

**Government of India**  
**Planning Commission**  
**Unique Identification Authority of India(UIDAI)**

**Tender Enquiry**

To

M/s \_\_\_\_\_

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|          |                            |        |                 |
|----------|----------------------------|--------|-----------------|
| Our Ref. | A-11016/08/CISF/2013-UIDAI | Date : | 16 January 2014 |
|----------|----------------------------|--------|-----------------|

**INVITATION FOR QUOTATIONS FOR PROVIDING LEASED ACCOMMODATION FOR UIDAI  
OFFICE COMPLEX (PLOT No. 1, SECTOR M-2, IMT MANESAR, GURGAON, HARYANA)**

1. Bids under two bid system (Technical-Bid and Financial-Bid) in sealed covers are invited from the legal owners of buildings/apartments/houses, located within a radius of 05 kms of UIDAI office complex (Plot No. 1, Sector M-2, IMT Manesar, Gurgaon, Haryana) including those who can lease out house/flat by way of forming a Consortium for hiring leased accommodation for CISF Officers/Officials on lease basis. The lease will be for an initial period of 01year extendable to 03 years on yearly basis.

2. Sealed Bid documents(Technical Bid and Financial Bid along with EMD) duly filled in as per the instructions contained in the detailed terms and conditions of this Tender Enquiry should be addressed to the Deputy Director(Admin), UIDAI HQ, Tower-1, 2<sup>nd</sup> Floor, Jeevan Bharti Building, Connaught Circus, New Delhi-110 001. The address and contact numbers for sending Bids or seeking clarifications regarding this Tender Enquiry are given below –

|    |   |  |
|----|---|--|
| a. | Bids/queries to be addressed to         | Deputy Director(Admin)<br>UIDAI HQ, New Delhi.   |
| b. | Postal address for sending the Bids     | Tower-1, 2 <sup>nd</sup> Floor, Jeevan Bharti Building,<br>Connaught Circus, New Delhi – 110 001 |
| c. | Name/designation of the contact person. | Shri Manoj Kumar<br>Deputy Director(Admin)   |
| d. | Telephone number of the contact person  | 011-23466842   |
| e. | e-mail Id of contact person             | kmrmanoj.delhi@hotmail.com   |

3. This Tender Enquiry is divided into five Chapters as follows:

(a) **Chapter- I** – Contains General Information and Instructions for the Bidders about the Tender Enquiry such as the time, place of submission and opening of tenders, Validity period of tenders, etc (page 3-6) .

(b) **Chapter- II** – Conditions of Contract which will form part of the contract with successful bidder (page 7-11) .

(c) **Chapter- III** – Schedule of Requirement i.e. essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details (page 12-13).

(d) **Chapter- IV** – Specifications and allied Technical Details (Page 14-15).

(e) **Chapter- V** – Price Schedule (to be utilized by the bidders for quoting their prices) Contains Evaluation Criteria and Format for Price Bids (Page 16-17).

4. This Tender Enquiry is being issued with no financial commitment and the Purchaser (UIDAI) reserves the right to change or vary any part thereof at any stage. Purchaser (UIDAI) also reserves the right to withdraw the TENDER ENQUIRY without assigning any reason whatsoever, should it become necessary at any stage.

5. Each page of this tender enquiry is to be signed by the tenderer and following certificate given in the offer letter:

**'I/WE HEREBY DECLARE THAT ALL THE TERMS AND CONDITIONS GIVEN IN TENDER NO. .... DATED .....ARE ACCEPTED BY ME/US ON BEHALF OF MY/OUR FIRM '**

6. The cost of tender is Rs.100/- (Rupees One Hundred Only) (non refundable). The payment will be accepted by Demand Draft/Pay Order in favour of **PAO, UIDAI**, payable at New Delhi (cash will not be accepted).

(Manoj Kumar)  
Deputy Director(Admin)

## Chapter-1 – Instructions to Bidders

**1. Last date and time for depositing the Bids: 10 February, 2014 BY 1600 HRS.**

The sealed quotations under two-bid system i.e. Technical-Bid and Financial-Bid each sealed in two separate covers, enclosed in a third envelop superscribing as “Tender for Hiring of Accommodation for CISF Personnel at UIDAI Office Complex, Manesar (Gurgaon, Haryana)”, should be deposited/reach by the due date and time. Late bids will not be accepted.

**2. Manner of depositing the Bids:** Sealed quotations should be either dropped in the Tender Box or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non delivery/ non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).

**3. Time and date for opening of Bids : 10 February, 2014 1630 HRS)**

(If due to any exigency, the due date for opening of the Technical-Bid is declared a closed holiday, then it will be opened on the next working day at the same time or on any other day/time, as intimated by the Purchaser (UIDAI)).

**4. Location of the Tender Box:** Tower-1, 2<sup>nd</sup> Floor, Jeevan Bharti Building, Connaught Place, New Delhi-110 001. Only those quotations that are found in the tender box will be opened.

**5. Place of opening of the Bids: Conference Hall, Tower-2, 3<sup>rd</sup> Floor, Jeevan Bharti Building, Connaught Place, New Delhi-110 001.** The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Quotation on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. **This event will not be postponed due to non-presence of your representative.**

**6. Two-Bid system:** In case of the Two-bid system, only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Financial Bid will be intimated after acceptance of the Technical Bids. Financial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Purchaser (UIDAI).

**7. Forwarding of Bids –** Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like PAN number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.

**8. Clarification regarding contents of the TENDER ENQUIRY:** A pre bid meeting to discuss the issues/ clarifications, if any, of the Tender Enquiry will be held at 1500 hrs on 27 January, 2014, in the O/o of UIDAI HQ, Conference Hall No. 2, Tower-2, 3<sup>rd</sup> Floor, Jeevan Bharti Building, Connaught Circus, New Delhi-110 001. All queries will be uploaded to UIDAI website ([www.uidai.gov.in](http://www.uidai.gov.in)).

**9. Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Purchaser (UIDAI) prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

**10. Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Purchaser (UIDAI) may, at its discretion, ask the bidder for clarification of its bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

**11. Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summarily rejection with forfeiture of EMD. Conditional tenders will be rejected.

**12. Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this TENDER ENQUIRY.

**13. Validity of Bids:** The Bids should remain valid for a period of **120 days** from the last date of submission of the Bids.

**14. Earnest Money Deposit:-** Bidders are required to submit Earnest Money Deposit (EMD) as per the following slabs in favour of **“DDO, UIDAI, Delhi HQ”** along with their bids.

| <b>S.No.</b> | <b>Bidding Area in Sq. Mtr.</b> | <b>EMD Value (in ₹ )</b> |
|--------------|---------------------------------|--------------------------|
| 1.           | 1-1000                          | 5000                     |
| 2.           | 1001-2100                       | 10000                    |
| 3.           | 2101-3100                       | 15000                    |
| 4.           | 3101-4205                       | 20000                    |

The EMD may be submitted in the form of an Account Payee Demand Draft, from any of the public sector bank or a private sector bank authorized to conduct Government business. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Bank Guarantee from it as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender. The EMD will also be liable to be forfeited in case the successful bidder (Lowest Bidder) does not accept the Letter of Intent/Supply Order.

## 15. PROCEDURE FOR SUBMISSION OF TENDER

15.1 Both the bids (Technical and Financial) duly signed by Owner or his Authorized Signatory should be sealed in two separate envelopes as described below:-

**Envelope 1** - containing Technical Bid in Annexure - I duly completed in all respects along with all relevant documents and Demand Draft for EMD in favour of `PAO, UIDAI as per amount as mentioned in Para 14, Chapter I. It should be superscribed in bold letters '**TECHNICAL BID FOR LEASED ACCOMMODATION**'

**Envelope 2** - containing the Financial Bid, as prescribed in Annexure – II showing rates, financial terms and conditions etc. and superscribed in bold letters '**FINANCIAL BID FOR LEASED ACCOMMODATION**'

15.2 The above mentioned two envelopes should be sealed in a single envelopes superscribing '**BID FOR LEASED ACCOMMODATION**' and addressed to the Deputy Director (Admin), Tower-1, 2<sup>nd</sup> Floor, Jeevan Bharti Building, Connaught Circus, New Delhi-110 001.

15.3 Overwriting, alterations, if any, in the bids should be signed by the authorized signatory. The bids should preferably be in the typed form in case of words and figures differ, the rate quoted in the words will be taken for evaluation purpose.

15.4 Bidder should number the pages submitted in form of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid.

15.5 Bids not submitted as per above proforma, instructions and relevant supporting documents will be summarily rejected and no correspondence in this regard will be entertained on whatsoever ground.

15.6 The Bidders should give rates all inclusive..

15.7 The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, as a token of bidders' acceptance of the terms and conditions of the Tender. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.

15.8 No tender will be accepted by Fax, E-mail, Telex or any other such means, except by hand, through Post or Courier.

15.9 Tender not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.

15.10 Bids received after the closing date and time shall not be considered in any circumstances and no correspondence in this regard will be entertained.

## 16. PROCEDURE FOR OPENING OF TENDER

16.1 While opening the tenders, the envelopes containing Technical Bids and EMD shall be opened first and acceptance of the tender according to the specified terms & conditions and parameters will be ascertained by an Evaluation Committee constituted by the competent authority in the UIDAI.

16.2 The Committee appointed by the competent authority in UIDAI may visit the houses/ flats offered by the bidders to ascertain their suitability as per requirements of UIDAI.

16.3 Financial Bids of only those bidders shall be opened who qualify in the Technical Bid evaluation Criteria. However, mere qualifying in the Technical Bid shall not entitle a bidder for opening of its Financial Bid. Satisfactory report of the Committee of UIDAI visiting the houses/ flats will also be taken into account in the evaluation of Technical Bid.

16.4 The date, time and place for opening of financial bids would be informed to the bidders via email or telephone, whose technical bids are found acceptable.

16.5 The bidders, if they so desire, can be present, either himself / herself or through their authorized representatives, at the time of opening of technical and financial bids.

16.6 At the time of opening of bids, all the bidders or their authorized representatives shall be asked to sign on all the sealed envelopes containing the bid. Any bidder objecting to the same shall be disqualified and his bid shall be returned on the spot.

16.7 Absence of bidders or their authorized representatives shall not impair the legality of the process.

## Chapter-II – Conditions of Contract

The Bidder is required to give confirmation of their acceptance of the 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. Successful bidder) in the Contract) as selected by the Purchaser (UIDAI). 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 signing of the Contract by both the parties (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. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration.

4. **Penalty for use of Undue influence:** The Successful bidder 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 Purchaser (UIDAI) 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 favour or disfavour 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 Successful bidder or any one employed by him or acting on his behalf (whether with or without the knowledge of the Successful bidder or the commission of any offence by the Successful bidder 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 Purchaser (UIDAI) to cancel the contract and all or any other contracts with the Successful bidder and recover from the Successful bidder the amount of any loss arising from such cancellation. A decision of the Purchaser (UIDAI) or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Successful bidder. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Successful bidder towards any officer/employee of the Purchaser (UIDAI) or to any other person in a position to influence any officer/employee of the Purchaser (UIDAI) for showing any favour in relation to this or any other contract, shall render the Successful bidder to such liability/ penalty as the Purchaser (UIDAI) 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 Purchaser (UIDAI).

5. **Agents / Agency Commission** : The Successful bidder confirms and declares to the Purchaser (UIDAI) that the Successful bidder is the legal owner/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 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 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 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 Successful bidder will be liable to refund that amount to the Purchaser (UIDAI). The Successful bidder will also be debarred from entering into any supply 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 Successful bidder who shall in such an event be liable to refund all payments made by the Purchaser (UIDAI) in terms of the Contract along with interest at the rate of 11.5% per annum as per RBI borrowing rate. The Purchaser (UIDAI) will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

6. **Access to Books of Accounts** : In case it is found to the satisfaction of the Purchaser (UIDAI) that the Successful bidder 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 Successful bidder, on a specific request of the Purchaser (UIDAI), shall provide necessary information/ inspection of the relevant financial documents/information.

7. **Non-disclosure of Contract documents** : Except with the written consent of the Purchaser (UIDAI)/ Successful bidder, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

8. **Termination of Contract**: The Purchaser (UIDAI) shall have the right to terminate this Contract in part or in full in any of the following cases :-

- (a) The delivery of the premises/services is delayed for causes not attributable to Force Majeure for more than **(02 months)** after the scheduled date of delivery.
- (b) The Successful bidder is declared bankrupt or becomes insolvent.
- (c) The delivery of premises / services is delayed due to causes of Force Majeure by more than **(03 months)** provided Force Majeure clause is included in contract.
- (d) The Purchaser (UIDAI) has noticed that the Successful bidder has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (e) As per decision of the Arbitration Tribunal.



9. **Notices:** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

10. **Transfer and Sub-letting :** The Successful bidder 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.

11 **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.

12) **Taxes and Duties :**

(a) **The bidders are required to quote the prices on 'All Inclusive' basis i.e. the quoted prices shall be inclusive of all Govt. taxes & levies applicable as applicable from time to time.**

13. **Performance Guarantee:** The Successful bidder will be required to furnish a Performance Bank Guarantee by way of Bank Guarantee through a Public or Nationalized Bank for a sum equal to 10 % of the contract value within 30 days of signing of the contract valid for a period of 60 days beyond Rate Contract period.

14. **Option Clause:** - Not applicable

15. **Repeat Order Clause:**– Not applicable

16. **Tolerance clause**– To take care of any change in the requirement during the period starting from issue of TENDER ENQUIRY till placement of the contract, Purchaser (UIDAI) reserves the right to **50%** plus/minus increase or decrease the quantity of the required premises upto that limit without any change in the terms & conditions and prices quoted by the Successful. While awarding the contract, the quantity ordered will be increased or decreased by the Purchaser (UIDAI) within this tolerance limit.

17. **Payment Terms** - It will be mandatory for the successful Bidder to indicate its bank account number and other relevant e-payment details so that payments could be made through ECS/EFT mechanism instead of payment through cheques, wherever feasible after deduction of tax at source (TDS) as applicable from time to time. The payment will be made as per the following terms, on production of the requisite documents:-

(a). Payment will be made against the pre-receipted bills as per the lease deed to be executed between UIDAI and the owner or his / her legal representative of the property. The payment will be credited to the legal owner only.

(b) Amount of LD / Risk Expense and Penalty etc., if any, will be deducted from the billing amount.

18. **Inspection Authority:** Inspection will be carried out by UIDAI through its authorized nominee(s).

19 **TAX LIABILITY:** The responsibility for payment of all kind of existing and future taxes such as Property Tax, Municipal Tax, Water Tax, Insurance including Public liability Insurance , assessment charges etc levied by Local Government/ Central Government in connection with the property offered and in respect of maintenance of common areas shall be and continue to be borne by the Owner/ Bidder. Up to date copies of all tax receipts should be attached with the bids.

20. **PERIOD OF LEASE:** The period of lease shall be minimum one year, extendable up to three years on yearly basis.

21. **TERMS OF TERMINATION OF LEASE:** The lease can be cancelled by either side by giving a notice of not less than three months.

22. **ARBITRATION:** All disputes in connection with the execution of contract shall be settled under the provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings. Director (F&A), UIDAI HQ, shall be the sole Arbitrator. The arbitration proceedings shall take place at New Delhi only.

### 23. **PENALTY CLAUSE**

23.1 Failure on the part of the owner to provide services will attract penalty on the rates decided by the UIDAI.

### 24 **OTHERS**

24.1 The UIDAI reserves the right to reject all or any tender without assigning any reason thereof.

24.2 Successful bidder shall be required to execute a Lease Agreement with the UIDAI, Government of India in accordance with the provisions of the law applicable. The lease period initially will be for a period of one year which can be extended upto three years on yearly basis.

24.3 All terms and condition given in the Tender Document as well as those appearing in the different clauses are sacrosanct and shall be considered as integral part of this Tender Enquiry.

24.4 Meters will be installed by owner, at his cost in working condition. Any replacement / repair required are to be attended by the owner.

24.5 In the event of Technical Bid being found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the property along with proof of identity of the owner/Bidder along with photograph(s), before the Financial Bids are opened. Original Documents shall be returned after decision is taken to open Financial Bids or otherwise. However, bidders are advised to attach photocopy of such document self attested along with the bid.

24.6 Conditional offers are not acceptable. Likewise, open ended quotes which are abstract shall be treated as non-responsive bids. The bidders should quote a firm price without any hidden costs or open clauses.

**25. Liquidated Damage**

Delay on part of the successful bidder in providing possession should entail levy of Liquidated Damage of 0.5% of the cost of the delayed component per week or part thereof subject to a maximum of 10% of the cost of delayed component.

### Chapter III – Schedule of Requirement

1. **Schedule of Requirements**– Category wise specifications of the required Accommodation alongwith the Estimated Requirement are indicated herein :-

| SNo. | Type of Accommodation   | Estimated Requirement (in Nos.) |
|------|---|---------------------------------|
| (a)  | Type 1 (01 BHK with Area upto 30 Sq mtr)  | 40                              |
| (b)  | Type 2 (01 BHK with area 40-50 Sq mtr)  | 16                              |
| (c)  | Type 3 (02 BHK with area 55-65 sq mtr)  | 12                              |
| (d)  | Type 4 (03 BHK with area 75-90 sq mtr)  | 02                              |
| (e)  | Total   | 70 Nos.                         |
| (f)  | Barrack/hostel accommodation @ 15 sq mtr plinth area per person with minimum 20 nos of toilets and bathrooms. | 83 person                       |

#### ACCOMMODATION

The accommodation offered on rental basis should be unfurnished residential houses/flats as per details given in Chapter-V – Price Schedule.

1.2 The location of house/flat offered should preferably within a radius of 5 kms from the UIDAI office complex in Manesar, Gurgaon, Haryana. Condition contained in this clause shall, however, not prohibit UIDAI HQ, to accept the accommodation at farther locations, if the terms and the facilities/features are found to be attractive and meeting the requirements of the UIDAI at its sole discretion.

1.3 If the accommodation offered is in a multi-storey building, appropriate provision for functional lift should be made available.

1.4 The accommodation should be in a gated campus.

1.5 The accommodation should have provision for adequate water supply including drinking and utility facilities.

1.6 There should be enough arrangement for public utilities (Toilets, Bathroom, etc) fitted in the houses/ flats and Barrack/hostel accommodation.

1.7 There should be appropriate provisions/ arrangements for Periodic maintenance (civil/ electrical wear and tear as well as whitewashing/ painting etc.) of the building/ property offered.

## 2. OWNERSHIP AND NON-INCUMBERANCE

2.1 The tender will be acceptable only from original owner of the building/ property or consortium of such property. UIDAI will not pay any Brokerage for the offered property.

2.2 The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and there should be no payments due. Copy of Bill/Invoice last paid in resident of rent, Water/electricity charges should be enclosed with the Technical Bid.

2.3 Clearances/No Objection Certificates from all relevant Central/State Government and Municipal Authorities including Fire Department for use as premises conforming to the municipality Rules/Bye-laws along with the documents in support of ownership of Building/Land and construction thereon must be submitted with the Technical Bid. Also, copies of approved plan of the accommodation offered should be submitted along with the Technical Bid.

## 3. CONNECTIVITY

3.1 The Property offered should be well connected by public transport at a reasonable distance and should be easily accessible.

## 4. POSSESSION OF ACCOMMODATION

4.1 Possession of the accommodation will be handed over to UIDAI in a phased manner and rent shall be payable from the date of possession.

4.1a UIDAI will have possession in two phases:

**Phase I** - it consists of one Type IV quarter, one Type III quarter, and Barrack/hostel accommodation for 60 persons. This will be within 30 days from the award of the order.

**Phase II**, - Balance accommodation likely to occupy from 1<sup>st</sup> July 2014 onwards.

5. The Successful Bidder should have provided peaceful possession to UIDAI (Purchaser).

**TECHNICAL BID**

|  |
|--|
| Photograph of the<br>owner of the<br>property should<br>be pasted here |
|--|

**Pre Qualification Criteria**

- (a) Bidders should be Sole Proprietors, Limited Liability Partnership, Consortium or a Company registered under the relevant statute and should be owning the property.
- (b) The bidder should have been in the business of providing leased accommodation for atleast three years.
- (c) The bidder has to provide the EMD for the specified sum and in the prescribed format.
- (d) Bidder has to provide prescribed Tender Fee.
- (e) Public Sector Undertakings of Centre/State Government can also participate. No EMD/Tender Fee is to be submitted by them.

( A ) The following details to be filled in by the house owner:

**Carpet Area of Flats**

| Sl. No. | Particulars   | Total Carpet Area (rentable area) |
|---------|---|-----------------------------------|
| 1       | 01 BHK - Type – I<br>(inclusive of Bathroom, Toilet etc.)   |                                   |
| 2       | 02 BHK - Type – II<br>(inclusive of Bathroom, Toilet etc.)  |                                   |
| 3       | 03 BHK - Type – III<br>(inclusive of Bathroom, Toilet etc.) |                                   |
| 4       | 03 BHK - Type – IV<br>(inclusive of Bathroom, Toilet etc.)  |                                   |

**Carpet Area of Barrack/Hostel Accommodation**

| Sl. No. | Particulars   | Total Carpet Area (rentable area) |
|---------|---|-----------------------------------|
| 1       | Barrack/hostel accommodation @ 15 sq mtr plinth area per person for accommodating 83 persons with a minimum 20 nos of toilets and bathrooms |                                   |

2. In case the building is having more than 03 floors, is the facility of functional lift available in the building?

3. Copy of the registration of company/consortium,

4. Copies of rent/Water/electricity Bill last paid to be attached..

5. Copy of PAN Number should be attached .

**( B ) LOCATION OF ACCOMMODATION:**

1. Where is the house/ flat proposed to be leasedout located?

**( C ) DISTANCE FROM OFFICE**

What is the distance from the house / flat to be leased out from UIDAI office complex, (CA Site No. 01, NTI Layout (Rajiv Gandhi Nagar), 3rd Stage, Kodigehalli Village, Bengaluru, Karnataka) .

**( D ) ACCESSIBILITY TO PUBLICTRANSPORT**

How far is the public transport (bus/ taxi etc.) facility available from the house/ flat?

**( E ) SECURITY ARRANGEMENT**

Is the house/ flat located inside a gated campus? Yes / No

**( F ) REQUIREMENT OF SECURITY DEPOSIT**

Will there be any requirement of depositing advance rent (security deposit)? If yes, what would be number of months for which advance rent would be required?

**( H ) NOTICE PERIOD FOR VACATION**

What would be period of notice for vacation of the house/ flat by the Lessee?

**DECLARATION**

It is hereby declared that the particulars of the house/ flat etc. as furnished against the individual items are true and correct as per my/ our knowledge and belief and in the event of any of the same being found to be false, the bid submitted by me/ us shall stand rejected and I / we shall be liable to be such consequences/ lawful action as the UIDAI HQ may wish to take.

Date:

(Signature of house/ flat owner)

Name:.....

Address.....

.....

.....

## Chapter- V – Price Schedule

1. **Bid Evaluation Criteria** - The broad guidelines for evaluation of Bids/Quotations will be as follows:

(a). Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the TENDER ENQUIRY, both technically and commercially.

(b). In respect of Two-Bid system, the technical Bids forwarded by the Bidders will be evaluated by the Purchaser (UIDAI) with reference to the technical characteristics of the SOR and terms & conditions as mentioned in the TENDER ENQUIRY. The compliance of Technical Bids would be determined on the basis of the parameters specified in the TENDER ENQUIRY. The Price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.

(c). **The Lowest Bid will be decided as per the lowest price quoted by the particular Bidder in each category of SOR as per the Price Format given at Annexure-II to this tender enquiry.** Only one rate shall be quoted for each category in the Financial Bid (Type of Accommodation). Overwriting of prices should be avoided and in case any correction is done, the same must be countersigned.

(d). The Lowest Acceptable Bid will be considered further for placement of r after complete clarification and price negotiations as decided by the Purchaser (UIDAI). **The Purchaser (UIDAI) will have the right to award contracts to different Bidders for being lowest in particular items.** The Purchaser (UIDAI) also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to offer full quantity in stipulated time by matching L1 rates with other bidders.



**FINANCIAL BID FORM**

Address of the house/ flat offered on lease

(a) Type I/01 BHK :

(b) Type II/02 BHK :

(c) Type III /03BHK :

(d) Type III/03 BHK :

| Sl. No. | Particulars            | Type I /01 BHK | Type II/02 BHK | Type III/03 BHK | Type IV/03 BHK | Barrack/ Hostel Accommodation |
|---------|------------------------|----------------|----------------|-----------------|----------------|-------------------------------|
| 1.      | Monthly rent ( )       |                |                |                 |                |                               |
| 2.      | Number of Unit Offered |                |                |                 |                |                               |
| 3.      | Total Monthly Rent     |                |                |                 |                |                               |

Notes

- (1) There should be no overwriting or alterations in the above quoted rates.
- (2) The above rates of monthly rent at Sl. No. 1 shall be valid during the currency of entire period of lease agreement and shall not be altered by the house/ flat owner on any ground whatsoever.
- (3) UIDAI will not be bound to pay extra on account of any increase in any tax/duties levied by Government authorities during the currency of the lease deed.

Date:

(Signature of house/ flat owner)

Name:.....

Address.....

.....