COCHIN PORT AUTHORITY

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Tender No: :T1/T-2079/2026-C

NAME OF WORK: RE-MODELING OF NEW ADMINISTRATIVE BUILDING PHASE II

SCHEDULE – "I"
CHECKLIST OF DOCUMENTS

Name of the Vendor:				
Sl. No.	**Clause Ref.No.**	**Description of Document**	**Whether submitted by the Tenderer (Yes/No)**	**Remarks**
1	Cl. No. 25.6 of Instruction to Bidders	Cost of Tender Document of Rs. 11800/- in the form of DD/BC drawn in favour of FA&CAO,Cochin Port Authority payable at Cochin.		
2	Cl. No. 21.1of Instruction to Bidders	EMD of Rs. Rs.35,63,890/- in the form of Demand Draft or Banker's Cheque drawn in favour of Financial Adviser & Chief Accounts Officer, CoPA from any Nationalised Bank/ Scheduled Bank in India / Insurance Surety Bond from the Insurance Company duly approved by Insurance Regulatory and Development Authority of India or through RTGS/NEFT mode as per Bank details at Annexure		
3	Cl. No.26.1(a) of Instruction to Bidders	Letter of Submission as per ***Annexure – 1***		
4	Cl. No. 26.1(e)of Instruction to Bidders	Power of Attorney (in original) in favour of signatory/s to the Tender, duly authenticated by Notary Public as per ***Annexure - 2***		
5	Cl. No.26.1(f)of Instruction to Bidders	Organization Details as per ***Annexure-3***		
6	Cl. No. 26.1(g)of Instruction to Bidders	Details of experience as per ***Annexure 4a & 4b*** and Certificates in proof of experience in similar works as detailed under cl.17 of instruction to bidders.		
7	Cl. No. 26.1(g) (1) of Instruction to Bidders	Original or notary certified copy of completion certificates of each work issued by the owner/ the responsible officers of the owner under whom he has executed such contracts shall be attached		
8	Cl. No. 26.1(h)of Instruction to Bidders	Audited financial statements viz., profit and loss account and balance sheet etc. to substantiate the average annual financial turnover during the last 3 financial years ending 31st March 2023 as detailed under clause 12 of instruction to bidders.***(Annexure 5)***		
9	Cl. No. 26.1(i)of Instruction to Bidders	Form of Bid duly signed and sealed		
10	Cl. No. 26.1(j)of Instruction to Bidders	Bid document including all Addenda/Corrigenda duly signed and sealed.		
11	Cl. No. 26.1(k)of Instruction to Bidders	Partnership deed or Memorandum and Articles of Association of the company and Registration certificate of the company as the case may be.		
12	Cl. No. 26.1(l)of Instruction to Bidders	Copies of EPF ,ESI,PAN and GST registration		
13	Cl. No. 26.1(m)of Instruction to Bidders	Documentary proof of NSIC resistration, if applicable		
14	Cl. No. 26.1(n)of Instruction to Bidders	Detailed method statement (Technical Note) for carrying out of the works (vide ***Annexure – 6***).		
15	Cl. No. 26.1(o)of Instruction to Bidders	List of Plant and equipment proposed to be engaged for work.(vide ***Annexure-7***).		
16	Cl. No. 26.1(p)of Instruction to Bidders	Declaration as per ***Annexure -8***		

Sl. No.	Clause Ref.No.	Description of Document	Whether submitted by the Tenderer (Yes/No)	Remarks
17	Cl. No. 26.1(q)of Instruction to Bidders	Bank information for e- Payment system as per ***Annexure -9***		
18	Cl. No. 26.1(r)of Instruction to Bidders	Details of litigation history, blacklisting etc. of the Bidder as per ***Annexure-10***		
19	Cl. No. 26.1(s)of Instruction to Bidders	Undertaking regarding EPF & ESI Registration as per ***Annexure-11***		
20	Cl. No. 26.1(t)of Instruction to Bidders	Duly signed Integrity Pact as per ***Annexure-12***		
21	Cl. No. 26.1(t)of Instruction to Bidders	Mandate for receiving payments through NEFT/RTGS from COCHIN PORT AUTHORITY as per ***Annexure-13***		

Note: All the documents submitted by the tenderer shall be neatly bound / filed and page numbered or properly marked. Tenderer is required to mention relevant page numbers / marking of his offer while filling up the above format.