



**BID DOCUMENT**

**For**

**Lease of one Unit of Plot with existing structures for a period of 30 years**

<b>Bid Number</b>	<b>:</b>	<b>MSTC-3726</b>	
	<b>:</b>	<b>Date</b>	<b>Time</b>
<b>Availability of Bid Document</b>	<b>:</b>	<b>25-08-2021</b>	<b>10.00Hrs</b>
<b>Pre-Bid Meeting</b>	<b>:</b>	<b>01-09-2021</b>	<b>11.00Hrs</b>
<b>Start date of uploading by bidders</b>	<b>:</b>	<b>10-09-2021</b>	<b>17.00Hrs</b>
<b>Last date of submission of Bid</b>	<b>:</b>	<b>05-10-2021</b>	<b>15.00Hrs</b>
<b>Techno-Commercial Bid opening</b>	<b>:</b>	<b>05-10-2021</b>	<b>15.00Hrs</b>
<b>Price bid opening and e-auction</b>	<b>:</b>	<b>Will be announced separately</b>	

Estate Division  
Cochin Port Trust  
Cochin 682009

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## 1. Bid Notice

1.1. Electronic bids (e-bids) in single stage two bid system are invited by the Secretary, Cochin Port Trust, Willingdon Island, Cochin 682009 for lease of one unit of plot with existing structures for a period of 30 years on upfront payment basis for petroleum outlet.

1.2. Bid documents can be downloaded from the e-auction portal [www.mstcecommerce.com](http://www.mstcecommerce.com) or from CoPT website [www.cochinport.gov.in](http://www.cochinport.gov.in) or from Central Public Procurement Portal [www.eprocure.gov.in/cppp/](http://www.eprocure.gov.in/cppp/).

1.3. The Process involves Electronic Bidding. The bidder has to register with MSTC, e – bid portal and should possess at least Class II signing type digital certificate issued by any of the Certifying Authorities for submitting their bid.

1.4. The bids should be submitted in electronic form only through e-bid portal [www.mstcecommerce.com](http://www.mstcecommerce.com). The bidders shall upload soft copy of all the required documents in the e-bid portal [www.mstcecommerce.com](http://www.mstcecommerce.com).

1.5. Earnest Money Deposit (EMD) as given in Section 2.3 of bid document should be remitted through RTGS/NEFT or in the form of the Banker's Cheque or DD issued by Nationalized / Scheduled banks, drawn in favour of FA & CAO, Cochin Port Trust, payable at Cochin. Bank Details of Cochin Port Trust are given in Section 2.4 of Bid Document. An EMD for 10% of the value of existing structures in the form of Bank Guarantee shall also be submitted by all bidders except the existing lessee.

1.6. The bidders need to obtain one time User ID & password for log-in to e-Bidding portal [www.mstcecommerce.com](http://www.mstcecommerce.com) from the service provider M/s. MSTC. Details of registration with MSTC is given Section-3 of bid document.

1.7. The bids shall be submitted "on line" strictly in accordance with the Instructions to Bidders and other terms & Conditions given in the bid document.

1.8. Details of the plots offered are given in section 7 of tender document.

1.9. Time schedule for various activities in connection with this bid will be as follows:

	:	Date	Time
Availability of Bid Document	:	<b>25-08-2021</b>	<b>From 10.00Hrs</b>
Pre-Bid Meeting	:	<b>01-09-2021</b>	<b>11.00Hrs</b>
Start date for uploading bid	;	<b>10-09-2021</b>	<b>17.00 Hrs</b>
Last date of submission of Bid	:	<b>05-10-2021</b>	<b>15.00Hrs</b>
Techno-Commercial Bid opening	:	<b>05-10-2021</b>	<b>15.00Hrs</b>
Price bid opening and e-auction	:	Will be announced later	

## 2. Instructions to bidders

**2.1.Scope of Bid:** Electronic bids (e-bids) in single stage two bid system is invited by the Secretary, Cochin Port Trust, Willingdon Island, Cochin 682009 for lease of one unit of plot with existing structures for a period of 30 years on upfront payment basis Bids should be submitted in accordance with the Instructions to Bidder, Instructions on e-bidding procedures, General Conditions of lease, Special Conditions.

**2.2.Availability of Bid Documents:** The Bid document can be downloaded from the e-bidding portal <http://www.mstcecommerce.com> or from Port's website [www.cochinport.gov.in](http://www.cochinport.gov.in) or from Central Public Procurement Portal [www.eprocure.gov.in/cppp/](http://www.eprocure.gov.in/cppp/).

### 2.3. Details of real estate asset

Plot no:	Area in Ha (Cents)	Purpose	EMD	Reserve Price of Upfront payment	Minimum average annual turnover to qualify for bidding	Depreciated Value of existing building
Unit-25	0.1232 (30.43)	Diesel/petrol/auto LPG/CNG dispensing Station	1,39,010	73,47,552/-	4,17,030	1,47,691/-

**2.4.Remittance of EMD:** EMD for each land as given in the schedule 2.3 shall be remitted in either of the two methods given below: Additional EMD for 10% of the value of existing structures in the form of Bank Guarantee/DDs shall also be submitted by all bidders except the existing lessee.

**2.4.1. Through RTGS:** Bidders should remit EMD through RTGS/NEFT. 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

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- 2.4, at least one day before the date and time of opening of e-tender. Cochin Port Trust will verify receipt of EMD as referred in the UTR number, in the Bank account mentioned in Section-2.4.1. If EMD amount has not reflected in the Bank account of Cochin Port Trust, the bid will be rejected.

**2.4.2. By DD:** Bidder has the option to remit EMD as given in the schedule 2.3 in the form of the DD from a Scheduled / Nationalized bank, drawn in favour of FA&CAO, Cochin Port Trust, payable at Cochin. Original DD in lieu of EMD should be put into an envelope superscribed with tender number, due date, name of bidder, unit number for which the bid is submitted. The envelope containing EMD should be dropped in the tender box marked "Estate Division", placed in the reception area, in the Ground Floor of Administrative Building, Cochin Port Trust, prior to the due date and time for submission of bid, failing which the bid will be rejected. Earnest money in the form of Cheque/ Bank Guarantee will not be accepted.

**2.5.** Bids without EMD as stated in section 2.4 will not be accepted and will be rejected without opening the contents of the techno-commercial bid.

**2.6. Pre-bid meeting:** A pre-bid meeting will be held through Video Conference as per the time schedule in NIT. Link for the meeting will be published in the website of

CoPT(Announcement) prior to the meeting. Prospective bidders are advised to inspect the land offered for lease and go through the terms and conditions of bid. Should there be any discrepancy in or any doubt or obscurity as to the meaning of any of terms and conditions of the bid documents or as to anything to be done or not to be done by the bidders or any clarification or if any additional information is needed by the bidders, these shall be set forth in writing and submitted to the Secretary, Cochin Port Trust, well in advance of the date fixed for the Pre-bid meeting. Prospective bidders are advised to attend the pre-bid meeting to present their queries for clarification. The clarifications provided will be hosted on the website of Cochin Port Trust and MSTC. Separate public notice or advertisement will not be given for changes made in the tender document based on pre-bid queries. Queries received after pre-bid meeting will not be answered.

2.7. The existing lessee of the tendered land should participate in the tender, if they wish to renew the lease. The right of first refusal will be extended to the existing lessee and they will be allowed to match H-1 bid after tender cum auction process. In case the existing lessee is not willing to match with the H-1 bid, the tendered asset will be considered for awarding to the H-1 bidder after observing all conditions stipulated in the tender document.

2.8. **Site inspection:** It would be deemed that prior to submission of bid, the bidder has made a complete and careful study of the existing conditions including but not limited to (a) the site conditions; (b) condition of building/structure (c) condition of the access road & surroundings and has assessed the extent of the work requirements for the installation of the Project. It is also deemed that they are fully aware of all the applicable laws and applicable permits pertaining to the purpose for which they intent to use the premises. The Port Trust shall not be liable for any mistake or error or neglect by the bidder in respect of the above. The tendered asset is offered on as-is where-is basis. The bidder is expected to examine carefully the contents of the bid documents, including but not limited to the terms and conditions in the format of lease deed given at Section 10.

2.9. **Tender variable** is Onetime Upfront Payment. Reserve price of upfront payment for the land is given in Section-2.3 . Bidders are required to quote above the reserve price. The highest price quoted will be the floor price for e-auction. The land shall be allotted to the bidder, who has quote the highest upfront payment for the land in the price bid or in the e-auction. GST will be levied extra on the quoted upfront payment. The successful tenderer shall remit quoted upfront payment plus GST to the Port after award of the lease.

2.10. The EMD(s) of disqualified bidders will be refunded immediately after completing technical evaluation of the tender. Unsuccessful bidders will be eligible to claim EMD after 30 days from date of e-auction. The EMD of successful bidder will be refunded on remittance of ONRP/ upfront payment, Security Deposit and depreciated cost of building (if applicable).

2.10.1. No interest will be paid on the Earnest Money Deposit from the date of its receipt until it is so refunded.

2.11. The EMD shall be forfeited under following circumstances:

2.11.1. If the price quoted in the price bid is not above the reserve price for the land.

2.11.2. In the event of the bidder withdrawing / modifying his bid before the expiry of bid validity of 180 days from due date of the tender or as extended pursuant to clause 2.14.

2.11.3. Failure to pay ONRP/ upfront payment, Security Deposit and depreciated cost of building (if applicable) within the stipulated/extended time, upon award of pre acceptance letter.

2.12. Bidder should give an undertaking as per Section-9. The undertaking should be downloaded and printed in a clearly readable form in A4 size sheet. Printed undertaking should be duly filled, signed and stamped on all pages as token of acceptance of terms and conditions of the bid. Duly filled, signed and stamped undertaking should be scanned and

uploaded in the e-bid portal <http://www.mstcecommerce.com>. Any bid not so complete is liable to be rejected.

**2.13. Minimum Qualification Criteria MQC**

2.13.1. The bidders other than the existing lessee of the land, who wish to participate in the bid, must fulfil the following requirements.

2.13.1.1. The bidder should either be a Firm or a Company

2.13.1.1.1. In case of a Sole Proprietorship firm, an affidavit of Sole Proprietorship should be submitted in the firm's letter head along with the bid.

2.13.1.1.2. In case of a Partnership firm, partnership deed duly notarized, should be submitted along with the tender.

2.13.1.1.3. In case of a Company, copy of certificate of incorporation from Registrar of Companies should be submitted along with the bid.

2.13.1.2. Average annual financial turnover of the bidder for the last 3 years ending on 31<sup>st</sup> March of the previous financial year should be as stipulated in the schedule given at section 2.3.

2.13.2. The existing lessee of the land is eligible for submitting the bid, provided all dues payable by the existing lessee to Cochin Port Trust have been cleared. In case existing lessee of the land has defaulted in payment of dues to Cochin Port Trust, the bids of such lessees will be rejected.

2.14. **Validity of Bid:** The bid shall remain valid for a period of 180 days from date of opening of technical bid. The Cochin Port Trust may request the bidders to extend the period of validity for a specific period. The request and response thereto shall be made in writing/e-mail. The bidder will have an option to refuse the request without forfeiting their EMD. However in the event of the bidder agreeing to the request, they will not be permitted to modify the bid.

2.15. **Amendment of Tender Document:** At any time prior to the deadline for the submission of Tenders, Cochin Port Trust, for any reason, whether at his own initiative or in response to query from prospective bidders, may modify the Tender document by an amendment.

2.15.1. Any amendments issued will be hosted in all the websites where original NIT/Tender document was published at least 5 days prior to the due date of submission of the tender. Bidders shall verify if any such amendment / modifications have been issued in the websites before submitting their tender and shall take cognizance of amendments and include such amendments in their submission. Communication about such amendments will not be sent to individual bidders. In any case amendments/ modifications if any, shall be binding on the bidder.

2.15.2. The Cochin Port Trust may at their discretion extend deadline for the submission of tenders to enable prospective bidders to take the amendment into account while preparing the tender.

2.16. The Bidder is expected to examine all instructions, forms, terms, and conditions in the bid document. Failure to furnish all information or documentations required in the Bid documents may result in the rejection of Bid.

2.17. In case of partnership firm, Power of attorney in favour of the Partner/person signing the documents authorizing him to sign the documents should be submitted along with the bid. Such power of attorney should be signed by the other parties/all partners (in case of 3<sup>rd</sup> person other than partner). In case of Company copy of the Board Resolution authorizing the signatory of the bid to sign on behalf of the company should also be submitted along with the bid. Bids without these documents are liable to be rejected.

2.18. Copies of audited Annual Accounts for the last 3 years to prove average annual financial turnover should also be submitted along with the bid. Bids without these documents are liable to be rejected.

2.19. The bidder should not submit their offer with any conditions / counter conditions anywhere in the bid document. The conditional bids, if any, shall be considered as non-responsive and shall be summarily rejected.

2.20. All the documents submitted should be indexed and page numbered.

2.21. E-bid cannot be accessed after the due date and time mentioned in this Bid Notice unless extended further with due notice in the website.

2.22. Unit of Measure (UoM) is indicated in the e-bid Floor. Rate quoted should be in Indian Rupees as per UoM indicated in the e-bid floor/bid document

**2.23. Submission of Bid:**

2.23.1. EMD should be submitted as per Section-2.4 of this tender document.

2.23.2. For Techno-commercial bid, soft copy of following document are to be uploaded:

2.23.2.1. Undertaking as per format given in section -9

2.23.2.2. Copies of profit and loss statement/balance sheets/auditor's report/annual report for the past 3 years.

2.23.2.3. GST registration certificate and PAN in favour of the bidder.

2.23.2.4. Board resolution/Power of Attorney in favour of person authorized to sign the bid document and to execute the lease deed.

2.23.2.5. Document defining the constitution or legal status of the bidder.

2.23.2.6. **Section 6** Profile of Bidder& Details of the project proposed will be displayed on line at the time of submission of e-tender. Same shall be filled on line itself.

2.23.3. Price Bid: Format of price bid is given in Section 11. It should be filled on line by the bidder.

2.24. The bidders are required to submit both Technical bid & Price bid in '*e-bid*' mode only on <http://www.mstcecommerce.com> before the due date and time fixed for opening of techno-commercial bid.

2.25. Disclosure / indication of the Price(s) in the Techno- Commercial Bid shall make the bid disqualified and will be rejected.

2.26. Techno-commercial Bid will be opened at the date and time given in section 1.9. This is not a public event.

2.27. To assist in the examination, evaluation and comparison of bids, Cochin Port Trust may ask bidder, individually for clarification of their bid. The request for clarification and the response shall be sent through e-mail, but no change in price or substance of the bid shall be sought, offered or permitted.

**2.28. Determination of Responsiveness:** The bid which does not satisfy the pre-qualification criteria shall summarily be rejected and shall not be considered for further evaluation. The Port will scrutinize the bids to determine whether the bid is substantially responsive to the requirements of the bid documents. For the purpose of this clause, a substantially responsive bid is one which inter-alia confirms to all the terms and conditions of the bid documents without any deviation or reservation.

2.29. Price bid of the bidders who are found qualified after evaluation of techno-commercial bid will be opened and H1 bid received from among the price bid will be taken as the reserve price for e-auction. Date & time of e-auction will be intimated separately. E-auction will not be conducted in case of receipt of only one valid bid for the plot.

2.30. Highest bid received from among the Price bid and e-auction will be considered as the H1 bid for the plot concerned.

2.31. Canvassing in connection with the bid is strictly prohibited and the bids of such bidders who resort to canvassing liable for rejection.

2.32. **Evaluation and comparison of bids:** Only such bids, as determined to be substantially responsive to the requirements of the bid documents will be evaluated. Other non- responsive bids will be rejected. The Port's decision on this shall be final, conclusive and binding.

2.33. **Acceptance of Bid:** Cochin Port Trust does not bind itself to accept the H1 bid or any bid and reserves the right to accept any bid in part or to reject any bid or all bids without assigning any reasons whatsoever. Cochin Port Trust reserves the right to annul the bidding process at any time prior to award of lease without assigning any reason thereof. Incomplete bids or bids not in the prescribed format and with corrections not attested shall be liable for rejection.

2.34. Cochin Port will not take responsibility for any technical difficulties encountered by the bidder in participating in the e-bid.

2.35. **Award of lease:** Cochin Port Trust shall award the lease to the bidder whose offer is substantially responsive to the bid document and has been determined to be the highest evaluated bid. Cochin Port Trust reserves the right to accept the bid in part or to accept bid of different bidder for each line item of the price schedule.

2.36. **Notification of Award:** Cochin Port Trust will notify the successful bidder, in writing, that his bid has been accepted, through Pre-acceptance letter. The successful bidder shall pay to the Cochin Port Trust, ONRP/ upfront payment, Security Deposit and depreciated cost of building (if applicable) within 30 days of issue of pre-acceptance letter. Secretary, Cochin Port Trust can grant extension of time up to one month for remitting ONRP/upfront payment and security deposit, if requested by the successful bidder, subject to payment of applicable penal interest at the rate approved by TAMP in CoPT's scale of rates. Allotment order shall be issued on remittance of the said amount.

2.37. The bidder should furnish details about their proposed activities in the land and their current business through Cochin Port Trust (if any) along with the bid. The bids will be qualified for next stage only after perusal of the above details and if the proposed activities in the land(s) are acceptable to Cochin Port Trust (Not applicable to existing lessee if there no change in activity being carried out). If the activities proposed by the bidder are not acceptable to Cochin Port Trust the bid will be rejected.

2.38. Bidders should submit a project report for developing the land for the intended purpose. After taking over of the site, the lessee should furnish a bar chart of development activities proposed in the land. (Not applicable to existing lessee).

2.39. **Language of the bid:** The bid submitted by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the Cochin Port Trust shall be in **English language**. Any printed literature, other than in English language shall be accompanied by an English translation, in which case, for purpose of interpretation of the bid, the English translation shall govern.

2.40. **Contact Person of Cochin Port Trust**

Sri. M.S.Shibu  
Asst.Engineer(C)  
Estate Division, Cochin Port Trust  
Cochin-682009  
Phone Number-04842582194  
Email id: shibu.ms@cochinport.gov.in



MSTC- 3726

Sri. K.V. Bhagavath Sing  
Dy.Chief Mechl. Engineer(M)Estate  
Estate Division, Cochin Port Trust  
Cochin-682009  
Phone Number-0484 2582103  
Email id: [bhagavathsing@cochinport.gov.in](mailto:bhagavathsing@cochinport.gov.in)

### **3. Instructions on e –bidding procedures**

3.1.This e-bid of Cochin Port Trust is executed through the service provider M/s. MSTC Ltd , Trivandrum Branch, 1<sup>St</sup> Floor, BSNL CTO Building, Opp. Kerala State Secretariat, MG Road, Trivandrum-695001.

3.2.Bidders are required to register themselves online with <http://www.mstcecommerce.com> by following the link:- Port Lease Property→ CoPT→ Registration → Register as Bidder → Filling in details and creating own user-id and password→ Submit. Registration is free of cost.

3.2.1. During registration with MSTC, the following information shall have to be furnished by the bidder. Those mentioned therein as ‘mandatory’. Shall have to be necessarily provided in the respective fields.

3.2.1.1. Name of the bidder

3.2.1.2. PAN of the bidder

3.2.1.3. Address of the bidder

3.2.1.4. e-mail id of the bidder [in case the bidder is other than an individual, e-mail id of the authorized representative of the bidder is to be furnished];

3.2.1.5. Mobile No. of the bidder [in case the bidder is other than an individual, Mobile No. of the authorized representative of the bidder is to be furnished];

3.2.1.6. Status of the bidder (proprietor, partnership firm, company, joint venture, others (to specify if others))

3.2.1.7. Fax No. of the bidder (optional) [in case the bidder is other than an individual, Fax No. of the authorized representative of the bidder is to be furnished];

3.2.1.8. Land Phone No. of the bidder(optional) [in case the bidder is other than an individual, Land Phone No. of the authorized representative of the bidder is to be furnished];

3.3.Bidders will receive a system generated mail confirming their registration in the mail id which the bidder has provided at the time of filling in the registration form. This e mail should be forwarded to the contact persons of MSTC mentioned in section 3.26.

3.4.Bidder will receive a unique registration number and password to log-in to MSTC e-auction site. At this stage, bidders who are in possession of Digital Signature Certificate are eligible participate in the e-auction process.

3.5.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 e-bid. Bidders are required to obtain the same at their own cost and arrangement prior to participation in the instant bid. Bidders are advised to obtain digital signature certificate and to complete the registration process well in advance and submit their bid keeping sufficient time in hand. They are advised not to wait till last minute to submit their bid.

3.6.In case of any clarification, bidders are advised to contact MSTC at the contact address given section 3.26, before the schedule time of the e –bid.

3.7.Only after registration, the bidder(s) can submit bids electronically. Submission of technical bid as well as Price bid has to be done by electronic bidding through the internet.

3.8.Bidders are to make their own arrangement for bidding from a PC connected with internet. Neither CoPT nor MSTC shall be responsible for making such arrangement.

3.9.Both price bid & technical bid are to be submitted on line at <http://www.mstcecommerce.com>

3.10. System Requirement :

3.10.1. Windows 7 /Windows8 Operating system

3.10.2. IE-10 or above internet browser

3.10.3. Signing type digital signature

3.10.4. JRE Software to be downloaded and installed in system. To enable ALL active X controls and disable ‘use pop up blocker’ under Tools-Internet Options- customs level.

3.11. Any notice/addendum/extension notice/corrigendum to the bid would also be hosted in the e-bidding portal of M.S.T.C under the “Notification” Link such documents will also be uploaded in Cochin Port Trust Website.

3.12. After remitting EMD as stated in section 2.4, the bidder would login to the e-Bidding portal of MSTC and shall submit bid on-line by filing in required information, including payment particulars. Also, the bidder shall indicate correctly the relevant details pertaining to the remittance of the payment and mode thereof in the specified field of the on-line bid form.

3.13. Bidders should furnish their Bank Account details, IFSC Code of Bank etc. at the time of remittance of EMD to make the process of refund/release of EMD.

3.14. Submission of on-line Bid.

3.14.1. The bidder(s) who have remitted EMD can only submit their technical bid and price Bid through internet in MSTC website.

3.14.2. Follow the links: [www.mstcecommerce.com](http://www.mstcecommerce.com) → **Port Lease Property** → **CoPT** → Login → Click for Auctions → Stage I Bid Submission → Live Auctions → Selection of the live event → Techno Commercial and Price Bids

3.14.3. The bidder should allow to run Java Encryption Applet by accepting the risk and clicking on run. This exercise has to be done twice immediately after clicking on the Technical bid. If this application is not executed, the bidder will not be able to save/submit their bid and will get the error messages.

3.14.4. After filling in the Common Terms (Commercial Specifications), bidder should click ‘save’ for recording their Commercial bid. Then the bidder shall upload supporting documents by clicking on "Attach Docs" link. Then the link for Technical Bid would be activated and the bidder should click on ‘save’ for recording their Technical bid subsequently. Once the same is done, the Price Bid link becomes active and the same has to be filled in and then bidder should click on “save” to record their price bid. Once both the Technical bid & Price bid are saved, the bidder can click on the “Submit” button to register their bid.

3.15. All correspondence to the bidder(s) after participation in the bid shall be sent by e-mail only during the process till finalization of bid. Hence, the bidders are required to ensure that their e-mail ID provided is valid and updated at the stage of their registration with MSTC (i.e. Service Provider). Bidders are also requested to ensure that their DSC (Digital Signature Certificate) remains valid during all stages of e-bidding.

3.16. Uploading of documents: Bidders are advised to use ‘Attach Docs’ link in the bidding floor to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for uploading is 4 MB. For further assistance, instructions of Vendor Guide are to be followed in the e-bid portal.

3.17. A bid can be edited and documents can be uploaded any number of times before the final submission of bid (i.e. before clicking on Sign & Encrypt). Once the bid is submitted by clicking on Final Submission, further editing is not allowed. However, deletion of the bid, followed by resubmission of the bid, with no additional amount of EMD and cost of bid, is allowed up to the closing time of the bid.

3.18. After the closing time of event, no bid will be accepted by the system. Hence, bidders are advised to make final submission of their bids well within time.

3.19. In all cases, bidders should use their own ID and Password along with Digital Signature at the time of submission of their bid.

3.20. During the entire e-bid-cum e-auction process, the bidders will remain completely anonymous to one another and also to everybody else.

3.21. The e-bid floor shall remain open from the pre-announced date & time and for such duration as mentioned above

3.22. All electronic bids submitted during the e-bid process shall be legally binding on the bidder.

3.23. The bidder shall ensure that the person who is holding the digital signature should sign in the submitted hardcopy also.

3.24. Format for Profile of Bidder& Details of the project proposed as given in section 6 of this tender document will be displayed online at the time of submission of e-bid. Same shall be filled online itself. In addition to the above, the documents mentioned in section 2.23.2 should be uploaded in the e-tender portal.

3.25. Bidding process

3.25.1. Reserve price for the plot shall be displayed by the system on-screen in the Price Schedule format.

3.25.2. Then the bidder shall quote the upfront payment he is willing to pay for the tendered plot. The quoted amount shall be greater than the 'Reserve Price'.

3.25.3. Immediately, the system shall display the quoted upfront payment, with taxes extra thereon.

3.25.4. No hard copy of filled in format of the price schedule shall be entertained

3.25.5. After closing date of bid submission, date of price bid opening and e auction will be intimated to the bidders who have qualified in the technical evaluation. E-auction shall take place with highest price bid as the floor price for e auction.

3.25.6. In case a bidder does not participate in the e- auction, his only bid will be that given in the Price Schedule format.

3.25.7. E-auction will not be conducted in case of receipt of only one valid bid for the plot.

3.25.8. The bidder who has given the highest bid after considering price given in the Price Schedule and that obtained through e auction amongst all the bidders, shall be treated as the successful bidder.

3.25.9. All taxes, as may be applicable from time to time shall be payable extra above the final bid amount.

3.25.10. During e auction, a willing bidder shall get time to submit bid or improve the same as may be desired until the closing time is over.

3.25.11. In case of submission of any bid within eight minutes immediately before closing time of e auction, the system will allow further bid by any other technically qualified bidders for the next eight minutes from the time of submission of last online bid. This will go on till no bid is received within eight minutes of the last bid received. Once the period of eight minutes without any bid is over, the bidding will automatically closed and no further bidding will be allowed by the system.

3.26. **Contact Person of MSTC**

Sri. Santhosh Kumar Rajendran, Dy. Manager

Phone Number- 0471-2574257(Mob-8884600700)

Email id: [skrajendran@mstcindia.co.in](mailto:skrajendran@mstcindia.co.in);

#### **4. General conditions of lease**

##### **4.1. Applicable acts and directives**

This lease shall be governed by provisions of the Major Port Trusts Act, 1963, Indian Ports Act, 1908 and all directives issued by the Government of India from time to time. It shall be binding upon the Lessee to comply with all such directives issued by the Government of India and communicated by the Lessor.

##### **4.2. Lease Period**

4.2.1. For fresh lease: The lease period shall be 30 years, from the date of handing over of possession OR from the date of execution of lease deed, whichever is earlier.

4.2.2. For renewal of lease: The lease period shall be 30 years, from the date of approval of renewal of lease by the Board of Trustees of CoPT. Intervening period between expiry of previous lease and date of renewal of lease shall be regularised by a separate clause in lease deed.

##### **4.3. One time Upfront payment**

Successful bidder has to pay onetime upfront Payment as quoted in the tender plus GST, within 30 days of date of issue of Pre-acceptance letter.

##### **4.4. Security Deposit**

The successful bidder should pay two years normal lease rent at the prevailing SoR as non interest bearing refundable security deposit for the duration of the lease. As and when any deduction is made from the security deposit, or if the lease rent is revised/increased, the Lessee shall within a period of one month, deposit with the Lessor as additional security deposit such further amounts as will make the total security deposit equal to two years' then lease rent. The security deposit so paid shall be refundable without interest, after adjustment of any dues including but not limited to any arrears of lease rent or other amounts due to the Lessor and/or damages to the Premises, at the time of handing over vacant possession of the leased premises on the expiry or termination of the Lease.

##### **4.5. Mode of Payment**

All payments to Cochin Port Trust shall be made through e-payment or by Demand Draft drawn in favour of the Financial Advisor & Chief Accounts Officer, Cochin Port Trust, from State Bank of India or any of its subsidiaries/ Nationalized Banks/ Scheduled Banks.

##### **4.6. Bank Details of Cochin Port Trust for e-payment**

State Bank of India, Cochin Port Trust Branch,  
A/c No.10601197375, IFSC Code – SBIN0006367.

##### **4.7. Payment for depreciated cost of building/structures**

In case the existing lessee is not the successful bidder, the successful bidder, in addition to the payments mentioned in Section 4.3 &4.4 above, should remit value of all the structures within the tendered area before taking over the land. This amount would be passed on to the existing lessee. Depreciated value of the buildings in respective plots is given in section 2.3

##### **4.8. Handing over of leased premises**

The land and/or building will be handed over to successful bidder only on payment of the accepted one-time upfront payment quoted (including GST) in the bid cum auction ,payment of two years lease rent as security deposit, depreciated value of the existing building and execution of lease deed as stipulated in clause 4.17

#### **4.9. Actual measurement of plot**

Sketches and area given is approximate and there may be marginal variations. If any difference in the area of plot is noticed during handing over of the land, lease rent will be calculated on pro-rata basis for the allotted land.

#### **4.10. Base rate of lease rent**

Base rate of lease rent is notified by TAMP time to time. Last notification on base rate of lease rent was issued by TAMP in 2016. The base lease rent will undergo upward revision after every block of five (5) years from the base year and is due for revision in 2021. If the base lease rent is not revised after the first block of five years then the Lessor shall be entitled to revise the same at any time thereafter. The Lessee shall be liable to pay any increased rent calculated on the basis of the Scale of Rates approved by TAMP from time to time.

#### **4.11. Annual cumulative increment of lease rent**

The base rate of lease rent will undergo annual cumulative increment by a fixed percentage as notified by TAMP. As per the 2016 TAMP notification, annual cumulative increment on base rate of lease rent is 2%.

#### **4.12. Annual Lease rent**

The successful bidder shall pay the annual nominal lease rental at Re. 1/- per sq. meter per annum plus GST as per rules for a period of 30 years.

#### **4.13. Payment of lease rent**

The Lessee shall pay to the Lessor yearly lease rent for the period from April to March on or before 31st day of March. The lease rent will be calculated proportionately if the period in question is not a full year.

#### **4.14. Payment of Taxes, charges and assessments**

The Lessee shall from time to time and at all times during the said term pay and discharge all rates, taxes, charges, and assessments of every description now subsisting, including arrears if any, accrued due before the date of commencement of the term of the Lease, or which may at any time hereafter during the said term, be imposed, charged or assessed upon the leased premises or building thereon, whether it be payable by the Lessor or the Lessee.

#### **4.15. Interest on overdue payments**

The Lessee shall be bound to pay interest on all overdue payments from the date when the same becomes due at the rate as specified in the Scale of Rates of CoPT for the time being in force and as revised from time to time, subject to a minimum of Rs.100/- (Rupees one hundred only) it being made clear that the liability for payment of interest shall not affect the other rights accruing to the Lessor on account of such defaults on the part of the Lessee.

#### **4.16. Deduction from security deposit in case of defaults in payment**

If the Lessee defaults in payment of the rent at any time, necessary adjustments shall be made by the Lessor from the amount of security deposit and the Lessee shall immediately make up the corresponding deficit in the security deposit.

#### **4.17. Registration of lease deed**

Successful bidder shall execute the Lease Deed in the as per Section-10 within 30 days from date of allotment letter, on Kerala State Stamp Paper of appropriate value. Cost of stamp paper and all cost and expenses for execution of lease deed shall be borne by the successful bidder. Credentials in support of person who is empowered for signing the license deed shall also be submitted. Other documents to be submitted are copy of PAN Card of executants,

Copy of GST registration, address proof of the registration of the firm and address proof of executants, copy of Aadhar card of executants , Memorandum and Articles of association of the firm, resolution of the firm authorizing their representative to execute lease deed. Cochin Port Trust shall be entitled to cancel/terminate the allotment if the lessee does not execute the lease deed within 30 days from the date of allotment order.

**4.18. Use of premises for allotted purpose only**

The Lessee shall use the leased premises only for the purpose(s) for which the leased premises has been allotted/ leased, unless otherwise approved by the Lessor.

**4.19. Utilise leased premises within two years**

The successful bidder shall utilize the land for the purpose for which the land is allotted, within 2 year from the date of taking over/allotment of the site. However, the Lessee is free to propose stage wise construction that can exceed 2 years, and such extended construction period above 2 years can be counted for utilization of land, stage wise. In case, the Lessee fails to abide by the timelines of such stage wise construction, the Lessee shall pay additionally 50% of the normal lease rent for the land involved in such stages for the period of delay.

**4.20. Approval of development plan**

All plans for the development of leased premises shall be got approved by the Competent Authority of the Civil Engineering Department of the Lessor. The plan should also be got approved by the Local Authority concerned before commencement of any work.

**4.21. Occupation certificate for Building/structure(s)**

Building/structure(s) erected on the leased premises shall not be occupied until a completion/occupation certificate is obtained from the Civil Engineering Department of the Lessor.

**4.22. Prior consent for erection of building(s)/structure(s)**

The Lessee shall not at any time without the previous consent in writing of the Lessor erect or suffer to be erected on the leased premises any building(s)/structure(s) other than those approved by the Lessor or make any alteration in the plan or elevation of the said buildings or use the leased premises for any purpose other than that approved by the Lessor.

**4.23. Statutory clearances**

The Lessee shall obtain all statutory and mandatory clearances as may be required under law including environmental clearances from appropriate authorities, before execution/commissioning of the project and from time to time thereafter. Statutory clearances thus obtained are to be furnished to the CE/Secretary, CoPT.

**4.24. Maintenance of leased premises**

The Lessee shall at all times during the subsistence of the lease maintain the leased premises in good sanitary condition and repair and keep the building(s)/structure(s) erected and /or to be erected on the leased premises in good and tenable condition. If the Lessee fails to maintain the leased premises in good sanitary condition and repair and the building(s)/structure(s) erected and /or to be erected on the leased premises in good and tenable condition or as directed by the Lessor the Lessor may, if necessary, arrange for execution of necessary works to maintain the leased premises in good sanitary condition and repair and the building(s)/structure(s) erected and /or to be erected on the leased premises in

good and tenantable condition and the Lessor shall be entitled to recover the costs incurred for the execution of such works from the Lessee.

**4.25. Adhere to Port Regulations and safety norms**

The Lessee shall observe and perform in accordance with all Port Regulations/directions and follow all safety norms as may be prescribed by the competent/statutory authorities from time to time and the same are deemed to be a part of the lease deed and shall be binding on the Lessee.

**4.26. Surrender unutilized land**

The Lessee shall utilise the maximum permissible area of the leased premises for the construction of structures/allotted purpose. If the Lessee does not or is not able to utilize the entire leased premises leased to him, the portion of the leased premises not required by him should be surrendered without any liability for payment of compensation. If the Lessee fails to adhere to the same or the Lessee does not surrender the unutilised portion of the leased premises the Lessor shall have the right to repossess without any claim for compensation whatsoever, the whole or part of the portion of the leased premises left unutilized and use the same in any manner deemed expedient by the Lessor. In case there is any dispute regarding the extent of land that should be utilized for the construction/allotted purpose or the extent to be repossessed, the decision of the Board of the Lessor shall be final and binding.

**4.27. Ban on excavation or removal minerals**

The Lessee shall not make any unnecessary excavation or remove or appropriate any minerals, mineral substances of any description, sand or clay, from the leased premises. Any such materials obtained from the leased premises should be placed or disposed of as directed by the Chief Engineer of the lessor or his/its authorized representative.

**4.28. Peaceful possession of the leased premises**

The Lessee shall have quiet and peaceful possession of the leased premises, subject to their fulfilling the terms and conditions contained herein.

**4.29. Payment for damage caused by lessee**

The Lessee will pay for any damage done by him/it or his/its Employees/workers or agents during the aforesaid period to any property of the Lessor on the leased premises or land adjacent thereto.

**4.30. Indemnify the Lessor against all loss or damage**

The Lessor shall not be responsible to the lessee or any other person(s) for any loss or damage or injury to life or property arising directly or indirectly from the use of the leased land and the activities the lessee is engaged in on the leased premises during the period of lease. The Lessee shall also indemnify the Lessor against all loss or damage or injury to life or property of any one including third parties or claims and costs thereof arising directly or indirectly from the use of the leased premises by the Lessee and the activities the lessee is engaged in the leased premises during the period of lease.

**4.31. Prior permission for Hoarding or advertisement board**

Hoarding or advertisement board shall not be erected in the leased premises without the written permission of the Lessor.

**4.32. Right of entry for lessor**

The Lessors and their authorized agents shall be entitled to enter the leased premises at any time and inspect the same.



**4.33. Not to underlet or sublease the leased premises**

The lessee shall not underlet or otherwise sublease the leased premises or the building(s)/structure(s) erected or to be erected thereon or any part thereof. Any sub-lease of the leased premises or any part thereof or of the building to be erected thereon or any part thereof shall be treated as unauthorized and shall make the lease liable for termination/cancellation.

**4.34. Prior approval for transfer of leased premises**

The lessee shall not assign or transfer the leased premises or the building(s)/structure(s) erected or to be erected thereon or any part thereof without obtaining prior approval of the Lessor. Any assignment or transfer of the leased premises or any part thereof or of the building to be erected thereon or any part thereof, without prior permission of the Lessor shall be treated as unauthorized and shall make lease liable for termination/cancellation. The Lessee shall be liable to pay such charges, fees or levy as are prescribed from time to time by the Lessor for assignment or transfer of Lease. The Lessee further undertakes to discharge any and all liability of the original lessee, including the remittance of dues, towards the Port, which may at any time be demanded by the Port on account of transfer as per rules and if the transferor extracts premium on the transfer of the lease, fifty percent of such premium shall also be paid to the Lessor. Such transfer shall be allowed strictly as per the prevailing Government Guidelines/ Land Policy Guidelines in vogue at the time of transfer of the leasehold rights.

**4.35. Prior consent to create any charge in respect of the leased premises**

The Lessee shall not create any charge in respect of the leased premises or its lease hold interest in the leased premises or the building constructed on the same without the prior written consent of the Lessor, it being clearly understood that such consent will not be granted, except in the case of charges in favour of reputed financial institutions / scheduled Banks. NOC required for pledging the lease deed by the lessee will be issued subject to terms and conditions set forth by the lessor. The lessee shall furnish of all particulars of borrowings. Necessary charges as per Land Policy Guidelines/ Board Approval shall be paid by the lessor.

**4.36. First charge on the leased premises**

The lessor shall retain the first charge on the leased premises or its lease hold interest on mortgaging the leased property. The Lessee shall be liable to pay such charges, fees or levy as are prescribed from time to time by the Lessor for written consent for mortgaging the leased premises or its lease hold interest.

**4.37. Penalty for breach for lease conditions**

If the Lessee commits any breach or violates any provision of this Lease Agreement, the Lessor may, without prejudice to its right to terminate the Lease, impose appropriate penalty on the Lessee depending upon the nature/ magnitude of breach/ violation. Such penalty may be imposed after giving a reasonable opportunity to the Lessee to present his case.

**4.38. Termination of lease in case of default in payment**

If the Lessee makes default in payment of the lease rent, electricity & water charges, cargo and vessels related charges or any other dues to the Lessor under this Agreement or otherwise and/or interest as provided hereinbefore, the Lessor shall be entitled to terminate this agreement and cancel the lease forthwith. The Lessee shall thereupon forfeit all his/its rights

hereunder and shall remain liable for any sum then due by the lessee and also for any loss, which may be caused to the Lessor by reasons of such default. The Lessor also reserves the right to disconnect electricity & water connection and stop all port related services to the Lessee in the event of non-payment of any of the dues as stated above and the Lessee shall be solely responsible for any loss or damage arising out of this. In such a case, the upfront payment paid shall be refunded on pro-rata basis after deducting all dues

**4.39. Termination of lease with prior notice**

The Lessee may terminate the lease at any time before the expiry of the lease period on giving six months prior notice in writing to the Lessor or six month's rent at the then prevailing yearly lease rate, in lieu thereof. And the Lessor doth hereby further agree that upon receipt of such notice the Lessee shall be entitled to remove all or any buildings and fixtures which at any time during the currency of this lease shall have been erected or fixed by the Lessee upon the leased premises without any claim to any compensation whatever and surrender the leased premises to the Lessor. In such a case, the upfront payment paid shall be refunded on pro-rata basis after deducting all dues

**4.40. Termination of lease upon any breach or non-observance of conditions of lease**

Upon any breach or non-observance by the Lessee or by a person claiming through or under the Lessee of any of the aforesaid covenants or conditions herein provided or the breach or violation of any provision of this Agreement the Lessor may, notwithstanding the waiver of any previous cause or right of re-entry, enter upon the leased premises and re-possess it, as if this lease had not been granted and thereupon this demise shall absolutely determine and the Lessee shall be entitled within three calendar months from the date of such re-entry to remove all buildings and fixtures which at any time during the currency of this lease shall have been erected or affixed by the Lessee upon the leased premises without any claim to any compensation whatsoever. In such a case, the upfront payment paid shall be refunded on pro-rata basis after deducting all dues

**4.41. Termination on account of public interest**

The Lessor shall be entitled to terminate the lease before expiry of lease period on account of public interest. In such a case, the upfront payment paid shall be refunded on pro-rata basis after deducting all dues

**4.42. Termination of lease if lease deed is not executed**

The Lessor shall be entitled to cancel the allotment order if the Lessee does not execute the lease deed within 30 days from the date of allotment order of the leased premises by the Lessor.

**4.43. Termination for reasons attributable to lessee**

The Lessor shall be entitled to cancel/terminate the lease before expiry of lease period if the Lessee is declared insolvent or bankrupt or is unable to pay its debts or makes a composition with its creditors or if a trustee, liquidator, receiver or administrator is appointed to take over the assets or the business or the undertaking of the Lessee or if a substantial portion of the assets, property, revenues or business of the Lessee is confiscated or expropriated by the Government (Central or State) or any governmental agency or third party or if the law relating to the sick companies applies to the Lessee or the Lessee is dissolved or wound up or if an order shall be made or an effective resolution is passed for the winding up of the Lessee

or the Lessee is reconstituted or the business or operations of the Lessee is closed either due to disputes inter-se amongst its stakeholders or otherwise.

**4.44. Termination for violation of lease conditions**

Notwithstanding anything contained hereinbefore, it is expressly agreed and understood that the Lessor shall be entitled to terminate the lease at the risk and the cost of the lessee in the event of violation if any, of the provisions hereof by the lessee which is not rectified within a period of ninety (90) days of a notice issued in this behalf by the Lessor.

**4.45. Unauthorised occupation and eviction**

After the expiry or earlier termination of lease if the Lessee continues to occupy the Leased Premises such occupation shall be unauthorized and without prejudice to the right of the Lessor to evict the Lessee for such unauthorized occupation, the Lessee shall be liable to pay compensation for wrongful use and occupation at three times the annual lease rent applicable as per the then prevailing Scale of Rates (SOR) of the Lessor for lands in the similar category in the area where the leased premises is situated, irrespective of whether land was originally allotted on upfront basis, till vacant possession is obtained. In cases of upfront bidding, the annual lease rent would be determined on pro-rata basis.

**4.46. Deliver possession of the leased premises on expiry of the lease period**

The Lessor hereby agrees that the Lessee observing all the aforesaid conditions, shall peaceably hold and enjoy the leased premises during the said term without any interruption by the Lessor. On expiry of the lease period the Lessee shall deliver possession of the leased premises restored to its former condition.

**4.47. Removal of structures upon expiry or termination of the lease**

Upon expiry or termination of the lease for any reason whatsoever, the Lessee shall remove the structures erected or other improvements made by him/it on the Leased premises without any claim to compensation whatever and restore the leased premises to its original condition, within such time as directed by the Lessor. If the Lessee does not remove the buildings and fixtures or restore the leased premises to its original condition as required and within the time prescribed, the Lessor shall have the right to remove the said buildings and fixtures and restore the leased land to its original condition and the cost of such removal and restoration shall be realized from the sale of materials and the balance, if any, from the Lessee. In case there is any amount left from the sale price of the materials so removed, after realization of the cost of removal and restoration referred to herein, the same may be utilized by the Lessor for recovery of any other amounts that may be due to the Lessor from the Lessee.

**4.48. Termination of lease for Port's development purposes**

subject to Six (6) months prior notice by the Lessor, the Lessor shall be entitled to cancel the lease either in respect of the whole leased premises or any part thereof, with improvements thereon, if any, before the expiration of the lease period, if the leased premises or part thereof, is required for Port's development purposes / activities and in that event, the Lessee shall be entitled to corresponding remission of the Lease Rent where applicable and compensation payable will be worked out by the Chief Engineer, Cochin Port Trust in accordance with the formula provided in section 4.50, in respect of the buildings and fixtures, if any, which at any time during the currency of the lease may have been erected or affixed by the Lessee upon the leased premises, provided, however, that in case of any dispute between the parties hereto regarding the rate or quantum of compensation payable under the aforesaid provision, the

decision of the Board of the Lessor shall be final and binding. In such a case, the upfront payment paid shall be refunded on pro-rata basis after deducting all dues

**4.49. Compensation for buildings if Lessor requires the buildings erected by Lessee**

At the time of termination or expiry of the Lease, if the Lessor requires the buildings or other fixtures erected on the land for Port's development purposes / activities or otherwise, the Lessor shall be entitled to take over the same by paying compensation in respect of the same to the Lessee on the basis of the following formula, provided however that in case of any dispute between the parties thereto regarding the rate or quantum of compensation payable under the aforesaid provision, the decision of the Board of the Lessor shall be final and binding.

Lessees shall not claim or be entitled for any compensation whatsoever, except as regards buildings and fixtures not removed by the Lessees from the leased premises in compliance with a request in writing by the Lessor.

**4.50. Depreciated value of buildings/structures**

Depreciated value of buildings/structures shall be calculated by replacement method as per the following formula:

Depreciated value = (Present day cost x10%) +  
{[Present day cost - (Present day cost x10%)] x (Assessed life - Present age)}/Assessed life  
*Present day cost means amount that an entity would have to pay to replace an asset at present time according to current worth valued by a mutually agreed third party valuer.*

**4.51. Allow any public utility services through leased premises**

The Lessor shall be entitled to allow any public utility services such as electric posts, or cables, water supply, sewer lines, drains, sanitary lines or telegraph post or cables, to be taken through the leased premises and the Lessees shall not be entitled to any compensation in respect of the same, including compensation, if any, relating to the space occupied by such public utility services. Provided that while allowing such public utility services to be taken through the leased premises, only the minimum possible hindrance shall be caused to other structures in the leased premises.

**4.52. Re-routing of utilities**

Any existing obstructions like pipe lines, cables, drains etc. in the leased land which are likely to cause hindrance to proposed construction shall be re-laid/ dismantled / re-routed by lessee at his cost with the prior approval and as directed by the appropriate authority.

**4.53. Payment for service rendered by lessor**

If, on request in writing by the Lessee the Lessor removes/relays/reroutes or causes removal/relay/re-routing of any utility services such as pipe lines, electric lines, OFC lines, , drains etc., from the leased premises, the Lessee shall pay the Lessor the cost of such removal within fourteen days from the date on which demand in writing for such cost is served on the Lessee.

**4.54. Meaning of Lessor and Lessee**

The terms "the Lessor" and "the Lessee" shall, unless inconsistent with the context will include in the case of the former his/its successors in office and assigns and in the case of the latter permitted assigns.

**4.55. Tender document and all correspondences part of agreement**

Tender submitted by the successful bidder and all the correspondence exchanged between the Lessor and the Lessee shall form part and parcel of the lease agreement and shall be binding on both the parties. Until a formal lease deed is executed, the letter of allotment and the tender submitted by the successful bidder along with all the correspondence exchanged between the CoPT and successful bidder shall constitute a binding contract.

## **5. Special Conditions**

5.1 In terms of the Policy Guidelines for Land Management by Major Ports, 2014, if the lessee is not able to utilize the entire land leased to him, the portion of the leased premises not required by him should be surrendered. Subletting of the leased premises shall not be permitted. However, considering that the warehousing is an essential part of the operations of the Port and of logistics operations in general, the spare capacity in the warehouse may be utilized for storing and delivering of EXIM or costal cargo goods handled through Cochin Port belonging to other Importers/Exporters on a short time basis, not exceeding 6 months at a time, so as to increase the cargo throughput through the Port, this spare capacity in the warehouse provided to other Port users shall be in the form of a service rendered, for which a Storage Service Agreement shall be entered into by the lessee. The above bid conditions are subject to review at any time based on Policy directions/clarifications from Ministry of shipping/Cochin Port from time to time.

**6. Profile of Bidder& Details of the project proposed**

(To be filled up online)

- Name of the bidder :
- Address for communication :
- Address of local/ branch office if any :
- Date of incorporation and commencement of business :
- Parent Company, if any :
- PAN Number :
- GST Registration Number :
- Brief description of the bidder, including years of Operations of the existing business, the extent it involves/is dependent on Port based activities, etc.
- Details of existing business, if any, in the Port with details of cargo handled (attach Separate sheet/document, if required)
- Details of the existing business of the bidder :
- Past experience of the bidder in implementing, operating and management of similar projects (details of project) :
- Annual Turnover for the past 3 years
- 2018-19 :
- 2019-20 :
- 2020-21 :
- Brief description of the project for which the land is proposed to be leased (attach separate sheet/document, if required) :
- If there is any tie-up with foreign companies, please furnish the details:
- Brief details of structures proposed to be Erected/constructed.:
- Are you prepared to meet the expenses towards the development of the plot and surroundings, including maintaining drains, roads, etc, within/towards the plot:
- Likely date of commissioning of the facility :
- Requirement of power (apprx) (in MW) :
- Requirement of water (apprx) (in KL) :

(S i g n a t u r e)

(Designation & Seal of Office)

**Utilization of Land**

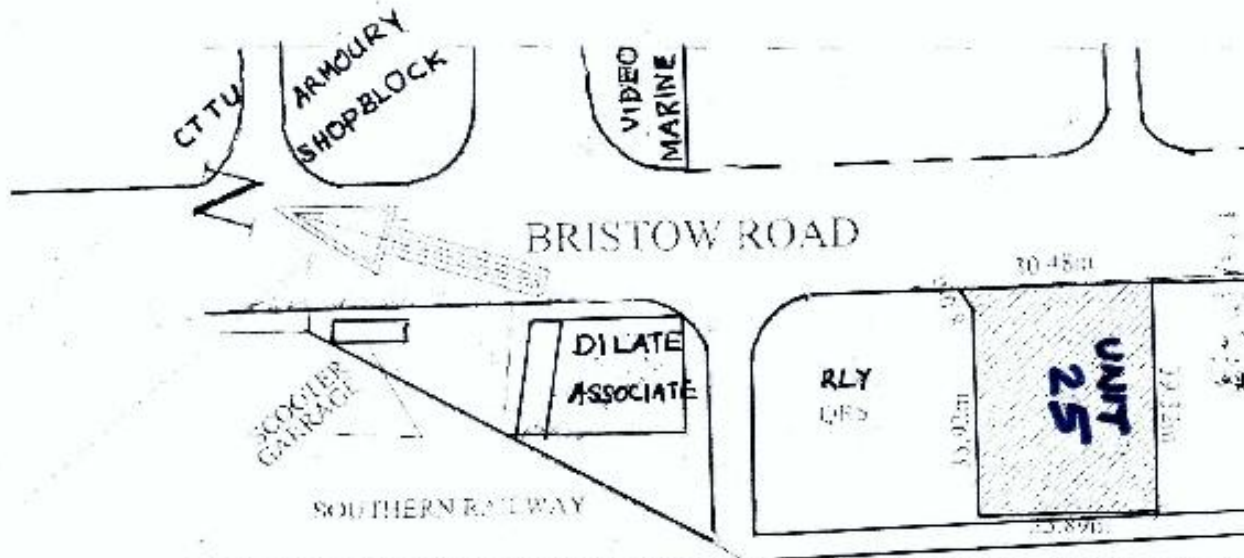
if the land is not utilized within two years of allotment for the purpose for which it has been allotted, the lease will be terminated.

**7. Schedule of Real estate assets put on tender.**

<b>Plot</b>	<b>Area in Ha (cents)</b>	<b>purpose</b>	<b>Details of structures &amp; Plinth area in M<sup>2</sup></b>	<b>Depreciated value of structure</b>	<b>Reserve Price for the plot (Upfront payment)</b>
Unit -25	0.1232 (30.43)	Diesel/petrol/a uto LPG/CNG dispensing Station	RCC Sales office-36.29 AC sheet sales office-33.36 Canopy-87.35	1,47,691/-	73,47,552/-



8. Location sketches



THE SKETCH SHOWING THE PROPOSED LAND TO BE REENTERED FOR DIESEL/PETROL/AUTO LPG DISPENSING STATION AT ARMOURY JUNCTION, WISLAND, AREA

**9. Format of declaration by the bidder**

(To be downloaded, filled, signed with seal, scanned and uploaded in the e-tender portal)

1. I/We, \_\_\_\_\_ (Name of bidder) having examined the Tender Document and fully understood its content hereby submit the tender for allotment of real estate asset tendered by CoPT, (Unit-25) on “as is where is” basis for through tender-cum-auction.
2. I/We accept all the terms & conditions of the Tender Document including its addendum, corrigendum and replies to the pre bid queries.
3. I/We have deposited requisite Earnest Money for the said tender as per procedure mentioned in the tender document.
4. I/We do hereby confirm that no changes have been made in the tender document downloaded and submitted by us for the tender.
5. I/We do hereby undertake that I/we have not made any payment or illegal gratification to any person/authority connected with the bidding process of tender so as to influence the bidding process and have not committed any offence under the PC Act in connection with the bid.
6. I/We have submitted copies of the required documents as mentioned in the tender document
7. I/We have quoted the rate of annual rent payable, above the Reserve Price.
8. I/We/ any of the consortium members have not been debarred by the Central / any State Government or Quasi-Government Agency or PSU in India
9. I / We understand that CoPT reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at anytime without any liability or any obligation for such acceptance, rejection or annulment without assigning any reason thereof.
10. I / We hereby undertake that we will abide by the decision of CoPT in the matter of examination, evaluation and selection of successful bidder and shall refrain from challenging or questioning any decision taken by CoPT in this regard.

Name & Signature of the bidder with office seal

Date

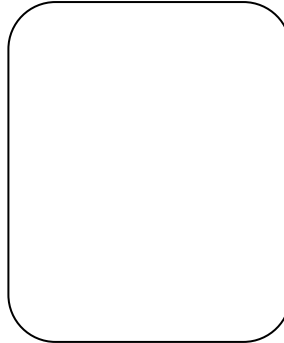
Witness

Sl No.	Name	Address	Signature

10. Format of Lease Deed

APPENDIX – VIII

**LEASE DEED FORMAT WITH PREMIUM AND ANNUAL LEASES  
(LAND WITH EXISTING BUILDINGS OWNED BY LESSEE)**



Lessee M/s. ....  
rep by .....

THIS DEED OF LEASE, made the ..... day of ..... Two thousand and ..... BETWEEN THE BOARD OF TRUSTEES OF THE PORT OF COCHIN, a Body corporate under the Major Port Trusts Act, 1963 represented by its ..... Shri./ Smt..... Son/daughter of.....aged..... years residing at Willingdon Island, Thoppumpady Village, Cochin Taluk, Ernakulam District, Kerala State (hereinafter called "the Lessor") of the one part; AND.....represented by ..... its .....Sri..... Aged.....years S/o ..... PAN No. ...., Aadhar No. .... residing at..... (hereinafter called "the Lessee") of the other part:

WHEREAS pursuant to floating of e-tender by the Lessor and the tender submitted by the lessee accepted by the Lessor and the Lessor has agreed to allot to the Lessee by way of lease the tendered premises on the terms and conditions herein contained.

NOW THEREFORE THIS DEED WITNESSETH that in consideration of the premium paid as stated hereunder and lease rent to be paid as herein provided and other terms and conditions on the part of the Lessee to be observed, the Lessor does hereby grant to the Lessee, a lease of ALL THAT piece of land containing by admeasurement..... or thereabouts, situated on Willingdon Island, which piece of land with building is more particularly described in the schedule hereunder written and for greater clearness delineated with the boundaries thereof in the plan annexed hereto (hereinafter referred to as the "leased premises") TO HOLD the same for the term of Thirty (30) years from the .....day of ..... (month & year – i.e., effective date mentioned in the allotment order ) to the ..... day of .....(month & year), for the purpose(s) it is allotted ie....., subject to the following conditions:-

1.

- a) The Lessee has paid to the Lessor as one time upfront payment for the lease of the land and building an amount of Rs.....(Rupees.....only), the said premium being non refundable under any circumstances.
- b) The Lessee shall pay the Lessor during the said term of lease, yearly nominal lease rent, clear of all deductions, of Rs.....(Rupees.....only) (calculated @ Re1/- per m2 per annum) with 30% cumulative escalation after every five years of lease.
- c) The Lessee has deposited with the Lessor as Security Deposit towards rent an amount of Rs..... (Rupees.....only) equivalent to two year's current lease rent, the receipt of which the Lessor hereby acknowledges. As and when the lease rent is revised/increased, the Lessee shall deposit with the Lessor as additional security deposit such further amounts as will make the total security deposit equal to two years' then lease rent. The security deposit so paid shall be refundable without interest, after adjustment of any dues including but not limited to any arrears of lease rent or other amounts due to the Lessor and/or damages to the Premises, at the time of handing over vacant possession of the land and building on the expiry or termination of the Lease.
- d) **The ownership of the existing buildings constructed in the land by the lessee.....( office/ godown space (any other space)) and having area of..... and being used by .....shall continued to be vested with ..... Accordingly the lessee has the full liberty for the continued usage of the building. However, the lessor shall be consulted whenever the lessee proposes to construct additional structures or alter the structures/ facilities from time to time in the allotted land and six copies of drawings of the proposed construction duly signed by the lessee shall be send to the Port's Civil Engineering Dept. for scrutiny and for approval.**
- e) The Lessee shall pay to the Lessor the yearly lease rent on or before the 31<sup>st</sup> day of March, every financial year for the period April to March and proportionately if the period in question is not a full year.
- f) If the Lessee defaults in payment of the rent at any time, necessary adjustments shall be made by the Lessor from the amount of security deposit and the Lessee shall immediately make up the corresponding deficit in the security deposit.
- g) The Lessee shall from time to time and at all times during the said term pay and discharge all rates, taxes, charges, and assessments of every description now subsisting, including arrears if any, accrued due before the .....(viz., the date of commencement of the term of the Lease), or which may at any time hereafter during the said term, be imposed, charged or assessed upon the leased premises hereby demised or the building **erected / to be erected** thereon, whether it be payable by the Lessor or the Lessee.
- h) The Lessee shall be bound to pay interest on all overdue payments from the date when the same becomes due at the rate as specified in the Scale of Rates for the time being in force and as revised from time to time, subject to a minimum of Rs.100/- (Rupees one hundred only) it being made clear that the liability for payment

of interest shall not affect the other rights accruing to the Lessor on account of such defaults on the part of the Lessee.

- i) If the Lessee makes default in payment of the lease rent, electricity & water charges, cargo and vessels related charges or any other dues to the Lessor under this Agreement or otherwise and/or interest as provided hereinbefore, the Lessor shall be entitled to terminate this agreement and cancel the lease forthwith. The Lessee shall thereupon forfeit all his/its rights hereunder and shall remain liable for any sum then due by the lessee and also for any loss, which may be caused to the Lessor by reasons of such default. The Lessor also reserves the right to disconnect electricity & water connection and stop all port related services to the Lessee in the event of non-payment of any of the dues as stated above and the Lessee shall be solely responsible for any loss or damage arising out of this.
- j) The Lessee shall execute and get registered the lease deed within 30 days from the date of allotment order.

2.

- a) The Lessee shall use the leased premises only for the purpose(s) ie. \_\_\_\_\_ for which the land has been allotted/ leased, unless otherwise approved by the Lessor.
- b) The Lessee shall not make any unnecessary excavation or remove or appropriate any minerals, mineral substances of any description, sand or clay, from the leased premises. Any such materials obtained from the leased premises should be placed or disposed of as directed by the Chief Engineer of the lessor or his/its authorized representative.
- c) All plans for the **additional construction / alteration of the existing structure** for the development of leased premises shall be got approved by the Competent Authority of the Civil Engineering Department of the Lessor. The plan should also be got approved by the Local Authority concerned before commencement of any work.
- d) Building/structure(s) **additionally constructed other than at the time of allotment** on the leased premises shall not be occupied until a completion/occupation certificate is obtained from the Civil Engineering Department of the Lessor.
- e) The Lessee shall have quiet and peaceful possession of the leased premises, subject to their fulfilling the terms and conditions contained herein.
- f) The Lessee shall utilize the maximum permissible area of the leased premises for the construction of structures/allotted purpose. If the Lessee does not or is not able to utilize the entire leased premises leased to him, the portion of the leased premises not required by him should be surrendered without any liability for payment of compensation. If the Lessee fails to adhere to the same or the Lessee does not surrender the unutilised portion of the leased premises the Lessor shall have the right to repossess without any claim for compensation whatsoever, the whole or part of the portion of the leased premises left unutilized and use the same in any manner deemed expedient by the Lessor. In case there is any dispute regarding the extent of land that should be utilized for the construction/allotted purpose or the extent to be repossessed, the decision of the Board of the Lessor shall be final and binding.

- g) The Lessee shall not at any time without the previous consent in writing of the Lessor erect or suffer to be erected on the leased premises any building(s)/structure(s) other than those approved by the Lessor or make any alteration in the plan or elevation of the said buildings or use the leased premises for any purpose other than that approved by the Lessor.
- h) i) The Lessee shall obtain all statutory and mandatory clearances, **in case of additional construction**, as may be required under law including environmental clearances from appropriate authorities, before execution/commissioning of the project and from time to time thereafter and also comply with all the norms as laid down by these statutory authorities.
- ii) The Lessee shall at all times during the subsistence of the lease maintain the leased premises in good sanitary condition and repair and keep the building(s)/structure(s) erected and /or to be erected on the leased premises in good and tenable condition. If the Lessee fails to maintain the leased premises in good sanitary condition and repair and the building(s)/structure(s) erected and /or to be erected on the leased premises in good and tenable condition or as directed by the Lessor the Lessor may, if necessary, arrange for execution of necessary works to maintain the leased premises in good sanitary condition and repair and the building(s)/structure(s) erected and /or to be erected on the leased premises in good and tenable condition and the Lessor shall be entitled to recover the costs incurred for the execution of such works from the Lessee.
- iii) It shall be the responsibility of the Lessee to keep the surroundings adjoining their premises clean and devoid of any wild growth or waste.
- iv) The lessee shall keep the Port informed when any toxic or hazardous cargo is warehoused in the godown.
- v) The Lessee shall at all the times during subsistence of the lease shall carryout the painting of the premises every block of (2) years in a uniform colour code of light blue colour failing which the lessor will do the same and the actual expenditure incurred in this regard will be recovered from the lessee.
- i) The Lessee shall observe and perform in accordance with all Port Regulations/directions and follow all safety norms as may be prescribed by the competent/statutory authorities from time to time and the same are deemed to be a part of the lease deed and shall be binding on the Lessee.
- j) This lease shall be governed by provisions of the Major Port Trusts Act, 1963, Indian Ports Act, 1908 and all directives issued by the Government of India from time to time. It shall be binding upon the Lessee to comply with all such directives issued by the Government of India and communicated by the Lessor.
- k) The Lessee shall at all times during the subsistence of the lease maintain the leased premises in good sanitary condition and repair and keep the building(s)/structure(s) erected and /or to be erected on the leased premises in good and tenable condition. If the Lessee fails to maintain the leased premises in good sanitary condition and repair and the building(s)/structure(s) erected and /or to be erected on the leased premises in good and tenable condition or as directed by the Lessor the Lessor may, if necessary, arrange for execution of

necessary works to maintain the leased premises in good sanitary condition and repair and the building(s)/structure(s) erected and /or to be erected on the leased premises in good and tenantable condition and the Lessor shall be entitled to recover the costs incurred for the execution of such works from the Lessee.

- l) If, on request in writing by the Lessee the Lessor removes/relays/reroutes or causes removal/relay/re-routing of any utility services such as underground or overhead electric lines, telegraphic or telephonic lines, water pipelines, drains etc., from the leased premises, the Lessee shall pay the Lessor the cost of such removal within fourteen days from the date on which demand in writing for such cost is served on the Lessee.
- m) The Lessee will pay for any damage done by him/it or his/its Employees/workers or agents during the aforesaid period to any property of the Lessor on the leased premises or land adjacent thereto.
- n) The Lessor shall not be responsible to the lessee or any other person(s) for any loss or damage or injury to life or property arising directly or indirectly from the use of the leased land / buildings and the activities the lessee is engaged in on the leased premises during the period of lease. The Lessee shall also indemnify the Lessor against all loss or damage or injury to life or property of any one including third parties or claims and costs thereof arising directly or indirectly from the use of the leased premises by the Lessee and the activities the lessee is engaged in the leased premises during the period of lease.
- o) Hoarding or advertisement board shall not be erected in the leased premises without the written permission of the Lessor.
- p) The Lessors and their authorized agents shall be entitled to enter the leased premises at any time and inspect the same

**3.**

- a) The lessee shall not underlet or otherwise sublease the leased premises or the building(s)/structure(s) erected or to be erected thereon or any part thereof. Any sub-lease of the leased premises or any part thereof or of the building to be erected thereon or any part thereof shall be treated as unauthorized and shall make the lease liable for termination/cancellation.
- b) The lessee shall not assign or transfer the leased premises or the building(s)/structure(s) erected or to be erected thereon or any part thereof without obtaining prior approval of the Lessor. Any assignment or transfer of the leased premises or any part thereof or of the building to be erected thereon or any part thereof, without prior permission of the Lessor shall be treated as unauthorized and shall make lease liable for termination/cancellation. The Lessee shall be liable to pay such charges, fees or levy as are prescribed from time to time by the Lessor for assignment or transfer of Lease. The Lessee further undertakes to discharge any and all liability of the original lessee, including the remittance of dues, towards the Port, which may at any time be demanded by the Port on account of transfer as per rules and if the transferor extracts premium on the transfer of the lease, fifty percent of such premium shall also be paid to the Lessor.
- c) The Lessee shall not create any charge in respect of the leased premises or its lease hold interest in the leased premises or the building constructed on the same without the prior written consent of the Lessor, it being clearly understood that such consent will not be granted, except in the case of charges in favour of reputed financial institutions / scheduled Banks.

- d) The lessor shall retain the first charge on the leased premises or its lease hold interest on mortgaging the leased property. The Lessee shall be liable to pay such charges, fees or levy as are prescribed from time to time by the Lessor for written consent for mortgaging the leased premises or its lease hold interest.

4.

- a) The Lessee may terminate the lease at any time before the expiry of the lease period on giving six months prior notice in writing to the Lessor or six month's rent at the then prevailing yearly lease rate, in lieu thereof. And the Lessor doth hereby further agree that upon receipt of such notice the Lessee shall be entitled to remove all or any buildings and fixtures which at any time **before and during the currency of the lease** shall have been erected or fixed by the Lessee upon the leased premises without any claim to any compensation whatever and surrender the leased premises to the Lessor. In cases early termination of license by the lessee/ lessor, or on termination on breach of conditions/ termination on public interest the upfront payment paid shall be refunded on pro-rata basis after deducting all dues.
- b) The Lessor hereby agrees that the Lessee observing all the aforesaid conditions shall peaceably hold and enjoy the leased premises during the said term without any interruption by the Lessor. On expiry of the lease period the Lessee shall deliver possession of the leased premises restored to its original condition at the time of expired lease.
- c) Upon any breach or non-observance by the Lessee or by a person claiming through or under the Lessee of any of the aforesaid covenants or conditions herein provided or the breach or violation of any provision of this Agreement the Lessor may, notwithstanding the waiver of any previous cause or right of re-entry, enter upon the leased premises and re-possess it, as if this lease had not been granted and thereupon this demise shall absolutely determine and the Lessee shall be entitled within three calendar months from the date of such re-entry to remove all or any **buildings and fixtures already erected at the leased premises** or which at any time during the currency of the lease shall have been erected or affixed by the Lessee upon the leased premises without any claim to any compensation whatsoever.
- d) The Lessor shall be entitled to terminate the lease before expiry of lease period on account of public interest.
- e) The Lessor shall be entitled to cancel/terminate the lease before expiry of lease period if the Lessee does not execute the lease deed within six (6) months from the date of handing over of the leased premises by the Lessor.
- f) The Lessor shall be entitled to cancel/terminate the lease before expiry of lease period if the Lessee is declared insolvent or bankrupt or is unable to pay its debts or makes a composition with its creditors or if a trustee, liquidator, receiver or administrator is appointed to take over the assets or the business or the undertaking of the Lessee or if a substantial portion of the assets, property, revenues or business of the Lessee is confiscated or expropriated by the Government (Central or State) or any governmental agency or third party or if the law relating to the sick companies applies to the Lessee or the Lessee is dissolved or wound up or if an order shall be made or an effective resolution is passed for the winding up of the Lessee or the Lessee is reconstituted or the business or operations of the Lessee is closed either due to disputes inter-se amongst its stakeholders or otherwise.



- g) Notwithstanding anything contained hereinbefore, it is expressly agreed and understood that the Lessor shall be entitled to terminate the lease at the risk and the cost of the lessee in the event of violation if any, of the provisions hereof by the lessee which is not rectified within a period of ninety (90) days of a notice issued in this behalf by the Lessor.
- h) If the Lessee commits any breach or violates any provision of this Lease Agreement, the Lessor may, without prejudice to its right to terminate the Lease, impose appropriate penalty on the Lessee depending upon the nature/ magnitude of breach/ violation. Such penalty may be imposed after giving a reasonable opportunity to the Lessee to present his case
- i) After the expiry or earlier termination of lease if the Lessee continues to occupy the Leased Premises such occupation shall be unauthorized and without prejudice to the right of the Lessor to evict the Lessee for such unauthorized occupation, the Lessee shall be liable to pay compensation for wrongful use and occupation at three times the annual lease rent applicable as per the then prevailing Scale of Rates (SOR) of the Lessor for lands in the similar category in the area where the leased premises is situated, irrespective of whether land was originally allotted on upfront basis, till vacant possession is obtained. In cases of upfront bidding, the annual lease rent would be determined on pro-rata basis.
- j) Upon expiry or termination of the lease for any reason whatsoever, the Lessee shall remove the structures erected or other improvements made by him/it on the Leased premises without any claim to compensation whatever and restore the leased premises to its original condition, within such time as directed by the Lessor. If the Lessee does not remove the buildings and fixtures or restore the leased premises to its original **vacant** condition as required and within the time prescribed, the Lessor shall have the right to remove the said buildings and fixtures and restore the leased to its original condition and the cost of such removal and restoration shall be realized from the sale of materials and the balance, if any, from the Lessee. In case there is any amount left from the sale price of the materials so removed, after realization of the cost of removal and restoration referred to herein, the same may be utilized by the Lessor for recovery of any other amounts that may be due to the Lessor from the Lessee.

5.

- a) It is agreed between the parties that notwithstanding any other provisions herein contained, subject to Six (6) months prior notice by the Lessor, the Lessor shall be entitled to cancel the lease either in respect of the whole leased premises or any part thereof, with improvements thereon, if any, before the expiration of the lease period specified herein if the leased premises or part thereof, is required for Port's development purposes / activities and in that event, the Lessee shall be entitled to corresponding remission of the Lease Rent where applicable and compensation payable will be worked out by the Chief Engineer, Cochin Port Trust in accordance with the formula provided in (b) below, in respect of the buildings and fixtures, if any, which at any time during the currency of the lease may have been erected or affixed by the Lessee upon the leased premises, provided, however, that in case of any dispute between the parties hereto regarding the rate or quantum of compensation payable under the aforesaid provision, the decision of the Board of the Lessor shall be final and binding.
- b) It is also agreed between the parties that notwithstanding any other provisions herein contained, at the time of termination or expiry of the Lease, as provided herein, if the Lessor requires the buildings or other fixtures erected on the land for its Port's development purposes / activities or otherwise, the Lessor shall be entitled to take

over the same by paying compensation in respect of the same to the Lessee on the basis of the following formula, provided however that in case of any dispute between the parties thereto regarding the rate or quantum of compensation payable under the aforesaid provision, the decision of the Board of the Lessor shall be final and binding.

**FORMULA PRESCRIBED FOR PAYMENT OF COMPENSATION**

<b>DV</b>	<b>= R+ <math>\frac{(E-R)(L-A)}{L}</math></b>
<b>DV</b>	<b>= DEPRECIATED VALUE</b>
<b>E</b>	<b>= PRESENT DAY COST</b>
<b>R</b>	<b>= 10% OF E.</b>
<b>L</b>	<b>= ASSESSED LIFE</b>
<b>A</b>	<b>= PRESENT AGE</b>

- c) It is distinctly agreed that the Lessees shall not claim or be entitled to any compensation whatever except as regards buildings and fixtures not removed by the Lessees from the leased premises in compliance with a request in writing by the Lessor.
- d) The Lessor shall be entitled to allow any public utility services such as electric posts, or cables, water supply, sewer lines, drains, sanitary lines or telegraph post or cables, to be taken through the leased premises and the Lessees shall not be entitled to any compensation in respect of the same, including compensation, if any, relating to the space occupied by such public utility services. Provided that while allowing such public utility services to be taken through the leased premises, only the minimum possible hindrance shall be caused to other structures in the leased premises.

**6.**

- a) It is also agreed that the terms “the Lessor” and “the Lessee” herein used shall, unless inconsistent with the context will include in the case of the former his/its successors in office and assigns and in the case of the latter permitted assigns.
- b) The tender document and all the correspondence exchanged between the Lessor and the Lessee as detailed below shall form part and parcel of this lease agreement and shall be binding on both the parties.

- i
- ii
- iii

**7.**

**SCHEDULE**

The Schedule above referred to:

Registration District	:	Ernakulam
Registration Sub District	:	
Taluk	:	
Firka	:	
Village	:	

Desom	:
Survey No.	:
Sub Division No.	:
Area (hectares)	:
Limit	: Corporation of Cochin
Tenure	:

**DESCRIPTION**

1. All the piece and parcel of land in ....., Sy.No..... with an extent of .....hectares situated at Willingdon Island

**BOUNDARIES**

South:  
 West:  
 North:  
 East:

The plan above referred to is appended.

IN WITNESS whereof the common seal of the Board of Trustees of Port of Cochin has been affixed and the Secretary of the Cochin Port Trust for and on behalf of the Board of Trustees of the Port of Cochin has signed and the Lessees have executed those presents on the day and year first above written.

The common seal of the Board of Trustees of Port of Cochin has been affixed and the Secretary of the Cochin Port Trust for and on behalf of the Board of Trustees of the Port of Cochin has signed in the presence of:

Witness (1)  
 (2)

The duly constituted attorney of the Lessee has signed, in the presence of:

Witness (1)  
 (2)

The document is typewritten :  
 The document is prepared by :  
 Correction and interlineations :

**11. Format of Price bid**

Sl. No	Description of land	Area in Hectare (Cents)	Reserve Price in Rs.(Upfront payment)	Onetime upfront payment offered for the plot (Excluding GST) in Rupees	
				In fig	In words
(1)	(2)	(3)	(4)	(5)	(6)
Unit-25	Land on Bristow Road (Near Armoury) in W/Island	0.1232 (30.43)	73,47,552/-		