

1 TENDER NOTICE

- 1.1. Electronic tenders (e-tenders) in two cover system are invited by the Sr. Dy. Materials Manager, Cochin Port Trust, Willingdon Island, Cochin -9, e-mail: sdmm@cochinport.gov.in, for Supply of “Computers and Laptop”.
- 1.2. Tender documents can be downloaded from the e-tendering portal www.tenderwizard.com/COPT or from CoPT website www.cochinport.gov.in or from Central Public Procurement Portal www.eprocure.gov.in/cppp/.
- 1.3. 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.
- 1.4. The bids should be uploaded in electronic form only through e-tender portal www.tenderwizard.com/COPT.
- 1.5. Cost of tender document **Rs. 2,100/-** (including GST) is to be remitted in the form of Account Payee Demand Draft/ Banker’s Cheque from any of the commercial banks payable at Cochin in favour of FA & CAO, Cochin Port Trust or payment online.
Bank Details of Cochin Port Trust are given below:

Name of Bank	: State Bank of India
Name of Branch	: Cochin Port Trust
IFSC Code	: SBIN0006367
Account No	: 10601197375
Account Holder’s Name	: Cochin Port Trust
- 1.6. 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. In lieu of Bid Security/EMD, Bid Security Declaration (Annexure –III) shall be furnished as per the format enclosed. Otherwise, the bids will be rejected.
- 1.7. Proof of payment in original towards Cost of tender document shall be submitted to Sr. Dy. Materials Manager before the scheduled date and time of opening of the bid, failing which the bid will be rejected. In case of online payment, UTR number of the transaction should be communicated to the e-mail id of the contact person of Cochin Port Trust as mentioned in Section 1.1 above, at least one day before the date and time of opening of e-tender. Cochin Port Trust will verify receipt of payment as referred in the UTR number, in the Bank account mentioned in section 1.5. If Cost of tender document has not reflected in the Bank account of Cochin Port Trust, the bid will be rejected.
- 1.8. All benefits applicable to MSME as per the Public Procurement Order 2012/2017 shall be applicable for this tender. The bidder shall furnish a copy of the valid NSIC/MSME Certificate for availing exemption of EMD and cost of tender document.
- 1.9. Scanned copy of instruments towards Cost of Tender Document (as mentioned in clause 1.5 and 1.8 above) shall also be uploaded in the e-tender portal www.tenderwizard.com/COPT, 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 from the service provider KEONICS, by paying registration amount of **Rs.1180/-** through 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**.

- 1.11. The tenders shall be submitted “**on line**” 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 proof of experience, financial details, etc. in the e-tender portal www.tenderwizard.com/COPT.
- 1.13. Minimum Qualification Criteria (MQC):
 - a) Tenderer should either be a manufacturer or should be a dealer of HP/DELL/ASUS make **Computers/Laptops**.
 - b) In case of manufacturer, copy of certificate of incorporation/registration should be submitted along with the tender.
 - c) In case of dealer, copy of valid dealership certificate issued by the manufacturer should be submitted along with the tender.
 - d) The Tenderer should have experience in having successfully supplied “ Desktop Computers/Laptops”, during last 7 years ending on 31.12.2020 as follows. Copy of Supply Order and proof of receipt of materials by the buyer should be enclosed along with the tender. Value of Completed Supplies should be either of the following: -
 - i. Three Completed Supplies, each costing not less than Rs. 5, 32,900/- **or**
 - ii. Two Completed Supplies, each costing not less than Rs. 6, 66,100/- **or**
 - iii. One Completed Supply, costing not less than Rs.10, 65,800/-.
 - e) Average annual financial turnover of the tenderer should not be less than Rs.3, 99,700/- during the last three financial years ending 31.03.2019. The details shall be furnished in Schedule C. Copy of auditor’s report along with balance sheets for the past three years should be enclosed along with the tender.
- 1.14. **Evaluation and comparison of tenders:** The Cochin Port Trust shall award the contract to the tenderer whose offer is substantially responsive to the tender document and has been determined to be the overall lowest evaluated tender.
- 1.15. Time schedule for various activities in connection with this tender will be as follows:
 - 1.15.1. **Availability of Tender Document:** www.cochinport.gov.in; www.eprocure.gov.in/cppp/; www.tenderwizard.com/COPT from **25.01.2021 to 08.02.2021**
 - 1.15.2. **Pre Bid Meeting: 01.02.2021 11.00 Hrs at Mini Conference Hall, Cochin Port Trust.**
 - 1.15.3. **Queries if any to be sent through email on or before 29.01.2021 11.00 Hrs.**
 - 1.15.4. **Opening of Techno-Commercial bid: 15:00 Hrs on 08.02.2021.**
 - 1.15.5. **Opening of Price Bid of qualified Tenderers:** Will be announced later

Sd/-

Sr. Dy. Materials Manager
For and on behalf of the Board of Trustees of
The Cochin Port Trust

Dated: 25.01.2021