



**OFFICE OF THE EXECUTIVE ENGINEER  
J&K TOURISM DEVELOPMENT CORPORATION LIMITED  
TOURIST RECEPTION CENTRE SRINAGAR**

## Expression of Interest

For and on behalf of Jammu and Kashmir Tourism Development Corporation Limited, the Executive Engineer invites Expression of interest from Assessors and registered valuer(s)/ firms for valuation and other relevant Consultancy/Technical services for various projects to be taken up in hand at various tourist establishments of JKTDC, across UT of J&K, during the Calendar year.

S No.	Name of the work	Cost of Tender document
1.	Providing relevant Technical services for valuation of various Immovable & movable structures/items for various identified Assets (Hotels/Huts) of JKTDC across the UT of J&K for a calendar year.	Rs. 1000.00

Documents containing the scope of work, eligibility criteria and other terms & conditions can be downloaded from website [www.jktenders.gov.in](http://www.jktenders.gov.in) from The applications with all prequalification documents shall be deposited in electronic format uploaded to Corporation tender website, as per below mentioned critical dates:-

1.	Date of Issue of tender Notice	<b>10-01-2025</b>
2.	Period of Downloading of Binding documents	<b>10-01-2025, 4:00 PM</b>
3.	Bid submission start date	<b>11-01-2025, 9:00 AM</b>
4.	Bid submission END date	<b>24-01-2025, 4:00 AM</b>
5.	Date & time of opening of Bids(Online) in the office of the Executive Engineer, JKTDC, Jammu	<b>25-01-2025, 11:00 AM</b>

Position of AAA: -Accorded

**Position of Funds: Committed**

### Note:

The interesting Assessors/valuer(s) are bound to deposit the original DD worth Rs. 1000/- , in original before last date of bid submission.

1. Bids must be accompanied with cost of Tender document in shape of demand draft (non-refundable) in favour of **Executive Engineer, JKTDC.**
2. The **bids of Responsive bidders** shall be opened online on same Web Site in the office of the **Executive Engineer JKTDC, TRC Srinagar (Tender Opening Authority), by a committee comprising of General Manager (Ops)/ Executive Engineer/ General Manager (Adm)/ Manager (Finance).**
3. The bids for the services shall remain **valid for a period of 90 days from the date of opening of Bids.**
4. **Instruction to bidders regarding e-tendering process.**
  - Bidders are advised to download bid submission manual from the "Downloads" option as well as from "Bidders Manual Kit" on website <https://jktenders.gov.in> acquaint bid submission process, along with other terms & conditions of the tender.

## **A) Technical Qualification Eligibility**

The intending Applicant would be required to meet and comply with following eligibility criteria for qualifying the technical stage:-

1. The Applicant should be an established well known reputed Accessor/valuers registered with concerned competent authority
2. Applicant who are presently working with Govt. Organizations, Banks, Public Sector undertakings, reputed corporate etc and having at least 10-years experience in relevant field as on date, particularly in hospitality sector.
3. The Applicant should have provided consultancy for executed projects of similar nature during last 5-years of value of work Cost of project as mentioned below:
  - i. At least one projects costing not less than Rs.3.00 Crores
  - ii. At least three projects costing not less than Rs.1.00 Crore each
  - iii. At least five projects each costing not less than Rs.60.00-lacs each
4. The Applicant should have PAN and latest GST clearance.
5. Intending applicants are required to submit the details of technical personnel in their organization.
6. Affidavit as per Annexure-IV

## **B) Instructions to Applicants:-**

- I. Intending applicants are required to submit the details about their Organization, experience, technical personnel in their organization, office space capacity, proven competence to handle major projects, in house computer aided design facilities etc in enclosed Performa /separate sheet if required.
- II. The evaluation of applicant shall be as per technical evaluation criteria listed above.
- III. Applicants are required to furnish all information and documents as called for in this request in English. Proposal should be typed or filled in ink.
- IV. All accompanying documents must be clearly signed by the Authorized Signatory.
- V. Any proposal received after the closing of due date and time shall not be considered.
- VI. Applicant has to be a single entity; Joint Ventures are not allowed to apply.
- VII. The applicant shall conduct a site visit if required at its own cost and expenses to study the local conditions before submitting the bid with comprehensive concept and design.

The Applicant may properly check the documents before submission to ensure that all information as asked for is enclosed.

At any time prior to opening of proposals, JKTDC either at their own initiative or in response to clarifications requested by a prospective Applicant may modify the tender documents conditions by uploading the modifications in website [www.jktenders.gov.in](http://www.jktenders.gov.in) or publish in leading newspapers.

**C) The bids shall remain valid for a period of 90-days from the date of opening.**

- 1) JKTDC Ltd reserves the right to reject any / all proposals at any point of time if it becomes known or is discovered that a material misrepresentation has been made by the applicant in the process related to submission of documentary.
- 2) Managing Director JKTDC shall also reserve the right to remove the Consultant from the panel if he fails to provide services as per requirement of the Corporation.

**D) SCOPE OF WORK.**

The Accessor(s)/valuers(s)/firms shall be required to provide services in respect of the following fields:-

1. Taking client's instructions and preparation of design brief.
2. Site evaluation, analysis and impact of existing and / or proposed development on its immediate environs.
3. Any other individual /specific requirements of the project.
4. Preparation of concept and technical project report and preparation of tender documents on BOQ basis.
5. The Applicant would be require to guide, coordinate and liase with the departmental expertise for identification of material and plant resources and discovery of geniuses of quality and reasonability of rates for any purchase connected with the assigned job.
6. Inspection and valuation of works identified periodically or as when required.
7. Inspection and valuation of works identified periodically or as and when required.

**E) SCHEDULE OF SERVICES.**

The Applicant/firms shall be taking instructions from the client & render the following services: -

- 1) Ascertain and examine site constraints & potential and prepare a design brief for client's approval.
- 2) Prepare report on site evaluation and analysis and impact of existing and / or proposed development on its immediate environs.
- 3) Prepare conceptual design with reference to requirements given and prepare a preliminary Bill of Quantities.
- 4) Preliminary the conceptual designs incorporating required changes and prepare the preliminary drawings, sketches for client's approval along-with preliminary estimate of cost. The Consultant shall submit a power point presentation to Project Authority for its Approval.
- 5) Drawings for client's / statutory approvals. Prepare drawings necessary for clients / statutory approval and ensure compliance with codes, standards and legislations as applicable and assist the client in obtaining the statutory approvals thereof if required. The preliminary drawing incorporating necessary requirements as desired by Project Authority need to be presented in power point and to be approved from Project Authority.
- 6) Design, prepare and issue relevant details with Plans for proper valuation as deemed fit by the Authority and shall have to be submitted in hard and soft copies.
- 7) Clarify any decision where ever found necessary, after interpretation of the proposal framed.
- 8) All the requisites what so ever required for valuation of movable and immovable Structures items shall be managed/arranged by the Agency engaged.

## **F) COMPLETION STAGE/TIME CONTROL**

Within 15 Days of Issue of Allotment of Contract, the allottee shall submit to the Executive Engineer, JKTDC, for approval the preliminary proposals/plan duly vetted by the Authority. Prepare and submit 06 sets of proposal in hard and soft copies within 15 days after approval of preliminary plans by the competent authority.

## **G) Consultancy charges of the work**

Charges shall payable for the successful Bidder to whom the work is assigned shall be payable as per his quoted rate.

## **H) Schedule of Payments under Contract Admissible upon Allotment.**

The Architect shall be paid professional fees in the following stages consistent with the work done plus other charges and reimbursable expenses as agreed upon, subject the work on the project is in progress.

<b>Retainer</b>	<b>5% of the total fee payable adjustable at the last stage.</b>
<b><u>Stage 1</u></b> On submission of approved conceptual Plan along with detailed project report.	<b>25% of the total fee payable adjustable at the last stage.</b>
<b><u>Stage 2</u></b> On submitting approved concept and plan along with detailed project report.	<b>50% of the total fees payable.</b>
<b><u>Stage 3</u></b> Upon virtual completion of the assigned job.	<b>100% of the total fees payable less payment already made at stage 1 to 2</b>

The Applicant has to visit site as & when required, however nothing extra shall be paid for site visits.

**Note:-**No payment shall be released if Project Authority does not approve the plan submitted.

**Sd/-**

**Executive Engineer,  
JKTDC, Sgr/Jammu.**

**NO:JKTDC/M&W/EE/1039-43**

**Dated:-10 /01/2025**

Copy to the: -

1. Managing Director JKTDC, for information.
2. FA&CAO, JKTDC for information.
3. General Manager (ops) Kashmir/Jammu JKTDC, for information.
4. Office file

**“Annexure A”**

A) Brief Description of the registered company.(Enclose separate page)

B) Assignments of similar nature successfully completed.

Note: The Applicant Consultancy Company / Organization should also give details of the ongoing similar assignments in the above format).

S.No.	Name of Assignment (Brief Scope)	Name of Project	Owner / Sponsor	Cost of Assignment	Date of Commencement	Date of Completion	Was Assignment satisfactorily completed
1.	2.	3.	4.	5.	6.	7.	8.

Signature of the authorized signatory: \_\_\_\_\_

Name of the authorized signatory: \_\_\_\_\_

Name of the Company: \_\_\_\_\_

Seal of the company: \_\_\_\_\_

Note: The applicant must attach documentary evidence in support of their submission above.

**“Annexure B”**

**Declaration**

We hereby confirm that we are interested in competing for the Consultancy Services to undertake the task related to job being entrusted by JKTDC Ltd., All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.

## “Annexure C”

Organizational Contact Details	
1. Organizational Contact Details	
2. Main areas of business	
3. Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932	
4. Registration details of authorized signatory / own of the firm	
a) Council of Architecture New Delhi	
b) Indian Institute of Architects Mumbai.	
c) Govt. of J&K UT shops & establishment Act 1996	
d) Govt. of J&K UT District Industries Centre	
e) Govt. e-Market place (Gem)	
5. Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
6. Address of registered office with telephone no. & fax	
7. Contact Person with telephone no. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above
3. Undertaking in respect of 5 above.
4. Copy of certificates in respect of 04 above.

Signature of the applicant  
Full name of the applicant  
Stamp and Date

**“Annexure D”**

**List of experts/consultants on payroll**

S. No	Name	Designation	Qualification		Relevant Experience
			Academic	Technical	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Signature of the applicant  
Full name of applicant  
Stamp & Date



**Form E**

Turn over for last three years:

Sr No	Financial Year	Fees Earned	Remarks
1.	2022-23		
2.	2023-24		
3.	2024-25		

Note:

In addition to the above the applicant has to submit the following documents/ Information:

1. Copy of Balance Sheet(s).
2. Copy of valid GST Number with update details.
3. Copy of PAN/ TAN card.
4. Details of litigations, if any.
5. Other relevant details, if any

**Signature of Chartered  
Accountant with Seal**

**Signature of Applicant/Firm  
with seal.**

**Annexure-IV**

**AFFIDAVIT on correctness of Information furnished with the Bid.**

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm M/s \_ have abandoned any work on National Highways in India /any other work of state Government or central Govt. nor any contract awarded to us for such works have been rescinded, during last five years prior to the date of this bid.
- 1 That our firm has not been black listed or debarred in any state or central Govt. department. Neither our firm has any history of litigations.
- 2 We authorize the department to seek references from our bankers Name of bank \_\_\_\_\_ is \_Branch\_\_\_\_\_ Account No\_\_\_\_\_.
- 3 The undersigned hereby authorize (s) and request (s) any bank, person, firm or Corporation to furnish pertinent information deemed necessary and requested by the Department to verify this statement or regarding my (our) competence and general reputation.
4. The undersigned understand and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Department/Project implementing agency.
5. WE solemnly affirm that the information give in the bid is correct to the best of my knowledge and belief and nothing of any sort has been concealed.

Note: Affidavit to be notarized. \_

(Signed by an Authorized Officer of the Firm)  
Title of Officer Name of Firm DATE