



COCHIN FISHERIES HARBOUR

(Tel: No. 0484-2220707)

**TENDER FOR OPERATION AND MAINTENANCE OF
EFFLUENT TREATMENT PLANT AND DEEP BORE
WELL FACILITIES WITH UNINTERRUPTED SUPPLY OF
WATER TO THE SUPPLY POINTS AT AUCTION HALLS
OF COCHIN FISHERIES HARBOUR FOR A PERIOD OF
ONE YEAR**

**OFFICE OF THE ADMINISTRATOR
COCHIN FISHERIES HARBOUR
COCHIN 682 005**

Tender No. AE/T-01/ETP-Bore well/CFH/2020-C

Price : Rs.800/- plus GST @ 12%

COCHIN FISHERIES HARBOUR

TENDER FOR OPERATION AND MAINTENANCE OF EFFLUENT TREATMENT PLANT AND DEEP BORE WELL FACILITIES WITH UNINTERRUPTED SUPPLY OF WATER TO THE SUPPLY POINTS AT AUCTION HALLS OF COCHIN FISHERIES HARBOUR FOR A PERIOD OF ONE YEAR.

The comprehensive tender document comprises the documents as detailed in the contents hereunder available in the website separately. The tenderer shall submit his tender based on the comprehensive tender document.

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SIGNATURE OF TENDERER

COCHIN FISHERIES HARBOUR

No.AE/T-01/ETP-Bore well/CFH/2020-C

Office of the Administrator

Cochin-682 005

Dated: 31- 01-2020

TENDER NOTICE

1. Tenders in single sealed cover superscribed “Tender for Operation and Maintenance of Effluent Treatment Plant and Deep Bore Well facilities with uninterrupted supply of water to the supply points at auction halls of Cochin Fisheries Harbour for a period of one year due on 20-02-2020” containing two separate sealed covers for Tender and EMD respectively will be received by the Administrator, Cochin Fisheries Harbour, Thoppumpady, Cochin-5 upto 2.30 PM on 20-02-2020. The tenders will be opened by the Administrator (CFH) or an authorized officer at his office on the same day at 3.00 PM

Estimated cost: Rs. 3,36,000/- (Rs. 28,000/- per month)

2. Tender shall be submitted in the prescribed form which can be obtained from the office of the Administrator (CFH) on payment of Rs.800/- (Rupees eight hundred only) plus GST @ 12% in cash/DD in favour of The Administrator, Cochin Fisheries Harbour during working hours from 12-02-2020 to 19-02-2020 upto 2.30 PM. Tender document will also be available in our website www.cochinport.gov.in which can be downloaded for submission along with the cost of document as specified above. In case the tenderer has downloaded the tender document from the website, the cost of tender form shall be furnished in the form of cash receipt issued by the Administrator (CFH)/DD in favour of Administrator (CFH) payable at Cochin in a separate cover along with the submission of tender superscribed with the words “Operation and Maintenance of Effluent Treatment Plant and Deep Bore Well facilities with uninterrupted supply of water to the supply points at auction halls of Cochin Fisheries Harbour for a period of one year - Tender No.AE/T-01/ETP-Bore well/CFH/2020-C”. The time allowed for carrying out the work will be found mentioned therein.

3. If the tender is made by an individual it shall be signed with his full name and his address shall be given. 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 a person holding a proper power of attorney authorizing him to do so and to bind the partners in all matters including the arbitration clause. Such power of attorney is to be attached with the tender and it is to be disclosed that the firm is duly registered under the 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 satisfactory 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.

4. Earnest Money

4.1. Each tender should be accompanied by an Earnest Money deposit amounting to **Rs.8,400/-**. The Earnest Money must be deposited in the office of the Administrator (CFH) Cochin-5 and the receipt in original received from the cash section towards EMD in cash/DD in favour of the Administrator, Cochin Fisheries Harbour and must be enclosed in the cover EMD. Under no circumstances should currency notes be enclosed in the cover containing the tender as earnest money. The Earnest Money Deposit will not earn any interest.

4.2. The tender and Earnest Money receipt shall be placed in separate sealed envelopes each marked "TENDER" and "EARNEST MONEY & EXPERIENCE CERTIFICATE" respectively. Both the envelopes shall be submitted together in another sealed envelope.

4.3. The officer opening the tenders will first open the envelope containing the Earnest Money & Experience Certificate. The envelope marked "TENDER" of only those tenderers shall be opened, whose Earnest Money & Experience Certificate placed in the other envelope is found to be in order.

5. The right of acceptance of a tender will rest with the Administrator (CFH) who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received without assigning any reason.

6. Administrator (CFH) or his duly authorized assistant will open the tenders in the presence of the intending contractors who may be present at the time in person or represented by their authorized representative. In the event of a tender being rejected, the earnest money paid with such unaccepted tender shall be refunded to the tenderer.

7. The tenderer should keep open validity of the tender normally for 60 days from the date of opening. However, it is also obligatory for the tenderer to keep the validity open for another 60 days for which request in writing by the Administrator (CFH) before the expiry of the original validity would be sufficient intimation. Receipt of intimation of the Administrator (CFH) should be acknowledged. Should any tenderer withdraw his tender before these periods, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, the Earnest Money deposited by the tenderer shall be forfeited.

8. The tender should be written legibly and free from erasures and overwriting or conversion of figures. Corrections where unavoidable should be duly attested by the signature(s) of the tenderer(s) with dates. The tenderer shall write his lowest rate in percentage either plus or minus over the department rates given in the space provided in the schedule in figures as well as in words.

9. Where the tenderer signs his tender in any Indian script or can only write his name in English the amount of tender offered by him should be written in the tenderers own hand writing in Indian script and in case of illiterate tenderers the amount of the tender should be attested by a witness.

10. The tenderer shall visit the site of work in order to acquaint himself with the conditions of the site, the locality and its environment.

11. The tenderer shall be deemed to have full knowledge of all documents, site etc whether he has inspected it or not. The submission of a tender by tenderer implies that he has read this notice and conditions and has made himself aware of the scope, specifications and other factors bearing on the tenderer.

12. Pre-Bid Meeting: A pre-bid meeting will be held on **15.02.2020 at 3 p.m.** in the chamber of the Administrator (CFH) to answer the queries, doubts if any, on the tender document. Non-attendance at the Pre-Bid meeting will not be a cause for disqualification of tenderer. Any modification to the bid documents as a result of the Pre-Bid Meeting shall be made exclusively through the issue of Addenda/corrigenda.

13. Security Deposit: Security Deposit (S D) shall be at 10 % of the contract value or the value of the work done whichever is higher. 5% is payable on award of contract, in cash/DD in favour of the Administrator Cochin Fisheries Harbour (performance guarantee) and balance 5% will be recovered as retention money from the running account bills. The total amount thus deposited towards security deposit will be retained as security for the due and proper fulfillment of the contract and will not earn any interest. Such deposit shall be forfeited on failure to perform or non-fulfillment by the contractor of the terms and conditions of the contract.

13.1. Performance Guarantee: The successful tenderer shall furnish a performance guarantee for a sum equivalent to 5% of the contract value within 7 days from the date of work order. Performance guarantee shall be refunded to the contractor not later than 14 days from the date of payment of final bill.

13.2. Retention Money: Retention Money @ 5% of the gross amount of the bill shall be recovered from the first running account bill onwards till the recovered sum amounts to 5% of the contract value or the work done whichever is higher. The Retention Money shall also be refunded to the contractor within 14 days from the date of payment of final bill after observing all formalities.

13.3. Unless Performance Guarantee is furnished within 7 days of the date of notification of acceptance of the tender or such extension of that period as may be permitted by the Administrator (CFH) in writing, the EMD will be liable to forfeiture and the contract to cancellation.

13.4. In the event of the tenderer, after the issue of the communication of acceptance of offer by the Administrator (CFH), failing/refusing to execute the agreement as herein after provided, the tenderer shall be deemed to have abandoned the contract and such an act shall amount to and be construed as the contractor's calculated and willful breach of the contract, the cost and consequence of which shall be to the sole account of the tenderer and upon such an event the Administrator(CFH) shall have the full right to claim damages in addition to forfeiture of EMD.

14. The successful tenderer will be required to execute an agreement within 7 days of receipt of work order, at his expense on proper value Kerala State Stamp Paper in the prescribed departmental format consisting of,

a. The Tender document, all the documents including additional conditions/specifications and drawings, if any, forming tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto and

b. Standard Contract Form (with corrections upto the date stipulated in Schedule 'F' along with annexure thereto) consisting (i) Item Rate Tender & Contract for Works, (ii) Conditions of Contract, (iii) Safety Code, (iv) Model Rules, (v) Contractor's Labour Regulations, and (vi) Proforma of Registers and list of Acts & Omissions for which fines can be imposed for the lack of due and proper fulfillment of the contract.

15. Failure to comply with conditions 7, 12, 12.1, 12.2, 12.3, 12.4, and 13 above will result in forfeiture of the EMD.

16. Contract documents consisting of complete specifications, the schedule of quantities of the various classes of work to be done and the set of conditions of contract to be complied with by the persons whose tender may be accepted which will also be found printed in the form of tenders, can be seen at the Administrator (CFH)'s office during working hours on all days except on Sundays, 2nd and 4th Saturdays and Public Holidays.

17. The tenderer shall specify the PAN allotted to him so that the Administrator (CFH) can ascertain his liability to the Income Tax Department.

18. The tenderer must furnish proof of his financial stability to execute the Contract up to the limit of the tender by a certificate from the Revenue Authorities. Otherwise he should specify any National Bank or Scheduled Bank to which the Administrator (CFH) can make reference regarding the tenderer's financial status. However Tenderers who are registered with Cochin Port Trust in the respective class and category are exempted from this requirement.

19. A tenderer must also furnish evidence of his **experience minimum in operating Effluent Treatment Plants (ETP)'s for one year as per CIFT specifications and his capacity to execute the work up to the limit specified in tender schedule by certificates from responsible officers under whom he has executed similar works with details of contract period and completion cost work executed by the tenderer.** However tenderers who are registered with Cochin Port Trust in the respective class and category are exempted from this requirement, the details of such registration has to be furnished along with the tender.

20. Tenders which do not fulfill all or any of the above conditions or which contain any other condition of any sort including conditional or are incomplete in any respect shall be summarily rejected. Such tenders shall be entered in the tender opening register but their rates shall neither be read out nor entered in the register. Only a remark mentioning the reason of rejection in brief shall be appended against such entry.

21. Canvassing in connection with tender is strictly prohibited and tenders submitted by the contractors who resort to canvassing will be liable to rejection.

22. Taxes and Duties

Deductions towards statutory taxes and duties, as per the rules/directions of the concerned departments, prevailing in force at the time of payment of bills shall be done on releasing the bill amount.

Any stipulation by a tenderer that taxes and duties deductible from these bills should be borne by the Administrator (CFH) will result in the rejection of his tender.

23. This tender notice shall form part of the contract.

Administrator (CFH)
(For and on behalf of the Board of Trustees of Cochin Port Trust)

TENDER FOR WORKS

To,
The Board of Trustees of Cochin Port Trust.
Through,
The Administrator, Cochin Fisheries Harbour.

I/We hereby tender for the execution for the Board of the work specified in the underwritten memorandum within the time specified in such memorandum at the rates specified in the schedule attached hereto and in accordance in all respects with the specifications, and instructions in writing referred to in clause 11 of the Conditions of Contract and with such materials as are provided for, by and in all respects in accordance with such conditions so far as applicable.

MEMORANDUM

- a) General description of work : Operation and Maintenance of Effluent Treatment Plant and Deep Bore Well facilities with uninterrupted supply of water to the supply points at auction halls of Cochin Fisheries Harbour for a period of one year
- b) Estimated cost : Rs. 3,36,000/-
- c) Tendered cost : Rs.
- d) Earnest Money : Rs. 8,400/-
- e) Security deposit : 10% of the value of the contract awarded or the value of the work whichever is higher. (Including Performance Guarantee 5% and Retention Money 5%)
- f) Percentage, if any, to be deducted from bills : The retention money will be recovered from the first running account bill onwards at the rate of 5% of the gross amount of each bill.
- g) Time allowed for commencement of work from the date of receipt of work order : As specified in the work order.
- h) Time allowed for the work from the date of handing over of the site : One year
- i) Schedule, Specifications, conditions, drawings etc. : As per contents sheet attached.

Should this tender be accepted, I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions of contract so far as applicable or in default thereof forfeit and pay to the Board the sum of money mentioned in the said conditions and to execute an agreement with the Board in the prescribed form or in default thereof to forfeit the earnest money deposited by me/us.

The sum of Rs.8,400/- has been deposited by me/us with the Administrator (CFH) as Earnest Money (a) the full value of which is to be absolutely forfeited to the Board in office without prejudice to any other rights or remedies of the said Board in office should I/we fail to commence the work specified in the above memorandum or should I/we not deposit the full amount of security deposit specified in the above memorandum otherwise the said sum of Rs.8,400/- shall be retained by the Board as on account of such security deposit as aforesaid or (b) the full value of which shall be retained by the Board as on account of the security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein.

Dated theday of2020.

Signature of the Tenderer

Address :
.....
.....

Witness :

Address :
.....

Occupation :

ACCEPTANCE

The above tender is hereby accepted by me for and on behalf of the Board of Cochin Port Trust.

Dated theday of2020.

**Administrator
Cochin Fisheries Harbour**

PROFORMA OF SCHEDULES***SCHEDULE 'A'******Schedule of Quantities (Enclosed)*****SCHEDULE 'F'**

Name of work	: Operation and Maintenance of Effluent Treatment Plant and Deep Bore Well facilities with uninterrupted supply of water to the supply points at auction halls of Cochin Fisheries Harbour for a period of one year.
Estimated cost of work	: Rs. 3,36,000/-
Earnest Money	: Rs. 8,400/-
Security Deposit	: 10% of value of contract awarded or the value of the work done whichever is higher (Performance Guarantee @5% and retention money @ 5%)
Officer inviting tender	: Administrator (CFH)

Definitions:

Engineer-in-Charge	: Asst. Engineer (SDO), Civil (CFH)
Accepting Authority	: Administrator (CFH)
Standard Schedule of Rates	: DSR 2018 + Cost index 55% and eliminating the GST component 14.05%

Clause 2

Authority for fixing compensation under clause 2	: Administrator (CFH)
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Clause 5

Time allowed for execution of work	: One year
Authority to give fair and reasonable extension of time for completion of work	: Administrator (CFH)

Clause 11

Specifications to be followed for execution of the work	: Enclosed
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Clause 12.1.2 (iii)

Schedule of rates for determining rates
for additional, altered or substituted
items that cannot be determined under
12.1.2 (i) & (ii)

: DSR 2018 + Cost index 55% and eliminating
the GST component 14.05%

Clause 16

Competent authority for deciding reduced
rates.

: Administrator (CFH)

ADDITIONAL INSTRUCTIONS TO TENDERERS

1. The submission of a tender by tenderer implies that he has read the tender document.
2. The tenderer is advised to visit and examine the site of work and its surroundings, discuss with connected agencies and collect all necessary information before preparing the tender.
3. The tenderer is expected to examine the tender documents including all conditions, specifications, forms etc. Failure to furnish the informations required in the tender documents or submission of tender not confirming to the requirements in every respect is likely to result in the rejection of the tender.
4. **The tenderer shall quote his rate for the work on percentage basis. The departmental rate is given in the schedule. The tenderer shall write percentage in the space given for the purpose both in figures and words. In the case of discrepancy between the percentage given in figures and words, then the percentage given in words will prevail. The rate shall include all duties, income tax and other taxes/levies payable by the contractor.**
5. The tender submitted shall comprise of the following documents.
 - (i) List of enclosures
 - (ii) Original tender document completed in all respects and signed.
 - (iii) A covering letter from the tenderer detailing various considerations in his tender.
 - (iv) Proof of Earnest Money deposited with the Administrator (CFH).
 - (v) Experience Certificate
 - (vi) Financial stability certificate or specifying any National Bank or Scheduled Bank to which the Administrator (CFH) can make reference regarding the tenderer's financial status.
 - (vii) Copies of work orders and satisfactory completion of similar works already carried out as per **CIFT specification** as evidence of his experience in work in Govt./reputed firms.
 - (viii) Details of present commitments giving contract value, details of work, date of commencement, percentage completed and scheduled date of completion.

6. The original tender document shall be typed or written in indelible ink and shall be signed by the tenderer or person duly authorized to sign on behalf of the tenderer. Such authorization shall be written power of attorney. All pages of the tender, except unamended printed document shall be initialed by the person signing the tender. The name and position held by the person signing the tender should be typed or printed below the signature.

7. If there are varying or conflicting provisions made in any document forming part of the contract, the Administrator (CFH) shall be the deciding authority with regard to the intention of the document, which will be binding on the tenderer.

8. Any error in description, any omissions there from shall not vitiate the contract or release the contractors from the execution of whole or any part of the works comprised therein according to specification or from any of his obligation under the contract.

SIGNATURE OF THE TENDERER

GENERAL DESCRIPTION AND SPECIAL CONDITIONS OF CONTRACT

1. The scope of work involves :
 - a. **Operating and maintaining the ETP** by deploying required trained personnel. Sampling, testing and imparting training to CFH personnel shall also be made by the contractor during the one year period. The maintenance of the plant shall be carried out under the guidance and directions of officials of CIFT, who are the consultants for this ETP project. The statutory tests suggested by the CIFT officials during the operation period for the satisfactory operation of the plant shall be done in the approved laboratory and the cost of the same shall be met by the contractor.
 - b. **Operating and maintaining the Deep Bore Well facility** with uninterrupted supply of water to the supply points (10 Nos,) at auction halls of Wharf at CFH by deploying required trained personnel. The work involves maintenance/rectification of motor pump (7.5 HP 1 No.), Compressor (1 No.), connected lines from UG tank to OH tank and OH to 10 Nos. Supply points at Auction Halls including replacing of taps & hose connectors, rectification of pipe lines and motor pump etc., if required for ensuring the uninterrupted supply of bore well water to 10 points at Auction hall of Cochin Fisheries harbour and cleaning the Over head tank and Under Ground tank used for the purpose twice the contract period as per direction of Engineer-in-Charge. The cost of the all above stated work shall be met by the contractor.
2. The period of contract is for one year from the date of commencement of operation.
3. The operation of ETP and Deep bore well shall be carried out every day during day time. The personnel operating the ETP and Deep Bore well shall be available at site from 8 AM to 4.30 PM on all working days for receiving instructions from the officers whenever required. **Any interruption/lapse in bore well water supply to Auction hall or operation of ETP will be charged for per day basis as per the amount work out with estimate amount or tendered amount per month divided by thirty (30) days, whichever is higher and the same will be deducted from part bill/running bill.**
4. Other than stated at 1 b) above, One 1.5 HP and two 1 HP Sludge pumps are fitted for the operation of the ETP. Periodical maintenance of the pumps including painting, servicing, replacing parts and replacing substitute pump if required, shall be attended to by the tenderer who will also meet the costs.
5. Any damage caused to any part of the ETP & Deep Bore Well facility by the contractors /workmen during operation shall be compensated / made good at contractor's cost.

6. The work is to be carried out inside restricted area. Hence Security regulations and rules including obtaining passes for entering the area are to be observed by the contractor.
7. Permits/passes for entry of the employees of the contractor into the wharf will have to be arranged by the contractor at his cost. No request for free permits or concessional permits will be entertained. However one complimentary permit will be given to the personnel operating the ETP & Deep Bore Well.
8. The work shall be done complying with all safety regulations.
9. All labour for the work shall be provided by the contractor at his own cost and settling any dispute with the labour shall be the contractor's responsibility. Insurance for the contractor's workers if any shall be provided by the contractor at his own cost.
10. The period of contract is **one year** including Sundays and holidays. However the Administrator reserves the right to terminate the contract at any time with a day's notice in case he is not satisfied with the performance or the contract or otherwise.
11. The EMD and Security Deposit will be refunded to the contractor not later than 14 days from the end of contract period subject to remittance of last installment of payment and observance of all formalities.
12. Failure to comply with conditions will result in forfeiture of EMD as well as Security Deposit.
13. The contractor shall comply with the provisions of the contract and with care and diligence execute and maintain the works and provide all labour and materials, tools and plants including those for measurements and supervision of works, and other things of temporary or permanent nature required for such execution and maintenance in so far as the necessity for providing these, is specified or is reasonably inferred from the contract.
14. The contractor should comply with all statutes and laws in force (especially labour laws) and should indemnify CFH in respect of any claim/damages arising during execution of the said contract.
15. The contractor shall do the works to the entire satisfaction of the Engineer in charge.
16. The nomenclature "Engineer in Charge" used in the tender documents means Asst. Engineer (SDO), Civil, Cochin Fisheries Harbour.
17. Part payments will be made as per contractor's request based on satisfactory completion of each day's work, subject to a minimum of one month.

SIGNATURE OF TENDERER

TENDER SCHEDULE

Item No	Description	Departmental Rate (per month) Rs	Percentage quoted by the tenderer (per month)	
			Above (+)	Below (-)
1	<p>Operating and maintaining the Effluent Treatment Plant and Deep Bore Well facilities with uninterrupted supply of water to the supply points at auction halls of Cochin Fisheries Harbour for a period of one year including holidays by deploying required personnel including: ETP- cleaning the sedimentation tank, filter media, removal of sludge from the system including cost of disinfectants, if any, maintenance of motor pumps and replacements of parts, if required, painting, sampling, testing and submitting test report etc. &</p> <p>Deep Bore Well – supplying of uninterrupted bore well water to the 10 Nos. supply points provided at Auction halls of wharf by operating and maintaining the facility including cost of carrying out timely rectification of motor pump, compressor, connected pipe lines, taps and all the fittings in the system and cleaning UG and OH tanks twice during the contract period. All the above as per the specification and directions of the Engineer-in charge. The maintenance of the ETP plant shall be carried out under the guidance and directions of officials of CIFT, who are the consultants to this ETP project.</p>	Rs. 28,000/- (Rupees twenty eight thousand only)	* In figures : : In words :	* In figures : : In words :

Signature of the Tenderer:

Name of the Tenderer :

Full Address :

*Score out the column not applicable by marking a line from left top to bottom right.

FORM FOR REQUEST FOR RELEASE OF EMD

From

.....
.....
.....

To

The Administrator,
Cochin Fisheries Harbour

Sir,

Sub: Operation and maintenance of Effluent Treatment Plant Running at Cochin Fisheries Harbour for a period of one year. Release of EMD regarding.

Ref: Tender No AE/T-01/ETP-Bore Well/CFH/2020-C

I / We have submitted tender for the subject work. I / We hereby request to release the EMD of Rs. 8,400/-(Rupees Eight thousand four hundred only) deposited along with the tender at the earliest in case the tender is not accepted. The hand receipt duly stamped and signed is enclosed.

Yours faithfully

(Signature)

Name

Place:

Date:

COCHIN FISHERIES HARBOUR

Form No. 9
Ref. Para 13 08 (C)

FORM OF HAND RECEIPT

No. and Date of Sanction :

Name and address of party to
whom payment is to be made :

Cash Book Voucher No.

Department/Division

Dated:
Head of Account/Code No.

- 1. Pay by cash/cheque)
- 2. Paid by me by cash/cheque

Received from the Administrator, Cochin Fisheries Harbour, Cochin-682005, a sum of
Rs.

(Rupees.....
.....) towards (Name of work or purpose for which payment is
made).....
.....
.....
.....

Signature of Payee (with date)

Date:

Designation

Witness: