



वित्त मंत्रालय / Ministry of Finance

राजस्व विभाग/ Department of Revenue

सीमा शुल्क आयुक्त कार्यालय/ Office of the Commissioner of Customs

कस्टम हाउस नयी हारबर एस्टेट/ Custom House, New Harbour Estate

तूत्तुकुडी- 628 004 / Thoothukudi – 628004.

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C.No. VIII/48/730/2016-Disposal

Dated: 24.04.2018

**NOTICE INVITING e-TENDER**

**FOR APPOINTING OF CHARTERED ENGINEER/APPROVED VALUER FOR  
VALUATION OF SEIZED/CONFISCATED/TIME EXPIRED BONDED GOODS**

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**The previous Tender Notice dated 12.02.2018 called for is hereby cancelled.**

Office of the Commissioner of Customs, Custom House, Tuticorin – 628 004 invites online e-Tender from the Central Government Approved Chartered Engineers/Valuers (herein after referred to as “Valuer”), for the valuation of New/Used Seized/Confiscated/ Time Expired Bonded Warehoused Goods for the period of one year.

2. The Tender enquiry documents and all Tender forms are made available on official CPPP website <http://eprocure.gov.in>, [www.cbec.gov.in](http://www.cbec.gov.in) and [www.tuticorincustoms.gov.in](http://www.tuticorincustoms.gov.in) from 27.04.2018.

3. **Tender Submission:** Tender shall be submitted online only at CPPP website: <http://eprocure.gov.in>. Valuers are advised to follow the “**Instruction to Valuer for Online Tender Submission**” provided in Annexure-III for online submission of Tender.

4. **Technical & Financial Tender:** The Tender shall be submitted online in two parts viz. **Technical Tender (Annexure-I) and Financial Tender (Annexure-II)**. All the pages of Tender being submitted must be signed and sequentially numbered by the Valuer irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email etc. shall not be considered. No correspondence will be entertained in this matter.

**5. TECHNICAL TENDER REQUIREMENTS:**

1. The Valuer should be a specialist in the field of,
  - a) Machineries,
  - b) Electrical & Electronics items,
  - c) Textile items,
  - d) Food items,
  - e) Agriculture products (Pulses/Spices & etc.),
  - f) Chemical & Allied Products,
  - g) Metal Scraps/Waste Paper/Used Tyres,
  - h) Cigarettes/Liquors,
  - i) Vehicles
2. The Valuer should submit the copy of PAN No. and GST Registration Certificate.
3. The Valuer should be Central Government Approved Chartered Engineer for the purpose of Valuation.
4. The Valuer should not have been black listed by any Government Agency or involved in any offence.
5. The Valuer should have sufficient Human/Material/Technical resource.

**6. FINANCIAL TENDER REQUIREMENTS:**

The Valuer shall submit Financial Tender online in a stipulated format as laid down in Annexure II to this NIT. The Valuer shall mention his quotation for valuation work in the form of rate (in Indian rupees to be mentioned in figures and words separately). The Financial Tender will be taken to account for those Valuers, who have qualified in the Technical Tenders.

**7. Scope of work:**

1. The Valuation report submitted by the Valuer shall specify (a) Whole sale Market Price and (b) Margin of Profit, based on the condition of the goods, the fact that no warranty and after sale service is attached to the goods, the size of the consignment etc.
2. The Valuer will provide full details of the basis of valuation in their report including physical description and condition of package and storage along with photographs.
3. The Valuer will be responsible for the finding/suggestions/implications of their report on the assignments allotted.
4. The Valuer will take all necessary steps to ascertain the correct valuation including taking samples if considered necessary.
5. The Valuer will maintain secrecy of the work assigned to him and his report on valuation. He shall not divulge any information that he may come across at any stage of valuation to others.

**8. SUBMISSION OF APPLICATION FOR TENDER:**

- i. If an individual makes the application, it shall be signed by the proprietor above his full typed written name and current address.
- ii. If a proprietary firm makes the application, it shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- iii. If the application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current address or alternatively by a partner holding power of attorney shall accompany the application. A certified copy of the partnership deed and current address of all the partners of the firm shall also accompany the application.
- iv. If a limited company or a corporation makes the application, a duly authorized person holding power of attorney for signing the application shall sign it. In such a case a certified copy of the power of attorney shall accompany the applications. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the tender application is filed.
- v. Overwriting should be avoided. Neatly crossing out, initiating, dating and rewriting shall make correction, if any. All pages of the document shall be numbered and submitted as a package with signed letter of transmittal. At no stage use of white ink/fluid or correction pen is used.

**9.** A Valuer, who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price tender template in any manner. In case, if the same is found to be tampered/modified in any manner, tender will be completely rejected and Valuer is liable to be banned/blacklisted.

**10.** The Critical Dates for the Tender Submission and processing are as under:

Published Date	: 27 <sup>th</sup>	April	2018 (04.00 P.M.)
Tender Submission Start Date	: 27 <sup>th</sup>	April	2018 (04.00 P.M.)
Tender Submission End Date	: 07 <sup>th</sup>	May	2018 (04.30 P.M.)
Technical Tender Opening Date	: 08 <sup>th</sup>	May	2018 (10.30 A.M.)
Financial Tender Opening date	: 08 <sup>th</sup>	May	2018 (02.00 P.M.)

(Those Valuers, who have qualified in the Technical Tender)

**11.** Interested Valuers are advised to visit Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/addendum/amendment.

**12.** Not more than one tender shall be submitted by one Valuer or Valuers having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are

common) be allowed to tender for the same tender as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.

**13.** In the event of the above-mentioned date for Technical Tender opening being subsequently declared as a closed holiday for this office, the Tenders will be opened on the next working day at the scheduled time.

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**ASSISTANT COMMISSIONER (DISPOSAL)**

Copy to:

1. The Assistant Commissioner of Customs (EDI), Custom House, Tuticorin  
– for uploading the Tender Notice on Tuticorin Customs & CBEC websites.
2. Notice Board.

**ANNEXURE I**  
**TECHNICAL TENDER**

<b><u>TECHNICAL/QUALIFYING TENDER FORM FOR APPOINTING OF CHARTERED ENGINEER / APPROVED VALUER FOR VALUATION OF SEIZED/CONFISCATED/TIME EXPIRED BONDED GOODS</u></b>		
1.	Name of the Valuer	
2.	Type of Entity – Proprietary Firm, Partnership Firm, Company	
3.	Address	
4.	Telephone No./Fax No./Mobile No.	
5.	Name of the Contact Person	
6.	Address	
7.	Telephone No./Fax No./Mobile No.	
8.	<b><u>FURNISH FIELD WISE DETAILS OF SPECIALIATIONS</u></b> (Refer Para 5.1)	
<b><u>FOLLOWING LEGAL CERTIFICATES TO BE ENCLOSED</u></b>		
9.	PAN Details	
	GST Registration Certificate	
	Chartered Engineer Certificate	
	Copy of Registered Valuer Certificate issued by any other Agency / Office / Department	
	Annual Turnover of previous Three Financial years details (Income Tax Returns of last three years to be enclosed)	
10.	Have you Black listed at any time in past by any organization.	YES / NO
11.	Any other information, Valuer may like to furnish (may be furnished in separate enclosure)	
<b>DECLARATION</b>		
<p>I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge. I /We understand that if any deviation is found in the above statement at any stage. I/We shall be blacklisted and will not have any dealing with the department in future.</p>		
<p>I hereby confirm that I am authorized to sign the Tender Document.</p> <p style="text-align: center;">Signature : Name : Designation:</p>		
Date:		
Place:		
Signature:		

**ANNEXURE II**  
**FINANCIAL TENDER**

Name of the Valuer		
Type of Entity – Proprietary Firm, Partnership Firm, Company		
Address		
Telephone No./Fax No./Mobile No.		
Name of the Contact Person		
Address		
Telephone No./Fax No./Mobile No.		
<b>S.No.</b>	<b>Description</b>	<b>Rate Quoted in Rs.</b>
1.	Valuation Charges for Homogenous Cargo per container FCL 20'	
2.	Valuation Charges for Homogenous Cargo per container FCL 40'	
3.	Valuation Charges for Homogenous Cargo (LCL)	
4.	Valuation charge for Heterogeneous Cargo per container FCL 20'	
5.	Valuation charge for Heterogeneous Cargo per container FCL 40'	
6.	Valuation charge for Heterogeneous Cargo (LCL)	
7.	Open Lot Cargo	

## ANNEXURE III

### Instruction to Valuer for Online Tender Submission:

The Valuers are required to submit soft copies of their Tenders electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the Valuers in registering on the CPP Portal, prepare their Tenders in accordance with the requirements and submitting their Tenders online on the CPP Portal.

More information useful for submitting online Tenders on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Valuer are required to enrol on the e-Procurement module of the **Central Public Procurement Portal** (CPP Portal) (URL: <https://eprocuresiov.in/eprocure/app>) by clicking on the link "**Online Valuer Enrolment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the Valuers will be required to choose a unique username and assign a password for their accounts.
- 3) Valuers are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the Valuers will be required to register their valid **Digital Signature Certificate** (DSC) (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a Valuer. Please note that the Valuers are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Valuer then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 7) There are various search options built in the CPP Portal, to facilitate Valuers to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the Valuers may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 8) Once the Valuers have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the Valuers through SMS / email in case there is any corrigendum issued to the tender document.
- 9) The Valuer should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF TENDERS**

- 10) Valuer should take into account any corrigendum published on the tender document before submitting their Tenders.
- 11) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the Tender. Please note the number of covers in which the tender documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the tender.
- 12) Valuer, in advance, should get ready the tender documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Tender documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 13) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every tender, a provision of uploading such standard documents (e.g. PAN card copy, Annual reports, CE certificates etc.) has been provided to area while submitting a tender, and need not be uploaded again and again. This will lead to a reduction in the time required for tender submission process.

## **SUBMISSION OF TENDER**

- 1) Valuers should log into the site well in advance for tender submission so that they can upload the tender in time i.e. on or before the tender submission time. Valuer will be responsible for any delay due to other issues.
- 2) The Valuer has to digitally sign and upload the required tender documents one by one as indicated in the tender document.
- 3) Valuers are requested to note that they should necessarily submit their financial tender in the format provided and no other format is acceptable. If the price tender has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the Valuers. Valuers are required to download the BoQ file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the Valuer). No other cells should be changed. Once the details have been completed, the Valuer should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the Valuer, the tender will be rejected.
- 4) The server time (which is displayed on the Valuers' dashboard) will be considered as the standard time for referencing the deadlines for submission of the tenders by the Valuers, opening of tenders etc. The Valuers should follow this time during tender submission.
- 5) All the documents being submitted by the Valuers would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of tender opening. The confidentiality of the tender is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any tender document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption



using buyers/ tender openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized tender openers.

- 6) The uploaded tender documents become readable only after the tender opening by the authorized tender openers.
- 7) Upon the successful and timely submission of tenders (i.e, after Clicking "Freeze Tender Submission" in the portal), the portal will give a successful tender submission message & a tender summary will be displayed with the tender no. and the date & time of submission of the tender with all other relevant details.
- 8) The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any tender opening meetings.

#### **ASSISTANCE TO VALUERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. Any queries relating to the process of online tender submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

#### ANNEXURE – IV

1. The Valuer should undertake to inspect the goods with due care and diligence without damaging the goods being inspected.
2. The Valuer should undertake to complete the valuation work, including submission of Valuation Certificate, within **Ten days** from the date of receipts of intimation of particulars of goods to be valued.
3. On approval of the Tender the Approved Valuer has to enter into an agreement with the AC/DC (Disposal) agreeing to the terms and conditions, swearing to abide by the terms and conditions and other legal requirements and the agreement shall be **valid for a period One Year** of the order of the approval of the Tender.
4. The approval of the Tender does not automatically amount to an appointment or right for an appointment to be made by this office. This office is free to employ any Valuer to claim that he alone should be entrusted with the valuation of the goods
5. The Valuer will maintain secrecy of the work assigned to him and his report on valuation. He will not divulge any information that he may across at any stage of valuation to other.
6. The Tuticorin Customs reserves the right to rescind the contract without assigning any reasons.
7. The price offer includes all the activities in the process of valuation. No sum other than the accepted sum will be paid to the Chartered Engineer/Approved Valuer for the work done and valuation report submitted.
8. Payment will be made after the submission of Valuation Report only.