



**COCHIN PORT AUTHORITY  
COCHIN-682009, KERALA, INDIA**

Tele: 91-0484-2666414, 2666871

Telefax: 91-0484-2666414

E-mail:coptce@gmail.com

**TENDER DOCUMENT FOR MAINTENANCE OF LANDSCAPED AREA AND  
SWEEPING AND CLEANING OF COPA AVENUE WALKWAY FOR A PERIOD  
OF 6 MONTHS**

**TECHNICAL BID (e-Tendering Mode)**

**Website:www.tenderwizard.com/CPT**

**CHIEF ENGINEER'S OFFICE  
COCHIN PORT AUTHORITY  
COCHIN-682009**

**TENDER No.T6/T-2025/2024-C**

**Rs.885/- (Rs.750/-+18% GST)**

**COCHIN PORT AUTHORITY**  
**TENDER FOR MAINTENANCE OF LANDSCAPED AREA AND SWEEPING  
AND CLEANING OF COPA AVENUE WALKWAY FOR A PERIOD OF 6  
MONTHS**  
**(Tender No.T6/T-2025/2024-C)**

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**SIGNATURE OF TENDERER**



Chief Engineer's Office  
Cochin Port Authority  
W/Island , Cochin – 682009, KERALA  
Tele: 91-0484-2666414/0484-258-2400  
website: [www.cochinport.gov.in](http://www.cochinport.gov.in)

Tender No. T6/T-2025/2024-C

Date : 05/09/2024

### NOTICE INVITING TENDER

Electronic Tenders (**e-tenders**) on percentage basis are invited by Cochin Port Authority from reputed contractors in Single Stage Two Cover bidding procedure [Technical Bid and Financial Bid], meeting the Minimum Eligibility Criteria specified below for the work of **“Maintenance of landscaped area and sweeping and cleaning of CoPA Avenue Walkway for a period of 6 Months”**.

1. **Minimum Eligibility Criteria:**

a) **Experience**

The tenderers should have experience of having successfully completed during the last 7 (seven) years ending **31<sup>st</sup> July 2024**, at least either:

- i) Three Similar Works each costing not less than **Rs. 3.38 lakhs**  
(OR)
- ii) Two Similar Works each costing not less than **Rs.4.22 lakhs**  
(OR)
- iii) One Similar Work costing not less than **Rs. 6.75 lakhs**

b) **Financial Turnover**

Average Financial Turnover of the tenderer over the last three financial years ending 31<sup>st</sup> March 2023 [2020-'21 , 2021-'22 & 2022-23] shall not be less than **Rs.2.53 lakhs**.

**Explanatory Notes to a) & b) :**

- (a) Similar work(s) means **“Civil Maintenance Works/ Horticultural works/ Landscaping works”**. The experience certificate of works executed in private sectors/ organisations shall be considered for qualification, only on submission of TDS certificate along with work order and completion certificate.

- (b) Copy of completion certificates of each work issued by the owner/ responsible officer of the owner under whom he has executed such contract shall be attached. The certificate shall contain details of work involved specifying the nature of work, the completion cost of the work, date of commencement & date of completion of the work.
- (c) The works reckoned for the above purpose are those executed by the tenderers as prime Contractor or proportionately as member of joint venture or Sub Contractor. The Sub-Contractor shall be an authorized and approved Sub-Contractor by the Employer of the work(s) against which the tenderer has claimed his experience. The tenderer shall attach attested copy(s) of approval issued by the Employer(s) authorizing as a Sub-Contractor; in proof of the claim of the tenderer as a sub-Contractor. The tenderer is also obliged to produce the original of the certified copy(s) on request by the department.
- (d) Following enhancement factors will be used for the costs of works executed for bringing the financial figures to a common base value in respect of the works completed in the past years.

**Table 1**

Year before	Multiplying factor
One year	1.07
Two years	1.14
Three years	1.21
Four years	1.28
Five years	1.35
Six years	1.42

- (e) **Financial Turnover:**  
In proof of Financial Turnover Audited Annual Accounts Statements (Balance Sheet & Profit & Loss Account Statement) & Turnover Certificate signed by the Chartered Accountant or IT returns duly acknowledged by the Income Tax department along with Computation Statement signed by the Chartered Accountant, for the last three years ending on 31st March 2023 shall be produced by the tenderer.

**2. Other Eligibility Considerations**

- 2.1 Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:
  - i) made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or
  - ii) record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, black listing/ debarring by Govt. departments etc.

2.2 The bidders having EPF/ ESI registration certificates only shall be considered for qualification in the tenderers, if applicable, as per EPF /ESI Acts. In case, the Tenderer does not have the required number of employees which makes such registration mandatory, an Undertaking as per Annexure I to the effect shall be furnished.

3. Pertinent information to the tender is given in the following Tables:

i) Schedule of different activities till submission of the bid are detailed as under:

**Table 2**

Sl. No.	Particulars	Date and Time
1	Tender e- publication date	<i>05-09-2024</i>
2	Download period of Bid Documents	<i>05-09-2024</i>
3	Date of Pre-Bid meeting	<i>Not Applicable</i>
4	Last date for seeking clarification	<i>12-09-2024</i>
5	Last date and time of submission of Bid	<i>19-09-2024 up to 14.30 hrs</i>
6	Date and time of opening the Bid	<i>19-09-2024 after 15.00 hrs</i>

ii) **Bid information :**

**Table 3**

i)	Estimated Amount put to Tender	<b>Rs.8,42,840/-</b>
ii)	Earnest Money Deposit	<b>Rs.17,000/-</b> furnished through Demand Draft or Banker's Cheque drawn in favour of Financial Adviser & Chief Accounts Officer, CoPA from any Commercial Bank in India or through RTGS/NEFT mode.
iii)	Cost of Bid document	Rs.885/- (Rs.750+18% GST) (Non refundable) furnished either through Demand Draft/ Banker's Cheque drawn in favour of the Financial Adviser & Chief Accounts Officer, CoPA from any Commercial Bank in India, or through RTGS/NEFT mode. being the cost of single copy of the tender document
iv)	Validity period of Tender	90 days from the Last Date of Submission of Bid.
v)	Time for Completion	<b>6 Months from the date of commencement</b>

4. This work essentially comprises of the following:

- i. Watering the landscaped area/ Lawn area and plants using water supplied by the department free of cost and sweeping and other maintenance works, cleaning and upkeeping the e-toilets at both the ends of Walkway.
- ii. Cutting and removing grass and other overgrowth of vegetation using weed cutter including labour, equipment and other consumables

- iii. Annual Maintenance of the e-toilets (4 (Two Double & two Disabled units) etc.
5. Tender documents can be downloaded from the e-Tendering portal [www.tenderwizard.com/CPT](http://www.tenderwizard.com/CPT) on the dates specified in Table 2 given above by making online requisition. Bid document will also be available in Cochin Port website ([www.cochinport.gov.in](http://www.cochinport.gov.in)) as well as Govt. tender website, [www.eprocure.gov.in](http://www.eprocure.gov.in), which can be downloaded for submission. The cost of bid document shall be furnished in the form of Demand Draft/ Banker's Cheque drawn in favour of FA & CAO, CoPA. The bidder shall submit the Originals of (i) DD / Bankers Cheque towards the cost of tender and EMD and (ii) Power of Attorney in favour of signatory(s) to the tender, with letter of submission in a sealed cover to the **Suptdg. Engineer-I, Cochin Port Authority, W/Island, Cochin-682009, Kerala**, on due date of Submission of bid within the prescribed time limit. **Non submission of original financial document towards cost of tender document and EMD will make the tender liable for rejection, and such tenders would not be evaluated further.**
6. The bidders need to obtain the one time User ID & password for log-in to in **e-Tendering** system from the service provider **KEONICS** by paying registration amount of **Rs.1124/-** by online Payment using Credit/Debit Card/Net banking or DD in favour of "KSEDCL, Bangalore".
7. The intending bidder must have valid Class-II or III digital signature certificate to submit the bid. For further details and to obtain the digital signature, please contact e-Tender Help Desk No.080-40482000 / 9746118529 / 9605557738.
8. Tenders shall be submitted "**online**" strictly in accordance with the Instructions to Tenderers and Terms & Conditions given in the tender document.
9. The bidder is responsible to download Addenda/ Amendments/ Errata/ Replies to the queries of the bidders etc., if any, issued by the Employer, from the website before submission of the bid. **Any shortfall in uploading the said Addenda/ Amendments/ Errata/ Replies to the queries of Tenderer etc. duly signed along with the downloaded documents while uploading the Tender will render the Tender incomplete and incomplete Tender Documents may be rejected.**
10. All Bids are to be submitted **online only** on the website [www.tenderwizard.com/](http://www.tenderwizard.com/) COPT. No Bids shall be accepted off-line (Hard copy).
11. **EARNEST MONEY TO BE DEPOSITED**
- 11.1 Each tender should be accompanied by an Earnest Money amounting to **Rs. 17,000/-**.
- 11.2 The Earnest Money can be deposited through Demand Draft or Banker's Cheque from a Commercial Bank in India, drawn in favour of Financial Adviser & Chief Accounts Officer, COCHIN PORT AUTHORITY or online payment through RTGS/NEFT. The original DD/ Banker's Cheque shall be submitted to the Superintending Engineer-I, Cochin Port Authority, Cochin-09, **on the due date of submission of the bid within the prescribed time limit.** Scanned copy of the DD/ Banker's Cheque shall be attached with the tender submitted "online". If online payment is made, the evidence thereof shall be attached with the tender submitted "online". If hard copy of the original DD/Bankers Cheque is not received within the stipulated period, or if the evidence of making online payment towards EMD is

not attached with the tender submitted online, then such bids will not be further evaluated and shall be rejected summarily. The Earnest Money deposited will not carry any interest.

11.3 Bank details of Cochin Port Authority are given below.

Name of bank	:	State Bank of India
Name of Branch	:	Cochin Port Trust Branch
IFSC Code	:	SBIN0006367
Account No	:	41401802288
Account Holders Name	:	Cochin Port Authority

11.4 EMD of L1 & L2 bidder shall be refunded to the respective bidders on submission and acceptance of Performance Security and entering into agreement by the L1 Bidder. EMD of other bidders will be refunded immediately after finalization of the bid.

12. Cochin Port Authority will not be held responsible for any technical snag or net work failure during online bidding. It is the bidder's responsibility to comply with the system requirements i.e. hardware, software and internet connectivity at bidder's premises, to access the e-Tender portal. Under any circumstances, Cochin Port Authority shall not be liable to the bidders for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-Tender system or internet connectivity.

### **13 Securities:**

13.1 Security Deposit (SD) shall be 10% of the Contract value or value of the work done whichever is higher and it shall consist of the following:

- a) **Performance Security** 5% of contract value payable on award of the work.
- b) **Retention Money:** @ 5% of the gross amount of each bill.

The total amount thus deposited towards SD will be retained as security for the due and proper fulfillment of the Contract and will not carry any interest. Such deposit shall be forfeited on failure to perform or non-fulfillment by the Contractor of the terms and conditions of the Contract.

13.2 **Performance Security:** The Performance Security shall be 5% of Contract Value or Cost of Work Done, whichever is higher. So, initially 5% of the Contract value shall be furnished as Performance Security.

13.3 The Security Deposit/ Performance Security @ 5% of the value of the contract awarded (Rounded off to the nearest Rs.1000/-), shall be furnished by the Contractor to the Employer, not later than **14 days** from the date of receipt of letter of acceptance or such extension of that period as may be permitted by the official of Cochin Port writing, and shall be furnished in one of the following forms:

- i) Banker's Cheque / Demand Draft of a Commercial Bank/ online payment through RTGS/NEFT. If online payment is made, the evidence thereof shall be submitted to the office.
- ii) An irrevocable Bank Guarantee(BG) enforceable and encashable at Cochin, drawn from any Scheduled Bank operating in India as per the prescribed proforma.

13.4 The BG furnished towards the Performance Security shall be valid for a period covering the contract period stipulated as per the terms of the contract. Unless

Performance Security is furnished within the period as specified above or such extension of that period as may be permitted by the Engineer in writing, the Earnest Money will be liable to forfeiture and the Contract to cancellation.

13.5 **Performance Security will be released/ refunded to the contractor not later than 14 days from the date of payment of final bill..**

13.6 **Retention Money:** Retention Money @ 5% shall be retained from each payment due to the Contractor.

13.7 Retention Money shall be deducted at 5% of the gross amount of the bill from the first Running Account bill onwards till the recovered sum along with Performance Security amounts to 10% of the Contract value or the value of the work done whichever is higher at all times. **Retention Money shall be refunded to the Contractor within 14 days from the date of payment of final bill.**

13.8 If the Cost of Work done exceeds the Contract Value, the total amount retained as Security Deposit considering the Performance Security initially submitted together with the Retention Money recovered from the running account bills, shall amount to 10% of the Cost of Work done.

13.9 In cases where cost of Work done exceeds the Contract Value while releasing the Retention Money after payment of Final Bill, only 5% cost of Work Done is released, instead of the entire Retention Money recovered from the bills. The balance amount shall be retained; to make up for the shortage in the Performance Security, upto the completion of Defects Liability Period.

14 In the event of the tenderer, after the issue of the communication of acceptance of offer by Cochin Port Authority, failing /refusing to execute the agreement as hereinafter provided, the tenderer shall be deemed to have abandoned the Contract and such an act shall amount to and be construed as the Contractor's calculated and willful breach of the Contract, the cost and consequence of which shall be to the sole account of the tenderer and upon such an event, Cochin Port Authority shall have full right to claim damages therefore either together with or in addition to the forfeiture of Earnest Money Deposit.

15 **Signing of Agreement:**

15.1 The successful tenderer will be required to execute within **21 days** from the date of receipt of Letter of Acceptance and after submission of Performance Security, an agreement at his expense on proper value Kerala State Stamp Paper in the prescribed departmental form, consisting of:

a) The Tender Notice, all the documents including additional conditions/specifications and drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading there to, and

b) General Conditions of Contract-2016 (GCC), for the due and proper fulfillment of the Contract.

If Agreement is not executed within the period as specified above or such extension of that period as may be permitted by the official of Cochin Port Authority in writing, Cochin Port Authority at its discretion may cancel the Letter of Acceptance without paying any compensation to such bidder, and in addition to forfeiture of Performance Security.



- 15.2 The Contractor shall make 10 copies of the Agreement and submit to CoPA within 7 days following the date of signing of Agreement.
- 16 Till signing of agreement the tender together with the acceptance letter shall constitute a binding Contract between the Contractor and Cochin Port.
- 17 Failure to comply with conditions **3ii(iv), 13 and 15** above will entail forfeiture of the Earnest Money.
18. **Micro and Small Enterprises (MSE's) Bidders who are registered with District Industries Centre (DIC) or Khadi and Village Industries Commission (KVIC) or Khadi and Village Industries Board (KVIB) or Coir Board or National Small Industries Corporation (NSIC) or directorate of Handicrafts and Handlooms or Udyog Aadhaar Memorandum or any other body specified by Ministry of MSME for similar nature of Works shall be eligible for issue of Bid Document free of cost and exemption from payment for issue of tender document & payment of EMD. They are required to submit documentary proof of such registration along with the offer, as detailed in Instructions to Bidders, for claiming the available exemptions and a scanned copy of Exemption Certificate duly notarized shall be uploaded in the e-Tender Portal. If the Registration Certificate does not pertain to the Category of 'Similar Works' mentioned above, the Tender will be rejected.**
19. The undersigned reserves the right to reject/cancel/postpone any one or all tenders at any stage of the tender, which shall be binding on all bidders. It is not mandatory for Cochin Port to accept the bid of the Lowest Bidder, and Cochin Port at its discretion may accept the bid of any bidder, without mentioning any reason.
20. CoPA will determine whether the Tender is substantially responsive to the requirements of the Tender documents. For the purpose of this clause a substantially responsive Tender is one which inter alia conforms to all the terms, general conditions and specifications of the Tender documents and technically suitable. The Tenderer shall carefully submit all the documents as required under the Tender failing which the offer is liable to be treated as non-responsive. A Tender which, in relation to the cost estimates of CoPA, is seriously unbalanced may be rejected as non-responsive. The Tender which does not satisfy the pre-qualification criteria shall summarily be rejected and shall not be considered for further evaluation Tenders which do not fulfill all or any of the above conditions or which contain any other condition of any sort including conditional rebates or are incomplete in any respect is liable for rejection. Such tenders shall be entered in the tender opening register but their rates shall neither be read out nor entered in the register. Only remark mentioning the reason of rejection in brief shall be appended against such entry.
21. The Tenderer shall quote realistic rates in respect of the services to be provided. The rates shall be firm and no other increase or decrease in prices will be allowed during the currency of the contract. Canvassing in connection with tender is strictly prohibited and tenders submitted by the Contractors who resort to canvassing will be liable to rejection.
22. **Taxes and Duties:**
- 22.1 TDS under GST Law shall be deducted at prevailing rates.
- 22.2 Deductions towards statutory taxes as per the rules, prevailing in force at the time of payment of bills shall be made while releasing the bill amount.

- 22.3. GST for the work will be paid extra by the Port. The GST applicable as per law can be billed on the Port Authority, which will be paid to the Contractor by the Board along with the bills, for which the Contractor holds valid GST Registration number and the GST is being collected. The following are also to be considered while claiming payment towards GST:
- i. Invoice in specific format should be provided by the Contractor for every payment.
  - ii. GST Registration Number of Cochin Port Authority and the Contractor is to be clearly mentioned with all the bills.
  - iii. Invoice should be attached along with the running bills.
  - iv. The Contractor shall comply all the GST regulations, viz.; timely uploading of invoices and issue of debit/ credit notes.
- 22.4. Any stipulation by a tenderer that taxes and duties deductible from these bills should be borne by the Port Authority will result in the summary rejection of his /their tender.
- 23 Cess as per Building and other Construction Workers Welfare Cess Act (Act 28 of 1996) at the rate of one percent or at the rates prevailing in force at the time of payment of bills, of the cost of construction should be borne by the Contractor and the same will be deducted from Contractor's bills while making payment or when crediting amount to Contractor's account.
- 24 The Tender Document shall form part of the Contract.

**Sd/-**

**Suptdg.Engineer-I**

**COCHIN PORT AUTHORITY**

**FOR AND ON BEHALF OF THE BOARD OF MAJOR PORT AUTHORITY  
FOR COCHIN PORT**

## 2. TENDER FOR WORKS

To

**The Board of  
Major Port Authority  
for Cochin Port  
Through  
The Chief Engineer  
Cochin Port Authority, Cochin-9**

I/We hereby tender for the execution of the work specified in the underwritten memorandum within the time specified in such memorandum at the rates specified in the schedule attached hereto and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in 'clause 16' of the General Conditions of Contract and with such materials as are provided for, by and in all other respects in accordance with such conditions so far as applicable.

### MEMORANDUM

- a) General description of work : **Maintenance of landscaped area and sweeping and cleaning of CoPA avenue walkway for a period of 6 Months**
- b) Estimated cost : **Rs.8,42,840/-**
- c) Earnest Money : **Rs. 17,000/-**
- d) Security Deposit : 10% of the value of the Contract awarded or value of the work done whichever is higher. (Performance Security @ 5% of contract value payable on award of the work and Retention Money 5% of the gross amount of each bill)
- e) Percentage, if any, to be deducted from the bills : The Retention Money will be recovered from the first running bill onwards at the rate of 5% of the gross amount of each bill.
- f) Time allowed for commencement of work from the date of receipt of work order : 7 days
- g) Time allowed for the work from the date of commencement of work : **6 Months**
- h) Schedule, specifications, conditions, drawings etc. : As per "Contents" sheet attached.

Should this tender be accepted, I/We hereby agree to abide by and fulfill all the terms and provisions of the tender and conditions of Contract annexed hereto and in default to execute an agreement with CoPA in the prescribed form within prescribed period, or submission of

Performance Security within the prescribed period, agree to forfeit the Earnest Money deposited by me/us, in addition to any other remedy available with Cochin Port against me/us. The sum of Rs..... which will be deposited with Financial Adviser and Chief Accounts Officer of the Port Authority as Performance Security (a) the full value of which is to be absolutely forfeited to CoPA without prejudice to any other rights or remedies of CoPA should I/We fail to commence the work specified in the Contract Data or should I/We make any delay in progress of the work or if the contract is terminated on my/our default. ; or (b) the full value of which shall be retained by the Board on account of the security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered, upto maximum of the percentage mentioned in Contract Data and those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause 40.3 of the General Conditions of Contract.

Dated the ..... day of ..... 2024

**Signature of the Tenderer**

Address :  
Witness :  
Address :  
Occupation :

**ACCEPTANCE**

The above tender is hereby accepted by me for and on behalf of the Board.

Dated the .....day of .....2024.

Dated.....

**Chief Engineer**

**COCHIN PORT AUTHORITY**

### 3. CONTRACT DATA

Items marked “N/A” do not apply in this Contract.

Sl. No.	Description	Reference Cl.No. of GCC
1	<i>The following documents are also part of the Contract</i>	N/A
	The Schedule of other Contractors ----- i)	(8.2)
2	The Employer is	(1)
	<b>The Board of Major Port Authority for Cochin Port, COCHIN PORT AUTHORITY, Cochin -9.</b>	
	Name of Authorized Representative:	
	Name : <b>Sri. B.Kasiviswanathan, IRSME, Chairperson, Cochin Port Authority, Cochin -9.</b>	
3	The Engineer is:	
	Name : <b>Sri. A.G.Sathyan Chief Engineer i/c, Cochin Port Authority, Cochin-9.</b>	
	Name of Nominee/Engineer-in-Charge: Name: <b>Sri. M.V.Johny, Suptg.Engineer-I</b>	
4	Name of Contract: <b>“Maintenance of landscaped area and sweeping and cleaning of CoPA Avenue Walkway for a period of 6 Months.</b> Tender No : <b>T6/T-2025/2024-C</b>	(1)
5	10 copies of Contract Agreement shall be furnished by the Contractor	[7.1]
6	Tender Document and other data are available at Cochin Port web site, Government of India CPP Portal and e – tendering portal. <a href="http://www.cochinport.gov.in">www.cochinport.gov.in</a> <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> <a href="http://www.tenderwizard.com/CPT">www.tenderwizard.com/CPT</a>	(7.2)
7	The Intended Completion Date for the whole of the Work is <b>6 months</b> with the following milestones:	(17.28)

Sl. No.	Description	Reference Cl.No. of GCC	
8	Milestone dates:		
	Physical works to be completed		Period from the date of receipt of LoA to proceed with the work
	6 months		7 days
9	<p>The following shall form part of the Contract Document:</p> <ol style="list-style-type: none"> <li>(1) Form of Agreement</li> <li>(2) Letter of Acceptance</li> <li>(3) Contractor's Bid</li> <li>(4) Contract Data</li> <li>(5) General Conditions of Conditions of Contract ( GCC)</li> <li>(6) Instructions to Tenderers</li> <li>(7) General Description and Special Conditions of Contract</li> <li>(8) Detailed Specifications for Materials and Works</li> <li>(9) Drawings (if any)</li> <li>(10) Schedule of quantities and</li> <li>(11) Any other documents listed in the Contract Data as forming part of the Contract.</li> <li>(12) Correspondence exchanged after the opening of the Bid and before the issue of Letter of Acceptance by which the Condition of Contract are amended, varied or modified in any way by mutual consent</li> </ol>	(2.3)	
10	The Contractor shall submit a Program for the Works within 3 days of date of the Letter of Acceptance.	(27)	
11	<p>The site possession date: The site will be handed over within <b>7 (Seven) days</b> after receipt of LoA and the site is free from encumbrances.</p>	(21)	
12	The Start Date shall be within <b>7 (Seven) days</b> from the date of receipt of the Letter of Acceptance (LoA) by the Contractor.	(1)	
13	The site is located at W/ Island		
14	The Defects Liability Period is :	(35) N/A	
15	The minimum insurance cover for physical property,	(13)	

Sl. No.	Description	Reference Cl.No. of GCC
	injury and death is <b>Rs....lakh (Rupees...lakhs)</b> per occurrence with the number of occurrences unlimited. After each occurrence, Contractor will pay additional premium necessary to make insurance valid always.	N/A
16	The following events shall also be Compensation Events: -----	(44) N/A
17	The period between Programme updates shall be <b>30 days</b>	(27) N/A
18	The amount to be with held for late submission of an updated Programme shall be Rs..... (Rupees.....)	(27) N/A
19	The language of the Contract documents is <b>English.</b>	(3)
20	The law, which applies to the Contract, is the law of Union of India.	(3)
21	The currency of the Contract is <b>Indian Rupees.</b>	(46)
22	The proportion of payments retained (Retention Money) shall be 5% from each bill subject to a maximum of 5% of the Contract price or value of the work done whichever is higher.	(48) NA
23	The maximum amount of Liquidated Damages for the whole of the works is 10% of the Contract Price.	[49]
24	The amounts of the advance payments : The advance payments as applicable to the Contract are: -----	[51] N/A
25	Repayment of advance payment for mobilization : ----- -	[51] N/A
26	Repayment of advance payment for Construction and Equipment: -----	[51] N/A
27	Repayment of Secured Advance: -----	N/A
28	The date by which “As Built Drawings” are required is within --90 days of issue of certificate of completion of whole or section of the work, as the case may be.	(58) N/A
29	The amount to be withheld for failing to supply “As Built Drawings” and/or operating and maintenance manuals by the date required is Rs..... (Rupees -----)	(58) N/A
30	Schedule of Rates Applicable: CPWD DSR 2018 + 55% Cost Index x 0.8768.	
31	Base Rate for materials to be considered for price variation :----- (i) Cement consumed for various items of work :	(47) N/A

Sl. No.	Description	Reference Cl.No. of GCC
(ii)	Rs..... per tonne Reinforcement steel used under various items :	} N/A
(iii)	Rs..... per tonne Structural Steel used under various items: Rs..... per tonne	
(iv)	Bitumen under various items in: Rs..... per tonne	
	Bitumen Emulsion (MS&RS) under various items in:	
(v)	Rs..... per tonne	
32	Permissible wastage on theoretical quantities of (a) Cement : 2% (b) Steel Reinforcement and structural steel sections for each diameter, section and category : 5.99% (c) Bitumen/Bitumen Emulsion : 2.5%	} (47)  } N/A



#### **4. INSTRUCTIONS TO TENDERERS**

- 4.1 Electronic Tenders (e-tenders) on percentage basis under “Two Cover system” are invited for **“Maintenance of Landscaped area and sweeping & cleaning of CoPA Avenue Walkway for 6 Months.”**
- 4.2 The tenderer shall submit the tender Cover-A (Hard Copy of EMD & Cost of Tender form **on the due date of submission of tender within the prescribed time limit**. All the Technical Bid documents & Price Bid shall be submitted **“online”**.
- 4.3 The Tender Document will be available as three separate files in the e-tendering Portal:
- i. A. Technical Bid Documents (as per Sl. No 1 to 7 of the Contents sheet)
  - ii. B. Price Bid: Schedule of quantities of Work- Schedule-A and
  - iii. C. General Conditions of Contract-2016
- 4.4 The tenderer shall upload the documents indicated in 4.3 (i) & (iii) above and also the Schedule of Quantities(Percentage) [as per Cl.4.3(ii), duly filled in, **“online”**.

#### **4.5 SUBMISSION OF TENDERS**

- 4.5.1 The Cover A shall contain – hard copy of EMD as described in Clause 13 of Tender Notice & Cost of Tender form as mentioned in Clause 2.ii.iii of Tender Notice shall be submitted **on the due date of submission of tender within the prescribed time limit**.

#### **4.5.2 Technical Bid (Online mode)**

Technical Bid shall contain all technical and commercial details except Schedule of Quantities. It shall consist scanned/ soft copies of the following documents.

- a) A covering letter from the tenderer enlisting the enclosures/ attachments.
  - b) Original Tender Document (Technical Bid) except Schedule of Quantities.
  - c) Copy of the documents in proof of fulfillment of the Minimum Qualification Criteria.
  - d) Copy of PAN Card, ESI/EPF & GST Registration documents.
  - e) Copy of Authorisation documents of Signatory of the bid in case of Registered Partnership firm / Limited company
  - f) Partnership deed or Memorandum and Article of Association of the company and registration certificate of the company as the case may be.
  - g) Any other relevant document.
- 4.5.2.3 Scanned copies of all documents as per Clause 4.5.2, EMD and Cost of Tender Form shall be submitted as “Technical Bid”.

4.5.2.4 Departmental Tender Document (except Schedule of Quantities), along with scanned copies of Cost of Tender form, EMD and other documents as per Clause 4.5.2 shall be submitted ‘**online**’ before 14.30 hrs of opening date of the Tender. **In no case shall filled in Price Bid - Schedule of Quantities be submitted in hard copy, as it shall result in rejection of the tender.**

#### 4.5.3 Price Bid:

4.5.3.1 Price Bid shall contain only the “Schedule of Quantities”, which shall be **submitted only in e-tendering mode.**

4.5.3.2 **Tenderer should ensure that his tendered percentage as per ‘Price Bid’ is not mentioned anywhere in any other documents, directly or indirectly. If any such mention is made, the tender will become invalid and shall become liable for rejection.**

#### 4.6 PRE-QUALIFICATION CRITERIA

4.6.1. **Minimum Eligibility Criteria: The bidders eligible for participating in the tender may be Individual, Proprietorship, Registered Partnership firms, L.L.P, Company. The proof thereof shall be submitted.**

##### a) Experience :

The tenderers should have experience of having successfully completed during the last 7 (seven) years ending **31<sup>st</sup> July, 2024**, at least either:

i. Three Similar Works each costing not less than **Rs. 3.38 lakhs**

(OR)

ii. Two Similar Works each costing not less than **Rs.4.22 lakhs**

(OR)

iii. One Similar Work costing not less than **Rs.6.75 lakhs**

##### b) Financial Turnover

Average Financial Turnover of the tenderer over the last three financial years ending 31<sup>st</sup> March 2023 [2020-‘21, 2021-‘22 & 2022-‘23] shall not be less than **Rs.2.53 lakhs.**

##### *Explanatory notes to a)& b) :*

i. Similar work(s) means “*Civil Maintenance Works/ Horticultural works/ Landscaping works.*”.

ii. Copy of completion certificates of each work issued by the owner/ responsible officer of the owner under whom he has executed such contract shall be attached. The certificate shall contain details of work involved specifying the nature of work, the completion cost of the work, date of commencement & date

of completion of the work. The experience certificate of works executed in private sectors/ organisations, shall be considered for qualification, only on submission of TDS certificate along with work order and completion certificate.

- iii. The works reckoned for the above purpose are those executed by the tenderers as prime Contractor or proportionately as member of joint venture or sub Contractor. The sub-Contractor shall be an authorized and approved sub-Contractor by the Employer of the work(s) against which the tenderer has claimed his experience. The tenderer shall attach attested copy(s) of approval issued by the Employer(s) authorizing as a sub-Contractor; in proof of the claim of the tenderer as a sub-Contractor. The tenderer is also obliged to produce the original of the certified copy(s) on request by the department.
- iv. Following enhancement factors will be used for the costs of works executed for bringing the financial figures to a common base value in respect of the works completed in the past years.

**Table 1**

Year before	Multiplying factor
One year	1.07
Two years	1.14
Three years	1.21
Four years	1.28
Five years	1.35
Six years	1.42

v. Financial Turnover:

In proof of Financial Turnover Audited Annual Accounts Statements (Balance Sheet & Profit & Loss Account Statement) & Turnover Certificate signed by the Chartered Accountant or IT returns duly acknowledged by the Income Tax department along with Computation Statement signed by the Chartered Accountant, for the last three years ending on **31<sup>st</sup> March 2023** shall be produced by the tenderer.

**c) Other Eligibility Considerations**

Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:

- i. made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or
- ii. record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, disqualification/ black listing/ debarring by Govt. departments etc.

- d) **The bidders having EPF/ ESI registration certificates only shall be considered for qualification in the tender, if applicable, as per EPF /ESI Acts. In case, the Tenderer does not have the required number of employees which makes such registration mandatory, an Undertaking as per Annexure I to the effect shall be furnished.**

#### **4.7. OPENING AND EVALUATION OF TENDERS**

- 4.7.1 Technical Bids of the tenders received shall be opened at 15.00 hrs. on **19/09/2024**, the last date fixed for receiving the bid, in the SE's chamber in the presence of the tenderers or their representatives as may be present.
- 4.7.2 After opening the Technical Bid documents, it shall be thoroughly checked for completeness with respect to the details stipulated to be submitted as Technical Bid by the tenderer. The Price Bid of those tenderers satisfying the tender requirements shall only be opened. The Price Bid of those tenderers who are found responsive and satisfactory on evaluation of Technical Bid documents, will be opened after bringing all tenderers to the same footing and giving notice to the short listed tenderers, on a date to be decided and intimated later.

#### **4.8 GENERAL INSTRUCTIONS TO TENDERERS**

- 4.8.1 The submission of a tender by the tenderer implies that he has read the whole tender Documents including GCC-2016.
- 4.8.2 The tenderer is advised to visit and examine the site of work and its Surroundings, discuss with connected agencies and collect all necessary information on his own responsibility for preparing the tender.
- 4.8.3 The tenderer is expected to examine the Tender Documents including all conditions, specifications, forms etc and also conditions in the G.C.C. Failure to furnish the information required in the Tender Documents/ G.C.C. or submission of a tender not conforming to the requirements in every respect, is likely to result in the rejection of the tender.
- 4.8.4 The tenderer shall quote for the work on percentage basis. The departmental rate for each item of work is given in the Schedule of Quantities. The tenderer shall fill the percentage above or below the Departmental rate, in the column provided for the purpose in the Schedule.
- 4.8.5 In case of discrepancy between the specifications and the drawings, the following order of preference shall be observed:
- a. Conditions & Specifications of tender
  - b. Drawings.
  - c. B.I.S Specifications.
  - d. Sound Engineering Practice.
- 4.8.6. If there are varying or conflicting provisions made in any document forming part of the Contract, the Chief Engineer, Cochin Port Authority, Cochin-682009 shall be the deciding authority with regard to the intention of the document which will be binding on the tenderer/ Contractor.

- 4.8.7 Any error in description, any omissions there shall not vitiate the Contract or release the Contractor from the execution of whole or any part of the works comprised therein according to specifications or from any of his obligation under the Contract.
- 4.8.8 The Chief Engineer, Cochin Port Authority shall have the right to omit or Suspend certain items of work or revise or amend the Tender. Documents at any time prior to the due date of submission of the tender. Such revisions or amendments or extensions if any, shall be communicated to all the bidders who have downloaded the Tender Documents, in the form of an addendum by telefax /e- mail / writing. In order to afford the Bidders with reasonable time to take addendum into account, or for any other reason, the Port Authority may, at its discretion, extend the due date for submission of tender.
- 4.8.9 All payments due to the Contractor under this Contract will be made in Indian Rupees only
- 4.8.10 Tenders received after the date specified for submission shall not be opened.
- 4.8.11 The Bank Guarantees (BGs) to be furnished by the Contractors in connection with the tender shall be sent to by the Chief Engineer, Cochin Port Authority directly by the issuing bank under registered post with AD. The Contractor shall take the responsibility of sending BGs directly to the Port Authority by the issuing bank.

#### **4.9 Bid Validity**

Bids shall remain valid for a period not less than Ninety days (90 days) from the deadline date for bid submission. A bid valid for a shorter period shall be rejected by the Employer as non-responsive.

In exceptional circumstances, prior to expiry of the original time limit, the Employer may request the Bidder to extend the period of validity for an additional period. The request and bidders response shall be made in writing. A bidder agreeing to the request will not be permitted to modify his bid (ie, the extension shall be unconditional).

**SIGNATURE OF TENDERER**

## **5. GENERAL DESCRIPTION AND SPECIAL CONDITIONS OF CONTRACT**

### **1. SCOPE OF WORK**

- 1.1 Cleaning & maintaining the landscaped areas and sweeping and cleaning of paved walkway by the side of NH 966B between BOT Bridge & Kannagattu bridge.
- 1.2 Work Consists the following:-
  - (a) Watering the landscaped area/ Lawn area and plants using water supplied by the department free of cost and sweeping and cleaning all the paved area and other areas connected with the Walkway, sweeping and cleaning the side of road, upkeeping the e-toilets, at both the ends of walkway, collection and removal of waste materials from the waste bins etc. including cost of all labour, equipments, consumables etc. complete as per detailed specifications and directions of the Engineer-in-charge (Watering shall be carried out in all days except Sundays/ holidays / rainy days and sweeping work shall be carried out in all days except Sundays/ holidays ).
  - (b) Maintaining and upkeeping the whole area by deeweeding, cutting/ Pruning the unwanted tree branches and plants, nursing the lawn and other plants, sweeping the paved and other areas, transporting the garbage, vegetations, sweepings and disposing the same etc. complete in all days except Sundays/ holidays as per detailed specification and the direction of the Engineer-in-charge.
  - (c) Maintaining and up keeping the whole area by cutting/ mowing the lawn area and other overgrowth of vegetation by using good quality brush cutter/ including cost of all labour, equipments, consumables etc. complete as per detailed specification and directions of the Engineer-in-charge. (Work shall be carried out as and when required to keep the lawn area like a green carpet)

### **2. SPECIFICATIONS**

The specifications attached shall be considered as part of the contract and shall be complimentary to one another. Any work or materials mentioned in one, but not mentioned in the other should be carried as if it is mentioned in both.

### **3. MATERIALS / FACILITIES TO BE PROVIDED BY DEPARTMENT**

- 3.1 Land will be made available to the contractor for setting up site office, stores etc. and as work area adjacent to the work site.
- 3.2 Water will be supplied free of cost from by the department.
- 3.3 Electric power can be supplied from the nearest tapping point of the Port in the area. The cost of drawing temporary lines/ cables/ providing switches and making connection and metering arrangements etc, shall be borne by the Contractor. For the power supplied by the Port, energy charges at prevailing rates will be levied. The power supply shall in general be subject to rules & regulations of the Port's Electrical department. Temporary lines and connections by the contractor shall be got approved by authorized agencies before drawing power.

3.4 **Cost of electricity consumed shall be paid to the contractor on production of Invoice with the copy of Bill generated by the Electrical Department. The Electric charges to be paid to the contractor shall not include the quoted percentage & GST.**

4. CONTRACTOR'S RESPONSIBILITY

4.1. All tools and equipments required for the maintenance shall be provided by the contractor at his own cost.

4.2 Contractor shall make his own arrangements for transport of water from the point of supply for watering purpose. Contractor shall have to make necessary arrangements to collect and store required quantity of water when it is made available at intervals. Contractor shall have no claim for compensation due to this intermittent supply.

4.3 All labour, skilled or unskilled shall be provided by the Contractor. Settling any dispute with the labour will be Contractor's responsibility. Insurance as per Indian Workmen's Compensation Act for the Contractors' workmen and Public Liability Policy shall be provided by the Contractor at his own cost.

4.4 The quantities given in the schedule of quantities are only approximate and payment will be made as per actual area maintained.

4.5 The maintenance work shall be completed in accordance with the provisions under Memorandum.

4.6 The maintenance work may entail working in monsoon period also. The contractor shall take such an eventuality into consideration while quoting for the work. No extra rate will be admissible for the maintenance work in monsoon. During monsoon and other periods it shall be contractor's responsibility to keep the area free from water at his own cost.

4.7 The contractor shall be fully responsible for proper upkeep of the various items provided under landscaping and if any damage occurs to any of these, due to negligence/ lapses on the part of the contractor, the losses shall be made good by him as directed by the Engineer-in-Charge. The decision of the Engineer-in-Charge as to the cause of damage shall be final and binding on the contractor.

4.8 The Contractor shall be solely responsible for any damage or injury to the persons or things caused or suffered during the execution of the work and shall be made good or compensated at his own cost.

4.9 The Contractor shall take all care and precautionary measures for avoiding any kind of damage/accidents in the work site due to any of his reasons. The Contractor shall indemnify the Port against any compensation whatsoever payable to the workmen for accident or loss arising out of and in the course of their employment under this Contract.

4.10. The work shall be arranged by the Contractor without causing any damage to Port structures. Any damage or accident caused by the Contractor's operation shall be compensated / made good at Contractor's risk and cost to the satisfaction of the

Engineer's Nominee of the works, failing which department will do the rectification work and the cost incurred will be recovered from his bill or from security deposit.

- 4.11 **The Contractor shall be responsible for Supervisional Management for various sanitary activities in the Walkway area like drain cleaning, garbage removal , road sweeping, cleaning of e-toilets, cleaning of sewage blocks, conducting Anti-mosquito & larval operation, Anti rodent work , measures to prevent stray dogs from entering our premises, disposal of dead cats, dogs cows etc.**
- 4.12. The Contractor shall not construct any structure, even of temporary nature, for any purpose at site, except with the written permission of the Engineer's Nominee of the work and any construction so put up shall be removed by the Contractor whenever the Engineer's Nominee calls upon the Contractor to do so.
- 4.12. The Contractor shall ensure that no labourers with criminal background are engaged for the work.
- 4.13. The contractor shall take all precautions for not to damage any cables, pipelines etc. passing through the area of work.
- 4.14. **The Contractor shall comply with all the provisions of the Indian Workmen's Compensations Act, Public Liability Policy, Provident Fund Regulations, Employees Provident Fund and ESI Act etc. amended from time to time and rules framed there under and other laws affecting the Contract labour that may be brought in to force from time to time.**
- 4.15. **The bidders having EPF/ ESI registration certificates only shall be considered for qualification in the tenderers, if applicable, as per EPF /ESI Acts. In case, the Tenderer does not have the required number of employees which makes such registration mandatory, an Undertaking as per Annexure I to the effect shall be furnished.**
- 4.16. The Contractor shall provide, at every work place, at which 20 or more women workers are ordinarily employed, crèches of reasonable size and with adequate facility for the use of their children under the age of six years at his risk and cost.

## **5. TERMS OF PAYMENT**

- 5.1. For the maintenance, which will include watering, dewatering, cutting and removing grass etc. **Payment shall be made on monthly intervals, subject to condition as per clause 5.2 below.** The first payment shall be after the expiry of one month from the date of commencement of the maintenance period.
- 5.2 The periodic maintenance of monthly intervals as per clause 5.1 above shall be made only upon certification by the Engineer-in-Charge and the facilities have been properly maintained and take care of.
- 5.3 **Cost of electricity consumed shall be paid to the contractor on production of Invoice with the copy of Bill generated by the Electrical Department. The Electric charges to be paid to the contractor shall not include GST.**



### **5.3. PENALTY FOR NON PERFORMANCE OF WORK**

If the contractor fails to maintain the facilities satisfactorily as per specifications & instructions of the Horticulturist in any item in full or part thereof this item in full will not be reckoned for payment purpose and there shall be a penalty amount equal to departmental rate with quoted percentage for that item.

A register shall be maintained by the contractor for satisfactory completion of each day's work, and it shall be got verified and countersigned by the Engineer-in-Charge or his authorized representative at the end of each day's work for its acceptance, failing which, that days will not be considered for payment purpose.

5.4 Clause-25 of GCC- 'Settlement of Disputes and Arbitration' is not applicable in this Contract.

5.5 Clause-26 of GCC- 'Computerized Measurement Book' is modified to the extent as detailed below.

#### **Measurements of Work Done:**

Executive Engineer (hereinafter called the Engineer's Nominee) shall, except as otherwise provided, as certain and determine by measurement the value in accordance with the Contract of work done.

All measurement of all items having financial value shall be entered in Measurement Book and/or level field book so that a complete record is obtained of all works performed under the Contract.

All measurements and levels shall be taken jointly by the Engineer's Nominee or his authorised representative and by the Contractor or his authorised representative from time to time during the progress of the work and such measurements shall be signed and dated by the Engineer's Nominee and the Contractor or their representatives in token of their acceptance. If the Contractor objects to any of the measurements recorded, a note shall be made to that effect with reason and signed by both the parties.

If for any reason the Contractor or his authorised representative is not available and the work of recording measurements is suspended by the Engineer's Nominee or his representative, the Engineer's Nominee and the Department shall not entertain any claim from Contractor for any loss or damages on this account. If the Contractor or his authorised representative does not remain present at the time of such measurements after the Contractor or his authorised representative has been given a notice in writing three (3) days in advance or fails to countersign or to record objection within a week from the date of the measurement, then such measurements recorded in his absence by the Engineer's Nominee or his representative shall be deemed to be accepted by the Contractor.

The Contractor shall, without extra charge, provide all assistance with every appliance, labour and other things necessary for measurements and recording levels.

Except where any general or detailed description of the work expressly shows to the contrary, measurements shall be taken in accordance with the procedure set forth in the

specifications notwithstanding any provision in the relevant Standard Method of measurement or any general or local custom. In the case of items which are not covered by specifications, measurements shall be taken in accordance with the relevant standard method of measurement issued by the Bureau of Indian Standards and if for any item no such standard is available then a mutually agreed method shall be followed.

The Contractor shall give not less than seven days' notice to the Engineer's Nominee or his authorised representative in charge of the work before covering up or otherwise placing beyond the reach of measurement any work in order that the same may be measured and correct dimensions thereof be taken before the same is covered up or placed beyond the reach of measurement and shall not cover up and place beyond reach of measurement any work without consent in writing of the Engineer's Nominee or his authorised representative in charge of the work who shall within the aforesaid period of seven days inspect the work, and if any work shall be covered up or placed beyond the reach of measurements without such notice having been given or the Engineer's Nominee's consent being obtained in writing the same shall be uncovered at the Contractor's expense, or in default thereof no payment or allowance shall be made for such work or the materials with which the same was executed.

Engineer's Nominee or his authorised representative may cause either themselves or through another officer of the department to check the measurements recorded jointly or otherwise as aforesaid and all provisions stipulated herein above shall be applicable to such checking of measurements or levels.

It is also a term of this Contract that recording of measurements of any item of work in the measurement book and/or its payment in the interim, on account or final bill shall not be considered as conclusive evidence as to the sufficiency of any work or material to which it relates nor shall it relieve the Contractor from liabilities from any over measurement or defects noticed till completion of the defects liability period.

**6. WORKING TIME**

The normal working time of the Port Authority is from 8 a.m. to 4.00 p.m. on all weekdays. If the Contractor wishes to carry out the work beyond normal working hours and or on holidays, he should get specific approval from the Engineer's Nominee for the same. Necessary supervision will be arranged by the department and the expenditure to be incurred in this connection will be borne by the department.

**7. RATES FOR VARIOUS ITEMS**

The rate specified for each item shall be all inclusive value of the finished work, income tax but excluding GST.

**8. Clause 45 and Clause 80 of GCC shall be modified as below;**

**Clause 45-Rates for items to be inclusive of Taxes-** The rate quoted by the Contractor shall be inclusive of the cost of provision of plant and equipment, materials, labour, execution, supervision, maintenance, overheads and profits and every incidental and contingent cost and charges whatsoever excluding Goods and Service Tax (GST). GST

as may be applicable from time to time shall be shown separately in the invoice. The Employer will perform such duties in regard to the deduction of such taxes at sources as per applicable law. Any new Taxes, levies, duties imposed after signing the Contract shall be reimbursed by the Employer on production of documentary evidence. The invoice to be submitted by the Contractor should include the GST Registration Number of the Contractor as well as the Employer.

**Clause 80-Taxes and Duties**

**Income Tax-** The Contractor and his staff shall be responsible for payment of all personal income taxes to the concerned authorities as per the law in force from time to time. Deduction of Income Tax shall be made by the Employer from each certificate of payment to the Contractor as per the prevailing rate such other rates as may be specified by the Central Government from time to time, on the gross amount of the Contractor's bill for payment. The Contractor shall comply all the GST Regulations viz. timely uploading of bills, issue of debit/ credit notes etc.

**GST -TDS Under GST Law Shall Be Deducted As Per Prevailing Rate.**

Sub clause **43.2** under **Clause 43: Payments,.....** in GCC 2016 stands amended as given below:

43.2 Payment of bills for Civil Works shall be regulated as detailed hereunder:

43.2.1 Any Interim/Final bill which is incomplete in any respect shall be returned to the Contractor within 5 days of date of submission of bill to the Engineer or his Nominee.

43.2.2 Interim bills shall be paid within 21 days of date of submission of bills in full shape, by the Contractor, as detailed below.

43.2.3 Clarifications/corrections if any required on an Interim bill submitted, shall be sought from the Contractor within 4 days of submission of the bill and also, all such clarifications/corrections required shall be sought at one go except in exceptional circumstances. The Contractor shall submit the clarifications including carrying out corrections in the bill, if required, within 4 days thereafter. The clarified / corrected bill shall be verified and forwarded to Finance Department within the next 4 days. Clarifications if any required by the Finance Department shall be sought within 3 days and the Engineer/Nominee shall clear it on top priority within the next 3 days and, finally, the bill shall be paid to the Contractor within 3 days thereafter, i.e., within a total 21 days of date of submission of bills in full shape, as indicated above.

43.2.4 However, on request by the Contractor, 75% of the bill amount shall be paid within 7 days of submission of the bill. Balance amount of the verified bill shall be paid within 21 days of the submission of the bill, on completion of all contractual requirements as brought out at sub clause 43.2.3. above.

- 43.2.5 Final bill shall be paid within 3 months of issue of Taking Over Certificate by the Engineer / Nominee, as detailed below.
- 43.2.6 The Contractor shall submit the Final bill to the Engineer / Nominee within 20 days of issue of Taking Over Certificate by the Engineer / Nominee. The bill shall be checked and all clarifications/corrections required on the bill submitted, shall be sought from the Contractor within 15 days thereafter. The Contractor shall submit the clarifications including carrying out corrections in the bill, if required, within the next 10 days. The clarified / corrected bill shall be verified and forwarded to Finance Department within the next 15 days. Thereafter, clarifications if any required by the Finance Department shall be sought within 10 days and the Engineer/Nominee shall clear it on top priority within the next 10 days and, finally, the bill shall be paid to the Contractor within 10 days thereafter, i.e., within a total 3 months of issue of Taking Over Certificate by the Engineer / Nominee, as indicated above.
- 43.2.7 However, on request by the Contractor, 50% of the final bill amount shall be paid within 7 days of submission of the bill, which will be adjusted against the final bill payment, on completion of all contractual requirements as brought out at sub clause 43.2.6 above.
23. Any disputes and differences between the parties shall be resolved in the Jurisdiction of Courts in Cochin alone.
24. In case of any contradiction between the Clauses in Tender Document and that in GCC, the clauses in the tender document shall prevail

**SIGNATURE OF TENDERER**

## **6. DETAILED SPECIFICATIONS FOR ITEMS OF WORKS**

### **1. GENERAL**

- 1.1 The whole work and facilities provided under this tender shall be maintained, and carried out for 6 months from the date of commencement.
- 1.2 All works related to proper maintenance & upkeep of the walkway, lawn, plants like sweeping to keep all the area free from dry leaves, paper, plastic and other waste materials, watering, deweeding, cutting & removal of grass, cutting / pruning of unwated tree branches & plants, cleaning the entire area, sweeping and upkeeping the paved walkway etc. and disposing the rubbish, sweepings, tree branches, vegetations and other waste materials to the nearest dust bin.
- 1.3 During maintenance period, cutting the branches of trees, plants are found necessary as directed by the Engineer-in-Charge, the branches/ plants thus cut shall be disposed off.

### **2. TECHNICAL SPECIFICATIONS**

#### **2.1 Watering:**

During summer period, (October to May), contractor has to water to the lawn area and beds, plants, tree saplings etc. in all days except Sundays, Holidays & rainy days with the help of sprinkler system or PVC hose pipes or any other means using the Pumps provided at walkway area. However during monsoon, Engineer -in - charge may direct the contractor for watering as and when required. Water shall be given free of cost by CoPT. The contractor shall take utmost care to water the lawn area, plants, trees as and when required during all the season.

- 2.2 **Damages if any caused to the lawn area, plants, trees etc. due to non- watering shall be viewed seriously and appropriate action as decided by the Engineer-in-charge shall be taken against the contractor.**

- 2.3 Periodic removal of weeds, dry leaves and any foreign materials shall be done as and when required as directed by the Engineer-in-charge.

#### **2.4 De-weeding:**

For the management of lawns, walkways, footpaths, sides of roads etc. de-weeding should be done as and when required or as directed by the Engineer-in-charge to keep the lawn area, foot paths, paved walkways, parking areas, sides of road etc. free from unwanted vegetation growth.

De-weeding of ground cover beds, creepers, shrubs should be done once in month or as and when required or as directed by the Officer-in charge. Weeds should not be conspicuous.

#### **2.5 Cutting of Lawns:**

Grass should be cut uniformly & the bed should appear as a GREEN CARPET. The grass clippings should be immediately collected and stacked with in 150 m lead and **disposed off the same** as directed. Contractor should arrange for advanced motor operated weed cutters. Officer-in-Charge may direct for additional operation as per site requirement.

2.6 **Pruning / cutting / shaping:**

Pruning / shaping of shrubs / hedges / edges in desired shape be executed as per recommendations of Officer-in-Charge. Foliage/ twigs must be immediately removed.

2.7 **Sweeping the Whole area:**

Sweeping the whole area including lawn area, paved foot paths, paved walk way, parking areas, steps, sides of road etc. by sweeping, cleaning cleaning the access holes for draining of water, uprooting of vegetation such as grass, weeds etc. from the whole area including disposing the sweepings/ rubbish.

Sweeping shall be carried out in all days except Sundays/ Holidays to keep the entire walkway area free from waste materials.

Contractor shall carry out all the upkeeping, washing and cleaning work of the e-toilets provided at both the ends of walkway as and when required.

Contractor shall be vigilant on all the time during the contract period for keeping the whole area free from waste materials.

2.8 Electric power can be supplied from the nearest tapping point of the Port in the area. The cost of drawing temporary lines/ cables/ providing switches and making connection and metering arrangements etc, shall be borne by the Contractor. For the power supplied by the Port, energy charges at prevailing rates will be levied. The power supply shall in general be subject to rules & regulations of the Port's Electrical department. Temporary lines and connections by the contractor shall be got approved by authorized agencies before drawing power.

2.9 **Cost of electricity consumed shall be paid to the contractor on production of Invoice with the copy of Bill generated by the Electrical Department. The Electric charges to be paid to the contractor shall not include the quoted percentage & GST..**

2.10 All the works shall be done as per the direction of the Engineer-in-Charge of the work.

2.11 Maintenance of the e-toilets (4 (Two Double & two Disabled units) provided at the Cochin Port Avenue Walkway near New Thoppumpady Bridge & Kannangattu Bridge shall be carried out by the contractor by carrying out all the Repairs of toilet structure, maintenance and replacement of all the electrical , plumbing & electronics parts, coin detector etc. complete.

2.12 Minimum Number of workers required for the work.

Sl. No.	Schedule Item No.	Item of Work	Minimum Number of workers to be posted
1.	1.	Watering the landscaped area/ Lawn area and plants using water supplied by the department free of cost and sweeping, other maintenance works	3 Nos.

		and upkeeping of e-toilets	
2.	2.	Cutting and removing grass and other overgrowth of vegetation using weed cutter	2 Nos. with brush cutter

**SIGNATURE OF TENDER**

**COCHIN PORT AUTHORITY**

**MAINTENANCE OF LANDSCAPED AREA AND SWEEPING AND CLEANING OF  
COPA AVENUE WALKWAY FOR A PERIOD OF 6 MONTHS**

**UNDERTAKING REGARDING EPF AND ESI REGISTRATION**

I/ We, M/s..... (Name & Address of the tenderer) solemnly affirm and undertake that I/ We do not have the required number of employees for taking registration under EPF Organisation and ESI Corporation. I/ We also undertake that I/ We take the full responsibility for all the consequences arising due to the above and indemnify CoPA officials for any actions taken in this regard

**SIGNATURE OF TENDERER**