



Office of the Traffic Manager
Cochin Port Authority
Cochin -682009
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RFQ No. A6/F-130/Appointment of Valuer/2022-T

Dated: 23.10.2025

NOTICE INVITING THE TENDER

Sub: Tender for appointment of Customs Approved Valuer for valuation of various unclaimed / uncleared goods lying at Container Freight Station/ Warehouses of Cochin Port Authority.

Sealed Tenders are invited from the experienced **Customs Approved Valuers** for valuation of long standing/ uncleared/unclaimed cargo lying at Port CFS/ Warehouses or at any other location within the jurisdiction of Cochin Port Authority (CoPA) for a period of three years. The quotation detailing terms etc. are separately mentioned hereunder.

The complete offers along with all relevant documents is required to be submitted in one sealed cover super-scribing the subject to the quotation, Quotation Reference Number and Due date of submission. The quotation shall be received up to **14:00 hrs of 12.11.2025** and the same shall be submitted either directly to **the Traffic Manager, Cochin Port Authority, 2nd floor, New Administrative building, Willingdon Island, Cochin-682009**, Phone-258 2214 or by the Post.

Time schedules for this quotation will be as follows:

Sl.No.	Event	Venue	Date	Time
1	Issue of Quotation Document (free of cost)	Traffic Manager's Office. Quotation Document can also be downloaded from the Port's website www.cochinport.gov.in	From 23.10.2025 To 12.11.2025	09:30 Hrs
2	Last date of submission of quotation	Traffic Manager's Office	12.11.2025	14:00 hrs
3	Opening of quotations	Mini Conference hall	12.11.2025	15:30 Hrs
4	Cost of tender	NIL		
5	EMD	NIL		
6	Period of contract	Three years		

NOTE:-

- If the date fixed for opening of tenders is declared as holiday the tenders will be opened on the next working day following the holiday at the same time.
- If any tender is withdrawn or modified by the tenderer during the period of validity of the tender, the tender summarily be rejected.
- The tenderer while signing the tender would be deemed to have read and understood all the conditions of the tender which will be binding on him.
- The tenderer may visit the site to acquaint himself about the local conditions, nature of work to be undertaken and distances etc.

- E. If the date up to which tender is open for acceptance happens to be a holiday the tender will be deemed to remain open for acceptance till the next following working day.
- F. Conditional tenders will be summarily rejected.
- G. The Cochin Port Authority reserves the right either to accept or reject any or all the tenders without assigning any reason thereof.
- H. The Cochin Port Authority will make no Advance payments.
- I. Tenders giving insufficient particulars are liable to be rejected.

Sd/-

यातायात प्रबंधक/**TRAFFIC MANAGER**
Cochin Port Authority
2nd floor,
New Administrative building
Willingdon Island
Cochin- 682009

GENERAL TERMS AND CONDITIONS

Tenderer while submitting tender shall go through the following instructions and information and ensure that they are eligible to participate in the tender inquiry:

1. SCOPE OF WORK:

On receipt of request for valuation of various unclaimed/ uncleared goods lying at Container Freight Station/ Warehouses under the office of the Traffic Manager, Cochin Port Authority, It would be the responsibility of the selected tenderer to undertake physical inspection of cargo in Containers/Destuffed Cargo or LCL/FCL Lots or lots of any other cargo and inventory thereof, draw samples, if felt necessary, and undertake valuation of Cargos/goods. Valuation reports should be prepared as per laid down procedures of the Customs in the format as approved by Customs and to be submitted in sealed cover, within fifteen [15] days from the date of letter issued by the CoPA for doing valuation. The valuation report in sealed cover of such cargo which requires chemical testing shall be submitted within three days of issuance of test report.

Methodology used for valuation is to be recorded in report. Hypothetical Valuation / Fractional Valuation etc. shall be avoided. The valuation report should be very specific and based on market study / research. All information details in support of valuation should be included in the report. If any cargo to be valued and certified by specialist/ experts depending on type of cargo, the same should be arranged by the valuer without any extra cost. The report should be submitted at the earliest for the approval of Competent Authority. THE VALUATION REPORT SHOULD BE KEPT STRICTLY CONFIDENTIAL AND ANY DEVIATION MAY LEAD TO CANCELLATION OF APPOINTMENT AND / OR PENALTY MAY BE IMPOSED AS DEEMED FIT BY THIS OFFICE.

For inspection of the cargo, CoPA will arrange for manual and mechanical assistance to facilitate proper inspection of the cargos.

2. Pre-Qualification Criterion

The bidder shall be shortlisted based on documents submitted by them and capabilities. For the purpose of short listing, compliance of the following clauses shall be mandatory.

- a) Certificate of registration/incorporation in the case of Pvt Ltd/ Public Ltd Company/ certified copy of partnership deed in the case of LPP/ Partnership firm/ any document under the relevant rules/ laws if the firm is a proprietorship firm.
- b) Self-Attested copies of the Articles of Association and MOA in r/o Company and by laws in case of Cooperative Societies/Partnership deed in case of Partnership Firm and Notarized Affidavit in case of sole Proprietorship.
- c) POA as per ANNEXURE-VI, in favour of Partner/Authorized person authorizing him to sign the tender document (POA should be Duly Notarized), supplemented by Board Resolution in favour of POA holder or the person authorizing POA.

- d) A self-certificate that the tenderer is not black listed by any Commissionerate of Indian Customs / Major Port Authority/ CFS/ICD or Central / Local Govt., and is not debarred from participation in the tender process by any of these agencies.
- e) Affidavit by the person signing the tender document.
- f) The tenderer should have at least three years' experience of valuation of long standing/ uncleared/unclaimed cargo lying at CFSs/ ICDs/ PBWs/Any other customs location.

Self - attested copies of the experience certificates issued by the concerned department / users showing satisfactory execution of the valuation work for a period of three year are to be enclosed with the tender. **Tenders not accompanied with copies of the experience certificates, as stated above, duly self-attested shall be summarily rejected.** Submission of award letter/ Work contract/ offers shall not be entertained as work experience.

- g) Self-Certified copy of PAN
- h) Copy of GST Registration in the name of tenderer.
- i) Self-attested copies of certificate/s issued by certifying agency declaring him as Valuer /
- j) Chartered Engineer in whatever capacity of the company.
- k) MSME Document (if applicable)
- l) The tenderer should be a Govt. approved valuer i.e. empanelled by Customs and/or appointed as valuer by Customs anytime during previous two years. The tenderer shall enclose self-certified copy of relevant documents like work Order and Satisfactory work certificate from Concerned Custom Authorities duly including all details viz. Name, License/ Registration No. (if any), Period of empanelled, Centres for which empanelled etc.
- m) All paper should be neatly signed and stamped as a manifestation of acceptance of all terms and conditions.

NOTE:-

- i. **Amendment to Tender:** CoPA reserves the right to make revisions or amendments to the tender documents prior to the closing date of the bid. Such revisions or amendments shall be announced by an addendum or addenda. Copies of such addenda, which may be issued, shall be furnished to those who have purchase the bid documents from CoPA. The revisions / addenda shall be published in website www.cochinport.gov.in . Those tenderers, who have downloaded the tender documents from website, have to take note of such revisions from the web site. If the revision and the amendments made thereof are of a nature which shall require a substantial change in the quantity or bid prices or both, the date set for the bid opening may be extended by such number of days as shall enable the tenderers to revise their bids. In such case, the addendum shall include an announcement of the new closing date set for the submission of bids.
- ii. Submission of false, dubious, forged or tampered documents by the tenderers shall lead to the disqualification of the tenderer & action as deemed fit by the CoPA shall be taken against such erring tenderer.

3. SUBMISSION OF TENDER:-

The Tenders shall submit all the documentary evidence and various documents as are listed above and required to be furnished with tender in one sealed cover super-scribing the subject to the quotation, Quotation Reference Number and Due date of submission. Tenders not accompanied by all the scheduled enclosures intact duly filled in and signed shall be liable for rejection.

The quotation shall be received up to **14:00 hrs of 12.11.2025** and the same shall be submitted either directly to **the Traffic Manager, Cochin Port Authority, 2nd floor, New Administrative building, Willingdon Island, Cochin-682009**, Phone-258-2214 or by the Post.

4. **RATE:** The rate should be quoted for the total scope of work inclusive of all cost, travelling expenses, taxes if any and no other charges will be reimbursed/ paid for undertaking the job, unless otherwise specified. However, GST as applicable shall be paid extra. The rates shall be quoted in the prescribed format below.
5. **VALIDITY OF OFFER:** The offer should be kept valid for acceptance for a period of 90 days from the last date for submission of tender. In case the bidder unilaterally revokes or cancels or varies any rate, terms & conditions of the quotation after submission and during the validity period, the offer will be rejected.

6. AUTHORITY OF PERSON SIGNING DOCUMENTS:

- a) The parties of the contract are the contractor & Cochin Port Authority (CoPA) represented by the Traffic Manager and/or any other person authorized & acting on his behalf.
- b) The person signing the tender or any other documents forming part of the tender, on behalf of any other person or a firm, shall be deemed to warrant that he has authority to bind such other person or the firm as the case may be, in such matters pertaining to the contract including the arbitration clause. If, on enquiry, it is found that the person concerned has no such authority, the CoPA represented through the Traffic Manager may without prejudice to other civil and criminal remedies terminate the contract and hold the signatory liable for all costs and damages.

7. PERIOD OF CONTRACT:

The period of contract is for 03 years.

The Traffic Manager, CoPA reserves the right to terminate the contract at any time during its currency of the contract, without assigning any reason thereof, by giving thirty days' notice in writing to the contractor at their last known place of residence / business and the contractor shall not be entitled to any compensation by reason of such termination. The action of the Traffic Manager, CoPA under this clause shall be final, conclusive and binding on the contractor and shall not be called into question.

8. Selection of Valuer:

- a) The Cochin Port Authority reserves the right to accept/ reject/ cancel the tender. Incomplete quotation, conditional quotation, quotation received late, quotation not confirming to the terms and conditions mentioned in the quotation documents, shall be rejected.
- b) The bidder quoting lowest price (L1) shall be selected (subject to other terms & conditions). If the L1 bidder does not accept the offer of appointment within seven days of receipt of offer, the bid shall be cancelled and L2 bidder shall be treated as L1 bidder and if L2 does not accept the quotation of L1 within seven days, L3 bidder shall be given such offer & so on.

9. Acceptance of Offer: Selected valuer shall accept the offer in writing within seven days of receipt of offer letter from the department.

10. Language of the tender: The tender submitted by the tenderer and all correspondence and documents relating to the tender exchanged by the tenderer and the Cochin Port Authority shall be in English language. Any printed literature, other than in English language shall be accompanied by an English translation, in which case, for purpose of interpretation of the tender, the English translation shall govern.

11. Terms and Conditions:

- A. The valuer shall inventorize and determine value of any goods as and when requested by the Traffic Manager, Cochin Port Authority under written intimation.
- B. The valuer shall inspect the goods in the presence of the person authorized by the Traffic Manager, Cochin Port Authority at the respective location where goods are stored.
- C. The valuer shall complete the valuation work including submission of valuation certificate within two weeks from the date of receipt of intimation.
- D. The contract order may be given to a successful bidder, which shall remain valid for a period for three years from the date of awarding the contract. The department may terminate the valuer at any time with one month prior notice.
- E. The approval does not automatically amount to an appointment or right for an appointment to be made by this office. This office is free to employee any valuer of its choice and no right exists for the approved valuer to claim that they alone should be entrusted with the valuation of the goods.

12. Further while undertaking the valuation, the valuer is to comply with following:

- i. The valuation report submitted by the valuer shall specify (a) wholesale market price and (b) margin of profit.
- ii. The valuer shall provide full details of the basis of valuation in their report including physical description and condition of the goods.
- iii. The valuation report will have to be submitted in sealed envelope to Traffic Manager, Cochin Port Authority.

- iv. The valuer shall be responsible for the findings/ suggestion/ implications of their report on the assignments allotted to him.
- v. The valuer shall take all necessary steps to ascertain the correct valuation including taking samples if considered necessary.
- vi. For items to be sold on 'lot basis' the valuation report in addition to the unit price should also indicate the total price for the lot. For items to be sold on 'weight basis' only the unit price is to be mentioned along with estimated quantity.
- vii. The valuer shall maintain secrecy of the work assigned to them and their report on valuation. They will not divulge any information that may come across at any stage of valuation to others in detriment to the interest of the department.
- viii. The surveyor/valuer will have to obtain the requisite entry permits for entry into docks, wharves and CFS for his personnel at his own cost.
- ix. The surveyor/valuer will have to get the valuation report printed at his own cost. The report will have to be submitted in duplicate.
- x. For items requiring Chemical or other test, the actual cost, to be authenticated by document will be paid. For such cases the test report (in original) will have to be furnished along with the valuation report.
- xi. The valuer will be paid an amount of Rs.10/- per photograph of the cargo included in the valuation report subject to a maximum of 3 photographs per item of cargo.
- xii. The valuation is to be done in such a manner as not to hinder the normal business transactions at the Port and will be subject to directions of Port authorities.
- xiii. The valuer shall make his own arrangements for obtaining all licenses, permits etc, if any that may be required in connection with the service.
- xiv. Cochin Port Authority will in no way be responsible for accidents and claims arising out of such accidents while performing his service. The valuer shall comply with statutory obligations of State and Central Government, wherever applicable.
- xv. Any minor change which may not be specifically mentioned in the schedule of work but which are usual or necessary are to be carried out by the contractor without extra charge and the work must be complete in all respect.
- xvi. In the case of any change in the constitution of the firm shall be forthwith notified by the valuer to the Traffic Manager, Cochin Port Authority for information.
- xvii. In the event of any dispute or difference arising between the parties to the arrangement in any manner touching the subject matter of agreement, the same shall be referred to the decision of the sole arbitrator who shall be Deputy Chairman of Cochin Port Authority or any person appointed by him. The decision of Deputy Chairman or his nominee shall be final and binding.

13. Billing and Payments:

- I. Payment will be made by the Traffic Manager, CoPA on submission of bills after completion of work/ valuation. No advance payment will be released. The payment shall be made through E-Payment system for which the contractor shall provide the following details immediately after commencement of contract.
 - a) Bank Account Number
 - b) Name of Bank & Branch

- c) NEFT/ RTGs code
- d) Bank (IFSC code)

- II. The contractor should submit all his bills not later than two months from the date of expiry of the contract.
- III. Prices quoted are inclusive of all applicable taxes except GST. GST shall be paid extra applicable rates subject to submission of tax invoice as per rules under GST law. CoPA shall deduct GST at source at applicable rates in case transactions under this contract are liable to GST deduction at source.
- IV. The CoPA shall not be liable for payment of any interest on any bill outstanding for payment for any reasons, whatsoever.

14. Law governing the contract: This Contract, its meaning and interpretation and the relation between the Parties shall be governed by the Applicable Laws in India and shall be under the jurisdiction of courts in Cochin Corporation limits only.

Sd/-
यातायात प्रबंधक/TRAFFIC MANAGER



VALUER'S PARTICULARS



I. Organisation	
Name of the Organisation	
Address	
City	
Phone	
e-mail	
II. Contact Details	
Person Name & Designation	
Address	
Phone	
Mobile	
e-mail	
Valuer License No. issued by the Statutory Authority	
III. Other Details	
GST Registration Certificate	
PAN Details	
Chartered Engineer Certificate	
Copy of Registered Valuer Certificate issued by any other agency/Office/ Department	
Have You been black listed at any time in the past by any organization	Yes/ No

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.

Signature & Seal

Name & Designation



UNDERTAKING BY THE VALUER

- I. We undertake that my/our firm M/s.....
has not been blacklisted by any Govt. Department/ Public Sector Undertaking/ Autonomous Body.
- II. I Son/ Daughter/ Wife of
Shri.....
Proprietor/ Partner/ Director/ Authorized signatory of M/s.....
am competent to sign this declaration and execute this tender document.
- III. I have carefully read and understood all the term and conditions of the tender and undertake to abide by them.
- IV. The information / documents furnished along with the above application are true and correct to the best of my knowledge and belief. I/ We, am/ are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
- V. I/We understand that in case any deviation is found in the above statement at any stage, my/our concern/ firm/ co. shall be blacklisted and shall not have any dealing with the Department in future.

Date:
Place:

Signature of the authorized Signatory of the firm/
Company/Organization Office Stamp/Seal:



Appointment of Customs Approved Valuer for valuation of various unclaimed / uncleared goods lying at Container Freight Station/ Warehouses of Cochin Port Authority.

(PRICE SCHEDULE)

<p>Rate per day for valuation of Goods up to 10 (Ten) Cubic Meters (Cu m).</p> <p>(See clause 2 of General terms & conditions)</p>	<p align="center">Rs...../-</p> <p align="center">(Rupees..... only)</p>
<p>The rates should be conspicuously written in both figures and in words. Any overwriting, correction or insertion should be duly signed by the authorized signatories of the tenderer.</p>	

- Note 1.** Each additional cubic meters (Cu m) of Goods valued in excess of 10 Cu m of Goods in one day, will be paid proportionate to the rate quoted per day.
- Note 2.** For homogenous Bulk cargo including Ores and Minerals and such materials, and other unpacked Break Bulk cargo of uniform nature requiring only a few samples to be drawn from the entire lot, the rate proportionate to the actual quantity or one (1) cu.m whichever is higher shall be paid.

Signature of Tenderer
with date and seal.