COCHIN PORT AUTHORITY

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E-QUOTATION DOCUMENT FOR CLEANING AND MAINTAINING THE CRUISE PASSENGER TERMINAL (SAGARIKA) AND CONNECTED FACILITIES AT COCHIN PORT.

Website:www.tenderwizard.com/CPT

SUPTDG. ENGINEER(II)'S OFFICE

COCHIN PORT AUTHORITY

COCHIN-682009

QUOTATION No.T6/Q-13/2025-C

COCHIN PORT AUTHORITY

E-QUOTATION FOR CLEANING AND MAINTAINING THE CRUISE PASSENGER TERMINAL (SAGARIKA) AND CONNECTED FACILITIES AT COCHIN PORT.

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SIGNATURE OF QUOTATIONER

COCHIN PORT AUTHORITY

SUPTDG. ENGINEER-II'S OFFICE
COCHIN-9

No.T6/Q-13/2025-C Dated:- 29-08-2025

e-QUOTATION NOTICE

1. Electronic Quotations **(e-quotations) under Two Cover system** on percentage basis are invited on behalf of Cochin Port Authority, from experienced, resourceful and bonafide contractors for the following work**:**

Sl. No	Tender No. and Name of work	Particulars	Qualifying Criteria
1.	T6/Q-13/2025-C. **"Cleaning and maintaining the Cruise Passenger Terminal (Sagarika) and connected facilities at Cochin Port."** Estimated cost- Rs.3,89,170.00	Last date and time for submission of quotations- 14:30 hrs on 18/09/2025. Public opening of quotations - 15:00 hrs on 18/09/2025.	See para-2 below.

2. **Minimum Qualification criteria required for considering quotations:**

(i)Experience:

The tenderer should have successfully completed at least:

one similar work of value not less than Rs 3.11 lakhs

OR

two similar works, each of value not less than Rs.1.95 lakhs

OR

three similar works, each of value not less than Rs.1.56 lakhs,
during the preceding seven years ending 31st July 2025.

Explanatory notes:

(a) Similar work(s) means "***Cleaning & upkeeping works of Offices, Hotels, Aerodromes, Ports, Hospitals and the like / Labour Oriented cleaning/ upkeeping works*****".**

(b) The experience certificate of works executed in private sectors/ organisations, shall be considered for qualification, only on submission of TDS (Form 26AS) certificate along with work order and completion certificate.

(c) 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.

(d) 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.

(e) 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.

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

ii) <u>Financial Turnover:</u>

Average Annual Turnover of the tenderer during the last three financial years ending 31st March 2024 shall not be less than Rs.1.17 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.

3. Schedule of Quantities of Work & General Conditions for carrying out the work are enclosed.

Encl:- As above

Sd/-

SUPTDG. ENGINEER-II

To

List Attached.

Copy to : The Chief Engineer, CoPA

" : The FA&CAO,CoPA

" : The Asst. Engineer (WS&S),CoPA

I. GENERAL CONDITIONS

1. The work under this contract covers **Cleaning and maintaining the Cruise Passenger Terminal (Sagarika) and connected facilities at Cochin Port**.
2. The bidders need to obtain the one time User ID & password for log-in to e-tendering Portal www.tenderwizard.com/CPT from the service provider M/s. KEONICS by paying registration amount of Rs.1124/- through online Payment using Credit/Debit Card/Net banking or DD in favour of "KSEDCL, Bangalore".
3. The intending bidder must have valid Class-II or III digital signature certificate to submit the bid. For further details, please contact e-Tender Help Desk No. 080-40482000/ 080-49352000/ 9746118529/ 9605557738.
4. e-Quotations are invited from experienced, resourceful and bonafide contractors.
5. The Quotationer shall submit the Quotation Notice, General conditions & Schedule of Quantities of work **'Online'.** The name and address of the quotationers shall be necessarily entered in the space provided in the Schedule of Quantities of Work.
6. The Quotationer shall inspect the site before submitting the quotation in order to make them fully aware of the site and its conditions.
7. Clarifications, if any, required can be obtained by contacting the Suptdg. Engineer/ Asst. Engineer of concerned Civil section.
8. The period of contract is ***6 (Six) Months. However the period is Likely to be extended for a further period of 6 (Six) months with the same terms & conditions***.
9. The Engineer-in-Charge of the work (Engineer's Nominee/ Nominee) shall be Suptdg. Engineer (II).
10. **Water & Electricity**

    Water: Water, if required for the cleaning work, shall be issued by the CoPA at free of cost.

    Electricity: 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.

11. The rate/percentage quoted shall be excluding Goods & Service Tax (GST).

12. The Quotationer shall have valid GST Registration number. GST as applicable 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 Quotationer by the Board along with the bills, for which the Quotationer shall hold valid GST Registration number.

13. All labour, skilled or unskilled for the work shall be provided by the Quotationer at his own cost and settling any disputes with the labour shall be, Quotationer's responsibility.

14. All care and precautionary measures for avoiding any kind of damage/ accidents in the work site shall be taken by the Quotationer. All safety precautions shall be taken while carrying out the work. The Quotationer shall supply the necessary safety equipments to the workers employed by him and also ensure that they use it, while carrying out the work. The Quotationer shall be solely liable and responsible for accidents if any, occurring during the period of Contract.

15. The work shall be completed without causing any damage to the existing structures/cables etc. In case any damage is caused, the same has to be rectified at Quotationer's risk and cost.

16. The Port will in no way be responsible for any loss/damages caused in connection with the work.

17. The quantities specified in the schedule of quantities of work are only approximate and shall be increased or decreased at the discretion of the Engineer-in-Charge according to actual requirements**. Payment will be made as per actual measurements, according to the percentage quoted.**

18. Quotations shall be valid for a period of **120 days** from the due date of submission of quotation.

19. **Liquidated Damages:** In case of delay in completion of the contract, liquidated damages (L.D) may be levied at the rate of **half percent (½ %)** of the Contract Price per week of delay, subject to a maximum of 10% of the Contract Price. The amount of Liquidated Damages will be adjusted or set-off against any sum payable to the Quotationer by Cochin Port Authority.

20. **Security Deposit**: Security deposit @ 10% of Contract Price or cost work done whichever is high shall be recovered from the Quotationer's bill. The amount towards Security Deposit so deducted will be released within 14 days from the date payment of final bill.

21. **Execution of Agreement**: The successful Quotationer will be required to execute **within 21 days from the date of receipt of work order**, an agreement at his expense on proper value Kerala State Stamp Paper in the prescribed departmental form, consisting of the work order issued to the Quotationer, together with the Quotation submitted by him including General Conditions, for the due and proper fulfilment of the contract.

22. Till signing of agreement, the Quotation together with the acceptance letter shall constitute a binding contract between the Quotationer and Cochin Port.

23. 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.

24. **The bidders having EPF/ ESI registration certificates only shall be considered for qualification in the quotation, if applicable, as per EPF /ESI Acts. In case, the Quotationer 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.**

SIGNATURE OF QUOTATIONER

DETAILED SPECIFICATIONS FOR CLEANING AND MAINTAINING THE CRUISE PASSENGER TERMINAL (SAGARIKA) HALL & CONNECTED FACILITIES AT COCHIN PORT FOR ONE YEAR.

GENERAL

1. The work consists of

   i. Upkeeping the surrounding areas of SAGARIKA Hall, Parking area and Kochi Haatt area by Sweeping and cleaning, collection of all waste materials, disposing all the waste materials collected in the nearby dust bins/ area pointed out by the Engineer-in-charge, operation of pump attached to the OH tank, all upkeeping works on the date of arrival of vessel etc. including cost of all labour, tools, etc. complete as per specifications & direction of the Engineer-in-charge..

   ii. Upkeeping the SAGARIKA Hall by sweeping and cleaning the dust, washing, moping etc. from all floors of hall including both side verandahs, moping & washing all the fllors of toilets & halls, all room attached at Ground & first floor of hall, all toilets and other connected facilities, inside & outside walls, inside & outside of all glass panels, counters, ACP clading, wooden paneling works, outside & inside of buildings, all windows, all doors, all ceilings, all grill doors, upkeeping toilets at parking ground & Cochi Haatt, including collecting the sweepings, dust, rubbish etc. The waste materials collected shall be deposited in the nearby dust bins/ area pointed out by the Engineer-in-charge includng cost of all labour, tools, equipments, cleaning materials etc. complete as per specifications and directions of Engineer-in-charge. The contractor shall provide all cleaning solutions, room freshners for hall & toilets etc.

   iii. Cutting and removing grass and overgrowth of vegetation by grass cutting machine, maintaining the lawn area of SAGARIKA by mowing, watering etc., collection of all rubbish and disposal of the same at nearby dustbins or waste collection area pointed out by the

Engineer-in-charge including cost of all labour, tools, equipments all consummables etc. complete as directed by the Engineer-in-charge..

2. All cleaning materials like cleaning powder, suitable toilet cleaning liquids, Phenyl floor cleaner with suitable aroma, naphthalene balls, detergent, good approved quality disinfectants & other cleaning materials to keep the facilities neat, clean & in a nice condition shall be supplied and applied by the contractor for cleaning.

3. Suitable tools & cleaning equipments like Moping Machine, brooms, mops, brushes, brush cutter or other grass cutting equipments etc. shall be supplied by the contractor for cleaning.

4. The contractor shall keep all the walls, ceilings, windows, doors, glass panes, Aluminium Composite Panel claddings, other cladings etc. free of dust during the entire contract period.

5. The contractor shall keep all the walls of toilets, wash rooms, bathrooms, washing areas etc. free of Cobweb.

6. The sewage/ drainage line blocks, if any occuered, shall be cleared by the Contractor. Contractor shall keep all the floors, wall claddings, wash basins, urinals, closets, sinks, taps, other fittings etc. stain free by applying suitable cleaning materials/ acids.

7. Lawns inside the Sagarika Compound shall be maintained by the contractor by mowing, watering, manuering, deweeding etc.

8. The pumps provided for the water supply system of Sagarika shall be operated by the contractor & make sure that the OH tanks shall have adequate quantity of water at all time of vessel arrival.

9. **MINIMUM NUMBER OF WORKERS TO BE DEPLOYED FOR WORK**

Sl. No.	Details of Work	Minimum Number of Workers to be deployed
1.	Item No.2 of BoQ. Upkeeping the SAGARIKA Hall by sweeping and	6 Nos./ day

	cleaning the dust, washing, moping etc. which includes all floors of hall including both side verandahs, moping & washing all the fllors of toilets & halls, all room attached at Ground & first floor of hall, all toilets and other connected facilities, inside & outside walls, inside & outside of all glass panels, counters, ACP clading, wooden paneling works, outside & inside of buildings, all windows, all doors, all ceilings, all grill doors, upkeeping toilets at parking ground & Kochi Haatt, including collecting the sweepings, dust, rubbish etc. The waste materials collected shall be deposited in the nearby dust bins. The contractor shall provide all cleaning solutions, room freshners for hall & toilets etc.	

10. **A register shall be maintained by the contractor for recording the attendance of workers deployed, 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. If the number of workers is less than the minimum number specified as per Table I above, a penalty equal to one day contract amount shall be recovered from the bills.**

11. **A certificate regarding the cleanliness of all the facilities of Cruise Passenger Terminal (SAGARIKA) hall, as specified, shall be prepared and approval from the Sub Divisional Officer or his authorized representative or Sanitary Inspector shall be got at the end of each day's work for its acceptance for payment. Copy of the certificate shall be accompanied with each bill. If the certificate regarding cleanliness for any day shall not be approved by the Competent Authority, penal clause as per clause 13.2 shall be attracted.**

12. **PAYMENT SCHEDULE**

12.1. Payment will be will be made; on satisfactory performance and based on the certificate as per clause 11 above & GST Invoice submitted by the contractor.

13. **COMPENSATION FOR NON FULFILLMENT**

13.1. As per Clause 10 above.

13.2. **If the certificates regarding any area to be cleaned as detailed in clause 7 shall not be approved by the Engineer-in-charge or his representative the cleaning of that particular day shall be considered as incomplete and penalty equivalent to one day payment shall be recovered from the bill. In addition payment for the particular day shall not be issued to the contractor.**

SIGNATURE OF QUOTATIONER

ANNEXURE-I

COCHIN PORT AUTHORITY

CLEANING AND MAINTAINING THE CRUISE PASSENGER TERMINAL (SAGARIKA) HALL & CONNECTED FACILITIES AT COCHIN PORT.

UNDERTAKING REGARDING EPF AND ESI REGISTRATION

I/ We, M/s…….. (Name & Address of the Quotationer) 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 QUOTATIONER