



**MARINE DEPARTMENT**



**COCHIN PORT AUTHORITY**

E-TENDER No.MD/ CISF Patrol Boat Manning/2023

"E-Tender for Manning and operation of Harbour Patrol boat for CISF for period 2023-25"

Tender publication date	: 07.07.2023
Down loading of Tender document	: From 07.07.2023 ,1700 hours To 31.07.2023 , 1400 hours
Last date and time for Submission of Tenders	: 31.07.2023 , 1430 hours
Time and date of technical bid opening	: 31.07.2023 , 1500 hours
Opening of The Price Bid	: Will be informed later
Cost of Tender Document / Processing Fee	: Rs 2360/- (non refundable) (Inclusive of 18% GST)
EMD	: Rs 30,560/-
Tender Value	: Rs.15, 28,000/-
E-Tendering portal	: <a href="http://www.Tenderwizard.com/CPT">www.Tenderwizard.com/CPT</a>

Office of the Deputy Conservator  
Cochin Port Authority,  
Cochin – 682 009.  
Phone: 91 484 2666417, 2582500  
Fax: 91 484 2666417  
e-mail: [dc@cochinport.gov.in](mailto:dc@cochinport.gov.in)

**E-TENDER NOTICE**

E-TENDER No. MD/ CISF Patrol Boat Manning /2023

Date: **07.07.2023**

- 1.1. Electronic Tenders (e-Tenders) in “Two Cover System” is invited by the Deputy Conservator, Cochin Port Authority, Willingdon Island, Cochin – 9, e-mail: dc@cochinport.gov.in for **Manning and operation of Harbour patrol Boat for CISF for period 2023-25.**
- 1.2. Tender documents can be downloaded from the e-tendering portal [www.tenderwizard.com/CPT](http://www.tenderwizard.com/CPT) or from Cochin Port 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 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 online tender. As per the IT ACT 2000, all bidders who participate in the online bidding process in e-Tendering site should possess a valid Digital signature issued by any of the Digital Signature Certificate (DSC) vendors approved by CCA, India (<https://cca.gov.in>).
- 1.4. The bids should be uploaded in electronic form only through e-tender portal [www.tenderwizard.com/CPT](http://www.tenderwizard.com/CPT).
- 1.5. Cost of tender document Rs.2360/- (including GST) is to be remitted in the form of Account Payee Demand Draft/Banker's Cheque from any of the commercial banks payable at Cochin in favour of FA & CAO, Cochin Port Authority or payment online.  
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 : 41401802288  
Account Holder's Name : Cochin Port Authority
- 1.6. The Tenderers who are registered with NSIC/MSME are exempted from payment of Tender Fee /EMD. Copy of valid NSIC/MSME Registration Certificate as per MSMED Act shall be uploaded with the other Documents for availing exemption of Tender Fee /EMD.
- 1.7. The Tenderer shall submit EMD amount of Rs 30,560/- in the form of demand draft/Bankers Cheque drawn in favour of FA & CAO, Cochin Port Authority drawn in any Schedule Bank payable at Cochin or payment online as shown above (Exempted for Tenderers with valid MSME / NSIC Registration Certificate as per MSME Act – certificate to be uploaded online).
- 1.8. Proof of payment in original (Original Demand Draft/Banker's Cheque ) towards tender fee (**non refundable**) / EMD drawn in favour of FA&CAO, Cochin Port Authority – payable at cochin shall be submitted with a covering letter in a sealed cover with heading “**Manning and operation of Harbour patrol Boat for CISF for period 2023-25**” to the Deputy conservator, Cochin Port Authority, W/Island, Cochin – 682009, KERALA - before the scheduled date and time of opening of the bid, failing which the bid will be rejected. In case of online payment, UTR number of the transaction should be communicated to the e-mail id of the contact person of Cochin Port Authority as mentioned in Section 1.1 above, at least one day before the date and time of opening of e-tender. Cochin Port Authority will verify receipt of payment as referred in the

UTR number, in the Bank account mentioned in section 1.5. If the tender fee / EMD has not been reflected in the Bank account of Cochin Port Authority, the bid will be rejected.

The Tenderers who have not submitted the Tender Fee and EMD in sealed covers / not uploaded the scanned copy of valid MSME/ NSIC Registration Certificate as applicable will not be considered for opening Techno Commercial Bids.

(The fees mentioned above are the only items to be submitted in original to CoPA before the scheduled time for participating in the Tender. All other Documents to be submitted online only)

In case of Regd. Post / Courier, it should be sent to "Deputy Conservator, Marine Department, Cochin Port Authority, Kerala, Pin-682009.

COPA may at its discretion extend the date and time for receipt of Tenders. Tenders received after the aforesaid time and date or the extended time and date, as the case may be, if any, will not be considered for evaluation.

- 1.9. Scanned copy of instruments towards Tender fee and EMD (as mentioned in clause 1.5 and 1.7 above) shall also be uploaded in the e-tender portal [www.tenderwizard.com/CPT](http://www.tenderwizard.com/CPT), failing which the bid will be rejected.
- 1.10. The bidders need to obtain one time User ID & password for log-in to e-Tendering portal [www.tenderwizard.com/CPT](http://www.tenderwizard.com/CPT) from the service provider KEONICS, by paying registration amount of **Rs.1180/-** through online Payment using Credit/Debit Card/Net banking. The details of e-tender facilitator is available through Telephone Nos. **080 49352000/ 09605557738**.
- 1.11. The tenders shall be submitted "**online**" only. Tender submitted other than online shall not be considered. Online Submission at: [www.Tenderwizard.com/CPT](http://www.Tenderwizard.com/CPT).
- 1.12. The bidders shall submit scanned copy of all the required documents such as proof of experience, financial details, etc. in the e-tender portal [www.tenderwizard.com/CPT](http://www.tenderwizard.com/CPT).
- 1.13. The tender will be received **up to the time schedule** Tenders shall be submitted in accordance with the Tender Notice , scope of work, Instruction to Tenderer , special conditions of contract , General Conditions of Contract etc, as detailed in the Tender Document . The Tenders will be opened by the Deputy Conservator, Cochin Port Authority or by an authorized officer, at this office on the same day at **the scheduled time**.
- 1.14. Only GST registered vendors will be eligible to participate in the Tender.
- 1.15. The Tender shall be submitted by an individual/firm or by a Registered Partnership firm or by a Limited Company. In the event of the Tender being submitted by a registered partnership firm, it must be signed individually by each partner thereof. In the event of absence of any partner, it must be signed on his behalf by the person holding a proper power-of-attorney, authorizing him to do so and to bind the partnership firm in all matters pertaining to the contract including the arbitration clause, such power-of-attorney to be attached with the Tender which must disclose that the firm is duly registered under Indian Partnership Act. If the Tender is made by a Limited Company it shall be signed by a duly authorized person who shall produce with the Tender the evidence of the authorization. In the case of a Limited Company the Tender should be accompanied by the Memorandum and Articles of Association of the Company. **Joint Venture is not allowed in the Tender.**

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1.16. The **time schedule** for various activities in connection with this Tender will be as follows.

Sl.No	Description of activity	Venue	Time
1	Issue of Tender Document	Online <a href="http://www.Tenderwizard.com/CPT">www.Tenderwizard.com/CPT</a> <a href="http://www.cochinport.gov.in">www.cochinport.gov.in</a> <a href="http://www.eprocure.gov.in/cppp">www.eprocure.gov.in/cppp</a>	From 07.07.2023, 1700hours To 31.07.2023, 1400 hours
2	Last date of submission of bid	Online Submission at: <a href="http://www.Tenderwizard.com/CPT">www.Tenderwizard.com/CPT</a>	31.07.2023, 1430 hours
3	Opening of Techno commercial bid	Online at: <a href="http://www.Tenderwizard.com/CPT">www.Tenderwizard.com/CPT</a>	31.07.2023, 1500 hours
4	Opening of Price Bid of technically qualified Tenders	Online at: <a href="http://www.Tenderwizard.com/CPT">www.Tenderwizard.com/CPT</a>	Will be informed

1.17 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](http://www.Tenderwizard.com/CPT).

1.18 Cochin Port Authority will not be held responsible for any technical snag or network failure during online bidding, it is the Bidders responsibility to comply with the system requirement i.e. hardware, software and internet connectivity at Bidder's premises to access the e-Tender Portal. Under any circumstances, Cochin Port Authority shall not be liable to the Bidders for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-Tender system or internet connectivity failures.

1.19 The right of acceptance of Tender will rest with Port Authority Board who does not bind themselves to accept the lowest tender and reserves to themselves the authority to reject any or all of the Tenders received without assigning any reason thereof.

1.20 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.

1.21 Tenders, which do not fulfill 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.

1.22 Canvassing in connection with the Tender is strictly prohibited and Tenders submitted by the contractors who resort to canvassing will be liable for rejection.

1.23 The Tenders containing uncalled remarks or any additional conditions are liable to summary rejection.

1.24 Disputes if any shall be under the jurisdiction of courts in Cochin only.

1.25 Tenderer needs to give an official email id which will be used for the communication

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- 1.26 The under signed reserves the right to reject / cancel / postpone any one or all Tenders at any stage of the Tender, without assigning or stating any reasons, which will be binding on all bidders.
- 1.27 Tenderer needs to give an official email id which will be used for the communication
- 1.28 This Tender notice shall form part of the contract.

Sd/-

Phone : 0484-2666417  
: 0484-2582500  
Fax: 0484-2666417

**Deputy Conservator**  
For and on behalf of  
The Board of Trustees of the Port  
of Cochin.

## **GENERAL INFORMATION**

### **SCOPE OF WORK:**

1. The Tender is for Manning and Operation of CISF Harbour patrol Boat with one serang on board. The Serang must possess Serang Certificate issued by MMD, KIV or equivalent. The Tenderer should have minimum 2 no's Serangs with valid certificate.
2. The period of contract is two years from the date of commencement of the work. The Serang certificate shall be kept valid throughout the tenancy of the contract.
3. The boat shall be manned 24 hours daily during the period of the contract including Sundays and holidays except during drydocking. During drydocking period, the boat needs to be, manned during day light hours, i.e from 0630 to 1830 only. In the event of absence of Serang, immediate arrangements should be made by the Tenderer to substitute with another Serang approved by the Deputy Conservator.
4. The fuel, lubes, spares, fresh water and consumables will be on CoPA account.
5. All the major maintenance of the boat will be done by CoPA. The Contractor shall carry out the routine up keeping of the boat and simple maintenance such as filter cleaning etc. Abnormalities found should be informed to CoPA without delay.
6. The Contractor shall keep a register/log book, in which all the movements of the boat are entered on a daily basis. The register / log book, approved by CISF Commandant must be produced for payment of monthly bills.
7. The contractor shall be paid Daily manning charges plus applicable GST. During drydocking period, the contractor shall provide man power for 12 hours daily duty and shall be paid on prorata basis.
8. The Tenderer shall visit Cochin Port Harbour in order to acquaint himself with the condition of the site, the locality and its environments.
9. A Tenderer must also furnish evidence of his experience in contract work and his capacity to execute the work up to the limit specified in Tender schedule by certificates from organizations as per **MOC** under whom the tenderer has executed similar contracts.

### **10. Information**

Description of work	Estimated Cost of work ( ₹.)	EMD	Tender fee ( ₹.)	Period of Contract
Manning and operation of Harbour Patrol Boat for CISF for period 2023-25	Rs 15.28 Lakhs	Rs 30,560/-	Rs 2360/- including 18% GST (Non refundable)	2 years

### **INSTRUCTIONS TO TENDERERS**

1. The Tenderer is expected to examine all instructions, forms, terms and specifications etc. in the Tender document. Failure to furnish all information or documentation required by the Tender documents may result in the rejection of Tender.
2. **Availability of Tender Documents:** The Tender document can be downloaded from the e-tendering portal [www.tenderwizard.com/CPT](http://www.tenderwizard.com/CPT) 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)
3. The Tender Fee, Rs. 2360 /- including GST, shall be remitted in the form of Account Payee Demand Draft/Banker's Cheque from any of the commercial banks payable at Cochin or Online Payment in favour of FA & CAO, Cochin Port Authority, payable at Cochin or online payment. Tenders without cost of tender document will not be accepted. **The fees is non refundable.**
4. The instrument evidencing payment of Cost of Tender Document as per clause 3 above shall be scanned and attached in the e-tender portal [www.tenderwizard.com/CPT](http://www.tenderwizard.com/CPT). Original Demand Draft/Banker's Cheque towards Cost of Tender Document has to reach office of the Deputy Conservator on or before the date and time fixed for opening of techno-commercial bid.
5. The Tenderers who are registered with NSIC/MSME are exempted from payment of Tender Fee / EMD. Copy of valid NSIC/MSME Registration Certificate as per MSMED Act shall be uploaded with the other Documents for availing exemption of Tender cost and EMD.
6. **EARNEST MONEY DEPOSIT (EMD)**
  - A. The Tenderer shall submit the earnest money deposit in shape of demand draft/Bankers Cheque drawn in favour of FA & CAO, Cochin Port Authority drawn in any Schedule Bank payable at Cochin (Exempted for Tenderers with valid MSME/ NSIC Registration Certificate as per MSME Act –certificate to be uploaded online). The EMD can also be paid online. In case of online payment, UTR number of the transaction should be communicated to CoPA by e-mail. If the payment has not been reflected in the Bank account of Cochin Port, the bid will be rejected  
Bank Details of Cochin Port are given below:  
Name of Bank : State Bank of India  
Name of Branch : Cochin Port Authority  
IFSC Code : SBIN0006367  
Account No : 41401802288  
Account Holder's Name : Cochin Port Authority
  - B. The scanned copy of EMD is required to be submitted online and originals deposited at CoPA before the due date of Tender opening.
  - C. EMD in any form other than the demand draft/Bankers Cheque /Online Payment will not be accepted.
  - D. After the Tender is finalized and work order is placed, the Earnest Money of the unsuccessful Bidders will be refunded within 30 days of issue of LOA to the successful Bidder.
  - E. The EMD of the successful Tenderer shall be returned after submission of security deposit as per Tender document.
  - F. COPA reserves the right to forfeit the EMD in respect of successful Tenderer, if he fails to enter into a contract within 30 days of receipt of work order.
  - G. No interest will be payable on the Earnest Money deposit.

H. In the event of the Tenderer modifying / withdrawing his Tender after the last date of submission or such extended date as the case may be and before the expiry of period of validity of such extended date as the case may be, the Tender shall be cancelled and the amount paid as Tender security i.e. EMD shall be forfeited.

7. Downloaded document is to be printed in a clearly readable form in A4 size sheet. Printed tender document shall be duly filled, signed and stamped on all pages for submission. The downloaded tender documents if found tampered with by way of any deviation from the original document hosted on website, will result in disqualification. Duly filled, stamped and signed tender document (except price-bid) shall be scanned and uploaded in the e-tender portal [www.tenderwizard.com/CPT](http://www.tenderwizard.com/CPT). Any tender not so complete is liable to be rejected.

8. **MINIMUM QUALIFICATION CRITERIA, (MQC)**

A. Average Annual Financial Turnover during the last three years ending 31<sup>st</sup> march 2022 shall not be less than Rs 4.58 Lakhs. Proof to be submitted duly certified by the Chartered Accountant.

B. Experience of having successfully performed "similar works" during last 7 years as on 30<sup>th</sup> June 2023.

i. One similar work costing not less than Rs 12.22lakhs

ii. Two similar work each costing not less than Rs 7.64 lakhs.

iii. Three similar works each costing not less than Rs 6.11 lakhs ,

"Similar work" means at least one year experience in providing manpower or operations management of floating crafts owned or hired by state /central govt or PSU's with minimum 100 HP propulsion power in the last 7 years as on 30<sup>th</sup> June 2023

(Copy of the work order to be attached. Also copy of performance certificate from the employer for the completed portion / part of the contract should be attached as proof)

C. The Tenderer should have minimum 2 no's Serangs with valid certificate issued by MMD or KIV or equivalent. Certificate copies should be produced.

9. 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.

10. The Tenders containing uncalled remarks or any additional conditions are liable to summary rejection.

11. Joint Venture is not allowed in the Tender.

12. **Bid submission**

Bid shall be submitted in two parts, **Part - I: Technical Bid** and **Part - II: Price Bid** through e-Tender mode.

For online submission of **Technical Bid**, the scanned copies of the documents to be submitted through e-Tendering mode only on [www.Tenderwizard.com/CPT](http://www.Tenderwizard.com/CPT).



**13. Price bid (Schedule B)** in the provided format (MS-excel format separately uploaded in the website) shall be submitted only through e-Tendering mode on the website [www.Tenderwizard.com/CPT](http://www.Tenderwizard.com/CPT) by the Bidders.

**Information Required In The Bid**

**Part I -Technical Bid** shall contain scanned copy of all documents as per the schedule A. The Demand Draft/Bankers Cheque towards Tender fee should be submitted in original to Cochin port Authority before opening of tender, and scanned copy to be submitted online as mentioned in schedule A.

All pages of the Tender documents shall be duly signed and stamped by the Tenderer. The Tenderer should not indicate his basic cost offer anywhere directly or indirectly, and indication or mentioning of any such offer shall disqualify the Tenderer forthwith. Corrections if any shall be initialed and stamped properly. Disclosure / indication of the Price(s) in the Techno- Commercial Bid shall make the Tender disqualified and rejected.

**Part II: Price Bid** shall contain the details as given in **Schedule -B** of the Tender document as issued and shall be complete in all respects. The price bid shall be submitted **online only** (MS-excel format separately uploaded in the website [www.Tenderwizard.com/CPT](http://www.Tenderwizard.com/CPT) ). The prices shall be written both in words and figures and in case of any deviation, prices in words shall be valid and binding. Cochin Port Authority will not provide any forms for getting any exemptions from payment of duties and taxes

Overwriting in the proforma in the **Schedule-B** of the Tender document is not permitted, Interpolations, alterations, deletions, or additions, if any, shall be duly authenticated by the signature(s) of the Tenderer.

**14.** The Tenderer shall quote price bid **in Indian Rupees only**. No other currency would be accepted. Any offers received in other currencies will be treated as "Non-Responsive" and will not be considered for further evaluation.

**15.** If the Tender is submitted by an individual, it shall be signed, also giving his full name and address. In the event of the Tender being submitted by a registered partnership firm, it must be signed individually by each partner thereof. A certified copy of the partnership deed shall be attached along with the Tender. In the event of absence of any partner, it must be signed on his behalf by the person holding a proper-power-of attorney authorizing him to do so and to bind the partnership firm in all matters pertaining to the contract including the arbitration clause; such power-of-attorney shall be attached with the Tender. In case of a company, a resolution of Board of Company shall be submitted . Power of attorney shall be duly notarized. Photocopy of the old notarized document will not be accepted. The successful bidder will provide the originally notarized copy before entering into an agreement

**16.** Tender document submitted shall be duly filled in, all schedules and annexure as required, signed and stamped in all pages as a token of acceptance of all the conditions mentioned in the document, while submitting their Tender online.

**17.** The acceptance of a Tender will rest with the Deputy Conservator who does not bind himself to accept the lowest Tender and reserves to himself the authority to reject any or all the Tenders received without assigning any reason whatsoever.

18. An undertaking that no payment or illegal gratification has been made to any person/authority connected with the Tender process so as to influence the Tender process and have not committed any offence in connection with the Tender, has to be furnished in **Annexure-I**.

19. Disclosure of payment made/ proposed to be made to the intermediaries in connection with the Tender has to be made in **Annexure-II**. In case no payment is made or proposed to be made, a NIL statement shall be given.

20. An undertaking that no changes have been made in the Tender document downloaded has to be furnished in **Annexure-III**.

21. An undertaking that "**Price bid**" does not contain any techno-commercial condition has to be furnished in **Annexure-IV**.

22. Tenderer shall complete and submit all the Annexures with all the information called for therein and sign with date and stamp all the pages of the Tender document and the documents mentioned in Schedules. Any Tender not so complete is liable to be rejected. The Tenderer should not submit their offer with any conditions/ counter conditions anywhere in the Tender document. The conditional Tenders, if any, shall be considered as non-responsive and shall be summarily rejected.

23. The Tender should be written legibly and free from erasures and over writings or conversions of figures. Correction where unavoidable should be duly attested by the signature (s) of the Tenderer (s) with dates. Rate includes all applicable duties etc except applicable GST. The rate should be written in words as well as in figures. In case of dispute rates in words shall be final.

**24. OPENING OF THE TENDERS: – Technical Bid**

The Officer inviting the Tender or his duly authorized assistant will open the Tenders in the presence of intending Tenderers who may be present at the time in person or through their authorized representative. The technical bids of the Tenders received will be opened first.

Technical Bid shall be opened online in the office of the Deputy Conservator, Cochin Port Authority as per the date and time fixed in the time schedule. Submission of Cost of Tender document is verified initially. **In case the cost of tender document is not deposited or proof of same is not submitted or is not in order, the Price Bid of the defaulting bidder will not be opened .**

**25. OPENING OF THE TENDERS: – Price Bid:**

Price Bid of those Tenderers found responsive in the evaluation of Technical bid, will be opened . Short listed bidders will be communicated about the date and time of opening of the price bid. The Bidder's name, the Bid prices, the total amount of each Bid, any discounts, Bid modifications and withdrawals, and such other details as the Deputy Conservator may consider appropriate, will be announced by the Deputy Conservator at the time of opening.

The price bids shall be opened **online only** . The price bid of the technically qualified bidders only will be opened online on a date intimated by the Dy. Conservator.

**26.** The Tender shall remain valid and open for acceptance for a period of 90 days from the date fixed for receiving the same. COPA reserves the right to extend the period of validity for a specific time as may be required by COPA. The request and response thereto shall be made in writing by post or email or by fax. The Tenderers will have an option to refuse the request. However, in the event of the Tenderer agreeing to the request, they will not be permitted to modify the Tender.

**27.** **DETERMINATION OF RESPONSIVENESS:** COPA will determine whether the Tender is substantially responsive to the requirements of the Tender documents. For the purpose of this clause a substantially responsive Tender is one which inter alia conforms to all the terms, general conditions and specifications of the Tender documents and technically suitable. The Tenderer shall carefully submit all the documents as required under the Tender failing which the offer is liable to be treated as non-responsive. A Tender which, in relation to the cost estimates of COPA is seriously unbalanced may be rejected as non-responsive. The Tender which does not satisfy the pre-qualification criteria shall summarily be rejected and shall not be considered for further evaluation.

**28.** The Tenderer shall quote realistic rates in respect of the services to be provided. The rates shall be firm and no other increase or decrease in prices will be allowed during the currency of the contract.

**29.** To assist in the examination, evaluation and comparison of Tenders, COPT may ask Tenderers individually for clarification and response to the same by the Tenderer shall be in writing by post or by email. However no changes in price or substance of the Tender shall be sought, offered or permitted.

**30.** Canvassing in connection with the Tender is strictly prohibited and the Tenders submitted by the suppliers who resort to canvassing will be liable for rejection.

**31. ACCEPTANCE OF TENDER:** The acceptance of a Tender will be at the discretion of the Deputy Conservator of Cochin Port Authority who does not bind himself to accept the lowest Tender and reserves to himself the authority to reject any or all the Tenders received without assigning any reason whatsoever

**32. AWARD OF CONTRACT:** Subject to above reservation, CoPT shall award the Contract to the Tenderer whose offer has been determined to be the lowest evaluated Tender and is substantially responsive to the Tender.

**33. LETTER OF ACCEPTANCE (LOA):**

Prior to the expiration of the period of Tender validity or extended validity, the CoPT shall notify the successful Tenderer, in writing, that his Tender has been accepted (LOA- letter of acceptance) . The successful Tenderer will be required to execute an 'agreement' at his expense on Kerala State Stamp Paper of adequate value in the prescribed departmental form for the due and proper fulfillment of the terms and conditions of the contract **within 30 days** of receipt of LOA. Until a formal contract is prepared and executed, the notification of award and form of Tender shall constitute a binding contract. **The Contractor must commence the work within 30 days of receipt of the LOA.**

**34. LANGUAGE OF THE TENDER:** The Tender submitted by the Tenderer and all correspondence and documents relating to the Tender exchanged by the Tenderer and the CoPT shall be written 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 Tender, the English translation shall govern.

**35.** Tenders which do not fulfill all or any of the above conditions or are incomplete in any respect are liable to summary rejection. If the successful bidder fails to execute the agreement or furnish the security within the above mentioned periods, the Cochin Port Authority will be at liberty to cancel/reject the tender apart from exercising other remedies.

**36.** The tenderer must have valid PAN, GST registration which is to be submitted self-attested duly stamped and signed.

**37.** Tenderer needs to give an official email id which will be used for the communication

**SIGNATURE OF BIDDER**

## GENERAL CONDITIONS OF CONTRACT

- 1. Security Deposit** The successful tenderer will be required to furnish Performance Security for 10 % of contract price in the form of an Account Payee Demand Draft/ Bank Guarantee from a Scheduled bank or online payment in an acceptable form with intimation to Cochin Port, within 30 days of receipt of LoA. The instruments towards the security deposit shall be valid for 60 days beyond the date of completion of the contract. The Security Deposit shall be refunded without any interest after the successful completion of the contract. If the contractor fails to perform or observe any of the conditions of contract, Port Authority will be at liberty to deduct any amount due to Port Authority under this contract from Security Deposit/any sums of money due or that may become due to the Supplier/encash the Bank Guarantee as the case may be. This is without prejudice to the rights of the Port Authority under the terms of this Contract. All compensation or other sums of money payable by the Contractor to the Board of Major Port Authority for Cochin Port (hereinafter called the Board) under the terms and conditions of the contract may be deducted from the security deposit. GST at applicable rate will be charged on such recovery.
- 2. Income Tax Deduction:** Deduction of Income Tax shall be made from any amount payable to the Contractor as per the relevant provisions of the Income Tax Act.
- 3. TDS under GST Law** will be deducted as per prevailing rate.
- 4. Penalty Clause** The Contractor is to man the boat according to the specification described in the schedule within the period specified in the Tender and observe, perform, fulfill and keep all the general and special conditions herein set forth. If the Contractor fails to man /operate the boat as per the terms and conditions of contract, he shall not be paid the daily manning charges. Additionally 25% of the applicable daily rate shall be deducted from the monthly bill for every day not exceeding 30 days during a period of one year on liquidated damages. GST at applicable rates will be charged on penalty as per rules.
- 5.** In every case if the Contractor fails to man/operate the Harbour Patrol Boat as per the terms and conditions of the contract for 30 consecutive days, the Deputy Conservator, Cochin Port Authority (hereinafter called the Deputy Conservator) shall have power to cancel the contract altogether. The Contractor shall have no claim for compensation for any loss that he may incur in any way and shall be liable for all losses that the CoPA may sustain on that account. The Contractor shall not be entitled to any gain on resumption of the work against default. The Contractor may be debarred from participating in any Tender of CoPA for next 2 years.
- 6.** The Contractor shall keep a register, in which all the movements of the boat are entered on a daily basis. The register / log book, must be produced for payment of monthly bills.

## 7. Payment terms

- A. The payment for the work carried out shall be made once in a calendar month within 30 days of submission of bill in proper shape along with copy of log book after deduction of penalties if any.
- B. Income tax as per the prevailing rate shall be deducted while making payment.
- C. The monthly payment shall be made through banks only.
- D. GST as applicable at the prevailing rates will be paid by CoPA for the monthly bills during the tenure of contract.

8. On completion of the manning of the boat periodically, the Contractor shall be furnished with a Certificate to that effect by the Dy. Conservator or his authorized representative.

9. Payments due to the Contractor will be made to his Bank through NEFT/ RTGS (as per the applicable Cochin Port Authority payment rules). The bank details along with GST details, PAN No. etc, shall be furnished to the Deputy Conservator prior to release of first payment.

10. **Termination Clause** Notwithstanding anything mentioned in this document, if at any time after the commencement of the work, it is observed that the Contractor is not carrying out the work as per the terms and conditions of the agreement, the Deputy Conservator may terminate the contract by giving 15 days notice due to breach of contract . However, Either the Deputy Conservator or the Contractor may terminate the contract by issuing 3 months notice to one another (Exit clause).

11. If Contractor or his employees -break, deface, injure or destroy property belonging to CoPA, it shall be made good at the Contractor's own expenses. The Deputy Conservator however, reserves the right to make good the same at the cost and expenses of the Contractor deducting the cost of the same from any amount due, or may become due, to the Contractor. For determining the quantum of amount to be deducted, one day will be treated as 3 shifts and the minimum deduction will be for one shift.

12. **Subletting** of the contract is not permitted. Notwithstanding anything contained above, if a case of subletting or assignment is found, agreement can be terminated forthwith by the Deputy Conservator

13. It shall be the responsibility of Contractor to protect the public including Cochin Port Authority and others and his employees against accidents from any cause and shall indemnify and protect CoPA and its employees against any claims for damages or bodily injury to person or property resulting from any such accidents from any party including third party.

14. (a). In every case in which by virtue of the Provision of Section 12 Sub Section (1) of the Employees Compensation Act, 1923, if the CoPA is required to pay compensation, to a workman employed by the contractor in execution of works, the CoPA will recover from the Contractor the amount of compensation so paid along with interest and without prejudice to the rights of the CoPT under Section 12 Sub Section (2) of the said Act, the CoPA shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by the CoPA to the contractor whether under this contract or any other.

(b) CoPA shall not be bound to contest any claim made against it under Section 12 Sub Section (1) of the said Act except on the written request of the contractor and upon his giving to the CoPA full security for all costs for which the CoPA might become liable in consequence of contesting such claim.

**15.**

- a) No one below the age of 18 years shall be employed for work on board the boat
- b) The contractor shall pay to every employee engaged by him on the work at a rate not less than the minimum rate of wages fixed by the Kerala Government from time to time under the Minimum Wages Act 1948 and he shall comply with the provisions of the said Act and the Rules made there under.
- c) The contractor should also understand that he alone is responsible for the implementation of the Provisions of the Minimum Wages Act, 1948.
- d) A breach of the conditions of this Clause shall be deemed as breach of the contract.

**16.** In respect of all labour directly or indirectly employed in the works for the performance of the Contractor's part of this agreement, the Contractor shall comply with or cause to be complied with all the Rules framed by the Government /CoPT from time to time for the protection of health and sanitary arrangements for his workers employed in Cochin Port Authority.

**17.** On the breach of any terms of conditions of this contract by the contractor, the CoPT shall be entitled to retain the Security deposit, or the balance thereof, that may at that time be remaining and to realize the same as damages and compensation for the said breach, but without prejudice to the right of the CoPT to recover any further sums as damages from any sums due or which may become due to the contractor by the CoPT or otherwise however.

**18.** It shall be responsibility of the Contractor to settle all disputes, which may arise pertaining to the deployment of the Serang .

**19.** On completion of the contract, the Contractor shall make arrangements to hand over the boat and its materials to the Dy. Conservator or his authorized representatives.

**20.** In calculating the total of each bill, fractions of less than half a rupee shall be disregarded and half a rupee or over shall be reckoned as one rupee.

**21.** In the event of any dispute out of the contract, it is hereby agreed to settle the dispute by mutual discussions/negotiations. In the event of failure of mutual negotiations/discussions, the matter can be referred to arbitration as provided herein below:

Both parties together shall appoint a Sole Arbitrator to resolve the dispute and the Award of the Arbitrator so appointed shall be final and conclusive and binding on all parties to the contract subject to the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time or any statutory re-enactment thereof for the time being in force. The Arbitrator shall decide by whom and in what proportion the Arbitrator's fee as well as cost incurred for Arbitration shall be borne. The Arbitrator

may with the consent of the parties extend the time from time to time to make or publish the Award, as the case may be. The venue of the Arbitration shall be Kochi.

In the event of any dispute or differences between the parties which could not be resolved amicably by mutual consultations/Arbitration, then the Chairman of Cochin Port Authority may refer such unresolved disputes or differences to a Conciliation Committee/Council comprising of independent subject experts, set up by the Port Authority to enable speedy disposal of pending/new cases. Recourse to such conciliation shall be open before, during or after the arbitration proceedings. The award of the conciliation committee /council, if agreed by both the parties shall then be placed for the consideration of the Board of Trustees of Cochin Port subject to the Delegation of Powers

### **SPECIAL CONDITIONS**

1. The Boat shall be manned as required by the Deputy Conservator, Cochin Port Authority or his authorized representatives for patrolling, transportation of staff, crew, stores etc.
2. The manning of the Boat should be made on all days, (Sundays and holidays inclusive) on a round the clock basis. i.e. for 24 hours for the entire period of the contract except drydocking period. During drydocking period, the contractor shall provide man power for 12 hours daily duty only from 0630 to 1830 hours and shall be paid on prorata basis.
3. The period of contract is for two years from the date of commencement of the work.
4. License of Serang employed shall be kept valid throughout the tenancy of the contract.
5. The Contractor shall be registered under EPF and ESI Act and the employees employed under them shall be covered in the EPF and ESI scheme. Work order shall be issued only to the Contractors who are registered under EPF organization and ESI corporation. The Contractors shall regularly remit - the employer and employee contribution - to the authorities. If not, the department would remit the same and the amount so remitted shall be deducted from the part/final bill of the Contractor along with interest/penalty imposed by EPF/ESI authorities.
6. The boat shall be manned properly by a certificated Serang at all times.
7. The payment on manning charges will be made once in a month on submitting the invoice along with copy of log book.
8. The boat shall be maintained clean at all times to the satisfaction of the Deputy Conservator.
9. If the boat happens to involve an accident it shall be reported to the Deputy Conservator with immediate effect.
10. The Contractor should keep a register/log book and all operations pertaining to Running and maintenance of the boat must be recorded.



- 11.** If the Serang provided by the Contractor failed to perform duty, the Contractor should immediately arrange for replacement of Serang and approved by the Deputy Conservator.
- 12.** In case the Contractor fails to provide Serang , The Deputy Conservator Shall have full liberty to make alternative arrangements immediately in order to Avoid break down of the service and to recover from the Contractor all expenses Incurred in making such alternative arrangements.
- 13.** The Contractor should insure his Serang against any accident, loss or damage including total loss an injury and loss of life. This insurance should be valid throughout the tendency of contract.
- 14.** The entire responsibility for the safety of the boat, its Serang , workmen and persons making use of the boat shall be that of the Contractor and the Port will not be responsible for any accident, loss or damage due to any cause.
- 15.** The Contractor or his employees should not misuse information which effect the security of Port activities. Disclosure of such information to others attracts legal action against the Contractor or his Serang.
- 16.** The Contractor will be fully responsible for the safety of all person engaged by him and shall strictly observe all the necessary safety precautions and regulations applicable to the particular type of work. The Contractor shall arrange to take insurance coverage for the personnel employed by him for carrying out the work. The Contractor should check his equipments to ensure safety of his personnel and property. The Cochin Port Authority shall not be held responsible for any accidents leading to loss of life, disability of permanent or temporary nature and also for loss or damage to equipments and property.
- 17.** Contractor agrees to observe, perform, fulfill and keep all the covenants, stipulations, or in defaults to forfeit and pay to Cochin Port Authority the sum of money mentioned in the said conditions.

Tenderer's Signature with seal.

**Schedule A**

**List of Documents –scanned copy -to be submitted online**

**PART 1 -TECHNICAL BID**

Sl.No.	Description of Documents	Remarks
1	Cost of Tender Documents (non refundable) in the form of DD/Bankers Cheque/any manner mentioned in tender document-	Yes/No
2	Submission of EMD	Yes/No
3	Tender document duly filled (except price bid), signed and stamped on all the pages.	Yes/No
4	Undertaking regarding illegal methods for influencing Tender process <b>Annexure-I</b>	Yes/No
5	Disclosure of payment made/ proposed to be made to the intermediaries in connection with the Tender <b>Annexure-II</b>	Yes/No
6	Undertaking that no changes have been made in the Tender document downloaded <b>Annexure-III</b>	Yes/No
7	Undertaking that price bid does not contain any Techno Commercial conditions <b>Annexure-IV</b>	Yes/No
8	Average annual financial turnover during the last three years ending 31 <sup>st</sup> march 2022 shall not be less than Rs 4.584 Lakhs. Proof to be submitted duly certified by the Chartered Accountant. <b>(MQC)</b>	Yes/No
9	Experience of having successfully completed / performed “similar works” during last 7 years as on 30 <sup>th</sup> June 2023 Copies of the work order to be attached. <b>(MQC)</b>	Yes/No
10	Experience of having successfully completed /performed “similar works” during last 7 years as on 30 <sup>th</sup> June 2023 Copies of work completion certificate/ performance certificate -- to be attached. <b>(MQC)</b>	Yes/No
11	The Tenderer should have minimum 2 no’s Serangs with valid certificate issued by MMD or KIV or equivalent. Certificate copies of 2 no’s Serangs should be produced. <b>(MQC)</b>	Yes/No
12	The Tenderer must have valid PAN .Self attested Copy of the certificate to be submitted duly stamped and signed	Yes/No
13	The Tenderer must have valid GST certificate .Self attested Copy of the certificate to be submitted duly stamped and signed	Yes/No
14	A covering letter with company address, phone no, official email address for communication.	Yes/No
15	Copy of valid Power of Attorney if applicable (duly notarized).	Yes/No

**Note:** Above list of documents are indicative only, Tenderer is bound to submit all the relevant documents mentioned in tender documents. All the documents submitted by the Tenderer shall be neatly filed and page numbered or properly marked.

Tenderer's Signature with seal.

**Schedule B**

**PART 2 -PRICE BID**

**Name of Work: Manning and operation of CISF Harbour patrol Boat for period 2023-25**

**Name and address of Tenderer:**

Description of work	Rate in figures.( Units Rupees per day)	Rate in words (units rupees per day)
Manning and operation of CISF Harbour patrol Boat with one serang. conditions as per Tender Document		
The above price is inclusive of all taxes and duties but excluding GST (GST if applicable will be paid by COPT as per prevailing rates). The Price is firm and without escalation. The Tenderer shall write his rates in both figures and words. In case of dispute, the rate in words shall be final. The Tenderer shall make sure that there is no overwriting.		

Please see Website:  
[www.Tenderwizard.com/CPT](http://www.Tenderwizard.com/CPT)

**Note: This form shall be filled in the MS-EXCEL format as uploaded in the website.**  
Website: [www.Tenderwizard.com/CPT](http://www.Tenderwizard.com/CPT)

ANNEXURE I (PROFORMA OF UNDERTAKING)

**REGARDING ILLEGAL METHODS FOR INFLUENCING TENDER PROCESS**

To

The Dy. Conservator,  
Cochin Port Authority,  
Cochin 682009.  
Kerala, India.

Dear Sir,

I/ We do hereby undertake that I/We have not made any payment or illegal gratification to any person / authority connected with the Tender process of Tender No. .... so as to influence the Tender process and have not committed any offence in connection with the Tender.

Yours faithfully,

Signature :

Name & Designation :

ANNEXURE II (PROFORMA OF DISCLOSURE OF PAYMENT)

MADE / PROPOSED TO BE MADE TO THE INTERMEDIARIES IN CONNECTION WITH THE TENDER

To

The Dy. Conservator,  
Cochin Port Authority,  
Cochin 682009.  
Kerala, India.

Dear Sir,

I/We have made / proposed to make the following payments in connection with the Tender No .....

1. \_\_\_\_\_ to Mr./Ms./Messrs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Name and Address)

2. \_\_\_\_\_ to Mr./Ms./Messrs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Name and Address)

3. \_\_\_\_\_ to Mr./Ms./Messrs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Name and Address)

Yours faithfully,

Signature :

Name & Designation :

Note: In case no payment is made or proposed to be made a 'Nil' statement shall be enclosed.

ANNEXURE III ( PROFORMA OF UNDERTAKING)

THAT NO CHANGES HAVE BEEN MADE IN THE TENDER DOCUMENT DOWNLOADED

To

The Dy. Conservator,  
Cochin Port Authority,  
Cochin 682009.  
Kerala, India.

Dear Sir,

We.....  
.....do hereby confirm that no changes have been  
made in the Tender document downloaded and submitted by us for the Tender No  
.....

Yours faithfully,

Signature :

Name & Designation :

ANNEXURE IV ( PROFORMA OF UNDERTAKING)

THAT PRICE BID DOES NOT CONTAIN ANY CONDITION

To

The Dy. Conservator,  
Cochin Port Authority,  
Cochin 682009.  
Kerala, India.

Dear Sir,

We.....  
.....do hereby confirm that PRICE BID of the Tender submitted by us for the  
Tender No. .... do not contain any condition.

Yours faithfully,

Signature :

Name & Designation :

**Form of Bank Guarantee**

FOR SECURITY DEPOSIT  
(TO BE EXECUTED ON STAMP PAPER OF APPLICABLE VALUE)  
GUARANTEE BOND NO.

In consideration of the Board of Trustees of the Port of Cochin (hereinafter called the "Port Trust" which expression shall include their successors and assignees) having accepted the tender No..... dated .....submitted by M/s..... <Name & address of tenderer>... (Hereinafter called "the said tenderer") for ..... <name of work>.... as per the Deputy Conservator Cochin Port Authority order No ..... dated ..... and having agreed to exempt M/s ..... <Name & address of tenderer>..... (hereinafter called as the "tenderer" which expression shall include their successors and assignees) from the demand under the terms and conditions of the said tender and the agreement to be executed between the Port Authority and the said tenderer and which shall include any amendments, alterations or additions made with the mutual consent between the parties (hereinafter called " the said agreement") of Security Deposit for the due fulfillment by the said tenderer(s) of the terms and conditions contained in the said tender and Agreement, on production of a Bank Guarantee for Rs. ....(Rupees ..... only).

We,..... <Name of Bank> (hereinafter referred to as "the Bank") do hereby undertake to pay to the Port Authority an amount not exceeding.....(Rupees... ..only) against any loss or damage caused to or suffered by the or would be caused to or suffered by the port Authority by reason of any breach by the said Tenderer(s) of any of the terms or conditions contained in the agreement.

We, ..... Bank Ltd., do hereby undertake to pay ..... the amounts due and payable under this guarantee without any demur, merely on a demand from the Port Authority stating that the amount claimed is required to meet the recoveries due or likely to be due from the said tenderer(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. ....

We,..... Bank Ltd., undertake to pay to the Port Trust any money so demanded notwithstanding any dispute or disputes raised by the tenderer(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the tenderer(s) shall have no claim against us for making such payment.

We ..... Bank Ltd., further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Port Authority under or by virtue of the said agreement have been fully paid and



COCHIN PORT AUTHORITY  
E-TENDER No. MD/CISF Patrol Boat Manning/2023  
E-Tender For Manning And Operation Of Harbour Patrol Boat for CISF for period 2023-25

its claims satisfied or discharged or till an Officer– in – charge on behalf of the Port Authority certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said tenderer(s) and accordingly discharges this guarantee.

We,..... Bank Ltd., further agree with the Port Authority that the Port Authority shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said tenderer(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Port Authority against the said tenderer(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said tenderer (s) or for any forbearance act or omission on the part of the Port Authority or any indulgence by the Port Authority to the said tenderer(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

This guarantee will not be discharged due to the change in the constitution of the Bank or the tenderer(s).

We, ..... Bank Ltd., lastly undertake not to revoke this guarantee except with the previous consent of the Port Authority in writing. This guarantee shall be valid up to ..... unless extended on demand by Port Authority. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. .... (Rupees..... only) and unless in claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

SIGNATURE

Dated the .....day of.....  
for ..... Bank Ltd.

COCHIN PORT AUTHORITY  
E-TENDER No. MD/CISF Patrol Boat Manning/2023  
E-Tender For Manning And Operation Of Harbour Patrol Boat for CISF for period 2023-25

**Tender Particulars**

1. Department : Marine
2. Officer Calling Tender : Deputy Conservator
3. Tender Title : E-Tender Manning and operation of Of Harbour Patrol Boat for CISF- for the period 2023-25
4. Product Category : Service
5. Tender Value : Rs.15,28,000/-
6. EMD : Rs 30,560/-
7. Cost Of Tender Document : Rs.2360/- (Tender fee is inclusive of 18% GST)
8. Tender Type : Service Contract – for 2 years.

**Contact Persons Particulars**

1. Name and Designation : Capt. Joseph Alapat  
: Deputy Conservator
2. Address : Cochin Port Authority  
Willingdon Island, Cochin-682 009, Kerala
3. E mail – Id : [dc@cochinport.gov.in](mailto:dc@cochinport.gov.in)

Phone No : 0484-2582500 / 2666417