

**SECTION I**  
**COCHIN FISHERIES HARBOUR**  
**(GOVERNED BY COCHIN PORT TRUST)**

Office of the Administrator,  
Cochin Fisheries Harbour,  
Thoppumpady, Kochi – 682005,  
KERALA  
Tele: 91-0484-2220707/ 0484-2951707  
website: [www.cochinport.gov.in](http://www.cochinport.gov.in)



**Tender No. AE/Outsourcing Manpower/CFH-2021**

**Date: 24-02-2021**

**1. NOTICE INVITING TENDER**

1. Electronic Tenders (**e-tenders**) in Single Stage Two Cover bidding procedure [Technical Bid and Financial Bid], are invited by The Administrator, Cochin Fisheries Harbour, Thoppumpady, Kochi - 682 005 from reputed firms meeting the Minimum Qualification Criteria specified below for **“Outsourcing of Revenue Collections inside the Wharf of Cochin Fisheries Harbour for a Period of One Year”**
2. **Minimum Qualification Criteria (MQC):**

Tenderer must fulfill the following Minimum Qualification Criteria to prove the techno-commercial competence and submit the documents in support thereof:

**a) Experience**

The Tenderer should have experience of having successfully completed similar works of “toll/parking fee collection preferably in Fish Landing Centres/toll gates/parking terminals” in Major Ports/ Minor Ports/ Private Ports/ Fishing Harbours/ Other Reputed Govt./Private Organizations as detailed below to their clients during last 7 (seven) years ending 31.01.2021

- i) Three similar completed works each costing not less than **Rs.88.4 Lakhs.**

**(OR)**

- ii) Two similar completed works each costing not less than **Rs.110.5 Lakhs.**

**(OR)**

- iii) One similar completed work costing not less than **Rs.176.8 Lakhs.**

**b) Financial Turnover**

Average Annual Financial turnover of the tenderer during the last three financial years, ending 31<sup>st</sup> March, 2020 (viz. 2017-18, 2018-19 and 2019-‘20) should be atleast **Rs.66.30 Lakhs.** If the firm is having a period of existence less than 3 years, the average of annual turnover will be calculated for the period from the date of existence of the firm.

**Explanatory notes:-**

- Note 1:- Tenderer should submit self attested/notarized copies of Work Order/Contract Agreement and certificate of satisfactory completion from the Client in support of contracts having been executed as proof.
- 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 [January, 2020]	1.07
Two years [January, 2019]	1.14
Three years [January, 2018]	1.21
Four years [January, 2017]	1.28
Five years [January, 2016]	1.35
Six years [January, 2015]	1.42

- Note 3:- The experience certificate of works executed in private sectors/organizations shall be considered for qualification, on submission of TDS certificate along with work order and completion certificate.
- Note 4:- The bidders should have successfully completed minimum one year of satisfactory operation of similar works as on 31-01-2021. Also, in the case of ongoing contracts for *similar works* as on 31-01-2021, if the value of the completed portion of the contract is meeting the criteria specified under Clause 2(a) above the same will be considered based on documentary proof issued by the clients.
- Note 5:- A statement duly certified by the Chartered accountant showing the average annual Financial Turnover during the last three financial years, (viz. 2017-18, 2018-19 and 2019-'20) and audited financial statements for the above three financial years should be submitted.

**3. Other Eligibility Considerations:**

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

3.2 The bidders having **EPF and ESI registration only shall be considered for qualification in the tenders.**

4. 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 1.2**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date and Time</b>
1	Tender e-publication date	24-02-2021
2	Download period of Bid Documents	<b><u>26-02-2021 14:00 Hrs to 31-03-2021 upto 14:00 Hrs.</u></b>
3	Last date for seeking clarifications by bidders	Upto 14:00 Hours on 10-03-2021
4	Date of Pre-Bid meeting	10-03-2021 at 14:30 hrs. (Through Video Conference)
5	Uploading of reply to queries/ Addendum/ Corrigendum/ Amendments, if any	17-03-2021 at 17:00 Hrs
6	Last date and time of submission of Bid	31-03-2021 upto 15:00 Hrs
7	Date and time of opening the Technical Bid	31-03-2021 at 15:30 Hrs
8	Date and Time of opening of Financial bids of Technically qualified bidders	Will be announced after completion of Technical evaluation and pre-qualification of bids.

ii) Bid information :

**Table 1.3**

i)	Estimated Amount put to Tender	<b>Rs.221 Lakhs</b> (Reserve Price of Rs.187.28 Lakhs plus GST @ 18%)
ii)	Earnest Money Deposit	No EMD will be applicable for this tender as per the Ministry of Ports, Shipping and Waterways letter No.PD-24015/71/2020-PDVII(e-340929) dated 26-11-2020 and Ministry of Finance, Department of Expenditure's OM No.F-9/4/2020-PPD dated 12-11-2020. <u>In lieu of EMD/Bid Security, Bid Security Declaration shall be furnished as per the format enclosed.</u>

		Otherwise, the bids will be rejected.
iii)	Cost of Bid document	Rs.5,600/- (including GST @12%, firms without GSTIN shall pay 1% as Flood cess) (Non- refundable) furnished either through Demand Draft / Banker's Cheque drawn in favour of the Administrator, Cochin Fisheries Harbour, payable at Kochi, from any Commercial Bank in India or payment online, being the cost of single copy of the tender document.
iv)	Validity period of Tender	120 days from the Last Date for Receipt of Tenders.
x)	Time for commencement of service by the contractor	45 days from the date of LOA.
xi)	Period of Contract	One year.
xii)	Name, Designation, Address and other details (For Submission of Bid in response to NIT)	Jose C.Kappen, Administrator, Cochin Fisheries Harbour, Office of the Administrator, Cochin Fisheries Harbour, Thoppumpady, Kochi-682 005, Kerala. Email: cfhoffice123@gmail.com

5. The Reserve Price fixed for this tender is Rs.187.28 Lakhs plus GST extra, totaling to Rs.221 Lakhs. The bidders are expected to quote base amount higher than the Reserve Price and the highest bidder will be the successful bidder. The successful bidder shall remit the quoted amount in 4 equal quarterly installments in advance including GST.
6. The Reserve Price is fixed based on the actual Revenue Collections and Revenue Projections and also considering the anticipated expenses towards manpower, equipments, miscellaneous expenses and reasonable profit to the contractor.
7. The successful Bidder selected for this contract is required to provide Manpower, Computers, Printers, operating software, Stationery, etc required at his cost and will be responsible for collecting various entry fees, berthing charges, net repair charges, etc associated with the activities in the Fishing Harbour as per Schedule of Rates (SoR) at Cochin Fisheries Harbour.
8. All Tenderers are advised to visit the Cochin Fisheries Harbour Wharf area before submitting their offer in order to make themselves fully aware of the working conditions. Cochin Fisheries Harbour will not be responsible for any cost or expenses

incurred by the Tenderer in connection with the preparation or delivery of the tenders including cost and expenses related to visits to the sites.

9. 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. Bid document will also be available in Cochin Port website ([www.cochinport.gov.in](http://www.cochinport.gov.in)) as well as Central Public Procurement (CPP) Portal, which can be downloaded. The cost of bid document shall be furnished in the form of Demand Draft/ Banker's Cheque drawn in favour of Administrator, Cochin Fisheries Harbour, along with the submission of bid or through online payment mode.
10. The bidders need to obtain the one time User ID & password for log-in to in **e-Tendering** system from the service provider M/s. **KEONICS** by paying the registration amount of **Rs.1180/-** by online payment using Credit/Debit Card/Net Banking or DD in favour of "KSEDCL, Bangalore".
11. 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. 080-49352000/9605557738.
12. The bidder is responsible to download the Tender Document, all Addenda/ Amendments/ Errata/ Replies to the queries of bidders etc., if any, issued by Cochin Fisheries Harbour, from the website before submission of the bid. The Cochin Fisheries Harbour reserves the right to call for shortfall in documents/ clarifications as required provided the basic MQC documents are submitted at the time of tender opening.
13. All bids shall be submitted "**online**" **only**, on the website [www.tenderwizard.com/COPT](http://www.tenderwizard.com/COPT), strictly in accordance with the Instructions to Tenderers and Terms & Conditions given in the tender document. No bids shall be accepted off-line (Hard copy).
14. Cochin Port Trust will not be held responsible for any technical snag or network failure during online bidding. It is the bidder's 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.
15. The bidder shall submit the originals of the instrument towards the cost of tender, Power of Attorney, if applicable along with letter of submission in a sealed cover to the **Administrator, Cochin Fisheries Harbour, Thoppumpady, Kochi - 682 005, KERALA**, before opening date and time of the tender. **Non submission of the original financial instruments towards cost of Tender Document and Bid Security Declaration before opening date and time will make the tender liable for rejection.**
16. In case of on-line payment, UTR number of the transaction should be communicated to the Administrator through e-mail Id: [cfhoffice123@gmail.com](mailto:cfhoffice123@gmail.com), well in advance before opening of e-tender. Cochin Fisheries Harbour will verify the receipt of Cost of Tender Document as referred in UTR number in the Bank Account Number mentioned below. If cost of tender document has not been reflected in the Bank Account of Cochin Fisheries Harbour, the bid will be rejected. Bank Details of Cochin

Fisheries Harbour are given below:-

Name of Bank	State Bank of India
Name of Branch	Thoppumpady
IFSC Code	SBIN0070141
Account No	57004417745
Account Holder's Name	Administrator

17. Exemptions as applicable as per the GoI guidelines/ Financial Rules prevailing will be given to eligible firms.
18. The undersigned reserves the right to reject/cancel/postpone/annul the tenders at any stage of the tender, which will be binding on all bidders.
19. This tender notice shall form part of the tender document and are to be signed and submitted along with the tender.

**Sd/-**

**Administrator,  
Cochin Fisheries Harbour  
TeleFax: 91 0484 2666639  
Phone: 0484-2951707/ 2220707  
Email : [cfhoffice123@gmail.com](mailto:cfhoffice123@gmail.com)**