

Tender No: F1/T-08/TPIA-ELL Crane-ICG/2021-M

TENDER FOR “PROVIDING THIRD PARTY INSPECTION SERVICE FOR THE INSPECTION OF RAIL MOUNTED ELL CRANE OF 15 TON CAPACITY FOR INDIAN COAST GUARD BERTH AT FORT COCHIN”

(ON THE LETTER HEAD OF THE BIDDER)

To

Date:

The Chief Mechanical Engineer,
Cochin Port Trust.

Sir,

Sub : Tender for “PROVIDING THIRD PARTY INSPECTION SERVICE FOR THE INSPECTION OF RAIL MOUNTED ELL CRANE OF 15 TON CAPACITY FOR INDIAN COAST GUARD BERTH AT FORT COCHIN”

Being duly authorized to represent and act on behalf of (Hereinafter referred to as “the Bidder”) and having reviewed and fully understood all of the requirements of the bid document and information provided, the undersigned hereby apply for the project referred above.

We are submitting our Bid enclosing the following, with the details as per the requirements of the Bid Document, for your evaluation.

I. Part I -Technical Bid shall contain the following:

- a) Bid Security Declaration as per format.
- b) Financial instrument towards Cost of tender document / processing fee –UTR No.
- c) Check List - The bidder shall prepare the check list of the documents submitted by him regarding the MQC and other documents.
- d) Letter of submissions:- Covering letter duly signed
- e) Power of Attorney (in original) in favour of signatory/s to the Tender, duly authenticated by Notary Public.
- f) Structure of Organization : Details of the structure of the organization including name of directors, nature of organization, contact person etc. should be filled in and should be attached along with the tender
- g) Details of Concurrent Commitments if any should be furnished.
- h) The Tender Document complete set shall be signed, sealed and uploaded in the e-tender portal, as a token of acceptance of CoPT’s entire techno-commercial conditions.
- i) An undertaking that no payment or illegal gratification has been made to any person/ authority connected with the Tender process has to be furnished in annexure.
- j) An undertaking that “PRICE BID” does not contain any techno-commercial condition has to be furnished .
- k) Non-disclosure agreement as per format

II. Part II : “Price Bid” shall contain the Bill of Quantities - **Schedule II** shall be duly filled in and fully priced, which shall be submitted only **in e-tendering mode**.

Signature
(Authorised Signatory)

**PROFORMA OF POWER- OF-ATTORNEY/LETTER OF AUTHORITY
(To be submitted on Non-judicial Stamp Paper of appropriate value)**

To

The Chief Mechanical Engineer,
Cochin Port Trust,
Cochin 682009.
Kerala, India.

Dear Sir,

We _____
do hereby confirm that Mr./Ms./Messrs _____ [INSERT
NAME AND ADDRESS], whose signature is given below, is /are authorized to represent
us to bid, negotiate and conclude the agreement on our behalf with you against Tender for
Contract **“PROVIDING THIRD PARTY INSPECTION SERVICE FOR THE
INSPECTION OF RAIL MOUNTED ELL CRANE OF 15 TON CAPACITY FOR
INDIAN COAST GUARD BERTH AT FORT COCHIN”**

(Tender No. F1/T-08/TPIA-ELL Crane-ICG/2021-M).

We confirm that we shall be bound by all and whatsoever our said agents shall commit.

Signature of the authorized person :

Name & Designation :

Yours faithfully,

Signature, name and seal of the certifying authority

Tender No: F1/T-08/TPIA-ELL Crane-ICG/2021-M

**TENDER FOR “PROVIDING THIRD PARTY INSPECTION SERVICE FOR THE
INSPECTION OF RAIL MOUNTED ELL CRANE OF 15 TON CAPACITY FOR
INDIAN COAST GUARD BERTH AT FORT COCHIN”**

ORGANIZATION DETAILS

CONTRACT No.:

NAME OF APPLICANT:

1. Name of the Owner:
2. Address:
Telephone No. :
Fax No.
e-mail id:
3. Description of Applicant
4. Registration and Classification of Contractors
5. Name and address of bankers
6. Number of years of experience as a contractor :-

In own Country:

Internationally:

7. Name and Address of partners or associated companies to be involved in the project and whether Parent/ Subsidiary/other
8. Attach organization chart showing the structure of the company including names of Directors/ Key Personnel at Head Office who would be responsible for the project and a separate chart showing proposed Site Construction Organisation.

Signature
(Authorised Signatory)

Tender No: F1/T-08/TPIA-ELL Crane-ICG/2021-M

TENDER FOR “PROVIDING THIRD PARTY INSPECTION SERVICE FOR THE INSPECTION OF RAIL MOUNTED ELL CRANE OF 15 TON CAPACITY FOR INDIAN COAST GUARD BERTH AT FORT COCHIN”

Tenderer shall furnish Details of “eligibility works experience” as per Clause 12 of Minimum Eligible Criteria (MEC) of Instruction to Tenderer and certificates in the following format (Client Certificates/work completion certificates or any other documentary evidences with respect to the eligibility work)

ELIGIBLE ASSIGNMENT DETAILS FOR MQC

Assignment Number :

Description	Bidder to fill up the details here
Name and Address of the Client	
Title of the Eligible Assignment	
Date of completion of the Eligible Assignment	
Project Completion Cost	
Reference No. of the enclosed Client Completion Certificate/ Documentary Evidence for having successfully completed the Eligible assignment	
Name, telephone no, telefax no and email address of the client’s representative	
Description and Scope of Work	

Instructions:

- i) Bidders are expected to provide information in respect of Eligible Assignments in this Section. The assignments cited must comply with the criteria specified Clause No. 12(a) Minimum eligibility of the Instructions to Tenderers”.
- ii) A separate sheet should be filled for each of the eligible assignments.
- iii) The details are to be supplemented by documentary proof from the respective client /owner for having carried out such assignment duly certified by clients/ owner.

- iv) **The works indicated above will be only being considered for evaluation. Mere submission of work completion certificate will not be considered as Eligible Assignments.**
- v) 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. The certificate shall invariably contain the following among other things.
 - a) Details of work involved specifying the nature of work
 - b) The completion cost of the work and
 - c) Date of commencement ; and
 - d) Date of completion of the work.
- vi) If the experience in similar works is as a member of joint venture, notary attested copy of joint venture agreement in this respect shall be attached.
- vii) If the experience in similar works is as a subcontractor, notary attested copy(s) of approval issued by the Employer(s) authorizing as a sub-contractor; in proof of the claim of the tenderer as a sub-contractor shall be attached.
- viii) If the experience in similar work is in works executed in private sectors/organisations, the TDS certificate along with notary attested copy(s) work order and completion certificate.
- ix) The tenderer is also obliged to produce the original of the certified copy(s) on request by the department.

Signature

(Authorised Signatory)

Tender No: F1/T-08/TPIA-ELL Crane-ICG/2021-M

TENDER FOR “PROVIDING THIRD PARTY INSPECTION SERVICE FOR THE INSPECTION OF RAIL MOUNTED ELL CRANE OF 15 TON CAPACITY FOR INDIAN COAST GUARD BERTH AT FORT COCHIN”

DETAILS OF PAST EXPERIENCE OF CONTRACTORS FOR SIMILAR WORKS

Sl. No.	Name & Location of Project	Owner’s Complete address including TeleFax No. with contact Person	Value of Contract	Duration of Contract			Details of work including major items of work involved	Reference No. & Date of letter of intent & completion certificate enclosed
				Commencement date	Scheduled completion date	Actual completion date		
1	2	3	4	5	6	7	8	9

Note: Bidder to enclose completion certificate issued by owner, certified by a Notary public or equivalent certifying authority.

SIGNATURE OF TENDERER

Tender No: F1/T-08/TPIA-ELL Crane-ICG/2021-M

TENDER FOR “PROVIDING THIRD PARTY INSPECTION SERVICE FOR THE INSPECTION OF RAIL MOUNTED ELL CRANE OF 15 TON CAPACITY FOR INDIAN COAST GUARD BERTH AT FORT COCHIN”

FINANCIAL CAPABILITY

(A) Average Annual Turnover of the Bidder

Turnover (Rs.)			
Year 1	Year 2	Year 3	Average
2019-20	2018-19	2017-18	

Instructions:

- (i). The Bidder shall provide audited Annual Reports / Audited financial statements such as balance sheets and profit & loss account statements as required under this Bid Document.
- (ii). Annual turnover of the bidder shall be submitted duly verified by Chartered Accountant or Competent Authority.

Certified by Chartered Accountant

Signature
(Authorised Signatory)

Tender No: F1/T-08/TPIA-ELL Crane-ICG/2021-M

**TENDER FOR “PROVIDING THIRD PARTY INSPECTION SERVICE FOR THE
INSPECTION OF RAIL MOUNTED ELL CRANE OF 15 TON CAPACITY FOR
INDIAN COAST GUARD BERTH AT FORT COCHIN”**

DETAILS OF PROPOSED APPROACH & METHODOLOGY

Bidder shall furnish a detailed method statement (Technical Note) for carrying out of the works, along with a construction programme [Preferably in MS project / Primavera] showing sequence of operation and the time frame for various segments of temporary and permanent works.

Signature

(Authorised Signatory)

Tender No: F1/T-08/TPIA-ELL Crane-ICG/2021-M

TENDER FOR “PROVIDING THIRD PARTY INSPECTION SERVICE FOR THE INSPECTION OF RAIL MOUNTED ELL CRANE OF 15 TON CAPACITY FOR INDIAN COAST GUARD BERTH AT FORT COCHIN”

UNDERTAKING THAT NO PAYMENT OR ILLEGAL GRATIFICATION HAS BEEN MADE

We M/s (Name & address of the bidder) hereby declare that:-

1. All details regarding construction plant, temporary work and personnel for site organisation considered necessary and sufficient for the work have been furnished in the Annexure 7 and that such plant, temporary works and personnel for site organisation will be available at the site till the completion of the respective work.
2. No conditions are incorporated in the financial bid. In case any conditions are specified in the financial bid, the tender will be rejected summarily without making any further reference to the bidder.
3. We have not made any payment or illegal gratification to any persons/ authority connected with the bid process so as to influence the bid process and have not committed any offence under PC Act in connection with the bid.
4. We disclose with that we have * made / not made payments or propose to be made to any intermediaries (agents) etc in connection with the bid.
5. We do hereby confirm that no changes have been made in the tender document downloaded and submitted by us for the above bid. Port Tender document will be treated as authentic tender and if any discrepancy is noticed at any stage between the Port's tender document and the one submitted by the tenderer, the Port's document shall prevail.

Signature

(Authorised Signatory)

*** Note: Delete whichever is not applicable.**

Tender No: F1/T-08/TPIA-ELL Crane-ICG/2021-M

**TENDER FOR “PROVIDING THIRD PARTY INSPECTION SERVICE FOR THE
INSPECTION OF RAIL MOUNTED ELL CRANE OF 15 TON CAPACITY FOR
INDIAN COAST GUARD BERTH AT FORT COCHIN”**

FORMAT FOR FURNISHING BANK INFORMATION FOR e-PAYMENT

1	Name and full address of the beneficiary	
2	Credit Account No. (Should be full 14 digit)	
3	Account Type (SB or CA or OD)	
4	Name of the Bank	
5	Branch (Full address with telephone No.)	
6	MICR code (Should be 9 digit)	
7	Telephone/Mobile/Fax No. of the beneficiary	Telephone :
		Mobile :
		Fax :
8	Cancelled Cheque	

Signature with seal

(Authorised Signatory)

Tender No: F1/T-08/TPIA-ELL Crane-ICG/2021-M

TENDER FOR “PROVIDING THIRD PARTY INSPECTION SERVICE FOR THE INSPECTION OF RAIL MOUNTED ELL CRANE OF 15 TON CAPACITY FOR INDIAN COAST GUARD BERTH AT FORT COCHIN”

FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY

(To be submitted on the Bidder’s Letter Head)

I/We(Insert Name and Address of Bidder) am/are submitting this declaration in lieu of Bid Security/Earnest Money Deposit for the Tender for(Insert Title of the Tender) (Tender No.....), thereby fully accepting that I/We will be suspended and shall not be eligible to participate in the Tenders invited by Cochin Port Trust, for a period of Two years from the date of such Suspension Orders, under the following circumstances:-

- a) If after the opening of Tender, I/We withdraw or modify my/our Tender during the period of validity specified in the Bid Documents (including extended validity, if any) or do not accept the correction of the Tender Price pursuant to any arithmetical errors.
- b) If after the award of work, I/We fail to furnish the required Performance Security or sign the Contract, within the time limits specified in the Departmental Tender Document.

Signature of the Tenderer with seal

Tender No: F1/T-08/TPIA-ELL Crane-ICG/2021-M

**TENDER FOR “PROVIDING THIRD PARTY INSPECTION SERVICE FOR THE
INSPECTION OF RAIL MOUNTED ELL CRANE OF 15 TON CAPACITY FOR
INDIAN COAST GUARD BERTH AT FORT COCHIN”**

FORMAT FOR FURNISHING BANK INFORMATION FOR e-PAYMENT

1	Name and full address of the beneficiary	
2	Credit Account No. (Should be full 14 digit)	
3	Account Type (SB or CA or OD)	
4	Name of the Bank	
5	Branch (Full address with telephone No.)	
6	MICR code (Should be 9 digit)	
7	Telephone/Mobile/Fax No. of the beneficiary	Telephone :
		Mobile :
		Fax :
8	Cancelled Cheque	

Signature with seal

(Authorised Signatory)

Tender No: F1/T-08/TPIA-ELL Crane-ICG/2021-M

TENDER FOR “PROVIDING THIRD PARTY INSPECTION SERVICE FOR THE INSPECTION OF RAIL MOUNTED ELL CRANE OF 15 TON CAPACITY FOR INDIAN COAST GUARD BERTH AT FORT COCHIN”

DETAILS OF COCHIN PORT TRUST FOR MAKING RTGS PAYMENT OF TENDER DOCUMENT COST

Customer Details :	COCHIN PORT TRUST
Bank Name	STATE BANK OF INDIA
Branch	CoPT BRANCH,W/Island , Cochin-9
Address	WILLINGDON ISLAND, KOCHI - 682009
Account No	10601197375
IFSC Code (Mandatory)	SBIN 0006367

After making RTGS payment, UTR No. is to be forwarded well in advance to ensure receipt of tender document cost before tender opening.

Tender No: F1/T-08/TPIA-ELL Crane-ICG/2021-M

TENDER FOR “PROVIDING THIRD PARTY INSPECTION SERVICE FOR THE INSPECTION OF RAIL MOUNTED ELL CRANE OF 15 TON CAPACITY FOR INDIAN COAST GUARD BERTH AT FORT COCHIN”

PROFORMA OF IRREVOCABLE BANK GUARANTEE FOR PERFORMANCE GUARANTEE

(To be submitted on Non-judicial Stamp Paper of appropriate value)

Ref: Bank Guarantee No _____

Date _____

To

Cochin Port Trust
W/Island,
Cochin 682009.

Dear Sirs,

In consideration of Board of Trustees of Port of Cochin (hereinafter referred to as the ‘Port Trust’ which expression unless repugnant to the context or meaning thereof includes its successors, administrators and assigns) having awarded to M/s _____ with its Registered / Head Office at _____ (hereinafter referred to as the “CONTRACTOR” which expression shall unless repugnant to the context or meaning thereof, include its successor, administrators, executors and assigns), a “CONTRACT” by issue of Port Trust’s work order dated _____ the same having been unequivocally accepted by the Contractor resulting in a “CONTRACT” bearing No. _____ dated _____ value at _____ for _____ and the CONTRACTOR having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to _____, to Port Trust under the terms and conditions of an agreement between Board of Trustees of Port of Cochin and For the execution of the work (hereinafter called “the said agreement”) .

2. We _____ having its Head office at _____ (hereinafter referred to as the “Bank”, which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the Port Trust on demand any and all money payable by the Contractor to the extent of _____ as aforesaid at any time upto _____ without any demur, reservation, contest, recourse or protest and/or without any reference to the CONTRACTOR. Any such demand made by the Port Trust on the Bank shall be conclusive and binding notwithstanding any difference between Port Trust and CONTRACTOR.

3. We, _____ Bank Ltd., do hereby undertake to pay to the Port Trust any money without demur so demanded notwithstanding any dispute or disputes raised by the contractor(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 contractor(s) shall have no claim against us for making such payment.

4. 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 Trust under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or till Engineer-in-charge on behalf of the Port Trust certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.

5. We, _____ Bank Ltd., further agrees with the Port Trust that the Port Trust 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 contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Port Trust against the said contractor(s) and to forebear 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 contractor(s) or by any such matter or things whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

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

7. We, _____ Bank Ltd., lastly undertake not to revoke this guarantee except with the previous consent of the Port Trust in writing and further agrees that the guarantee herein contained shall continue to be in endorseable till the Port Trust discharges its guarantee.

8. We, _____ Bank Ltd. also agrees that Port Trust at its option shall be entitled to enforce this Guarantee against the Bank as principal debtor, in the first instance without proceeding against CONTRACTOR and notwithstanding any security or other guarantee that Port Trust may have in relation to the CONTRACTOR's liabilities.

9. This guarantee shall be valid upto _____ unless extended on demand by Port Trust. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs _____ (Rupees _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry of or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the _____ day of _____ 20 .

WITNESSES

(Signature)

(Name)

(Signature)

(Name)

Bank's Rubber Stamp

(Name)

(Name)

(Official address)

(Designation with Bank Stamp)

Attorney as per Power of Attorney

No. _____

Dated _____

Tender No: F1/T-08/TPIA-ELL Crane-ICG/2021-M

TENDER FOR “PROVIDING THIRD PARTY INSPECTION SERVICE FOR THE INSPECTION OF RAIL MOUNTED ELL CRANE OF 15 TON CAPACITY FOR INDIAN COAST GUARD BERTH AT FORT COCHIN”

PROFORMA OF NON DISCLOSURE AGREEMENT.

(To be submitted on Non-judicial Stamp Paper of appropriate value)

NON-DISCLOSURE AGREEMENT FOR THE WORK OF

“PROVIDING THIRD PARTY INSPECTION SERVICE FOR THE INSPECTION OF RAIL MOUNTED ELL CRANE OF 15 TON CAPACITY FOR INDIAN COAST GUARD BERTH AT FORT COCHIN”

THIS AGREEMENT IS MADE on this day of (Month) 2021 BETWEEN THE BOARD OF TRUSTEES OF COCHIN PORT TRUST, a body corporate under the Major Port Trust Act, 1963 having office on Willingdon Island, Cochin – 682009 represented by its Chief Mechanical Engineer of the one part and M/s. _____ represented by Shri. _____ aged _____ years S/o _____ residing at _____ of the other part for the execution of the work **“PROVIDING THIRD PARTY INSPECTION SERVICE FOR THE INSPECTION OF RAIL MOUNTED ELL CRANE OF 15 TON CAPACITY FOR INDIAN COAST GUARD BERTH AT FORT COCHIN”** as per Work order No.

NOW THESE PRESENTS WITNESSETH and the parties hereby agree as follows.

1. Sharing of information related to the project within Cochin Port Trust (CoPT), other Government/ non Government organizations, private agencies, individuals, etc should strictly be on **NEED TO KNOW BASIS** only.
2. All information being exchanged between CoPT and the Vendor must be treated as classified, whether or not the specific security notation is used in notes, memorandum, analysis, compilation, studies or other documents in hard copy or in electronic media.

3. The secrecy and physical security of all documents and drawings related to project should be kept in strict confidence and should not be used in whole or in part for any purpose other than the purpose for which the same was provided by CoPT.
4. Information related to the Project should not be communicated nor caused to be disclosed whether directly or indirectly to any third Party or persons other than those for whom the same was originally provided by CoPT.
5. Reproducing/ Xeroxing/ Duplicating in whole or in part of documents/ drawings in hard copy or in electronic media is not to be undertaken where the same has not specifically been authorised by CoPT. In any case, all internal reproduction/ xeroxing/ duplicating should be controlled by and be authorised at an appropriate level.
6. Project information should not be communicated through fax or email without prior approval of CoPT.
7. Special precaution needs to be taken by the Vendor during interaction with the other vendors/ sub-vendor and their background be ascertained. Sub-vendors and other vendors are to be sensitized on security issues. In case of foreign vendors, approval of CoPT is to be taken after providing requisite justification.
8. The above non-disclosure shall continue to be in vogue after completion of work and through the operational life of the project.

CONTRACTOR

**CHIEF MECHANICAL ENGINEER
COCHIN PORT TRUST**