

TENDER FOR PROVIDING TROLLEY MANAGEMENT SERVICES AT COCHIN INTERNATIONAL AIRPORT

CIAL/COML/ADMN 129/2025

30th Apr 2025

Sealed Pre-Qualification documents are invited on behalf of Cochin International Airport Limited (CIAL) for providing trolley management services in the terminals and city side area of Cochin International Airport. Interested and eligible agencies may apply for prequalification.

Tender Particulars

Tender Reference	CIAL/COML/ADMN 129/2025 dated 30 th Apr 2025
Agency Inviting the Tender	Cochin International Airport Limited (CIAL)
Name of the Tender	Tender for Providing Trolley Management Services at Cochin International Airport
Last date to submit documents for Prequalification	17:00 Hrs on 19 th May 2025
Contact Person	Mr. Manoj P Joseph– Deputy General Manager (Commercial) Phone: 0484-2610115; Extn. 2274,3507 email: jithin.paul@cial.aero

General Specifications

1. Detailed scope of work regarding the contract will be issued separately along with respective tender document to the Pre-qualified bidders.
2. The successful bidders have to obtain valid Security clearance from the Bureau of Civil Aviation security (BCAS) after the award of contract.
3. The successful bidder shall comply with the provisions of all applicable labour enactments during the currency of the contract.
4. CIAL reserves the right to modify/amend the tender conditions without assigning any reason thereof. The decision of the Managing Director in the matter shall be final and binding on the bidders.
5. The Bidders shall fill out the form attached as Annexure 1 and submit the same along with documents required for pre qualifications as specified below.

Pre-Qualification Criteria

Agencies meeting the following criteria will be eligible for pre-qualification for the Trolley Management contract at CIAL:

- a) Experience: Minimum 3 years' experience in trolley retrieval /facility management services* at an airport, shopping malls or equivalent high-footfall public places.
- b) The bidder shall have a minimum annual turnover of Rs 3 crores in any one of the last 3 financial years.
- c) Must have successfully executed at least one contract of a similar nature (as specified in (a)), with a minimum annual contract value of Rs 50 lakhs in the last 5 years and a minimum tenure of two consecutive years.
- d) The bidder shall have GST, PF & ESI registration.
- e) The bidder should not be blacklisted by any airports, Government organizations or Public Sector undertaking.

*Here, Facility Management services include activities like Housekeeping & Conservancy services, Security Services and Building maintenance services only.

Note

Tender documents shall be issued only to prequalified agencies. Agencies are required to provide the following documents for pre-qualification. Agencies need to submit documents in the below order with index and tags for easy reference. Only the documents mentioned below needs to be submitted.

Sl No	Description of the Document	Label to be indicated on the document
1	Brief profile of the bidder	Doc 1
2	Copy of Certificate of Incorporation/Partnership deed/Trust deed	Doc 2
3	Copy of PAN and GST certificate	Doc 3
4	Copy of PF & ESI registrations	Doc 4
5	Certificates from clients to prove three-year experience in providing trolley retrieval /facility management services at an airport, shopping malls or equivalent high-footfall public places like hospitals/IT parks etc.	Doc 5
6	Chartered Accountant's certificate to prove turnover of Rs 3 crores in any one of the last three financial years	Doc 6

7	Audited balance sheet and P&L for the last 3 financial years	Doc 7
8	Purchase Order/Work order issued by agencies for trolley retrieval /facility management services with a minimum annual contract value of Rs 50 lakhs in the last 5 years and a minimum tenure of two consecutive years. Respective satisfactory completion certificate also to be submitted.	Doc 8
9	Agencies with existing/earlier contracts at CIAL have to submit a certificate from CIAL HR department confirming statutory labour provision compliance of ESI, PF and Minimum wages.	Doc 9
10	Agencies not having contracts at CIAL have to submit a certificate from clients for which contract copies are being submitted as per clause (8) above confirming statutory labour provisions compliance with ESI, PF and Minimum wages.	Doc 10
11	Self-certification to show that the bidder has not been blacklisted by any airports, Government organizations or Public Sector undertaking.	Doc 11

The last date of Submission of supporting documents for Pre- qualification is 19th May 2025. Interested agencies may submit their applications for prequalification to the Managing Director, Cochin International Airport Ltd, Kochi Airport PO, Nedumbassery, Kerala – 683111, along with the necessary supporting documents.

For any further details Contact Dy. General Manager (Commercial) @ 0484-2610115 Extn: 2274,3507 or jithin.paul@cial.aero.

Annexure I

APPLICATION FOR PRE-QUALIFICATION

(on the letterhead of the Bidder)

Name of the Bidder :

Constitution (please tick) : Company/Partnership Firm/ Trust/
Proprietorship

Full Address of the Bidder :

Pre-Qualification applied for : Trolley Management Services

Turnover :

Year	Turnover in crores*
2021-22	
2022-23	
2023-24	
2024-25	(if accounts are finalized)

*Data for three consecutive years to be submitted

Name & Designation of :
contact person

Tel. No/ Mob. no. :

E-Mail :

Signature of the Authorized Signatory of the Bidder