



कोचिन पत्तन प्राधिकरण
Cochin Port Authority

COCHIN PORT AUTHORITY
Certified for ISO 9001:2015 Quality Management Systems

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Tender Document

**INTEGRATION OF
QMS-ISO 9001:2015 WITH EMS (ISO 14001:2015) & OH&SMS (ISO 45001:2018)
ALONG WITH INTERNAL AUDIT, AWARENESS IMPLEMENTER TRAINING AND
DOCUMENTATION FOR COCHIN PORT AUTHORITY.**

**Office of the Chief Mechanical Engineer
Cochin Port Authority
Willingdon Island, Cochin-682009
Kerala, India**

Cochin Port Authority, Mechanical Engineering Department

Office of the
Chief Mechanical Engineer
Dated.18.12.2025

Tender Document for Integration of QMS-ISO 9001:2015 with EMS (ISO 14001:2015) & OH&SM (ISO 45001:2018)

Quotations are invited in a sealed two cover system from experienced firms for “**Providing consultancy services for Implementation of ISO 45001:2018 (OHSMS) Occupational Health and Safety Management Systems and ISO 14001:2015 (EMS) Environmental Management Systems for Cochin Port Authority.**”

Details about Quotation:

Quotation No.	ISO/OHSMS & EMS/2025-M
Name of Work	“Providing consultancy services for Implementation of ISO 45001:2018 (OHSMS) Occupational Health and Safety Management Systems & ISO 14001:2015 (EMS) Environmental Management Systems for Cochin Port Authority.”
Bid Submission	As indicated at clause no.1.1, 1.2 & 1.3.
Estimated Bid Value (INR)	Rs.3,80,000/- (Excl. GST)
Earnest Money Deposit (EMD)	Rs. 7,600/-. Bidder Claiming exemption under MSME shall produce exemption certificate as per clause 1.4.2 of this document.
Bid Validity	120 days from the date of opening of the tender
Due date of submission	09.01. 2026 at 15.00 Hrs.
Date of Opening	09.01 .2026 at 15.30 Hrs
Address for communication and submission of bid:	Chief Mechanical Engineer Administrative Building , 1 st Floor, Cochin Port Authority, Willingdon Island, Kochi-682009, Kerala.
Contact Details	Phone:0484-2582310 Email: mathew.varghese@cochinport.gov.in dycmeele@cochinport.gov.in ; cme@cochinport.gov.in
Website	https://www.copa.gov.in/

Chief Mechanical Engineer
COCHINPORTAUTHORITY

SECTION-I

1.0 Submission of Quotation:

1.1. The **SEALED TWO COVERS** should be super scribed as “**Quotations for Providing consultancy services for Implementation of ISO 45001:2018 (OHSMS) Occupational Health and Safety Management Systems and ISO 14001:2015 (EMS) Environmental Management Systems for Cochin Port Authority** ” and shall contain the following:-

1.2. COVER-I (Technical Bid):

- a) EMD as per clause no. 1.4.1 or valid MSE certificate issued by MSME authorities for exemption of EMD.
- b) Particulars of Bidder as per **Annexure-1**, duly filled, signed and stamped.
- c) Bid security declaration as per clause no. 1.4.2 (as per **Annexure-2** on bidder’s Letter head, duly filled, signed and stamped).
- d) Financial turn over certified by Chartered Accountant with UDIN no. as per **Annexure- 3** along with the self-attested copies of Auditor’s certificate / balance sheet / profit and loss statement for the previous three years.
- e) Pre-Qualification of bidders as per **Annexure-4** in full, duly signed and sealed by the bidder along with the self-attested copies of LOA/work order/agreements as per clause no.1.6.
- f) Experience certificates of works executed in private sectors / organizations shall be considered on submission of Form 26 AS.
- g) Bank details as per **Annexure-5** & Declaration as per **Annexure-6** duly signed and stamped by bidder
- h) Valid Registration Certificate from National Board for Quality Promotion (NBQP).
- i) Valid Lead Auditor Certificate from International Register of Certificated Auditors (IRCA) or IRCA authorized body.
- j) Valid PAN card copy duly signed and stamped.
- k) Valid GST registration certificate copy, duly signed and stamped.
- l) EPF&ESI registration certificate copy, duly signed and stamped. In case the bidder is not Registered under EPF or ESI, then an undertaking shall be furnished in the bid stating that EPF and ESI registration shall be furnished before issue of LOA. Failure to comply with this statutory requirement or failure to furnish the undertaking, the bid shall be liable for rejection.
- m) Entire quotation document, signed & stamped on each page, except the price schedule (BoQ)

1.3. COVER-II (PriceBid):

The price cover duly filled, stamped & signed **shall be enclosed with superscribed as 'PRICE COVER'**.

If the Price Cover is not submitted in a separate sealed envelope, the bid shall be summarily rejected.

Prices should not be indicated in Cover-I.

All the above listed documents from (a) to (m) COVER-I and the sealed envelope containing the price cover- COVER-II shall be enclosed in ONE SEALED ENVELOPE and addressed to The Chief Mechanical Engineer, Office of The Chief Mechanical Engineer, Cochin Port Authority, Willingdon Island, Cochin, Kerala and submitted before the due date and time.

1.4. Earnest Money Deposit:

- 1.4.1. The Bidder shall furnish an **EMD of Rs. 7,600/-**. Payment Receipt shall be submitted along with the technical bid. Bids of the firms not submitting EMD shall be summarily rejected, except in the case as per clause No 1.4.2.
- 1.4.2. Micro and Small Enterprises (MSE) registered with District Industries Centre (DIC) or Khadi and Village Industries commission or Khadi & Industries Board (KVIB) or Coir Board or National Small Industries Corporation (NSIC) or Directorate of Handicrafts and Handlooms or Udyam Registration Certificate or any other body specified by Ministry of MSME shall be exempted of tender fee and Earnest Money Deposit (EMD) on producing self-attested supporting certificates along with Technical Bid. However, the bidder seeking exemption from EMD shall have to furnish the Bid Security Declaration duly filled as indicated at Annexure-2, on their letter head, failing which their Bid shall be summarily rejected.
- 1.4.3. In the event of Bidder withdrawing his Bid before the expiry of bid validity period of 120 days from the date of opening of the tender quotation, the Bid submitted by the Bidder shall be cancelled and EMD shall be forfeited.
- 1.4.4. The Earnest Money Deposit of unsuccessful bidders shall be returned without interest as early as possible on award of Contract to the successful bidder. The Earnest Money Deposit of the successful bidder shall be refunded (without interest) only on receipt of Security Deposit as stipulated in the quotation document.
- 1.4.5. CoPA reserves the right to forfeit the Earnest Money Deposit in respect of successful Bidder, if he fails to furnish the necessary Security Deposit towards performance within 15 days from the date of issue of LOA. In the event of forfeiting the EMD / Security deposit, GST is applicable and while imposing penalty GST as applicable shall be collected.
- 1.4.6. In addition to above, the EMD shall be forfeited by the Port in the following events:
 - i) If the Bid is withdrawn or varied or modified in a manner not acceptable to Port during the validity or extended validity period as agreed by the Bidder.
 - ii) If the Bidder tries to influence the Bid evaluation, bid comparison or contract award decision.
 - iii) In case the Bidder, submits false certificates in terms of any documents supported to the quotation.
 - iv) In case the bidder is found to indulge in corruptor fraudulent practices at any stage including the execution of the contract.
 - v) The successful Bidder fails within the specified time limit to submit the Security Deposit.
 - vi) Fails to commence the work on the specified date as per LOA.
- 1.4.7. In case the Firm has submitted MSME certificates as per clause no. 1.4.2, for participating in the quotation, then the firm may be debarred for a period of three (3) years from participating for tenders at Cochin Port Authority duly informing the MSME authorities, if

- i) The MSME Bidder withdraws the Bid after Bid opening during the period of Bid Validity.
- ii) The successful Bidder fails within the specified time limit to
 - a) Submit the Performance Security or
 - b) Fails to commence the work on the specified date as per LOA.
 - c) Clause nos. 1.4.6 (i) to 1.4.6 (iv) are also applicable for bidders seeking MSME exemption

1.5. Minimum Qualification Criteria (MQC):

The bidder shall submit the following documents; otherwise bid will not be considered for evaluation and shall be rejected summarily.

a) Financial Criteria

The Bidder should have an average Annual financial turnover of Rs.1,14,000/- for the last 3 financial years 2021-22, 2022-2023 & 2023- 2024.

b) Technical Criteria

The Bidder should have experience of having successful completion of similar type of work during the last **07 (Seven) years** ending on **31st November, 2025** should either of the followings:

One similar completed work costing not less than Rs.3,04,000/-

OR

Two similar completed works, each costing not less than Rs.1,90,000/-

OR

Three similar completed works, each costing not less than Rs.1,52,000/-

Note: Similar works means “Providing consultancy services for Implementation of ISO 45001:2018 (OHSMS) Occupational Health and Safety Management Systems and ISO 14001:2015 (EMS) Environmental Management Systems at Central Govt. / State Govt. / Port Sector / PSU or any reputed organization.”

- i) The Consultant should have valid registration with National Board for Quality Promotion (NBQP)
- ii) The Consultant should have lead auditor certificate from International Register of Certificated Auditors (IRCA) or IRCA authorized body.

1.6. In order to meet the Technical criteria as per clause No 1.5 (b) above, the bidder has to submit the details of payments received for the works executed in Annexure- 4 in full, duly signed and sealed, failing which the work shall not be considered for evaluation and the bid will be summarily rejected and price cover shall not be opened.

Self-attested photo copies of LOA/work order/agreements showing the awarded contract value for “similar works” and satisfactory Completion Certificates issued by the Client, indicating the date of Completion and completed Contract Value, for the contracts mentioned at Annexure-4, shall be submitted along with the bid.

Experience certificates of works executed in private sectors / organizations shall be considered on submission of Form 26 AS.

The works declared by the bidder in Annexure 04 only shall be considered for technical qualification of the bidders. LOA/Work orders/Agreements other than the ones mentioned in this Annexure 04 shall not be considered for evaluation, even if they have been enclosed along with the technical bid. Bidder shall not have any claim on this

account later on.

1.7. Evaluation of the Bid:

- 1.7.1. An offer shall be considered responsive for evaluation if:-
- i) The Bid is received by Port by due date and time of submission including any extension thereof.
 - ii) It is accompanied by requisite EMD or exemption certificate as indicated at clause 1.4.1 and 1.4.2 respectively.
 - iii) It is accompanied by requisite Bid Security Declaration as indicated at clause 1.4.2
 - iv) It meets the Minimum Qualification Criteria as indicated at clause 1.5.
 - v) It is accompanied by entire quotation document duly signed and stamped on all pages.
 - vi) The validity of the offer is same as stipulated in the quotation document.
- 1.7.2. In case the bidder submits Bid with alterations/additions, conditional offer / imposes own terms and conditions / does not accept quotation conditions completely, his/her Bid shall be summarily rejected.
- 1.7.3. Even though the tenderers meet the above qualifying criteria, they are subjected to be disqualified if they have:
- a. Made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and / or
 - b. Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- 1.7.4. Before submitting the bid, the bidder shall examine carefully all conditions of contract, technical specifications, scope of work, etc.
- 1.7.5. A bidder is advised to read the Tender document carefully. The submission of a bid by the bidder implies that he has read the Tender document and conditions of contract and has made himself aware of the scope and specifications and other factors bearing on the bid and that they are binding on him.
- 1.7.6. Clarification of the Bidding Documents: The tenderers are advised to examine the Tender Document carefully and if there be or appear to be any ambiguity or discrepancy in the documents, or any clarifications needed on the tender document, these shall be sent by mail to the Chief Mechanical Engineer, Cochin Port Authority, (Tele-fax No. 91-0484-2666639, EmailID: cme@cochinport.gov.in; dycmeele@cochinport.gov.in; mathew.varghese@cochinport.gov.in.
- 1.7.7. Clarification of Bids: Chief Mechanical Engineer shall ask for clarification / shortfall of documents before technical evaluation of the tenders. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted. Any effort by the Bidder to influence the Employer's bid evaluation, bid comparison or contract award decisions, will result in the rejection of his bid.

1.7.8. **Evaluation** will be done on lowest offer (Grand total of price in the Price Schedule) among all Bidders for award of work. The rates offered shall be excl. of GST. If any new tax imposed by the State/ Central Govt., same shall be reimbursed on production of documentary proof. In case the rates quoted in figures and words are not identical, then the rates entered in words shall be deemed as the price quoted for the item in quotation.

Chief Mechanical Engineer,

COCHIN PORT AUTHORITY

2.0 GENERAL TERMS AND CONDITIONS

2.1. Validity:

The Bid validity shall be 120 days from the date of opening of the tender.

2.2. Price:

The offered rates shall be inclusive of all taxes/duties excluding GST. In case Government imposes any new taxes on this service during the contract period, the same will be reimbursed only on production of documentary evidence.

2.3. Contract period:

- (i) The Contract period shall be as stated in the below table. If any assistance required beyond the contract period by the Port for proper completion /implementation of the proposed OHSMS & EMS, the consultant has to extend their service without any extra cost.
- (ii) Schedule of Work for Implementation of ISO 45001:2018 (OHSMS) Occupational Health and Safety Management Systems & ISO 14001:2015 (EMS) Environmental Management Systems for Cochin Port Authority

Time line for completion of ISO 14001:2015 (EMS)

Sl. No.	Activities carried out by Consultant	Period of completion activity wise
1	Completion of gap analysis and submission of report with action plan for implementation of ISO 14001:2015 certification.	30 Days from the date of LoA
2	Completion of ISO 14001:2015 certification Management briefing – in English for Top Management & creation of awareness Completion of (ISO 14001:2015) certification Awareness –for Implementation Team in batches as required.	40 Days after completion of activity at Sl.No.1
3	On completion of (ISO 14001:2015) certification –Auditors Training and issue certificate for trained Auditors- in batches as required.	30 Days after completion of activity at Sl.No.1&2
4	Create Manual, Procedures, Work Instructions, Forms and Records in integration with existing QMS & EMS	15 Days after completion of activity at Sl.No.3
5	Facilitation of Internal Audits and Management meetings and actions.	20 Days after completion of activity at Sl.No.4
6	Completion of third party certification audit and post audit action if any	30 Days after completion of activity at Sl.No.5
7	Preparation of COTO Register, Aspect Register, Hazard Register, Risk Register, Legal Register & Climate Action Change Format	15 Days after completion of activity at Sl.No.6
8	Documentation of Apex Manual, Procedure Manual, WI, SOPs, OCPs, Management plan & EMPs	

Time line for completion of ISO 45001:2018 (OHSMS)

Sr. No.	Activities carried out by Consultant	Period of completion activity wise
1	Completion of gap analysis and submission of report with action plan for implementation of ISO 45001:2018 certification.	60 Days from the date of LoA
2	Completion of ISO 45001:2018 certification Management briefing –in English for Top Management & creation of awareness Completion of (ISO 45001:2018) certification Awareness –for Implementation Team in batches as required.	60 Days after completion of activity at Sl.No.1
3	On completion of (ISO 45001:2018) certification –Auditors Training and issue certificate for trained Auditors- in batches as required.	60 Days after completion of activity at Sl.No.1&2
4	Create Manual, Procedures, Work Instructions, Forms and Records in integration with existing QMS & OHSMS	60 Days after completion of activity at Sl.No.3
5	Facilitation of Internal Audits and Management meetings and actions.	60 Days after completion of activity at Sl.No.4
6	Completion of third party certification audit and post audit action if any	90 Days after completion of activity at Sl.No.5
7	Preparation of COTO Register, Aspect Register, Hazard Register, Risk Register, Legal Register & Climate Action Change Format	30 Days after completion of activity at Sl.No.6
8	Documentation of Apex Manual, Procedure Manual, WI, SOPs, OCPs, Management plan & EMPs	

2.4. Payment Terms:

1. 50% Payment shall be made after satisfactory completion of EMS Certification part of work.
2. Balance 50% Payment shall be made after satisfactory completion of OHSMS Certification part of work.

The payment will be released within 30 days from the date of receipt of undisputed bills in duplicate and with all other supporting documents duly signed and stamped by authorized persons. Copies of ESI, EPF challans and Statements of salary through bank, shall be enclosed with the bill. GST no. shall be invariably indicated on each invoices.

The contractor shall furnish their bank account details along with offer for the payment through ECS mode by the Authority.

2.5. Security Deposit:

The Contractor shall have to furnish a Security Deposit amounting to 10% of the order value in the form of either a Demand Draft, NEFT/RTGS, Insurance Security Bond from any Commercial Bank in India having branch at Ernakulam, in favor of FA&CAO, Cochin Port Authority, within 21 days from the date of issue of Letter of Acceptance / Work Order. The same will be refunded to the contractor after satisfactory completion of contractual period as per clause no.2.3. Failure to comply with above requirements shall lead to forfeiture of EMD and termination of contract.

The Board may, at its option, forth with forfeit the above Security Deposit in whole or part, if in the opinion of the Board the contractor has failed to fulfill any or all of the conditions of this contract without prejudice to any and all rights of the Board to recover from the contract or any amount falling due to the Board through non-observance by the contractor of any of the clause thereof.

2.6. DAMAGES FOR DELAY IN COMPLETION OF WORK

In the event of failure by the contractor to complete the work within the time stipulated in the contract or by the expiry of any period of extension granted by the Board's terms thereof, the contractor shall pay the Board as Damage Charges for delay in completion of work to CoPA a sum equivalent to 0.5% per week or part there of the contract price subject to a maximum of 10% of contract price and the Board shall have the power to deduct this amount from the payment of the amounts due to the contractor or from his deposit.

2.7. Foreclosure of Contract

Notwithstanding anything in the contract document, the contractor agrees that the Port shall be entitled to foreclose the contract on occurrence of the following events:

- i) In the event of breach of contract by the Contractor
- ii) An emergency or
- iii) For national security and/or national interest and/or public reasons.

Up on the occurrence of the events specified in the above (i),(ii) and (iii) above, the Port reserves the right to foreclose the contract at any point of time during the contract period on the issue of the termination notice. The Port shall not be liable to compensate the contractor or any other person for any losses or estimated loss of profits during such period.

2.8. Termination

In event of repeated instances of unsatisfactory service or any failure on the part of the contractor, Port has the right to terminate the contract and the contract can be terminated by giving one month notice (30days) anytime, without assigning any reasons.

2.9. Indemnification:

The contractor shall be deemed to indemnify and keep indemnified the Port from and against all actions, claims, demands and liabilities whatsoever under and in respect of the breach of any of the provisions of any law, rules or regulations having the force of law, including but not limited to –

- a) The Minimum Wages Act.
- b) The Dock Workers (Regulation of Employment) Act
- c) The Building And Other Construction Workers (Regulation of Employment & Conditions of Service) Act
- d) The Dock Workers' Safety, Health & Welfare Act
- e) The Payment of Wages Act.
- f) The Workmen's Compensation Act.
- g) The Employees Provident Fund Act.
- h) The Contract Labour (Regulation and Abolition) Act.
- i) The Payment of Bonus Act.
- j) The Payment of Gratuity Act.
- k) The Equal Remuneration Act.
- l) The Employees State Insurance Act & Employees State Insurance (Amendment) Act
- m) Child Labour (Prohibition and Regulation) Act.
- n) The Maternity Benefits Act
- o) Interstate Migrant Work men (Regulation of Employment & Conditions of Service) Act.
- p) Motor Vehicle Act, latest revision

2.10. Taxes:

The contractor shall be registered under GST and shall furnish documentary evidence in support of valid GST registration.

The Contractor shall remit the GST amount in the invoice to the Government within the due dates and also file the returns by mentioning the GSTIN of the Cochin Port Authority (CoPA) to enable Port to avail eligible Input Tax Credit (ITC). The Contractor shall indemnify CoPA from any loss of eligible ITC of GST paid by it to the Contractor based on their tax invoice, due to non-payment of GST or non-filing of GST returns by the Contractor or non-compliance of GST Act/ provisions. The Contractor shall remit such GST amount with applicable interest and penalties to the CoPA within 7 days from the date of intimation by COPA about non-availing of eligible ITC. COPA also reserves its right to deduct such GST amount with interest and penalties from the subsequent bills, Security Deposit or any amount due to the contractor by COPA.

2.11. Other terms and conditions:

- i) Necessary Entry passes if any shall be obtained by the Contractor at their own cost with the approval of Port Officials.
 - ii) Bidder shall submit only one quotation by due date and time. In the event the Bidder is submitting more than one quotation, then all his quotations shall not be opened and summarily rejected
 - iii) MSE bidder quoting price within price band L1+15% will be awarded for full/ complete work subject to L1 is non MSME bidder and matching of L1 rates by MSE bidder.
 - iv) Address for communication and submission of bid:
- 2.12. Signing of Agreement: The successful tenderer will be required to execute an Agreement at his expense within 28 days from the date of work order, on Kerala State Stamp Paper of appropriate value in the prescribed form as per Annexure-8. The agreement as finally executed will include the Employer's Bid Documents and the Bidder's offer as finally accepted by the Employer together with addendum / corrigendum, bid clarification and all correspondences exchanged between Employer and the Bidder, if any. Till the formal agreement is executed, the Letter of Acceptance together with the offer as finally accepted along with correspondences shall form a binding contract between the two parties.
- 2.13. Fraud and Corrupt Practices: The bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this document, the Port shall reject the tender without being liable in any manner whatsoever to the bidder, if it determines that the bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the Port shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Port for, inter alia, time, cost and effort of the Authority, in regard to the Tender, including consideration and evaluation of such Bidder's Proposal. Such Bidder shall not be eligible to participate in any tender or RFP issued by the Authority during a period of two years from the date such Bidder is found by the Authority to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be. For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:
- 2.14. "Corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LoA or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LoA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LoA or the Agreement, who at any time has been or is a legal, financial or

- technical consultant / adviser of the Authority in relation to any matter concerning the Project;
- 2.15. "Fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- 2.16. "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- 2.17. "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- 2.18. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.
- 2.19. Rejection of Tender: Any Tender not conforming to the foregoing instructions will not be considered. The Employer does not bind himself to accept the lowest or any tender and has the right to reject any tender without assigning any reason thereof. No representation whatsoever will be entertained on this account.

2.20. EXTENSIONS OF TIME:

The tenderer may claim extension of the time limits in case of:

- (a) Changes ordered by the Board
- (b) Delay in supply of any materials or services which are to be provided by the Board (Services by the Board shall be interpreted to include all approvals as well as access to the site);
- (c) Force Majeure or rain/ flood/ cyclone etc.
- (d) Delay in performance of work caused by orders issued by Board/ surveyor recommendation during the course of execution of contract.

The tenderer shall submit the claim clearly indicating the justification for such extension and with necessary documentary evidence.

2.21. RESOLUTION OF DISPUTE:

In the event of any dispute or differences between the parties which could not be resolved amicably by mutual consultations, then the Chairman of Cochin Port Authority may refer such unresolved disputes or differences to a Conciliation Committee / Council comprising of independent subject experts, set up by the Port Authority to enable speedy disposal of pending/new cases. The award of the Conciliation Committee/Council, if agreed by both the parties, shall then be placed for consideration of the Board of Major Port Authority for Cochin Port subject to the delegation of powers.

2.22. PERSONAL PROTECTIVE EQUIPMENT(PPE):

The tenderer shall be solely responsible, at his own cost, for the supply of required PPE to his workers and staff and he shall also ensure the use of PPE such as helmets, nose masks, hand gloves etc. by his staff at site.

2.23. CONDUCT:

The tenderer, at all times during execution of the contract, shall take all measures, to prevent any unlawful, riotous or disorderly conduct by or amongst his staff at the site and for the preservation of peace and protection of persons and property at the work site as well as in the

neighborhood of the works.

2.24. ACCIDENT:

The tenderer shall, within 24 hours of the occurrence of any accident, at or about the work site or in connection with execution of the contract, report such accidents to the Engineer In charge giving all the details. He shall also provide additional information about the accident as requested by the EIC.

2.25. OFFICER/ ENGINEER INCHARGE(EIC):

The works shall be carried out under the supervision of Chief Mechanical Engineer or his authorized representative.

Chief Mechanical Engineer
Office of the Chief Mechanical Engineer
Cochin Port Authority
Willingdon Island
Cochin- 682009, Kerala.

**Chief Mechanical Engineer,
COCHINPORTAUTHORITY**

3. SCOPE OF WORK

- 3.1 Scope of Work for providing consultancy service to Port towards implementation of Integrated Management System (IMS) which will integrate the existing Quality Management System(QMS) ISO 9001:2015, embedded with recommended management principles, with Environmental Management System (EMS) ISO 14001:2015 and Occupational Health & Safety Management System (ISO 45001:2018) for effective operation of the organization facilitating third party certification, which includes but not limited to the following works:-
- 3.2 Study of the existing process, procedures and practices of the Cochin Port Authority towards Implementation of Integrated Management system which will Integrate existing QMS (ISO 9001:2015) with EMS (ISO 14001:2015) and Occupational Health & Safety Management (ISO 45001:2018).
- 3.3 Assistance in defining the Policies, objectives and scope of management systems to be implemented in this Port.
- 3.4 Assistance in monitoring Port objectives, targets and a frame work of review and corrective actions for achieving continual improvements in performance.
- 3.5 Assistance in identifying risks, opportunities, aspects, impacts, significance facilitation, of mitigation of risks and suitable control measures in the process of implementation of the Management system.
- 3.6 Assistance in developing the required procedures, steps, documentation for implementing the Management system.
- 3.7 Conducting training on awareness, internal auditing for implementation of the Integrated Management System.
- 3.8 Assistance and advice during implementation of the Environmental Management System (EMS) ISO 14001:2015 and Occupational Health & Safety Management System (ISO 45001:2018).
- 3.9 Assistance in conducting Internal Audit, Corrective Action, Management Review etc. During the process of Implementation.
- 3.10 Assistance in the selection of the certification Body for conducting third party audit and the certification process.
- 3.11 Assistance in providing support during the third party external Audit process related to third party certification.
- 3.12 Assistance in taking corrective actions for the Audit observations made by the external Auditors and achieving continual improvements.
- 3.13 Any other related works viz. identifying the benefits that may occur due to third party certification.
- 3.14 Arrangement of necessary course materials, submission of manuals and related documents in Hard copy for integration of QMS with Environmental Management System and Occupational Health & Safety Management will be the sole responsibility of the Consultant.
- 3.15 The Consultant shall provide any other work which has not been specially mentioned in the Price Schedule (Bill of Quantities) at Section-II and in the Scope of work, but which are found necessary for completion of works without including any additional expenditure to the Port.

Scope of Certification.

All activities related to “Provision of Sea Port facilities and related support services in Sea borne Trade”(In current QMS)

3.16 Consultant for acquiring Integrated Management System (IMS) certification:

3.17 This Scope of consultant includes a deep understanding of the existing Procedure/process/functioning of the Port and the requirement of the Management system standards ISO 9001:2015 ,14001:2015, 45001:2018, legal requirements, best practices relating to the industry, internal guidelines and instructions as per manuals, practices. etc.

3.18 ISO 9001:2015 ,14001:2015, 45001:2018 are based on High Level Structure(HLS) for Management Systems (identical clause), as directed by ISO, the document information planned for the EMS should facilitate Integrating Information security (ISO 27001) or other similar standards, in future, if Port desires.

3.19 To ensure that an effective and efficient EMS/OH&SMS is in place, consultant to facilitate:

- a. Identification of Context of the organization and communication
- b. Strategic direction for the organization
- c. Scope of EMS/ OH&SMS in line with a and b stated above.
- d. Scope of EMS/OH&SMS policy and objectives
- e. Defining responsibilities and authorities for relevant roles, communication understanding within CoPA, as a minimum.
- f. Process needed for achieving the same
- g. Methods needed for determining Risks, opportunities, aspects, impacts, protecting the environment, prevention of pollution and managing the same.
- h. Criteria (and methods) required for effective monitoring and control of these process are evolved.
- i. Emergency Management
- j. Waste,dust,noises management
- k. Personal performing work affecting quality, environment and OHS are competent-ie. Trained/qualified and experienced/ empowered to identify risk , manage risks, and utilize opportunity for Improvement.
- l. Determination of Documented information needed and to be maintained, retained are adequately covered (including focus on legal and other requirements)
- m. Determination of compliance obligations.
- n. Information and process required for improvement of EMS/ OH&SMS are available, analyzed and suitable action initiated.
- o. Periodic Audits (IQA) and Management reviews are effected
- p. Risks are managed and opportunities are explored.
- q. Sustainable development and Improvement Initiatives are made.
- r. Process for continual improvement enhances the strength of EMS/ OH&SMS

3.20 Consultant to provide Implementation plan including training and other stages/ mile stones in implementation of QEMS/QOH&SM

Conducting training on awareness, internal auditing for implementation of the Integrated Management System which is mentioned below.

- a. IMS (ISO 9001:2015, 14001:2015, 45001:2018) Management briefing- in English for Top Management- 1 batch
- b. IMS (ISO 9001:2015, 14001:2015, 45001:2018) Awareness- for implementation team- in batches as required
- c. IMS (ISO 9001:2015, 14001:2015, 45001:2018) Awareness- for level below Engineers & Employees- in batches as required
- d. IMS (ISO 9001:2015, 14001:2015, 45001:2018) (in English) Auditor training- in batches as required

Note:

- (i) Course material master copy shall be provided by the Consultant.
- (ii) Consultant shall arrange course material printouts. However, hall for training, projection equipments shall be provided by the Port.
- (iii) Preparation and support for Occupational Health and Safety Management System Documentation and Environmental Management System as per requirements of ISO 45001:2018 & 14001:2015
- (iv) OHSMS & EMS Manual Policy, Objectives (Level 1 Documents)
- (v) OHSMS & EMS System Procedures (Level 2 Documents)
- (vi) Department level process flows (Level 3 Documents) (guidance will be provided for Technical and other Standard Operating Practices (SOPs) /Work Instructions (WIs) to be prepared by the organization, if required)
- (vii) Formats (Level 4 Documents) for maintenance of Records and Records in integration with existing QMS with EMS&OHSMS..
- (viii) Periodic implementation monitoring of the EMS & OHSMS system in the organization up to the Certification Audit.
- (ix) Presence in the Internal Audit & MRM (Management Review Meeting) conducted in the company.
- (x) Coordination with the Certification Agency upto the Certification Audit.
- (xi) Support in closure of Non-conformance raised in Certification Audit, if any.

3.21 Implementation, Monitoring, audit, management Review meeting & Certification.

The consultant shall plan for preparedness to meet specific risks identified through suitable control measures. The consultant shall identify the gap in the existing systems for achieving conformance to the requirements of the audit criteria including the integrated management systems proposed to be implemented.

The consultant shall train identified resources on internal auditing relating to the management system and plan for internal audit relating to EMS/OH&SM as applicable including organizing resources, team, time frame, methodology, audit schedule, checklist etc. This would also include inspection and analysis of activities relating to facilities, interviewing the personal, observation of operations and perusal of records relating to fulfilling of objectives and targets, effectiveness of the action plan taken, verifying compliance to legal obligations, evaluating the existing practices of the organization.

The consultant shall assist during the Management Review meeting for assessment of the Implementation of the management system and advice the Management on corrective actions, continual improvement and readiness of third party certification audit leading to Certification.

The consultant shall make presentation to the top Management of the Port outlining the gaps, the actions to be taken to fill the gaps to achieve conformance to the standards and obtain third party certificate registration to ISO 9001:2015 and ISO 14001:2015, ISO 45001:2018 standards.

Chief Mechanical Engineer,
COCHIN PORT AUTHORITY

PARTICULARS OF BIDDER:

All individual firm so reach of the partners of an organization submitting the quotation must complete the information in this form.

1.	Full name of the Firm:	
2.	Head Office address:	
3.	Contact person name at Head office:	
4.	Telephone number/s:	
5	E-mail Id	
6	Nearest Branch office/Local Office at Kochi if any - address :	
7	Contact person name at Branch office/ local Office at Ernakulam:	
8	Telephone number/s:	
9	Fax number/s:	
10	E-mail Id	
11	Place of Registration/ Incorporation:	
12	Year of Registration/ Incorporation	

Signature & seal of the Bidder

BID SECURITY DECLARATION
FORM
(to be submitted on Bidder's letterhead)

Date: _____

To,
The Chief Mechanical Engineer,
Cochin Port Authority.

Sub.:“Providing consultancy services for Implementation of ISO45001:2018(OHSMS) Occupational Health and Safety Management Systems & ISO 14001:2015 (EMS) Environmental Management Systems for Cochin Port Authority”

I/We, the undersigned, declare that:

I/We understand that, according to tender conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with COPA for a period not exceeding three (3) years from the date of notification if I am /We

- a. Are in a breach of any obligation under the bid conditions,
- b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements;
- c. If the bid is withdrawn or varied or modified in a manner not acceptable to the Employer during the validity or extended validity period duly agreed by the Bidder
- d. Any effort by the Bidder to influence the Employer on bid evaluation, bid comparison or contract award decision.
- e. Fail to commence the work on the specified date as per LOA /Work order AND/ OR sign the Agreement AND/OR furnish the required Security Deposit.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: _____(insert signature of person whose name and capacity are shown) in the capacity of _____(insert legal capacity of person signing the Bid Securing Declaration)

Name: _____(insert complete name of person signing the Bid Securing Declaration) Duly authorized to sign the bid for an on behalf of _____(insert complete name of

Bidder) Dated on day of _____(insert date of signing)

Signature & seal of the Bidder

FINANCIAL TURNOVER

M/s _____ (firms name) CERTIFIED BY
CHARTERED ACCOUNTANT

Bidders should provide financial information as detailed below to demonstrate that they meet the Qualifying requirements for short listing. If required, you may use separate sheets to provide complete financial information.

Summary of annual turnover for the 03years.i.e.2021-2022, 2022-2023and2023-2024

Financial Year	Annual Turnover (Rs.)
2021-2022	
2022-2023	
2023-2024	
Average Turnover	

Note: In support of submitted information, duly self-attested copies of Balance Sheets /Profit& Loss account statements for last three (03) years must be attached.

Attachments:-

- i) Financial reports for the last three years: balance sheets/profit and loss account statements. List them below and attach copies.
- ii) A statement duly certified by the Chartered Accountant showing the average Financial Turnover of the Tenderer over the last three Financial years 2021-22, 2022-23, 2023-24.

Name of the Chartered Accountant:

Signature & Seal of the Chartered Accountant:

UDIN No:

Ph. No:

Email ID:

Signature & seal of the bidder:

PRE-QUALIFICATION OF BIDDERS

Payment Receipt Details of M/s _____ (firms name)

Name of the Work: Providing consultancy services for Implementation of ISO 45001:2018(OHSMS) Occupational Health and Safety Management Systems & ISO 14001:2015 (EMS) Environmental Management Systems for Cochin Port Authority”

Quotation No.

Details of payment received for the completed similar work (For similar work, please refer Clause No. 1.5 (b)) during the last seven years:-

Sl. No.	Name of Work	Work Order No. and Date	Extension orders to the work order mentioned at column no. 3 if any with order No and date.	Completion certificate No & date	Period of contract as per the Work order	Actual period of contract (including extensions if any)		Final completed Value as per the completion certificate (excl. of GST)	Name and contact details of the client
						From	To		
1	2	3	4	5	6	7	8	9	10
1.									
2.									
3.									

NOTE:

- The bidder has to submit the details of work experience/payments received for the work s executed in Annexure 04 in full duly signed and sealed by the bidder.
- Self-attested photocopies of LOA/work order/agreements showing the awarded contract value for “similar works” and satisfactory Completion Certificates issued by the Client, indicating there reference of LOA/work order/Agreements, value of work order, date of commencement of work, actual date of Completion of works, actual completed Contract Value and completion from client, for the contracts mentioned at Annexure 4 shall be submitted as documentary evidence. The Bidder shall also enclose detailed BOQ with rates and scope of work supporting the LOA/work order/agreements/completion certificates submitted as per Annexure 4.
- Experience certificates of works executed in private sectors / organizations shall be considered on submission of Form 26 AS.
- The works declared by the bidder in Annexure 4 only shall be considered for technical qualification of the bidders. **LOA/Work orders/Agreements other than the ones mentioned in this Annexure 04 shall not be considered for evaluation, even if they have been enclosed along with the technical bid. Bidder shall not have any claim on this account later on.**
- Additional sheets may be used if necessary.

Signature & seal of the bidder

BANK INFORMATION FORE-PAYMENT

1	Name and full address of the Bidder	
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 Bidder	Telephone:
		Mobile:
		Fax:
8	Xerox copy of a cheque should be enclosed	
9	PAN (Xerox copy of Permanent Account Number shall be enclosed)	

Signature & seal of the Bidder

DECLARATION

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

1. 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.
2. 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.
3. 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

(Authorized Signatory)

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

PROFORMA OF BANK GUARANTEE FOR PERFORMANCE GUARANTEE / SECURITY DEPOSIT

(To be executed on non-judicial Stamp Paper of appropriate value)

[The bank, as requested by the successful tenderer, shall fill in this form in accordance with the instructions indicated]

In consideration of the Board of Major Port Authority for Cochin Port, incorporated by the Major Port Authorities Act, 2021 (hereinafter called "The Board" which expression shall unless excluded by or repugnant to the context or meaning thereof be deemed to include the Board of Major Port Authority for Cochin Port, its successors and assigns) having agreed to exempt (Name of the Contractor/s) (hereinafter called the "Contractor") from the demand In consideration of the Board of Major Port Authority for Cochin Port, incorporated by the Major Port Authorities Act, 2021 (hereinafter called "The Board" which expression shall unless excluded by or repugnant to the context or meaning thereof be deemed to include the Board of Major Port Authority for Cochin Port, its successors under the terms and conditions of the Contract, vide Contract No. ----- dated -- -----made between the Contractors and the Board for execution of Bank Guarantee covered under Bid No. ----- dated ----- (hereinafter called "the said contract") for the payment of Security Deposit in cash or Lodgment of Government Promissory Loan Notes for the due fulfillment by the said Contractors of the terms and conditions of the said Contract, on production of a Bank Guarantee for Rs. ----- (Rupees ----- only)we, the (Name of the Bank and Address) (hereinafter referred to as "the Bank") at the request of the Contractors do hereby undertake to pay to the Board an amount not exceeding Rs. ----- (Rupees ----- only) against any loss or damage caused to or suffered by or which would be caused to or suffered by the Board by reason of any breach by the Contractors of any of the terms and conditions of the said contract.

We, (Name of Bank and Name of Branch), do hereby undertake to pay the amounts due and payable under this guarantee without any demur merely on a demand from the Board stating that the amount claimed is due by way of loss or damage caused to or which would be caused to or suffered by the Board by reason of any breach by the Contractors of any of the terms and conditions of the said contract or by reason of the Contractors failure to perform the said contract. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to any amount not exceeding Rs. ----- (Rupees ----- only).

We, (Name of Bank and Name of Branch), undertake to pay to the Board any money 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.

We, (Name of Bank and Name of Branch), further agree with the Board that the guarantee herein contained shall remain in full force and effect during the period that would be taken for performance of the said contract and that it shall continue to be enforceable till all the dues of the Board under or by virtue of the said contract have been fully paid and its claims satisfied or discharged or till the Chief Mechanical Engineer, Cochin Port Authority of the said certifies that the terms and conditions of the said contract have been fully and properly carried out by the said

Contractors and accordingly discharge this guarantee. PROVIDED HOWEVER that the Bank shall be the request of the Board but at the cost of the Contractors, renew or extend this guarantee for such further period or periods as the Board may require from time to time.

We, (Name of Bank and Name of Branch), further agree with the Board that the Board 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 contract or to extend the time of performance by the said contract or to extend the time of performance by the said Contractors from time to time or to postpone for any time or from time to time any of the powers exercisable by the Board against the said Contractors and to forebear or enforce any of the terms and conditions relating to the said contract and we shall not be relieved from our liability by reason of any such variation or extensions being granted to be Contractors or for any forbearance, act or omission on the part of the Board or any indulgence shown by the Board to the Contractors or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

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

It is also hereby agreed that the Courts in Ernakulam would have exclusive jurisdiction in respect of claims, if any, under this Guarantee.

We, (Name of Bank and Name of Branch), lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Board in writing.

Notwithstanding anything contained herein:

Our liability under this Bank Guarantee shall not exceed Rs. ----- (Rupees ----- only);

This Bank Guarantee shall be valid up to -----; and

We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before ----- (date of expiry of Guarantee).

Date:

Place:

For (Name of Bank)

(Name)

Signature

FORM OF AGREEMENT

Agreement No. ... of

Agreement for the work of (Integration of QMS- ISO 9001:2015 with EMS- ISO 14001:2015 and OH&SM ISO-45001:2018 at Cochin Port Authority.

This agreement is made on this day ---- of ----- between the Board of Major Port Authority for Cochin Port commonly known as Cochin Port Authority, a body corporate under the Major Port Authorities Act, 2021 having office at Willingdon Island, Cochin, 682009 represented by its Chief Mechanical Engineer Shri. ----, S/o -----, aged ----- years, residing at -----Village, -----Taluk, ---- District (hereinafter referred to as the Employer which expression shall include his successors, assignees and administrators in the office) of the one part and M/s. ----- represented by Shri. -----, S/o -----, aged --- years, residing at -----Village, ---- Taluk, ----- District (hereinafter referred as “Contractors” which expression shall include their successors, assignees and administrators) of the other part.

WHEREAS the Employer invited tenders for ----- vide Tender No. -----dated -----and the Contractor submitted a tender for the same giving rates subject to the terms and conditions etc. of the tender document.

AND WHEREAS the said tender submitted by the Contractor has been accepted by the Employer vide Work order No. ----- dated-----, issued to the Contractor while accepting their tender.

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

1. The tender submitted by the Contractor for 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, designs, drawings and instructions in writing referred to in the “General Conditions of Contract” and with such materials as are provided for, by and in all other respects in accordance with such conditions is accepted.
2. It is mutually understood and agreed that, notwithstanding that the works has been sectioned, every part of it shall be deemed to be supplementary to and complementary of every other part and shall be read with it or into it.
3. The Contractor agreed to abide by and fulfill all the terms and provisions of the said Conditions of Contract or in default thereof forfeit and pay to the Board the sum of money mentioned in the said conditions.
4. The sum of Rs. ----- (Rupees ----- only) has been deposited by the Contractor with Financial Adviser and Chief Accounts Officer of the Cochin Port Authority as Performance Security 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, if the Contractor fail to commence the work specified in, underwritten memorandum or if the Contractor not deposit the full amount of security deposit specified in, underwritten memorandum otherwise the said sum of Rs. ----- shall be retained by the Board as on account of such security deposit as aforesaid.
5. It is mutually agreed that the tender submitted in its entirety shall form part of this Agreement. Apart from the tender the following shall also form part of the Agreement: (a) The Letter of Acceptance (b) Bill of Quantities (c) Letters exchanged between the Employer and the Tenderer up to the issue of Letter of Acceptance as separately listed and annexed here to and (d) Replies to Pre-bid queries and amendments issued if any.

MEMORANDUM

- a) General description of work : Integration of QMS- ISO 9001:2015 with EMS- ISO 14001:2015 and OH&SM ISO-45001:2018 at Cochin Port Authority.
- b) Estimated cost : Rs. 3,80,000 exluding GST.
- c) Earnest Money Deposit : Rs.7,600/-
- d) Security Deposit : 10% of the total contract value.
- e) Time for commencement of service : ----- from the date of LoA.
- f) Contract period : .
- h) Schedule, specifications, conditions, drawings etc. : As per the tender document.

IN WITNESS WHEREOF THE CONTRACTOR hereunto set his hand and seal on behalf of M/s ----- and on behalf of the Board of Major Port Authority for Cochin Port, the CHIEF MECHANICAL ENGINEER has set his hand and seal and common seal of the Board of Major Port Authority for Cochin Port has been hereunto affixed the day and year first written above.

CONTRACTOR

Signed, sealed and delivered

By Shri. ----- M/s -----
(Common Seal of the Firm)

Signed and affixed seal in the presence of :

- 1. Signature with address :
- 2. Signature with address :

Signed, sealed and delivered by the Chief Mechanical Engineer,
Cochin Port Authority on behalf of Board of Major Port Authority for Cochin Port

EMPLOYER

Signed and affixed the common seal of Board of Major Port Authority for Cochin Port in the presence of:

- 1.
- 2.

SECTION-II

PRICE SCHEDULE (BILLOFQUANTITIES)

Name of Work: “Providing consultancy services for Implementation of ISO 45001:2018 (OHSMS) Occupational Health and Safety Management Systems & ISO 14001:2015 (EMS) Environmental Management Systems for Cochin Port Authority.”

Price Schedule (Bill of Quantities)

Name of Work: Integration of QMS- ISO 9001:2015 with EMS- ISO 14001:2015 and OH&SM ISO-45001:2018 at Cochin Port Authority.

Sl. No	Description	Unit	Qty	Rate	Amount Excl. GST)	Applicable % of GST
A	B	C	D	E	F	
1	Completion of gap analysis and submission of report with action plan for implementation of ISO 45001:2018 & ISO 14001:2015 certification.	LS				
2	Completion of ISO 45001:2018 & ISO 14001:2015 certification Management briefing –in English for Top Management					
	Completion of (ISO 45001:2018 & ISO 14001:2015) certification Awareness –for Implementation Team in batches as required.					
3	On completion of (ISO 45001:2018 & ISO 14001:2015) certification –Auditors Training and issue certificate for trained Auditors- in batches as required.					
4	Create Manual, Procedures, Work Instructions, Forms and Records in integration with existing QMS, EMS & OHSMS					
5	Facilitation of Internal Audits and Management meetings and actions.					
6	Completion of third party certification audit and post audit action if any					
7	Preparation of COTO Register, Aspect Register, Hazard Register, Risk Register, Legal Register & Climate Action Change Format					
8	Documentation of Apex Manual, Procedure Manual, WI, SOPs, OCPs, Management plan & EMPs					
	Total (Excl. GST)					

Note:

1. The rates quoted shall be inclusive of transportation, lodging and boarding, but exclusive of GST. Applicable GST shall be paid extra as applicable.
2. The bidder shall indicate the applicable GST rate.
3. The Evaluation will be done on grand total excluding GST for deciding about the L1bidder.
4. In case of discrepancy in the rates quoted in figures and words, the rates quoted in words shall prevail.

Sign and Seal of the Bidder

