

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

F. No. 1/2-5/2019-Admin

Date: 24/07/2019

NOTICE INVITING E-TENDER

HIRING OF HOUSEKEEPING SERVICES IN UIDAI R.O. MUMBAI

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 HOUSEKEEPING SERVICES 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). Extendable for further period of two years on year to year basis.

Earnest Money Deposit: Earnest Money Deposit (EMD) of Rs. 25000/- (Rupees Twenty-Five Thousand only) refundable without interest, in the form of demand draft / Pay Order drawn in favor of “UIDAI Regional Office, Mumbai” payable at Mumbai.

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

Data Sheet:-

Tender No. and date	1/2-5/2019-Admin, dated 24.07.2019
Tender Publishing Date & Time	05.08.2019 (13:00hrs)
Document Download Start Date& Time	05.08.2019 (13:00hrs)
Pre Bid Conference Date, Time & Venue	13.08.2019 (14:00 Hrs), Conference Hall, UIDAI Regional Office, Cuffe Parade Mumbai – 400005
Bid Submission Closing Date & Time	19.08.2019 (17:00 hrs)
Bid Opening Date & Venue of the Technical Bid/Tender	20.08.2019 (17:00 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.

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>. Anychange/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) Earnest Money Deposit (EMD) of **Rs. 25,000/- (Twenty-Five thousand only)** refundable without interest, in the form of demand draft / Pay Order drawn in favor of **“UIDAI Regional Office, Mumbai”** has to be deposited before end date of bid submission, failing which offer will be liable for rejection. Bidders, however have to attach scanned copies of Earnest Money documents 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”**. EMD will be returned to successful bidder after producing Bank Guarantee. However, the EMD of unsuccessful bidders will be returned as early as possible.

The interested agencies/firms 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 whatsoever, the decision of The DDG, UIDAI, R.O. Mumbai shall be final and binding.

Yours faithfully,

Sd/-

(Dr. B.V. Jichkar)

(Deputy Director, Admin,
UIDAI, R.O. 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

F.No. 1/2-5/2019-Admin

Date: 24.07.2019

E-TENDER NOTICE

Notice for Inviting E-Tender for hiring of housekeeping services for Cleaning, Housekeeping and Maintenance work, in the Regional Office of UIDAI, at 7th Floor, MTNL Exchange Building, G.D.Somani Marg, 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 Housekeeping Services in UIDAI R.O. MUMBAI 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, UIDAI, R.O. Mumbai, MTNL Exchange Building, Cuffe Parade, Mumbai-400005 on any working day during office hours on or before 19.08.2019. 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 19.08.2019 (17.00 hrs) in separate files addressed to the Office of 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 evaluation 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. Bidders should submit the Technical as well as Financial bids through e-tendering portal only. Scanned copies of all relevant documents should be uploaded 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”**.

Earnest Money Deposit:-

Earnest Money Deposit (EMD) in the form of Demand Draft/Pay Order of requisite amount (Rs. 25,000/-) of Nationalized Bank in favour of “**UIDAI Regional Office, Mumbai**” in original should reach this office 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 favor “**UIDAI Regional Office, Mumbai**”.

The interested agencies/firms **may** submit all relevant document duly signed and stamped ,in a sealed cover super scribed on the envelopes “**Tender for Hiring of Housekeeping Services**” addressed to the Deputy DIRECTOR, UIDAI, R.O. Mumbai, MTNL Exchange Building, Cuffe Parade, Mumbai-400005 prior to end date of the submission of the e-tender. 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 authority letter. 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 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,
Sd/-

(Dr. B.V. Jichkar)
Deputy Director, Admin
(UIDAI, R.O. Mumbai)

ANNEXURE- "A"

ELIGIBILITY CRITERIA:

1. The firm should be a registered company and should furnish a copy of registration certificate in support thereof.
2. The firm should have experience of successfully executing the Housekeeping Services in reputed firms / organizations in Mumbai/MMRDA region of any three years in the last five years. Satisfactory Service Certificates / work order from existing / past employers for the same period should be enclosed with the Technical Bid.
3. The firm should have a minimum of 20 employees on their payroll. Supporting proof thereof should be attached with the Technical Bid. The annual turnover of the firm should be Rs. 15 Lakh and furnish along with the quotation a financial statement / balance sheet of the previous three financial years i.e. 2016-17, 2017-18 and 2018-19 (attach balance sheet of FY 2015-16, if 2018-19 is not prepared yet) in respect of the firm as evidence in support of their claim towards financial stability.
4. Income Tax payment certificates for the last 3 financial years should also be provided by the firm with the Technical Bid, i.e. 2016-17, 2017-18 and 2018-19 (attach IT payment certificate for FY 2015-16, if 2018-19 is not filed).
5. The firm should have a registered office in Mumbai/MMRDA region. Supporting proof thereof should also be attached in the Technical Bid.
6. The firm should also furnish along with the quotation a financial statement / balance sheet of the previous three financial years 2016-17, 2017-18, 2018-19 (attach balance sheet of FY 2015-16, if 2018-19 is not prepared yet) in respect of the firm as evidence in support of their claim towards financial stability in future.
7. The firm should have a provision of smart Uniform, equipment and well supervised staff having proper identity Cards.
8. The firm should be registered with EPF Commissioner. Supporting Registration Numbers and proof should also be provided.
9. The firm should comply with the statutory provisions of the Govt. of India labor laws, minimum wages, EPFO, bonus, Employee's State Insurance (ESI) etc. Registration certificates thereof should be furnished.
10. Firms should have sufficient numbers of staff in back office also in order to replace / provide additional staff as and when required.

GENERAL TERMS AND CONDITIONS

The contract will initially be valid for One Year and may be renewed in writing for a further period of two year on year to year basis on such terms and conditions as may be mutually agreed upon. The rates agreed and accepted herein shall and would be as per **minimum wages act of Central Government** (Govt. of India). Tenderer shall go through all the relevant circular issued by O/O Chief Labour Commissioner (C), Ministry of Labour & Employment, Govt. of India, New Delhi for minimum wage. The Agency shall not be entitled to raise any demand imposing additional financial burden on UIDAI, RO, Mumbai on any account. The successful tenderer shall be referred to in this document for the purposes of this contract as 'agency'.

1.0 TECHNICAL BID

Scanned copy of Technical bid should be submitted online through E-Tender website www.eprocure.gov.in as per Technical Bid proforma along with scanned copies of registration particulars, copy of PAN Number issued in favor of the firm / proprietor, and other information sought for in the Proforma. Technical bid will be evaluated by a committee constituted by UIDAI, R.O, Mumbai. The financial bid of only those tenderers whose technical bids have been found eligible by UIDAI RO Mumbai shall be opened.

2.0 FINANCIAL BID

The Financial Bid should be submitted online through E-Tender website www.eprocure.gov.in as per the Financial Bid proforma in BoQ format. The financial Bids of those tenderers, who are found technically fit, will be opened on a specified date and time.

3.0 EARNEST MONEY DEPOSIT (EMD):

3.1 Earnest Money Deposit (EMD) in the form of Demand Draft/Pay Order of requisite amount (Rs. 25,000/-) of Nationalized Bank in favour of **"UIDAI Regional Office, Mumbai"**. in original should reach this office in sealed envelope prior to end date of the submission of the tender. EMD is to remain valid for a period of forty-five (45) days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Guarantee from them as called for in the contract.

3.2 Once the tender is submitted, Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and

comply with the stipulations made herein or backs out after quoting the rates, the aforesaid Earnest Money Deposit will be forfeited to the Government.

3.3 The tenders without Earnest Money Deposit will be summarily rejected.

3.4 Those bidders who wish to avail exemption for EMD / Tender fee, has to submit necessary valid copy of certificates / documents.

3.5 No claim shall lie against the Government / Department in respect of erosion in the value or interest on the amount of earnest money deposit.

4.0 OPENING OF TENDER

4.1 The tenderer is at liberty either himself or authorize, not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

4.2 The Technical Bids will be opened by E-Tender opening committee at 17.00 hrs on **20.08.2019** in the office of UIDAI, Regional Office, 7th Floor, MTNL Exchange Building, G.D.Somani Marg, Cuffe Parade, Mumbai-400005 in the presence of such tenderers who may wish to be present.

4.3 The Financial Bids of only those tenderers will be opened, whose Technical Bids have been found eligible. These will be opened in the presence of those tenderers whose Technical Bids are accepted and who wish to be present. The lowest bid would be issued the Letter of intent.

5.0 RIGHT OF ACCEPTANCE

5.1 The Office of the Unique Identification Authority of India, reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Competent Authority of the Regional Office, Mumbai of the Unique Identification Authority of India in this regard shall be final and binding.

5.2 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.

6.0 COMMUNICATION OF ACCEPTANCE

Successful Tenderer will be informed of the acceptance of their tender.

7.0 VALIDITY OF THE BIDS:

The bids shall be valid for a period of 90 days from the date of opening of the tenders.

8.0 AWARDING OF TENDER

The contract may be awarded to the bidder whose total cost will be lowest subject to fulfillment of all other conditions stipulated in the tender document.

9.0 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) and execute an Indemnity Bond on non-judicial stamp paper of Rs.100/- indemnifying UIDAI, RO, Mumbai against all claims disputes, damages, costs etc. more particularly with regard to employees deployed by the Agency.

10.0 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.

11.0 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.

12.0 SIGNING OF TENDER

12.1 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.

12.2 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.

12.3 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.

12.4 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.

12.5 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.**

13.0 COMMENCEMENT OF CONTRACT

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.

14.0 PERFORMANCE BANK GUARANTEE (PBG)

The bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or private sector bank authorized to conduct government business for a sum equal to 10% of the contract value within 30 days of

receipt of the confirmed order. Performance Bank Guarantee should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the Service Provider.

15.0 PAYMENT

15.1 The term 'payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money Deposit (EMD) and Security Deposit (PBG) governed by the separate clauses of the contract.

15.2 The payment will be based on number of persons attended duties subjected to producing of attendance sheets for the month.

15.3 The contractor shall submit the bill in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment.

15.4 No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

15.5 All payments shall be made by Electronic Clearing System (ECS) only.

15.6 Terms of payment as stated in the Tender Documents shall be final.

15.7 At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

15.8 Office of the Unique Identification Authority of India shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties (Clause No: 22) mentioned in following paragraphs.

16.0 TERMINATION

16.1 During the course of this agreement the agency on completion/ termination of contract will peacefully vacate the premises after repairing the premises wherever necessary within a period of 30 day notice in writing by UIDAI, Ro, Mumbai. For this purpose UIDAI, RO, Mumbai shall be the sole judge to decide whether the performance of the Agency is satisfactory or not and such decision of the Dy. Director General of UIDAI, RO, Mumbai shall be final, conclusive and binding on the Agency and the Agency shall not be entitled to any compensation in this regard. Furthermore if an account of non-renewal of this contract the agency has to terminate its employee and it shall be the responsibility of the Agency to pay the

legal dues to his employees. In the event of non-compliance of legal provisions on non-payment of legal dues the Agency itself shall be solely liable for all the costs and consequences. In case the Agency desires to terminate the contract within the continuance of the contract period, Agency will be required to give three months prior notice to UIDAI, R.O, Mumbai.

16.2 The Agency expressly agrees and accepts that on termination of this contract for reasons as provided in the contract, the Agency shall vacate the premises of UIDAI along with its men and material and hand over the vacant peaceful possession of the entire property of UIDAI without any hesitation and murmur to UIDAI. In case of failure of the Agency or its employees to do so UIDAI shall have the right to get the premises vacated by resorting to coercive measures and adopt such course as may be deemed necessary and appropriate.

16.3 While the office of the Unique Identification Authority of India has a regular requirement for hiring of housekeeping staff for the office space of Regional office, Mumbai. However, it shall have the right not to utilize the services at all or at any time for any period without giving any notice. The office will also reserve the right to hire the housekeeping services from any other firms of such nature even during the period of contract. Revision of rates will not be entertained during the period of contract.

17.0 RISK & COST

In case of failure of the agency to provide satisfactory service, UIDAI, RO, Mumbai reserve the right to get the Housekeeping work done from any other agency at the risk & cost of the tenderer.

18.0 DISPUTES & ARBITRATION:

18.1 The Dy. Director General, UIDAI, RO, Mumbai and the Contractor shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

18.2 If a dispute of any kind whatsoever that cannot be resolved then the matter in the dispute shall be referred to sole arbitration or such other person appointed by the Deputy Director General, UIDAI, RO, Mumbai and the Contractor who is willing to act such Arbitrator. The Arbitrator may preferably be the Labour Commissioner (In Service/Retired). If such arbitrator is non-government person then the cost of arbitration should be borne equally by both parties.

18.3 As aforesaid the provisions of the Arbitration and conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under for

the time being in force shall apply to the arbitrator proceedings under this clause.

19.0 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.

20.0 SUBLETTING OF WORK:

The firm shall not assign or sublet the work or any part of it to any other person or party.

21.0 TRANSFER:

21.01 **The tender is not transferable.**

21.02 Agency shall not transfer or assign or share benefits of this Agreement to or with anyone. Any such violation shall render the agreement to be cancelled at the risk and cost of the successful tenderers.

22.0 LIQUIDATED DAMAGES

22.1 The Bidder is liable to be imposed a penalty as per table below, for poor service/delivery, inadequate staff, etc. subject to maximum deduction of 10% liquidated damages, from the monthly bill. Once the maximum is reached, the Purchaser may consider termination of the Contract.

Sr. No.	Types of Service Deficiency/ Default	Severity Level	Penalty Rs.
1	Non-Deployment of the Manpower (per day)*	1	Rs. 500/-
2	Poor housekeeping services, improper upkeep or cleaning/Poor O& M of AC & AHU and electrical equipment/Machines (per occasion per day)	2	Rs. 1000/-
3	Non-Standard supply of consumables per occasion	2	Rs. 1000/-

* The penalty calculated as per above shall be deducted from the respective monthly payments for non-deployment of manpower and supply of non-standard consumables shall be replaced by the genuine standard as mentioned in the tender. Decision of the purchases will be final in this regards.

22.2 The powers of the Office of the Unique Identification Authority of India under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in neither him as herein provided nor forfeiture of deposit mentioned under clause 3.0 above.

23.0 DISCLAIMER

23.01.1 The near relatives of employees of the Office of the Unique Identification Authority of India are prohibited from participation in this tender.

23.01.2 The near relatives for this purpose are defined as:

23.01.2.1 Members of a Hindu Undivided Family.

23.01.2.2 Their husband or wife.

23.01.2.3 The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

24.0 BREACH OF TERMS AND CONDITIONS

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Department in that event and the security deposit in the form of performance Bank Guarantee shall be encashed.

SPECIFIC TERMS AND CONDITIONS

1.0 LICENSES AND PERMITS:

1.1 The Agency shall obtain all necessary permits/licenses from authorized agencies such as Municipal Corporation, other Local Authorities, State/Central/Govt. Department, Labour Department etc. at his own cost. UIDAI, RO, Mumbai, shall not be held responsible for any breach of these rules and regulations by the Agency.

1.2 The agency should have its office in Mumbai/MMRDA region.

2.0 ARRANGEMENTS:

It will be the responsibility of the Agency to make sufficient, appropriate and suitable arrangements for proper and efficient services to clean and maintain so that the movable and immovable properties of UIDAI, RO, Mumbai premises including all equipment, furniture, fixtures and fittings in the premises of the Office without any damages and/ or

breakages to the same. Also the agency shall be responsible for mechanized cleaning of passages, glass facades, carpet and internal areas of office including doors windows, furniture at their own cost, man, material and equipment. In case of failure of the agency to do so UIDAI, RO, Mumbai shall get the same done through other sources at the cost and expenses of the agency.

3.0 QUALITY:

The quality of service at all stages should as per standards laid down by UIDAI, RO, Mumbai and explained to the agency from time to time. The Agency shall be responsible for maintaining the entire premises clean at all times. The timings of duties will vary as per Administrative requirement.

4.0 WORK-FORCE:

4.1 All the workmen deployed by the Agency at UIDAI, RO, Mumbai shall abide by the disciplinary procedures, rules and regulations laid down by UIDAI, RO, Mumbai from time to time.

4.2 The workmen deployed by the Agency shall be its own employees under their exclusive management, supervision and control and UIDAI, RO, Mumbai shall in no way, be responsible or liable for their wages, salaries, bonus, gratuity or any other allowance, leave salary, wages for holidays or any compensation notice pay etc.

4.3 A complete list of personnel along with their bio-data photographs, proof of residence, etc. should be submitted to the Deputy Director (admin), UIDAI, RO, Mumbai before they are deployed. Changes should be informed forthwith when they take place.

4.4 All personnel deployed by the Agency shall at all times be medically fit. The employees should be supplied with proper uniform (Shoes & dress 2 sets) and identity card with photographs by the Agency at its costs. Employees of the Agency should be in prescribed uniform at all times during the duty hours.

4.5 All the staff required for providing Housekeeping service should have appropriate experience required for the job.

4.6 The workforce deployed at UIDAI, RO, Mumbai will not be changed frequently so as to maintain uniformity and discipline in the services.

5.0 MATERIAL & MACHINES:

5.1 Cleaning material of all sorts, for e.g. brooms, dusters, wipers etc. and all

mechanized equipment required for cleaning the premises shall be provided by Agency at their cost.

- 5.2 Consumable cleaning materials for e.g. Liquid Hand wash, Soaps, detergents, air fresheners, toilet papers etc. Shall be provided by the agency at their cost. List of consumables (except brooms, dusters, wipers etc.) as per Annexure –G, need to be deposited by Agency to SO(Admin) on monthly basis on 1st day of the month. UIDAI Staff will monitor its usages. Material to be supplied by agency shall be of branded company.**
- 5.3 It will be the responsibility of the Agency to store the materials procured by them for its use in neat, tidy and hygienic manner in the space provided by UIDAI, RO, Mumbai. The Security of such material shall be sole responsibility of the Agency. The Agency shall be fully responsible for the articles/items kept in the area covered by the housekeeping contract.
- 5.4 All the required machines / equipment, necessary for cleaning etc. shall be used by the firm in the office on regular basis.
- 5.5 It shall be mandatory for the firm to provide a complete set of machineries, like, automatic machinery for cleaning floors, machinery for facade cleaning, machinery for cleaning glass / window panel / window glass, machinery for cleaning wash room, vacuum cleaners, polishing machines, in this office.
- 5.6 The firm should ensure that they must use brand new machines, of reputed brands, for the mechanized housekeeping services in this office. Failure to do so will result in termination of the contract and the decision of the competent authority of this office shall be final.
- 5.7 The firm should also have in possession of the machineries of the latest brand which have been used for mechanized housekeeping services elsewhere. Supporting proof, thereof, should be attached.
- 5.8 **ABSORPTION:** The workers / staff of the Agency will have nothing to do with UIDAI, RO, Mumbai and shall have no presumptive or any kind of right of absorption in the services of UIDAI, RO, Mumbai. In order to give effect to this the Agency shall also incorporate suitable clause in the appointment orders to be issued to its workers/staff under intimation to UIDAI, RO, Mumbai.

6.0 SCOPE OF WORK:

- 6.1 It will be the sole responsibility of the firm to maintain the housekeeping job of cleaning and maintenance of this office building of UIDAI, Regional Office, 7th Floor, MTNL Exchange Building, G.D.Somani Marg, Cuffe Parade, Mumbai-400005.
- 6.2 Cleaning / Sweeping office rooms, conference and committee rooms, canteen, or in

other words, all the locations of the office building including furniture, all Electrical and electronic appliances, Window panels etc. (as per the tables mentioned in clause 7.0, Schedule of Work).

- 6.3 It will be the responsibility of the Agency to close windows panels and doors of the premises, switch on and off lights, fans, A/C's, Taps etc. and also open close the premises, rooms etc. with the help of security personal as may be prescribed.
- 6.4 The agency will inspect every day as a part of its service maintenance job under this agreement electrical equipment, water coolers, sanitary systems, drainage (internal /external) check and see that they are in working conditions and report about any difficulties immediately. The Agency shall maintain appropriate record of having checked/inspected and having minor rectification carried out by them (water supply points, plumbing installations, electrical appliances, furniture fixtures and any other such materials) etc. These records shall always be available to the UIDAI for necessary action.
- 6.5 Agency shall also carry out cleaning job of internal / external drainage system to avoid choking at least twice in a month by using mechanical devices provided by the agency.
- 6.6 Any packing and unpacking material, shifting of furniture and loading unloading of articles etc. as per requirement and also preparing conference room, Training Room for use, placement and management of equipment such as OHP, TV, LCD, VCR etc. & any other office work shall be part of services under this agreement without any extra payments/claims on that account.
- 6.7 The agency will be fully responsible for removing of garbage and proper disposal of the same. And also ensure that no accumulation of garbage is there in and around the premises.
- 6.8 **SPECIAL DUTIES:** Whenever required, minor plumbing & carpentry work may be requested to be under taken by the contractor. Agency will have to do any other duties not specifically mentioned herein above pertaining to UIDAI services maintenance as assigned by Deputy Director General, Assistant Director Generals, Dy. Director & Section Officers.
- 6.9 Agency shall supply daily minimum 3 housekeeping staff. Out of three, 2 will join from 07.30 am to 03.30 pm am and 1 housekeeping staff will join from 11.00 am to 7.00 pm for cleaning and other activity of RO Mumbai.
- 6.10 Agency shall also carry out washing & cleaning of utensil in cafeteria/pantry of UIDAI RO Mumbai.

7.0 SCHEDULE OF WORK:

Details of schedules are as below:

7.1 Area of Housekeeping and Maintenance work:

Sr. No.	Particulars Of space	Qty. Appx.	Area
1	Executive cabins	6	1200 sft
2	Main Conference room(32 seater)	1	1200sft
3	Mini Conference room	2	200 sft
4	Training room (30 seater)	1	600 sft
5	Pantry (20 seater)	1	200 sft
6	Workstations - 20 Nos.	20	2000 sft
7	Reception area including lift lobby	1	1000 sft
8	Rest Rooms	2	200 sft
9	Common corridor	2 sides	3000 sft
10	Data upload centre	1	300 sft
11	Reception washroom - Ladies	1	150 sft
12	Reception washroom - Gents	1	200 sft
13	Power panel	1	40 sft
14	Meeting room	1	240 sft
15	Data centre	1	140 sft

7.2 Frequency of Cleaning / Maintenance as per description:

Sr. No.	Description	Activity	Mode	Frequency
1	Floor			
	1.1 Tiled Floor	Wet mopping	Manual	Daily
	1.2 Wooden Floor	Dry Mopping	Manual	Daily
	1.3 Floor Carpet	Vacuum Cleaning	Mechanized	Weekly Once

2	Furniture			
	2.1 Wooden Tables (Executive)	Dusting	Manual	Daily
	2.2 Wooden Tables (Work Stations)	Dusting	Manual	Daily
	2.3 Chairs (Executive)	Dry Mopping	Manual	Daily
	2.4 Chairs (Work Station)	Dry Mopping	Manual	Daily
	2.5 Center Tables- Glasstop (including executive and reception center)	Dusting	Manual	Daily
	2.6 Wooden Cup-Boards (Executive)	Dusting	Manual	Daily
	2.7 Wooden Cup-Boards (Work Stations)	Dusting	Manual	Daily
	2.8 Sofas (Executive Cabin)	Vacuum cleaning	Mechanised	Weekly Once
	2.9 Sofas (Reception)	Dry Mopping	Manual	Daily
3	Glass Panels			
	3.1 Windows	Dry Mopping	Manual	Weekly Once
	3.2 Cabin Glass panels (Executive)	Dry Mopping	Manual	Weekly Once
4	Electrical Appliances			
	4.1 Coffee Machine	Dry Mopping	Manual	Daily
	4.2 Xerox Machine	Dry Mopping	Manual	Daily
	4.3 Water Cooler	Dry Mopping (external)	Manual	Daily
		Refilling of water	Manual	Daily
		Cleaning (Internal)	Manual	As per Schedule)
5	Electronic Appliances			
	5.1 Personal Computers	Dry Mopping	Manual	Daily
	5.2 Televisions (including Executive Rooms and Conference Room)	Dry Mopping	Manual	Daily

	5.3 Printers	Dry Mopping	Manual	Daily
6	Air Conditioning			
	6.1 Vents in Executive Cabins	Dry Mopping	Manual	Weekly Once
	6.2 Ducts of Centralised Air Conditioning	Dry Mopping	Manual	Weekly Once

7	Miscellaneous	Activity	Frequency
7.1	Drinking Water	Refilling	Daily
7.2	Room Freshener	Spraying	Daily(All Executive cabins and premises of Workstations including reception area). Note: ConferenceRoomsandMeetingRoomso nrequirement
7.3	checking of toiletries in washrooms (Liquid Hand wash, Soaps, air fresheners, toilet papers, etc)	Checkingand refilling	Daily
7.4	Cleaning of utensils in cafeteria/Pantry.	Cleaning	Daily

8.0 BILLS:

- 8.1 The Agency shall submit its monthly bill for Housekeeping on or before 10th day of the succeeding month along with the Statutory Compliance Report to the Agreement duly certified by the authorized Representative of UIDAI, RO, Mumbai. Along with bills the agency shall submit the salary/payments slips of the employees for the payment made in previous month to verify the compliance of minimum wages act (Central Govt. rates), EPF, ESIC compliances and other statutory provisions.
- 8.2 UIDAI, RO, Mumbai shall have right to withhold the payment of monthly bill in case the Agency fails to produce the proof of the payments made by them to the employees deployed by them and the statutory compliance as mentioned. The Agency shall in no case withhold the payments due to their employees for any reason whatsoever including that an account of non-clearance of its bills by UIDAI, RO, Mumbai. The Agency shall disburse the wages/salary to its employee on or before 3rd day of the succeeding month and obtain the signatures of the 'staffs' on the Wages Register in token of the payment made to its employees.

- 8.3 UIDAI, RO, Mumbai Shall not accept and entertain any claim in the event of the Agency's employee sustaining any injury, damage or loss either to person or property either inside or outside the UIDAI, RO, Mumbai premises. It shall be the sole responsibility of the successful bidder to repay all such expenses in respect of his employees. The successful bidder shall provide necessary ESI or Insurance cover to his all employees under Workmen Compensation Act under intimation to UIDAI, RO, Mumbai.
- 8.4 If in the course of execution of this contract by the Agency any minor or major damage is caused by the Agency or its workmen to the persons or property of UIDAI, RO, Mumbai after joint inspection by UIDAI, RO, Mumbai and the "Contractor" any claims arising there from shall be recovered, settled and dealt with directly by the Agency and the Agency shall render all assistance and co-operation to UIDAI, RO, Mumbai if any is held thereon. The contractor agrees to undertake and indemnify UIDAI, RO, Mumbai against all such claims.

9.0 WAGES:

- 9.1 The Agency shall be solely responsible for all statutory payments to its employees/labour under all relevant statutes for the purposes of this Agreement.
- 9.2 The Agency shall ensure that it fully complies with and observes all the provisions of the Contract Labour (Regulation & Abolition) Act, 1970. The Minimum Wages Act, 1948 (**minimum wages defined by Central Government**), Payment of Wages Act 1935, Employees Provident Fund and Miscellaneous Provision Act, the ESI Act, the gratuity act 1972 and such other statutory enactments rules and regulation laid down by the Govt. of India in force compliance or violation thereof shall be the Agency's sole responsibility and subsequent amendments thereof.
- 9.3 Minimum wages are as defined by O/O Chief Labour Commissioner (C), Ministry of labour & employment, Govt. of India, New Delhi for sweeping and cleaning activities. This shall include basic rate, any variable DA (VDA) applicable at the time of opening of bids. Employer contribution of EPF & ESIC will be as applicable from time to time. Any bids quoted below minimum wages will be summarily rejected.
- 9.4 The Agency shall pay its employees on or before 3rd day of every month under intimation to UIDAI, RO, Mumbai.
- 9.5 The Rates accepted (Minimum wages & VDA) may be changed in future to match the notification/order of O/o Chief Labour Commissioner, Ministry of Labour & employment, Govt. of India, New Delhi only after approval DDG UIDAI RO, Mumbai.

9.6 **OVERTIME:** In spite of the intimation from UIDAI, RO, Mumbai if the agency fails to provide proper person for the duty and in turn deploys the person from the existing strength by way of overtime UIDAI, RO, Mumbai will not be responsible for the payment of such overtime and will pay only at the rate of regular Wages.

10.0 INDEMNITY:

10.1 The agency shall keep UIDAI, RO, Mumbai effectually indemnified against all claims for compensation under the provisions of any law for the time being in force / brought in to force by or in respect of any workman deployed by the Agency directly or indirectly in carrying out the obligations under the contract and against all costs and expenditures incurred by UIDAI, RO, Mumbai in connection therewith.

10.2 UIDAI, RO, Mumbai shall be entitled to deduct or otherwise recover from his dues, any amount from all the money payable by UIDAI, RO, Mumbai to the Agency on any account by the way of compensation as aforesaid or of any other nature and costs or expenses in connection with any claim thereto. For the purpose an indemnity bond will have to be executed by the Agency in favour of UIDAI, RO, Mumbai as Principal Employer before commencement of work under this Agreement.

10.3 The Agency shall also keep UIDAI, RO, Mumbai indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims, and demands in any way arising out of or by reason of anything done or omitted to be done by the Agency under any law that may be/may become effectible

10.4 The Agency would also ensure that its activities do not in any manner disturb officials, staff of UIDAI, RO, Mumbai and also do not damage any assets of UIDAI, RO, Mumbai.

11.0 GRIEVANCES:

In case of the workers engaged by the Agency have any grievances, they will take up the same with the Agency without creating any disturbance on the premises of UIDAI, RO, Mumbai. If the Agency's workers resort to any agitation resulting in any damage to the property of UIDAI, RO, Mumbai and or reputation, hindrance to its work the Agency would be liable for payment of damages to UIDAI, RO, Mumbai. It will also be construed as breach of contract rendering the Agency liable for such action as may be deemed necessary. Under no circumstances, agitation means are to be resorted to by the workers of the Agency in the UIDAI, RO, Mumbai, premises or with reference to UIDAI, RO, Mumbai by name or in any other manner whatsoever. On expiry of the contract the

Agency undertakes to vacate the premises without hesitation and murmur, in peace with all the workers without creating any disturbance. The Agency will be solely responsible if the workers engaged by it misbehave or create disciplinary or law and order problems in the premises of UIDAI, RO, Mumbai.

LIST OF SUPPORTING DOCUMENTS TO BE ENCLOSED ALONG WITH TECHNICAL BID

Sr.No.	Description of the document to be enclosed	Enclosed (Yes / No)
1	Attested copy of Company Registration Certificate.	
2	Attested copy of PAN card.	
3	Service Certificates from reputed firms / organizations (existing / past employers) for any 3 years in Mumbai/MMRDA region, in the last five years.	
4	Attested copies of Income tax payment certificates for the last 3 Years 2018-19, 2017-18 & 2016-17 (Attach certificate of 2015-16, if 2018-19 is not filed yet)	
5	Attested copy of Financial statement / Balance Sheet of last three financial years i.e.2016-17, 2017-18 and 2018-19.(Attach balance sheet of FY 2015-16, if 2018-19 is not prepared yet)	
6	Attested copy of Supporting proof of registration numbers with EPF commissioner.	
7	Attested copy of registration certificates with Employees State Insurance Corporation (ESIC).	
8	Undertaking (as per Annexure E).	

ANNEXURE "B"

TECHNICAL BID

TECHNICAL BID PROFORMA

Sr.No.		Description	Yes / No
1	Name of the Tenderer/ Concern:		
2	Address (with Tel. & Mob. No.):		
3	Nature of the concern: _____ (i.e. Partnership firm or a Limited Company or a Government Department or a Public Sector Organization)		
4	Registration Number of Tenderer/ Concern : (Attested photocopy of registration should be attached)		
5	PAN Number of Tenderer/ Concern : _____ (Attested copy should be attached)		
6	Pay Order/ Demand Draft No. _____ dated _____ From bank name _____ Amounting to Rs. _____ as Earnest Money Deposit		
7	Whether firm has minimum three years of experience in the last five years in Mumbai/MMRDA region. (If yes, supporting proof from the existing / past employer attached)		
8	List of organizations with address and Telephone number to whom housekeeping services have been provided to any reputed firm / organizations in any three years during the last five years with period of contract is to be enclosed (Summary may be enclosed on separate sheets for each contract and period and amount of contract. Remarks/ observations/ appreciation of the organization		

	for whom the work was conducted and any other information considered important by tenderer should be provided).	
9	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). PAN Card No: _____	
10	Goods and Service Tax Payment certificate is attached. Goods and Service Tax Registration No.: _____	
11	Whether firm has provision of smart uniforms, identity cards	
12	Registration Number of ESIC: (Attested photocopy of registration should be attached)	
13	Registration Number of EPFO: (Attested photocopy of registration should be attached)	
14	Acceptance of terms and conditions attached. (Please sign each page of terms and conditions as token of acceptance)	
15	Whether the Company owns manpower a minimum of 20	
16	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).	
17	Whether firm owns all the requisite machineries	
18	Undertaking that no case is pending with police against Proprietor/firm/partner or company (Annexure – E)	

Dated :
At :

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

ANNEXURE-C
(FINANCIAL BID)

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

Sub:-Submission of financial bid for Hiring of Housekeeping Services in UIDAI, R.O, Mumbai

Ref:- Tender Notice No. F.No. 1/2-5/2019-Admin

Date: 24.07.2019

With reference to the above, I/We hereby submit the quotation for **Hiring Of Housekeeping Services in UIDAI, R.O, Mumbai** , MTNL Exchange Building, Cuffe Parade, Mumbai-400005

FINANCIAL BID PROFORMA

Particulars	Housekeeping staff required	Unit rate per month (in Rs.) (Considering 26 days of work in a month)	Amount quoted per month (in Rs.)
A	B	C	D=B*C
Housekeeping staffs pay.(Excluding GST & employer contribution of statutory payment of EPF & ESIC)	3		
Rate per month for cost of consumables supplied (See Annexure G and sections 5.1 & 5.2 of specific terms & conditions) and other administrative cost, etc.(The rates shall include GST or any other taxes)	1		
Total cost			

- Note: 1. All the rates mentioned for housekeeping staff pay shall be **excluding applicable taxes (GST) and employer contribution of statutory payment of EPF and ESIC**. Rates for consumable & Administrative Cost shall include all applicable taxes.
2. Rates are to be quoted in accordance with the Minimum Wages Act, 1948 as applicable in the Mumbai area (for central government offices) on per month basis.

Dated: _____

(Dated Signature of Tenderer

At: _____

with stamps of the Firm)

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 / n Code / e Mudra 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 / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. 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. 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.
6. 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.
7. 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.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. 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.
10. 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

UNDERTAKING

(To be submitted by the bidder)

1. I/ We undertake that I/ we have carefully studied all the General terms and conditions and understood the parameters of the proposed work for the office of unique Identification Authority of India and shall abide by them.

2. I/ We also undertake that I/ We have understood "Specific Terms and Conditions including Scope and Schedule of Work" mentioned in Annexure-A of the Tender and shall conduct the work strictly as per these "Specific Terms and Conditions including Scope and Schedule of Work".

3. I/ We hereby certify that none of my relative(s) as defined in Disclaimer, Clause No.: 23.0 of 'General terms and conditions' is / are employed in UIDAI office.

4. I/ We further undertake that the information given in this tender are true and correct in all respect and I/ we hold responsibility for the same.

5. I / We, _____
hereby undertake that no case is pending with the police against the Proprietor / Firm / Partner of the Company (Agency).

OR

Convictions in the past against the Company / Firm / Partner are indicated as under:-

a.

b.

Dated: _____
At: _____

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

ANNEXURE-F

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 black listed 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/We hereby confirm that I am authorized to sign the Tender Document.

Signature & Name of the authorized Signatory
Seal / Stamp

Date: Place:

Annexure – G

Material required per month & need to be deposited to SO (Admin), UIDAI RO Mumbai:

Sr. No	<u>Item</u>	<u>Quantity</u>
1.	Premier multi-fold Tissue Paper, 1 ply, 100 pulls (size W- 22cm x L-21 cm) or any other equivalent branded Multi fold Tissue (to be used for Toilet paper dispenser)	65 packets
2.	Premier Toilet Tissue Roll, 2 ply, (size w-9cm x 44cm X 2 ply) or any other equivalent branded tissue rolls	200 Rolls
3.	Colin or similar branded glass cleaner	1000ml x 4
4.	Dettol or similar branded liquid hand wash	750 ml x12
5.	Lizol or similar branded floor cleaner	2000ml x 4
6.	Harpic or Similar branded Toilet Cleaner	1000 ml x 6
7.	Godrej air pocket or similar Toilet Fragrance	10g X 8
8.	Branded Napthalene balls	200 gm x 4
9.	Odonil room spray as similar branded room spray	125 gm x 6
10.	Vim bar or equivalent dish wash bar	200gm x 8
11.	Scotch bright or similar branded scrubber	4