

COCHIN PORT AUTHORITY					
www.tenderwizard.com/CPT					
Tender No: :T6/T-2116/2026-C					
NAME OF WORK: Annual Civil Maintenance Contract (ACMC) for the Year 2026-27(Re-Tender)					
SCHEDULE – “I”					
CHECKLIST OF DOCUMENTS					
Name of the Vendor:					
Sl. No.	Clause Ref.No.	Description of Document	Requirements/ Exemptions available	Whether submitted by the Tenderer (Yes/No)	Remarks
1	Cl. No. 22.1(a) of Instruction to Bidders	Rs.4,50,000.00 furnished through deposited /furnished either through RTGS/NEFT mode/ Demand Draft / Banker's Cheque / Pay Order / Insurance Security Bond drawn in favour of Financial Adviser & Chief Accounts Officer, Cochin Port Authority from any Nationalized Bank/ Scheduled Bank in India /Insurance Company duly approved by the Insurance Regulatory and Development Authority of India or through an irrevocable Bank Guarantee (BG) valid for a period of 165 days from the date of opening of tender, enforceable and encashable at Cochin, drawn from any Nationalized Bank/ Scheduled Bank operating in India.	As per Clause 17.3 of Instruction to Tenderers (Page 21). Latest MSE Certificate needs to be uploaded by the Bidder.		
2	Cl. No. 22.1(b) of Instruction to Bidders	Cost of Tender Document of Rs. 2,360/- in the form of RTGS/NEFT mode/ Demand Draft / Banker's Cheque / Pay Order drawn in favour of FA&CAO, Cochin Port Authority payable at Cochin.	I. DD / Bankers Cheque /pay order towards the cost of tender. (Original) II. Proof should be attached in any other cases except where original is only valid for enforcing and encashing. *As per Clause 17.3 of Instruction to Tenderers (Page 21). Latest MSE Certificate needs to be uploaded by the Bidder.		
3	Cl. No.22.1(a) of Instruction to Bidders	Letter of Submission as per Annexure – 1 in Bidders Letter Head.	Needs to be uploaded in Portal.		
4	Cl. No. 22.1(e)of Instruction to Bidders	Power of Attorney (in original) in favour of signatory/s to the Tender, duly authenticated by Notary Public as per Annexure - 2	Original should be submitted directly to Chief Engineer's Office. *Also needs to be uploaded in Portal.		
5	Cl. No.22.1(f)of Instruction to Bidders	Organization Details as per Annexure-3	Needs to be uploaded in Portal-Duly filled and signed by Authorized Signatory.		
6	Cl. No. 22.1(g)of Instruction to Bidders	Details of experience as per Annexure 4a & 4b and Certificates in proof of experience in similar works as detailed under Clause.13 of Instruction to Bidders.	Both should be submitted and Works mentioned in both annexures will only be considered. *Signature of Chartered Accountant is a must in Annexure-4B.		
7	Cl. No. 22.1(g) (1) of Instruction to Bidders	Original or notary certified copy of completion certificates of each work issued by the owner/ the responsible officers of the owner under whom he has executed such contracts shall be attached.	Ref. Annexure-4(a)		
8	Cl. No. 22.1(h)of Instruction to Bidders	Audited financial statements viz., profit and loss account and balance sheet etc. to substantiate the average annual financial turnover during the last 3 financial years ending 31 st March 2025 as detailed under clause 12 of instruction to bidders.(Annexure 5)	*Signature of Chartered Accountant is a must.		
9	Cl. No. 22.1(i)of Instruction to Bidders	Form of Bid duly signed and sealed	Should be uploaded Duly filled and signed by Authorized Signatory		
10	Cl. No. 22.1(j)of Instruction to Bidders	Bid document including all Addenda/Corrigenda duly signed and sealed.	Should be uploaded Duly filled and signed by Authorized Signatory		
11	Cl. No. 22.1(k)of Instruction to Bidders	Partnership deed or Memorandum and Articles of Association of the company and Registration certificate of the company as the case may be.	Documents submitted shall be as per clause 20.2 as per type of bidder.		

Sl. No.	Clause Ref.No.	Description of Document	Requirements/ Exemptions available	Whether submitted by the Tenderer (Yes/No)	Remarks
12	Cl. No. 22.1(l) of Instruction to Bidders	Copies of EPF ,ESI,PAN and GST registration			
13	Cl. No. 22.1(m) of Instruction to Bidders	Detailed method statement (Technical Note) for carrying out of the works, along with an implementation schedule showing sequence of operation (vide <i>Annexure – 6</i>).	Not Applicable		
14	Cl. No. 22.1(n) of Instruction to Bidders	List of Plant and equipment proposed to be engaged for work. (vide <i>Annexure-7</i>).	Not Applicable		
15	Cl. No. 22.1(o) of Instruction to Bidders	Declaration as per <i>Annexure -8</i>	Needs to be duly filled / struck off as the case may be and needs to be duly signed by authorized signatory		
16	Cl. No. 22.1(p) of Instruction to Bidders	Bank information for e- Payment system as per <i>Annexure-9</i>	Needs to be duly signed by authorized signatory		
17	Cl. No. 22.1(q) of Instruction to Bidders	Undertaking regarding EPF & ESI Registration as per <i>Annexure-10</i>	Needs to be duly signed by authorized signatory.		
18	Cl. No. 22.1(r) of Instruction to Bidders	Details of litigation history, blacklisting etc. of the Bidder as per <i>Annexure-11</i>	Needs to be duly signed by authorized signatory & attested by statutory auditor.		
19	Cl. No. 22.1(s) of Instruction to Bidders	Integrity Pact as per <i>Annexure-12.(Hard Copy Original)</i>	Needs to be submitted in Bidders Letter Head & Needs to be duly signed by authorized signatory.		
20	Cl. No. 22.1(t) of Instruction to Bidders	Bid Security Declaration (vide <i>Annexure-16</i>).	Needs to be duly filled & signed by authorized signatory.		
21		Annexure 13, 14, 15 .	As per applicability.		

Note: (i) All the documents submitted by the tenderer shall be neatly bound / filed and page numbered or properly marked. Tenderer is required to mention relevant page numbers / marking of his offer while filling up the above format.