



**SLUM REHABILITATION AUTHORITY**

4<sup>th</sup> Floor, Kakade Bizz Icon,  
Ganeshkhind Road, Shivajinagar,  
Pune – Maharashtra 411016.

DATE :- 24/08/2023

**Notice for Empanelment of Government Registered Valuers**

Slum Rehabilitation Authority invites applications for the Empanelment of Government Registered Valuers to carry out valuation of the schemes under Slum Rehabilitation Authority, Pune Interested firms having qualification and fulfills criteria as mentioned in the Application format should apply in the prescribed formats from 24/08/2023 to 13/09/2023, details regarding empanelment are available at SRA's website [www.srapune.gov.in](http://www.srapune.gov.in) SRA reserves rights to reject any or all applications without assigning any reasons.

**Sd/-**  
**Neelesh R. Gatane (I.A.S.)**  
**Chief Executive Officer**  
Slum Rehabilitation Authority  
Pune & Pimpri Chinchwad Area, Pune.



**SLUM REHABILITATION AUTHORITY**

4<sup>th</sup> Floor, Kakade Bizz Icon,  
Ganeshkhind Road, Shivajinagar,  
Pune – Maharashtra 411016.

**PUBLIC NOTICE FOR EMPANELMENT OF GOVERNMENT REGISTERED  
VALUERS**

Slum Rehabilitation Authority invites application in sealed envelope for “**Empanelment of Government Registered valuers for valuation of Schemes under SRA**” from the eligible entities fulfilling the criteria appended to this notice in the format annexed (Annexure-1) along with the supportive documents,

The Applications in prescribed format (Annexure-1), complete in all respects, along with all supportive documents of stated in the application format, must reach the office of CEO, SRA till 3.00 clock on 13/09/2023 positively.

The application in sealed envelope with inscription 'APPLICATION FOR EMPANELMENT OF REGISTERED VALUERS' should be sent by hand/ordinary post/courier to

**Sd/-**

**The Chief Executive Officer**

Slum Rehabilitation Authority

4<sup>th</sup> Floor, Kakade Bizz Icon,

Ganeshkhind Road, Shivajinagar, Pune 411016.

All complete applications received shall be acknowledged through e-mail to the email ID provided in the Application. Any application received after the above mentioned cut-off date shall not be considered for the process of empanelment.

The Valuers shall continue to remain on the panel till expiry of their 5-years tenor, unless delisted subsequent to their empanelment.

The selected Valuers will be intimated through email along with a copy of draft Agreement (Annexure-II) to be executed with SRA On execution of the Agreement, the Valuer shall be empanelled for five years, unless delisted by the SRA in the interim period for valid reasons. Rejection of applications shall also be intimated through email on citing reasons.

The Valuers shall apply in Annexure I and shall be evaluated on the basis of criteria as laid down in Annexure IV. All the Annexures and relevant of documents shall be signed in token of Acceptance of terms & condition.

The SRA's decision on selection shall be final and no communication in that respect shall be entertained.

Valuers thus empanelled may be awarded valuation jobs by issuing Letter of Appointment (Annexure-III) with Terms of Reference on case to case basis.

Dy Engg Proposals is the nodal officer for this process, who can be contacted on 020-25577999, 25577900

All persons / firms intending to apply are requested to go through the Appendix for understanding the Eligibility criteria and other norms before submitting the Application.

**Sd/-**  
**Chief Executive Officer**  
**Slum Rehabilitation Authority**

## APPENDIX

### **Eligibility criteria and other norms fo empanelment of Valuers (with SRA, Pune)**

#### **1. Eligibility criteria for the empanelment :-**

- a. The Valuer must be an Individual/ Proprietorship firm/ Partnership firm / LLP or **Pvt. Ltd. Company** which is registered under Section 34AB of the Wealth Tax Act 1957. In case of Partnership firms having two partners, all the partners must be registered u/s 34AB of WT Act, In case of Partnership firms having more than two partners, majority of the partners must be registered u/s 34AB of WT Act. Under Section 34AC of the Wealth Tax Act, Companies or other body corporate are eligible for undertaking the functions of registered Valuer, but majority of directors must be registered u/s 34 AB of WT Act.
- b. The Valuer must be member of any one of the professional Valuer bodies viz. Institution of Valuers, Institution of Surveyors (Valuation Branch), Institution of Govt. Approved Valuers, Practicing Valuers Association of India, The Indian Institution of Valuers, Centre for Valuation Studies, Research and Training, Royal institute of Chartered Surveyors, India Chapter, American Society of Appraisers, USA, Appraisal institute USA, Institute of Estate Managers and Appraisers.

#### **2. Negative lists :-**

- a. The Valuer against whom complaints have been registered with CBI / SFIO/ Police/ Court of law &/or who are blacklisted by any bank/ FI/ IBA shall not be eligible.
- b. The Valuer convicted of any offence and sentenced to imprisonment / found guilty of misconduct in professional capacity / convicted under IT Act &/or WT Act &/or Gift Tax Act &/or Service Tax Act, shall not be eligible.
- c. An undischarged insolvent shall not be eligible for empanelment.

#### **3. Scope of the work :-**

The SRA will designate / assign the work of Valuation to the Empanelled Valuer and the Valuer shall carry on the process of valuation, ordinarily within 30 days period. The valuation shall involve the valuation of the scheme work, valuing tangible or intangible assets, lands, TDRs, Completed works and balance works. It shall involve the Valuation of following components of Slum Rehab Schemes under SRA.

- Immovable property
- Rent
- Land potential
- Administrative Expenditure
- Professional fees paid
- Deposits & fees paid to different Statutory Authorities
- Transit camp related expenses
- Legislative, expenditure incurred by Developers on different aspects
- TDR consumed & Balance TDR.
- Completed work & Balance work

All other works ancillary to the valuation & different component of Slum Rehab Schemes shall be carried out by the Regd Valuer.

#### **4. Professional Fees :-**

<b>Slab</b>	<b>Value of Projects/ other assets</b>	<b>Valuation Fees (Rs.)</b>
1.	For the first 5 lakhs of the asset as valued	0.5% of the value
2.	For the next 10 lakhs of the asset as valued	0.2% of the value
3.	For the next 40 lakhs of the asset as valued	0.1% of the value
4.	For the balance amount of the as valued	0.05% of the value

The above charges shall be paid by the Developer to Valuers so empaneled who will be assigned to do the work of valuation of the Scheme. Fees shall be paid within 45 days of acceptance of the Report.

All individual Applicants and incase & comparies/LLPs/ Partnerships firms, majority of the Directors/Partness must possess the qualificant as below;

#### **5. Mandatory Qualification for the Valuer :-**

- a. Educational / Professional qualification post graduate degree in Real Estate Valuation of Passed in Valuation Examination in Real Estate as recognised by the Govt of India preffered Possess Bacherlor's degree in civil Engineering / Architecture / Town planning or any equivalent.
- b. Registration as mentioned in para 1 above, shall be the basic eligility criteria.
- c. At least 3 completed valuation works carried out during last 3 years under the Govt/Semi Govt organisation.
- d. Office in PMC/PCMC Area.
- e. PAN/TAN/GST Registration. The entities possessing above qualification shall be declared as technically qualified and shall evaluated for marks on the basis of Annex IV.

#### **6. Empanelment Procedure :-**

- a. As per approved guidelines, the Applications (as per format given in Annexure-I) are invited from the Valuers for Empanelment in the format (s) available on the SRA's website.
- b. The Empanelment under these guidelines shall be done on the basis of applications received upto a cut off date. i.e. 13/09/2023
- c. No application received after cut-off date shall be considered for Empanelment. The process will be repeated as and when required by seeking Applications from the Valuers, interested to be empanelled, within a cut-off date, to be notified in public domain,
- d. The Valuers thus selected, as above, shall submit all the relevant original documents as para 5 above and as per the Empanelment criteria mentioned in Annexure IV for verification.
- e. After verification of documents by SRA, Valuers shall be selected on the basis of scoring in Annexure IV. The Valuers shall execute stamped "Agreement with the Valuers in the Prescribed format towards the empanelled.

f. The applications, rejected during scrutiny by SRA will be informed in writing along with the cause of rejection.

**7. Duration of Empanelment :-**

- The duration of Empanelment shall be for a period of five years.
  - Upon expiry of 5 years from the Empanelment, the Valuer will require to apply a fresh for renewal/re-empanelment, which can be considered by the SRA based on the stipulated conditions.
  - However, at any time during the 5 years period, SRA may at its discretion remove any Valuer from the empanelment after serving show cause notice, for gross violation / dereliction of duty and on ascertaining the allegations Such Valuers shall remain debarred from empanelment for next 5 years.
8. SRA shall not be responsible for recovery of any fees from the Developer or shall not pay the fees to the Registered valuer on any account. The fees shall be recovered by the empanelled Valuer from the Developer to whom the Scheme is to be allotted.
9. The Valuer shall follow all upto date guidelines and principles of Valuation, instructions of different Statutory authorities and undertake the work of Valuation as assigned by SRA.
10. The Applicant are requested to submit the Applications in Annex I to Annex IV duly filled in along with all supportive documents online . The portal to be used for the entire process is [www.srapune.gov.in](http://www.srapune.gov.in)

**Sd/-**  
**Chief Executive Officer**  
**Slum Rehabilitation Authority**

**ANNEXURE – I**

**Valuer's / Valuer Firm's Letterhead**

Application format for Empanelment as Valuer with SRA, Pune  
(Only those persons who are registered as valuer under Wealth Tax act 1957 can apply.)

Signed Photo	Signed Photo	Signed Photo	Signed Photo	Signed Photo
-----------------	-----------------	-----------------	-----------------	-----------------

The Chief Executive Officer  
Slum Rehabilitation Authority  
4<sup>th</sup> Floor, Kakade Bizz Icon,  
Geneshkhind Road, Shivajinagar, Pune 411016.

Dear Sir/Madam,

I/we hereby apply for Empanelment as Valuers of Schemes under SRA and submit hereunder the requisite biodata information/ documentation for your consideration :-

1.	Name of the Applicant				
2.	Constitution	Individual / Proprietorship / LLP Partnership / Pvt Ltd Company			
3.	Firm's Details				
3a.	Address				
3b.	Phone No.				
3c.	Email				
3d.	Date of establishment				
3e.	Date of registration under WT Act				
3f.	Registration number under WT Act				
3g.	Under Rule 8A of WT Act, registered as valuer of				
3h.	Membership / affiliation details with professional valuer / surveyor bodies				
	Name of the Body	Member Since	Membership type	Membership No.	Specification, if Any
3i.	Firm's PAN / TAN				
3j.	Undertaking valuation of asstes since				
	Tasks handled in last 3 years with name of Clients	Attached separate sheet if required			
3k.	Details of present set up / infrastructure available to deal with valuation works				
3l.	Details of existing Empanelment				
3m.	Names of proprietor / all partners (also mention Managing / key / Senior partner) all Directors in case of Pvt Ltd Company.	1.	2.	3.	4.
4.	Particulars of individual/proprietor/partners <b><i>Particulars for each partner are to be provided (separate pages may be used for each partner to provide information in prescribed format)</i></b>				

4a.	Personal Details					
	Name				Nationality	
	Son/daughter/wife of					
	Sex		Date of Birth	Age	PAN	
	Address					
	Telephone		Mobile		Email	
4b.	Educational / Professional qualifications					
	Sr	Qualifications	Nature	University / Institution / Examining Body	Date of award	
	Graduate degree / Post graduate degree / certificate / Professional certificate					
4c.	Details of registration under W.T. Act					
	Date of registration		Registration No.		Registered as valuer of	
4d.	Work experience details					
	Undertaking valuation of assets since			<u>In Individual capacity</u> <u>Under this firm</u> <u>Under other firm (s)</u>		
	Tasks handled in last 3 years with name of clients (Attach separate sheet if required)			<u>In Individual capacity</u> <u>Under this firm</u> <u>Under other firm (s)</u>		
4e.	Whether proprietor / partner of any other firm, If so, name and address					
4f.	Duration with the applicant firm					
5.	Undertaking / Declarations					
5a.	I/we do hereby solemnly declare and affirm that <ul style="list-style-type: none"> <li>• I/we am/are a citizen of India.</li> <li>• I/we have not been removed/dismissed from service/employment earlier</li> <li>• I/we have not been convicted of any offence and sentenced to a term of imprisonment</li> <li>• I/we have not been found guilty of misconduct in professional capacity</li> <li>• I/we have not been convicted of an offence connected with any proceeding under the I.T. act 1961 &amp;/or G.T Act 1958</li> <li>• I/we am/are not undischarged insolvents</li> <li>• There are no complaints against me/us, registered with CBI/SFIO/Police/Courts of law</li> <li>• I/we have not been blackedlisted/depanelled by any bank/FI/IBA/others in the past</li> <li>• I/we have valid Pan Card number/Service Tax number as applicable</li> </ul>					
5b.	I/we do hereby undertake to execute the valuation works entrusted upon me/us abiding by the Standards & Procedures as laid down by the SRA and/or Institution of Valuers and/or such other Professional bodies and/or IBA.					
5c.	I/we solemnly declare that the information furnished above is complete and entirely true and nothing has been concealed If found incorrect, I shall be fully responsible for the consequences. I/we also affirm that terms & conditions of United Bank of India relating to empanelment of Valuers are acceptable to us and I/we also undertake to keep the SRA informed of any					



events/happenings which would make me/us ineligible for empanelment / remaining empanelled as Valuer.

For & on behalf of ----- (Firm)

Date :

Place :

(Signature)  
Name  
Designation

(Signature)  
Name  
Designation

(Signature)  
Name  
Designation

(Signature)  
Name  
Designation

*(All partners to subscribe their signatures)*

1..... 2..... 3..... 4.....  
5..... 6..... 7..... 8.....  
9..... 10.....

**Self-attested documents to be provided along with the application**

- Photographs of the applicant Valuer/proprietor/all partners.
- Identify and address proofs of the applicant Valuer/Proprietor/all Partners.
- Copy of Trade Registration.
- Copy of registered partnership deed (in case of partnership firms)
- Copies of PAN Card of the applicant Valuer/Proprietor/All partners.
- IT returns of last 3 years.
- Copies Registration Certificate of the applicant Valuer/Proprietor/All partners under W.T. Act.
- Evidence of professional qualifications and experience of the applicant Valuer/Proprietor/All partners.
- Evidence of enrolment/registration as valuers with professional bodies.
- Evidence of existing empanelment, if any, with PS, Fls, Supreme Court, High Courts, Govt. authorities/departments, etc.
- Documents in support for technically qualifying the valuer as per Para 5 of Appendix and documents recognized for Evaluation Matrix under Annex IV.

(Format of undertaking to be submitted by the Valuers for Empanelment)

**UNDERTAKING**

Date : -- / -- /2023

The Chief Executive Officer  
Slum Rehabilitation Authority,  
4<sup>th</sup> Floor Kakade Bizz Icon,  
Ganeshkhind Road, Shivajinagar,  
Pune – 411016.

**Ref. No.** : Advertisement No. ----- dated -----

**Sub.** : Empanelment of Valuer, with SRA, Pune.

Dear Sir,

I/We

i) ----- S/o, D/o, W/o -----

ii) ----- S/o, D/o, W/o -----

iii) ----- S/o, D/o, W/o -----

do hereby solemnly affirm / confirmed / undertake / declare and state that.

1. I/We am/ are citizen(s) of India.
2. I/We have not been removed / dismissed from service / employment earlier.
3. I/We have not been convicted of any offence and mentenced to a term imprisonment.
4. I/We have not been found guilty of misconduct in professional capacity.
5. I/We am/ are not undischarged insolvent.
6. I/We have not been convicted of an offence connected with any proceeding under the Income Tax Act 1961, Wealth Tax Act 1957 or Gift Tax Act 1958.
7. Our PAN card number/Service Tax number is mentioned in relevant filed.
8. I/We undertake to keep you informed of any events or happenings which would make me/us ineligible for empanelment as valuer.
9. We have not concealed or suppressed any material Information, facts and records and I/We have made a complete and full disclosure.
10. We shall act with independence, integrity and objectivity while carrying out valuation work.
11. We shall carry out all valuation works with an independent mind and shall not come under any influence of anybody.
12. I/We am/ are not related to any of the personnel in the department/division of the SRA dealing with valuation work directly.

For & on behalf of ----- (Firm)

(Signature)

Name

Designation

*(All partners to subscribe their signatures)*

(Signature)

Name

Designation

(Signature)

Name

Designation

(Signature)

Name

Designation

Name of the Applicant

Organization

Address

Date : -- / -- / 2023

Place : -----

## (Code of Conduct)

**Ref. No.:** Advertisement No. ----- dated -----

**Sub. :** Empanelment of Valuer, with SRA, Pune.

**All valuers empanelled with SRA shall strictly adhere to this code of conduct.**

1. To express an opinion only when it is founded on adequate knowledge and honest conviction impartially.
2. To refrain from misrepresenting qualifications or work experience.
3. To treat all information procured during the course of the business as confidential.
4. To observe integrity and fair play in the practice of the profession.
5. To refrain from undertaking to review the work of another Valuer of the same client, except under written orders from the bank or housing finance Institution and with knowledge of the concerned Valuer.
6. To give unbiased valuation report conforming to standards and conforming to the objective opinion of the property and not to attempt merely to accommodate the interests of the client.
7. To steer clear of situations where interests and duty clash.
8. To conduct oneself in such a manner that will not prejudiced the professional status reputation of the profession
9. To follow this code as amended or revised from time to time.

For & on behalf of ----- (Firm)

(Signature)  
Name  
Designation

(Signature)  
Name  
Designation

(Signature)  
Name  
Designation

(Signature)  
Name  
Designation

*(All partners to subscribe their signatures)*

Name of the Applicant  
Organization  
Address

Date . : -- / -- / 2023  
Place . :

## ANNEXURE – II

*(To be executed on non-judicial stamp paper worth Rs.500/- of selected valuer will be enlisted only upon execution)*

### **AGREEMENT/DRAFT TO BE EXECUTED BY THE VALUERS ENTITLED FOR INCUSSION IN THE APPROVED PANEL OF THE SRA**

This Agreement made at ----- on this ----- date of ----- 20 --- between ----- of ----- (hereinafter called the 'Valuer') of the One Part and Slum Rehabilitation Authority, having its head office at 4<sup>th</sup> floor, Kakde Bizz Icon, University Road, Pune 411005. (hereinafter called the 'SRA', which term shall unless repugnant to context include its successors and assigns) of the Other Part.

Whereas on the request of the Valuer, the SRA has empanelled the Valuer to asses the valuation of property / schemes as may be requisitioned by the SRA from time to time.

Whereas the Valuer has agreed to render his/her/its services inter-alia on the terms and conditions mentioned hereunder;

### **NOW THIS AGREEMENT WITNESSETH AS UNDER**

1. That the Valuer agrees to value the property / Scheme as per requisition made by SRA from time to time through job specific letter of engagement/assignment with terms of engagement and accept fee as prescribed / decided by the SRA.
2. That the Valuer shall not sub-contract the work, when requisitioned by the SRA, to any other valuers.
3. That the Valuer shall personally inspect the property/project in connection with the valuation of the same, and shall submit the Valuation Report within 30 days of order.
4. That the Valuer shall not assess value of such property project in which he/she/any of its partners is having any direct or indirect interest and shall promptly inform the SRA of such interest if approached by the SRA for valuation of such assets.
5. That the Valuer shall maintain secrecy of the SRA's clients and their properties.
6. That the Valuer shall act with independence, integrity and objectivity and shall not come under influence of anybody and shall not accept any assignment from the department/office in the SRA where any of the personnel is related to the Valuer.
7. That the empanelment does not carry assured engagement/appointment of Valuer and it is the SRA's prerogative to engage the services of the Valuer from the panel.
8. That in case constitution of the Valuer undergoes any change, the same shall be informed to the SRA immediately.
9. That if for any reason whatsoever the SRA may not maintain any panel or discontinue the panel, the Valuer shall have no grievance against the SRA and the SRA shall not be liable in any manner whatsoever.
10. That in case services of Valuer are not found satisfactory and their valuation reports are unworthy of being acted upon, the SRA may delist/de panel the Valuer's name from the approved panel of the SRA after issuance of show-cause notice, and on ascertaining the situation.
11. That the SRA reserves the right to take appropriate legal action including filing/lodging complaint to the professional body, if there is any misconduct on the part of the Valuer or information/valuation submitted by the Valuer to- SRA is incorrect or false. This shall be without prejudice to SRA's right to delist/dep panel the Valuer from its panel.

12. That the Valuer agrees and hereby gives consent to exchange information with other Government Bodies about particulars (name, address, and other details) of Valuer, performance as well as cause for delisting / depaneling, if any.
13. That the Valuer shall recover the amount of its fees as per fees structure approved by SRA, from the Developer and SRA shall not be responsible for any recovery of fees or payment of fees on any account.
14. The Valuer shall complete the work within time frame given by the SRA, and further shall submit as detailed report to the SRA.
15. The SRA, upon giving not less than 30 days prior written notice to the Valuer shall be entitled to terminate this agreement, if the Valuer breaches any of terms and conditions of this agreement.
16. Indicative terms of appointment attached herewith shall be treated as part of this agreement.
17. That the Valuer shall observe the guidelines prescribed by the statutory Authorities and shall adhere to the standard norms of valuation. The valuer shall follow the code of conduct and undertake all ethical ways in completing the assignment.
18. That, the Valuer shall excel in rendering the professional services and carry out the Assignment with due diligence.
19. That, the Valuer shall witness the methodology and valuation related issues before statutory forms.
20. That, the Valuer shall perform all the acts as directed by SRA.
21. That, the SRA shall initiate appropriate action against the Valuer, if the Report submitted is untrue unrealistic, causing pecuniary losses to SRA.

In witness whereof, the parties hereto have set their hand on the day, month and year mentioned hereinabove.

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Valuer (*Signature with WT Regn No.*)

*(in case of partnership firms all the partners to subscribe their signatures)*

For Slum Rehabilitation Authority

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Authorized Signatory

**ANNEXURE-III**

**PROFORMA FOR APPOINTMENT LETTER FOR ASSIGNING SPECIFIC WORK TO VALUER**

Shri/ Sm/ M/s -----  
-----

*(empanelled valuer)*

Dear Sir (s) /Madam,

The undersigned on behalf of Slum Rehabilitation Authority do hereby, engage your service as Valuer to assess the value of the Property/Scheme, the particular of which are given below, for the purpose of ----- as per terms of engagement attached herewith.

All the relevant supportive documents, in relation to ownership and identification of the assets/valuables which are in the custody of SRA are being provided by the SRA on acceptance of / along with this letter. Other documents, if any, required to undertake the assignment, have to be procured by you. You shall submit the valuation Report within 30 days of this letter.

The professional fees @ ----- (as negotiated within the SRA's prescribed fee structure) shall be paid by the Developer within 45 days of the submission of the valuation report and its acceptance by the SRA. In case the report is not in order &/or not acceptable to the SRA, the same shall be brought in your notice within 15 days from submission in writing for rectification and resubmission.

Your opinion/certification would be an input for our decision making. Therefore, we would like to state that in the event of your opinion/certification turns out to be untrue and factually incorrect causing loss to the SRA, we may seek such clarifications as may be required to investigate the matter and fix the responsibility. In the event it is established that there was gross negligence on your part or you had colluded with our customer in causing pecuniary damage / loss to the SRA we may recommend your name for including in the caution list being maintained by the Government Bodies. In addition, appropriate action against you shall be undertaken by SRA as deem fit.

The duplicate copy of this letter is to be returned duly signed and accepting the terms.

Particulars of the assets to be valued  
-----

Owned &/or leasehold by -----

Yours faithfully,

Date -----

For & on behalf of Slum Rehabilitation Authority

Place -----

(Signature with seal)

Copy to .: -----

CC :- Owner of the assets with request to co-operate with the Registered Valuer appointed by the SRA.

CC :- The Developer – You will have to pay the professional fees @ Rs.----- to the Registered valuer as fixed by SRA on satisfactory submission of the Report to SRA.

**INDICATIVE TERMS OF APPOINTMENT TO BE ATTACHED WITH LETTER OF APPOINTMENT**

- The Valuer, engaged by the SRA (vide Letter of Engagement shall execute the assignment on the following terms;
- The Valuer shall abide by the Terms of Agreement executed with the SRA for empanelment.
- Commencement of Work: the Valuer shall commence the valuation works only after receipt of the Letter of Engagement for the work, issued to the valuer by the SRA.
- The Valuer shall abide by the standards and procedures as laid down in the STRA Policy on Valuation and/or standards & procedures laid down by Institution of Valuers or such professional bodies and/or standards & procedures for real estate valuation as formulated by IBA and NHB.
- The Valuation report must contain (a) Fair Market Value [b] investment Value (based on income capitalization concept for income producing properties and (c) Liquidation/Distress sale value.
- The Report must be based on documentary evidence and the latest valuation guidelines and not based on hearsay.
- The reports must be in the formats approved by the Ministry of Finance, Govt. of India, for valuation of different types of assets as published by Institution of Valuers and are to be submitted directly to the SRA.
- The Valuer shall be provided with SRA's support /assistance, wherever necessary.
- The Valuer shall maintain confidentiality of the work being undertaken and shall not disclose information to any other persons other than the authority issuing Letter of Engagement. The Valuer shall ensure that the employees of the firm also to follow the policy of confidentiality and nondisclosure.
- The Valuer shall complete the assignment within the time period stipulated and agreed to in the Letter of Engagement. If the Valuer fails to deliver within a reasonable time period beyond the stipulated timeline even after three reminders, the SRA shall take the necessary steps to recommend for issuing show- cause notices and subsequent adjudication by Empanelment Committee at Head Office and in the meanwhile shall engage another Valuer to undertake the Assignment.
- However, in case the Valuer is not in a position to deliver in time due to genuine reasons, hardship or contingency, the same should be informed to the SRA immediately and the SRA may consider extension of time to complete the Assignment.
- All communications between the SRA and the Valuer shall be in writing/ e-mail.

## ANNEXURE- IV

### Evaluation Matrix for Empanelment of Valuers

Sr. No.	Criteria	Score Matrix		Max Score	Score obtained
		Particulars	Score		
1.	Experience in Valuation of relevant class (s) of Asset (s) as per Annexure-I	More than 10 years	15	15	
		More than 5 years but up to 10 years	10		
		More than 3 years but up to 5 years	5		
		Below 3 years	0		
2.	Educational Qualifications as specified in Annexure-I	Master's Degree and above in relevant field of valuation	15	15	
		Bachlors degree in relevant field of valuation	10		
		Diploma of any other qualification in relevant field of valuation	5		
		Qualifications other than above	0		
3.	Registration with insolvency and bankruptcy Board of India (IBBI) or Membership with Registered Valuer Organisation (RVO)	Registered valuer with IBBI	20	20	
		Membership with Registered Valuer Organisation (RVO)	10		
		Not registered with IBBI Nor registered with RVO	0		
4.	Registered under section 34AB of Wealth Tax act 2002	Registered under the Wealth Tax Act	15	15	
		Not registered under the wealth Tax Act	0		
5.	Present Empanelment, appointment with PSBs/Gov. organizations/ Companies (Ltd. Co. engaged in business of Valuation/LLP/ Pvt.Ltd. Co. engaged in business of valuation for last 5 years)	Present Empanelment / appointment with 5 and above PSBs/Govt. Organisations excluding Companies	10	10	
		Present Empanelment /Appointment with 1 to 4 PSBs/Govt. Organisations/including Companies	5		
		Presently No Empanelment/Appointment with PSBs/Govt. Organisations/Companies	0		
6.	Reference letter from PSBs/Govt. Organisations Companies	5 and above reference letters from PSBs /Govt. Organisations excluding Companies	5	5	



	where previously Valuer had done Valuations	2 and above reference letters organisations excluding Companies	2.5		
		Below reference letters from PSBs /Govt. Organisations/including Companies	0		
7.	Number of relevant Valuation assignments undertaken and successfully completed in last 24 months	40 assignments and above with minimum 18 Non-Retail assignments	10	10	
		20-39 assignments with minimum 12 Non-Retail assignments	5		
		10-19 assignments with minimum 6 Non Retail assignments	2.5		
		Below 10 assignments	0		
8.	Amount of Valuation works executed during last 12 months	12 or more number of cases with market value above Rs.100 crore lacs each	10	10	
		12 or more number of cases with market value above Rs.50.00 lacs each	5		
		Any no. of assignments of market value below Rs.50.00 lacs	0		
		<b>Total</b>		<b>100</b>	

\* Relevant Asset class = Land & Building / Real Estate, Plant & Machinery, Securities or Financial Assets / Stocks and Trade, Agriculture Land

\* Non – Retail = Corporate

➤ Categorisation of Valuer on the basis of score in Evaluation Matrix

Category – A      Score 62 and above      -      No limit

Category – B      Score 55 to 61      -      Above Rs.50 Cr.

Category – C      Score 35 to 54      -      Above Rs.5 Cr.

Note : Qualifying marks for Empanellment Shall be Min 60% or as decided CEO, SRA.