

No. D-24012/2/2015-UIDAI

Government of India  
Unique Identification Authority of India  
NITI Aayog

2nd floor, Tower-1, Jeevan Bharti Building  
Connaught Circus, New Delhi . 11001  
Dated: 11.06.2015

NOTICE INVITING TENDER FOR

Sub: Notice inviting Tender for Petty Carpenter Service in UIDAI Headquarter.

- (i) Date of issue of Tender Document : 11.06.2015
- (ii) Last Date & time for submission of Tender Document : up to 15:30 hours on 03.07.2015
- (iii) Last date for pre . bid clarification : 02.07.2015
- (iv) Date & time for opening of Techno-Commercial bid : At 16:00 hours on 03.07.2015

(NK Sharma)  
Deputy Director (Admin)  
Dated 11.06.2015

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(NK Sharma)

Deputy Director (Admin)

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**Tender Notice**

**Sub: Notice inviting Tender for Petty Carpenter Service in UIDAI Headquarter**

Unique Identification Authority of India invites sealed Tender in prescribed proforma (Annexure-A) in respect of **Tender for Petty Carpenter Service in UIDAI Headquarter** for UIDAI HQ located at 2<sup>nd</sup> & 9<sup>th</sup> floor, Tower-I, and 3<sup>rd</sup> floor, Tower-II, Jeevan Bharti Building, Connaught Circus, New Delhi. Interested firms/agencies may visit the above premises to quote the rates for the said work, if so desire.

1. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below .

- |   |   |
|---|---|
| (i) Bids/queries to be addressed to             | DD (Admin)  |
| (ii) Postal address for sending the Bids        | UIDAI HQ, Tower-1, 2nd Floor,<br>Jeevan Bharti Building,<br>Connaught Circus,<br>New Delhi. |
| (iii) Name/designation of the contact personnel | Sh. N.K. Sharma   |
| (iv) Telephone numbers of the contact personnel | 011-23466842  |
| (v) e-mail address of contact personnel         | narender.sharma@uidai.net.in  |
| (vi) Fax number                                 | 011-23466894  |

2. This RFP is divided into five Parts as follows:

This Tender is divided into five Parts as follows:

1. Part I . Contains General Information and Instructions for the Bidders.

2. Part II . Contains Schedule of Requirements (SOR), Eligibility Criteria and Evaluation Criteria.
3. Part III . Contains General Conditions of Tender, which will form part of the Contract with the successful Bidder.
4. Part IV . Special Terms & Conditions of the Tender and Terms of Payment which will also form part of the contract with the successful Bidder.
5. Part V . Contains Techno-Commercial Bid (Annexure-A & B) & Essential Certificate (Annexure-C).

3. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. UIDAI reserves the right to withdraw RFP at any stage without assigning any reason.

(NK Sharma)  
Deputy Director (Admin)  
Dated 11.06.2015

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**PART-I**

(i) **General Information**

- (a) **Place of Work:** 2<sup>nd</sup> & 9th floor, Tower-I, and 3<sup>rd</sup> floor, Tower-II, Jeevan Bharti Building, Connaught Circus, New Delhi.
- (b) **Period of Contract:** The contract shall commence from the date of consent of the Agency to the terms and conditions. Initially, the contract will be valid for one year and further extendable up to two years on year on year basis on mutual consent subject to the satisfactory performance of the Agency and sole discretion of UIDAI.
- (c) **Pre-requisite Experience:** The contractor should have carried out similar works for last three financial years (i.e. FY 2012-13, 2013-14 & 2014-15) in Govt/PSU/Pvt. Ltd. with minimum annual turnover to the tune of Rs. 10.0 lakh each year and should have full command on his skill/job. Documentary proof should be attached with Techno-Commercial Bid as specified in %Annexure A+
- (d) **Earnest Money:** Rs. 15000/- (Rupees Fifteen Thousand only) non-interest bearing and refundable by way of BankersqCheque/Demand Draft in favor of PAO, UIDAI, New Delhi.
- (e) **Security Deposit:** Successful bidder should have to submit his willingness along with **10 % of the contract value** as Security Deposit by way of FDR/PBG within 15 days from the date of issue of Letter of Acceptance.
- (f) **Availability of Tender:** The Tender shall be available for a sum of Rs. 100/- (non-refundable) as tender fee payable through Demand Draft/Bankerq cheque in favor of PAO, UIDAI, New Delhi payable at New Delhi from 12.06.2015 onwards on all working days during office hours in the Admin Section, 2<sup>nd</sup> floor, Tower-I, Jeevan Bharti Building, Connaught Circus, New Delhi. The same can also be downloaded from the UIDAI website <http://uidai.gov.in>. Such downloaded proforma shall be accompanied by a demand draft/Bankersqcheque of **Rs. 100/-** (non-refundable) in favor of PAO, UIDAI, New Delhi.

- (g) **Date of Submission of Tender:** The last date of submission of Tender shall be up to 15:30 hours of 03.07.2015. Tender completed in all respect may be submitted in the Tender Box, 2<sup>nd</sup> Floor, Tower-I, Jeevan Bharti Building.
- (h) **Date of Opening of Tender:** At 16:00 hours on 03.07.2015 in the conference hall, 3rd Floor, Tower-2, Jeevan Bharti Building.

(ii) **Instructions to the Bidders**

- a. The firms shall submit their bids in two components:  
(1) Earnest Money (EMD) of Rs. **15,000/-** & Tender Fee of Rs. **100/-** and  
(2) Techno-Commercial Bids
- b. The two components should be contained in two separate envelopes marked **Envelope-A “Earnest Money & Tender Fee+ and Envelope-B “Techno-Commercial Bid”**.
- c. Both the envelopes A&B should be placed in a single large envelope with subscription **Tender for Petty Carpenter Service-2015+** and this large envelope should be sealed and dropped in the tender box within stipulated date and time.
- d. Any pre-bid queries will be entertained up to 17:00 hrs on the **day** before the last date of submission of tender.
- e. The tenders received within stipulated date and time will be opened and evaluated by a duly constituted Tender Evaluation Committee. The contract will be awarded on the basis of recommendation of the Tender Evaluation Committee and approval by the competent authority.
- f. Although UIDAI has a regular requirement of services of one Carpenter (Skilled) and one helper (unskilled) yet it shall have the right to increase or decrease the number of services of carpenter and helper during the period of contract and payment will be made on actual deployment of services of Carpenter and helper.
- g. The rates quoted by the agency in respect of manpower must be in accordance with the present minimum wages notified by NCT Delhi.

- h. UIDAI reserves the right to cancel the tender at any point of time without assigning any reason.
  - i. It must be noted that **unsealed tenders** and the tenders not accompanied with either EMD of **Rs. 15000/-** or Tender fee of **Rs. 100/-** shall be summarily rejected without further communication. The tender should be submitted in a sealed envelope which shall clearly subscribe **Tender for Petty Carpenter Service-2015** in bold capital letters in dark ink. The UIDAI reserves the right to reject or accept any tender or may cancel the entire tender process without assigning any reason and decision of UIDAI in all such matters shall be final and binding on all bidders.
- (iii) **Signing of Tender:** Individual signing the tender or other documents connected with contract must specify whether he signs as:-
- a. "Sole proprietor" of the Concern or constituted attorney of such sole proprietor.
  - b. 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 principal officer duly authorized by the Board or Directors of the Company, in case of Registered Company under the law of land.

N.B.

- d. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- e. In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.

- f. A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the Office of the Unique Identification Authority of India may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- g. The bidders should sign and affix his/her firm's stamp at each page of the tender and all its Annexure (A, B & C) as the acceptance of the offer by the bidder will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT.** (This sub-clause will not be applicable in cases where signing of a separate agreement is considered necessary by the Unique Identification Authority of India.

(NK Sharma)

Deputy Director (Admin)



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**Part-II**

(i) **Schedule of Requirement (SOR):**

The contractor will provide service by deploying one carpenter (Skilled) and one helper (unskilled) for six days in a week (i.e. Monday to Saturday) from 9:30 AM to 6.00 PM. The scope of work covers, but not limited to:

- (a) Repairs of furniture/door/cabinet etc.,
- (b) Preventive maintenance,
- (c) Minor modifications,
- (d) Extension/Alteration/Addition,
- (e) Removal and
- (f) Restoration/Finishing of all wooden work including doors and windows and windows in the interior and furniture made of wood and metal/synthetic materials/glass/fabric, etc. and also all accessories and related attachments/fixtures in the premises of UIDAI Head Office.

(ii) **ELIGIBILITY CRITERIA**

The bidders must fulfill the following technical specifications in order to be eligible for technical evaluation of the bid (Annexure-A): -

- (a) The Registered Office/Corporate office/Branch office of the Agency should be located in NCT of Delhi.
- (b) The contractor/agency should have carried out similar work for last three years (i.e. FY 2012-13, 2013-14 & 2014-15) in Govt./PSU/Pvt. Ltd. and should have full command on his skill/job. The carpenter deployed by the

contractor should have a valid license/certificate of his trade and should have to submit stipulated proof at the time of deployment.

- (c) The Agency should have minimum annual turnover of Rs. 10.0 Lac each year during last three financial years i.e. 2011-12, 2012-2013 & 2013-14. Stipulated documentary proof required, which may be attached with techno-commercial bids.
- (d) Certified copy of the PAN card shall be attached with the techno-commercial bid.
- (e) The Agency (not individual) should have to be registered with Service Tax departments and authorities of PF & ESI at the time of submission of tender. Certified copy of the registration shall be attached with the techno-commercial bid.
- (f) If it is found that the information/certificates furnished by the participating firm is incorrect/wrong or bogus, the firm shall be blacklisted and its bids will be ignored and EMD/Performance security forfeited.

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**PART-III**

**General Terms and Conditions of Tender:**

The Bidder is required to give confirmation of their acceptance of the General Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

2. **Effective Date of the Contract:** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

3. **Penalty for use of Undue influence:** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offenses by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or

offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

4. **Agents / Agency Commission :** The Agency (successful bidder) shall confirm and declare to the Purchaser (UIDAI) that the Agency (successful bidder) is the original Service provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Agency (successful bidder); nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Agency (successful bidder) agrees that if it is established at any time to the satisfaction of the Purchaser (UIDAI) that the present declaration is in any way incorrect or if at a later stage it is discovered by the Purchaser (UIDAI) that the Agency (successful bidder) has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Agency (successful bidder) will be liable to refund that amount to the Purchaser (UIDAI). The Agency (successful bidder) will also be debarred from entering into any Contract with the Government of India for a minimum period of five years. The Purchaser (UIDAI) will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Agency (successful bidder) who shall in such an event be liable to refund all payments made by the Purchaser (UIDAI) in terms of Contract along with interest at the rate of 2% per annum above the lending rate of GoI to States/UTs (Presently 8.75%). The Purchaser (UIDAI) will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

5. **Access to Books of Accounts:** In case it is found to the satisfaction of the Buyer that the Seller has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Seller, on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant financial documents/information.

**6. Non-disclosure of Contract documents:** Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

**7. Liquidated Damages:** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply/deployment of services as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, **liquidated damages** to the sum of **0.5% of the contract price of the delayed/undelivered services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed service.**

**8. Termination of Agreement:** Without prejudice to what is contained hereinabove, UIDAI shall at its sole and absolute discretion, be entitled to terminate this agreement forthwith by written notice without assigning any reason and without payment of any compensation, if

- (a) in the opinion of UIDAI (which shall not be called in question by the Vendor and shall be binding on the Vendor) the Vendor fails or refuses to implement this agreement to UIDAI's satisfaction, and/or
- (b) the Vendor commits a breach of any terms and conditions of this agreement, and/or
- (c) the Vendor is adjudged an insolvent or a compromise is entered by him with his creditors or if distress or execution or other process is levied upon or receiver is appointed of any part of the assets or property of Vendor, and/or
- (d) for any reason whatsoever, the Vendor becomes disentitled in law to perform his obligations under this agreement, and/or
- (e) The delivery of material / services is delayed due to causes of Force Majeure by more than (5 working days) provided Force Majeure clause is included in contract.
- (f) There is any variation in the ownership/partnership or management of the contractor or his business without the prior approval in writing of UIDAI to such variation.

(g) UIDAI has noticed that the UIDAI has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.

**9. Events upon Termination:** In the event of termination of this agreement for any reason whatsoever, the Vendor/or persons employed by him shall not be entitled for any sum or sums whatsoever from UIDAI by way of compensation, damages or otherwise except for the accrued payments till the end date of this Agreement.

**10. Governing Law and Jurisdiction:** This Agreement shall be construed and interpreted in accordance with and governed by the laws of India, and the courts in the State in which UIDAI has its headquarters shall have exclusive jurisdiction over matters arising out of or relating to this Agreement.

**11. Notice:-**

a. Form of Notice. All notices, requests, claims, demands and other communications between the parties shall be in writing.

b. Method of Notice. All notices shall be given (i) by delivery in person or (ii) by registered mail, postage prepaid, or (iv) by facsimile or (v) by electronic mail to the address of the party specified in this Agreement or such other address as either party may specify in writing.

c. Receipt of Notice. All notices shall be effective upon (i) receipt by the party to which notice is given, or (ii) on the fifth (5th) day following mailing, whichever occurs first.

**12. Dispute Resolution:** In case of any dispute between the Vendor and UIDAI arising out of or in relation to this Agreement, the dispute shall be referred to a sole Arbitrator to be appointed by UIDAI and the decision of such Arbitrator shall be conclusive and binding on both the parties. The arbitration proceedings shall be held in English language and the venue shall be in Delhi and shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time. The Courts of Delhi will have jurisdiction over all legal disputes under this Agreement.

**13. Transfer and Sub-letting:** The Seller has no right to give, bargain, sell, assign or sublet 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.

**14. Patents and other Industrial Property Rights:** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Seller shall indemnify the Buyer against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Seller shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

**15. Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

**16. Taxes and Duties:**

**(i) General: -**

(a) The price shall include all applicable taxes, duties, levies, statutory obligations, etc. except service Tax.

(b) Any change in any duty/tax upward/downward as a result of any statutory variation takes place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the service provider/Agency. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

**ii) Octroi Duty & Local Taxes:-**

1. Normally, materials to be supplied to Government Departments against Government Contracts are exempted from levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies. The local Town/Municipal Body regulations at times, however, provide for such Exemption only on production of such exemption certificate from any authorized officer. Seller should ensure that stores ordered against contracts placed by this office are exempted from levy of Town Duty/Octroi Duty, Terminal Tax or other local taxes and duties. Wherever required, they should obtain the exemption certificate from the Buyer, to avoid payment of such local taxes or duties.

2. In case where the Municipality or other local body insists upon payment of these duties or taxes the same should be paid by the Seller to avoid delay in supplies and possible demurrage charges. The receipt obtained for such payment should be forwarded to the Buyer without delay together with a copy of the relevant act or bylaws/notifications of the Municipality of the local body concerned to enable him to take up the question of refund with the concerned bodies if admissible under the said acts or rules.

**17. Pre-Integrity Pact Clause:** An Integrity Pact would be signed between the Buyer and the Bidder for purchases exceeding Rs.100 crores. This is a binding agreement between the Buyer and Bidders for specific contracts in which the Buyer promises that it will not accept bribes during the procurement process and Bidders promise that they will not offer bribes. Under this Pact, the Bidders for specific services or contracts agree with the Buyer to carry out the procurement in a specified manner. The Format of Pre-Integrity Clause (can be provided on request).

The essential elements of the Pact are as follows:

- a. A pact (contract) between the Government of India (the authority or the principal) and those companies submitting a tender for this specific activity (the Bidder);
- b. An undertaking by the Principal that its officials will not demand or accept any bribes, gifts etc., with appropriate disciplinary or criminal sanctions in case of violation;
- c. A statement by each Bidder that it has not paid, and will not pay, any bribes;
- d. An undertaking by each Bidder to disclose all payments made in connection with the Contract in question to anybody (including agents and other middlemen as well as family members, etc., of officials); the disclosure would be made either at the time of submission of Bids or upon demand of the Principal, especially when a suspicion of a violation by that Bidder emerges.
- e. The explicit acceptance by each Bidder that the no-bribery commitment and the disclosure obligation as well as the attendant sanctions remain in force for the winning Bidder until the contract has been fully executed.
- f. Undertaking on behalf of a Bidding company will be made in the name and on behalf of the company's Chief Executive Officer;



g. The following set of sanctions shall be enforced for any violation by a Bidder of its commitments or undertakings:

1. Denial or loss of contracts;
2. Forfeiture of the Bid security and performance bond;
3. Liability for damages to the principal and the competing Bidders; and
4. Debarment of the violator by the Principal for an appropriate period of time.

h. Bidders are also advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behavior and compliance program for the implementation of the code of conduct throughout the company).

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**PART-IV**

**(i) Special Terms & Conditions of the Tender**

- a. The contract shall commence from the date of consent of the Agency to the terms and conditions. Initially, the contract will be valid for one year and further extendable up to two years on year on year basis on mutual consent subject to the satisfactory performance of the Agency and sole discretion of UIDAI. The contract may be terminated at any time without assigning any reason thereof.
- b. All the terms & conditions and scope of work as mentioned in the tender document must be strictly adhered to by the Agency.
- c. The contractor should have carried out similar work for last three years i.e. FY 2012-13, 2013-14 & 2014-15 in Govt. /PSU/Pvt. Ltd. With annual turnover to the tune of minimum Rs. 10.0 lakh each year and should have full command on his skill/job. Stipulated documentary proof for working experience and annual turnover is required at the time of submission of tender which may be attached with the techno-commercial bid.
- d. The agency will fulfill all the statutory obligations i.e. Provisions of Minimum Wages Act, PF, ESI, Service Tax, etc. of the manpower deployed by him and will submit the evidences periodically or as and when required.
- e. The Carpenter/Helper deployed by the agency should have valid certificate/license of his trade (documentary proof required at the time of deployment) and will do routine maintenance of office furniture and all works related to carpenter.
- f. The carpenter/helper provided by the agency will attend day to day complaints and also maintain proper logbook for its rectification duly verified by the complainant/ User /UIDAI official.

- g. The carpenter will check the office furniture for performance and overall healthy conditions of the furniture. Also maintain log books for the routine observations/checks of furniture and suggestions for its rectification.
- h. Weekly checking/servicing of office furniture will be done by the carpenter/helper on Saturday by maintaining proper entries in the log books.
- i. Payment will be made to the Agency on monthly basis after submission of the bill subject to satisfactory performance duly verified by the SO (Admin-I).
- j. The rates quoted with regard to manpower will vary in accordance with minimum wages notified by the Government of NCT Delhi from time to time and will be reimbursed to the agency on submission of evidences.
- k. Attendance records of the manpower deployed by the agency will be kept at the designated spot and signed/countersigned by UIDAI representatives/ SO (Admin-I) at 9.30 AM and 6:00 PM and shall be submitted along with bills for payment.
- l. The agency should indemnify UIDAI against all applicable labor laws/statutory obligations in force. It shall be the sole responsibility of the agency for compliance of the same.
- m. The agency should submit report duly verified by the police about the credentials along with copy of Aadhaar Card of the deployed carpenter and helper within 15 days of their deployment. The Agency will also ensure issuance of their proper Identity Cards and attendance through Biometric Attendance System. The Agency will submit the contact particulars including mobile/Landline of deployed carpenter/helper along with address for official communication.
- n. A complaint register will be kept at the designated spot in which users will record their complaints related to carpenter work and the agency has to ensure its rectification duly verified by the users/complainants within 24 hours of recording of complaint, failing which a penalty @ Rs. 100/- per day will be imposed on the agency if negligence found on account of Carpenter or Helper or both, this penalty will be over and above the penalty mentioned under para-7 of Part-3 of the tender document.

- o. In case carpenter/helper remains on leave, the agency should have to provide the substitute otherwise proportionate amount of wages along with applicable penalty as specified in para-7 of Part-III will be deducted from the bill of the agency.
- p. The successful bidder will required to submit **10% of the contract value** as security deposit in the form of Bank guarantee or FDR with **validity beyond 60 days from the date of completion of the contract period**. Security deposit shall be refundable after the successful completion of the contract and after finalization of all dues.
- q. Any matter during the period of contract, which has not been specifically covered in the agreement, shall be decided by the UIDAI whose decision shall be final and conclusive.

(ii) **TERMS OF PAYMENT**

- a. No Payment shall be made in advance to the AGENCY nor shall any loan from any bank or financial institution be recommended on the basis of work award.
- b. The AGENCY shall submit the bill in the first week of the following month in respect of previous month for sanction and passing the bill for payment;
- c. All payment shall be made by ECS/e-payment only;
- d. UIDAI shall be at liberty to withhold any of the payment in full or in part subject to recovery of penalties mentioned in preceding para.
- e. Wherever applicable all payment will be made as per schedule of payment to be decided in the agreement.
- f. TDS as applicable will be recovered from the bill.

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**PART-V**

**Evaluation Criteria: The criteria for tender evaluation will be as under:-**

- a. The Techno-commercial Bids will be opened by a committee authorized by the competent authority at **UIDAI**, in the presence of such bidders/Authorised representatives who may wish to be present.
- b. The Techno-commercial Bids of only those bidders will be opened **whose Tender fee and EMD** will be found in order and accepted by this Office.
- c. The contract may be awarded to the bidder whose “**Annexure-A**” and %**Annexure-C**+ will be found in order, and total of **(X+Y)** of **Annexure ‘B’** will be the lowest subject to fulfilment of all other conditions stipulated in the tender document.
- d. The contract shall commence from the date of consent of the firm to the terms and conditions. Initially, the contract will be valid for one year and further extendable up to two years on year on year basis on mutual consent subject to the satisfactory performance on review after one year and sole discretion of UIDAI. The contract so awarded can be terminated by the Office of the Unique Identification Authority of India at any time without any notice or assigning any reasons thereof.
- e. **Right of Acceptance:** The Office of the Unique Identification Authority of India reserves all rights to reject the tender at any stage without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Competent Authority of the Office of the Unique Identification Authority of India in this regard shall be final and binding to all.
- f. Any failure on the part of the contractor to observe the prescribed procedures and any attempt to canvass for the work will prejudice the contractor's quotation and liable to be rejected.
- g. **Communication of Acceptance:** Successful bidder will be informed of the acceptance of his/her tender.

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**Government of India  
Unique Identification Authority of India  
NITI Aayog**

**Annexure-A**

**Techno-Commercial Bid**

For awarding contract of **Tender for Petty Carpenter Service in UIDAI Headquarter** in UIDAI HQ located at 2nd & 9<sup>th</sup> floor, Tower-I and 3<sup>rd</sup> floor, Tower-II, Jeevan Bharti Building, Connaught Circus, New Delhi.

1. Name of the Firm/Agency: \_\_\_\_\_
  
2. Name of proprietor: \_\_\_\_\_
  
3. Full Address of Reg. Office: \_\_\_\_\_  
(Attach Copy of Registered Office  
in NCT of Delhi with -----  
Contact particulars such -----  
as Tel/Fax no,Mob,Mail,etc.) \_\_\_\_\_
  
4. Income Tax Return Statement/ \_\_\_\_\_  
Certificate (Attach copies of FY \_\_\_\_\_  
2011-12, 2012-13& 2013-14)
  
5. PAN No. (Attach copy) \_\_\_\_\_
  
6. Service Tax Registration No. \_\_\_\_\_  
(Attach copy)
  
7. PF Registration No. (Attach Copy) \_\_\_\_\_

8. ESI Registration No. \_\_\_\_\_  
(Attach copy)

9. Bank A/C details of the Agency \_\_\_\_\_  
(Attach copy)

10. Details of EMD & Tender Fee: \_\_\_\_\_

11. Work experience of the Agency during FY 2012-13, 2013-14 & 2014-15  
(attach requisite certificates):

SN	Name of the Organization	Contact No. of the organization	Financial Year	Contract Period (From Date to Date)	Annual Contract Value	(enclose copy)

12. Annual Turnover (Min 10.0 Lakh) during FY 2012-13, 2013-14 & 2014-15(attach stipulated proof/certificate duly certified by the Chartered Accountant):

SN	Financial Year	Annual Turnover (in Rs.)
01	2012-2013	
02	2013-2014	
03	2014-2015	

Date:  
Place:

Signature of authorized person  
Name:  
Seal

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**Techno-Commercial Bid**

**Annexure-B**

- (i). Rate quoted for Manpower (should be in compliance to the latest minimum wages notified by the Government of NCT Delhi):-

SN	Particulars in r/o Carpenter (Skilled)	Monthly Amount (in Rs.)	Particulars in r/o Helper (Unskilled)	Monthly Amount (in Rs.)
01	Basic		Basic	
02	Other Allowance, if any		Other Allowance, if any	
03	PF Contribution		PF Contribution	
04	ESI Contribution		ESI Contribution	
05	Administrative Charges		Administrative Charges	
06	Total amount quoted	<b>“X”</b>	Total amount quoted	<b>“Y”</b>
07	Total amount quoted for Manpower (X+Y)= Rs. -----(in Words----			

Note: Service Tax will be paid extra as applicable.

Date:  
Place:

Signature of authorized person  
Name:  
Seal



**Government of India  
Unique Identification Authority of India  
NITI Aayog**

**Annexure-C**

**CERTIFICATE**

1. I, \_\_\_\_\_ Son / Daughter / Wife of  
Sh. \_\_\_\_\_ Proprietor/Director/authorized  
signatory of the agency/Firm, mentioned above, is competent to sign this  
declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender  
and undertake to abide by them;
3. I, do hereby certified that the representative of the firm has seen and  
understood the tender document and the rates have been quoted accordingly.
4. The information / documents furnished along with the above application 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 tender at any stage besides liabilities towards  
prosecution under appropriate law.
5. I, do hereby certified that the our firm has neither been blacklisted to by any of  
the Govt., Ministries/Departments/PSUs/PSU Banks with which the firm had  
contracted for carpenter/any work, etc. nor any criminal case registered  
against the firm during the last two years. This Agency has also not been  
penalized by such Offices/organizations for supply of poor/spurious carpentry  
items/materials etc.

Date:  
Place:

Signature of authorized person  
Full Name:  
Seal: