ANGLO FRENCH TEXTILES
A UNIT OF PONDICHERRY TEXTILE CORPORATION LTD
PUDUCHERRY

REQUEST FOR PROPOSAL (RFP)

Applications are invited for engagement of consultant for preparing the survey report of the industrial unit 'A' in AFT Mudaliarpet, Puducherry from the eligible and reputed INDUSTRIAL BUILDINGS VALUATION CONSULTANTS for assessing the disposal value of some of the old and dilapidated buildings in “A” unit of Anglo French Textiles, Pondicherry Textile Corporation, Puducherry.

The consultant who fulfills the following criteria shall be eligible to apply:

1. 5 years of service as consultant in Assessment of Industrial Buildings /commercial buildings.

2. Should have valid license issued by Govt. of Puducherry. The license issued shall be valid as on 31.03.2014.

3. Having their headquarter/Office at Pondicherry.

4. Should have been in existence as an entity for a minimum period of 5 years on 31.03.2013.

5. Having provided consultancy services in the last five years.

6. Minimum annual financial turnover of valuation assessment work Rs.25.00 lakhs for the last 3 years in the valuation projects.

7. Minimum of 5 projects on similar in nature should have been completed during last 5 years.

Technical Personnel:

1. The lead professional in the firm consortium must have a Engineering graduate degree in Mechanical/ Civil from a recognized University and about 5 years experience in the field. The team should have professionals in allied fields of Structural Analysis and Valuation consultant if not a part of the firm should have individually handled projects of industrial buildings.

2. Principal of Firm should have a minimum experience of 10 years in the valuation of industrial buildings.

3. List Awards/Citations received for assessment of disposal value of industrial buildings.
3. **SCOPE OF SERVICES**

The scope of services to be rendered by the consultants to the Corporation for the project work shall be as under.

(i) To prepare a detailed survey report of all the items meant for disposal in the old buildings excluding the machinery part.

(ii) The Survey Report shall consist of all the building items such as roofing sheets, steel trusses, girders, beams, stanchions, wooden reapers and any other items.

(iii) The Survey Report shall also separately give the details of materials which will go to scrap as non-reusable. Separate account on debris shall also be worked out and brought into the account dismantling charges towards the same.

(iv) The services of the authorized industrial valuer shall be utilized from end to end appointment basis from the preparation of the Survey Report till clearance of the site.

(v) The consultants are required to make a field inspection during the working days from 10.00 a.m to 4.00 p.m between 11.2.2014 to 23.2.2014.

(vi) The consultants shall guide and advise the Managing Director of PTC, Puducherry during the disposal stage of the work undertaken until the completion of the project works.

(vii) The consultant shall exercise all reasonable skill, care and diligence in the performance of the services agreed to be performed by the consultants as herein above mentioned. If in the performance of the services, the consultants are required to exercise discretion, the consultants shall exercise such discretion fairly with the prior permission of the Managing Director of AFT, Puducherry.

**FEES**

a. The fees for the services shall be quoted in "Form – H FINANCIAL BID" in the Scope of Services and inclusive of all fees, Tax and cess etc.

b. Any tax levied by law, such as Service tax etc. contingent to professional service rendered by the consultants shall be payable by the bidder.
4. **SCHEDULE OF PAYMENT**

The Consultants shall be paid professional fee in following stages consistent with the work done.

Stage-I  Site survey and preparation of a detailed Survey Report of all the items meant for disposal excluding the machinery part. 40% of consultancy fees.

Stage-II Preparation of Bid document for disposal of materials. 10% of consultancy fees.

Stage-III Appointment of field staff and submission of progress report including clearance of site. 25% of consultancy fees.

Stage-IV Completion certificate of clearance of site. 25% of consultancy fees.

5. The consultants shall not be paid any allowances over and above the payments to be made by the Corporation as mentioned herein above nor shall the consultant be given facilities of any kind during the term of this contract.

6. The consultants shall not at any time disclose or divulge to anybody except to the Corporation's Engineers in details about the work being undertaken by the Corporation without the permission of the PTC Ltd., of Puducherry.

7. All documents shall be kept confidential by the consultants.

8. Any disputes or differences arising in connection with work entrusted to the consultant and/or any other matter connected with project work/work shall be referred to the Managing Director of PTC Ltd., Puducherry and the decision of the Managing Director of PTC Ltd., Puducherry shall be final and binding upon the consultant.

9. The PTC Ltd., Puducherry shall make the payments of the fees of the consultants within one month of presentation of bills by the consultants.

10. All communications between the Committee and the consultants relating to the project shall be addressed as follows otherwise notified in writing.

    The Managing Director,
    Anglo French Textiles,
    PTC Ltd., Puducherry.

11. All charges in connection with this agreement such as Stamp Duty, Legal charges etc. will be borne by the consultant.
**How to apply:**

Interested consultants should send their proposal one is technical and another is financial proposal separately. Sealed and put in a bigger cover. The Technical proposal containing the items – form A to G should be put inside a separate cover sealed and superscribed on “Technical proposal for the Engagement of Industrial building valuation consultants.” The financial proposal as mentioned in Form-H should be put inside a separate cover sealed and superscribed as financial proposal for the valuation and survey report of old buildings. Both the covers containing Technical Proposal and Financial Proposal should be put in a separate bigger cover sealed and superscribed as Tender for Industrial Building valuation consultant and should be addressed to:

The Managing Director,  
Anglo French Textiles,  
Cuddalore Road,  
Mudaliarpet, Pondicherry - 605 004.

The RFP document along with DD for rupees 500/- can be submitted up to 3.00 P.M. on 24.2.2014 and will be opened by the Managing Director, Pondicherry Textile Corporation Ltd, Puducherry or his authorized representative on the same day at 4.00 P.M.

Any deviation in the above procedure will result in rejection of the Tender.
FINANCIAL INFORMATION

1. Financial Analysis – Details to be furnished duly supported by figures in balance sheet / profit & loss account for the last five consecutive years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

<table>
<thead>
<tr>
<th>YEARS</th>
<th>2008-09</th>
<th>2009-10</th>
<th>2010-11</th>
<th>2011-12</th>
<th>2012-13</th>
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(i) Gross Annual turn over on construction/consultation works:
(ii) Profit/Loss:

II. Financial arrangements for carrying out the proposed work:

III. The following certificates are enclosed:
   (a) Current Income Tax Clearance Certificate.
   (b) Solvency Certificate from Bankers of applicant in the prescribed Form "B”.

SIGNATURE OF APPLICANT(S)

Signature of Chartered Accountant with Seal.
FORM OF BANKERS CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information that M/s. / Shri........................................ having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement upto a limit of ...................................................... (Rupees........................................). This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)
For the Bank

NOTE : (1) Bankers certificates should be on letter head of the Bank, sealed in cover addressed to tendering authority.
(2) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.
FORM “C”

DETAILS OF ALL CONSULTANCY WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST FIVE YEARS ENDING LAST DAY OF THE MONTH MARCH 2013

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Work / Project and location</th>
<th>Owner or sponsor in Organization</th>
<th>Cost of Work in crores of Rupees</th>
<th>Date of commencement as per contract</th>
<th>Stipulated date of completion</th>
<th>Actual date of completion</th>
<th>Litigation / arbitration cases pending / in progress with details *</th>
<th>Name &amp; address / telephone number of officer to whom reference may be made</th>
<th>Remarks specialization of work if any also to be briefed</th>
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<td>(6)</td>
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* Indicate gross amount claimed and amount awarded by the Arbitrator.

SIGNATURE OF APPLICANT(S)
### CONSULTANCY PROJECT UNDER EXECUTION (OR) AWARDED

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Work / Project and location</th>
<th>Owner or sponsoring Organization</th>
<th>Cost of Work in crores of Rupees</th>
<th>Date of commencement as per contract</th>
<th>Stipulated date of completion</th>
<th>Upto date percentage progress of work</th>
<th>Slow progress if any and reasons thereof</th>
<th>Name &amp; address telephone number of officer to whom reference may be made</th>
<th>Remarks specialization of work if any also to be briefed</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
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</table>

Certified that the above list of works is complete and no work has been left out and that the information given is correct to my knowledge and belief.

**SIGNATURE OF APPLICANT(S)**
PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "B" & FORM "C" (Incase available)

1. Name of work/ Project & Location :
2. Agreement No. :
3. Estimated cost :
4. Tendered Cost :
5. Date of start :
6. Date of completion
   (i) Stipulated date of completion :
   (ii) Actual date of completion :
7. Amount of compensation levied for delayed completion, if any. :
8. Amount of reduced rate items if any :
9. Performance Report
   1) Quality of work : Very Good / Good / Fair / Poor
   2) Financial soundness : Very Good / Good / Fair / Poor
   3) Technical Proficiency : Very Good / Good / Fair / Poor
   4) Resourcefulness : Very Good / Good / Fair / Poor
   5) General behavior : Very Good / Good / Fair / Poor

Dated:  
Executive Engineer or Equivalent.
STRUCTURE & ORGANISATION

1. Name & Address of the applicant
2. Telephone No./Telex No./Fax No.
3. Legal status of the applicant
   (attach copies of original document defining the legal status).
   a) An Individual
   b) A proprietary firm
   c) A firm in partnership
   d) A limited company or corporation
4. Particulars of registration with various Government bodies (attach attested photo-copy).

   Organisation/Place of registration              Registration No.
   1.
   2.
   3.

5. Names and Titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorized to act for the organization.
7. Was the applicant ever required to suspend consultancy for a period of more than six months continuously after the commencement of consultancy. If so, give the name of the project and reasons of suspension of work.
8. Has the applicant or any constituent partner in case of partnership firm ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.
9. Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details.
10. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
11. In which field of Civil Engineering construction the applicant has specialization and interest?
12. Any other information considered necessary but not included above.

SIGNATURE OF APPLICANT(S)
DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THIS WORK (THE CV'S OF THE KEY PROFESSIONALS SHALL BE ENCLOSED SEPARATELY)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation</th>
<th>Total number</th>
<th>Number available for this work</th>
<th>Name</th>
<th>Qualification</th>
<th>Professional experience &amp; details of work carried out</th>
<th>How these would be involved in this work</th>
<th>Remarks</th>
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SIGNATURE OF APPLICANT(S)
## FORM – H

**FINANCIAL BID**

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<th>Sl. no</th>
<th>Description</th>
<th>Unit</th>
<th>Quoted Amount</th>
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<tr>
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<td>In figures</td>
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<tr>
<td>01</td>
<td>fees for consultancy works</td>
<td>lumpsum</td>
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The above rate shall be all inclusive of Tax, allowances etc., and in no case any extra charges will be permitted.

Signature of the consultant