

No.UIDAI/RO-Ghy/House Keeping/39/2017/559
Government of India
Ministry of Electronics and Information Technology
UNIQUE IDENTIFICATION AUTHORITY OF INDIA
Regional Office, Guwahati
Block-V, 1st Floor, Housefed Complex, Dispur, Guwahati – 781 006.

Dated : 19/06/2018

To

(All the Interested Parties)

Limited Tender for Housekeeping at UIDAI, Regional Office, Guwahati.

Unique Identification Authority of India, Regional Office, Guwahati invites sealed bid for Housekeeping services at its Office premises at Housefed Complex on the following terms and conditions:-

(A). Description of Work

The tentative Housekeeping required by UIDAI are as per the details given in **Annexure – I**. Visit to the site can be done with prior appointment before submitting the tender, if so desired by the tenderer.

(B). Essential Qualifying Terms & Conditions

1. Tenderer must have at least one ongoing job orders and/or satisfactory services completion certificates / credentials of the completed contracts in government sector in the Housekeeping field during past three years. (Attach supporting proof for the same).
2. Tenderer must also provide its PAN (Permanent Account Number) allotted by the Income Tax Department and attach the proof thereof duly signed and stamped.
3. Tenderer must have turnover of minimum Rs. **3,00,000/- (Three) Lakhs** on an average per year calculated on the basis of past three years. (Attach supporting proof for the same for the year 2015-16, 2016-17 and 2017-18).
4. The employees of the tenderer must be covered under ESI and EPF. The duly signed and stamped copies of ESI and EPF certificates must be attached.
5. The tenderer must have its registered office/branch in Guwahati.

(C). General Terms & Conditions

1. The persons deployed for the job must be trustworthy, skilled, trained and of good character. The approved tenderer will be liable for employees provided by the approved tenderer for all purposes and UIDAI will have no liability regarding any matter concerning to their salaries, other payments, welfare, uniform etc. Hence the staff of the tenderer will have no right to claim on UIDAI in any respect of employment or any legal compensation in case of any injury, disability or death, while on duty in UIDAI as part of this service job contract.
2. The person so provided should be on the permanent roll of the company and their antecedents should be pre-verified by the Police authorities. An attested copy of the antecedents' police verification of each person shall be submitted to UIDAI before deployment for work.
3. The tenderer shall deal and settle the matter related with their employees union and shall make sure that no labour disputes/problems are referred to UIDAI. It shall indemnify UIDAI in this regard. While rendering the services as per the tender, if some unintended happenings like injury or death of tenderer's staff occur, UIDAI cannot be sued in any court of law for any compensations related aspects.
4. The tenderer at all times should indemnify Unique Identification Authority of India, Regional Office Guwahati against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employer's Liability Act, 1938, the Workmen Compensation Act, 1923, Industrial Disputes Act, 1947 and the Maternity Benefit Act, 1961, any other applicable Acts or any modification thereof or any other law relating thereto and rules made hereunder from time to time. It shall indemnify UIDAI in this regard.
5. The tenderer must pay salary to its deployed personnel as per the payment of Minimum Wages Act. It should be inclusive of dearness allowance increase from time to time as per the order of Ministry of Labour, Govt. of India etc.

