

## **UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LIMITED**

### **Empanelment of Agencies / Professionals for valuation of Immovable Property**

#### **General Instructions**

1. UTI Infrastructure Technology And Services Limited (UTIITSL) advertises regarding tenders/ invitation to bids/ invitation of Expression of Interest and other information on the website regularly. We request you to visit the website [www.utiitsl.com](http://www.utiitsl.com) daily for updates.
2. The empanelment documents can be downloaded free of cost from the website [www.utiitsl.com](http://www.utiitsl.com). Any information to the bidders on these tenders/ invitation to bids/ invitation of expression of interest and any other information will be uploaded on this website only. Similarly, any corrigendum's or extension of dates or change in specifications or any other information will be uploaded for the information of the public on this website only.
3. **Empanelment of Agencies / Professionals for valuation of Immovable Property** - UTI Infrastructure Technology And Services Ltd., a company from the Unit Trust of India family is also offering services in property related areas especially in the field of asset acquisition, design, project management, interior furnishing and allied works, execution of works at site, facility management, property maintenance, valuation of properties, disposal of properties and all other associated real estate management works other than offering services in IT related domains.

The company proposes to empanel valuers of immovable property (other than agriculture lands, plantations, forests, mines and queries) all over the country for various Government and Corporate Valuations.

The company reserves the right to accept / reject one or all the applications received without assigning any reason whatsoever.

The empanelment does not guarantee any assignment.

**Date of Issue of empanelment documents:** The empanelment documents can be downloaded from March 27, 2015.

**Last Date of receipt of empanelment documents:** The last date of receipt of empanelment documents is upto 3:00 pm on 10th April, 2015. After this time, no documents will be accepted. The empanelment documents will be opened on the same day at 3:30 pm at the venue where the documents are received. All are invited for the opening.

**Date of Opening of empanelment applications:** The empanelment documents will be opened on the last date of receipt at 3:30 pm as stated above. All are invited for the same.

4. **Address of the submission of the documents:** The empanelment documents should be addressed to “Assistant Vice President , UTI Infrastructure Technology And Services Ltd, UTI Tower, Gn Block, Bandra-Kurla Complex, Bandra (East), Mumbai 400051” and deposited in the specified box at this address by the due date and time.

Superscription: **The envelope containing the empanelment documents must be superscribed as “Agencies / Professionals for valuation of Immovable Property”.**

If the envelope is not superscribed then there are chances of accidental opening/delay/misplacement, therefore it is advised that the envelope be superscribed as above and deposited in the box kept for the purpose at the address given.

5. **Conditions for documents sent by post/courier:** The envelopes may also be sent by post/courier to reach before the scheduled date and time as indicated above. The following are essential conditions to be followed for the envelope sent by post:
  - A. Envelope should be preferably sent by Speed Post or Registered Post if it is not possible to deposit the same in the specified Box.
  - B. Envelope should be sent only to the address as given above in the name of the person specified i.e. **“Assistant Vice President , UTI Infrastructure Technology And Services Ltd, UTI Tower, Gn Block, Bandra-Kurla Complex, Bandra (East), Mumbai 400051”.**
  - C. Acknowledgement will be given to Department of Post only for envelope sent by Speed Post and Registered Post.

- D. Envelope should be superscribed as advised above (in para 8 above).
- E. UTI ITSL takes no responsibility for any envelopes not reaching in time.
- F. UTI ITSL takes no responsibility for envelope not reaching at all.
- G. UTI ITSL takes no responsibility for envelopes received in torn, opened or mutilated conditions.
- H. In case of envelope sent by post or any other mode, if it reaches the address given for submission, duly superscribed, then the role of UTI ITSL is limited and restricted to put it in the appropriate box if the aforesaid envelopes are received in time as stipulated in the conditions laid out.

6. **Eligibility Criteria for Empanelment:**

The valuers should be:

- a) Registered with the Income Tax Department for the above category of immovable property  
**AND**
- b) Fellow Member Institution of Valuers (F.I.V)

- 7. **Blacklisting/Debaring:** The valuer merely by filling the application confirms that the valuer has not been blacklisted / debarred by any government department / agency, Reserve Bank of India, nationalized bank, or any Public Sector Unit or body. The valuers are advised not to fill in the application form if they have been disqualified by any of the government agencies.
- 8. **False Information:** In case if it is found that the valuer has not given the correct information and flouted any condition or the valuer does not have necessary qualifications, whatsoever required, to carry out the valuation activity as required then UTI ITSL reserves the rights to cancel the assignment awarded to him and award his quantum of work in the manner as deemed fit. This can be done at any stage.

9. **Confidentiality:** The Valuer shall maintain strict confidentiality of all the documents, information, data coming in possession of the Valuer/Valuation Agency as a result of awarding the contract and also any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the Agency.
10. **Usage of data / documents / information :** So far as applicable, the Valuer/Valuation Agency shall ensure that the documents , data, information etc if imparted by UTIITSL or if come to the knowledge of the Valuer/Valuation Agency, are / is not used or permitted to be used in any manner (directly or indirectly) incompatible or inconsistent with that authorized by UTI ITSL in writing. The confidential information will be safeguarded and the Valuer/Valuation Agency shall take all necessary actions to protect UTI ITSL's, its customers, and Government of India's interest against misuse, loss, destruction, alterations or deletions thereof. Any violation of the same will be liable for action under the law which shall entitle UTI ITSL to claim damages from the Valuer/Valuation Agency.
11. **Breach of clause:** In the event of any breach or threatened breach of any clause by the Valuer/Valuation Agency and/or individual assigned by the Agency for the performance of the services, the Valuer/Valuation Agency shall be liable to pay damages as may be quantified by UTI ITSL. Apart from the above, UTI ITSL shall have the right to proceed against the Valuer/Valuation Agency and/or its assigned person/s under appropriate law.
12. **Essence of contract:** The Valuer/Valuation Agency shall provide the services as per the standards laid out within the stipulated time. **It is clarified that providing services in specified time is the essence of the contract.** Not adhering to above shall entail UTI ITSL to rescind the contract.
13. **Jurisdiction:** All matters shall be subject to the jurisdiction of the courts in Mumbai only.
14. UTI ITSL reserves the right to give preference to Public Sector Enterprises/ Government undertakings.

## **FORMAT FOR APPLICATION**

The Assistant Vice President  
UTI Infrastructure Technology And Services Limited,  
UTI Tower, Gn Block,  
Bandra-Kurla Complex, Bandra (East),  
**Mumbai 400051**

Date :

Sir,

**Sub : Selection of Agencies / Professionals for valuation of immovable property**

This is with reference to your invitation due on 10th April, 2015. We are interested in the empanelment with your organization for **valuation of immovable property**.

We have read and understood the details as given in the information document. We have been given all the required information from UTIITSL. We certify that we are eligible and qualified as per the said Terms.

The duly filled in details are as under:

### **Annexure**

(Add photocopies of experience, Add additional pages wherever necessary)

Name	
Address	
Contact No.	Landline Number: _____ (Office) _____ (Residence) _____ (Mobile)
Email id.	
Fellow/Associate membership of Institution of valuers.	Membership Number:
Income Tax registration	Category of immovable Property (CAT No) _____

Signature of Authorized person

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**UTI Infrastructure  
Technology And  
Services Limited**

Number	PAN No. _____ Service Tax Registration No _____
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Signature of Authorized person

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List of Organizations empanelled with along with photocopies (add extra sheet if required)	1)
	2)
	3)
	4)
	5)
	6)
	7)
	8)
	9)
	10)
Brief write up on your experience (Add extra sheet if required)	

Name of the Valuer:

Signature of the Valuer:

Date :