

**COCHIN PORT AUTHORITY**

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Tender No: :T10/T-1966/2022-C

**Name of Work: Conducting Geotechnical Investigations for the proposed Shed for GoI in the developed land at South End of W/Island in Cochin Port**

**SCHEDULE - "I"**

**CHECKLIST OF DOCUMENTS**

Name of the Vendor:				
Sl. No.	Clause Ref.No.	Description of Document	Whether submitted by the Tenderer (Yes/No)	Remarks
1	Cl. No. 4 of Instruction to Bidders	Cost of Tender Document of Rs. 840/- in the form of DD/BC drawn in favour of FA&CAO, Cochin Port Trust payable at Cochin.		
2	Cl. No. 16.1 of Instruction to Bidders	EMD of Rs.12,000/- in the form of Demand Draft or Banker's Cheque drawn in favour of Financial Adviser & Chief Accounts Officer, CoPA from any Nationalised Bank/ Scheduled Bank in India		
3	Cl. No.20.1(a) of Instruction to Bidders	Letter of Submission as per <i>Annexure – 1</i>		
4	Cl. No. 20.1(e) of Instruction to Bidders	Power of Attorney (in original) in favour of signatory/s to the Tender, duly authenticated by Notary Public as per <i>Annexure - 2</i>		
5	Cl. No.20.1(f) of Instruction to Bidders	Details of experience as per <i>Annexure 3a &amp; 3b</i> and Certificates in proof of experience in similar works as detailed under cl.12 of instruction to bidders.		
6	Cl. No. 20.1(g) of Instruction to Bidders	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		
7	Cl. No. 20.1(g) (1) of Instruction to Bidders	Audited financial statements viz., profit and loss account and balance sheet etc. to substantiate the average annual financial turnover during the last 3 financial years ending 31 <sup>st</sup> March 2020 as detailed under clause 12 of instruction to bidders.		
8	Cl. No. 20.1(h) of Instruction to Bidders	Form of Bid duly signed and sealed		
9	Cl. No. 20.1(i) of Instruction to Bidders	Bid document including all Addenda/Corrigenda duly signed and sealed.		
10	Cl. No. 20.1(j) of Instruction to Bidders	Partnership deed or Memorandum and Articles of Association of the company and Registration certificate of the company as the case may be.		
11	Cl. No. 20.1(k) of Instruction to Bidders	Copies of EPF ,ESI,PAN and GST registration		
12	Cl. No. 20.1(l) of Instruction to Bidders	Documentary proof of NSIC registration, if applicable		
13	Cl. No. 20.1(m) of Instruction to Bidders	Detailed method statement (Technical Note) for carrying out of the works (vide <i>Annexure – 5</i> ).		
14	Cl. No. 20.1(n) of Instruction to Bidders	List of Plant and equipment proposed to be engaged for work. ( vide <i>Annexure-6</i> ).		
15	Cl. No. 20.1(o) of Instruction to Bidders	Declaration as per <i>Annexure -7</i>		
16	Cl. No. 20.1(p) of Instruction to Bidders	Bank information for e- Payment system as per <i>Annexure -8</i>		
17	Cl. No. 20.1(q) of Instruction to Bidders	Details of litigation history, blacklisting etc. of the Bidder as per <i>Annexure-9</i>		
18	Cl. No. 20.1(r) of Instruction to Bidders	Undertaking regarding EPF & ESI Registration as per <i>Annexure-10</i>		
19	Cl. No. 20.1(s) of Instruction to Bidders	Details of laboratory facilities available with the tenderer at Cochin, together with particulars of available equipments/machinery for use on the works. In case, the tenderer proposes to utilize services of laboratories not owned by him, documentary evidence from these laboratories indicating that the services as required will be made available for the works		

Note: All the documents submitted by the tenderer shall be neatly bound / filed and page numbered or properly marked. Tenderer is required to mention relevant page numbers / marking of his offer while filling up the above format.