuers / Institute of Valuers / Institution of Estate Managers & Appraisers / Practicing Valuers Asso. (India) / The Institute of company secretaries of India / The Institute of Cost Accountant of India / The Institute of Chartered Accountant of India / Association of Certified valuers and Analysts / Center for Valuation Studies / Council of Engineers and Valuers / RVO with IBBI.  
The copy of registration / Certificate shall be submitted as a proof.
2. Educational Qualification shall be Graduate in Civil Engineering / Architecture or Town Planning of a recognized university established under state or central act or equivalent whether in India or abroad.
3. The applicant must have min. 05 years of work experience in the field of valuation of immovable properties. i.e. land and buildings.  
The certificates and orders shall be attached as a proof of any bank, any court of india, Municipal Corporation / Govt. of India / State Govt.
4. The applicant / valuer must be registered under section 34 AB of the Wealth Tax Act, 1957.
5. The applicant shall be registered with GST registration. The copy of the same shall be submitted.
6. The applicant should submit undertaking that he is not barred / not blacklisted by any Client including State / Central Govt. Department / PSU's.
7. The bidder should submit his Arbitration / litigation record. If the bidder has no such record, he should submit an undertaking accordingly.
8. Shri Saibaba Sansthan Trust, Shirdi reserves the right to reject any or all bidders without assigning any reasons therefor.

**The applicant must submit the self attested xerox copies of aforesaid documents through Envelope No.01 (Technical Bid).**

**Chief Executive Officer,**  
Shri Saibaba Sansthan Trust, Shirdi.

**DEFINITIONS -**

“Applicant” means a reputed Govt. approved / Registered Valuers having the requisite experience who has downloaded the Quotation document from the website: [www.sai.org.in](http://www.sai.org.in) and applied for the same.

“Application” means the quotation submitted by an Applicant interested in the work in the prescribed formant.

“Sansthan / Client / Owner” means Shri Saibaba Sansthan Trust, Shirdi.

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## **INSTRUCTIONS TO APPLICANTS -**

### **1) BACKGROUND & PURPOSE :**

**Shri Saibaba Sansthan Trust, Shirdi**, a religious and charitable public trust re-constituted under the Shri Saibaba Sansthan Trust (Shirdi) Act (Maharashtra Act No. XIV of 2004) having its office at P.O. Shirdi, Tal.-Rahata, Dist.-Ahmednagar, Maharashtra - 423109, hereinafter referred to as 'the Sansthan'.

The Sansthan is desirous to appoint a Govt. approved / Registered Valuers for providing valuation services to be carried out for its buildings and premises.

### **2) TIME SCHEDULE:**

Time for Completion Shall be 02 months from the issue of LOA (Letter of Appointment) / Work Order.

### **3) Manner of Submission :**

Quotation has to be submitted as per the notice inviting quotations and minimum qualifying criteria as mentioned above.

#### **Envelope No.01:**

Envelope No.01 (Technical Bid) shall contain the documents as specified above, and as per Minimum Qualifying Criteria.

#### **Envelope No.02:**

The bidder shall quote their rates / percentages as per Fees Structure at the appropriate place mentioned in the quotation document or on his letter head along with the quotation document as per the Fees Structure mentioned in the document. The bidder shall not quote his offer anywhere directly or indirectly. The bidder shall quote for the work as per details given in the main tender and also based on the detailed set of conditions and additional stipulations made by the Sansthan.

This quotation shall be unconditional. Conditional quotations will be summarily rejected. If any alterations are made by the bidders in the quotation document, it will be liable for rejection.

The bidders should ensure that their sealed quotation is received by the Sansthan before the expiry of the date and time. No delay on account of any cause will be entertained for the late receipt of the tender.

#### **Opening of Quotation:**

The sealed quotation documents will be opened at a place and on date and time to be decided later.

#### **I. Envelope No.01 (Technical Bid) :**

Envelope No.01 of the quotation will be opened to verify its contents as per requirements. If any of the contents contained in this envelope do not meet the requirement of Sansthan as per the minimum qualifying criteria, a note will be recorded accordingly by the quotation / tender opening authority and Envelope No.02 (Commercial Bid) of the said bidder will not be opened.

#### **II. Envelope No.02 (Commercial Bid) :**

This envelope will be opened after opening of Envelope No.01 (Technical Bid) only if contents of Envelope No.01 are found to be acceptable to Sansthan.

Sansthan however reserves the right to reject any or all the quotation without assigning any reasons whatsoever.

The bidder if firm or company, shall in their forwarding letter mention the names of all the partners of the firms or directors/ members of the company (as case may be) and

name of the person/ partners/ directors who holds the power of attorney if any, authorizing him to conduct business transaction on behalf of the bidder.

**4) CONFLICT OF INTEREST :**

- a) Applicants shall not have a conflict of interest. All applicants found to have a conflict of interest as mentioned below will be disqualified.
- b) The selected applicants shall not engage in activities that conflict with the interest of the client under the contract and shall be excluded from stream down supply of goods or construction or works of purchase of any asset or provision of any other service related to assignment other than a continuation of the services under the contract.
- c) The selected applicants shall not engage in any assignment that would be in conflict of interest with their current obligations to the same or other clients.
- d) The selected applicants (including their personnel, agents and / or sub consultants) that have a business or family relationship with such members of the Sansthan staff who are directly or indirectly involved in the project will not be awarded the contract.

**5) CORRUPT OR FRAUDULENT PRACTICES :**

Shri Saibaba Sansthan Trust, Shirdi requires that applicants under this contract observe the highest standard of ethics during the period of consultancy.

In pursuance of this polity, Sansthan defines for the purpose of these provisions, the terms set forth below as follows:

- a) "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public, and
- b) "Fraudulent practice" means a misrepresentation of facts in order to influence the execution of a contract to the detriment of Employer, and includes collusive practice among Applicants / Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition.
- c) Will reject a proposal for award of work if it is determined that the Applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- d) Will declare a Applicant / Bidder ineligible either indefinitely or for a stated period of time, to be awarded a contract / contracts, if it at any time determines that the Applicant / Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

**2) AMENDMENT OF DOCUMENT :**

At any time prior to the deadline for submission of applications, The Sansthan either on its own or on request of the applicant may amend the quotation document by issuing addenda.

An addendum issued under the sub clause shall be part of the quotation document and shall be posted at the website of Sansthan.

To give Applicants reasonable time to take an addendum into account in preparing their applications, Sansthan may at its discretion, extend the deadline for the submission of applications.

**3) LANGUAGE OF APPLICATION :**

The language of the application as well as the supporting documents shall be in English.

**4) FILLING OF APPLICATION FORMS :**

All information called for in the minimum qualifying criteria should be furnished. The applicants are cautioned that not giving complete information or not giving it in clear

terms or making any change or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by telegram or telex and those received late will not be entertained.

The applicant may furnish any additional information, which is deemed necessary to establish capability to successfully complete the envisaged project. Superfluous information need not be furnished and no information shall be entertained after submission of Quotation document unless specifically called for.

Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render the firm liable to be debarred from taking up the project consultancy.

The applicant should submit a checklist as per the form provided along with the application.

**5) DEADLINE AND ADDRESS FOR SUBMISSION OF TECHNICAL DOCUMENTS :**

Technical / Commercial bids shall be submitted in Construction Department, Shri Saibaba Sansthan Trust, Shirdi.

The Sansthan may at its discretion, extend the deadline for the submission of Applications, in which case all rights and obligations of Sansthan and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

**6) CLARIFICATIONS :**

- a) The applicants shall be evaluated on the basis of supporting documents submitted by them. Sansthan shall not be under any obligation to seek any further information or clarifications.
- b) Without prejudice to Clause above, in order to assist in the evolution of applications may, at Sansthan its sole discretion, ask any Applicant for any clarification on its Application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.
- c) If an applicant does not provide clarifications requested by the date and time set in Sansthan's request for clarifications, its Application is liable to be rejected.
- d) It is clarified that applicants shall not be required to submit on their own, additional information or material subsequent to the date of submission and such material if submitted shall be disregarded. It is therefore essential to ensure that all questions are answered fully on the proforma or otherwise. The pages of the Quotation document and annexure and additional information if any submitted shall be numbered sequentially and signed. General responses such as "included in brochure" without specific item reference may be avoided.

**7) RESPONSIVENESS OF APPLICANTS :**

An application, which does not meet all the requirements of the quotation document, shall be rejected forthwith.

Applicants should note that this Quotation enquiry and Questionnaires is intended to provide preliminary information. The information contained herein shall not in anyway be construed as binding on Sansthan its agents, successors or assignees.

Applicants are advised that selection of consultants for this Project shall be entirely at the discretion of Sansthan. Applicants shall be deemed to have understood and agreed that no explanation or justification of any aspect of the quotation process shall be given either by Sansthan and that the result of the quotations process shall be without any right of appeal to the Applicants whatsoever.

All documents and other information submitted by an Applicant to Sansthan shall become the property for Sansthan; Applicants are to treat all information as strictly confidential. Sansthan will not return any quotation document submitted to it by the applicants.



Sansthan shall notify successful Applicants after evaluation. It will not entertain any query or clarification from Applicants(s) who are not short listed in the quotation process.

**8) WITHDRAWAL OF APPLICATIONS :**

No modification or substitution of the submitted application shall be allowed. An Applicant may withdraw its Application after submission, provided that written notice of the withdrawal is received by Sansthan before the due date for submission of Applications. In case an applicant wants to resubmit his application, he shall submit a fresh application following all the applicable conditions.

The withdrawal notice shall be prepared in Original only and each page of the notice shall be signed and stamped by authorized signatories. The copy of the notice shall be duly marked "WITHDRAWAL".

**9) RIGHT TO ACCEPT / REJECT ANY OR ALL APPLICATIONS :**

Shri Saibaba Sansthan reserves the right to accept any or reject any or all applications and to annul the qualifications process at any time without any liability or any obligation for such acceptance, rejection or annulment without assigning any reasons.

**10) VALIDITY OF APPLICATIONS :**

Application shall be valid for a period of 90 days from the last date of submission of Applications.

Shri Saibaba Sansthan Trust retains the right that in exceptional circumstances at its own discretion, it may ask the applicants to extend the validity of their applications for a specified period. The applicant not submitting the letter or extension of the validity period at that time shall not be further considered.

**11) JURISDICTION :**

In case of any dispute between the parties, the jurisdiction shall vest at Rahata court only. Except the territorial jurisdiction of Shirdi prescribed by law, no other court is having jurisdiction over the matter. All legal claims should be within the jurisdiction of Rahata and Kopargaon Court.

**12) TERMINATION:**

Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi, if at any stage, on the basis of performance and compliance of terms and conditions of the contract by the consultant, finds that the appointed valuer has not performed satisfactorily, or if in his view, the consultant has failed to safeguard the interest of Sansthan, Sansthan may, terminate the valuer, after due consideration.

**13) INDEMNIFICATION:**

The Valuer shall defend, indemnify and hold harmless the Sansthan, its Officers, Trustees, Employees and other affiliates, from and against any and all damages, costs, liability and expenses whatsoever (including attorneys fees and related disbursements) incurred by reason of

(a) any failure by valuer to perform any covenant or agreement of valuer set forth herein;

(b) injury to or death of any person or any person or any damage to or loss of property which is due to the negligence and / or willful acts of consultants; or

(c) any breach by consultant of any representation, warranty, covenant or agreement under this Agreement.

Sansthan shall have the right to offset against any fees due to the Valuer under this agreement.

**14) CODE OF CONDUCT FOR VALUERS:**

The valuer appointed by the Trust shall strictly adhere to the following code of conduct.

**Integrity and Fairness -**

1. A valuer shall, in the conduct of his/its business, follow high standards of integrity and fairness in all his/its dealings with his/its clients and other valuers.
2. A valuer shall maintain integrity by being honest, straight forward, and forthright in all professional relationships.
3. A valuer shall endeavour to ensure that he/it provides true and adequate information and shall not misrepresent any facts or situations.
4. A valuer shall refrain from being involved in any action that would bring disrepute to the profession.
5. A valuer shall keep public interest foremost while delivering his services.

**Professional Competence and Due Care -**

1. A valuer shall render at all times high standards of service, exercise due diligence, ensure proper care and exercise independent professional judgment.
2. A valuer shall carryout professional services in accordance with the relevant technical and professional standards that may be specified from time to time.
3. A valuer shall continuously maintain professional knowledge and skill to provide competent professional service based on up-to-date developments in practice, prevailing regulations/ guidelines and techniques.
4. In the preparation of a valuation report, the valuer shall not disclaim liability for his/its expertise or deny his/ its duty of care, except to the extent that the assumptions are based on statements of fact provided by the company or its auditors or consultants or information available in public domain and not generated by the valuer.

**Independence and Disclosure of Interest-**

1. A valuer shall act with objectivity in his/its professional dealings by ensuring that his/its decisions are made without the presence of any bias, conflict of interest, coercion, or undue influence of any party, whether directly connected to the valuation assignment or not.
2. A valuer shall not take up an assignment if he/it or any of his/its relatives or associates is not independent in terms of association to the Sansthan.
3. A valuer shall maintain complete independence in his/ its professional relationships and shall conduct the valuation independent of external influences.
4. A valuer shall wherever necessary disclose to the clients, possible sources of conflicts of duties and interests, while providing unbiased services.
5. As an independent valuer, the valuer shall not charge success fee (Success fees may be defined as a compensation / incentive paid to any third party for successful closure of transaction. In this case, approval of credit proposals).

**Confidentiality –**

A valuer shall not use or divulge to other clients or any other party any confidential information about the Sansthan, which has come to his / its knowledge without proper and specific authority or unless there is a legal or professional right or duty to disclose.

**Information Management -**

1. A valuer shall ensure that he/ it maintains written contemporaneous records for any decision taken, the reasons for taking the decision, and the information and evidence in support of such decision. This shall be maintained so as to sufficiently

enable a reasonable person to take a view on the appropriateness of his/its decisions and actions.

2. A valuer shall appear, co-operate and be available for inspections and investigations carried out by the authority, any person authorised by the authority, the registered valuers organisation with which he/it is registered or any other statutory regulatory body.
3. A valuer shall provide all information and records as may be required by the authority, the Tribunal, Appellate Tribunal, the registered valuers organisation with which he/it is registered, or any other statutory regulatory body.
4. A valuer while respecting the confidentiality of information acquired during the course of performing professional services, shall maintain proper working papers for a period of three years or such longer period as required in its contract for a specific valuation, for production before a regulatory authority or for a peer review. In the event of a pending case before the Tribunal or Appellate Tribunal, the record shall be maintained till the disposal of the case.

**15) Other Conditions and Declaration-cum-Undertaking –**

In addition to the above eligibility criteria, the following are the other conditions to be fulfilled by applicant valuer:

1. The valuer shall act with independence, integrity and objectivity; shall undertake all valuation works entrusted to him/ it by the Trust with an independent mind and shall not come under any influence of anybody.
2. The valuer shall not be related to any of the personnel in the department / division in the Trust dealing with valuation work directly.
3. The valuer shall not undertake valuation of any properties that may be assigned to him / it by the Trust from time to time in which he/ the firm/ the company/ any of the partners/ any of the directors/ any of his/ its employees have direct or indirect interest in the properties. Also, the valuer shall give a declaration of his having no such interest in the properties entrusted for valuation to him/it by the Trust from time to time by incorporating the same in his /its Valuation Reports thereon.
4. The valuer shall complete the assignment of valuation and submit duly signed (by lead valuers in case of Company) Valuation Report on properties that shall be assigned to him/ it by the Trust from time to time within the time frame stipulated by the Trust /mutually agreed upon.
5. The valuer shall not conceal or suppress any material information and facts prejudicial to the interest of the Trust and shall make a complete and full disclosure at the time of application for valuation, and should disclose immediately to the Trust any such developments that may take place during the tenure of his/its appointment with the Trust.
6. The valuer shall keep the Trust informed immediately of any happenings or events that would make him/ it ineligible for appointment as a valuer.

**16) Deliverables -**

Submission of 03 sets of hard copies of Valuation Report along with a soft copy.

**17) APPROXIMATE AREA OF BUILDINGS:**

Sr. No.	Type of Structures	Builtup Area
01	RCC Structures	25,63,344 Sq.ft.
02	Load Bearing Structures	39,048 Sq.ft.

**18) FEES :**

1. The bidder shall attach his financial proposal separately, indicating fees for providing services as a lumpsum amount, for which services are to be provided.
2. The bidder shall quote his fees separately, in the following format. The structure of fees payable by the Trust to valuers for valuation is as follows:

Sr.No.	Asset Value	Total Amount of Fees	Unit
1	Above Rs.1.0 Lac upto Rs.25 Lacs.	Rs.	Lumpsum per Building / Structure
2	Above Rs.25 Lacs upto Rs.50 Lacs	Rs.	Lumpsum per Building / Structure
3	Above Rs.50 Lacs upto Rs.1 Crore.	Rs.	Lumpsum per Building / Structure
4	Above Rs.1 Crore upto Rs.5 Crores.	Rs.	Lumpsum per Building / Structure
5	Above Rs.5 Crores upto Rs.50 Crores.	Rs.	Lumpsum per Building / Structure
6	Above Rs.50 Crores upto Rs.100 Crores.	Rs.	Lumpsum per Building / Structure
7	Above Rs.100 Crores.	Rs.	Lumpsum per Building / Structure

3. The fees should be inclusive of all i.e. cost of personnel, travel, administrative, incidental, out of pocket expenses, consultants etc.
4. Schedule of fees shall be suggested by the bidder and the same will be finalized with modifications desired by the Sansthan.
5. GST tax will be paid extra as applicable.
6. The fees will be paid after deduction of applicable taxes.
7. The financial proposal shall be valid for a period of 90 days from the date of submission of proposal and thereafter subject to confirmation in writing.<sup>3</sup>
8. No Advance will be payable at the time of work order or before work.
9. Bill will be payable within 20 days after scrutiny and submission of corrected bill.

Shri Saibaba Sansthan Trust reserves the right to terminate the Services in case if it is observed that no proper services are rendered by Valuers as per mentioned in the Scope of Valuation Services.

Shri Saibaba Sansthan Trust also reserves the right to accept or reject any or all applications and to annul the qualification process at any time without any liability or any obligation for such acceptance, rejection or annulment without assigning any reasons therefor.

**All the pages of the documents shall be duly signed by the bidder while submitting the document.**

**Chief Executive Officer,  
Shri Saibaba Sansthan Trust, Shirdi.**

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