



**GOVERNMENT OF INDIA
PLANNING COMMISSION
UNIQUE IDENTIFICATION AUTHORITY OF INDIA**

TENDER DOCUMENT

For Services of Architect

For Interior Furnishing of Office Premises, UIDAI - R.O. Bangalore

Date of issue of Tender Document	:	From 12 th August, 2010
Last Date & time for submission of Tender Document	:	upto 1530 hours on 26 th August, 2010
Last date for pre -bid clarification	:	23 rd August, 2010
Date & time for opening of Tender Document		
Technical bid	:	At 1630 hours 26 th August, 2010
Financial Bid of eligible Tenderers	:	At later date

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Government of India
Planning Commission
Unique Identification Authority of India

3rd Floor, Khanija Bhavan (South Wing),
#49, Race Course Road, Bangalore-1
12th August, 2010.

TENDER NOTICE

FOR

SERVICES OF ARCHITECT

FOR INTERIOR FURNISHING OF OFFICE PREMISES, UIDAI – R.O. BANGALORE

LAST DATE OF SUBMISSION OF TENDER : 26-08-2010

Sub: Invitation to bid for services of Architect for Interior furnishing of
UIDAI RO, 3rd Floor, Khanija Bhavan (South Wing), #49, Race Course Road,
Bangalore-1

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Sealed Tenders are invited on behalf of the President of India for providing services of Architect for interior furnishing work of UIDAI, 3rd Floor, Khanija Bhavan (South Wing), #49, Race Course Road, Bangalore-560001.

The bidders are requested to go through the tender enquiry document carefully, which will form part of the contract. The bidders are expected to quote professional fees for the interior furnishing work of the UIDAI Regional Office, furnish all the information asked for, sign all the pages and submit the bid to the Deputy Director, UIDAI RO, 3rd Floor, Khanija Bhavan (South Wing), #49, Race Course Road, Bangalore-560001.

Contact Info:

Phone : 080-22340104/22341611/22340103

Fax : 080-22340310

Website : www.uidai.gov.in

A. SCHEDULE OF TENDER

1. Tender Notice No. : 01/2010-11
2. Name of the work : Services of Architect for Interior furnishing of UIDAI RO
3. Location of work : UIDAI RO, 3rd Floor, Khanija Bhavan (South Wing), #49, Race Course Road, Bangalore-560001
4. Issue of Tender Documents : From 12-08-2010 to 26-08-2010
5. Tender to be Submitted : on or before 26-08-2010 up to 3.30 p.m.
6. Envelopes to be : “Bid for Services of Architect for Interior Furnishing of Office Premises, UIDAI - R.O. Bangalore”
7. Opening of tender : 26-08-2010 at 4.00 p.m.
8. Amount of EMD : Rs.5,000/-
9. Cost of Tender Form : NIL
10. No Escalation in rate in professional fees is permitted once quoted.

Note: 1) The tender form and connected documents can be downloaded from the UIDAI website. However, the tender must be submitted in physical form. Tenders received by email or in any other electronic form will be rejected.

2) The tenders completed in all respects must be received in this office before date and time indicated above. The tenders received after the scheduled date and time will be rejected outright. All outstation tenders should be sent addressed to the undersigned so as to reach by the stipulated date and time of the receipt of tenders. Only one tender should be kept in one cover.

**Deputy Director
UIDAI Regional Office
3rd Floor, Khanija Bhavan, South Wing,
#49, Race Course Road, Bangalore – 560001**

B. ANNEXURE – I

GENERAL TERMS AND CONDITIONS

1. Parties:

The parties to the Contract are the Contractor (the bidder to whom the work is awarded) and the Government of India through the Deputy Director General, UIDAI RO Bangalore on behalf of the President of India.

2. Addresses:

For all purposes of the contract including arbitration there-under, the address of the Contractor mentioned in the tender shall be final unless the Contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the DDG, UIDAI RO.

3. Earnest Money:

3.1 Earnest Money of Rs.5,000/- (Rupees Five thousand only) must be deposited by the bidder in the form of DD from any nationalised bank in favour of **Senior Accounts Officer, UIDAI, RO - Bangalore**, receipt in token of having deposited the amount must be submitted along with the Technical Bid.

3.2 The bidder is not permitted to withdraw his offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates the aforesaid amount of Earnest Money will be forfeited to the Government.

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

3.4 No claim shall lie against the Government/ Department in respect of erosion in the value or interest on the amount of Earnest Money Deposit or Security Deposit.

4. Preparation and Submission of Tender:

The tender must be submitted in two parts namely Technical Bid along with the proof of Earnest Money Deposit (in form given in Annexure – III) and Commercial Bid (in form given in Annexure – IV) and each should be kept in **separate** sealed envelopes. The two sealed envelopes must be kept in another envelope addressed to the undersigned. The outer envelope must bear the address, Tender Number and Date, subject of tender. The inner envelopes should be superscribed with Tender Number, subject of tender and whether the envelope is containing “ Technical Bid “ or “ Commercial Bid“.

5. **Signing of Tender:**

Individual signing the tender or other documents connected with contract must specify whether he signs as:-

- (a) a “sole proprietor” of the firm
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or a Principal Officer duly authorized by the Board or Directors of the Company, if it is a company.

Note:

The bidder must affix his firm’s stamp at each page of the tender and all its Annexures as the acceptance of the offer made by the bidder will be deemed as a contract and no separate formal contract will be entered into, with the successful bidder. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.**

6. **Technical Bid:**

6.1 **The Technical Bid should be submitted in form given in Annexure - III along with the prescribed documents.**

7. **Commercial Bid:**

7.1 The Commercial Bid should be submitted in form given in Annexure – IV in a separate sealed cover kept inside the main cover. The Commercial Bids of the bidders short – listed after evaluation of Technical Bids only will be opened on a specified date and time to be intimated to the respective bidder. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Bids.

7.2 The rates should be quoted as per the format given in Annexure – IV. The rates quoted shall be firm and final.

7.3 Taxes, if any, to be paid need to be duly indicated in the bid; otherwise no extra payment would be made for this purpose.

7.4 Terms of payment as stated in the Tender Document shall be final.

7.5 At the time of payment of bills, the Income Tax, if any, shall be deducted at source as per Government Rules and guidelines as may be prevailing at the time of payment.

8. Validity of the Bids:

The bids shall be valid for a period of 180 days from the date of opening of the tenders.

9. Opening of Tender:

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

10. Criterion for Evaluation of Tenders:

The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure – III and then on the basis of Commercial information furnished in form given in Annexure –IV. The Commercial Bid (Annexure – IV) of such firms found valid based on technical evaluation will only be opened on the date, time and venue to be announced after opening of the Technical Bid.

11. Right of Acceptance:

11.1 The DDG, UIDAI RO reserves all rights to reject any tender including those tenders which fail to comply with the instructions and does not bind itself to accept the lowest or any specific tender. The decision of the DDG in this regard is final and binding.

11.2 Any attempt to canvass for the work will prejudice the bidder's quotation.

12. Communication of Acceptance:

The successful bidder will be informed of the acceptance of its tender.

13. Time Schedule for Commencement of Work:

The work must be commenced within a week from the date of award of work.

14. Security Deposit:

14.1 The successful bidder will have to make security deposit of 5% of the awarded rate in the form of DD from any nationalised bank in favour of the **Senior Accounts Officer, UIDAI RO - Bangalore**, within 7 days from the date of acceptance of the tender. Alternatively a bank guarantee for the amount valid for the period extending at least six months beyond the date of completion of work may be furnished. The security deposit will not be adjusted against any payment due to the firm from the Government of India.

14.2 The Security Deposit can be forfeited by order of the DDG, UIDAI RO, in the event of any breach or negligence or non – observance of any condition of contract or for unsatisfactory performance or for non – acceptance of the work order. On expiry of the contract, such portion of the said security deposit as may be considered by this office, sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm’s bill has been received and examined.

15. Penalty:

In the event of the Contractor failing to:

- (i) observe any of the conditions of the work as set out herein; or
- (ii) execute the work in good and workmen – lime manner and to the satisfaction of the DDG, UIDAI RO, Bangalore,
 - (a) The DDG reserves the right to impose penalty on the Contractor on account of any lapse noticed, from the amount of security deposited by the Contractor. Decision of the DDG about the quantum of loss, compensation and/ or penalty imposed on the Contractor shall be final.
 - (b) In case of any unsatisfactory work, a cut upto 10% of the Contract amount can be imposed on the Contractor at the discretion of DDG, UIDAI RO.

16. Insolvency etc:

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a Court or any other order under the Insolvency Act made against them or in the case of a company passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified, the DDG, UIDAI RO shall have the power to terminate the Contract without previous notice.

17. Breach of Terms and Conditions:

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order will be payable to the Firm in that event and the security deposit shall also stand forfeited.

18. Subletting of Work:

The firm shall not assign or sublet the work or any part of it to any other person or party without having first obtained prior written permission.

19. Right to Call Upon Information Regarding Status of Work:

The UIDAI will have the right to call upon information regarding status of work at any point of time.

20. Precautionary Measures:

20.1 Quality in work must be maintained and time schedule prescribed must not be disturbed.

20.2 The Contractor must take every care to see that the work or any portion thereof does not fall into unauthorized hands. Care should be taken to execute the work under proper security conditions.

21. Terms of Payment:

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

21.2 All payments shall be made by cheques only.

21.3 This office shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding paras.

21.4 The term "payment" mentioned in this para includes all types of payment due to the Contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by separate clauses of the contract.

22. Arbitration:

If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing a Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such request shall be accompanied with a panel of names of three persons to act as the Sole Arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at Bangalore and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

C. ANNEXURE – II

PARAMETERS AND SCOPE OF WORK

UIDAI Regional Office at Bangalore proposes to carry out interior furnishing of its office area. The objective of this NIT is to contract the services of an architect who will be associated throughout the planning and execution of this work. The Architect associated with this Project, is required to provide the designs based on which NIT for executing the work will be issued. Subsequently, the architect will be supervising the execution of the work.

Broad details of the requirements are as follows:-

- a) Preparation of office layout and interior design in consultation with this office.
- b) Preparation of draft NIT for execution of the work with Bill of Quantity showing full specifications and estimated expenditure with rate analysis etc.,
- c) Assist in tender evaluation.
- d) Supervision of execution of the work including certifying the executing agency's bills after completion in consultation with this office.

I. The brief scope of the work is as under :

The existing open office area of UIDAI, Bangalore is having carpet flooring, central AC, light and gypsum and grid type false ceiling to be remodeled as per the following:

Sl. No.	Parameters	Requirement
1	Officers Cabins - Number of Cabins with required furniture	i) Two large cabins with ante room – (Chairman-1 + DDG-1) ii) Six medium sized cabins ADG[RO-4 + Tech Centre-2] iii) Seven cabins for senior officers - (DDs-3 + PSA-1 + SAO-1 + NGO-1, Biometric-1)
2	Number of work stations with chairs	30 work stations in cubicles (R.O – 17 + NGO, Biometric & Marketing - 10) + 3 Future Expansion
3	Conference Hall	One Conference Hall to accommodate 30-40 Officers Conference Table & Chairs to accommodate Officers; equipped with the required presentation facilities
4	Meeting Rooms	One meeting room would be required accommodating 8-10 officers
5	Video Conferencing (Tele presence)	1 Room (10 x 15 sq.ft)
6	Bio-metric Lab	10 x 15 sq.ft room required
7	HR Centre	One Class Room style to accommodate 40 people
8	Reception & Visitors	Waiting area cum meeting room (to accommodate 4-6 people)
9	Cabins for equipment; servers; records and Store Room	10 x 10 sq.ft – 4 Rooms
10	Connectivity	Voice and Data ports to all cabins and work stations
11	Pantry & Dining Space	A pantry and a conveniently located dining space
12	Guest Rooms	2 rooms – 14 x 12 feet size
13	Concept Centre	A room with 300 sq.ft size
NOTE : ALL THE ABOVE SHOULD BE WELL FURNISHED, ERGONOMIC FURNITURE		

- Painting
- Re orientation of central air conditioning
- UPS, light and AC wiring
- Re-location light fixture

II. The Architectural services involve the following :

- **Preparation of 2 to 3 alternative Schematic Drawings**
- **Preparation of detailed drawings and estimates for interior, electrical and AC works based on the finalised schematic drawings.**
- **Preparation of tender documents in 2 bid system based on the finalised estimates and submission of the same in soft copy.**
- **Assistance in evaluation of the technical bids.**
- **Checking of the mark out given by the contractors and selection of colour scheme.**
- **Periodical visit to the site for ensuring quality of the work and to check whether the work is carried out as per drawings.**
- **Checking of the Running bills and final bills.**

Note:

- 1) The commercial quote for professional services is expected to be a percentage of the tender/actual cost. (The estimated cost of execution of the Project is Rupees One Crore.)
- 2) Spot visits for the purpose of estimations & measurements are permitted during working hours (Monday to Friday: 09.30 AM to 05.30 PM)

**Deputy Director
UIDAI, 3rd Floor, Khanija Bhavan,
(South Wing),
#49, Race Course Road,
Bangalore - 560001**

D. ANNEXURE – III

TECHNICAL BID

(See Clause 6 of Annexure – I of this tender Document)

Sub; Notice Inviting Tender for Interior Furnishing of UIDAI Regional Office at Bangalore

1. Name of the Firm_____
2. Address_____
- _____
- Telephone / Fax Nos. _____
- Mobile_____
- E-mail_____
3. Nature of the Firm_____
- (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization)
4. Registration Numbers:
 - a) Registration Number for Service Tax_____
 - b) Certification (ISO etc.), if any: _____
5. Income Tax / Turnover:
 - a) Photocopy of Income Tax Returns for last three years
 - b) PAN Number : _____(Attested copy should be furnished)
 - c) Proof of turnover of minimum of Rs. 20 lakhs in any year during previous three financial years_____
6. EMD Details: Receipt No. _____ date_____
7. Number of qualified architects with valid registration from Architectural Council of India. (Proof of at least one to be enclosed).
8. List of clients serviced in past two years (Summary of at least two works to be furnished with contact details of client)
9. Whether each page of NIT and its Annexure have been signed and stamped? ____
10. Any other information important in the opinion of the bidder.

UNDERTAKING

1. I / We undertake that I / we have carefully studied all the terms and conditions and understood the parameters and scope of work of the proposed work of the UIDAI RO, Bangalore and shall abide by them.
2. I / We also undertake that I / we have understood “ Parameters and scope of works for conducting the work” mentioned in Annexure – II and shall conduct the work strictly as per these parameters and scope of work and conditions.
3. I / We further under take that the information given in this tender are true and correct in all respects and we hold the responsibility for the same.

Dated

(Signature of Bidder with stamp)

Note: If any of the items in this Technical Bid is either left blank or not complied fully, the bid will be rejected. The Commercial Bid in respect of such Firm will not be opened.

E. ANNEXURE - IV

COMMERCIAL BID

(See Clause 7 of Annexure - I of the Tender Document)

Rate quoted per sft : _____

Taxes : _____

Signature of Bidder with Stamp