

Section I: Request for Proposal Letter (RFPL)

1. Request for Proposal Letter (RFPL)

The Board of Major Port Authority for Cochin Port, commonly known as Cochin Port Authority, through the Chief Engineer, invites proposals from the reputed firms / Consultants, for entering into a contract for the delivery of Consultancy Services for **“Providing Project Management Consultancy Services for execution of the project “Construction of Jetties and Landside Facilities at Kadmath and Kalpeni Islands of Lakshadweep”** ” using the selection method as specified in Tender Information Summary (TIS). This Request for Proposal (RFP) Document, reference number, RFP No.T9/T-2060/2025-C (hereinafter referred to as ‘the RFP Document’), gives further details.

2. The RFP Document

2.1. Consultants must read the complete ‘RFP Document’.

This RFPL, an integral part of the RFP Document, serves the limited purpose of invitation and does not purport to contain all relevant details for submitting Proposals. ‘Tender Information Summary’ (TIS) appended to this letter gives a salient summary of the relevant information, including the Type of BPQ/ Contract and Selection Method to evaluate RFP. Any generic reference to RFPL shall also imply a reference to TIS as well. However, Consultants must go through the complete RFP Document for details before submission of their Proposals.

2.2. Availability of the RFP Document

The RFP Document shall be published on the e-Procurement Portal for download after the date and time of the start of availability till the deadline for availability as mentioned in TIS. If the Procuring Entity happens to be closed on the deadline for the availability of the RFP Document, the deadline shall not be extended. Any query/ clarification regarding downloading RFP Documents and uploading Proposals on the e-Procurement portal may be addressed to the Help Desk in the e Procurement Portal (please refer to TIS for details).

2.3. Clarifications

Consultants may seek any clarification of the RFP Document before the date and time stipulated in TIS. Any query or request for any clarification or additional information concerning this RFP Document shall be submitted in writing and e-mail to the Officer of the Procuring Entity designated below. The envelopes/communications shall clearly bear the following identification/ title:

"Queries / Requests for Clarification or Additional Information:".

Designated Officer: CHIEF ENGINEER
The Chief Engineer,
Chief Engineer’s Office,
Cochin Port Authority,
W/Island, Cochin- 682009
Kerala (India).
Tel +91 – 0484-2666414
+91-0484-2582400
Email: ce@cochinport.gov.in ;
coptce@gmail.com

This deadline shall not be extended in case of any intervening holidays. No other means of submission of queries shall be entertained.

3. Eligibility and Qualification Criteria for Participation in this RFP

The Consultants must meet the eligibility and qualification criteria prescribed in the RFP document as of the date of his Proposal submission and should continue to meet these criteria till the award of the contract.

4. Purchase Policies of the Government

4.1. Relaxation in Prior Turnover and Experience to Startups

- 1) Deleted
- 2) Deleted

5. Pre-Proposal Conference:

Consultants are requested to attend a Pre-Proposal conference to clarify the RFP's technical requirements and commercial conditions at the time, date, and place mentioned therein.

6. Submission of Proposals:

- 1) Proposals must be uploaded by the submission deadline mentioned in TIS. If the office happens to be closed on that date, this deadline shall not be extended. Further details are given in ITC.
- 2) **Integrity Pact:** All Consultants shall have to sign the Integrity Pact with the Procuring Entity as per 'Form T-10: Integrity Pact'. **Proposals without a signed Integrity Pact shall be rejected.**

7. Proposal Opening

Proposals received shall be opened online on or after the specified date and time in TIS. If the office is closed on the specified date of opening of the Proposals, the opening shall be done on the next working day at the same time.

Note: For further details, please refer to appended TIS and the complete RFP Document.

Sd/-
Chief Engineer
Cochin Port Authority
Email : ce@cochinport.gov.in
: coptce@gmail.com

Appendix to RFPL: Tender Information Summary (TIS)

RFP Document. No.T9/T-2060/2025-C

Tender Title: Providing Project Management Consultancy Services for execution of the project
“Construction of Jetties and Landside Facilities at Kadmath and Kalpeni Islands
of Lakshadweep”

(Ref ITC-Clause 1.4)

Shortlisted Consultants from whom Proposals are exclusively Invited		
Preceding EOI Process		NA
Sr. No.	Consultants	Address
-	-	-

Tender Information Summary (TIS)			
1.0 Basic Tender Details			
Tender Title/ Name of Assignment	Providing Project Management Consultancy Services for execution of the project “Construction of Jetties and Landside Facilities at Kadmath and Kalpeni Islands of Lakshadweep”		
Tender Reference Number	RFP No. T9/T-2060/2025-C	Tender ID	NA
Tender Type	Open tender	Tender Category	Consultancy
No. of Covers	Two Covers	Product Category	Consultancy
Selection Method	QCBS	Appointing Authority for Arbitration	Chairperson Cochin Port Authority
Form of BOQ/ Contract	Time-based (inputs admeasurement)		
Organisation	Cochin Port Authority	The Procuring Entity	Cochin Port Authority
Authority on whose behalf RFP is invited	The Board of Major Port Authority for Cochin Port	Through the	Chief Engineer
Tender Inviting Authority (TIA)	Chief Engineer	Address	Chief Engineer’s Office, Cochin Port Authority, Willingdon Island, Cochin – 682 009. Kerala, India. Ph:- 91-0484-2666414/ 2582400. Email: ce@cochinport.gov.in / coptce@gmail.com
2.0 Critical Dates (ITC - Clauses 6, 7, 8, 9 and 10)			
For the schedule of dates for the Pre-proposal Conference, if any, please refer to Section 7.0 below			
Published Date	11.09.2025	Proposal Validity (Days from the date of	180 days

		Proposal Opening) – ITC-clause 8.3	
Document Download Start Date & Time	11.09.2025 10.00 Hrs	Document Download End Date & Time	08.10.2025 11.30 Hrs
Clarification Start Date & Time	11.09.2025 10.00 Hrs	Clarification End Date & Time	21.09.2025 17.30 Hrs
Proposal Submission Start Date & Time	30.09.2025 10.00 Hrs	Proposal Submission Closing Date & Time	08.10.2025 12.00 Hrs
Proposal Opening (Techno Commercial Proposal) Date & Time	08.10.2025 15.00 Hrs		
Technical Proposal Presentation/ Customers Testimonials	NA	Proposal Opening (Financial Proposal) Date & Time	To be intimated later
3.0 Terms of Reference (ITC - Clause 4)			
Consignee/State:	Union Territory of Lakshadweep	GSTIN Code of Consignee	31AAALC1134F1Z1
Period of Contract	36 months, which will be extended, if required, till completion of Construction Contract works and also a further period of 6 months for closing the contract documents		
Service Details:	The Consultant shall organise, plan, supervise and manage the construction activities as a whole. The Consultant shall undertake all activities related to the technical site supervision, contract management, cost checking/ controls, quality assurance/quality control, monitoring safety related issues, equipment trials, booking of work done measurements, finalization/ certification of bills and overall co-ordination, and providing comprehensive contract administration services to administer the construction contract, issuing site instructions, managing progress with respect to program, valuing progress claims and assessing variations and claims for the extensions of time and cost, liaisoning with connected agencies including UTLA, as required.		
4.0 Obtaining the RFP Document and clarifications (ITC - Clause 6)			
E Procurement and Procuring Entity's Portal and helpdesk	www.tenderwizard.com/COPT	9605557738 [e tendering portal] 0484 – 2666414; 2582400; 2582404	Cochin Port website www.cochinport.gov.in or Central Public Procurement (CPP) Portal
Cost of RFP Document (INR)	Rs.5,900/- (Rs.5,000/- + 18% GST) (Non refundable) furnished either through Demand Draft / Pay Order / Banker's Cheque drawn in favour of the FA & CAO, Cochin Port Authority (CoPA), payable at Kochi, from any Nationalised Bank/ Scheduled Bank in India. Payment can also be made online mode (NEFT/RTGS) as per Bank details at Form T-12. MSE Consultants who are registered with District Industries Centre (DIC) or National Small Industries Corporation (NSIC) or Udyog Aadhaar Memorandum or any other body specified by the Ministry of MSME for similar nature of works are eligible for issue of Tender Document free of		

	cost. They are required to submit the documentary proof of such registration along with QR code, for claiming the available exemptions and a scanned copy of Exemption Certificate duly notarized shall be uploaded in the e – Tender Portal. If the Registration Certificate does not pertain to Similar Works as defined in Form T-11, the Bid will be rejected.		
Office/ Contact Person/ email for clarifications	Chief Engineer's office Chief Engineer ce@cochinport.gov.in / coptce@gmail.com		
5.0 Pre-Proposal Conference (ITC - Clause 7)			
Is a Pre-Proposal Conference proposed to be held?	Yes, in hybrid mode		
Place, time, and date of the Pre-Proposal Conference	Chief Engineer's Office 11 am on 22.09.2025 Meeting link will be shared as Addendum / Corrigendum.		
Place, time, and date before which Written queries for the Pre-Proposal conference must be received	Chief Engineer's Office On or before 21.09.2025 In editable word/doc/docx format only		
Place, time, and date before which registration of participants for the Pre-Proposal conference must be received	Not required		
6.0 Preparation and Submission and Opening of Proposals (ITC - Clauses 8, 9 and 10)			
Proposals to be addressed to	The Chief Engineer, Chief Engineer's Office, Cochin Port Authority, Willingdon Island, Cochin – 682 009. Kerala, India. Ph:- 91-0484-2666414/ 2582400 Email : ce@cochinport.gov.in / coptce@gmail.com		
Instructions for Online Proposal Submission	www.tenderwizard.com/COPT		
Language of Submission	English	Bid Validity	180 days from Bid opening date
Proposal Opening Place	Chief Engineer's Office www.tenderwizard.com/COPT		
7.0 Documents relating to Bid Security (ITC - Clause 8.4) and Performance Security (ITC - Clause 13.1.2)			
Bid Security (EMD) Amount in INR:	Rs.17 lakh	Is Bid Securing Declaration permitted in lieu of Bid Security	Yes. But only for MSE Bidders who are registered with District Industries Centre (DIC) or National Small Industries Corporation (NSIC) or Udyog Aadhaar Memorandum or any other body specified by the Ministry of MSME for similar nature of works.

			They shall be eligible for non payment of Bid Security. They are required to submit the documentary proof of such registration along with QR code, for claiming the available exemptions and a scanned copy of Exemption Certificate duly notarized shall be uploaded in the e – Tender Portal. If the Registration Certificate does not pertain to Similar Works as defined in Form T-11, the Bid will be rejected.
Performance Security	10% of the Award Price / Contract Price	Bid/ Performance Security to be addressed/ in favour of	FA & CAO, Cochin Port Authority
Form of Bid/ Performance Security	a) Account Payee Demand Draft/ Pay Oder / Banker’s Cheque (only for EMD), drawn in favour of Financial Adviser & Chief Accounts Officer, Cochin Port Authority, payable at Kochi, from any Nationalized Bank / Scheduled Bank in India, or b) Fixed Deposit Receipt in the name of FA&CAO, CoPA or c) through an irrevocable Bank Guarantee from any of the Commercial Banks or d) Insurance Surety Bond from the Insurance Company duly approved by Insurance Regulatory and Development Authority of India valid for a period of 225 days plus 60 days claim period calculated from the Bid Due Date, enforceable and encashable at Kochi. e) Payment can also be made online on the mode (NEFT / RTGS) as per the Bank details given at Form T-12.		