



**GOVERNMENT OF INDIA
MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY (MeitY)
UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI)
REGIONAL OFFICE, GUWAHATI**

TENDER DOCUMENT

**Hiring of rental Taxi services
for Unique Identification Authority of India, Regional Office,
Guwahati**

- (i) Date of issue of Tender Document : From 19-10-16 to 21-11-16
- (ii) Last Date & time for submission of Tender Document : up to 1500 hours on 21-11-16
- (iii) Last date for receiving written queries for clarification on the bid document: 16-11-16
- (iv) Release of responses to clarification : 18-11-16
- (v) Date & time for opening of Tender Document:
 - (a) Technical : At 1530 hours 21-11-16
 - (b) Financial Bid of eligible bidders : At later date (will be intimated separately)

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File No. UIDAI/ RO-Ghy /Vehicles /36/2010/ VOL-3/ 1199
Government of India
Ministry of Electronics and IT(MeitY)
Unique Identification Authority of India
Regional Office: Block -V, First Floor,
HOUSEFED Complex, Dispur, Guwahati-6.

Date: 18-10-2016

TENDER NOTICE

1. Sealed tenders are invited under **Two Bid System** i.e. (**Part-I: Technical Bid and Part-II: Financial Bid**) from reputed, experienced and financially sound Taxi service providers to provide rental taxis to UIDAI Regional Office at Guwahati. The contract will be initially for a period of one year and is likely to commence from the date of signing of agreement which may be extended further for a period of two years on year to year basis depending upon the requirement and administrative convenience of UIDAI. The quantum of requirement of vehicles may increase or decrease during the period of contract based on the actual requirement.
2. The interested Agency/Firm/Company may obtain the Tender Documents by depositing fee for an amount of **Rs. 100/-** (Rupees five hundred) only (non refundable) in the form of Demand draft pledged in favour of **Pay and Accounts Officer, UIDAI, New Delhi**. The tender document complete in all respects along with **Earnest Money Deposit (EMD) of Rs.70,000/-. (Rupees seventy thousand only)** refundable without interest, in the form of demand draft / Pay Order drawn in favour of Pay and Accounts Officer, UIDAI, New Delhi must be submitted by **1500. hours of 21-11-2016** in the tender box kept at the **UIDAI, Regional Office, Block -V, First Floor, HOUSEFED Complex, Dispur, Guwahati-781006**. The tenders will not be accepted beyond the stipulated date and time under any circumstances what so ever.
3. The tender document can also be downloaded from UIDAI website: **<http://www.uidai.gov.in>**. and **CPP Portal (Central Public Procurement Portal)** However, in case of downloaded Tender Documents, the Agency/Firm/Company has to submit a separate Demand draft for an amount of Rs. 100/-(Rupees one hundred)only (non refundable) as tender fee along with the amount of EMD (refundable) stated above and both the draft should be pledged in favour of Pay and Accounts Officer, UIDAI, New Delhi.
4. The Technical bid shall be opened on **21-11-2016 at 1530 hours** at the same address as mentioned in para 2 above in the presence of the authorized representative of

Agency/Firm/Company who wish to be present. At the first instance the technical bids shall be opened and analyzed by a technical committee constituted for the purpose. At the second stage financial bids of only technically qualified offers shall be opened for which the date and venue will be intimated separately.

5. The UIDAI, RO, Guwahati reserves the right to reject all the tenders at any time or amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason, thereof.

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A. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS:

1. The Regional Office, Unique Identification Authority of India (UIDAI), DeitY, Guwahati looks after the North Eastern States including Sikkim. It requires the services of reputed well established and financially sound taxi service provider Company/Firm/ Agency (hereinafter referred to as Agency) to provide **Rental Commercial Taxi** services for its Regional Office at Guwahati for day to day use of the Senior Officers and for local tour within Guwahati and surrounding area on monthly and daily option basis as per Financial bid proforma at Part E.

2. The contract will be initially for a period of one year and is likely to commence from the date of signing of the agreement(effective date) which may be extended for a further period of two years on year to year basis depending upon the requirement and administrative convenience of UIDAI, Regional Office. The UIDAI, however, reserves right to terminate/curtail the contract at any time after giving 30 days' notice to the selected service providing Agency without assigning any reason.

3. The interested Agency may put the tender document **complete in all respects along with Earnest Money Deposit (EMD) of Rs. 70,000/- (Rupees Seventy thousand) only with Technical bid up to 1500 hours on 21-11-2016 in the Tender Box kept at the UIDAI, Regional Office, Block -V, First Floor, HOUSEFED Complex, DISPUR,Guwahati-6.**

4. The various crucial dates relating to "**Tender for providing taxi services to UIDAI Regional Office Guwahati**" are cited as under:

- a) Date of issue/download of Tender Document: 19-10-2016 to 21-11-2016
- b) Last date and time for submission of Tender Document: 21-11-2016 up to 1500 hours
- c) Last date for receiving written queries for clarification on the bid document: 16-11-2016
- d) Release of responses to clarification* : 18-11-2016
- e) Date and time for opening of

i. Technical Bid : 21-11-2016 at 15.30 hours

ii. Financial Bid : Will be intimated later

(*As the responses as mentioned in (d) will be released on e-mail, bidders are required to provide the necessary information for communication and check the website www.uidai.gov.in)

5. The tender shall be accepted under **Two Bid System**. The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid for Providing Taxi services to UIDAI Regional Office Guwahati**" and "**Financial Bid for Providing Taxi Services to UIDAI Regional Office Guwahati**". Both sealed envelopes should be kept in a third bigger sealed envelope super-scribing "**Tender for Providing Taxi Services to UIDAI Regional Office Guwahati**".

6. Technical Bid of the agency must necessarily be accompanied with Earnest Money Deposit (EMD) of Rs. 70,000/- (Rupees seventy thousand only) in the 1st envelope containing the technical bid, refundable (without interest), in the form of Demand Draft / Pay Order drawn in favour of Pay and Accounts Officer, UIDAI, New Delhi failing which the tender shall be rejected summarily.

7. The bids shall be valid for a period of 120 days from the date of opening of the tenders.
8. The successful Bidders will have to deposit Performance Security Deposit @ 10% of the annual hiring charge per vehicle to be supplied on monthly basis in the form of A/C Payee demand draft or bank guarantee issued by a reputed Bank or Fixed Deposit Receipt (FDR) made in the name of the Agency **but hypothecated to the Pay and Accounts Officer, UIDAI, New Delhi** covering the period of contract. The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the Agency. In case, the contract is further extended beyond the initial period of one year, the performance security will have to be accordingly renewed by the successful bidder.
9. **Conditional bids shall not be considered and will be out rightly rejected in very first instance.**
10. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting or use of correction fluid etc. is permitted in the Financial Bid Form. In no case should there be any change in the format of the financial bid. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be attested by the person authorized to sign the tender bids.
11. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of the Agency should also be enclosed along with the tender.
12. In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties, the tender and all other related documents must be signed by all partners of the firm.
13. It is to be ensured that the complete information as required by this office may be furnished by the Bidders in the prescribed format. Formats submitted with incomplete information and not conforming to the requirements are liable to be rejected.
14. Each page of the tender should be signed by the bidder or by his authorized signatories with seal of the agency.
15. At any time prior to the last date for receipt of bids, UIDAI, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or as per the decisions taken in the pre-bid meeting, modify the Tender Document by an amendment. The amendment will be notified on our official website, will be binding on the prospective bidders. In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, UIDAI may, at its discretion, extend the last date for the receipt of Bids. No bid may be modified subsequent to the last date for receipt of bids. No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified in the Bid. Withdrawal of a bid during this interval shall result in forfeiture of Bidder's EMD.
16. No bidding Firm/Agency will be allowed to withdraw its bid after technical bids have been opened. If any Firm/Agency intends to withdraw after opening of technical bids its EMD will be forfeited.

17. The Technical bid shall be opened on the scheduled date and time (at...15-30 hrs of 21.11.2016), in the **UIDAI Regional Office, Block -V, First Floor, HOUSEFED COMPLEX, DISPUR, Guwahati-6** in the presence of the authorized representatives of the Agency, if any, who wish to be present at the time of opening the tender.

18. The Financial Bid of only those Bidders **who fulfills technical bid's requirements** will be opened at later stage for which the date will be intimated separately.

19. Notice inviting Tender will be the part of the Contract Agreement. The successful Bidders, on acceptance of his tender, shall sign the Contract Agreement. However, UIDAI reserves the right to reject all or any bids without assigning any reason thereof.

20. The successful Bidders will be informed of the acceptance of their tender by registered/Speed post.

21. If after award of the contract, the successful bidder fails to provide required number of vehicles / taxis, the contract is liable to be cancelled along with forfeiture of performance security (PBG) and other consequential action such as blacklisting as deemed appropriate.

B. TECHNICAL BID QUALIFICATION CRITERIA

The tendering Agency must fulfill the following technical specifications in order to be eligible for technical evaluation of the bid prescribed in detail in Section D.

1. The Registered Office of the Agency should be located at Guwahati. **An attested copy of the registration certificate of offices in Guwahati must be provided along with the tender.**
2. In case of partnership firms, **a copy of the partnership agreement**, or general power of Attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the valid certificate of registration of firm should also be enclosed along with the tender.
3. The Agency must have a minimum of three years experience in supplying taxis to reputed private companies/Public Sector Companies/Banks /Central and State Government Departments. The agency must attach proof of successful and satisfactory completion of at least 2 works amounting to Rs 10 Lakh each or 1 work amounting to Rs 20 Lakh (all figures rounded to nearest Rs. 10 lakh) during the last three years ending last day of the month previous to the one which the tenders are invited.

The certificate should be from prominent organizations (Government organizations / PSUs/ Banks/ reputed private firms).

4. The Agency should have its own Bank Account. **Certified copy of the account maintenance for the last three years** issued by the Bank shall be enclosed.
5. **Copy of the PAN card** shall be attached with the Bid document.
6. Copy of Income Tax return for the assessment last three years to be enclosed
7. The Agency should be **registered with Service Tax departments**. Certified copy of the valid registration shall be attached with the Bid document.
8. Copy of Service Tax paid during last three years to be attached (up to date)
9. The Agency must have a **minimum of 10 small, and/or mid segment fleet** of commercial taxi/cars registered in its name or in the name of business associates in Guwahati. **A list of such vehicles with registration details** should be attached with the bid. The list should also indicate the date of registration of the car. UIDAI may ask the agency to produce the original RCs at the time of examination of technical bid.
10. A list of vehicles for each category with the fuel type should be also provided.
11. Self Certificate that the firm has not been blacklisted by any Central Government Department/Ministries/PSUs/Banks, etc. should be enclosed.

C. CRITERIA FOR EVALUATION OF TENDER

1. Technical bid evaluation:

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

2. Financial Bid evaluation:

In order to have a single rate index for evaluating and comparing the tenders of different Bidders for different categories of vehicles, the UIDAI has assigned weight ages to each category on the basis of the estimation of the share of the vehicles required in each category and other parameters. Accordingly, following formulae at para 2.1 to 2.3 will be used to arrive at a single rate of index.

Note: Assumptions for evaluation purpose only.

2.1 Stage 1: Consolidated Index for one Category

Firstly, for each category, the Average Daily Rate will be arrived at by the following formula.

Avg. daily Rate (D) = (Daily Rate for 10 Hrs & 100 Kms)* (0.96) + (Rate for each Extra Kms beyond 100)*(0.01) + (Rate for each Extra Hour beyond 10 Hrs.)*(0.03)

An Example will clarify the working of this formula:

Example: If the daily rate quoted for a category is Rs.1000 (for 10 Hrs or 100 Kms), the per km rate beyond 100 Kms for extra Kms is Rs.10 and per hour rate beyond 10 hrs for extra hours is quoted as Rs.40 then the average daily rate for that category will be :

$$1000 * (0.96) + 10 * (0.01) + 40 * (0.03) = 960 + 0.1 + 1.2 = 961.3$$

Similarly Average Monthly Rate will be calculated as

Avg. Monthly Rate (M) = (Monthly Rate for 2000 Kms or 25 days)*(0.96) + (Rate per hrs beyond 250 hrs * (0.038) + (rate for per extra km beyond 2000 km)*(0.002)

Again an Example will clarify the working of this formula.

Example: If the Monthly Rates quoted for a category is Rs.20000, extra per hrs beyond 250 hrs Rs.8 and extra per Km beyond 2000 Km is Rs 10 then the average monthly Rate will be $(20000 * (0.96) + 8 * (0.038) + 10 * (0.002) = \text{Rs.}19200.32$

2.2 Stage II: Overall Consolidated Rate Index

At this stage the average rates for each category and both options (monthly and daily) shall be used to compute the aggregate index for all categories and options. The formula for this one will be as below:

$$2.3 \quad \text{Overall Consolidated Rate Index} = [M_1 * (0.20) + M_2 * (0.80)] * (0.90) + [D_1 * (0.40) + D_2 * (0.60)] * 0.10$$

Where

M_1 = Average Monthly Rate for Category 1

M_2 = Average Monthly Rate for Category 2

And

D_1 = Average Daily for Category 1

D_2 = Average Daily for Category 2

And * is used as the symbol for multiplication

Again an example is given below to clarify the working of this formula:

Suppose the Average Monthly Rates arrived at in stage I for Category 1, and 2 are Rs.30,000/-, 20,000/- respectively and the average daily rates arrived at in stage I for categories 1&2 are Rs.1200, and 800 respectively.

Then the Over-all Consolidated Rate Index will be:

$$= [30000 * 0.20 + 20000 * 0.80] * 0.90 + [1200 * 0.40 + 800 * 0.60] * 0.10$$

$$= [6000 + 16000] * 0.90 + [480 + 480] * 0.10$$

$$= [22000] * 0.90 + [960] * 0.10$$

$$= 19800 + 96 = 19896$$

2.4 The contract shall commence from the date of signing the agreement (effective date) with the successful bidder. The contract will be initially for a period of one year which may be extended further for a period of two years on year to year basis if the performance/service is found satisfactory, depending on administrative convenience and requirement of UIDAI at same rate, terms and condition. The contract so awarded shall be terminated by the office of the unique Identification Authority of India at any time with 30 (thirty) days notice without assigning any reasons thereof.

D. PROFORMA FOR TECHNICAL BID

Sl. No	Criteria	
1	Name of Agency	
2	Nature of the concern : (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization)	
3	Full Address of Registered Office Telephone No. FAX No. E-Mail Address	
4	Banker of Agency with full address, Telephone Number , Fax, E-mail etc.	Attach Bankers certificate of account maintenance for the last three years
5	Registration No. of the Agency /firm	Attach self attested copy of the valid Registration
6	PAN No	Attach self attested copy of the valid Registration
7	IT Return of the Agency for the last 3 Financial Years	Attach self attested copy of the Agency's IT returns of last three years.
8	Service Tax Registration No./TIN	Attach self attested copy of the valid Registration
9	Service tax paid during last three years	Attach self attested copy of last three years service tax paid (up to date)
10	Number of Vehicles registered with the agency,	Attach list of vehicles with the RC number and date to indicate less than 2 year old vehicles Attach list of vehicles with fuel to be used
11	Details of major contracts handled in last three years	Attach in Annexure –A
12	Certificate of satisfactory performance from the organization to whom the service was provided.	Attach self attested copies of satisfactory Performance from the organizations to whom Service was provided.
13	Self Certificate for Non-blacklisting.	Attach Certificate as per format at Annexure "B".

Signature of authorized person

Date:

Place:

Name:

Seal:

Handwritten signature

DECLARATION

1. I, _____ Son /Daughter/Wife of Shri _____
Proprietor /Director /authorized signatory of the Agency mentioned above, is competent to sign this declaration and submit 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.

Signature of authorized person

Full Name:

Date:

Place:



E. PROFORMA FOR FINANCIAL BID

SCHEDULE A: Daily Option:

Rate (all inclusive including all taxes and levies except service tax, parking charges, Toll Tax & Ferry/steamer Charges) for Taxis as indicated below:

Sl No	Make	Category of vehicles	A Rate for full day (10 hrs and 100 Kms) (In Rs per day)	B Rate per km after 100 km (in Rs.)	C Rate per hour after 10 hours (in Rs.)
1	Honda City/ Skoda-Rapid/ Volkswagen-Vento or Similar (Petrol)	D ₁			
2	Honda City/ Skoda-Rapid/ Volkswagen-Vento or Similar (Diesel)	D ₁			
3	Tata Indica/ Wagon R/Santro or equivalent (Petrol)	D ₂			
4	Tata Indica/ Wagon R/Santro or equivalent (Diesel)	D ₂			

SCHEDULE B: Monthly option:

Rates (all inclusive including all taxes and levies except service tax, parking charges, Toll Tax & Ferry/steamer Charges) of taxis on monthly basis:

Sl. No	Make	Category of Vehicles	A 2000 Kms and 25 days per month and Up to 250 hrs (In Rs per month)	B Extra per km Beyond 2000 km (Rs per km)	C Extra per hour beyond 250 hours
1	Honda City/ Skoda-Rapid/ Volkswagen-Vento or Similar (Petrol)	M ₁			
2	Honda City/ Skoda-Rapid/ Volkswagen-Vento or Similar (Diesel)	M ₁			
3	Tata Indica/ Wagon R/ Santro or equivalent (petrol)	M ₂			
4	Tata Indica/ Wagon R/ Santro or equivalent (Diesel)	M ₂			

Handwritten signature

Note:

1. The payment for extra days beyond 25 days (for monthly option) will be based on the average of rates quoted by all valid Bidders for daily option [Refer : Schedule-A] for similar category of vehicles, if the quoted rate of the L1 Bidder is higher than the average of quoted rates of all the valid Bidders. In case the quoted rate of L1 tender is lower, then payment will be made on the quoted rate.
2. The payment for extra KM beyond 2000 KM and extra hour beyond 250 hrs will be based on the average of all the quoted rates of valid bidders against these items [Refer: Schedule B of Monthly Option, Column B and Column C], if the quoted rate of the L1 bidder is higher than the average of quoted rates of all the valid bidders. In case the quoted rate of L1 tender is lower, then payment will be made on the quoted rate.
3. Compensation/recovery clause on account of variation in fuel prices:

To take care of price variation in fuel (diesel/petrol) the price compensation/ recovery will be as per following formula: $\% \text{ compensation/recovery} = 1/2 * (F_1/F_0 - F_1) * 100$

- (i) Where F1 is the minimum price of fuel (petrol/diesel/CNG) cost during the month to which the bill will relate.
- (ii) F0 is fuel (petrol/diesel/CNG) cost as on the Tender opening date
- (iii) After application of the above formula, negative figure indicates compensation to be paid to the contractor while positive figure indicates recovery from the contractor.
- (iv) Percentage of compensation/recovery will be on the accepted rate for various category of vehicles indicated in Schedule A & B.
- (v) The rate payable for extra KM (beyond 2000 KM) will be adjusted based on the percentage compensation/recovery as indicated above.

Signature of Bidders: _____ (with stamps of the firm)

Name of Authorized Signatory

Seal:

F. TERMS AND CONDITIONS

General

1. The contract will be initially for a period of one year and is likely to commence from the date of signing of agreement (effective date) which may be extended further for a period of two years on year to year basis on the same rates, terms and conditions depending upon the requirement and administrative convenience of UIDAI. The UIDAI, RO, Guwahati however, reserves the right to terminate/curtail the contract at any time after giving 30days notice without assigning any reason.
2. Taxis to be provided by the Contractor should be in perfectly sound working condition and suitable for use by Senior Officers.
3. Taxis supplied should be fitted with all modern features.
4. Taxies supplied should not be more than 2 years old as on date of contract. The Agency should specify the numbers of such vehicles enclosing copies of their RC. The successful Agency should ensure that only such taxis are deputed in this office.
5. The approximate requirement of vehicles for monthly use will be 4 with a variation. The segment wise approximate number is indicated below:

Make	Requirement
Honda City/ Skoda-Rapid/ Volkswagen-Vento or Similar	1
Tata Indica/ Wagon R/Santro or equivalent	3

Note: UIDAI RO, Guwahati may order for hiring as per need.

6. The vehicles should require to be comprehensively insured.
7. The vehicles will have to be fitted /provided with the following additional accessories/ utilities:
 - a) Clean seat covers
 - b) Quality radio music system
 - c) Reading lamp
 - d) Tissue paper box
 - e) Car perfume
 - f) Mobile charger
 - g) Seat Belts (Front & Rear)
 - h) Umbrella during Monsoon
 - i) First Aid Box.

8. The Agency should have sufficient numbers of drivers having experience of driving in Guwahati, the rest areas of Assam, Meghalaya, Mizoram, Manipur, Nagaland, Arunachal Pradesh, Sikkim and Tripura.
9. Only such Taxi Operators may apply whose Taxis have been duly authorized by the concerned RTO for use as public transport and who have telephone connections available at their Premises/Garage/Stand from where such taxis are to be operated and can be requisitioned by the Office of the Unique Identification Authority of India, RO Guwahati.
10. The Agency should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as security instructions.
11. Each driver employed by the Agency must have a cell-phone duly activated.
12. Each driver should wear uniform while on duty.
13. No mileage will be allowed for lunch/tea of the driver. Driver should carry his lunch.
14. A list of drivers who would be deployed on duty along with copy of their respective valid driving license and cell-phone nos. has to be provided to the Unique Identification Authority of India, RO Guwahati at the time of contract signing. No driver should be changed unless the officer to whom the driver reports is apprised.
15. The Agency should inform in advance the bio- data of all drivers who would be deployed on duty to the Unique Identification Authority of India, RO Guwahati.
16. The Agency should have an adequate number of telephones for contact round the clock and these may be conveyed to this office.
17. The Agency should have a provision to take bookings 24 x 7.
18. "Full Day" would imply a run of the Taxi up to 100 kilometers and 10 hours duration.
19. Full month would imply 2000 Kms and 25 days up to 250 hours.
20. Rates once finalized will be fixed for the entire duration of the contract period and used as base rate in case of Upward/downward change in rates in fuel prices.

21. PENALTY CLAUSE

Penalty will be levied, for the violation of terms & condition of the contract in the following manner:

Sr No	Problem	Penalty	Remarks
i)	Late arrival a) By 30 Minutes b) 30 Minutes and beyond or does not turn up	a) Rs 100.00 b) Rs 300.00	The officer concerned, depending upon the urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the contractor within 48 hours of such incidence. If the contractor fails to meet this obligation, an amount equivalent to one day hiring (i.e.1/25 th) will be

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			deducted from the bill in addition to the penalty specified.
ii)	a) Failure to provide alternative arrangement within one hour of vehicle breakdown b) Failure to provide vehicle for whole day in monthly option.	a) 500 b) 1000	The officer concerned, depending upon the urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the contractor within 48 hours of such incidence. If the contractor fails to meet this obligation, an amount equivalent to one day hiring (i.e.1/25 th) will be deducted from the bill in addition to the penalty specified.
iii)	Non functioning of AC in Car	Rs. 500/ per day	The user officer should mention in Log Sheet regarding Non functioning of AC
iv)	Unclean Vehicle or seat covers/smell in the vehicle	a) Rs 100 for the 1 st day b) Rs 200 per day for 2 nd consecutive day and beyond	The user officer should mention in Log Sheet or through written complaint to the office.
v)	Irregularities such as overwriting, forged entries etc. in the duty slips (to be maintained in prescribed format)	Rs 500/-	On each occasion
vi)	Changes of vehicle/driver without prior intimation of UIDAI Office & officer to whom vehicle is attached	Rs 500/-	i) On each occasion ii) Removal of driver and /or vehicle from the fleet on more than three instances.
vii)	Driver's behavior and poor knowledge about route of Guwahati and the rest areas of Assam, Meghalaya, Mizoram, Manipur, Nagaland, Arunachal Pradesh, Sikkim and Tripura.	Rs 100/- per day	Driver to be changed by the contractor
viii)	Failure to provide vehicle on daily basis/ on request.	Rs 1000/-	On each occasion
ix)	Non- compliance of any other terms & conditions	a) Rs 500/- of 1 st Instance b) Rs 1000/- for 2 nd instance	For each violation per vehicle.
x)	Driver's misbehavior such as abusing, physical intimidation	Immediate replacement of Driver	

	or similar with the user or under the influence of any intoxicant.		
xi)	Excess claim of mileage	Rs.1000/- on 1 st instance Rs 5000/- on 2 nd instance	Termination of vehicle on 3 rd Instance
xii)	Meter tampering resulting in faster meter	Rs.1000/- on 1 st Instance Rs 5000/- on 2 nd instance	Termination of vehicle on 3 rd Instance

22. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per govt. instructions and the log book shall be submitted to the concerned officer in UIDAI, RO GUWAHATI every day for scrutiny and signature.

23. A vehicle will be allowed for booking only in condition when the Milo meter is sealed. If during the running of the vehicle it is found that the Milo meter is unsealed then forfeiture of hiring charges and a penalty as fixed by UIDAI, RO, GUWAHATI will be imposed.

24. The time and mileage shall be taken into account from the reporting time at the appointed place (both at the time of reporting and closing). There will be no dead mileage. In other words to and fro journeys from the taxi stand to the reporting place and releasing place to taxi stand will not be counted for computing the mileage or time.

25. Vehicles under daily option will be hired as per administrative need of the Authority.

26. Once the hiring of vehicles commences from a particular Agency, the vehicles and drivers should not be changed unless so requested for by the UIDAI, RO GUWAHATI. The vehicle must be available at any time of days as desired by the UIDAI, RO GUWAHATI.

27. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Agency to provide a substitute vehicle which is of similar make as replacement immediately.

28. The liability of the UIDAI, RO GUWAHATI will be limited to the hiring charges agreed in the contract.

29. Actual parking charges, Toll Tax and Steamer/Ferry charges will be payable along with the monthly bills, only upon submission of the bills.

30. The agency will be responsible for compliance of all statutory provisions related to minimum Wages, etc. in respect of the drivers deployed by it. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes applicable to the drivers deployed by them in this Office.

31. While the Office of the Unique Identification Authority of India, RO, Guwahati has a regular requirement for hiring taxis, it shall have the right not to utilize the services at all at any time for any period without giving any notice. The office will also reserve the right to hire taxis from any other provider of such services even during the period of contract.

32. For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Office of the Unique Identification Authority of India, RO Guwahati. The Agency shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

33. In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Authority in that event and the Security Deposit in the form of Performance Bank Guarantee shall be forfeited.

34. The Bank Guarantee can be forfeited by order of the Competent Authority of the Office of the unique Identification Authority of India 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 Office of the unique Identification Authority of India as sufficient to cover any incorrect or excess payments made on the bills to the Agency, shall be retained until the final audit report on the account of Agency's bill has been received and examined.

35. Night halt charges for out station are included.

36. No additional terms & conditions over and above the conditions stipulated above shall be entertained by UIDAI, RO GUWAHATI.

G. **Terms of payment:**

1. **Calculation and Payment for extra Kms:**

The normal running Kilometer per month for 25 days is 2000 Kms. The rate up to 2000 Kms and for extra Kms beyond 2000 Kms will be assessed on quarterly basis; if in a month, kilometre run is either less or more, it will be off-set against the kilometerage run excess or short during the subsequent months in a quarter and payment/adjustment will be considered in the last month of the Quarter within the contract period. Calculation will be done for each Vehicle separately

2. 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.

3. 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.

4. All payments shall be made by ECS/cheque only.

5. Office of the Unique Identification Authority of India, RO Guwahati shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding paras.

6. 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.

7. Wherever applicable all payments will be made as per schedule of payments to be decided in the agreement.

8. TDS as applicable will be recovered from the bill.

ANNEXURE-A

Details of major contracts with Central Government/State Governments/PSUs/ Reputed Private Agency handled by the tendering Agency for providing hiring of taxi services during the last three years in the following format (attested copies of the last three years work award may be enclosed):

S. NO.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. Lakh per year)	Duration of contract	
			From	To
1				
2				
3				
4				

(If the space provided is insufficient, a separate sheet may be attached)

(On letterhead of firm)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s (name & address of firm) is neither blacklisted by any Government Department nor any criminal case is registered against the firm.

Name & signature of Proprietor/authorized signatory

