



कोचिन पत्तन प्राधिकरण  
Cochin Port Authority

COCHIN PORT AUTHORITY

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E-QUOTATION DOCUMENT FOR CLEANING AND MAINTAINING THE  
SAMUDRIKA HALL & CONNECTED FACILITIES AT COCHIN PORT FOR ONE  
YEAR.

Website:[www.tenderwizard.com/CPT](http://www.tenderwizard.com/CPT)

SUPTDG. ENGINEER(CM)'S OFFICE

COCHIN PORT AUTHORITY

COCHIN-682009

QUOTATION No.T6/Q-05/2025-C

**COCHIN PORT AUTHORITY**

**E-QUOTATION FOR CLEANING AND MAINTAINING THE SAMUDRIKA  
HALL & CONNECTED FACILITIES AT COCHIN PORT FOR ONE YEAR**

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SIGNATURE OF QUOTATIONER

## COCHIN PORT AUTHORITY



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**Cochin Port Authority**  
**W/Island, Cochin-682009, Kerala**  
**Tele: 91-0484-2666414/0484-258-2400**  
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No.T6/Q-05/2025-C

Dated:- 21-02-2025

### e-QUOTATION NOTICE

1. Electronic Quotations (**e-quotations**) under **Two Cover system** on percentage basis are invited on behalf of Cochin Port Authority, from experienced, resourceful and bonafide contractors for the following work:

Sl. No	Tender No. and Name of work	Particulars	Qualifying Criteria
1.	T6/Q-05/2025-C. <b>“Cleaning and maintaining the Samudrika Hall &amp; connected facilities at Cochin Port for one year.”</b> Estimated cost- Rs.3,66,289.00 (Part A- Rs.3,57,889.00 + Part B- Rs.8,400.00)	Last date and time for submission of quotations - 14.30 hrs on 06/03/2025.  Public opening of quotations - 15.00 hrs on 06/03/2025.	See para-2 below.

2. **Minimum Qualification criteria required for considering quotations:**

**(i) Experience:**

The tenderer should have successfully completed at least:  
one similar work of value not less than Rs.2.93 lakhs

OR

two similar works, each of value not less than Rs.1.83 lakhs

OR

three similar works, each of value not less than Rs.1.47 lakhs,  
during the preceding seven years ending 31<sup>st</sup> January 2025.

**Explanatory notes:**

(a) Similar work(s) means “(a) Similar work(s) means **“Cleaning & upkeeping works of Offices, Hotels, Aerodromes, Ports, Hospitals and the like / Labour Oriented cleaning works like Sweeping and cleaning roads, Collection and disposal of Garbage Maintenance & upkeeping of landscaped areas, gardens etc./ ”**. The experience certificate of works executed in private sectors/ organisations, shall be considered for qualification, only on submission of TDS (**Form No. 26AS**) certificate along with work order and completion certificate.

- (b) Copy of completion certificates of each work issued by the owner/ responsible officer of the owner under whom he has executed such contract shall be attached. The certificate shall contain details of work involved specifying the nature of work, the completion cost of the work, date of commencement & date of completion of the work.
- (c) The works reckoned for the above purpose are those executed by the tenderers as prime Contractor or proportionately as member of joint venture or Sub Contractor. The Sub-Contractor shall be an authorized and approved Sub-Contractor by the Employer of the work(s) against which the tenderer has claimed his experience. The tenderer shall attach 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. The tenderer is also obliged to produce the original of the certified copy(s) on request by the department.
- (d) Following enhancement factors will be used for the costs of works executed for bringing the financial figures to a common base value in respect of the works completed in the past years.

Year before	Multiplying factor
One year	1.07
Two years	1.14
Three years	1.21
Four years	1.28
Five years	1.35
Six years	1.42

ii) **Financial Turnover:**

Average Annual Turnover of the tenderer during the last three financial years ending 31<sup>st</sup> March 2024 shall not be less than Rs.1.10 lakhs. In proof of this Audited Annual Accounts Statements or IT returns duly acknowledged by the Income Tax department along with Computation Statement signed by the Auditor/ Chartered Accountant, for the last three years shall be produced by the tenderer.

3. Schedule of Quantities of Work & General Conditions for carrying out the work are enclosed.

Encl:- As above

Sd/-

**SUPTDG. ENGINEER-I**

To

List Attached.

Copy to : The Chief Engineer, CoPA  
 ” : The FA&CAO,CoPA  
 ” : The Asst. Engineer (WS&S),CoPA

## **I. GENERAL CONDITIONS**

1. The work under this contract covers *Cleaning and maintaining the Samudrika hall & connected facilities at Cochin Port for one year.*
2. The bidders need to obtain the 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 M/s. KEONICS by paying registration amount of Rs.1124/- through online Payment using Credit/Debit Card/Net banking or DD in favour of “KSEDCL, Bangalore”.
3. The intending bidder must have valid Class-II or III digital signature certificate to submit the bid. For further details, please contact e-Tender Help Desk No. 080-40482000/ 080-49352000/ 9746118529/ 9605557738.
4. e-Quotations are invited from the Registered contractors of Cochin Port as well as firms specialized in doing Pest control operations as approved by CoPT.
5. The Quotationer shall submit the Quotation Notice, General conditions & Schedule of Quantities of work ‘**Online**’. The name and address of the quotationers shall be necessarily entered in the space provided in the Schedule of Quantities of Work.
6. The Quotationer shall inspect the site before submitting the quotation in order to make them fully aware of the site and its conditions.
7. Clarifications if any required can be obtained by contacting the Suptdg. Engineer/ Asst. Engineer of concerned Civil section.
8. The period of contract is **1 (One) Year** from the date of commencement of the work.
9. The Engineer-in-Charge of the work (Engineer’s Nominee/ Nominee) shall be Suptdg. Engineer (CM).
10. **Water & Electricity**  
**Water:** Water, if required for the cleaning work, shall be issued by the CoPA at free of cost.  
**Electricity:** Electric power can be supplied from the nearest tapping point of the Port in the area. The cost of drawing temporary lines/ cables/ providing switches and making connection and metering arrangements etc, shall be borne by the Contractor. For the power supplied by the Port, energy charges at prevailing rates will be levied. The power supply shall in general be subject to rules & regulations of the Port’s Electrical department. Temporary lines and connections by the contractor shall be got approved by authorized agencies before drawing power.  
**Cost of electricity consumed shall be paid to the contractor on production of Invoice with the copy of Bill generated by the Electrical Department. The Electric charges to be paid to the contractor shall not include the quoted percentage & GST.**
11. The bidder shall quote percentage against the Part-A portion ie; **cleaning work** of the SCHEDULE- A- SCHEDULE OF QUANTITIES OF WORK. The rate/ percentage quoted against Part A portion of the work shall be **excluding Goods & Service Tax (GST).**

12. The Quotationer shall have valid GST Registration number. GST as applicable for the work (Part-A portion of the work) will be paid extra by the Port. The GST applicable as per law can be billed on the Port Authority, which will be paid to the Quotationer by the Board along with the bills, for which the Quotationer shall hold valid GST Registration number.
13. All labour, skilled or unskilled for the work shall be provided by the Quotationer at his own cost and settling any disputes with the labour shall be, Quotationer's responsibility.
14. All care and precautionary measures for avoiding any kind of damage/accidents in the work site shall be taken by the Quotationer. All safety precautions shall be taken while carrying out the work. The Quotationer shall supply the necessary safety equipments to the workers employed by him and also ensure that they use it, while carrying out the work. The Quotationer shall be solely liable and responsible for accidents if any, occurring during the period of Contract.
15. The work shall be completed without causing any damage to the existing structures/cables etc. In case any damage is caused, the same has to be rectified at Quotationer's risk and cost.
16. The Port will in no way be responsible for any loss/damages caused in connection with the work.
17. The quantities specified in the schedule of quantities of work are only approximate and shall be increased or decreased at the discretion of the Engineer-in-Charge according to actual requirements. Payment will be made as per actual measurements, according to the percentage quoted.
18. Quotations shall be valid for a period of 120 days from the due date of submission of quotation.
19. **Liquidated Damages:** In case of delay in completion of the contract, liquidated damages (L.D) may be levied at the rate of half percent (½%) of the Contract Price per week of delay, subject to a maximum of 10% of the Contract Price. The amount of Liquidated Damages can be adjusted or set-off against any sum payable to the Quotationer.
20. Security Deposit: Security deposit @ 10% of Contract Price or cost work done whichever is high shall be recovered from the Quotationer's bill. The amount towards Security Deposit so deducted will be released within 14 days from the date payment of final bill.
21. **Execution of Agreement:** The successful Quotationer will be required to execute **within 21 days from the date of receipt of work order**, an agreement at his expense on proper value Kerala State Stamp Paper in the prescribed departmental form, consisting of the work order issued to the Quotationer, together with the Quotation submitted by him including General Conditions, for the due and proper fulfilment of the contract.
22. Till signing of agreement, the Quotation together with the acceptance letter shall constitute a binding contract between the Quotationer and Cochin Port.
23. The Contractor shall comply with all the provisions of the Indian Workmen's Compensations Act, Public Liability Policy, Provident Fund Regulations, Employees Provident Fund and ESI Act etc. amended from time to time and

rules framed there under and other laws affecting the Contract labour that may be brought in to force from time to time.

24. **The bidders having EPF/ ESI registration certificates only shall be considered for qualification in the quotation, if applicable, as per EPF /ESI Acts.**

**In case, the Quotationer does not have the required number of employees which makes such registration mandatory, an Undertaking as per “Annexure I” to the effect shall be furnished.**

**SIGNATURE OF QUOTATIONER.**

**DETAILED SPECIFICATIONS FOR CLEANING AND MAINTAINING THE SAMUDRIKA HALL & CONNECTED FACILITIES AT COCHIN PORT FOR ONE YEAR.**

**GENERAL**

1. The work consists of Moping, washing & cleaning all the floors of Samudrika hall using Hand Mops & Moping machine including floor of hall, all offices & rooms, passages, toilets, Comfort Station and other connected facilities attached with the hall, Sweeping and cleaning the dust, earth, rubbish etc. from all floors of hall, all rooms, passages, toilets and other connected facilities attached with the Samudrika hall including adjacent 2 nos. toilet blocks, washing places & kitchen, inside & outside walls, inside & outside of all glass panels, Aluminium composite panel cladding outside & inside of buildings, all windows, all ceilings, all grill doors, block paved area outside the centre, bitumen surfaced yards around the Centre, foot path of road in front of Facilitation Centre including collecting the sweepings, dust, earth, rubbish etc. transporting and disposing off the same in the nearest Dust bin or area pointed out by the Engineer-in-charge.
2. All cleaning materials like cleaning powder, suitable toilet cleaning liquids, Phenyl floor cleaner with suitable aroma, naphthalene balls, detergent, good approved quality disinfectants & other cleaning materials to keep the facilities neat, clean & in a nice condition shall be supplied and applied by the contractor.
3. Suitable tools & cleaning equipments like Moping Machine, brooms, mops, brushes etc. shall be supplied by the contractor.
4. The contractor shall keep all the walls, ceilings, windows, doors, glass panes etc. free of dust during the entire contract period.
5. The contractor shall keep all the walls of toilets, wash rooms, bathrooms, washing areas etc. free of Cobweb.
6. The sewage/ drainage line blocks shall be cleared by the Contractor. Contractor shall keep all the floors, wall claddings, wash basins, urinals, closets, sinks, taps, other fittings etc. stain free by applying suitable cleaning materials/ acids.
7. **A certificate regarding the cleanliness of all the facilities of Samudrika hall, as specified, shall be prepared and approval from the Sub Divisional Officer or his authorized representative or Sanitary Inspector shall be got at the end of each day's work for its acceptance for payment. Copy of the certificate shall be accompanied with each bill. If the certificate regarding cleanliness for any day shall not be approved by the competent authority, penal clause as per clause 9.1 shall be attracted.**

8. **PAYMENT SCHEDULE**

8.1. Payment will be made; on satisfactory performance and based on the certificate as per clause 7 above, on submission of the GST Invoice by the contractor.

9. **COMPENSATION FOR NON FULFILLMENT**

9.1. **If the certificates regarding any area to be cleaned as detailed in clause 7 shall not be approved by the Engineer-in-charge or his representative the cleaning of that particular day shall be considered as incomplete and penalty equivalent to one day payment shall be recovered from the bill. In addition payment for the particular day shall not be issued to the contractor.**

SIGNATURE OF QUOTATIONER

**COCHIN PORT AUTHORITY**

**CLEANING AND MAINTAINING THE SAMUDRIKA HALL &  
CONNECTED FACILITIES AT COCHIN PORT FOR ONE YEAR.**

**UNDERTAKING REGARDING EPF AND ESI REGISTRATION**

I/ We, M/s..... (Name & Address of the Quotationer) solemnly affirm and undertake that I/ We do not have the required number of employees for taking registration under EPF Organisation and ESI Corporation. I/ We also undertake that I/ We take the full responsibility for all the consequences arising due to the above and indemnify CoPA officials for any actions taken in this regard

**SIGNATURE OF QUOTATIONER**