

COCHIN PORT TRUST

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

SCHEDULE – "I"

CHECKLIST OF DOCUMENTS

Tender No:		T10/T-1987/2023-C	Dated: 04-04-2023	
Tender Description :		PROVIDING CONSULTANCY SERVICES TO UPGRADE THE EXISTING WAREHOUSE BUILDING AT NORTH END OF W/ISLAND IN COCHIN PORT TO A GREEN WAREHOUSE		
			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	Cost of tender Document: Rs.2240/- (Rs. 2000/- + 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	Earnest Money Deposit : Rs.10,000/- shall be furnished either through Demand Draft / Pay Order / Banker's Cheque drawn in favour of Financial Adviser & Chief Accounts Officer, COCHIN PORT AUTHORITY (CoPA), payable at Kochi, from any Nationalised Bank/ Scheduled Bank operating in India.		
3	Cl. 3.15.1 of Instruction to Bidders	Letter of Submission of Proposal as per Appendix - II		
4	Cl. No. 13 of Notice Inviting Tender	Documentary proof for MSME registration, if any		
5	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 Appendix - III		
6	Cl. Cl. 3.15.2 (iv)of Instruction to Bidders	Details in Appendix-IV regarding Corporate Information of the Bidder		
7	Cl. Cl. 3.15.2 (vii)of Instruction to Bidders	Details of experience as per Appendix-Va & Vb and Certificates in proof of experience in executing Green Warehouse projects		
8	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 Appendix-VI		

9	Cl. Cl. 3.15.2 (ix)of Instruction to Bidders	An undertaking that no changes have been made in the Bid document in <i>Appendix -VII</i>		
10	Cl. Cl. 3.15.2 (x)of Instruction to Bidders	An undertaking regarding illegal method for influencing Bid process in <i>Appendix -VIII</i>		
11	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 <i>Appendix -IX.</i>		
12	Cl. Cl. 3.15.2 (xi)of Instruction to Bidders	An undertaking that Financial Quote is not conditional, as per <i>Appendix-X</i>		
13	Cl. Cl. 3.15.2 (xii)of Instruction to Bidders	Bank information for e- Payment system as per <i>Appendix - XIII</i>		
14	Cl. Cl. 3.15.2 (xiii)of Instruction to Bidders	Undertaking for Financial Quote as per <i>Appendix – XV</i>		
15	Cl. Cl. 3.15.2 (vi)of Instruction to Bidders	Copies of PAN and GST registration		
16	Cl. Cl. 3.15.2 (iv)of Instruction to Bidders	Bid Document and All addenda/Corrigenda duly signed and sealed		
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.				