



## COCHIN PORT TRUST

Chief Mechanical Engineer's Office,  
Cochin Port Trust, Willingdon Island,  
Cochin – 682009, KERALA  
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Tender No. F2/T-1/O&M Contract- GoI/2020-M

Dt:02/01/2020

### E-TENDER NOTICE

1. Electronic Tenders (e-tenders) in **Single Stage Two Cover** bidding procedure [Technical Bid and Price Bid] **on percentage basis** are invited by the Chief Mechanical Engineer, Cochin Port Trust, Cochin-682 009, for the work of **“OPERATION & MAINTENANCE OF ELECTRICAL, MECHANICAL AND FIRE FIGHTING INSTALLATIONS AT BERTH & OFFICES OF GOI AT W/ISLAND FOR A PERIOD OF ONE YEAR, EXTENDABLE BY ONE YEAR AT THE SAME TERMS AND CONDITIONS AT THE DISCRETION OF COPT”**.
2. **MINIMUM QUALIFICATION CRITERIA (MQC)**

Tenderer must fulfill the following minimum qualifying criteria to prove the techno-commercial competence and submit the documents in support thereof:

#### i. Experience

The tenderer should have executed maintenance contract works involving **Operation & Maintenance of Mechanical, Electrical , Fire Fighting installations in offices / multi storied buildings /Malls/ industrial establishments / marine structures / Hospital complex/ Guest houses etc** in a single contract for a period of one year as detailed below, to their Clients during the last 7 (seven) years ending on 31/12/2019;

(a) One contract work costing not less than Rs.56,16,000/-

**OR**

(b) Two contract works, each costing not less than Rs.35,10,000/-

**OR**

(c) Three contract works, each costing not less than Rs. 28,08,000/-

This may be furnished in the Proforma in ‘Annexure-4’ of the tender document. Please submit copy of PO/ Work order and Completion Certificate issued by the Client. The experience having carried out the work under subcontract to the main contractor will not be considered.

#### ii. Financial Turnover

Average annual financial turnover should be at least **Rs.21,06,000/-** during the last three (3) years, ending 31<sup>st</sup> March 2019 [2016-'17, 2017-'18, 2018-19]. This may be furnished in the Proforma in ‘Annexure-5’ of the tender document.

- iii. The bidder should possess valid ‘A Class’ Electrical Contract License issued by any State/ Central licensing authority or the bidder should carry out the maintenance of electrical works through a licensed A Class or B Class contractor depending on the category of electrical installations. An undertaking to this effect shall be submitted in a stamp paper of Rs. 200/- while submitting the bid.

### **Explanatory Notes:**

- Note 1: Operation and Maintenance shall also include Annual Maintenance Contracts comprising the works mentioned in para 2 (i) above.
- Note 2: 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 past years.

**Table 1.1**

<b>Year before</b>	<b>Multiplying factor</b>
One year [2018 ]	1.07
Two years [2017]	1.14
Three years [2016]	1.21
Four years [2015]	1.28
Five years [2014]	1.35
Six years [2013]	1.42

- Note 3: Experience certificates of works executed in private sectors/ organizations shall be considered for qualification, only on submission of TDS certificate along with work order and completion certificate.
- Note 4: Satisfactory Client / Owners' certificate or documentary proof shall be submitted in support of the assignments/ works performed and claimed by the tenderer to fulfill the eligibility criteria for qualification.
- Note 5: In the case of ongoing Multiyear Maintenance Contract, the experience of completed years will be considered proportionately, subject to the submission of completion certificate from the client certifying that the bidder has completed the part of the contract satisfactorily. No partial completion for a period of less than one year will be considered.
- Note 6: A statement duly certified by the Chartered Accountant showing the average annual Financial Turnover over the last three financial years and audited financial statements for the last three years ending 2018-19 shall be submitted.
- 3.** Eventhough the tenderers meet the above qualifying criteria, they are subjected 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 etc.
- 4.** Pertinent information to the tender is given in the following tables:
- (i) Schedule of different activities till submission of the tender are detailed as under:

**Table 1.2**

Sl. No.	Particulars	Date and Time
1.	Tender e-publication date	03/01/2020
2.	Download period of tender documents	10.00hrs. on 03/01/2020 to 14.30hrs.on 24/01/2020
3.	Date of pre-bid meeting	10/01/2020 11:00 hrs
4.	Last date for seeking clarification	10/01/2020
5.	Likely date for uploading the addendum/ clarification if any,	15/01/2020
6.	Last date and time of submission of bid	<b>24/01/2020 at 15.00 hrs.</b>
7.	Date and time of opening the bid	<b>24/01/2020 at 15.30hrs.</b>

(ii) Bid information:

**Table 1.3**

i)	Estimated Amount put to tender	<b>Rs.70,20,000/-</b> excluding GST (Rupees Seventy Lakh Twenty Thousand only)
ii)	Earnest Money Deposit. (Exemption shall be given as per <b>Clause 15</b> below)	<b>Rs.1,40,400/- (Rupees One Lakh Forty Thousand Four Hundred Only)</b> To be furnished through Demand Draft drawn in favour of the Financial Adviser & Chief Accounts Officer, CoPT from any Nationalized / Scheduled Bank in India
iii)	Cost of Tender document / Processing Fee (Exemption shall be given as per <b>Clause 15</b> below )	<b>Rs. 3,150/-</b> ( Rupees Three Thousand One Hundred Fifty only), including GST@ 5%, to be furnished through Demand Draft drawn in favour of the Financial Adviser & Chief Accounts Officer, CoPT from any Nationalized / Scheduled Bank in India
iv)	Validity period of tender	120 days from the last date for receipt of tenders
v)	Period of Contract	One year from the date of execution of agreement, extendable by one year at the same terms and conditions, at the discretion of CoPT
vi)	Milestone completion activity	NA

5. The scope of work includes the following works:

(i) Operation and routine maintenance of Electrical, Mechanical and Fire fighting installations at the Main Jetty, Approach Trestle, Pump house, Technology building, Security cabin, Connecting bridge, installations at B&C sites etc. of the GoI in W/Island

(ii) Operation & routine maintenance of electrically operated ELL crane in 2 shifts in a day

6. Tender documents can be downloaded from the e-Tendering portal [www.tenderwizard.com/COPT](http://www.tenderwizard.com/COPT) on the dates specified in the above table by making online requisition. Tender document will also be available in Cochin Port website ([www.cochinport.gov.in](http://www.cochinport.gov.in)) as well as the Central Public Procurement Portal <https://eprocure.gov.in/epublish>, which can be downloaded for submission.

7. The cost of tender document shall be furnished in the form of Demand Draft drawn in favour of FA & CAO, CoPT along with the tender.

8. The tenderers need to obtain the one time User ID & password for login to in **e-Tendering** system from the service provider **KEONICS** by paying registration fees by online Payment using Credit/Debit Card/Net banking or DD in favour of “KSEDCL, Bangalore. The details of e-tender facilitator is available through Telephone Nos. **080 49352000/ 09605557738**.
9. The intending tenderer 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.
10. Tenders shall be submitted “**on line**” strictly in accordance with the Instructions to Tenderers and Terms & Conditions given in the tender document. The bidders should submit scanned copy of all the required documents such as DD towards the cost of tender and EMD; proof of experience, financial details etc. through the e-tendering portal. **Tenderers shall submit the BOQ in Price Bid in the online portal [www.tenderwizard.com/COPT](http://www.tenderwizard.com/COPT) only, otherwise the tender will be rejected.**
11. EMD and Cost of tender Documents, both in original, and hard copies of the MQC documents shall be received by post or in person or deposited the same in the tender box located in the reception area of main administrative building of Cochin Port Trust at the Office of Chief Mechanical Engineer, Cochin Port Trust, Cochin-09 on or before **15.00Hrs on 24/01/2020**, failing which the tenders will summarily be rejected.
12. The tenderer is responsible to download Addendums/ Amendments/ Errata/ Replies to the queries of the tenderer etc., if any, issued by the Employer, from the website before submission of the bid. Any shortfall in submissions of the said Addendums/ Amendments/Errata/Replies to the queries of the tenderer duly signed etc. along with the downloaded documents while submitting the bid will not be considered. Incomplete tenders will be rejected.
13. Cochin Port Trust will not be held responsible for any technical snag or net work failure during online bidding. It is the bidders responsibility to comply with the system requirement i.e. hardware, software and internet connectivity at bidder’s premises to access the e-Tender portal. Under any circumstances, Cochin Port Trust 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 failures.
14. The bidder shall submit the original documents towards the cost of tender and EMD and the power of attorney along with letter of submission in a sealed cover to the Chief Mechanical Engineer, Cochin Port Trust, W/Island, Cochin–682009, KERALA, before tender submission date and time. Tenders without submitting the original documents as above, before submission date and time of the tender will be liable for rejection.
15. **Exemption from the payment of EMD and Cost of Tender document shall be given to Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department as provided in GFR 2017. In this regard the firm should submit valid certificate.**
16. The undersigned reserves the right to reject/cancel/postpone any one or all tenders at any stage of the tender, which will be binding on all bidders.

**Sd/-**  
**CHIEF MECHANICAL ENGINEER**  
**COCHIN PORT TRUST**