



Assistant High Commission of India
Chittagong

NOTICE INVITING TENDER

**FOR SELECTION OF A FIRM/AGENCY TO CARRY OUT
MARKET PRICE EVALUATION OF A PROPERTY IN CHITTAGONG**

Assistant High Commission of India, Chittagong, intends to acquire a property in Chittagong for official use of the Assistant High Commission. For this purpose, the Assistant High Commission wishes to engage the services of a reputed real estate evaluator firm/competent agency to carry out market price evaluation of the property. Interested firms/agencies may submit their quotations to the Assistant High Commission in sealed envelopes. Bidders shall submit their bid in a large sealed envelope super-scribed, "Market Evaluation Bids", for Assistant High Commission of India, Chittagong, which shall have following three separate sealed envelopes inside:

Envelope A: This envelope shall be super-scribed as "**EMD**". It shall contain Demand draft or Banker's cheque or an unconditional and irrevocable Bank Guarantee or a print-out of online payment towards EMD, as per conditions mentioned at para 6 below.

Envelope B: This envelope shall be super-scribed as "**Technical Bid**". It shall contain the technical bid comprising (i) introduction of the firm/agency (ii) offer to undertake the work specified at para 1 below in accordance with the tender conditions (iii) documents establishing the eligibility of the firm (registration certificate, work experience, certificates from clients indicating satisfactory services etc.) as mentioned at para 2 below and (iv) other documents required to establish sound financial condition of the firm.

Envelope C: This envelope shall be super-scribed as "**Financial Bid**". It shall contain the financial bid, as per para 5 below.

No tender documents will be accepted after the expiry of stipulated date and time under any circumstances.

1. Scope of work: Assistant High Commission intends to acquire a property in **Chittagong-Khulshi** area of Chittagong. The market price evaluator firm/agency shall provide estimated

market value of the property i.e. the estimated amount which may be considered as fair value of the property acquisition. The above will be based on and include the following:

- i) Land plot and characteristics of the surrounding area, the land and the availability of communications, connectivity and facilities that affect the value.
- ii) Location and neighbourhood value.
- iii) Evaluation of land/ground taking into account degree of user variability (office/residence), characteristics of the site, dimensions and area of land.
- iv) Land lease, building rights and encumbrances influencing the value.
- iv) Any other work which falls under the ambit of evaluation of market price as per local/international norms and any physical restrictions on development of land.

2. Eligibility Criteria: The market evaluator firm/agency or property construction firm should be locally registered and appropriately qualified in accordance with the Bangladeshi laws and have at least 10 years of experience in carrying out such evaluation. Documentary evidence of registration and experience should be submitted as part of technical bid.

3. Time Frame: The selected market evaluator firm would be expected to immediately start the work in coordination with the Owner of the property and Assistant High Commission and submit the Market Evaluation Report to the Embassy **within a period of 2 weeks from the date of letter of appointment.**

4. Period of validity of bids: The bid shall remain valid for a period of 90 days from the date of the opening of the bid or up to any mutually extended period. A bid valid for a shorter period shall stand rejected.

5. Fees: The firms/agencies should submit their quote indicating lump-sum fees for the whole work, exclusive of VAT. Hourly quotation of fees will be summarily rejected. The quotation for fees shall be submitted in a separate sealed envelope duly super-scribed as Financial Bid.

6. Conditions:

(a) **EMD:** Prospective bidders shall deposit an amount BDT 5,000/- (Five thousand taka) with Assistant High Commission of India, Chittagong as Earnest Money Deposit (EMD). This can be in the form of a Bank draft or Banker's cheque in favour of 'Assistant High Commission of India, Chittagong' or Online payment to the Assistant High Commission's official bank account **or** an unconditional and irrevocable Bank Guarantee (as per format at Annexure-I). EMD shall be submitted in a separate sealed envelope. EMD shall have to remain valid for a period of 45 days

beyond the final bid validity period. The EMD received from unsuccessful bidders will be returned to them after finalization and award of contract to the successful bidder. EMD of the successful bidder will be returned after submission of the Performance Bank Guarantee.

(b) **Performance Guarantee:** The successful bidder will submit a ‘Performance Guarantee’ @ 5% of the accepted tender amount, within 7 days of issuance of ‘Letter of Acceptance’ by the Assistant High Commission. The agreement will be signed only on receipt of Performance Guarantee from the agency. This should be in the form of an unconditional and irrevocable Bank Guarantee (as per formant at Annexure-II) and should be valid up to 30 days beyond the stipulated date of completion of work.

(c) **Liquidated Damages:** In case of any delays on the part of the firm to submit the Market Evaluation Report within the stipulated period, the firm shall be liable to pay the Assistant High Commission, liquidated damages @ 0.5 % per week, subject to a maximum of 10 % of the accepted tender cost.

(d) **Forfeiture of EMD:** The EMD shall be forfeited in the following cases:

- (i) If the bidder withdraws the bid during the period of bid validity specified in the tender.
- (ii) If the successful bidder fails to furnish the ‘Performance Guarantee’, within 7 days of issuance of ‘Letter of Acceptance’.
- (iii) If the successful bidder withdraws or modifies the bid during the period of validity or after award of work.

7. **Payment modalities:** The entire fee (100%) will be released to the firm in lump–sum, within 45 days of submission of correct and complete bills on successful completion of the firm’s entire obligations under the contract i.e. when the Market Evaluation Report is submitted to the Assistant High Commission and accepted by the Assistant High Commission to be satisfactory.

8. The Contractor will maintain complete confidentiality with respect to contents of the Market Evaluation Report.

9. If any clarification is required, the Assistant High Commission may be contacted at hoc.chittagong@mea.gov.in & fs.chittagong@mea.gov.in.

10. Interested firms/agencies, reputed and having sufficient expertise and experience may send their response/quotation in a sealed envelope (along with EMD of BDT 5,000/-), clearly mentioning the following:

- (a) Lump–sum amount payable to the firm towards fees (as part of Financial Bid).

- (b) Acceptance of the conditions as mentioned at paras 3, 4, 6, 7 & 8 above (as part of Technical Bid), along with other requisite documents as indicated at Envelope B.

The bids, in sealed envelopes, may be sent to the following address not later than 24/02/2022 to:

Assistant High Commission of India
Chittagong
Plot No. 2111, Zakir Hossain Road, Khulshi, Chattogram

11. The Technical Bids will be opened on 27.02.2022 at 1600 hrs at the Assistant High Commission of India, Plot No. 2111, Zakir Hossain Road, Khulshi, Chattogram, by a Committee authorized by the Competent Authority of this office. The authorised representatives of the bidders shall be permitted to attend the bid opening. The financial bids of only those bidders, who have submitted the EMD and whose Technical Bids are accepted, shall be opened by the Committee authorized for the purpose at a time and date that will be separately communicated.
