

**UNIQUE IDENTIFICATION AUTHORITY OF INDIA
REGIONAL OFFICE , 7TH FLOOR, MTNL TELEPHONE EXCHANGE
BUILDING, G D SOMANI MARG. CUFFE PARADE, MUMBAI – 400 005**

No Tender No: 4/32/2011-Admin

Dated: 12th October 2011

EXPRESSION OF INTEREST

INVITING EXPRESSION OF INTEREST (EOI) FOR ANNUAL MAINTENANCE OF UIDAI REGIONAL OFFICE AT 7TH FLOOR, MTNL EXCHANGE, CUFFE PARADE, MUMBAI, MAHARASHTRA - 400 005

UIDAI RO Mumbai is located at 7th floor , MTNL Exchange , Cuffe Parade , Mumbai -400 005 covering total built up area of 12310sqft. It consists within itself work stations, officer's chambers, Training room, conference room, reception, canteen/lunch room, bathrooms and toilets and two furnished rest rooms. Following are the brief requirements of annual regular maintenance:

The firms are expected to have **sound financial strength** and skill base to provide above services. The firm may visit and examine the above location on any working day during working hours to ascertain the requirements. The interested firms are requested to send the Expression of Interest in the format (as per Annexure II) and terms of reference (As per Annexure-I) to this notice to the following Address and email Id latest by 27/10/11.

Eligible agencies (Those who have three year experience of housekeeping jobs in MNCs / Govt/PSUs and having sound financial background) will be called to make presentation on Nov 1st, 2011 on the methodology and details of cleaning processes adopted by them at few client locations similar to the office of the RO Mumbai. The presentation should highlight the company profile, its client profile and the required number of persons at various level and frequency of cleaning work in a regular day, equipment required and number of security personnel required to man the round the clock service(24*7 for 365 days).

Submission of EOI does not guarantee that the firm would be considered for tender enquiry.

Address and Email Id:

Assistant Director General

OFFICE OF THE UNIQUE IDENTIFICATION AUTHORITY OF INDIA

Regional Office 7th Floor, MTNL Telephone Exchange Building, GD Somani Marg, Cuff Parade, Mumbai - 400 00

Email: adg2.romumbai@uidai.gov.in

THIS INVITATION OF EOI IS RELEASED WEF 12/10/2011 AND THE EOI MUST REACH ON ABOVE ADDRESS AND EMAIL ID POSITIVELY BY 27/10/2011

ANNEXURE-I

TERMS OF REFERENCE FOR APPOINTMENT OF AGENCIES FOR ANNUAL REGULAR MAINTENANCE OF UIDAI REGIONAL OFFICE PREMISES AT 7TH FLOOR, MTNL CUFFE PARADE TELEPHONE EXCHANGE

A. Housekeeping: Housekeeping services include men and machinery and cleaning material. Office area includes officer's Chambers, workstations, cubicles, conference and committee rooms, canteen, lift space etc or in other words, all the locations of the office space. The detail work includes:

- Sweeping, washing, scrubbing, polishing, crystallization and swabbing etc of the verandas, floors, rooms / halls / Pantry, vestibules, glass walls and staircase, and any other location of the office space,
- Cleaning and washing of toilets, urinals and washbasins in bathroom etc,
- Dusting and cleaning of the furniture, doors, windows (both glass and non glass) etc,
- Clearance of garbage everyday etc.,
- Plumbing, minor carpentry work whenever requirement arises, Maintaining flower pots (approx 25 to 50 no.s) and placing it at prominent places as per direction of engineer-in-charge on rotation basis.

B. Security services: Security services include deployment of required number of Security Personnel Providing Security services (Ex-serviceman + civilian) who shall safeguard the UIDAI site, buildings, moveable and immovable assets, equipments and other items at the above address from any thefts, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in its complex/premises. The security personnel shall be deployed round the clock in 3 shifts at the UIDAI for safeguard of the premises. The Security Personnel shall be responsible for opening/closing of the building and rooms as necessitated/directed by UIDAI located at MTNL Cuffe Parade Telephone Exchange Building on working and closed days.

C. Canteen services: Canteen Services include installation of Machine for Coffee/Tea/Soup and Water, prepare and supply of consumables for approx 50 staffs all working days from 8.30 A.M. to 6.30 P.M. except for the holidays.

D. COMMENTS ON Terms of Reference (TOR) BY AGENCY: The agency will be required to submit its comments on the above TOR in the Performa of EOI

ANNEXURE-II

DETAILS OF REQUIREMENT AND MANNER IN WHICH THE AGENCIES SHOULD SEND THEIR EOI, FOR" ANNUAL REGULAR MAINTENANCE"

PART A: ORGANISATION PROFILE

(1) Short notes /tables on:

- i. About organization,When it was established
- ii. Its set up
- iii. Year of experience
- iv. List of clients
- v. Range of services

(2) Address of office(s), Telephone No.s and Email Id/website Address

PART B: EXPERIENCE OF LAST THREE YEARS IN CONDUCTING ANNUAL MAINTENANCE OF OFFICE PREMISES

(1) The agency must show the relevant experience of three years with supporting documents viz, copies of letters of Award and completion from the clients as per following format:

SL NO	NAME OF CLIENT	VALUE OF WORK(RS.)	DATE OF COMMENCEMENT	DATE OF COMPLETION	WHETHER PROOF ENCLOSED (YES/NO)

(2) Comments on TOR: Agency to submit its comments, if any, on the Terms of Reference for present work

(3) A brief methodology to be adopted by Agency for execution of the work under reference.

PART C: FINANCIAL STRENGTH AND TURN OVER FOR THE PREVIOUS THREE YEARS:

SL.NO.	FINANCIAL YEAR	TOTAL INCOME/TURNOVER (RS.)