

**Unique Identification Authority of India
Bangla Sahib Road, Gole Market
NewDelhi-110001**

Website:	www.uidai.gov.in	e-mail:	dd.admin-hq@uidai.net.in , so1.admin-hq@uidai.net.in
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F. No. HQ-11045(11)/1/2025-ADMIN-HQ

NOTICE INVITING e-TENDER

Through CPP Portal

For

**Name of work: Setting up of Creche (Child Care Centre) at UIDAI Head Office at Bangla Sahib Road,
New Delhi**

Place of Opening e-Bids : 4th Floor, Unique Identification Authority of India
Bangla Sahib Road, behind Kali Mandir, Gole Market,
New Delhi-110001

Section I: Instructions to Bidders

Unique Identification Authority of India (UIDAI), Head Office, New Delhi online bids from the contractors registered in appropriate class with C.P.W.D./ M.E.S./ Railways/ Delhi PWD/ DDA/any other govt. organization and should have satisfactorily completed three similar works each of value not less than 40% or two similar works each costing not less than 60%, one similar work of value not less than 80% of this tender value i.e. Rs. 9,68,072/- executed in last seven years ending last date of submission of bids in two bid systems through CPP Portal for **“Setting up of Creche (Child Care Centre) at UIDAI Head Office at Bangla Sahib Road, New Delhi”**. Tender documents may be downloaded from UIDAI website www.uidai.gov.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given under:

(Similar work means works pertaining to furniture and furnishing/ interiors etc.)

Clause No.	Title	Description																			
1.1	Buyer Details	<p>i. Name of the Buyer: The CEO, Unique Identification Authority of India, UIDAI HO Building, Bangla Sahib Road, Behind Kali Mandir, New Delhi-110001.</p> <p>ii. Contact Person for communication: Deputy Director (Admin), 4th Floor, UIDAI HO Building, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001: dd.admin-hq@uidai.net.in, Phone-011-23478556 or sol.admin-hq@uidai.net.in, Phone-011-23478559</p> <p>Kindly note that any queries related to bid document will be entertained through CPP Portal only.</p>																			
1.2	Timelines	<table><tr><td>Publishing Date</td><td>11.06.2025 (06:00 PM)</td></tr><tr><td>Bid Document Download / Sale Start Date</td><td>11.06.2025 (06:00 PM)</td></tr><tr><td>Estimate Cost</td><td>Rs. 9,68,072</td></tr><tr><td>Earnest Money Deposit (EMD)</td><td>Rs.20,000/-</td></tr><tr><td>Tender Fee</td><td>Not applicable</td></tr><tr><td>Completion Time</td><td>45 Days</td></tr><tr><td>Bid Submission start date</td><td>11.06.2025 (06:00 PM)</td></tr><tr><td>Bid Submission end date</td><td>21.06.2025 (01:00 PM)</td></tr><tr><td>Technical Bid Opening date</td><td>23.06.2025 (01:00 PM)</td></tr></table>	Publishing Date	11.06.2025 (06:00 PM)	Bid Document Download / Sale Start Date	11.06.2025 (06:00 PM)	Estimate Cost	Rs. 9,68,072	Earnest Money Deposit (EMD)	Rs.20,000/-	Tender Fee	Not applicable	Completion Time	45 Days	Bid Submission start date	11.06.2025 (06:00 PM)	Bid Submission end date	21.06.2025 (01:00 PM)	Technical Bid Opening date	23.06.2025 (01:00 PM)	
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1.3	General Instructions	<p>i. Bids shall be submitted online only at CPPP website: https://eprocure.gov.in/eprocure/app. Bidders/Contractors are advised to follow the instructions provided in the ‘Instructions to the Contractors/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at https://eprocure.gov.in/eprocure/app.’</p> <p>ii. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.</p> <p>iii. Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website https://eprocure.gov.in/eprocure/app, https://eprocure.gov.in/epublish/app shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited, and Bidder is liable to be banned from doing business with Unique Identification Authority of India (UIDAI).</p> <p>iv. Intending Bidders are advised to visit UIDAI website www.uidai.gov.in and CPPP</p>																			

Clause No.	Title	Description
		website https://eprocure.gov.in/eprocure/app at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
1.4	EMD/BSD	<ul style="list-style-type: none"> i. Earnest Money Deposit (EMD)/Bid Security amounting to ₹20,000 (Rupees Twenty Thousand only) in the form of Insurance Surety Bonds, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee in name of CEO, UIDAI from any of the Commercial Banks or payment online in an acceptable form, safeguarding the purchaser's interest in respects. The EMD, in original, should be deposited in CR Section of UIDAI Head Office at ground Floor before the last date and time of Bid submission. ii. The EMD should remain valid for a period of 45(forty-five) days beyond the final bid validity period. iii. The bidders, who are exempted from submission of EMD, must furnish valid document for claiming exemption. Such bidder shall submit Bid Security Declaration (BSD) in the format as per Annexure-IV. iv. Bids not complying with above provisions shall be summarily rejected.
1.5	Documents/ forms to be submitted with the Bid	<ul style="list-style-type: none"> i. All basic information of the bidder in the format as given in Annexure-I ii. Technical Evaluation Criteria as per Annexure-II along-with requisite documents/ information. iii. Annual Turnover, in the format as given in Annexure- III. iv. EMD/ Bid Security Declaration (if applicable), in the format as mentioned in Annexure-IV. v. Eligibility Declaration in the format mentioned in Annexure-V. vi. Draft Agreement format Annexure-VI. vii. Performance Statement in the format Annexure-VIII. viii. Price Bid Undertaking in the format Annexure-X <p><i>The bidders are required to submit documents such as declarations, undertaking, formats, annexure etc. on the letter head of the organization/firm. Kindly note that all the documents given in the bids are compulsory.</i></p>
1.6	Rejection of Bid	<ul style="list-style-type: none"> i. Bids submitted without EMD or Bid Security Declaration (in the format as per Annexure IV) shall be summarily rejected. ii. Bids, inter-alia, including unsigned, tampered and incomplete (i.e. when the required bid formats have not been submitted), shall also be rejected. iii. Any condition put forth by the Bidder, non-conforming to the bid requirements, shall not be entertained and liable for rejection. iv. Tampered format submitted by the bidder will not be accepted and liable for rejection. v. The bidder should have its establishment in Delhi/NCR. vi. Price Bid to be submitted separately, if found submitted in any other way or along with Technical Bid, that bid shall be rejected as non-responsive. vii. Bid will be rejected in case bidder fails to provide and/or comply with the required information, instructions etc., incorporated in the Bid Documents or gives evasive information/reply against any such stipulations.
1.7	Presence in Delhi/NCR	The bidder should have its establishment in Delhi NCR. Supporting documents such as GST, registration in any govt. organization to be provided. Non- compliance shall lead to the summarily rejection of bid.

Section II: 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 / 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 DSCs 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 Tenders’ 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 should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in the Central Registry (CR) Section in the office of the UIDAI Head Office, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001. 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.
4. 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.
5. The server time (which is displayed on the bidders’ 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.
6. 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.
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8. 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.
9. 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.

ASSISTANCE TO BIDDERS:

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Section III: Scope of Work (SOW)

1. UIDAI Head Office, New Delhi intends to set up a facility for Creche (Child Care Centre) at UIDAI Head Office at Bangla Sahib Road, New Delhi by erecting the partition wall in canteen area at 3rd floor.
2. The partition wall will have aluminum framework with plywood lining on one side and MDF board on other side.
3. The lacquered glasses will be fixed on partition to give look of dummy windows on canteen side and 3D digital print of different design and shade on canvas media fabric will be provided inside the creche area.
4. The requisite furniture for the creche has to be procured in consultation officer in charge as per the nomenclature of items given in schedule of quantity.

Section IV: Eligibility Requirements

1. The bidder/contractor should have registration with C.P.W.D./ M.E.S./ Railways/ Delhi PWD/ DDA/any other govt. organization in appropriate category & class.
2. The bidder / Contractor should have satisfactorily completed three similar works each of value not less than 40% or two similar works each costing not less than 60%, one similar work of value not less than 80% of this tender value i.e. Rs. 9,68,072/- executed in last seven years ending last date of submission of bids. **(Similar work means works pertaining to furniture and furnishing/ interiors etc.)**
3. The bidder/contractor should have average annual turnover of Rs. 5 lakh per annum, to be submitted as per annexure-III.
4. The bidder should not be blacklisted from any authorities.
5. The bidder should have the following documents: -
 - i. Enlistment order as contractor in C.P.W.D./ M.E.S./ Railways/ Delhi PWD/ DDA/any other govt. organization in appropriate category & class.
 - ii. Experience Certificate as per eligibility requirement para (2) above.
 - iii. PAN Card
 - iv. GST Registration
 - v. Power of attorney/authority letter in case person other than the bidder has signed the tender documents.
6. Price bid undertaking form should be duly filled in.
7. The bidder/ contractor should submit the Earnest Money Deposit or Bid Security Declaration (BSD) as per the details given in the NIT. The scanned copy of acknowledgement /receipt of online payment should be uploaded along with other documents.
8. The bidder should upload the scanned copies of all the documents during online bid submission.
9. Completion certificate of similar nature of work should be uploaded

Section V: Additional Terms & Conditions (ATC)

1. Before tendering, the bidder shall visit the site and satisfy himself as to the local conditions, the accessibility of the site of full extent and implication of the operation, the nature of the ground and supply conditions affecting labor and execution of the contract. No claim on these issues will be entertained.
2. All taxes as applicable shall be deducted from the bills of contractors.
3. The successful contractor will have to execute and agreement with the as per Annexure-VI.
4. The contractor has to make his own arrangement of T&P required for execution of the work and no claim will be admissible on this account.
5. Variation in excess of the work shall not be allowed without prior approval of the competent authority. It shall be the responsibility of the contractor to ensure that cost of the work is not increased beyond the award value.
6. The tender shall remain open for acceptance of the period of 120 days from the date of opening of tenders. If any bidder withdraws his tender before the said period or makes any modification in the terms and conditions of the tender which are not acceptable to the UIDAI, then the UIDAI without prejudice to any right or remedy be at liberty to forfeit the earnest money.
7. The competent authority on behalf of the UIDAI does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
8. **The Contractor shall be required to deposit an amount equal to 5% of the tendered value of the work as performance guarantee in the form of Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in accordance with the prescribed form within 15 days of the issue of letter of intent but before award or work.** This period can be further extended by the Officer-In-Charge up to a maximum period of 7 days on written request of the contractor. In case the contractor fails to deposit the said performance guarantee within the period as indicated including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor
9. The earnest money deposited along with bid shall be returned after receiving the aforesaid performance guarantee.

Section VI: Special Condition

The Officer –in charge shall have power to make any alterations in , omissions from, additions to or substitutions for , the original specifications , drawings, designs and instructions, that may appear to him to be necessary during the progress of the work , and the contractor shall carry out the work in accordance with and instructions which may be given to him in writing signed by the Officer –in charge , and such alterations, omissions, additions or substitutions shall not invalidate the contract and any altered , additions or substituted work which the contractor may be directed to do in the manner above specified as part of the work shall be carried out by the contractor on the same conditions in all respects on which he agreed to do the main work. The time of the completion of the work shall be extended in the proportion that the altered, additional or substituted work bears to the original contract work, and the certificate of the Officer –in charge shall be conclusive as to such to proportion. Over and above this, a further period to the extent of 25 per cent of the time as extended shall be allowed to the contractor. The rates for such additional, altered or substituted work under this clause shall be worked out accordance with the following provisions in their respective order:

- i. If the rates for the additional, altered, substituted work are specified in the contract for the work, the contractor is bound to carry out the additional, altered or substituted work, at the same rates as are specified in the contract for the work.
- ii. If the rates for the additional, altered, substituted work are not specifically provided in the contract for the work, the rates will be derived from rates for a similar class of work as are specified in the contract for the work.
- iii. If the altered , additional or substituted work includes any work for which no rates is specified in the contract for the work cannot be derived from the similar class of work in the contract , then such work shall be carried out the rates entered in C.P.W.D. Schedule of Rates for Delhi 2021 Minus/ plus which the total Bidder amount bears to the estimated cost of the entire work put to tender.
- iv. If the rates for the altered , additional or substituted work cannot be determined in the manner specified in sub- clause (i) to (iv) above then the contractor shall, within 7 days of the date of receipt of order to carry out the work , inform the Officer – In charge of the rate which it is his intention to charge for such class of work, supported by analysis of the rate or rates claimed, and the Officer – in charge shall determine the rate or rates on the basis of prevailing market rates, and pay the contractor accordingly. However, the Officer – in charge by notice in writing, will be at liberty to cancel his order to carry out such class of work and arrange to carry it out in such manner as he may consider advisable. But under no circumstances, the contractor shall suspend the work on the plea of non- settlement of rates of items falling under the clause.

Annexure –I: Bidder Information

(The Bidder shall fill in this Form in accordance with the instructions indicated on its letterhead)

1. Bidder/ Contractor particulars:

a) Name of the Bidder	
b) Place of Registration/ Principal place of business	
c) Complete Postal Address:	
d) Mobile Nos.: (with country/ area codes)	
e) Name of CEO/MD/Chairperson	
f) Contact persons/ Designation	
g) Email IDs	

2. Taxation Registrations:

a) Type of GST Registration as per the Act (Normal Taxpayer, Composition, Casual Taxable Person, SEZ, etc.)	
b) GSTIN number: in Contractor and Service Site States	
c) Registered/ Certified Offices from where the Services would be supported and Place of Service Site for GST Purpose:	

3. Authorization of Person(s) signing the bid on behalf of the Bidder:

Full Name:	
Designation:	
Signing as: (Bidder must fill up one of the relevant categories) (<i>Strike out whichever is not applicable</i>)	
A sole proprietorship firm. The person signing the bid is the sole proprietor/ constituted attorney of the sole proprietor, OR	
A partnership firm. The person signing the bid is duly authorised being a partner to do so, under the partnership agreement or the general power of attorney, OR	
A company. The person signing the bid is the constituted attorney	

by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.	
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4) Bidder's Authorized Representative Information:

Name	
Address	
Telephone/ Mobile numbers	
Email Address	

(Signature with date)
(Name and designation)

Duly authorized to sign bid for and on behalf of
[Name & address of Bidder and seal of company]
Date:
Place:

Note: Bidder shall fill in this Form, following the instructions indicated above. No alterations to its format shall be permitted, and no substitutions shall be accepted. Bidder's wrong or misleading information shall be treated as a violation of the Code of Integrity. Such Bids shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such misdemeanors in the Tender Document.

Annexure-II: Technical Evaluation Criteria

Sr. No.	Qualification Criteria	Supporting Documents	Document uploaded (Yes/No/NA)	Remarks
1	Bidder Information	To be submitted in "Annexure-I" as mentioned in the RFP		
2	Enlistment order with C.P.W.D./ M.E.S./ Railways/ Delhi PWD/ DDA/any other govt. organization in appropriate category & class.	Enclose copy		
3	<p>Authorization of person(s) signing the bid on behalf of the bidder:</p> <p>i. In case of A sole proprietorship firm:</p> <p>or</p> <p>ii. In case of A partnership firm:</p> <p>or</p> <p>iii. In case of A company:</p>	<p>One of the following documents (whichever applicable) to be submitted by the bidder:</p> <p>i. The person signing the bid is the sole proprietor/ constituted attorney of the sole proprietor.</p> <p>ii. The person signing the bid is duly authorized being a partner to do so, under the partnership agreement or the general power of attorney.</p> <p>iii. The person signing the bid is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.</p>		
4	EMD (Earnest Money Deposit Rs. 20,000/-)/Bid Security Declaration.	<p>i. Original Bid Security should be deposited with the o/o DD (Admin), UIDAI HO at CR Section Ground Floor before the last date and time of bid submission.</p> <p>ii. Bidders, who are exempted from submitting the EMD as per GoI norms, should submit the BSD (Bid Security</p>		

Sr. No.	Qualification Criteria	Supporting Documents	Document uploaded (Yes/No/NA)	Remarks
		Declaration) with the Bid in format as per the Annexure-IV and must furnish valid document for claiming exemption		
5	In case seeking exemption from Turnover Criteria	Supporting documents for MSE/Startup (valid as on date and during currency of Bid) to prove his eligibility for exemption must be uploaded by the bidder.		
6	The Bidder should have presence in NCR of Delhi	Enclose evidence in support of address like Certificate of Incorporation/GST Registration.		
7	The Bidder should have registration of GST and PAN card	Enclose copy		
8	The Bidder should have completed following works in last three financial years ending on 31.03.2024 (i.e. 2021-22, 2022-23 and 2023-24) :-	Copies of contracts / work orders and self-certification of successful completion. Or Completion certificate from the client containing amount and duration of the work, in support of Past Experience of Similar Services along with names, address and contact details of clients. Above shall be uploaded with the bid for verification by the Buyer. A brief to be submitted in Annexure-VIII (Performance Statement)		
	(i) One similar work of single contract value not less 80% of this tender value i.e. Rs. 9,68,072/-.			
	OR			
	(ii) Two similar work of single contract value not less 60% of this tender value i.e. Rs. 9,68,072/-.			
	OR			
	(iii) Three similar work of single contract value not less 40% of this tender value i.e. Rs. 9,68,072/-.			
9	The Bidder Should Furnish Proof of Average Annual Turn Over which should not be less than Rs. 5 Lakh Only for the last three Financial Year's i.e. 2021-22, 2022-23	Self-certified Annual Turn Over and duly verified by CA for the preceding three financial years i.e. 2021-22, 2022-23 and 2023-24 in Annexure-III.		

Sr. No.	Qualification Criteria	Supporting Documents	Document uploaded (Yes/No/NA)	Remarks
	and 2023-24			
	(i) FY 2021-22:			
	(ii) FY 2022-23:			
	(iii) FY 2023-24:			
	Note: If not available for FY 23-24, then bidder may submit for FY 20-21.			
10	Self-Certificate/ Undertaking for Non-blacklisting.	To be submitted as per Annexure- 'V'		
11	Receipt of deposition of original EMD (if applicable)	To be submitted as per Annexure- 'IX'		
12	Price bid undertaking	To be submitted as per Annexure- 'X'		

Signatures of bidder
or

Officer authorized to sign the bid.

Documents on behalf of the bidder
[Name & address of Service provider and seal of company]

Annexure-III: Average Annual Turnover

(To be furnished by CA)

CPP Tender ID..... / Dated.....;

Bid Title: **Setting up of Creche (Child Care Centre) at UIDAI Head Office at Bangla Sahib Road, New Delhi**

Bidder's Name _____

[Address and Contact Details]

Annual Turnover of the Company/ Firm for last 3 Financial Years:

Year	Turnover Amount (in Rs.)
2021-22 (Till 31 st March 2022)	
2022-23 (Till 31 st March 2023)	
2023-24 (Till 31 st March 2024)*	
*If not available for FY 23-24, then bidder may submit for FY 20-21.	
Average Annual Turnover	

The bidder should give information strictly in above format.

Unique Document Identification Number (UDIN).....

Signature of Chartered Accountant

.....

Name of Chartered Accountant

.....

Membership of ICAI Date and Seal

(Signature with date)
(Name and designation)

Duly authorized to sign bid for and on behalf of
[Name & address of Bidder and seal of company]

Date

Place

Annexure– IV: Bid Security Declaration

(The Service provider shall fill in this Form in accordance with the instructions indicated on its letterhead)

Dated:

To

**Dy. Director (Admin),
4th floor, UIDAI Head Office Building,
Bangla Sahib Road, Behind Kali Mandir,
Near Gole Market, New Delhi-110001**

Ref: CPP Portal Tender ID _____

Sir/Madam,

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bid must be supported by a Bid Security Declaration.

I/ We accept that I/We may be disqualified from bidding for any contract with UIDAI for a period of 3 years from the date of opening of Bid, if I/We are in a breach of any obligation(s) under the bid conditions, because I/We:

- 1) Have withdrawn/modified/amended, impairs or derogates from the bid; or
- 2) After having been notified of the acceptance of our bid by the Competent Authority within the period of bid validity:

(i) Fail or refuse to furnish a Performance Security in accordance with the Conditions of the Bid Document No.....

OR

(ii) Fail or withdraw or refuse to sign the contract

OR

Submits false information/declaration

I/We understand that this Bid-Security Declaration shall cease to be valid, if contract is not awarded to us, upon:

- a) Our receipt of your notification to us of the name of the successful service provider or
- b) Twenty –eight days after the expiration of the validity of our Bid or any extension to it.

We are submitting this Bid Security Declaration in the name of

M/s.....Dated on _day of__

For and on behalf of M/s. _____

Address:

Signature

Name

In the capacity of

DULY AUTHORISED TO SIGN THE BID

Annexure-V: Eligibility Declarations/Undertaking

(The Bidder shall fill in this Form in accordance with the instructions indicated on its letterhead)

I/ We, _____ Son/Daughter/Wife of Shri/Smt. _____ Proprietor / Director / authorized signatory of the Bidder mentioned above, is competent to sign this declaration and execute this bid document. It is further submitted that:

- i. I/ We have carefully read and understood all the terms and conditions of the bid and undertake to abide by them;
- ii. I/We hereby declare that all statutory requirements like ESI, EPF, GST, Minimum Wages, Labour Laws and other Industrial practices etc. are complied.
- iii. We solemnly declare that we (including our affiliates or subsidiaries or constituents):
 - a) are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons;(including our Contractors/subcontractors for any part of the contract):
 - b) do not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organization or its Ministry/ Department/ from participation in its Tender Processes and/or
 - c) are not convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities, for offences mentioned in Tender Document in this regard. We have neither changed our name nor created a new “Allied Firm”, consequent to the above disqualifications.
 - d) That no criminal case or insolvency proceedings are pending against our firm/ organization..... and no Officer or Partner or Director of the organization/firm has been convicted of any criminal offence or offence involving moral turpitude, as per the laws of India.
 - e) Do not have any association (as bidder/ partner/ Director/ employee in any capacity) with such retired public official or near relations of such officials of Procuring Entity, as counter-indicated, in the Tender Document.
 - f) Have visited the UIDAI and have understood all the requirements and shall abide by them
 - g) We certify that we fulfill any other additional eligibility condition if prescribed in Tender Document.
 - h) We have no conflict of interest, which substantially affects fair competition. The prices quoted are competitive and without adopting any unfair/ unethical/ anti-competitive means. No attempt has been made or shall be made by us to induce any other bidder to submit or not to submit an offer to restrict competition.
- iv. **Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144(xi) of the General Financial Rules 2017:** We certify as under:

“We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries, and solemnly certify that we fulfill all requirements in this regard and are eligible to be considered. We certify that:

 - a) *we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed) and;*

b) we shall not subcontract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.

- v. The information /documents furnished along with the bid are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.

(Signature with date)

Name:

Designation:

Duly authorized to sign bid for and on behalf of
[Name & address of Bidder and seal of company]

Date:

Place:

Draft Agreement Format

(To be made on ₹100.00 Non-Judicial Stamp Paper)

This “**Agreement**” is made at New Delhi on the _____ day ofTwo thousand Twenty Five (Effective date) between CEO acting through Shri.....(Designation)- Unique Identification Authority of India (UIDAI), Head Office, Bangla Sahib Road, Behind Kali Mandir, Near Gole Market, New Delhi-110 001 (herein after called ‘UIDAI’ which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, authorized representatives and assigns) of the (First Part)

AND

M/s.....having its registered office at through its _____, authorized vide _____ to enter and execute this Agreement (hereinafter called the ‘Agency’ which expression unless repugnant to the context or meaning thereof shall mean and include its successors, authorized representatives and permitted assigns etc. of the Second Part.

WHEREAS the ‘UIDAI’ is desirous to engage an ‘Agency’ for **setting up of Creche (Child Care Centre) at UIDAI Head Office at Bangla Sahib Road, New Delhi** on the terms and conditions stated below:

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS: -

1. The Agency shall be solely responsible for compliance to provisions of various transportation and any other laws applicable and all the statutory obligations. The ‘UIDAI’ shall have no liability in this regard.
2. The Service Provider shall be solely responsible for any accident/medical/health related liability/compensation for the drivers /helpers/operators deployed for the aforesaid work. The ‘UIDAI’ shall have no liability in this regard.
3. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The following documents shall be deemed to form and be read and construed as part of this service contract agreement viz:
 - a. Letter of Award/Acceptance of Service Contract
 - b. Terms and Conditions of the Service Contract.
 - c. Notice Inviting Tender/RFP
 - d. Bill of Quantities.
 - e. Scope of Work
 - f. Addendums, if any.
 - g. Annexures.
 - h. Any other additional terms & conditions forming part of the service contract.
5. In case of non-compliance with the contract, the ‘UIDAI’ reserves its right to:
 - a. Cancel/revoke the contract; and/or
 - b. Forfeiture of Performance Guarantee
6. Decision of ‘UIDAI’ regarding interpretation of the Terms and Conditions and the Agreement shall be final and binding on the ‘Agency’.

7. The 'Agency' shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The 'Agency' shall keep 'UIDAI' fully indemnified against liability of tax, interest, penalty etc. of the 'Agency' in respect thereof, which may arise.

8. In case of a dispute between the 'Agency' and 'UIDAI', 'UIDAI' shall have the right to decide. However, all matters shall have the jurisdiction of courts at New Delhi.

9. This agreement shall be effective from and shall be effective for a period of 45 days.

10. Decision of 'UIDAI' regarding interpretation of the Terms and Conditions and the Agreement shall be final and binding on the 'Agency'.

11. The total value of agreement, including applicable taxes, **setting up of Creche (Child Care Centre) at UIDAI Head Office at Bangla Sahib Road, New Delhi** will be Rs. _____ for a period of 45 days which will be effective from _____.

12. The contract will be valid for a period of 45 days w.e.f. _____. However, UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI) may extend the contract further with the consent of Bidder subject to satisfactory performance and administrative convenience of as per existing rates and terms & conditions.

IN WITNESS WHERE OF the Parties have set their respective hands the day and year first above written.

Signed by the duly authorized representative
of the
Bidder

Signed by the duly authorized representative
of UIDAI

Signature _____

Signature _____

Name _____

Name _____

Title _____

Title _____

Date _____

Date _____

Accepted on behalf of the Bidder

Accepted on behalf of the UIDAI

Witness:

Witness:

Annexure-VII: Performance Bank Guarantee (Format)

(To be stamped in accordance with Stamp Act)

The non-judicial stamp paper should be in the name of issuing Bank

Ref.....Bank Guarantee No.....

Date.....

To,

The CEO
Unique Identification Authority of India
Bangla Sahib Road, Behind Kali Mandir,
Gole Market, New Delhi-110001

Reference: Tender ID Number..... and Date.....

Whereas..... (name and address of the contractor) (hereinafter called “the contractor”) has undertaken, in pursuance of contract no date..... to supply (description of goods and Works/ Services) (hereinafter called “the contract”).

And Whereas you have stipulated it in the said contract that the contractor shall furnish you with a bank guarantee by a Commercial bank for the sum specified therein as security for compliance with its obligations as per the contract;

And Whereas we have agreed to give the contractor such a bank guarantee.

Now Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until theday of20.....

Our.....branch at.....*(Name & Address of the*(branch) is liable to pay the guaranteed amount depending on the filing of a claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dated..... otherwise, the bank shall be discharged of all liabilities under this guarantee after that.

(Signature of the authorized officer of the Bank)

.....
.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of Branch

*Preferably at the Head Offices of the authority competent to sanction the expenditure for the procurement of goods or at the concerned district Head Offices or the state Head Offices.

Annexure-VIII: Performance Statement

(To be submitted On Company Official Letter-head along with supporting documents, if any)

Statement of Performance of similar Services during Last Three Years (F.Y. ending on 31-03-2024)

Bidder's Name _____

Note to Bidder: Bidder must fill in this form to prove conformance to Experience and Past Performance. The list below is indicative only. You may attach more documents as required to showcase your past performance. Add additional details not covered elsewhere in your bid in this regard. Statements and Documents may be mentioned/ attached here.

Sr. No.	Contract Title, Number and Date	Contracting Entity – Name and Address	Role in Contract	The total value of the order	Status as on date ----
1					
2					
3					
So on					

Signatures of bidder
or

Officer authorized to sign the bid.

Documents on behalf of the bidder

[Name & address of Bidder and seal of company]

(The copy of receipt of depositing of Original EMD from the office of the Chief Executive Officer, Unique Identification Authority of India in the prescribed Performa attached as below)

Receipt of deposition of original EMD

Receipt no. / date.....)

1. Name of work: “Setting up of Creche (Child Care Centre) at UIDAI Head Office at Bangla Sahib Road, New Delhi”.

2. Estimated cost: Rs.9,68,072/-

3. EMD Cost: Rs.20,000/-

4. Tender ID No.

5. Ref. No.

Last date of submission of bid upto.....Hrs.

1. Name of contractor

2. Form of EMD

3. Amount of Earnest Money Deposit

4. Date of submission of EMD and time

Signature, Name and Designation of EMD receiving officer along with office stamp

Price Bid Undertaking

From: (Full name and address of the Bidder)_____

To,

The Chief Executive Officer (CEO)
Unique Identification Authority of India (UIDAI), Head Office,
Bangla Sahib Road, Behind Kali Mandir,
Near Gole Market, New Delhi-110 001

Dear Sir/Madam,

1. I/We submit the Price Bid for **“Setting up of Creche (Child Care Centre) at UIDAI Head Office at Bangla Sahib Road, New Delhi”** and related activities as envisaged in the Bid document.
2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document and agree to abide by them.
3. I/We offer to work at the rates as indicated in the price Bid, BOQ inclusive of all applicable taxes.
4. I/We am /are not blacklisted in any authorities/ Departments.

Yours Faithfully,

Signature of the Authorized Person

Schedule of Quantity						
Name of Work: Setting up of Creche (Child Care Centre) at UIDAI Head Office at Bangla Sahib Road, New Delhi.						
S.No	Description	Qty	Unit	Rate	Amount	DSR/MR
1	Providing & Fixing decorative high pressure laminated sheet of plain / wood grain in gloss / matt / suede finish with high density protective surface layer and reverse side of adhesive bonding quality conforming to IS: 2046 Type S, including cost of adhesive of approved quality.					
1.1	1.0 mm thick.	10	Sqm	764.00	7640.00	9.127.2
2	Providing and fixing false ceiling at all height including providing and fixing of frame work made of special sections, power pressed from M.S. sheets and galvanized with zinc coating of 120 gms/sqm (both side inclusive) as per IS : 277 and consisting of angle cleats of size 25 mm wide x 1.6 mm thick with flanges of 27 mm and 37mm, at 1200 mm centre to centre, one flange fixed to the ceiling with dash fastener 12.5 mm dia x 50mm long with 6mm dia bolts, other flange of cleat fixed to the angle hangers of 25x10x0.50 mm of required length with nuts & bolts of required size and other end of angle hanger fixed with intermediate G.I. channels 45x15x0.9 mm running at the spacing of 1200 mm centre to centre, to which the ceiling section 0.5 mm thick bottom wedge of 80 mm with tapered flanges of 26 mm each having lips of 10.5 mm, at 450 mm centre to centre, shall be fixed in a direction perpendicular to G.I. intermediate channel with connecting clips made out of 2.64 mm dia x 230 mm long G.I. wire at every junction, including fixing perimeter channels 0.5 mm thick 27 mm high having flanges of 20 mm and 30 mm long, the perimeter of ceiling fixed to wall/partition with the help of rawl plugs at 450 mm centre, with 25mm long dry wall screws @ 230 mm interval, including fixing of gypsum board to ceiling section and perimeter channel with the help of dry wall screws of size 3.5 x 25 mm at 230 mm c/c, including jointing and finishing to a flush finish of tapered and square edges of the board with recommended jointing compound , jointing tapes , finishing with jointing compound in 3 layers covering upto 150 mm on both sides of joint and two coats of primer suitable for board, all as per manufacturer's specification and also including the cost of making openings for light fittings, grills, diffusers, cutouts made with frame of perimeter channels suitably fixed, all complete as per drawings, specification and direction of the Officer-in-Charge :					
2.1	12.5 mm thick tapered edge gypsum moisture resistant board	10	Sqm	1529.10	15291.00	12.45.3

3	Providing and fixing aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections/ appropriate Z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/ neoprene gasket etc. Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, Aluminium snap beading for glazing / paneling, C.P. brass / stainless steel screws, all complete as per architectural drawings and the directions of Officer-in-charge. (Glazing, paneling and dash fasteners to be paid for separately):					
3.1	For fixed portion					
3.1.1	Anodised aluminium (anodised transparent or dyed to required shade according to IS: 1868, Minimum anodic coating of grade AC 15)	450	Kg	495.05	222773.00	21.1.1,1
4	Providing and fixing double action hydraulic floor spring of approved brand and manufacture conforming to IS : 6315, having brand logo embossed on the body / plate with double spring mechanism and door weight upto 125 kg, for doors, including cost of cutting floors, embedding in floors as required and making good the same matching to the existing floor finishing and cover plates with brass pivot and single piece M.S. sheet outer box with slide plate etc. complete as per the direction of Officer-in-charge.					21.4
4.1	With stainless steel cover plate minimum 1.25 mm thickness	1	Each	2448.85	2449.00	21.4.1
5	Providing and fixing 12 mm thick frameless toughened glass door shutter of approved brand and manufacture, including providing and fixing top & bottom pivot & double acting hydraulic floor spring type fixing arrangement and making necessary holes etc. for fixing required door fittings, all complete as per direction of officer-in-charge (Door handle, lock and stopper etc.to be paid separately).	2	Sqm	4540.70	9081.00	21.18
6	Providing and fixing pre laminated medium density fibre (MDF) board exterior grade (Grade-I) IS:14587:1998 marked, to frame, backing or studding with screws etc. complete (Frames, backing or studding to be paid separately).					
6.1	Pre laminated with decorative lamination on both side exterior Grade - I MDF Board 12 mm thick confirming to IS:14587	40	Sqm	1031.50	41260.00	9.156.1
7	Providing and fixing plain lining with necessary screws/nuts & bolts/ nails, including a coat of approved primer on one face, and fixed on aluminium framework, complete as per direction of Officer-in charge (Framework shall be paid for separately). 12mm thick commercial ply conforming to IS: 1328 BWR type Recommended Make: Duro, Century ,Green , Merino	22	Sqm	1084.60	23861.00	9.140.1

8	Providing and fixing 12 mm thick frameless partition toughened glass of approved brand and manufacture, including providing and fixing top & bottom arrangement and making necessary holes etc. for fixing required glass fittings, all complete as per direction of Officer-in-charge.	12	Sqm	3800.00	45600.00	MR
9	Providing and fixing 4 mm thick commercial ply conforming to IS: 1328 BWR type in partitions, boxes, shelves, racks and cupboard, kitchen cabinet under kitchen counter etc. with necessary screws/nuts & bolts/ nails all complete as per approved brand and direction of Engineer-in-charge (Note: Fittings to be paid separately). 6 mm thick	12	sqm	751.40	9017.00	MR
10	Providing and fixing glass panes, with wooden fillets / adhesive etc wherever necessary:					
10.1	Toughened float glass panes of nominal thickness 5 mm (weight not less than 12.5kg/sqm)	1	Sqm	1200.00	1200.00	14.6
10.2	Lacquered glass panes white of nominal thickness 5 mm (weight not less than 12.5kg/sqm)	10	Sqm	4500.00	45000.00	M/R
11	Providing and fixing of rubberized foam-based mat flooring of minimum thickness 15mm as per approved shade and design with interlocking mechanism as per the direction of officer -in charge	40	Sqm	1500.00	60000.00	M/R
12	Providing and fixing quilted wall paneling with polyurethane (PU) foam 100 mm thick , 40 kg/cum density cushioning upostered with lethearite of approved make colour and shade including , cutting , pasting , imposition with adhesive and staple pin , nails etc. complete as per approved brand and direction of Officer-in-charge	12	Sqm	6000.00	72000.00	M/R
13	Design, printing & fixing of 3D digital print of different design and shade on canvas media fabric of approved make printed on HPLATEX machine as per design approved by Officer-in-charge.	20	Sqm	3800.00	76000.00	M/R
14	Providing and placing double Bunk Beds with mattresses (100 mm thick foam based of 40 kg/m ³ density) and bed sheets of appropriate size, made of Solid 18mm thick Engineered wood Twin Size 2 Low Bunk Bed Frame with Built-in Ladders for Kids Toddlers. Dimension: - 75 × 36 × 74 inch.	3	Nos	60000.00	180000.00	M/R
15	Providing and placing of Book Shelf of size 900mm (Length)x600mm(Height)x300mm(Depth) made out of 18mm thick Pre -laminated medium density fibre (MDF) board exterior grade (Grade-I) IS:14587:1998 marked as per the direction of officer-in-charge	1	Each	14500.00	14500.00	M/R
16	Providing and placing of Couch of size 1800mm(L)x 900mm(W) x 842mm(H) with solid hard wood structure frame work , top cushioning with 200mm of fixed seating using Sleepwell 40/32 kg/cum density foam as applicable of approved upholstery with basic pricing @ Rs 500/- per mt , visible legs to have Solid Teak wood of appropriate size with PU polish complete as per the direction of Officer-in-Charge	1	Each	34000.00	34000.00	M/R

17	Providing and placing blackboard of size 2000mm*1000mm made out of MDF with 40mm*40mm solid wood profile all around finished in melamine polish with chalk board film (3M) as per direction of officer in-charge	1	Each	28000.00	28000.00	M/R
18	Providing and placing of toy box of size 400mm*400mm*350mm made of MDF board finished with deco paint with grab handles as per direction of officer in-charge	1	Each	4400.00	4400.00	M/R
19	Providing and placing of kids wooden dining table of size 600mm dia with 50mm thick finished with laminate of approved shade and color. All exposed tabletop edges finished with 2mm pvc edge bending tape of Rehau / Dokin make duly machined hot press. Legs should be of circular solid wood finished with melamine polish as per direction of officer in-charge	2	Each	8000.00	16000.00	M/R
20	Providing and placing kids' pentagon shaped chairs made of solid wood legs and seat should have 50mm thick foam supported over plywood covered with upholstery etc. complete. Chairs should be finished with melamine polish of approved shade and color as per direction of officer in-charge.	12	Each	5000.00	60000.00	M/R
	Total				968072.00	