

## COCHIN PORT AUTHORITY

www.tenderwizard.com/CPT

**Instructions to Bidders: Please Complete all the Highlighted Cells before submission**

SCHEDULE – “I”

## CHECKLIST OF DOCUMENTS

Tender No:		T10/T-1992/2023-C	Dated: 18-05-2023	
Tender Description :		DEVELOPING AND UPGRADING THE EXISTING WAREHOUSE AT NORTH END OF W/ISLAND IN COCHIN PORT TO A GREEN WAREHOUSE		
			Name of the Vendor:	
Sl.No	Cl. No	Description of Document	For documents submitted, mark(Yes/No)	Remarks
1	Cl. No.4 & Table 3 of Notice Inviting Tender	<b>Cost of tender Document: Rs.23600/-</b> (Rs. 2000/- + GST @18%) furnished in the form of Demand Draft /Banker’s cheque drawn in favour of the Financial Adviser & Chief Accounts Officer (FA & CAO), CoPT, payable at Kochi, being the cost of single copy of the tender document		
2	Cl. No. 16.1 & Table 3 of Notice Inviting Tender	<b>Earnest Money Deposit : Rs.3,49,000/-</b> shall be furnished either through Demand Draft / Pay Order / Banker’s Cheque drawn in favour of Financial Adviser & Chief Accounts Officer, COCHIN PORT AUTHORITY (CoPA), payable at Kochi, from any Nationalised Bank/ Scheduled Bank operating in India.		
3	Cl. 20.1 (a) of Instruction to Bidders	Letter of Submission of Proposal as per <b>Appendix - I</b>		
4	Cl. No. 13 of Notice Inviting Tender	Documentary proof for MSME registration, if any		
5	Cl.20.1(e) of Instruction to Bidders	Duly executed Power-of-Attorney, in original, for signing the Bid duly authenticated by Notary Public as per <b>Appendix - II</b>		
6	Cl.20.1(f) of Instruction to Bidders	Details of experience as per <b>Annexures -IIIa &amp; IIIb</b> and Certificates in proof of experience in Similar Works as detailed under Clause 12 of Instructions to Tenderers		
7	Cl.20.1(g) of Instruction to Bidders	A statement duly certified by Chartered Accountant showing the Average Annual Financial Turnover of the tenderer over the last three financial years ending 31st March 2022 as per <b>Annexure-IV</b> supported by Audited Financial statements for the last three years		
8	Cl.20.1(h) of Instruction to Bidders	Form of Bid duly signed and sealed		
9	Cl.20.1(i) of Instruction to Bidders	Bid document including all Addenda / Corrigenda duly signed and sealed		

10	Cl.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.20.1(k) of Instruction to Bidders	Copies of EPF ,ESI,PAN and GST registration		
12	Cl.20.1(l) of Instruction to Bidders	Documentary proof for NSIC registration, if applicable.		
13	Cl.20.1(m) of Instruction to Bidders	A detailed Method Statement (Technical Note) for carrying out of the works as per <i>Annexure-V</i> .		
14	Cl.20.1(n) of Instruction to Bidders	A list of Plant and equipment proposed to be engaged for the work as per <i>Annexure-VI</i> .		
15	Cl.20.1(o) of Instruction to Bidders	Declaration as per <i>Annexure VII</i>		
16	Cl.20.1(p) of Instruction to Bidders	Bank information for e- Payment system as per <i>Annexure-VIII</i>		
17	Cl.20.1(q) of Instruction to Bidders	Details of litigation history, blacklisting etc. of the Bidder as per <i>Annexure-IX</i>		
18	Cl.20.1(r) of Instruction to Bidders	Integrity Pact duly signed as per <i>Annexure-X</i>		
19	Cl.20.1(s) of Instruction to Bidders	Undertaking regarding EPF & ESI Registration as per <i>Annexure-XI</i>		
20	Cl.20.1(t) of Instruction to Bidders	Details of the IGBC Accredited professional/consultant proposed to be engaged for the project including Accreditation certificate and details of Experience certificates		
<b>Note: All the documents submitted by the Bidder shall be page numbered. Bidder is required to mention relevant page numbers of his offer while filling up the above format.</b>				