



Government of India
Planning Commission
Unique Identification Authority of India
Technology Centre, Bangalore – 560 103



Tender Number: UIDAI-TC/Admin/RFP/space/14/2012

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Tender number: **UIDAI-TC/Admin/RFP/space/14/2012**

Date of publication of tender.	13.07.2012
Last Date for tender related enquiries.	17.07.2012
Last Date & Time for Submission of Tenders.	02.08.2012 3:00 pm
Time & Date of Opening Technical bid.	02.08.2012 3:30 pm
Time & Date of opening commercial bid.	At a later date in presence of technically qualified bidders.

UNIQUE IDENTIFICATION AUTHORITY OF INDIA, TECHNOLOGY CENTRE
First Floor Office-II, Salarpuria Touchstone, Marathahalli-Sarjapur Outer Ring Road
Bangalore-560103

TENDER NOTICE FOR HIRING OFFICE SPACE

The UIDAI Technology Centre, Bangalore invite bids from the legal owners/power of Attorney holders for hiring office accommodation having approximate area around 40000 sq Feet for its office.

The premises should be situated in the following localities:

1. Bangalore Suburban-CV Raman Nagar, Old Madras Road, Indiranagar.
2. Peripheral 1-ITPB
3. Peripheral 2-Whitefield
4. Peripheral 3-ORR, Hebbal and Marthahalli

A Ready to occupy area of around 40000 Sq ft with executive cabins, Video conference rooms, meeting rooms, officers cabins, cubicles, Pantry and stock room and with basic parameters like adequate number of toilets and wash rooms, round the clock security, 24 hrs good quality water supply, adequate number of lifts, staircases and emergency exits, connectivity and power backup is required. The space requirement to accommodate various cabins and workstations is enclosed in Annexure-4. The efficiency between the super built up and carpet area should be around 80%(Plus or minus 2-3%). In such cases, the draft design should be approved by the leasee.

The space should be occupied by 15th October, 2012 the builder should be ready to handover the space in "Ready to occupy (plug and play)" condition by 15th October, 2012. **Vendors possessing bare/warm shell are also eligible to participate in the tenders subject to the condition that the space shall be made ready to occupy as per the requirement in annexure 4 of the tender document within the stipulated timeline ie.15thOctober, 2012.**

Interested Vendors (only legal owners) may send proposals, along with **Encumbrance certificate**, in a sealed cover separately for each place super scribed "Quotation for hiring office space for UIDAI Technology Centre, Bangalore" addressed to Assistant Director General(Administration), UIDAI TC, Bangalore-103.

Tender document can be downloaded from the website of UIDAI www.uidai.gov.in.
A Demand Draft for Rs 500/- drawn in favor of CDDO, UIDAI, Bangalore, payable at Bangalore should be attached along with the tenders.

Sd/- Venkat Rao. K.

Assistant Director General (Admin)

**UIDAI Technology Centre,
First Floor Office-II, Salapur Touchstone Building
Marathahalli-Sarjapur Outer Ring road
Bangalore-560103**

Tender

The UIDAI Technology Centre(TC), Bangalore invite bids from the legal owners/power of Attorney holders for hiring office space, having approximate area around 40000sqft for its office. The efficiency of the area offered should be around 80% (plus or minus 2-3%).

The premises should be situated in the following localities:

1. Bangalore Suburban-CV Raman Nagar, Old Madras Road, Indiranagar.
2. Peripheral 1-ITPB
3. Peripheral 2-Whitefield
4. Peripheral 3-ORR, Hebbal and Marthahalli

A ready to occupy area of around 40000 Sq ft with executive cabins, Video conference rooms, meeting rooms, officers cabins, cubicles, Pantry and stock room and with basic parameters like adequate number of toilets and wash rooms, round the clock security, 24 hrs good quality water supply, adequate number of lifts, staircases and emergency exits, connectivity and power backup is required. A draft plan to accommodate various requirements as is enclosed.

INSTRUCTIONS TO BIDDERS:-

Cost of Tender : Rs. 500/-

1. The tender document should be downloaded from the website of UIDAI
A demand draft of Rs 500/- of the cost of the tender may be attached to Technical Bid drawn in favor of CDDO, UIDAI, Bangalore. The tender would be considered as in complete and will be rejected, if cost of tender is not found attached.
2. Building/space offered must be free from all encumbrances, claims and legal disputes etc. Documentary proof of ownership of Building, payment of all Taxes, Duties, Dues, Telephone, Water, Electricity charges etc. must be submitted along with offer document. A draft plan should be submitted accommodating all requirements on Annexure-4.
3. Selected party shall be required to execute a Lease Agreement with the UIDAI Technology centre, Government of India in accordance with the provisions of the law

applicable. ***The lease period is 5 years and lock in period is 3 years. If UIDAI Tech Centre proposes to vacant the premises after the lock in period, a notice period of 3 months would be given to the bidder.***

4. Monthly rent shall be paid in advance (on or before tenth of every month). Bidders may notice that no increase in Rental charges per month will be allowed during the year of the Agreement period.
5. 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 officer/Tender.
6. Tender must be accompanied with EMD of Rs.1.5 Lakh (Rupees one Lakh fifty thousand only) either in the form of Bank Draft/Bankers Cheque in the name of CDDO, UIDAI, Bangalore any working day between 10 AM To 5.00 PM (latest by 3:30 pm on) Tender received without Earnest Money would be rejected outright.
7. Intending parties may furnish complete details in the technical Bid given in Annexure –I A and Annexure - I B and Financial Bids in Annexure –II to this document. Incomplete/ incorrect bid will be treated as non responsive and will be rejected. No further correspondence will be entertained.
8. All existing and future rates, taxes insurance fee including public liability insurance, including property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by landlord.
9. The UIDAI Technology Centre shall pay charges towards electricity used on the said premises during the lease period on actual consumption basis. Meters are to be installed by owner, at his cost in working condition.
10. Cost of deployment of outside security for building by Lessor. Maintenance of premises to be made (Externally) by owner.
11. The UIDAI Technology Centre may, during the lease period/extended Lease period carry out such alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable.
12. The Offer/Tender should be dropped in the locked sealed Tender Box kept at the reception of UIDAI Technology centre .Late/delayed offers shall not be considered as responsive bids and will be rejected.
13. Tenders /offers received shall be processed in TWO BID SYSTEM (Technical Bid & Financial Bid). All information and documents contained in cover –I, shall be the Technical Bid. Details furnished in the Technical offer shall be assessed/ evaluated as per Annexure-3. Financial Bids (cover-II) of only those bidders whose Technical offers are found valid, eligible and acceptable shall only be opened.

14. Rent charges shall be paid at the fixed rate in lump sum by the 10th of following month or as per the lease Agreement entered into with the party on the terms and conditions mutually agreed.
15. 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, parties are advised to attach photocopy of such document along with the offer
16. Conditional offers are not acceptable.
17. **Security Deposit/Advance Deposit: Being a Central Government Office, no security Deposit/Advance Payment will be paid. The quotes of vendors who insist on advance deposit may not be considered for further evaluation.**

UIDAI reserves the right to accept or reject any tender or part thereof or all the tenders without assigning any reason thereof.

Sd/-
ADG (Admin)
UIDAI, Technology Centre

Terms & Conditions

1. The Building should be located in the above mentioned locations. The interested parties should send their proposals in a sealed cover separately for each place super scribing the same as quotation for "hiring of Office space for UIDAI, Technology Centre ". The bid should be submitted by the legal owners of the Building along with encumbrance certificate. Brokerage charges will not be payable.
2. The proposal should be submitted in separate sealed envelopes.

The first part would be the "**Technical Bid**" which should contain technical parameters like design parameters, power supply and power back up provision of lift, type of construction standards, parking etc. The second part would be "**Financial Bid**" which should indicate the rent proposed to be charged financial terms and conditions. Both the bids should be in separate sealed envelopes and the envelope should be clearly indicated on the top as "**Financial Bid and Technical Bid**" respectively. Both these envelopes should be kept in sealed cover as mentioned in the above Para. The Technical bid should be appended with DD towards EMD & DD towards RFP cost. The technical bid will be opened only in respect of those parties which are short listed on the basis of the evaluation of technical bids and which have enclosed the Demand Drafts towards EMD & RFP cost.

Technical Bid should inter-alia contain details as follows

- i. Location and address of the building (preferably with photograph of the building)
 - ii. Exact rentable area (with details and plan of the proposed area);
 - iii. Detailed approved plan of the accommodation; (Accommodating the requirements in Annexure-4)
 - iv. Clearances/ No objection certificate from all the relevant central/state/municipal authorities and fire department for use as office premises confirming the municipality laws; and
 - v. Facilities and amenities available with the building such as furnishing, AC, adequate parking space, officer chambers , washroom, stores Networking etc.
- 3. Facilities required to be provided by the owner:**
- i. The building should be located on main road with easy access. It should be fit and approved for office use.

- ii. Assured and adequate free parking space for four wheelers and two wheelers be provided/made available to the official of UIDAI Technology centre as well as visitors. Generally one 4 wheelers parking for every 1000 Sqft.
- iii. There should be provision for 24 hours electricity supply with 100% power back up round the clock.
- iv. The office space should have all required electrical fixtures such as switches, power points fans, lights etc and may be centrally air conditioned.
- v. The area proposed to be given on rent should preferably be on the same floor (or on continuous floors connected by stairs and lift); preference shall be given if the space is provided in the same floor.
- vi. The building should have adequate security cover to protect the Government property.
- vii. The maintenance (civil, electrical, mechanical, plumbing including consumables etc.) shall be provided by the owner and the owner will also undertake to carry out annual repair and maintenance every year. No additional charges shall be paid for the same.
- viii. The building should have adequate toilets facilities with modern fittings separately for ladies and gents on each floor exclusive for the proposed area.
- ix. The building should be in a ready to use condition with electricity, water, lifts, sewerage and firefighting equipment. The electric power available should also be indicated.
- x. **No advance rent is payable by the Government as a matter of policy neither brokerage is payable. The legal owners should apply directly to UIDAI Technology centre.**
- xi. The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and pending payments against the offered space.
- xii. The workstations, false ceiling, lighting, AC on low and high side, carpet flooring and CAT 6 networking shall be provided by the bidder and all the provisions shall be on par with the IT office standards.

4. The financial bid will inter-alia include:

- i. The rent demanded per sq.ft with fitouts and the taxes should be specified.
- ii. The Maintenance rate (AC, power back up, common Area maintenance) (Rs per sq ft. per month)
- iii. Parking rent for underground/covered or open parking to be quoted separately.

5. Conditional offers will be summarily rejected.

6. UIDAI Technology Centre reserves the right to accept or reject any tender or part of all the tenders without assigning any reason thereof.
7. UIDAI Technology centre will sign only lease agreement with the lessor and the cost of such agreement will be borne by the owner/lessor of the party.
8. Earnest Money Deposit : Rs. 1.5 Lakh
9. Other things remaining same, preference may be given to Bids offering
 - a) Large covered / built up area ;
 - b) large parking space;
 - c) large open area
 - d) Buildings in best locality
 - e) ready to occupy Building.
10. Each page of Tender/ offer document must be signed by the owner/legal authorize signatory and must be submitted as mentioned in the point 2 of the terms and conditions and in general terms and conditions.

General Terms & conditions

Hiring of Office Space for UIDAI Technology Center at Bangalore. This tender shall be governed by following general terms and condition:

1. The reference number and date of this tender notice and EMD details be super scribed on the sealed tender envelop failing which it will not be considered. Technical and Financial bid, duly signed by the authorized signatory, should be submitted in separate sealed envelope and both should be placed in one sealed envelope. EMD should be placed in technical bid envelope. Financial bid of only those vendors shall be opened which are found technically acceptable.
2. The tender should reach the Assistant Director General(Admn) on or before 02.08.2012 at 15:00 hours. The tenders received late shall not be considered and no correspondence in this regard shall be entertained.
3. Tenders (Technical Bid only) will be opened on 02.08.2012 in presence of Bidders/representatives of bidders , present if any.
4. The tender will be acceptable only from original owner of the building or having valid power of attorney
5. The tenderers have to send separate tenders for each place and each tender should have separate envelops for each item-as described below:-
 - a) Envelope 1-containing deposit of earnest money (EMD) and DD for 500 /- towards the cost of tender document Technical Bid in Annexure I A & Annexure I B.
 - b) Envelope 2- containing the financial bid as prescribed in the Annexure-II showing rates, financial terms and conditions etc.

Both the envelopes should be sealed and subscribed in bold letters:

- a) Technical Bid for Accommodation for office of UIDAI Tech Center at Bangalore.
- b) Financial Bid for Accommodation for office of UIDAI Tech Center at Bangalore

Finally the above mentioned two envelopes should be put in one bigger envelope super scribed as "BID" for Accommodation for office of UIDAI Tech center Bangalore " while opening the tenders, the envelopes containing the Technical Bids and EMD shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The evaluation committee will open Financial Bid after evaluation of Technical Bids as per **Annexure-3**. Financial Bids of technically qualified bidders will only be opened.

6. Queries if any, raised by UIDAI Technology Center should be answered by the prescribed date. In case of no reply bid can be cancelled.
7. Technical Bid should contain the details required as per Annexure I(A) and Annexure I(B) and financial bid should contain Annexure II.
8. Bids not submitted "AS PRESCRIBED" in the enclosed format will not be considered.
9. The tenders should give rates, showing taxes, if any, giving full break up details. Tender not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.
10. The Technical Bid should enclose the documents as per annexure –I A and I B without which the tender will be summarily rejected.
11. The location should be in area convenient for office use and should be easily accessible.
12. Adequate parking space for about 40 four wheelers and 40 two wheelers should be provided by the owner free of cost.
13. Typed or clearly written offers will be accepted. Overwriting alterations will not be considered. Every offer document needs to be signed by offerer.
14. The rates quoted have to be valid up to 90 days from the date of opening of bids.
15. UIDAI Tech Center shall be under no obligation to accept the lowest quotation.

16. The tenderer will be required to furnish earnest money deposit worth Rs.1,50,000/ to be placed in technical bid envelope, in the shape of Demand Draft in favor of CDDO, UIDAI, Bangalore or which will be refundable within one month of finalization of order if not awarded or if tender is rejected to the concerned. Without the earnest money the tender shall be out rightly rejected.
17. A separate tender is required to be purchased for bidding for each offer. The tender document can be downloaded from our web site www.uidai.gov.in the cost of tender document must be enclosed along with technical bid through a separate demand draft in favor of CDDO, UIDAI, Bangalore payable at Bangalore.
18. Rates are to be quoted in Indian rupees only.
19. No tender will be accepted by fax, email, telex, or any other such means.
20. Tender is likely to be rejected because of non-fulfillment of any of the above terms.
21. All disputes lie within the jurisdiction of Bangalore only. The UIDAI Technology Centre reserves the right to reject all or any tender without assigning any reason thereof.

Annexure - I (A)

TENDER DOCUMENT --- TECHNICAL BID FOR HIRING OF OFFICE SPACE, UIDAI, TECHNOLOGY CENTRE, BENGALURU.

1. Full particulars of the legal owner of the premises: i. Name: ii. Address office & Residence : iii. Telephone & Mobile Number: iv. Tele Fax: v. E mail ID :	
2. Full particulars (with complete address) of person (s) offering the premises on rent/ lease and submitting the tender:	
3. Status of the applicant with regard to the accommodation offered for hiring (enclose power of attorney also if the applicant is other than the owner) (In case partnership firm copy of partnership Deed is enclosed)	
4. (a) Complete Address with brief description and location of the building: (b) Details of the Accommodation offered for rent (viz. total carpet area, floor wise) (Enclose Certified Sketch Plan also)	
5. Total Area offered for rent in Sqft. (i) rentable Area	
6. Particulars of completion certificate. Enclose attested / <u>self-certified copy of completion certificate issued by Competent Authority.</u>	
7. Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / electricity bills dues etc. (enclose copy of Affidavit from the owner or Power of Attorney holder.)	
8. Accommodation offered is approved for Office & Commercial activities (attach proof)	
9. Facilities for vehicle parking” (Mention details):	
10. No. of lifts & their carrying capacity. Provide details of make, year of installation & status of working etc., with latest certificate of local body about fitness	
11. Number of Toilets floor wise with details (separately for men and women)	
12. (a) Whether (running) water, both drinking and otherwise, available round the clock. (b) Whether sanitary and water supply Installation have been provided?	
13. (a) Whether electrical installations and fittings, Power Plugs, switches etc. are provided or not? (b) Whether provisions for Air Conditioner with power points available or not?	
14. Sanctioned electricity load (Agreed that owners will have to get the load increased if required)	
15. (i) Details of Power backup facilities : (ii) Arrangements for regular repairs and maintenance of such ‘Power Back	

up' facility:	
16. Details of Fire Safety Mechanism along with particulars of Fire Deptt. Certificate (Copy of certificate to be enclosed)	
17. The period and time when the said space could be made available for occupation after approval :	
18. Specify the provision for extension:	
19. Provisions for regular repairs and maintenance and special repairs, if any of the building:	
20. Any other salient aspect of the building, which the party may like to mention:	

Declaration

- (i) I/We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.
- (ii) It is hereby declared that the particulars of the buildings 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 not true, I / We shall be liable to such consequences / lawful action as the Society / Department may wish to take.

Signature of Legal Owner/authorised signatory

Annexure- I (B)

TENDER DOCUMENTS— TECHNICAL BID FOR HIRING OF OFFICE SPACE, UIDAI,
TECHNOLOGY CENTER

1. Consent of the owner to let out.	
2. Year of construction (ii) copy of completion certificate (Attested / self Attested) issued by competent authority	
3. Area of plot of land	
4. Complete drawings such as plans, sectional elevations and foundation details etc.	
5. Site plan of Buildings	
6. Draft plan for accommodating the requirements as per Annexure-3	
7. False ceiling and lightings	
8. Glass partitioned cabins	
9. Carpet Flooring	
10 . Ergonomic workstations	
11. Space for parking	
12. Electricity connected load.	
16. Networking CAT 6	
17. Sanitary installations :- a) No. of water CLOSETS. (b) No. of Lav . Basin (c)) No. of Lav Bath	
18. Power provisions for AC installations (high side and low side)	

Certified that the demand is based on prevailing market rate of rent for similar accommodation in the locality of the city.

Signature of Legal Owner with Date

List of Enclosures :

Technical Bids received without these documents are liable to rejection without any reference to the party whatsoever.

1. Demand draft of Rs. 500/- (Rupees five hundred only) on account of cost of tender document.
2. Demand draft of Rs. 1, 50,000 /- (Rupees one lakh fifty thousand only) on account of earnest money deposit-EMD. (OR) fixed deposit receipts from nationalized scheduled bank duly pledged in favor of Assistant Director General(Admin) in favour of CDDO, UIDAI, Bangalore.
3. Affidavit from owners and if tender is submitted by the power of attorney holder an affidavit from such power of attorney holder regarding space offered for hiring being free from any litigation /liability/ pending dues and Taxes, electricity bills and approved for training and commercial activities.

Attested photo copies/certified true copies of following documents are required to be annexed with the technical bid. Originals of this documents / certificates shall be produced at the time of execution of lease agreement : 1.

- I. Title deed showing the owner ship of premises.
- II. Floor plan sketch, blue print of building duly attested /certified true copy showing area offered on rent /hire. The area under occupation of owner, either by one or other tenants in the building should also be shown in sketch plan / drawing.

Signature of Legal owner

FINANCIAL BID (Annexure 2)**TOTAL RENTABLE AREA :**

Sl.No	Description	Base rate	Taxes
1	Rent per Sqft with fitouts		
2	Rate of maintenance charges per Sqft		
3	Rent per parking		
4	Consolidated amount towards monthly rent		
5	Consolidated amount towards monthly maintenance		
6	Consolidated amount towards parking		
7	Monthly outflow in rupees including rent and maintenance excluding levies and service tax.		

PS: Taxes to be specified separately

Annexure 3 :Evaluation of Technical Bid.

Sl No.	Parameters	Requirement	Weightage for evaluation
1	Location of the Office Space with complete address.	Prominent Locality; easy accessibility from the Airport. Convenient to public transport.	10
2	Extent	Around 40,000 square feet.	
3	General layout	The office space should be laid out in a single floor,(preferred) .should be clean, and well lit with a sober décor with plan for one accommodating requirements in Annexure-3	30
4	Reception and waiting room	An attractive and spacious reception area with waiting space or room for visitors	
5	Air-conditioning	The place is to be centrally air-conditioned. There should be a facility to operate air-conditioning separately for the server room and the Officers rooms (DDG and ADGs)	
6	Number of Cabins with required furniture.	As in Annexure-4	20
7	Number of work stations with chairs.	As in Annexure-4 ergonomic chairs to be provided.	
8	Conference Halls.	Provision for Conference Table and Chairs to accommodate 12-15 Officers; equipped with the required presentation facilities.	20
9	Meeting Rooms, Pantry and Dining Space	At least six meeting rooms would be required each accommodating 6-8 Officers. A pantry and a conveniently located dining space. As in Annexure-3	
10	Cabins for equipment; servers; records.	Adequate number of rooms to house the equipment; reprographic machines, records.	
11	Toilets & Wash Rooms	Adequate number of toilets; fully functional; with modern fittings; water supply; ventilated and in good condition; separate toilets for Officers and staff; separate toilet for ladies	10
12	Security arrangement.	Round the clock security for the Office.	10
13	Parking facilities provided.	Parking for 40 four wheelers and 40 two wheelers.	Essential parameters. No weight age is given. Proposals without these basic facilities will be rejected
14	Connectivity.	Voice and Data ports to all cabins and work stations.	
15	Power Back-up	24 hours power back-up through DG set with adequate capacity to cover the functioning of the office.	
16	Lifts/Staircase/emergency exists.	Functional and adequate number of lifts; staircase and emergency exits.	
17	Water Supply	24 hours good quality water supply.	

Technology Centre- Space Requirement				
Total Built up area – Approx. 40,000 Sqft				
Sl No	Room Specification	Number	Sqft	Total size
1	Executive cabin	3	350	1050 Sqft
2	Senior Officials Cabins	5	200	1000 Sqft
3	Small cabins	10	100	1000 Sqft
4	Meeting Rooms	6	15'x12'	1080 Sqft
5	Big Board Room	1	1500	1500 Sqft
6	Small Board Room	2	1000 Sqft	2000 Sqft
7	Vendors Visitors Room	1	100	100 Sqft
8	Workstations of	250	8x6/5x5	7500 Sqft
9	Executive Visitor Room	1	300	300 Sqft
10	Project Leads open cabin	20	7'x8'	1120 Sqft
11	VC Room	1	800	800 Sqft
12	Store Room IT	1	400	400 Sqft
13	Store Room Non- IT	1	200	200 Sqft
14	NOC, Server Device Lab	-	-	8000 Sqft
15	UBCC	1	5000	5000 Sqft
16	GRPC	1	1000	1000 Sqft
17	Cafeteria	1	1500	1500 Sqft
18	Pantry	1	200	200 Sqft
19	Reception	1	200	200 Sqft
			Carpet Area	33950
			Super Built @ 20% on carpet area (±3%)	6790
			TOTAL	40740

