



GENERAL ADMINISTRATION DEPARTMENT
COCHIN-682009, KERALA, INDIA
Tele 0484-2582108,2582101

E-TENDER NOTICE

E-TENDER No.SWO/Tender/Canteen & Cafeteria/2023-S Date: 09-03-2023

E-Tender for running Canteen at Marine Building along with Cafeteria at Administration Building of CoPA, for one year

- 1.1 Electronic Tenders (e-Tenders) in “Two Cover System” for running Canteen at Marine Building along with Cafeteria at Administration Building of **Cochin Port Authority for one year**, is invited by the Secretary, Cochin Port Authority, Willingdon Island, Cochin-9 and will be received **up to the prescribed schedule**. Tenders shall be submitted in accordance with the (i) General information (ii) Instruction to Tenderers and (iii) Terms & Conditions of Contract, etc, as detailed in the Tender Document.
- 1.2 The tender documents can be downloaded from the e-Tendering portal www.tenderwizard.com/CPT.
- 1.3 The tender documents are also available on Port’s website www.cochinport.gov.in or from central public procurement portal www.eprocure.gov.in/cppp.
- 1.4 The bidders need to obtain the one-time User ID & Password for log-in to e-Tendering Portal www.tenderwizard.com/CPT from the service provider M/s. KEONICS by paying registration amount of Rs.1,180/- through online Payment using Credit/Debit Card/Net banking.
- 1.5. The tender shall be submitted by (1) an individual or (2) a proprietary firm (3) a Registered Partnership firm or (4) by a Limited Company. **The name and address of the Tenderer shall be entered in the space provided in “Price Bid”**. In the event of the tender being submitted by a registered partnership firm, it must be signed on their behalf by the partner holding a power-of-attorney, duly authenticated by Notary Public,

authorizing him to do so and to bind all the partners in all matters on the contract. Such power-of-attorney has to be attached with the tender along with a certified copy of partnership deed and registration certificate. In case of a company, a resolution of the Board of Company, duly authenticated by Notary Public, shall be submitted, authorizing any person to bid the tender, sign the tender documents and for carrying out all activities in connection with the tender, when awarded. In case of the Proprietorship concern, a self declaration along with proof duly notarized by Notary Public is to be submitted. **Joint Venture is not allowed in the tender.**

1.6 The tender shall be submitted “**online**” only at **www.tendewizard.com/CPT**.

- i. The bidders shall upload **scanned copies** of all the required documents, as specified in **Schedule A (Technical Bid)**.
- ii. **The Price Bid (Schedule B)** shall be submitted in the MS - Excel format already uploaded in the website **www.tenderwizard.com/CPT**.

1.7 The EMD can be remitted through ‘SBI Collect’ at *www.onlinesbi.com* or in DD drawn in favour of the FA & CAO, Cochin Port Authority, payable at Kochi, shall be submitted with a covering letter in a sealed envelope addressed to the Secretary, Cochin Port Authority, Cochin 682 009 and superscripted with words “**e-Tender for running Canteen at Marine Building along with Cafeteria at Administration Building of Cochin Port Authority for one year**”. The Tenderers who are registered with NSIC/MSME are exempted from payment of EMD. Copy of valid NSIC /MSME Registration Certificate as per MSMED Act, 2006 shall be uploaded with the other documents for availing exemption of the above in original. The Tenderers, who have not submitted the EMD, in original in case of DD or copy of receipt in case the EMD remitted through ‘SBI Collect’ or copy of valid NSIC/MSME Registration Certificate, will not be considered for opening Technical Bids. All documents to be submitted online only. In case of EMD remitted through ‘SBI Collect’ intimation along with reference number shall be submitted along with Technical Bids.

1.8 The intending bidder must have valid **Class-II or III Digital Signature Certificate** to submit the bid. For further details, please contact e-Tender Help Desk No. 080 – 49352000 /9605557738. The **schedule** for various activities in connection with this tender will be as follows:-

Sl.No	Description of activity	Venue	Date & Time
1	Availability of Bid Document	Online www.tenderwizard.com/CPT www.cochinport.gov.in	14-03-2023 04.00 PM

		www.eprocure.gov.in/cppp	
2	Start date of uploading by bidders	Online at: www.tenderwizard.com/CPT	14-03-2023 04.30 PM
3	Last date of submission of Bid	Online at www.tenderwizard.com/CPT	04-04-2023 02.30 PM
4	Technical bid opening		04-04-2023 03.00 PM

2. EARNEST MONEY DEPOSIT

2.1 The Tenderers shall submit Earnest Money Deposit amounting to Rs. 5,000/- (Exempted for tenderers with valid NSIC/MSME Registration Certificate as per MSMED Act, 2006-certificate to be uploaded online). Amount of Rs. 5,000/- for EMD shall be remitted through SBI Collect only (<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>). Receipt of SBI Collect shall be attached with the Technical Bids.

3. PREPARATION AND SUBMISSION OF BIDS.

- 3.1 The Documents shall be prepared and scanned in different files (in PDF or JPEG format such that file size is not more than 5 MB) and uploaded during the online submission of Bid at www.tenderwizard.com/CPT.
4. The right of acceptance of tender rests with Cochin Port Authority, who do not bind themselves to accept the highest tender and reserves to themselves the authority to reject any or all of the Tenders received, without assigning any reason thereof.
5. The tender document will be available in the e-Tendering Portal. All the schedules and annexures in the tender document should be filled up except price bid. The price schedule should be kept blank. All the pages of the Tender Documents including Price Bid (**not filled**) shall be signed by the Tenderer in the manner specified at 1.5 above.
6. The Secretary or duly authorized officer will open the e-Tenders online in the presence of intending Tenderers who may be present at the time in person or through their authorized representative. In the event of a tender being rejected, the earnest money paid with such unaccepted tender will be refunded to the Tenderer.
7. It is obligatory on the part of the Tenderer to sign each page of the Tender Document as a token of acceptance of all the conditions mentioned in the Document while submitting the tender online.

8. The tender shall remain valid and open for acceptance for 90 days from the last date fixed for receiving the same. The Cochin Port Authority reserves the right to extend the period of validity for a specific period. The request and response thereto shall be made in writing by post or by fax or by email. The Tenderers will have an option to refuse the request without forfeiting their EMD. However, in the event of the Tenderer agreeing to the request, they will not be permitted to modify the tender.
9. If any Tenderer withdraws his tender or makes any modification in the terms and conditions of the tender within the fixed/extended validity period, the Earnest Money deposited by the Tenderer shall be forfeited.
10. Tenderers should send **a letter of authorization** with an attested specimen signature of their representatives who are deputed by them to be present at the time of opening of the tenders.
11. Tenders, which do not fulfil all, or any of the above conditions, or are incomplete in any respect, are liable for summary rejection at any stage before placement of order.
12. Canvassing in connection with the tender is strictly prohibited and tenders submitted by the contractors who resort to canvassing will be liable for rejection.
13. The undersigned reserves the right to reject/cancel/postpone anyone or all tenders at any stage of the tender, which will be binding on all bidders.
14. The tenders containing uncalled remarks or any additional/counter conditions are liable to be summarily rejected.
15. Disputes if any shall be under the jurisdiction of courts in Cochin Corporation limits only.
16. All tender documents shall form part of the contract.
17. Reserve Price for Non-refundable annual premium for tender is Rs. 50,000/-. Bidders are requested to quote above the reserve price. The successful bidder shall remit the quoted amount plus applicable GST.

Sd/-

Secretary

For and on behalf of

The Board of Authorities of the Port of Cochin

Phone : 0484-2582108/2582101 Fax 0484-26668163