

## COCHIN PORT TRUST

www.tenderwizard.com/CPT

**Instructions to Bidders: Please Complete all the Highlighted Cells before submission**

SCHEDULE - "I"

## CHECKLIST OF DOCUMENTS



Tender No: T12/T-1985/2023-C

Dated: 23-03-2023

Tender Description :

Providing consultancy services for Quantitative Risk Analysis along with closure report and Environmental Impact Assessment study works in connection with handling Ammonium Nitrate at Q7 berth of Cochin Port

Name of the Vendor:

Sl.No	Cl. No	Description of Document	For documents submitted, mark(Yes/No)	Remarks
1	Cl. No.1. 4 & Table at Clause 2 of Notice Inviting Tender	Rs.840/- (Rs. 750/- + GST @12%) furnished in the form of Demand Draft /Banker's cheque drawn in favour of the Financial Adviser & Chief Accounts Officer (FA & CAO), CoPT, payable at Kochi, being the cost of single copy of the tender document		
2	Cl. No. 4.3 & Table at Clause 2 of Notice Inviting Tender, clause 3.15.2 (i) Instruction to Bidders	Earnest Money Deposit		
3	Cl. 3.1.1 of Instruction to Bidders	Letter of Submission of Proposal as per <b>Appendix - II</b>		
4	Cl. 3.18.1 (ii) & 3.16.1 (a) of Instruction to Bidders	Terms of Reference in <b>Appendix - I</b>		
5	Cl. 3.15.2 (vii) of Instruction to Bidders	Certificate of Accreditation under the sector/category of Ports, harbor, jetties, marine terminals, break waters and dredging, valid during the entire contract period		
6	Cl. No. 13 of Notice Inviting Tender	Documentary proof for MSME registration		
7	Cl. Cl. 3.15.2 (iii)of Instruction to Bidders	Duly executed Power-of-Attorney, in original, for signing the Bid duly authenticated by Notary Public as per <b>Appendix - III</b>		
8	Cl. Cl. 3.15.2 (iv)of Instruction to Bidders	Details in <b>Appendix-IV</b> regarding Corporate Information of the Bidder		

9	Cl. Cl. 3.15.2 (viii)of Instruction to Bidders	The details of the staff/professionals, who will be engaged for the consultancy work (Key Personnel) including their CVs indicating the qualifications, areas of skill, with their previous experience in similar works, shall be submitted along with the Bid in <b>Appendix-V</b>		
10	Cl. Cl. 3.15.2 (ix)of Instruction to Bidders	An undertaking that no changes have been made in the Bid document in <b>Appendix -VI</b>		
11	Cl. Cl. 3.15.2 (x)of Instruction to Bidders	An undertaking regarding illegal method for influencing Bid process in <b>Appendix -VII</b>		
12	Cl. Cl. 3.15.2 (x)of Instruction to Bidders	Disclosure of payment made/ proposed to be made to the intermediaries in connection with the Bid in <b>Appendix -VIII.</b>		
13	Cl. Cl. 3.15.2 (xi)of Instruction to Bidders	An undertaking that Financial Quote is not conditional, as per <b>Appendix-IX</b>		
14	Cl. Cl. 3.15.2 (xii)of Instruction to Bidders	Bank information for e- Payment system as per <b>Appendix - XII</b>		
15	Cl. Cl. 3.15.2 (xiii)of Instruction to Bidders	Undertaking for Financial Quote as per <b>Appendix – XIII</b>		
16	Cl. Cl. 3.15.2 (vi)of Instruction to Bidders	Copies of PAN and GST registration		
17	Cl. Cl. 3.15.2 (iv)of Instruction to Bidders	Bid Document and All addenda/Corrigenda duly signed and sealed		
<p><b>Note: All the documents submitted by the Bidder shall be page numbered. Bidder is required to mention relevent page numbers of his offer while filling up the above format.</b></p>				