

## COCHIN PORT TRUST

Chief Engineer's Office,  
Cochin Port Trust,  
W/Island, Cochin – 682009, KERALA  
Tele: 91-0484-2666414/0484-258-2400  
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Tender No. C2-1/T-1921/2020-C

Date :-19/06/2020

### TENDER NOTICE

1.1 Electronic tenders (e-tenders) on percentage basis in two stage bidding (Technical Bid & Price Bid) are invited for “Engagement of Manpower Agency for providing Project Consultants” for carrying out supervision of different types of civil works like construction of berths, roads, building etc., in Cochin Port Trust, for a period of two years from 1<sup>st</sup> August 2020 and likely to be extended for another two years on the same terms and conditions, at the discretion of CoPT and based on the Performance of the Service Vendor.

1.2 Tenders will be received **up to 14.30hrs on 10/07/2020** and will be opened by the Chief Engineer, Cochin Port Trust at this office on the same day at **15.00 hrs.**

**Estimated cost:Rs.1,68,00,000/-**

1.3 The Tender Document can be down loaded from the e-tendering portal [www.tenderwizard.com/CPT](http://www.tenderwizard.com/CPT) **from 10.00hrs. on 20/06/2020 to 14.30hrs on 10/07/2020** by making online requisition & submission of Demand Draft/ Banker's Cheque for **Rs.2000/-+GST @5%(ie, Rs.2100/-)** drawn in favour of the FA & CAO, Cochin Port Trust, payable at Kochi, being the cost of single copy of the Tender Document. **Scanned copy of the DD/ Banker's Cheque shall be attached with the e-tender.**

1.4 The Tender Documents are also available at Port's website [www.cochinport.gov.in](http://www.cochinport.gov.in) or Government of India CPP portal for reference.

1.5 The bidders should have a valid digital signature certificate (Class-II or Class-III), issued by any of the valid Certifying Authorities to participate in the online tender.

1.6 The bids shall be uploaded in electronic form only through e-tender portal [www.tenderwizard.com/CPT](http://www.tenderwizard.com/CPT).

1.7 **EARNEST MONEY TO BE DEPOSITED**

Each tender should be accompanied by an Earnest Money amounting to **Rs.1,68,000/-**. The Earnest Money can be deposited through Demand Draft or

Banker's Cheque or Pay Order from a Scheduled Bank in India, drawn in favour of Financial Adviser & Chief Accounts Officer, Cochin Port Trust. The original DD/Banker's Cheque/ Pay Order shall be submitted to the Chief Engineer/ Dy.CE/SE, Cochin Port Trust, Cochin – 9, before opening time of the tender. Scanned copy of the DD/ Banker's Cheque shall be attached with the tender submitted "online". The Earnest Money deposited will not carry any interest.

- 1.8 Two separate DDs/ Bankers' Cheques towards Cost of Tender Document and EMD (as mentioned in clause 1.3 & 1.7 above) shall be submitted to Cochin Port Trust before the scheduled date and time of opening of Stage 1 of the bid (Technical Bid), failing which the bid will be rejected.
- 1.9 Scanned copy of DD/ Bankers' Cheque towards Cost of Tender Document and EMD (as mentioned in clause 1.3 & 1.7 above) shall also be uploaded in the e-tender portal [www.tenderwizard.com/CPT](http://www.tenderwizard.com/CPT), failing which the bid will be rejected.
- 1.10 The bidders need to obtain one time User ID & Password for log-in to e-Tendering portal [www.tenderwizard.com/COPT](http://www.tenderwizard.com/COPT) from the service provider KEONICS, by paying the required registration amount through online Payment using Credit/Debit Card/Net banking in favour of "KSEDCL, Bangalore". **For further details, please contact e-Tender Help Desk No. 080-40482000/9746118529/ 9605557738.**
- 1.11 The tenders shall be submitted "online" strictly in accordance with the Instructions to Tenderers and other Terms & Conditions given in the tender document.
- 1.12 The bidders shall submit scanned copy of all the required documents such as DD / Bankers Cheque towards the cost of tender document and EMD; proof of experience, financial details, etc. in the e-tender portal [www.tenderwizard.com/CPT](http://www.tenderwizard.com/CPT).
- 1.13 All benefits applicable to Micro, Small & Medium Enterprises (MSME) as per Public Procurement Order 2012 shall be applicable for this tender.
- 1.14 Time schedule for various activities in connection with this tender will be as follows:
  - 1.14.1 Availability of Tender Document: [www.cochinport.gov.in](http://www.cochinport.gov.in); [www.eprocure.gov.in/app](http://www.eprocure.gov.in/app); [www.tenderwizard.com](http://www.tenderwizard.com) from 20/06/2020 to 10/07/2020.
  - 1.14.2 Opening of Stage 1 of the bid: 15 Hrs on 10/07/2020.
  - 1.14.3 Opening of Price Bid (Stage-2) of qualified Tenderers: Will be announced later.

**1.15 BIDDERS WITH THE FOLLOWING MINIMUM ELIGIBILITY CRITERIA ONLY MAY PARTICIPATE:**

1.15.1 The firm/ Individual must have registered in India as a Man Power Supplier and having experience of supplying Manpower to any in any Major Ports, Govt. Institutions, Central and State Public Sector Units, Public or Private Ltd. Companies, Cargo Terminals/ Sea Ports/ Airports/ CFS/ Large manufacturing Factories for minimum 2 years tenure in the last 7 years ending 31<sup>st</sup> May 2020. **(A copy of the certificate of Incorporation from Registrar of Companies to be submitted as proof).**

1.15.2 Bidder shall be a company or individual in existence for the last 5 years performing in the field of Manpower supply.

1.15.3 Copy of original Service Order and Service Completion certificate of having successful completion of **Similar Services** during the last 07 (Seven) years ending on 31-May-2020 shall have to be submitted in respect of:

(a) **Three similar Services each costing not less than 67.20 Lakhs**

**or**

(b) **Two similar Services each costing not less than Rs.84.00 Lakhs**

**or**

(c) **One similar Service costing not less than Rs.134.40 Lakhs**

**Explanatory notes:**

(a) Similar work(s) means “Man Power Supply”

(b) The experience certificate of manpower supply executed in private sectors/organizations, shall be considered for qualification, only on submission of TDS certificate along with work order and completion certificate.

(c) Copy of completion certificates issued by the owner/ responsible officer of the owner under whom he has executed such contract shall be attached. The certificate shall contain, date of commencement & date of completion of the contract.

(d) Following enhancement factors will be used for the costs of contract executed for bringing the financial figures to a common base value in respect of the works completed in the past years.

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

**1.15.4 Financial Turnover:**

Average Annual Turnover of the tenderer during the last three financial years ending 31<sup>st</sup> March 2019 shall not be less than Rs.50.00 Lakhs.

In proof of this Audited Annual Accounts Statements or IT returns duly acknowledged by the Income Tax department along with computation statement signed by the Auditor/ Chartered Accountant, for the last three years shall be produced by the tenderer.

1.16 **Security Deposit:** The successful tenderer will be required to furnish Security Deposit for Rs.8,40,000/- on not later than **15 days** from the date of receipt of work order in one of the following forms:

i) Banker's Cheque/Demand Draft/Pay Order of a Scheduled Bank.

ii) An irrevocable Bank Guarantee (BG) in a stamp paper of value Rs.200/- enforceable and encashable at Cochin, drawn from any Scheduled Bank operating in India as per the prescribed proforma. The Bank Guarantee furnished towards the security deposit shall be valid up to the completion of the guarantee period and shall have a claim period of three months after successful completion of guarantee period. In case of extension of Guarantee period, Bank Guarantee has to be extended for a further period as required by Cochin Port Trust to cover the guarantee period. Any expenditure in this regard will be borne by the contractor. FORM II PROFORMA OF BANK GUARANTEE FOR SECURITY DEPOSIT is appended along with this tender document. Bank Guarantee has to be furnished in this format. If the contractor fails to perform or observe any of the conditions of contract, Port Trust will be at liberty to deduct any amount due to Port Trust under this contract from Security Deposit/any sums of money due or that may become due to the Contractor. This is without prejudice to the rights of the Port Trust under the terms and conditions of this Contract.

1.17 Unless Security Deposit 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.

1.18 Security Deposit will be released / refunded to the Contractor not later than 30 days from the date of completion of Service Period.

1.19 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.

- 1.20 Canvassing in connection with tender is strictly prohibited and tenders submitted by the Contractors who resort to canvassing will be liable to rejection.
- 1.21 The tenderer shall specify the PAN No. allotted to him so that Chief Engineer/ Executive Engineer can ascertain his liability to the Income Tax Department.
- 1.22 The tenderer shall furnish documentary evidence in support of Goods & Service Tax (GST) Registration.
- 1.23 **Taxes and Duties:**
  - 1.23.1 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.
  - 1.23.2 GST for the work will be paid extra by the Port. The GST applicable as per law can be billed on the Port Trust, 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 Trust 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.
  - 1.23.3 Any stipulation by a tenderer that taxes and duties deductible from these bills should be borne by the Port Trust will result in the summary rejection of his /their tender.
- 1.24 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.
- 1.25 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.
- 1.26 This Tender Notice shall form part of the Contract.

**Chief Engineer**  
**Cochin Port Trust**  
**For and on behalf of the Board of Trustees of the Cochin Port Trust**