



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

TENDER DOCUMENT

For Hiring of Vehicles for the office of UIDAI –R.O. Chandigarh

- 1) Date of Issue : 21.01.2011
- 2) Last Date & time for submission of Tender Document : upto 1600 hours on 11.02.2011
- 3) Last date for pre-bid clarification : 31.01.2011
- 4) Date & time for opening of Tender Document:
- a) Technical bid : At 16:00 hours on 11.02. 2011
- b) Commercial Bid of eligible Tenderers : At a later date



CONTENTS OF TENDER DOCUMENT

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**Notice for Invitation of Tender
For
Hiring of Vehicles
For UIDAI-Regional Office, Chandigarh**

LAST DATE OF SUBMISSION OF TENDER: 11.02.2011

Sub: Invitation to bid for services of supply of Vehicles to the Office of UIDAI, RO, SCO 120-122, Room No 304, Sector-17-C, Chandigarh

Sealed Tenders are invited on behalf of the President of India for supply of vehicles for the office of UIDAI, RO, Chandigarh, SCO 120-122, Room No 304, Sector-17-C, Chandigarh.

The bidders are requested to go through the tender enquiry document carefully, which will form part of the contract. The bidders are expected to quote the rates for supply of Vehicle of different types both for Monthly and Daily options.

Contact Information

Phone : 9915926644/9915176644/9915296644/9417284835

Website : www.uidai.gov.in



A. SCHEDULE OF TENDER

- | | |
|------------------------------|--|
| 1. Tender Notice No. | : 03/2010-11 |
| 2. Name of the work | : Hiring of Vehicles for UIDAI,
Chandigarh |
| 3. Location of work | : UIDAI RO, SCO 120-122, Room No
304, Sector 17-C, Chandigarh, |
| 4. Issue of Tender Documents | : 21.01.2011 |
| 5. Tender to be submitted | : 11.02.2011 by 16:00 hrs |
| 6. Envelopes to be addressed | : Bid for Hiring of Vehicles for office of
UIDAI-R.O. SCO 120-122, Room No
304, Sector 17-C, Chandigarh, |
| 7. Opening of tender | : 11.02.2011 at 16:00 hrs |
| 8. Amount of EMD | : Rs.20, 000/-(refundable) |
| 9. Cost of Tender Form | : Rs. 100/-(non-refundable) |

Note: 1) The tender form and connected documents can be downloaded from the UIDAI website. However, the tender must be submitted in physical form. Tenders received by email or in any other electronic form will be rejected. Tenders shall be accompanied by a DD of Rs. 100/-(one hundred only) in favour of DDO, RO, Chandigarh, failing which, the tender shall be rejected.

2) The tenders completed in all respects must be received in this office before due date and time indicated above. The tenders received after the scheduled date and time will be rejected outrightly. All outstation tenders should be sent addressed to the undersigned so as to reach by the stipulated date and time of the receipt of tenders. As this is a two bid system-technical bid and commercial bid are to be submitted as per the instructions in the Tender Documents.

Asstt. Director General
UIDAI Regional Office, Chandigarh

PROFORMA FOR SUBMITTING THE BID

1. I/We..... have read all conditions of the tender attached hereto and hereby agree to abide by the said conditions. I/We also agree to keep this tender open for acceptance for a period of 60 days from the date fixed for opening the same and in default thereof. I/We will be liable for forfeiture of my/our Earnest Money Deposit. I/We offer to Supply of Vehicles as in Technical Bid & Commercial Bid both for Monthly and Daily trips and hereby bind myself/ourselves to Terms & Conditions of the Tender document during the entire period of contract.

2. A sum of Rs.20, 000/-(Twenty thousand only) is forwarded herewith as earnest money deposit. The full value of earnest money shall stand forfeited without prejudice to any other rights or remedies if:-

- a) I/We do not execute the Contract documents within seven days after receipt of notice issued by the UIDAI that such documents are ready or,
- b) I/We do not commence the work within ten days after receipt of order to that effect.

3. This tender document shall be the contract document in the event of this bid being successful.

SIGNATURE OF CONTRACTOR (S)

Date.....2011
Contractor/Contractors/Address.....

Signature of Witnesses

- 1. _____
- 2. _____

Regulations for Tender and Contracts to Parties tendering for hiring of Diesel/Petrol Driven vehicles to UIDAI, Chandigarh.

Definitions:

1. In these Regulations for Tender and Contracts the following terms shall have the meanings assigned hereunder except where the context otherwise requires:

- a) "UIDAI" shall mean the Regional Office of UIDAI at Chandigarh
- b) "Deputy Director General" means the Officer in Administrative charge of the Regional office of UIDAI, RO Chandigarh.
- c) Assistant Director General shall mean the Officer in UIDAI, Chandigarh.
- d) "Tenderer" shall mean the person, the firm or company who tenders for the supply works with a view to execute the work on contract with the UIDAI and shall include their Personal representatives, successors and permitted assigns.
- e) "Work" shall mean the works set forth in the tender forms and description of contract and required to be executed according to specifications.
- f) "Specifications" shall mean the specifications for Vehicles as specified in this tender document.
- g) 'Contractor' shall mean the successful tenderer who enters into an agreement with UIDAI for Hiring of Vehicle.

2. Singular and Plural:

Words imparting the singular number shall also include the plural and vice versa where the context requires.

3. Interpretation:

These Regulations for Tenders and contracts shall be read in conjunction with the General conditions and special condition of this tender which are referred to herein and shall be subject to modification additions or supersession by special conditions of contract and/or special specifications, if any, annexed to

4. Tenderer's Credentials:

The Tenderer shall furnish the particulars regarding

- a) His position as an independent Contractor
- b) His capacity to undertake and carry out supply of vehicles satisfactorily vouched for by a responsible official of firm.

5. Care in submission of tenders:

Before submitting a tender, the tenderer will be deemed to have satisfied himself by actual inspection of the site and locality of the work, that all conditions liable to be

encountered during the execution of the works, are taken into account and that the percentage/rates he enters in the tender form is/are adequate and all inclusive to accord for the completion of works to the entire satisfaction of the Officer or Deputy Director General, UIDAI, Chandigarh.

6. Right of UIDAI to deal with tenders:

UIDAI reserves the right of not to invite tenders for any work or works to invite open or limited tenders, and when tenders are called, to accept a tender in whole or in part or reject any tender or all tenders without assigning reasons for any such action.

7. Arbitration:

If any difference arises concerning this Agreement, its interpretation on the payment to be made thereunder, the same shall be settled by mutual consultations and negotiations. If attempts at conciliation do not yield any results within a period of 30 days, either party may request the other for submission of the dispute for decision by an arbitral tribunal containing a Sole Arbitrator to be appointed by Regional Office, UIDAI, Chandigarh. The arbitration proceedings shall take place at Regional Office, UIDAI, Chandigarh. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed thereunder and in force shall be applicable to such proceedings.

Signature of Tenderer

Place:

Date:

General Instructions and Conditions of Tender to Parties Tendering for Hiring of Diesel/Petrol Driven Non AC/AC Vehicles and Cars.

1. No tender for the contract for Supply of Vehicles for UIDAI AC/Non AC diesel/Petrol driven will be considered unless it is submitted in the prescribed form which can be downloaded from UIDAI website (www.uidai.gov.in).

2. All tenders must be forwarded to the Dy. Director General, UIDAI, Chandigarh in a sealed cover super scribed: "Supply of Vehicles Non AC /AC diesel/petrol driven Vehicles to UIDAI, Chandigarh" so as to reach him not later than 16.00 hrs on 11.02.2011. Tenders received/deposited after the stipulated time and date will not be considered. The name and address of the tenderer should be clearly written on the envelope.

3. Earnest Money:

(a) The tenderer shall be required to deposit a sum of Rs.20,000/-(Rupees Twenty thousand only) with the tender as an Earnest Money deposit for the due performance of the stipulation to keep the offer open till such date as might be specified in the tender.

3.1 Earnest Money of Rs. 20,000/- (Rupees Twenty thousand only) in the form of demand Draft of any nationalized bank in favour of DDO, UIDAI, Chandigarh must be deposited by bidders along with their duly filled up tender failing which their tender shall be rejected summarily.

3.2 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid EMD will be forfeited to the Government.

3.3 Tenders without Earnest Money will be summarily rejected.

3.4 No claim shall lie against the UIDAI, Chandigarh in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

4. Performance Bank Guarantee

The Successful tenderer shall furnish valid Bank Guarantee Bond @ 5% of value of the Contract as Performance Security in favour of Deputy Director General, Unique Identification Authority of India, Chandigarh within 7 days of the Date of Acceptance of Tender.

The Bank Guarantee can be forfeited by order of the Competent Authority of the Regional Office, UIDAI, Chandigarh in the event of any breach or negligence or non-observance of any terms/conditions of contract or for unsatisfactory performance or for non-acceptance of the work order.

On expiry of the contract, such portion of the said bank guarantee as may be considered by the Regional Office, UIDAI, Chandigarh as sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined. In the event of extension of contract beyond one year, the firm will get extended BG valid upto the date of contract by himself.

5. Preparation and submission of Tender:

The tender should be submitted in two parts namely, first part Technical Bid (in form given in Tender document) along with Earnest Money Deposit and second part Commercial Bid (in form given in Tender document) and each should be kept in a separate wax sealed cover. Both the bids should be kept in another sealed cover addressed to the undersigned. The outer envelope containing wax sealed cover should bear the address, Tender Number and date, subject of tender, date and time of opening of the same. The inner envelopes should be super-scribed with Tender Number, subject of Tender, whether the envelope is containing "Technical Bid" or "Commercial Bid" and date of opening of tender.

6. Signing of Tender:

NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS TENDER DOCUMENT.

(1) Conditional bids shall not be considered and will be outrightly rejected in the very first instance.

Schedule for Requirements of Vehicles for UIDAI, Chandigarh
Monthly Rate Option:

SL. No.	MAKE OF THE VEHICLE	COLOUR	NO. OF VEHICLES REQUIRED	Category of Vehicle
1	A/C Honda City or equivalent	White/Silver Grey	01	
2	A/C and Non A/C Indica (the rates for both the categories may be quoted separately)	White/Silver Grey	04	

Daily Rate Option

SL. No.	MAKE OF THE VEHICLE	COLOUR	No. OF VEHICLES REQUIRED	Remarks
1	Corolla Altis or equivalent	White/Silver	Purely need based	As and when required
2	AC Honda City or equivalent	White/Silver		
3	A/C and Non A/C Indica (the rates for both the categories may be quoted separately)	White/Silver		

7. Rates:

Quoted rates are for one year contract, extendable by one more year on mutual consent. The rates should be inclusive of all taxes and duties and other extra elements that would contribute for it. The Tenderer/Tenderers shall quote individual rate for each item given in Financial Bid. The quantities shown in the attached schedules are given as a guide and are approximate only and are subject to variation according to the needs of UIDAI, Chandigarh. UIDAI, Chandigarh accepts no responsibility for their accuracy.

8. Technical Bid:

The Technical Bid should be submitted in the form enclosed in the Tender document along with registration particulars, copy of PAN of the firm, full details of the number of Vehicles registered in the name of the tenderer or his firm with photocopies of RCs and other information sought for in the respective form. The Technical bid will be opened on 11.02.2011 at 16:00 hrs.

9. Commercial Bid:

The Commercial Bid should be submitted in the form given in the Tender document in a separate sealed cover kept inside the main cover. The Commercial Bids of those tenderers, who are found technically compliant, will be opened at later date after finalization of the Technical Bid in our Office Premises. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Commercial Bids.

At the time of payment of bills, the taxes liable to be deducted, if any shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

10. Terms of Payment:

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
2. The contractor shall submit the bill at each stage/in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
3. Office of the Unique Identification Authority of India shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
4. The term “payment” mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
5. Wherever applicable all payments will be made as per schedule of payments to be decided in the agreement.
6. TDS as applicable will be deducted from the bill.

At the time of payment of bills, the taxes liable to be deducted, if any shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

11. Criterion for Evaluation of Tender:

i. Essential Eligibility Criteria:

Sl. No.	Clause	Description	Documents to be attached
1	Experience	Should have completed three minimum contracts Out of which two contracts relating to central govt/state Govt/PSUs/Bank should have been satisfactorily completed.	Experience certificate to the effect on the letter head of concerned state /central/PSU /Bank duly signed by the competent authority
2	ITCC	Total contract amount received for last two	

		Financial years should be more than seven lakhs i.e.,2008-09 and 2009-10 (a copy of the turnover statement duly certified by CA must be enclosed along with the Technical bid)	
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ii. Technical bid evaluation:

The Technical Bids will be opened by a committee authorized by the competent authority at 16:00 hours on 07.02.2011 in the Regional Office, Chandigarh in the presence of such tenderers who may wish to be present.

The evaluation of Technical bid will be done by considering the parameters listed in the technical bid form. Parameters in the Technical bid form are essential in order to be eligible as already stated. Agency who meet the requirements and provide documentary proof of the same will be considered for financial evaluation.

iii. Commercial bid evaluation:

The Commercial Bids of only those tenderers whose Technical Bids have been accepted by the Office will be opened at a later date after finalization of the Technical Bid at the same venue. These will be opened in the presence of those tenderers whose Technical Bids are accepted and who wish to be present.

1. The successful tenderers or tenderer should commence the work immediately on issue of letter of acceptance and execute an agreement. If the successful tenderer fails to take up the contract within the time stipulated by the administration i.e., 7 days from the date of receipt of the Letter of Acceptance, the contract will stand cancelled and the amount paid by him as Earnest Money Deposit along with the tender shall be forfeited.
2. Tenders will be opened by the nominated officers of the RO UIDAI, Chandigarh in the presence of such of those Tenderers who choose to attend.
3. DDG, UIDAI, Chandigarh reserves the right to reject any or every tender without assigning any reasons and does not bind himself to accept the lowest or any tender.
4. The Earnest Money Deposit amount of the unsuccessful tenderers will be returned after the tenders are disposed off.
5. The tenderer shall keep the offer open for a minimum period of 60 days from the date of opening of the tenders within which period the tenderer cannot withdraw his offer subject to the period being extended further, if required, by mutual agreement from time to time. Any contravention of this condition will make the tenderer liable for forfeiture of his Earnest Money Deposit as initial Security.

6. A day for this offer would consist of twelve hours.

7. The works are required to be carried out for a period of 12 months from the date of operation of this contract.

8. If the tenderer/tenderers deliberately gives wrong information in his or their tender or creates/create circumstances for the acceptance of his/their tender the UIDAI, Chandigarh reserves the right to reject such tender at any stage.

9. If a tenderer expires after the submission of his tender or after the acceptance of his tender, the UIDAI shall deem such tender as cancelled. If a partner of the firm expires after the submission of their tender or after the acceptance of the tender, the UIDAI Chandigarh shall deem such tender as cancelled, unless the firm retain its character.

10. Non-compliance with any of the conditions set forth herein above is liable to result in the tender being rejected.

11. Sales Tax, Royalties and Octroi duties, if any, that may be payable under any Govt. Sales tax act or local bodies act or rules on any of the materials that may become necessary or supplied by the contractor, will be payable by the contractor recovered from the bills payable.

Tenderer/ Contractor

Special Conditions for Hiring Of Vehicles

1. The contract will be initially for a period of one year and is likely to commence from the date of signing of the agreement which may be extended for a further period of one year on the same rates, terms and conditions depending upon the requirement and administrative convenience of the UIDAI. Any further extension beyond two years can be considered on mutually agreed terms and conditions. The UIDAI, however, reserves the right to terminate/curtail the contract at any time after giving one week's notice without assigning any reason.
2. The Schedule consists of items for hiring of vehicles. The contractor has to quote rate for individual Vehicles as in the Commercial Bid for Monthly & for daily trips.
3. Each tenderer should declare the number of works on hand with him/his firm in the various organisations along with previous experience of providing vehicles in the form enclosed.
4. The tenderer/contractor should maintain a log book with daily entries (i.e., starting kilometre reading, ending kilometre reading, starting time and ending time everyday). These daily entries should be jointly signed by driver and UIDAI, Chandigarh official.
5. The initial reading of kilometre starts when driver reports for duty in the office or places as directed by Officer-in-charge. The final reading will be the kilometre when vehicle is released by the officer at the end of the day.
6. All the expenditure involved in repairs and maintenance will be borne by the contractor.
7. Penalty: If the vehicle is not intended to come on any day, alternate arrangement should be made. If the vehicle delays in reporting, then for every hour of delay Rs.200/- will be recovered as penalty. If the alternative vehicle is not arranged at all on any day then penalty at the rate of Rs.1000/- per day shall be imposed in addition to withholding a day's hire charge.
8. In case there is any breakdown of the vehicle, alternative arrangements shall be made to replace the same with similar vehicle by the contractor within half an hour plus the travel time to the spot of break down or lesser. In case the vehicle is not supplied in time, the official-in-charge will hire the vehicle from other agency and cost of which shall be borne by the contractor.
9. All documents pertaining to the vehicle should be kept under the custody of the driver in the vehicle without fail.
10. UIDAI, Chandigarh does not take any responsibility on the unwarranted actions of the driver.

11. The safety of the vehicle is the contractor's responsibility.

12. In case of any accidents/violations of rules, UIDAI, Chandigarh shall not have any responsibility.

13. UIDAI, Chandigarh does not take any responsibility in respect of any compensation/claim or any claims on account of any accident involving hired vehicles. The vehicle shall be covered under compensation claims with any authorized insurance company.

14. The vehicle should be in a very good condition.

15. Frequent change of vehicle and the driver should not be done every now and then, as this kind of change may lead to hardship to the Administration. Any change of driver/car is required should be done with the prior approval of the administration/Officer-in-charge/user official.

16. If the performance of the vehicle and driver is not satisfactory to the user official or driver fail to carry out the instructions of the official, the administration has got full right to terminate the contract at short notice. Other alternative arrangements for the vehicles will be made by defaulted contractor.

17. All road tax, registration, Income tax as applicable, to be paid to Govt. of India or UT of Chandigarh/ Govt. of Punjab/Govt. of Haryana/Govt. of HP/ Govt. of J&K and insurances etc., are to be borne by the contractor. For inter-state movements, the tenderer has to arrange vehicles having inter-state permit without any extra payment.

Signature of Tenderer/Contractor

Address:

Date:

TECHNICAL BID

Tender No..... Dated.....

Sl. No.	Particulars	Details
01	Name & address of the Tenderer with Phone no. ,Mobile	
02	Whether Sole proprietor or Partnership firm specify documentary proof	
03	Vehicle no. and year of Registration (Vehicles should not be more than three Years Old) Please attach documents. (colour of the vehicle to be supplied is white/silver gray only)	
04	Particulars of EMD amount Demand draft No & date	
05	Experience in the field. Should have completed three minimum contracts out of which two contracts relating to central govt/state govt/psu/bank should have been satisfactorily completed	
06	a) PAN NO: Copy of the PAN no. of the Firm to be enclosed(self-attested) b) Service Tax registration number (self-attested copy to be enclosed)	
07	Total contract amount received for the two Financial years should be more than seven lakhs yearly ie 2008-09, 2009-10 (a copy of the turnover statement duly certified by Chartered Accountant must be enclosed along with the Technical bid)	

NOTE: RO UIDAI, Chandigarh reserves the right to reject the offers submitted with insufficient details, documents without assigning any reason thereof. Those offers will not be considered for evaluation. This format is applicable both for Monthly and Daily trips.

DECLARATION

I, _____ Son/Daughter/Wife of Shri _____
_____ Proprietor/Director/authorized signatory of the
Agency 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. 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.

Date:
Place:

Signature of authorized person
Full Name:

COMMERCIAL BID

TENDER SCHEDULE

Sub: Hiring of Vehicles AC Diesel/Petrol /CNG Driven for the official use of Unique Identification Authority of India, Chandigarh for a period of One year- AC Honda City or equivalent class, and AC/Non AC Indica (the rates for both the categories may be quoted separately)

MONTHLY TRIPS

Sl. No.	A Make of the Vehicle	X Monthly rate for 1600kms for 24 days per month (12 HRS PER DAY)	Y Rate per extra Km beyond 1600	Z Overtime beyond twelve hours
1	AC Honda City or equivalent			
2	A/C & Non A/C Indica (<u>rates for both the categories be given separately</u>)			

Rate for outstation Night Halt (NH) =..... Rs / Night

Sd/

TENDERER/AGENCY
with Seal

COMMERCIAL BID

Sub: Hiring of Vehicles AC Diesel/Petrol CNG Driven for the official use of Unique Identification Authority of India, Chandigarh for a period of one year for one Corolla/AC Honda City/SX 4 / AC and Non AC Indica

DAILY TRIPS (SEE NOTE BELOW)

Sl. No.	A	B	C	Remarks
	Make of the Vehicle	Rate per Km	Night halt charges	
1	COROLLA Altis or equivalent			
2	AC Honda City or equivalent			
3	A/C & Non A/C Indica (the rates for both the categories may be quoted separately)			

Note: - Starting Km and End Kilometre will be taken from Garage to Garage provided Garage is in the vicinity of 7 Kms from the pickup point

Sd/

TENDERER/AGENCY
with Seal