

OFFICE OF THE DEPUTY DIRECTOR GENERAL, UIDAI, R.O. MUMBAI,
MTNL EXCHANGE BUILDING, CUFFE PARADE, MUMBAI-400005

1/2-17/2019-Admin

Date: 01.04.2020

NOTICE INVINTING E-TENDER

**NOTICE FOR INVINTING e-TENDER FOR HIRING OF VEHICLES FOR ONE YEAR For use of O/o
The DDG, UIDAI, R.O. Mumbai, Cuffe Parade, Mumbai 400005**

The DDG, UIDAI, R.O. Mumbai, Cuffe Parade, Mumbai 400005, for and on behalf of Unique Identification Authority of India, invites e-procurement sealed tenders **UNDER TWO BID SYSTEMS** for the hiring of 6 vehicles with driver on a monthly basis and also on daily hire basis for a period of one year from the commencement of the contract. The details of the same can be downloaded from the CPP Portal ([URL:https://eprocure.gov.in](https://eprocure.gov.in))

Period of hiring: one year (effective from awarding of the contract)

Bid Security Declaration :- The bidders participating in the tendering process has to sign a Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the entity that invited the Bids. The declaration needs to be submitted to “UIDAI Regional Office, Mumbai”. This is as per the provisions of Rule 170 (iii) of GFR, 2017.

Tender Cost:- Rs. 100/- (Rs. One Hundred only)- physically in the form of demand draft / Pay Order drawn in favor of “UIDAI Regional Office, Mumbai” has to be deposited to UIDAI, RO, Mumbai before opening of the bid along with BID SECURITY DECLARATION .

Data Sheet:-

Tender No. and date	1/2-17/2019-Admin dated 01.04.2020
Tender Publishing Date & Time	22.06.2020 (18.00 hrs)
Document Download Start Date	22.06.2020 (18.00 hrs)
Pre Bid Conference Date, Time & Venue	02.07.2020, (15.00Hrs) Conference Hall, UIDAI Regional Office, Cuffe Parade Mumbai – 400005
Bid Submission Closing Date & Time	10.07.2020 (15.00 hrs)
Bid Opening Date & Venue of the Technical Bid/Tender	13.07.2020, (15.00 Hrs) Conference Hall, UIDAI Regional Office, Cuffe Parade Mumbai – 400005

Bid Opening Date & Venue of the Financial Bid/Tender	To be intimated later.
Language of Bid Submission	Should be submitted in English Only.
Currency	Currency in which the bidders may quote the price is INR only.

1. **Note:** (i) All the details regarding the subject tender are available on our websites <https://uidai.gov.in> & Central Public Procurement Portal <https://eprocure.gov.in>. Any change/modification in the Tender, Enquiry will be intimated through above Websites only. Bidders are therefore, requested to visit above websites regularly to keep themselves updated. (ii) Manual bids will not be accepted. (iii) For submission of e-bids, bidders are required to be registered themselves with eprocure.gov.in website along with class III or class II digital signature certificate issued by any certifying authority recognized by CCA India (e.g. SIFY/TCS/n Code/eMudhra etc) (iv) Bid Security Declaration in favor of **“UIDAI Regional Office, Mumbai”** has to be submitted before end date of bid submission, failing which offer will be liable for rejection. Bidders, however have to attach scanned copies of Bid Security Declaration along with their e-tender. On acceptance of bid, the service provider has to submit performance guarantee of an Amount equivalent to **10%** of the value of the entire period of the contract in the form of Bank Guarantee from a nationalized Bank drawn in favour **“UIDAI Regional Office, Mumbai”**.

The interested vendors/vehicle providers who comply with the terms and conditions of this tender notice may submit their bids under two bid systems for the subject service on CPP portal (www.eprocure.gov.in). Which will be e-processed by the department. The schedule of the subject e-tender is mentioned above.

The DDG, UIDAI, R.O. Mumbai, Cuffe Parade, Mumbai 400005, reserves the right to accept or reject any or all tenders without assigning any reasons thereof. In case any dispute of any kind and in any respect whosoever, the decision of The DDG, UIDAI, R.O. Mumbai shall be final and binding.

Yours faithfully,

(Dr. Amar Bhadange)

Mo:9987778081

(Dy. Dir., UIDAI, RO, Mumbai)

Copy to:-

- Assistance Director General (Admin) UIDAI, R.O. Mumbai: for uploading the tender notice on UIDAI And CPPP websites
- Notice Board

OFFICE OF THE DEPUTY DIRECTOR GENERAL, UIDAI, R.O. MUMBAI,
MTNL EXCHANGE BUILDING, CUFFE PARADE, MUMBAI-400005

No.1/2-17/2019-Admin

Date : 01.04.2020

E-TENDER NOTICE

Notice for Inviting E-Tender For Hiring of Vehicles for One Year In The Office of The Deputy Director General, UIDAI, R.O. Mumbai, MTNL Exchange Building, Cuffe Parade, Mumbai-400005

The Office of The Deputy Director General, UIDAI, R.O. Mumbai, MTNL Exchange Building, Cuffe Parade, Mumbai-400005 for and on behalf of Unique Identification Authority of India invites e-tender under two bid system for hiring of 6 vehicles along with drivers on a monthly and daily hire basis for one year from the commencement of the contract.

The detailed terms and conditions is enclosed as **Annexure-“A”** to this tender notice. In case of any query, you may contact Deputy Director, (**Mo:9987778081**) UIDAI, R.O. Mumbai, MTNL Exchange Building, Cuffe Parade, Mumbai-400005 on any working day during office hours on or before **10.07.2020** (before 15.00 Hrs) The tender details can be downloaded from the official website of UIDAI, <https://uidai.gov.in> & Central Public Procurement Portal <https://eprocure.gov.in>

E-tendering Process:-

The tender is invited in two covers i.e. **1)** Technical bid/Qualifying bid and **2)** Financial Bid. The e-tender form for technical bid and financial bid as prescribed in **Annexure “B”** and **Annexure “C”** respectively, duly completed in all respect shall be submitted online on www.eprocure.gov.in on or before **10.07.2020** (15.00 hrs) in separate files addressed to The Deputy Director, UIDAI, R.O. Mumbai, MTNL Exchange Building, Cuffe Parade, Mumbai-400005. The Technical/Qualifying bid shall be opened by the e-tender Committee on the schedule date.

Submission of bids:-

Bids have to be submitted online through e-tender website i.e. www.eprocure.gov.in before the scheduled date & time. Bids shall remain valid for 90 days from the date of opening of the bid. Bidders should submit the Technical as well as Financial bids through e-tendering portal only. Scanned copies of all relevant documents should be attached with the bid. Bids submitted by Courier/Post/in- person shall not be accepted in this tender. Instructions for online bid submission is enclosed in **“ANNEXURE-D”**

Bid Security Declaration :-

Bid Security Declaration have to be submitted online through e-tender website i.e. www.eprocure.gov.in before the scheduled date & time in favour of “**UIDAI Regional Office, Mumbai**” as prescribed in **Annexure “E”**. Further the original copy of the same should reach this office along with bid documents in sealed envelope prior to end date of the submission of the tender. On acceptance of bid, the service provider has to submit performance guarantee of an amount equivalent to 10% of the value of the entire period of the contract in the form of Bank Guarantee from a Nationalized Bank drawn in favour “**UIDAI Regional Office, Mumbai**”.

The parties, who wish to be present at the time of opening of e-tender/e-quotation, may represent themselves or authorize their representatives with an authority letter. Vehicles offered for services may also be required to shown to find out condition thereof after opening of Technical Bid. The Financial Bids of only those bidders shall be opened whose technical bids are qualified. The format of the “Technical Bid” and “Financial Bid” are enclosed as **Annexure “B” & Annexure “C”** respectively. The said format is available on the official website of UIDAI <https://uidai.gov.in> & Central Public Procurement Portal <https://eprocure.gov.in>

The interested bidders/vehicle providers who comply with the terms & conditions of this tender notice may submit their bids under two bid systems for the subject service on CPP portal (www.eprocure.gov.in), which will be e-processed by the department. The schedule of the subject e-tender is mentioned above.

The Deputy Director General, UIDAI, R.O. Mumbai, MTNL Exchange Building, Cuffe Parade, Mumbai-400005 reserves the right to accept or reject any or all tenders without assigning any reasons thereof. In case any dispute of any kind and in any respect whosoever, the decision of the DDG, UIDAI, R.O. Mumbai shall be final and binding.

Yours faithfully,

(Dr. Amar Bhadange)
(Dy. Dir., UIDAI, RO, Mumbai)

Copy to:-

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ANNEXURE – “A”

ELIGIBILITY CRITERIA:

1. The bidders should be having adequate experience of three years in last five years in this field for provision of vehicle in Mumbai/MMRDA area. He should provide experience certificate or contract letters of the Corporate & Government/Semi Govt. Organizations of at least three years in last five years.
2. He should also have a minimum turnover of Rs. 50 Lakhs per annum in last three years.
3. He should be registered under a Shop & Establishment License, GST & PAN. The Registered Office of the Firm/Agency should be located in Mumbai Metropolitan Region Development Authority (MMRDA) area.
4. The tender shall be enclosed by BID SECURITY DECLARATION in favour of, “**UIDAI Regional Office, Mumbai**”. Tender without BID SECURITY DECLARATION will not be processed further. On acceptance of bid, the service provider has to submit performance guarantee of an Amount equivalent to 10% of the value of the entire period of the contract in the form of Bank Guarantee from a nationalized Bank drawn in favour “**UIDAI Regional Office, Mumbai**”.
5. The vehicles should be in very good condition and should not be more than two years old during the entire period of the contract.
6. He should have the capacity to provide all the vehicles mentioned in the Tender Notice.

TERMS AND CONDITIONS:

1. The contract for providing vehicles on monthly and daily basis will be given to the lowest bidder (monthly + daily quoted price) as per the evaluation criteria (Lowest OCRI) defined in “Annexure C” (financial bid) while meeting all the terms and conditions given in the tender document.

2. Type of the vehicles required to be supplied on monthly basis:

Sr. No.	Type of vehicles	No. of vehicles	Category /Terms of use
1.	Premium Segment (Honda City/Maruti SX4/Maruti Ciaz/Skoda or any other equivalent vehicle)	01	2500 kms and 25 days up to 300 Hrs, a month
2.	Middle Segment (Maruti Swift Dzire/Etios or any other equivalent vehicle)	05	2500 kms and 25 days up to 300 Hrs, a month

3. The contract shall commence from the date of consent of the firm to the terms and conditions. Initially, the contract will be for one year and may be renewed in writing for a further period of two year on year to year basis, if performance/services are found satisfactory on review after one year. The contract so awarded can be terminated by the Office of the Unique Identification Authority of India at any time without any notice or conveying any reason therefore.
4. The service provider should be duly registered with concerned Central/State Govt. authorities and should be a well-established Taxi agency/firm (hereinafter referred to as the "agency/firm"). Such vehicle providers should also submit details of other such Govt. Organizations/semi Govt. Organization to which they have extended similar service in the recent past as well as the present.
5. LPG Cylinders should not be used for running the vehicle in any case.
6. The vehicles shall be for exclusive use of this office and should not be used by the service provider for any other purpose.
7. The vehicle shall be made available on all days including Saturday, Sunday & Holidays, if required.
8. The service provider should have sufficient numbers of the vehicles and drivers with them. In case of break-down of vehicle or non-availability of driver at any time, the firm shall provide substitute vehicle/ driver or the case may be. Substitute Vehicles to be provided should be registered in the name of service Provider.
9. The rate quoted should be for a commercially registered vehicle and the vehicles to be hired should not be more than 2 years old during the entire period of the contract and shall be in proper running condition. The vehicles should be kept in neat, clean and in perfect running condition with clean interiors and proper upholstery.
10. The service provider shall provide dedicated vehicles and drivers and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of

break-down of vehicle/non-availability of driver. The driver should be having Transport License, with a minimum of 5 years' experience and their antecedents should be duly verified by Police authorities, at the instance of the service provider.

11. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, O/o The DDG, UIDAI, R.O. Mumbai, Cuffe Parade, Mumbai 400005, to whom the vehicle has been provided, would have a right to hire a vehicle from the market and the additional cost incurred by O/o The DDG, UIDAI, R.O. Mumbai, Cuffe Parade, Mumbai 400005 will be borne by the service provider.
12. The service provider would ensure that the drivers employed have valid driving license and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. from time-to-time. The driver shall observe all the etiquettes and protocol while performing his duty & shall be neatly dressed in proper uniform.
13. The drivers employed along with the vehicle should satisfy the following conditions:
 - i) The service provider shall provide name and addresses of the drivers.
 - ii) Drivers should have minimum 5 years of experience of driving. They should have vehicle Transport Licenses for driving passenger vehicles on hire. They should also not be involved in more than two punch or challan for negligent driving.
 - iii) The driver(s) shall observe all the etiquette and protocol while performing duty. Driver should wear the prescribed uniform i.e. Light blue shirt with navy blue trousers and black shoes for which no separate payment shall be made by this office.
 - iv) Drivers should be well versed with the roads and the places in Mumbai City and should have experience in city driving.
 - v) Once a driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.
 - vi) Driver should be provided with a mobile phone. They should carry a mobile phone in working conditions for which no separate payment shall be made by this office.
 - vii) Driver should be decent and well behaved and should not have any criminal Cases against him and should not have any past history of accidents.
 - viii) Car should be kept clean and odor free, and suitable for official use.
14. In case of vehicle breakdown, a substitute vehicle shall be provided by the service provider immediately. In case vehicle does not report within a reasonable

time or does not report at all, the Department would have the right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.

15. The vehicle should be registered with the concerned authority of Central/State Govt. The agency/firm should have adequate contact number of telephones/mobiles round the clock.
16. O/o The DDG, UIDAI, R.O. Mumbai, Cuffe Parade, Mumbai 400005 reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.
17. The billing will be done on monthly basis to O/o The DDG, UIDAI, R.O. Mumbai, Cuffe Parade, Mumbai 400005 to whom the vehicle has been hired and the bills will be submitted in triplicate by first week of the succeeding month along-with copy of the ECS mandate form duly certified by the Bank.
18. ***Compensation/recovery clause on account of variation in fuel prices on quarterly basis:-*** To take care of price variation in fuel/Diesel, the price compensation/recovery will be as per the following formula:

$$\% \text{ Compensation/recovery} = (F1/F0 - 1) * 100 * 0.20$$

- Where F1 is the minimum price of fuel/Diesel cost during the month to which the bill will relate.
- F0 is diesel cost: as on the Tender opening date.
- -/+ indicates recovery and compensation respectively.
- % compensation/recovery will be on the accepted rates for premium/middle segment of vehicles as indicated.

(Note : if there is decrease in Fuel Price, Formula will indicate negative figure which means the deduction shall be done from the bill.)

19. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in format as per the Government's instructions. The log book shall be submitted to the Section Officer in-charge in the office of the DDG, UIDAI RO Mumbai, regularly for scrutiny in respect of the vehicles. The time and mileage shall be taken into account from the reporting point.
20. Financial bids of only those service providers would be opened, who have qualified in respect of the technical bids.
21. Once the hiring of vehicles commences from a particular service provider, the vehicles and the drivers should not be changed unless so requested by O/o the DDG,

UIDAI RO Mumbai to whom the vehicle has been hired. The vehicle must be available at any time of the day as desired by O/o DDG, UIDAI RO Mumbai.

22. On awarding of the contract, the service provider has to furnish certified copies of RC books in respect of all hired vehicles to O/o The DDG, UIDAI, R.O. Mumbai, Cuffe Parade, Mumbai 400005.
23. O/o. The DDG, UIDAI, R.O. Mumbai, Cuffe Parade, Mumbai 400005, shall be liable to pay the hiring charges only in respect of the Vehicles hired. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil, parking charges and any other incidental expenses shall be borne by service provider.
24. They should provide their GST Registration Certificate number/receipts for payments of GST for last two years, PAN card and Shop & Establishment License. Service Provider should also submit CA certificate and/or audited copies of Balance sheet and profit & loss account for the past three years.
25. In case of officers transfers / postings the requirement of vehicles on monthly basis may reduce for specific period or till the contract exists. The payment will be made according to actual uses.
26. **Penalty Clause**

Penalty shall be levied on the Vendor, for the deficiency in services and/or violation of terms & condition of service under the Arrangement in the following manner:

Sr. No	Problem	Penalty	Remarks
i)	Late arrival a) By 30 Minutes and multiple thereof b) 30 Minutes and beyond or does not turn up	a) Rs. 100 b) Rs. 300	The officer concerned, depending upon the urgency, can hire a taxi for the day to reach the destination, payment of which shall be borne by the Vendor within 48 hours of such incidence. If the Vendor fails to meet this obligation, an amount equivalent to one day hiring (i.e. 1/30th) will be deducted from the bill in addition to the penalty specified.
ii)	a) Failure to provide alternative arrangement within two hour of vehicle breakdown. b) Failure to provide vehicle for whole day in monthly option.	a) Rs. 500/ b) Rs. 1000/-	The officer concerned, depending upon the urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the Vendor within 48 hours of such incidence. If the Vendor fails to meet this obligation, an amount equivalent to one day hiring (i.e. 1/30 th) will be deducted from the bill in addition to the penalty specified.
	Non Functioning of AC in Taxi	Rs. 500/- per Day	The user officer should mention in Log Sheet

iii)			regarding Non functioning of AC.
iv)	Unclean Vehicle or seat covers/smell in the vehicle	a)Rs. 100/- for the 1st day b)Rs. 200/- per day for 2 nd consecutive day and beyond	The user officer should mention in Log Sheet or through written complaint to ADG(Admin), UIDAI, RO, Mumbai.
v)	Irregularities such as overwriting forged entries etc. in the duty slips (to be maintained in prescribed format)	a) Rs. 500/-	On each occasion
vi)	Changes of vehicle/driver without prior intimation of UIDAI office & officers to whom vehicle is attached.	a)Rs. 500/-	i) On each occasion ii) Removal of driver and/or vehicle from the fleet on more than three instances. In addition to the above, in case of vehicle change more than once in a month in respect of a particular user/officer, amount equivalent to one day hiring charges (i.e. 1/30 th) will be deducted for each unauthorized change.
vii)	Driver's behavior and poor knowledge about route of Mumbai.	a) Rs. 100/- per day	Driver to be changed by the Vendor.
viii)	Failure to provide vehicle on daily basis/ on request.	Rs. 1000/-	On each vocation
ix)	Non-compliance of any other terms & conditions.	a) Rs. 500/- for Instance b) Rs. 1000/- on 2 nd instance	For each violation per vehicle.
x)	Driver's Misbehavior such as abusing, physical intimidation or similar with the user or under the influence of any intoxicant.	Immediate replacement of Driver	
xi)	Excess claim of mileage.	Rs. 1000/- on 1 st instance Rs. 5000/- on 2 nd Instance	Termination of vehicle on 3 rd instance
xii)	Meter tampering resulting in fast meter.	Rs. 1000/- on 1 st instance Rs. 5000/- on 2 nd instance	Termination of vehicle on 3 rd instance

27. In case of an accident, any and all the claims and damages arising there from shall be met by the service provider. The service provider shall undertake to indemnify the

Department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. This office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the service provider.

28. The service provider will comply with the Labour Laws in force and all liabilities in this connection will be theirs.
29. The Department will not be under any obligation, legal or otherwise, to provide any employment to any of the personnel of the service provider during or after the expiry of the hire period. The Department recognizes no employer-employee relationship between the Department and the personnel deployed by the service provider. The Department shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider during the course of hire.
30. The contract between The DDG, UIDAI, R.O. Mumbai, Cuffe Parade, Mumbai 400005 and the service provider can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated.
31. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by The DDG, UIDAI, R.O. Mumbai, Cuffe Parade, Mumbai 400005, whose decision shall be final and conclusive.
32. No additional terms & conditions over and above the conditions stipulated above shall be entertained by The DDG, UIDAI, R.O. Mumbai, Cuffe Parade, Mumbai 400005.
33. In case of any dispute of any kind and in any respect whatsoever, the decision of DDG, UIDAI, R.O. Mumbai, Cuffe Parade, Mumbai shall be final and binding.
34. On acceptance of bid, the service provider has to submit performance guarantee of an Amount equivalent to 10% of the value of the entire period of the contract in the form of Bank Guarantee from a nationalized Bank drawn in favour "UIDAI, Regional Office, Mumbai".
35. Technical bid shall not mention any financial matters such as amount quoted per month etc. upon observance of any such mention in the Technical Bid, the tender will be summarily rejected.
36. The Service Provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of

accident injury to the person or damages to the property of any member of the public or any person or in.

37. All expenses relating to salary and allowances of the driver shall be borne by the Service Provider. Like-wise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.

38. Executing the work or otherwise and against all claims and demand thereof. This office reserves the right to accept or reject any tender, even the lowest one, without assigning any reason thereof. Further, this office reserves the right to scrap the entire tender process at any stage without assigning any reasons thereof.

39. Arbitration:

All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. "The provisions of the Arbitration & Conciliation Act, 1996 shall be applicable".

40. Rollover of unused kilometers:

Shortage in utilizing the contractual 2500 Kms per month in any particular month will be adjusted over a period of subsequent three months but within the contract period.

41. AGREEMENT

The Agency shall enter into contract with UIDAI, RO, Mumbai as soon as decision in this regard is taken on non-judicial stamp paper of Rs.100/- (Rs. One Hundred Only).

42. PARTIES

The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and the Office of the Unique Identification Authority of India, Regional Office, Mumbai.

43. ADDRESSES

For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Office of the Unique Identification Authority of India, Regional Office, 7th Floor, MTNL Exchange Building, G. D. Somani Marg, Cuffe Parade, Mumbai-400005. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

44. SIGNING OF TENDER

44.1 Individual signing the tender or other documents connected with contract

must specify whether he signs as:-

- i) "Sole proprietor" of the Concern or constituted attorney of such sole proprietor.
 - ii) Partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
 - iii) Director or principal officer duly authorized by the Board or Directors of the Company, if it is a Company.
- 44.2 In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- 44.3 In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
- 44.4 A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the Office of the Unique Identification Authority of India may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- 44.5 The tenderer should sign and affix his/his firm's stamp at each page of the tender and all its Annexures as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT.**

45 FORCE MAJEURE

When an extraordinary event or circumstances beyond the control of the parties, such as war, strike, riot, crime, or an event described by the legal term "act of God" (such as flooding, earthquake, or volcanic eruption), prevents on or both parties from fulfilling their obligations under the contract. In such situations decision of "Dy. Director General, UIDAI, RO, Mumbai" will be final decision & binding on both the parties.

46 Additional Terms and Conditions:

- UIDAI, Regional office, Mumbai shall reserve the right to increase or decrease the services up to 50% of original contracted quantity.
- Any overtime arising due to breakdown of vehicle supplied by the Vendor shall be on his own account and shall not be charged to UIDAI, Regional office, Mumbai.
- A vehicle will be allowed for booking only in condition when the Milo meter is sealed. If during the running of the vehicle it is found that the Milo meter is unsealed then forfeiture of hiring charges and a penalty as fixed by UIDAI, Regional office, Mumbai will be imposed.
- The time and mileage shall be taken into account from the reporting time at the appointed place (both at the time of reporting and closing). There will be no dead mileage. In other words to and from journeys from the vehicle stand to the reporting place and releasing place to vehicle stand will not be counted for computing the mileage or time.
- Actual parking charges / Toll charges will be reimbursed along with the monthly bills, only upon submission of the original parking bills / toll receipts etc.
- No mileage will be allowed for lunch / tea to the driver while on duty.

ANNEXURE "B"
TECHNICAL BID
TECHNICAL BID PROFORMA

Sr.No.	Description	Yes / No
1	Name of the Tenderer/ Concern with Address and Tel. / Mob no:	
2	Name and address of the Proprietor / Partner / Director	
3	The tenderer have their own vehicles	
4	The vehicles are registered as commercial vehicle	
5	The tenderer have attached RC Book offered in this tender (Attested copy of RC book should be attached)	
6	The tenderer has valid GST registration no _____ (Attested copy of GST registration certificate should be attached)	
7	PAN Number of Tenderer/ Concern : _____ (Attested copy should be attached)	
8	The tenderer should have shop & establishment register number (Attested copy should be attached)	
9	The tenderer have its establishment / shop in MMRDA area (Attested copy of registration under shop act should be attached)	
10	Whether firm has minimum three years of experience in the last five in Mumbai/MMRDA region. (Attach Attested copy of experience certificate or contract letters of the Corporate & Government/Semi Govt)	
11	Attached attested copies of Income tax payment certificates for the last 3 Years 2018-19, 2017-18 & 2016-17 (attach it for FY 2015-16, if 2018-19 is not filled).	
12	Whether firm has provision of smart uniforms, identity cards	
13	Acceptance of terms and conditions attached. (Please sign each page of terms and conditions as token of acceptance)	

14	Bid Security declaration (as per format Annexure – E)	
15	Attached attested copy of Financial statement / Balance Sheet of last three financial years 2016-17, 2017-18 and 2018-19 (attach balance sheet of 2015-16, if 2018-19 is not prepared yet).	

Dated :

(Dated Signature of Tenderer

At :

with stamps of the firm)

ADDITIONAL EVALUATION CRITERIA:

- 1 Total number of commercially registered vehicles owned :
- 2 Any employee of the O/o DDG, UIDAI, R.O, Mumbai on your Board or shareholder in contractor's entity (If yes, please provide details) : YES/NO
- 3 Have your firm/company black listed at any time in past by any Organization? : YES/NO
- 4 Have your any director/partner/entrepreneur convicted under any law? : YES/NO

Dated :
At :

*(Dated Signature of Tenderer
with stamps of the firm)*

ANNEXURE-C

(FINANCIAL BID: to be submitted only in BOQ format online)

To,
The Deputy Director,
UIDAI, R.O. Mumbai,
MTNL Exchange Building,
Cuffe Parade,
Mumbai-400005.

Sub:- Submission of financial bid for hiring 6 operational vehicles by O/o DDG, UIDAI, R.O, Mumbai -reg.

Ref:- Tender Notice No. F.No. 1/ 2-17/2019-Admin Date: 01.04.2020

Sir,

With reference to the above, I/We hereby submit the quotation for hiring of various type operational vehicles by the O/of The Deputy Director General, UIDAI, R.O. Mumbai, MTNL Exchange Building, Cuffe Parade, Mumbai-400005

A) Rate Chart per Vehicle monthly (exclusive of GST)

Sr. No.	Type of vehicles	No. of veh.	Category /Terms of use	Amount (Rs.) (per vehicle)
1.	Premium Segment (Honda City/Maruti SX4/Maruti Ciaz or any other equivalent vehicle)	01	2500 kms and 25 days up to 300 Hrs, a month	A1=_____
2.	Middle Segment (Maruti Swift Dzire/Etios or any other equivalent vehicle)	05	2500 kms and 25 days up to 300 Hrs, a month	B1=_____

B) Rate Chart per Vehicle daily-local (exclusive of GST)

Sr. No.	Type of vehicles	Amount in Rs. (for minimum 100 KM run and 12 hours duty)	Rate for each extra KM beyond 100 KM Amount (Rs.)	Rate for each extra hour beyond 12 hours Amount (Rs.)
1.	Premium Segment (Honda City/Maruti SX4/Maruti Ciaz or any other equivalent vehicle)	A2= _____	KA2= _____	HA2= _____
2.	Middle Segment (Maruti Swift Dzire/Etios or any other equivalent vehicle)	B2= _____	KB2= _____	HB2= _____

C) Rate Chart per Vehicle Daily-outstation (exclusive of GST)

Sr. No.	Type of vehicles	Amount in Rs. (for minimum 250 KM per day)	Night Halt (Rs.)	Extra KMs
1.	Premium Segment (Honda City/Maruti SX4/Maruti Ciaz or any other equivalent vehicle)	A3= _____	NA3= _____	KA3-----
2.	Middle Segment (Maruti Swift Dzire/Etios or any other equivalent vehicle)	B3= _____	NB3= _____	KB3-----

Note: Rates that will be discovered for extra Km & extra Hrs. (in daily – local vehicle-Table B) and night halt (in daily-outstation-Table-C) will also be considered for any extra run or extra duty or night halt of monthly basis vehicle (Table-A).

Financial Evaluation Criteria – in order to have single rate index for evaluation and comparing the tenders of different bidders for different options i.e. monthly and daily, the UIDAI, Mumbai has assigned weightages to each option on the basis of estimation of the share of the vehicles required and other parameters. Accordingly following formula will be used to arrive at L1.

Overall Consolidated Rate Index (OCRI)

$$= 0.15[0.85 \times A1 + 0.10 \times A2 + 0.05 \times A3] + 0.85[0.85 \times B1 + 0.10 \times B2 + 0.05 \times B3]$$

Date:

Place:

Signature of the Bidder

DECLARATION

I/We hereby certify that information furnished above is true and to the best of my/our knowledge. I/we understand that if any deviation is of and in above statement at any state, I/We shall be blacklisted and will not have any dealing with department in future. I/We have read the terms and conditions of the Tender Notice along with its Annexures.

I hereby confirm that I am authorized to sign the Tender Document.

Signature & Name of the authorized Signatory
Seal / Stamp

Date:

Place:

ANNEXURE-D

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents /tender schedules. These tenders can be moved to the respective, My Tender's folder. This would enable the CPP Portal to intimate the

bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or,, "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee.
4. As per the provisions in Rule 170 (iii) of GFR, 2017, Bid Security Declaration have to be submitted online through e-tender website i.e. www.eprocure.gov.in before the scheduled date & time in favour of "**UIDAI Regional Office, Mumbai**" as prescribed in **Annexure "E"**. Further the original copy of the same should reach this office along with bid documents in sealed envelope prior to end date of the submission of the tender. The details of the DD/any other accepted instrument, physically sent, should tally with

the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5. Tender Cost:- Rs. 100/- (Rs. One Hundred only)- physically in the form of demand draft / Pay Order drawn in favor of "UIDAI, Regional Office, Mumbai" has to be deposited before opening of the bid along with BID SECURITY DECLARATION .
6. Period of Validity of Bids:- Bids shall remain valid for **90 days** from the date of opening of the bid.
7. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
8. The server time (which is displayed on the bidder's "dashboard") will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
9. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
10. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
11. Upon the successful and timely submission of bids (i.e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
12. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

Annexure- E
Bid Securing Declaration form

Bid No.: 1/2-17/2019-Admin

Date: 01.04.2020

To,
The Deputy Director General ,
Unique Identification Authority of India (UIDAI),
Regional Office,
7th Floor, MTNL Telephone Exchange Building,
G. D. Somani Marg,
Cuffe Parade, Mumbai – 400 005.

We, the undersigned, declare that:

We , M/s.....(herein referred as bidder) understand that, according to bid Annexure-A under Eligibility Criteria point 4, bids may be supported with a Bid Securing Declaration, therefore bidder render the declaration that:-

Bidder will automatically be suspended from being eligible for bidding in any contract with the Unique Identification Authority of India (herein referred as Purchaser) for the period of 3 years, starting on bid submission closing date, if bidder are in breach of any of the following obligation(s) under the bid conditions:-

- (a) If a Bidder withdraws the proposal or increases the quoted prices after opening of the Proposal and during the period of Bid validity period or its extended period, if any.
- (b) In case of a successful Bidder, if the Bidder fails to sign the Agreement in accordance with the terms and conditions (including timelines for execution of the Agreement) of this RFP or fails to furnish the Performance Bank Guarantee in accordance with the terms and conditions (including timelines for furnishing PBG) of this RFP.
- (c) During the Bid process, if a Bidder indulges in any act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.

Bidder understand that this declaration shall expire if Bidder are not the successful Bidder and on receipt of purchaser's notification of the award to another Bidder; or thirty days after the validity of the Bid; whichever is earlier.

(Signature)

Authorized Signatory

Name : _____

Designation: _____

Office Seal: _____

Place: _____

Date: _____