

D-11018/41/2018-Admin

UNIQUE IDENTIFICATION AUTHORITY OF INDIA

2nd Floor, Tower I, Jeevan Bharti Building,
Connaught Circus, New Delhi 110001

Dated : 20th Feb., 2018

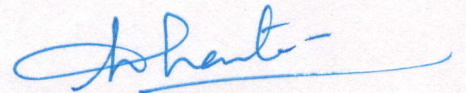
NOTICE

Sub: e-Procurement of Movers and Packers Service For Shifting of Office equipment and other materials of UIDAI from Jeevan Bharati Building, Connaught Place to Gurudwara Bangla Sahib Road near Kali Mandir, New Delhi through CPP Portal.

An RFP is floated vide notice No. D-19018/41/2018-Admin dated 20/02/2018 for e-Procurement of "Movers and Packers Service For Shifting of Office equipment and other materials of UIDAI from Jeevan Bharati Building, Connaught Place to Gurudwara Bangla Sahib Road near Kali Mandir, New Delhi" through CPP Portal (www.eprocurement.gov.in) for UIDAI HQ building. Accordingly, bid is uploaded on CPP Portal and the official website of UIDAI (www.uidai.gov.in). The important dates of the Bid submission are as under:

Published Date	20.02.2018 1730 Hrs
Pre-Bid Meeting	23.02.2018 1500 Hrs
Submission of Clarification, if any	26.02.2018 1500 Hrs
Clarification / corrigendum to be uploaded on the CPPP Portal, if any	28.02.2018 Hrs
Bid Submission Start Date	05.03.2018 0000Hrs
Bid Submission End Date	12.03.2018 1530 Hrs
Technical bid opening Date	14.03.2018 1530 Hrs
Financial bid opening Date	will be intimated later

Note: For any query/clarification, send mail to ratnesh.bharati@uidai.net.in



(RATNESH BHARATI)
DY.DIRECTOR (ADMN.)
Ph.no.23466842

D-11018/41/2018-Admin

e-Procurement of Movers and Packers Service

for

Shifting of Office equipment and other materials of UIDAI from

Jeevan Bharati Building, Connaught Place

to

Gurudwara Bangla Sahib Road

near Kali Mandir,

New Delhi

2018

SECTION I

Instruction to Bidders

This invitation is for e-procurement of Movers and Packers Service for Shifting of Office equipment and other materials of UIDAI from Jeeven Bharati Building to Gurudwara Bangla Sahib Road, near Kali Mandir, New Delhi-110001.

1.1 Bidder(s) are advised to study the Bid document carefully. Online bid Submission shall be deemed to have been done after careful study and examination of the bid document with full understanding of its implications. Bid offers prepared in accordance with the procedures enumerated in the bid should be submitted online only through CPPP website: <https://eprocure.gov.in/eprocure/app> not later than the date and time laid down in the Schedule for Invitation to Bid under Clause **1.12**. The Bidders are advised to follow the instructions provided in the 'Instructions to the Bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option, which helps in reducing size of the scanned document.

1.2 Manual bids shall not be accepted.

1.3 One bidder or bidders having business relationship shall submit not more than one tender. Under no circumstance will father/mother and his/her son/daughter 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.

1.4 The Bidder(s) who have downloaded the tender from the UIDAI website www.uidai.gov.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/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 tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder(s) is liable to be banned from doing business with UIDAI.

1.5 Intending bidders are advised to visit again CPPP website <https://eprocure.gov.in/eprocure/app> and UIDAI website www.uidai.gov.in at least 3 days prior to closing date of bid submission for any corrigendum / addendum/ amendment.

1.6 The Hard Copies of original instruments in respect of 'Tender fee' and Earnest Money Deposit (EMD) must be delivered to the address as mentioned in the bid on or before the date & time of bid submission as mentioned in critical date sheet. In case of

failure, Bidder(s) shall be rejected summarily for non-submission of original payment instrument. The Demand Draft submitted for tender fee shall be non-refundable and for EMD/ bid security shall be interest free.

- 1.7 The Bids will be opened as per schedule mentioned in the bid and the schedule of Price-Bid will be intimated to technically qualified bidders with the approval of competent authority.
- 1.8 All the Bids must be accompanied by an EMD (Earnest Money Deposit) /Bid Security of an amount of Rs.30000/- (Rupees Thirty thousand only), in the form of Demand Draft drawn on any Nationalized Bank/ Scheduled Commercial Bank in favour of "UIDAI" and payable at New Delhi, except those who have been exempted as per directive of Govt. of India (enclose certificate as applicable).
- 1.9 The Bidder(s) is required to pay Rs. 100/- (Rupees One Hundred Only) towards Tender fee, at the time of bid submission, in the form of a Bank Demand Draft drawn on any Nationalized Bank/ Scheduled Commercial Bank in favour of "UIDAI" and payable at New Delhi, except those who have been exempted as per directive of Govt. of India (enclose certificate as applicable).
- 1.10 The transfer of Bid and subcontracting is not allowed, in case found, the bid/contract will be rejected/cancelled along with forfeiture of EMD/PBG.
- 1.11 **Schedule for Invitation to Bid:**

a. **Name of the Purchaser:**

The CEO,
Unique Identification Authority of India,
Ministry of Electronics & Information Technology,
Govt. of India (GoI),
2nd Floor, Tower-I, Jeevan Bharti Building,
Connaught Circus, New Delhi-110001

b. **Addressee and Address:**

The Deputy Director (Admin.)
UIDAI (UIDAI),
Ministry of Electronics & Information Technology,
Govt. of India (GoI),
2nd Floor, Tower-I, Jeevan Bharti Building,
Connaught Circus, New Delhi-110001

c. **Name of the Contact Person for any clarification :**

Mr. Ratnesh Bharati,
Deputy Director (Admin),
UIDAI (UIDAI),
Ministry of Electronics & Information Technology,
Govt. of India (GoI),
2nd Floor, Tower-I, Jeevan Bharti Building,
Connaught Circus, New Delhi-110001

d. Queries should be submitted via E-mail and followed by paper copy by post E-mail: ratnesh.bharati@uidai.net.in

1.12 **Important Dates:** The following table provides information regarding the important dates of the Bid process for this Bid:

CRITICAL DATE SHEET

Published Date & Time	20.02.2018 1730 Hrs
Pre-Bid Meeting & Time	23.02.2018 1500 Hrs
Submission of Clarification, if any & Time	26.02.2018 1500 Hrs
Clarification / corrigendum to be uploaded on the CPPP Portal & Time	28.02.2018 1800 Hrs
Bid Submission Start Date & Time	05.03.2018 0000 Hrs
Bid Submission End Date & Time	12.03.2018 1530 Hrs
Technical Bid Opening Date & Time	14.03.2018 1530 Hrs
Financial Bid Opening Date	Will be communicated later.

Note: The UIDAI shall not be responsible for delay in online submission of the bid, whatsoever may be the reasons. Also, ensure delivery of the original financial instruments (EMD/Tender Fee/exemption certificate as per Govt Directions) to the addressee on or before the date & time of bid submission.

1.13 **Procedure for Submission of Online Bids on CPP Portal:** 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>.

- 1.14 Registration:** The Bidders are required to enrol 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 Enrolment” on the CPP Portal which is free of charge. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 1.15** The 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.
- 1.16** Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 1.17** A bidder should register only one valid DSC. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others, which may lead to misuse. **The Bidder** then login to the site in a secured manner by entering their user ID / password and the password of the DSC / e-Token.
- 1.18 Searching for tender documents:** 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.
- 1.19** 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 in the tender document.
- 1.20** 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.
- 1.21 Preparation of bids:** **The Bidder** should take into account any corrigendum published on the tender document before submitting their bids. 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 copies 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.

1.22 The 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 / JPG formats. Bid documents may be scanned with 100 dpi with black and white option, which helps in reducing size of the scanned document.

1.23 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.

1.24 Submission of bids:

1.24.1 Bidder should login to 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 date & time. Bidder will be responsible for any delay due to other issues.

1.24.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

1.24.3 Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable and enter details of the financial instruments.

1.24.4 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, on/before the last date & time 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 copies and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.

1.24.5 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 coloured (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.

1.24.6 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.

- 1.24.7 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.
- 1.24.8 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 1.24.9 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 bid submission with all other relevant details.
- 1.24.10 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.
- 1.24.11 **Assistance to bidders:**
 - a. 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.
 - b. 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. The contact number for the helpdesk is 1800 3070 2232.

Section-II

Scope of the Work

- 2.1 Online quotations through Central Public Procurement Portal (www.eprocure.gov.in) are invited from the Firms/Agencies specialized in **Movers and Packers Service for Shifting** of all Offices/Sections of UIDAI, Headquarter from 2nd & 9th Floor, Tower-1 and 3rd Floor, Tower-2 of Jeevan Bharati Building, Connaught Place, New Delhi to UIDAI HQ Building, Gurudwara Bangla Sahib Road, near Kali Mandir, Gole Market, New Delhi.
- 2.2 The items (**mentioned in Annexure-III**) to be shifted from Jeevan Bharati Building will be available for inspection between 2:00 P.M. to 5:00 P.M. in working days from Monday to Friday. For this purpose Deputy Director (Admin), UIDAI may be contacted in 2nd Floor, Tower-1 Jeevan Bharati Building, New Delhi on Telephone No. 011-23466842.
- 2.3 The Firms/Agencies should also furnish a copy of the PAN, GST, and Experience Certificate of at least 03 years in the relevant field from Government Departments/PSUs/leading Corporate Offices while submitting their quotations. Proof of Annual Turn Over which should not be less than Rs 10.0 Lakh for the last three each year's i.e. 2014-2015, 2015-2016, 2016-2017 along with self certified audited Balance sheet and profit and Loss account for the for the same period shall also be uploaded on CPPP along with the quotations.
- 2.4 The bidders are requested to submit online quotation for the items mentioned in **Annexure-III** through CPP Portal by 12.03.2018 at 3:30 P.M. with Tender Fee of Rs. 100/-(One Hundred Only) and Earnest money of Rs. 30,000/- (Rupees Thirty Thousand only) in the form of Demand Draft, scanned copy may please be uploaded on CPP Portal while submitting the bid and the original financial instruments shall be dispatched to the addressee (Deputy Director Admin), 2nd Floor, Tower-1, Jeevan Bharati Building, Connaught Place and should reach on or before the closing time & date mention in **clause 1.12 and** exemption certificate issued by entitled Govt Department/ Organization/Ministry, if any, should be uploaded and would be taken into account during evaluation of the bid, failing which the bid shall be rejected.
- 2.5 The Bidders should have sufficient manpower and communication/self transportation facilities to respond in the shortest possible time.
- 2.6 The online quotations received will be opened by the Tender Opening Committee at 3:30 P.M. on xx.xx.2018 in UIDAI premise.
- 2.7 **The shifting of offices/sections shall include the followings:-**

- i. Packing of files, IT equipment, Office Equipment, Almirah and other materials as available in the respective rooms/sections at 2nd & 9th Floor, Tower-1 and 3rd Floor, Tower-2, Jeevan Bharati Building, Connaught Place, New Delhi.
- ii. Carrying all the packed articles/material carefully to ground floor, loading into the lorry and transportation to UIDAI HQ Building, Near Kali Mandir, Gurudwara Bangla Sahib Road, Gole Market, New Delhi. **Detail of the materials/articles/ equipments, etc attached as Annexure-III.**
- iii. Unloading all the packed articles/material from the lorry.
- iv. Unpacking of the goods and placing in the respective floors and rooms.
- v. Obtaining certificate for proper shifting with list of materials shifted, from concerned Officers/Sections.
- vi. Disposal of packed/packaged material, etc.
- vii. The selected Firm/Agency has to use their own good quality packed/packaged material, like gunny bags, packing tapes, Sutli, cardboard, carton, thermocol sheets, Bubble pack sheet, transportation, manpower, etc.
- viii. The Firm/Agency must deploy skilled person for handling IT equipment, Office Equipment and other sophisticated equipments. Any lapse on this regard will attract penal action which would be equal to book value of the equipment and shall be deducted from the bill.

2.8 UIDAI reserves the right to reject any or all quotations without assigning any reasons thereof.

Section-III

General Terms and Conditions

- 3.1 The bidders shall submit their quotation online through CPP Portal.
- 3.2 The bidders shall submit the bids completed in all respect shall be submitted Online and must be uploaded in two packets i.e. Two Bid system (technical bid and commercial bid).
- a. The bid shall be submitted online, the Signed and Scanned copies of all the required documents in:
- i. **Packet-1** - Technical Bid (Annexure I) Submission with relevant/ supporting documents/evidences as mentioned in the bid.
- iii. **Packet-2** - Schedule of commercial bid in the form of BoQShifting.xls
- b. All the documents being submitted must be self certified before uploading. All the files / documents mentioned in the bid should be in *.PDF format except for the BoQ which should be * .xls format.
- 3.3 **The terms & conditions of the contract:-**
- a. The firm/agency shall indicate the lump sum rates for the said job (as per **Annexure II**). The Financial/Commercial bid is provided as BoQShifting.xls along with bid document at <https://eprocure.gov.in/eprocure/app>. The Bidders are advised to download the BoQShifting.xls and quote their offer/rates in the permitted column and upload the same in Packet-2.
- b. The Firms/Agencies should be NCT of Delhi, Noida/Greater Noida, Faridabad, Ghaziabad, Gurgaon, Manesar based only.
- 3.4 The submission of bid will not place the UIDAI under any obligation to place the order with the Firm/Agency and no expenses incurred by the contractor in this regard will be payable.
- 3.5 The Bidder shall not tamper/modify downloaded commercial/price bid template in any manner. In case, if the same is found to be tempered/modified, or quoted price revealed in any other manner, the bid shall be rejected and EMD would be forfeited and the bidder is liable to be banned from doing business with UIDAI.

- 3.6 All the Bidders are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before online submitting their quotations.
- 3.7 Dispute, if any, arises between the Firm/Agency and its manpower in the matter of wages or any service conditions, the same will be settled by the Firm/Agency and the engaged workers themselves. UIDAI in no case shall be a party to such a dispute.
- 3.8 Dispute, if any, between UIDAI and Agency/Firm, the decision of the UIDAI shall be final and binding on both parties.
- 3.9 Under normal circumstances, the rate shall be valid for a period of three months from the date of issue of work order. If, required, validity of the concluded rate(s) may be extended further for a period of one month or as per need.
- 3.10 Responsibility of taking necessary permission from the traffic police authority for shifting shall be of the selected Firm/Agency.
- 3.11 Responsibility for damage/theft/loss etc. of goods during shifting or physical injury to any labour in loading/unloading shall be of the Firm/Agency.
- 3.12 If any, damage caused to the property of the UIDAI due to negligence/ignorance/mishandling or otherwise during packing, loading while on transit, unloading, unpacking and while taking to designated floors & rooms, shall be at risk and responsibility of the Firm/Agency. The financial or any other loss suffered by the UIDAI on this account shall be made good by the Firm/Agency.
- 3.13 The successful bidder shall also submit a copy of **insurance coverage certificate for Rs. 50 Lakh (Rupees Fifty Lakh only)** from Nationalized Insurance Company in favour of DD(Admin), UIDAI HQ, New Delhi towards damage of costly and delicate items like IT equipment, photocopiers, printers, refrigerators, fax machines, LCDs, TVs etc. as mentioned in Annexure – III during shifting. **The successful bidder shall pay the cost of insurance coverage.****
- 3.14 The successful bidder shall start preparation in advance and shall be allowed only 3 days period to start the work, a prior intimation shall be given to start the shifting work. The entire shifting work shall have to be completed within 07 days from date of award of contract. However, the bidder should have the capacity to start the work within 05 days of award of contract.
- 3.15 The equipment/machineries/vehicles deployed for the purpose must be free from all disputes. The bidder shall indemnify UIDAI from all the disputes/legal issues in this matter.

- 3.16 The UIDAI reserves the right to reject any or all quotations without assigning any reasons thereof.
- 3.17 **COMPENSATION FOR THE DELAY:** In case of delay in completion of the work by Service Provider within the contractual completion period as stated above, for the reasons of delay solely attributable to Service Provider and liable to pay a compensation to UIDAI @ 1% (One percent) of the total value of work awarded per day and maximum up to the sum equivalent to the amount of 10 % (Ten percent) of the total value of work awarded.
- 3.18 **FORCE MAJEURE:** UIDAI shall not be liable for forfeiture of its performance bank guarantee, liquidated damages or termination for default, if the delay in performance or other failure to perform its obligations under the contract is a result of an event of Force Majeure. "Force Majeure" means an event beyond the control of the Service Provider (SP) and not involving the SP's fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions, freight embargoes etc.
- 3.19 **LAW GOVERNING THE CONTRACT:** Any dispute or difference, whatsoever, arising between the parties out of, or relating to, or incidental to the construction, meaning, scope, operation or effect of this agreement; or the validity or the breach thereof, same shall be settled by Arbitration in accordance with Rules of Arbitration formulated by Delhi International Arbitration Centre. The Award made in pursuance thereof shall be final and binding on both the parties. The venue of the Arbitration will be New Delhi, Delhi Court(s) shall have sole jurisdiction with respect to this Award, and any other Order executed in pursuance/furtherance of or in connection to this Award. The Indian Laws shall apply.
- 3.20 **CONFIDENTIALITY:** The contractor shall take all precautions not to disclose, divulge and or disseminate to any third party any confidential information, proprietary information on the client's business or security arrangements (including but not limited to the Assignment Instructions, Schedules and other subsequent Agreements) and or business of the client. The obligation is not limited to any scope and the Contractor shall be held responsible in case of breach of the confidentiality of UIDAI's information.
- 3.21 If the Service Provider fails to provide the service to UIDAI, in such case, UIDAI reserves the right to get the service from the market and whatever excess payment made, shall be recovered from bills/ encashing PBG of the service provider.
- 3.22 **Performance Security (PBG):** The successful Bidder shall furnish an interest free refundable performance security (@ 10% of contractual value) in the form of Bank Guarantee Bond in compliance to the terms and conditions of bid within 5 (Five) days on receipt of notification of award prescribed at **Annexure-IV**. In case of failure,

EMD of the successful Bidder shall be forfeited unless time extension has been granted by UIDAI and may be blacklisted for doing business in UIDAI at least for three years.

- 3.23 The Performance Security shall be discharged after the satisfactory completion of the contract. If the service provider fails or neglects any of his/her obligations under the contract, it shall be lawful for UIDAI to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss from such failure.
- 3.24 Transfer and Sub-letting: The Service Provider has no right to bargain, sell, assign or sublet/subcontract or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof. If found, the PBG of the Service Provider shall be encashed and blacklisted for doing business in UIDAI at least for three years.
- 3.25 The bid security (EMD) of the unsuccessful bidders will be discharged/ returned without any interest within 10 days on concluding the tender and Bid Security of the successful bidder will be discharged/returned on furnishing of PBG.

Section: IV
Evaluation and Payments

- 4.1 Opening of the Bids and Technical Evaluation:** The Bids received will be opened as per the scheduled date and time mentioned in the Critical date sheet and a committee duly constituted by Competent Authority will carry out technical evaluation/scrutiny of the bids.
- 4.2 Technical Evaluation:** The bidders possessing all the requisite qualifications/evidences/ documents as spelt out in the Bid Document (**Annexure-I**) and found in order, with the approval of competent authority, would be declared as technically qualified. Accordingly, the qualified bidders would be intimated for opening of the financial bids on CPP Portal.
- 4.3 Commercial Evaluation:** Evaluation of the bids will be online and offline both, and comments of the offline committee will be uploaded as per the online process. **The** Evaluation of tender for deciding L1 bidder shall be done on the basis of total lowest rates quoted for the items as indicated in **Annexure-II**.
- 4.4** All payments shall be made in **Indian Currency** by means of Electronic Clearance Service (ECS).
- 4.5** The UIDAI shall be entitled to deduct in accordance with Applicable Law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the contractor, and the amount so deducted shall be deemed to be a payment made to the contractor.
- 4.6** The payment shall be made after satisfactory completion of the entire shifting work and no advance payment shall be made. The contractor shall obtain a satisfactory report from the concerned division/section/ officer for shifting of their records and submit the same with the bill for payment.

Deputy Director (Admin)

Tel: 11-23466842

Technical Bid

1. Name of the Firm:_____
2. Registered/Postal Address:

3. Tele No, Mob No & E-mail:

4. GST No (if applicable) _____
5. PAN: -----
6. Experience certificate:_____
7. Proof of Annual Turnover for the previous three Years (ending March 2017):

8. Profit & Loss statement for the previous three Years (ending March 2017):

Signature with Seal

Financial Bid

Sl. No.	Description of Work	Offered Lump sum Amount (Rs.)
1.	Furniture items including almirahs etc.	
2.	IT equipment and other electronics Items (Computers, Printers, Photocopiers, Fax Machines, LCDs, TVs, refrigerators, etc.	
3.	Office Records	
4.	Misc. items	
	Total#	

Inclusive of all taxes, packing, unpacking, Loading, unloading, Transportation, labour, and Misc. Charges, if any.

Note: Evaluation of tender for deciding L1 bidder shall be done on the basis of overall lowest rates quoted for the complete activities under the scope of this tender.

SIGNATURE WITH
SEAL

Annexure-III

Detail of Materials to be shifted to New UIDAI Building

S.No	Items	Qty	Remarks/location
1	<u>Furniture</u>		
1.1	Almirah	27	2 nd ,3 rd & 9 th floors.
1.2	Steel Racks	20	2 nd ,3 rd & 9 th floors.
1.3	Coat Stand	04	2 nd ,3 rd & 9 th floors.
1.4	News Paper Stand	02	3 rd Floor
	Total	53	
2	<u>IT & Electronics Items</u>		
2.1	Desktop	222	Incl 23 of NOC Room. 2 nd ,3 rd & 9 th floors.
2.2	Printer	125	2 nd ,3 rd & 9 th floors.
2.3	Scanner	4	2 nd ,3 rd & 9 th floors.
2.4	Server	3	2 nd ,3 rd & 9 th floors.
2.5	Photocopier Machine	7	2 nd ,3 rd & 9 th floors.
2.6	TV (LED)	23	Incl 12 of NOC Room. 2 nd ,3 rd & 9 th floors.
2.7	Display TV	3	2 nd ,3 rd & 9 th floors.
2.8	Refrigerators small	10	2 nd ,3 rd & 9 th floors.
2.9	Refrigerators Big	03	2 nd ,3 rd & 9 th floors.
2.10	Air Purifier	1	9 th Floor
	Total	401	
3	<u>Office Records</u>		
3.1	Files / Folders	7500	2 nd ,3 rd & 9 th floors.
3.2	Record Registers	500	2 nd ,3 rd & 9 th floors.
3.3	Books	1000	2 nd ,3 rd & 9 th floors.
	Total	9000	
4	<u>Misc Items</u>		
4.1	Iron Cash Chest 2x1.5x1.5	1	2 nd Floor
4.2	Paper Shredders	5	2 nd ,3 rd & 9 th floors.
4.3	Mementos	25	3 RD Floor
4.4	Wall Clocks	10	2 nd ,3 rd & 9 th floors.
4.5	Fire Extinguisher	5	3 rd & 9 th Floor
4.6	Bio Metric Machines	6	2 nd ,3 rd & 9 th floors.
4.7	Hot Case	4	2 nd ,3 rd & 9 th floors.
4.8	Oil Heater	14	2 nd ,3 rd & 9 th floors.
4.9	Stores Items	75	cartons of size 18x15x12 for Stationery Items, Toner cartridges
	Total	145	

PERFORMANCE BANK GUARANTEE

(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

Unique Identification Authority of India

**Ministry of Electronics & Information Technology, Government of India 3rd Floor, Tower II,
Jeevan Bharati Building,
Connaught Circus, New Delhi-110001**

Dear Sirs,

1. In consideration of the Unique Identification Authority of India, Department of Electronics & Information Technology, Government of India, on behalf of the CEO, UIDAI, (hereinafter referred to as the „Owner“ which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s..... with its Registered/Head office at (hereinafter referred to as the “Contractor” which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a Contract by issue of Notification of award No..... dated and the same having been acknowledged by the Contractor, resulting in a Contract, bearing No..... dated.....valued at.....for **“Movers and Packers service for shifting of office equipment and other materials of UIDAI from Jeevan Bharati Building to Gurudwara Bangla Sahib Road, Near Kali Mandir, New Delhi.”** and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract not exceeding Rs. (in words & figures).
2. We.....
...(Name & Address of Bank Branch) having its Head office at (hereinafter referred to as the ‘Bank’, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the amounts due and payable under this guarantee without any demur, reservation, context, recourse or protest and/or without any reference to the Contractor merely on a demand from the Owner stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Owner by reason of breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the Contractor(s) failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive and binding notwithstanding any difference between the Owner and the Contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable till the Owner discharges this guarantee.
3. The Owner shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee, from time to time to extent the time for performance of the Contract by the Contractor. The

Owner shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Owner and the Contractor or any other course or remedy or security available to the Owner. The Bank shall not be released of its obligations under these presents by any exercise by the Owner of its liberty with reference to the matters aforesaid or any of them or by reason of any other act of omission or commission on the part of the Owner or any other indulgences shown by the Owner or by any other matter or thing whatsoever which under law would, but for this provision have the effect of relieving the Bank.

4. The Bank also agrees that the Owner at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Contractor and not withstanding any security or other guarantee the Owner may have in relation to the Contractor's liabilities.
5. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/Service Provider(s).
6. Notwithstanding anything contained hereinabove:
 - (1) Our liability under this guarantee is restricted to Rs. (in words & figures) being the 10% of the value of the contract/notification of award.
 - (2) This Bank Guarantee will be valid upto; and
 - (3) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only upon service of a written claim or demand by you on or before
.....

In witness whereof the Bank, through its authorised officer, has set its hand and stamp on this.....day of.....20.....at.....

Witness

(Signature)

(Signature)

(Name)

(Name)

(Official Address)

Attorney as per

(Designation with Bank Stamp) Power of Attorney No..... Dated.....