



## COCHIN PORT TRUST

Chief Mechanical Engineer's Office,  
Cochin Port Trust, Willingdon Island,  
Cochin – 682009, KERALA

Tele: 91-0484 -2666639/0484-2582300

website : [www.cochinport.gov.in](http://www.cochinport.gov.in)

e-mail : [cme@cochinport.gov.in](mailto:cme@cochinport.gov.in)

Tender No. F1/T-17/AMC-AC Units/2021-M

Dt: 14/07/2021

### E-TENDER NOTICE

Electronic Tenders (e-tenders) in **Single Stage Two Cover** bidding procedure [Technical Bid and Price Bid] **on percentage basis** are invited by the Chief Mechanical Engineer, Cochin Port Trust, Cochin-682 009, for the work of “**Annual Maintenance Contract of air conditioners installed at various Offices/ Buildings/ Tugs of Cochin Port Trust for 3 years**”.

#### 1. MINIMUM QUALIFICATION CRITERIA (MQC)

Tenderer must fulfill the following minimum qualifying criteria to prove the techno-commercial competence and submit the documents in support thereof:

##### a. Experience

The bidder should have satisfactorily completed **Annual Maintenance Contract of Air conditioners, including replacement of spares, periodical servicing, breakdown servicing of spilt and package type ACs** as detailed below, to their clients during the last 7 (seven) years ending on **30/06/2021**;

(i) One contract work costing not less than **Rs.11,02,400/-**

**OR**

(ii) Two contract works, each costing not less than **Rs.6,89,000/-**

**OR**

(iii) Three contract works, each costing not less than **Rs.5,51,200/-**

This may be furnished in the Proforma in ‘Annexure-4’ of the tender document. Also submit copy of Purchase Order/ Letter of Acceptance/ Work order **and** Completion Certificate issued by the Client for those previous experiences mentioned in ‘Annexure-4’. The previous experience carried out by the tenderer as subcontract to the main contractor will also be accepted.

##### b. Financial Turnover

Average annual financial turnover should be at least **Rs.4,13,400/-** during the last three (3) years, ending 31<sup>st</sup> March 2020 [2017-’18, 2018-’19, 2019-’20]. This may be furnished in the Proforma in ‘Annexure-5’ of the tender document and also proof of annual turnover duly certified by Chartered Accountant and audited financial statements for the last three years ending 2020 shall be submitted.

**Explanatory Notes:**

Note 1: 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 [2020 ]	1.07
Two years [2019]	1.14
Three years [2018]	1.21
Four years [2017]	1.28
Five years [2016]	1.35
Six years [2015]	1.42

Note 2: **Experience certificates of works executed in private sectors/ organizations shall be considered for qualification only on submission of TDS certificate (26AS) along with work order and completion certificate.**

Note 3: Satisfactory completion certificate from the client shall be submitted in support of the assignments/ works performed and claimed by the tenderer to fulfill the eligibility criteria for qualification.

Note 4: A statement duly certified by the Chartered Accountant showing the average Annual Financial Turnover during the last three financial years and audited financial statements for the last three years ending 2019-20 shall be submitted.

2. Eventhough the tenderers meet the above qualifying criteria, they will be disqualified if they have:
  - (i) Made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/ or
  - (ii) 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. Pertinent information to the tender is given in the following tables:
  - (i) Schedule of different activities till submission of the tender are detailed as under:

**Table 1.2**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date and Time</b>
1.	Tender e-publication date	14/07/2021
2.	Download period of tender documents	17.00 hrs. on 14/07/2021 to 14.30hrs.on 04/08/2021
3.	Date of pre-bid meeting	26/07/2021 11:30 hrs
4.	Last date for seeking clarification	26/07/2021 11.00 hrs
5.	Likely date for uploading the addendum/ clarification if any,	27/07/2021
6.	Last date and time of submission of bid	<b>04/08/2021at 15.00 hrs.</b>
7.	Date and time of opening the bid	<b>04/08/2021at 15.30hrs.</b>

(ii) Bid information:

**Table 1.3**

i)	Estimated Amount put to tender	<b>Rs.13,78,000/-</b> excluding GST (Rupees Thirteen lakh seventy eight thousand only)
ii)	Earnest Money Deposit. (Exemption shall be given as per <b>Clause 15</b> below)	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 OM No:F.9/4/2020-PPD dated 12/11/2020 of Ministry of Finance, Dept. of Expenditure. In lieu of Bid Security/EMD, <b>Bid Security Declaration</b> shall be furnished as per the format enclosed with the tender document. Otherwise the bids will be rejected.
iii)	Cost of Tender document / Processing Fee (Exemption shall be given as per <b>Clause 15</b> below )	<b>Rs.2,360/-</b> ( Rupees Two thousand three hundred and sixty only), including GST@ 18%, to be furnished through Account Payee Demand Draft/ Banker's Cheque drawn in favour of the "FA&CAO, Cochin Port Trust", from any Nationalized / Scheduled Bank in India or payment online in an acceptable form, safeguarding the purchaser's interest in all respects.
iv)	Validity period of tender	90 days from the last date for receipt of tenders
v)	Period of Contract	<b>3 years from the date of LOA</b>

4. The scope of work includes the following works:

(i) **Annual Maintenance Contract of Air conditioners, including replacement of spares, periodical servicing, breakdown servicing, of spilt/ package/ tower type air conditioners of various capacities installed at various Offices/ Buildings/ Tugs of Cochin Port Trust for three years.**

(ii) **Fixing/ installing new air conditioners or shifting of air conditioners from one place to other including dismantling, re-installation and commissioning.**

(iii) The tenderer shall visit and examine the site of work and its surroundings and acquaint himself with the nature of work mentioned in the scope of work.

5. 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. Tender document will also be available in Cochin Port website ([www.cochinport.gov.in](http://www.cochinport.gov.in)) as well as the Central Public Procurement Portal <https://eprocure.gov.in>, which can be downloaded.

6. The cost of tender document/ processing fee shall be furnished in the form of Account Payee Demand Draft/ Banker's Cheque drawn in favour of the Financial Adviser & Chief Accounts Officer, CoPT, from any Scheduled Bank in India payable at Cochin, along with the bid or payment online in an acceptable form, safeguarding the purchaser's interest in all respects.

7. The tenderers need to obtain the one time User ID & password for login to in **e-Tendering** system from the service provider **KEONICS** by paying registration fees by 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**.

8. The intending tenderer 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 – 40482000 / 9746118529.
9. Tenders along with required documents shall be submitted “**on line**” strictly in accordance with the Instructions to Tenderers and Terms & Conditions given in the tender document. The bidders should submit scanned copy of all the required documents such as DD towards the cost of tender/ processing fee, Bid Security Declaration, proof of experience, financial details etc. through the e-tendering portal. **Tenderers shall submit the BOQ in Price Bid in the online portal [www.tenderwizard.com/COPT](http://www.tenderwizard.com/COPT) only, otherwise the tender will be rejected.**
10. Bid Security Declaration in lieu of EMD/ MSME certificate, tender document cost/processing fee, MQC documents, power of attorney, letter of submission and other required documents including tender document shall be submitted online in the e-tender portal along with the technical bid on or before **15.00Hrs on 04/08/2021, otherwise the tender will summarily be rejected.**
11. The tenderer is responsible to download Addendums/ Amendments/ Errata/ Replies to the queries of the tenderer etc., if any, issued by the Employer, from the website before submission of the bid. Any shortfall in submissions of the said Addendums/ Amendments/Errata/Replies to the queries of the tenderer duly signed etc. along with the downloaded documents while submitting the bid will not be considered. Incomplete tenders will be rejected.
12. Cochin Port Trust will not be held responsible for any technical snag or net work failure during online bidding. It is the bidders 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.
13. **Exemption from the payment of EMD and Cost of Tender document shall be given to Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department as provided in GFR 2017.**
14. 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.

V. Thwaitindan 13/07/2021  
CHIEF MECHANICAL ENGINEER  
COCHIN PORT TRUST

13/7/21

13/7/21