

**GOVERNMENT OF INDIA
MINISTRY OF ELECTRONICS & INFORMATION TECHNOLOGY
UNIQUE IDENTIFICATION AUTHORITY OF INDIA
Aadhaar Complex, NTI Layout, Tata Nagar,
Kodigehalli, Bengaluru - 560092.**

26.04.2018

RFP No. TC/UID/Admin/Tender-HK and Stationery Items/110/2017

NOTICE INVITING TENDER

Unique Identification Authority of India (UIDAI), Technology Centre, Bengaluru, invites **online bids** from eligible bidders for **“Rate contract for supply of Housekeeping and Stationery Items”**.

The RFP documents may be downloaded from UIDAI Website <https://uidai.gov.in/uid-tender> (for reference only) and CPP portal <https://eprocure.gov.in/eprocure/app>.

I.	Earnest Money Deposit to be submitted	Rs.25,000/- (Rupees Twenty five thousand only)
II.	Bid Document Fee to be submitted	Rs. 100/- (Rupees One hundred only)
III.	Published date	26.04.2018
IV.	Pre-Bid Meeting	01.05.2018 : 11.00 a.m.
V.	Last date for submission of queries, if any	02.05.2018 : 11.00 a.m.
VI.	Response of queries /corrigendum to be uploaded in portal	03.05.2018 : 11.00 a.m.
VII		
.	Bid Submission Start Date	04.05.2018 : 11.00 a.m.
VII		
I.	Bid Submission End Date	16.05.2018 : 3.00 p.m.
IX.	Bid Opening Date (Technical)	17.05.2018 : 3.00 p.m.
X.	Financial Bid Opening Date	At a later date

2. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Bidders are advised to follow the instructions provided in the 'Instructions to the Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
3. Not more than one bid shall be submitted by one bidder. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to bid for the same contract as separate competitors. A breach of this condition will render the bids of both parties liable to rejection.
4. Bidder who has downloaded the RFP from the UIDAI website <http://uidai.gov.in/uid-tender> or central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the RFP form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, Bid will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with UIDAI.
5. Based on queries received from prospective bidders, if required, UIDAI may amend the RFP/issue corrigendum. Bidders are advised to visit UIDAI website <https://uidai.gov.in/uid-tender> and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of RFP for any corrigendum/addendum/amendment.
6. The Hard copy of original instruments in respect of cost of RFP document fee and earnest money shall be submitted on or before the last date of submission.

Assistant Director General (Admn TC),
UIDAI, Bengaluru.

RFP No. TC-UID/Admin/Housekeeping and Stationery Items/110/2017

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(Anup Kumar)
Assistant Director General (Admin)

PART-I : GENERAL INFORMATION

Sub: Notice Inviting Tender for rate contract for the supply of Housekeeping and Stationery Items in Unique Identification Authority of India Technology Centre, Bengaluru.

Online Tenders are invited from eligible bidders for the supply of housekeeping and stationery items at UIDAI Tech Centre, Aadhaar Complex, NTI Layout, Tata Nagar, Kodigehalli, and Bengaluru-560092

- a) Bidders are advised to study the Bid document carefully. Online submission of bids shall be deemed to have been done after careful study and examination of the bid document with full understanding of its implications. Offers prepared in accordance with the procedures enumerated in this part of RFP should be submitted online only CPPP website: <https://eprocure.gov.in/eprocure/app> not later than the date and time laid down as per NIT. Bidder/Agency are advised to follow the instructions provided in the 'Instructions to the Bidder/Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Manual bids shall not be accepted.

- b) Bidder, who has downloaded the bid document from the UIDAI website www.uidai.gov.in and Central Public Procurement Portal (CPMP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with UIDAI.
- c) Intending bidders are advised to visit again UIDAI website www.uidai.gov.in and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
- d) The Hard Copy of original instruments in respect of cost of tender document, earnest money, original copy of affidavits, and credit facility certificate must be delivered to DD (Admin) Aadhaar Complex, Tata Nagar, Kodigehalli Bengaluru-560092 on or before bid opening date/time as mentioned in the NIT. The Bidder is required to pay Rs.100/- (Rupees One Hundred Only) towards Bid Document Fee (except those bidders who are registered with the Central Purchase Organisation, National Small Industries Corporation (NSIC) or with the Ministry of Electronics and Information Technology, Government of India at the time of submission of Bids, in the form of a Bank Demand Draft failing which the Bids submitted by the Bidder all not be entertained and shall be summarily rejected. The Bank Demand Draft should be drawn on a Scheduled Bank in favour of **UIDAI, Regional Office Bengaluru** and payable at Bengaluru. The Bid Document Fee is non-refundable. Bidders are likely to be liable for legal action for non-submission of original payment instrument like DD etc., against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non-refundable.
- e) All Bids must be accompanied by an EMD (Earnest Money Deposit) / Bid Security of Rs 25,000/- (Rupees Twenty Five Thousands only) in the form of EMD as per Annexure 'D' or Demand Draft to be drawn on a Scheduled Bank in favour of "**UIDAI, REGIONAL OFFICE BENGALURU**" and payable at Bengaluru except those bidders who are registered with the Central Purchase Organisation, National small Industries Corporation (NSIC) or with the Ministry of Electronics and Information Technology.
- f) The detailed Scope of work has been included in the RFP for selection of Bidder for "Housekeeping and Stationery Items". The eligibility criteria for the bidders should be fulfilled for consideration of the bid.

g) Bids shall be submitted online only through CPPP website: <https://eprocure.gov.in/eprocure/app>

Note: The Purchaser shall not be responsible for non-receipt / non-delivery of the Bid documents due to any reason whatsoever.

1. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below –

- a) Name of the Purchaser **Unique Identification Authority of India, MeitY, Govt. of India (GoI), Aadhaar Complex, NTI Layout, Tata Nagar, Kodigehalli, Bengaluru-560092**
- b) Address at which Bid Fee/EMD are to be submitted **The Deputy Director, (Admin) Tech Centre Unique Identification Authority of India (UIDAI), Aadhaar Complex, NTI Layout, Tata Nagar, Kodigehalli, Bengaluru-560092**
- c) Closing Time and Date for (will be published later)
- receipt of bids
- d) Name of the Contact Person for any clarification **Section Officer (Admin), Tech Centre Unique Identification Authority of India (UIDAI), MeitY, Govt. of India (GoI), Aadhaar Complex, NTI Layout, Tata Nagar, Kodigehalli, Bengaluru-560092**
Queries should be submitted via E-mail / paper copy through post
E-mail – praseetha.e@uidai.net.in
Phone – 08023099237
- e) Date till which the response to the bid should be valid **180 days from the date of opening of Bids.**

2. Important Dates

The following table provides information regarding the important dates of the Bid process for this Bid:

Published Date	26.04.2018
Pre-bid Meeting	01.05.2018 :11.00 a.m.
Last date for submission of queries , if any	02.05.2018 : 11.00 a.m.
Bid submission start date	04.05.2018 : 11.00 a.m.
Bid submission end date	16.05.2018 : 3.00 p.m.
Bid opening date	17.05.2018 : 3.00 p.m.
Financial opening date	At a later date

Chapter-1

GENERAL INSTRUCTIONS FOR THE TENDERING COMPANY/FIRM/AGENCY

1. The tendering Firm/Agency/Company must fulfil the following specification/conditions.
 - a) The Registered office or Branch office of the company/Firm/agency should be located in Bengaluru and a person should be available on all working days between 9.00 AM to 5.30 PM.
 - b) The tendering Firm/agency/company should have its own bank Account, TAN/TIN/GST number .The tendering Firm/Agency/Company, to whom the tender shall be awarded, will be requested to submit their bank account number so that payment shall be transferred electronically in its respective bank account. No payments through cheque//bank draft shall all be made by the UIDAI Technology Centre for supply of housekeeping consumables and Stationery Items.
 - c) The Firm/agency should be a reputed one having at least two years (2015-16, 2016-17 or 2017-18) experience for supply of housekeeping Consumables/Stationery Items to Central Government Ministries/Departments/Public Sector under-taking etc. Proof of experience certificate from the Govt Ministries/Departments /PSU should be uploaded.
 - d) The tendering Firm/Agency/Company is also required to check the samples provided at UIDAI Tech Centre after taking prior appointment and quote appropriate rates in the financial bid. The signed copy of the Terms and conditions of the tender documents may be uploaded, conveying the acceptance thereof.
 - e) The tendering Firm/Agency/Company should give a self-certificate stating in clear and un-ambiguous language that it has neither been black listed by any of the Govt Ministries/department/PSU/Other Offices during the last five years or has it been penalized by such officers/organizations for supply of poor/spurious item etc.

Chapter-II

GENERAL TERMS & CONDITIONS

1. The Rate contract shall be for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm (s). The contract may be extendable for another period of 1 year on the same terms and conditions or with some addition/deletion/modification mutually agreed upon by the successful housekeeping consumables/ Stationery Items and other items supplier firm/Agency/ Company and the Unique Identification Authority of India.
2. The selected tendering Firm/Agency/Company services would be required to supply the housekeeping Consumables/ Stationery Items as per requirement of Unique Identification Authority of India, Technology Centre, Aadhaar Complex, Tata Nagar, and Kodigehalli Bangalore-560092 on all working days between 10.00AM to 6.00 PM. **NO SEPARATE CHARGES WHATSOEVER, FOR DELIVERY OF GOODS WOULD BE PAID BY THIS OFFICE.**
3. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangements for supply of the desired items, even at short notice.
4. Order for items shall be placed on requirement basis and its delivery must be ensured within 05 days of receipt of the supply order. Bills in triplicate for the items supplied by the selected firm(s) should be raised for payment. Payment shall be released only after it is ensured that the items/ quantity of items supplied is to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quantity etc. the same shall be replaced by the selected firm(s) immediately for which no extra payment shall be made.
5. Liquidated damages: Any delay in supply of the items or replacement of defective items after stipulated delivery period will be treated as delayed supply and 0.5% of LD will be levied for the delay of every week or part thereof up-to maximum of 5%..
6. Unique Identification Authority of India, Technology Centre shall be the sole authority to cancel/amend any order, as per requirement, and also to place order for supply of items beyond office hours/holidays/place of supply for which, no additional payment shall be made.
7. The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on bill. The bill shall be signed by the authority signatory of the firm. Validity of the tax registration GST during the currency of contract shall be sole responsibility of the tendering Firm. Agency/Company. The bill shall be raised indicating permissible taxes separately.
8. The tendering Firm/Agency/Company shall be bound by the details furnished by him/her to the Unique Identification Authority of India while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found to be of poor quality /different specifications, it

would be deemed to be breach of terms of contract, the contract shall be cancelled and performance security shall stand forfeited.

9. The rate quoted by the selected tendering Firm/Agency/Company. And as approved by the Unique Identification Authority of India, Technology Centre shall remain valid throughout the period of contract and request to increase the rates for any all items, during the currency of contract, shall not be entertained at any stage.
10. The selected firm(s) shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agencies without prior written consent of the Unique Identification Authority of India, Technology Centre, If it is found that the firm has given sub-contract for supply of housekeeping Consumables/Stationery Items on the basis of procurement / supply order, the Contract shall stand cancelled & the performance security shall stand forfeited.
11. The conditional / incomplete bids shall not be considered and shall be declared un-responsive.

ELIGIBILITY EVALUATION CRITERIA

The tendering Firm/Agency/Company must fulfil the following specifications (all documentary Proofs, self-attested, are required to be uploaded along with the Technical bid)

- a. The registered office or branch office of the tendering Firm/Agency/Company should be located in Bengaluru. The tendering Firm/agency/Company should submit a proof of its office address.
- b. The tendering Firm/Agency/Company should have its own Bank Account, TIN Number; GST Number Self-attested copy of the same should be uploaded.
- c. The housekeeping Consumables/ Stationery Items Firm/ agency/Company should be a reputed and financially sound one having two years' experience and expertise in supplying miscellaneous stationery items to Central Government's Ministries/Departments/Public Sector undertakings Proof of experience in the form of copy of certificates obtained from Govt. Dept etc. should be enclosed.(Copy of income tax return for the last two years shall be uploaded with the Technical bids i.e. 2016-2017 and 2017-2018).
- d. The Firm/Agency/Company should have an annual turnover for not less than Rs.10,00,000/- (Rupees Ten Lakh only) in any of the two financial year years viz 2015-16 ,2016-17,2017-18 copy of stipulated proof may be also be uploaded along with Technical bid.
- e. The tendering Firm/Agency/Company a certificate, along with its Technical bid indicating that to the rates for each housekeeping consumables/ Stationery items have been quoted in the financial bid accordingly. The tendering Firm/agency/Company should also upload duly stamped signed copy of the terms and Conditions of the tender documents with Technical bid conveying acceptance thereof.
- f. The tendering Firm/Agency/Company is advised in its own interest to quote the rates for all the items as per the specifications indicated in the financial Bid failing which the bids will not be considered.

- g. The Earnest Money deposit of Rs.25,000/- (Rupees Twenty Five Thousand Only) refundable (without Interest) should be necessarily accompanied with the technical bid of the tendering Firm/Agency/Company in the form of pay Order/Banker's Cheque drawn in favour of UIDAI , REGIONAL OFFICE BENGALURU , failing which the tender shall be declared unresponsive
- h. The successful tendering Firm/Agency/Company shall have to deposit a Performance Security of **Rs.1,20,000/- (Rupees One Lakh Twenty Thousand Only)**. The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the firms including warranty obligations. In case the contract is further extended beyond the initial period of one year, the Performance Security shall have to be renewed accordingly by the successful tendering Firm/Agency/Company. Earnest Money Deposit shall be refunded to the successful bidder on receipt of performance security.

“Special Terms and Conditions”

1. Unique Identification Authority of India shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful in the course of their performing the duties to this office in connection with purchase order/supply order for Housekeeping Consumables/Stationery items.
2. The Competent Authority of Unique Identification Authority of India reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents if doing so is in the interest of UIDAI Technology Centre.
3. The Tender for fee and EMD in original submitted to DD (Admin) Unique Identification Authority of India, Technology Centre, Aadhaar Complex, NTI Layout, Tatanagar, Kodigehalli, Bengaluru-560092. The closing time and date for acceptance of the original instruments as noted on NIT. No tender fee and EMD received later than the stipulated date & time or from other modes/Place shall be entertained & shall be declared un-responsive.
4. The UIDAI reserves the right to place an order for supply of any items mentioned in the Financial Bid or otherwise to any other firm(s) in emergency/unavoidable situation.
5. This office shall have the full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
6. The contract will be valid from the date it is awarded/formalities completed. This office will however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed shall be required to be rectified and compliance reported. This office reserves suo-moto termination of the contract by giving one month's notice at any point of time.
7. The rate submitted by the tendering Firm/Agency/Company should not be higher than the rates at which the Housekeeping Consumables/Stationery Items are being supplied by it to other govt.

Ministries/Departments. If subsequently it is found that the firm has supplied Housekeeping Consumables/Stationery items at higher rates to the Unique Identification Authority of India, the excess amount shall be recovered from the Performance security and from the pending bills of the firm along with a penalty of Rs. 1000/- (Rupees One thousand only) on firm on such occasion and shall be doubled on subsequent occasions.

8. The tendering Firm/Agency/Company should have its own Bank name account number should be intimated to Section Officer (Admin), UIDAI Tech Centre Bangalore to which all payments for supply of housekeeping Consumables/Stationery will be made through ECS transfer in case successful bidder.

Certificate

1. _____ Son/Daughter of Shri _____ Proprietor/Director /authorised signatory of the agency/Firm 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. I do hereby certify that the representative of the firm has checked the samples of Housekeeping and Stationery articles at Unique Identification Authority of India Technology Centre, Aadhaar Complex ,NTI layout, Tata Nagar, Kodigehalli, Bengaluru 560092 and has quoted the rates as per the specification of the given samples.
4. 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.
5. I do hereby certify that the our firm has neither been blacklisted by any of the Govt Ministries /Departments/PSUs/Banks/Other Offices during the last five years nor has been penalised by such officers/organizations for supply of poor/spurious items etc.

Signature of authorised person

Place

Full name:

Date

Seal:

TECHNICAL BID

Sl.no	Particulars		
1	Name of the supplier Company/Agency/Firm		
2	Name of the Proprietor		
3	Full Address of Registered office of the Agency/Firm		
4	Contact No & Fax No of the Firm/Agency		
5	Banker of Firm/agency with full address &Telephone		
6	Bank A/c no of Firm/Agency for e-payments		
7	GST No of the Firm /Agency (Attach Copy)		
8	Details of Tender fee and EMD		
9	Financial Turnover of the bidder for last two years	Financial Year	Turnover (Rs.In Lakh)
10	Details of major contracts handled by the tendering company/Firm/agency for the last two years in the following format (Attach self-attested copy)- Govt/State Govt/Ministries/Autonomous body/PSUS etc.		

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

Sl.no	Details of Client along with address ,contact no & Fax	Amount of Contracts (Rs in Lakh)	Duration of Contract	
			From	To
01				
02				
03				

Signature of authorized Person/Representative

Date : Full name :
Place :

Seal :

FINANCIAL BIDHOUSEKEEPING CONSUMABLES/STATIONERY ITEMS

sl.no	Description of items	Specification	Quantity	Required qty per month (Approximate)	Rate Quoted to Bidders
1	Cleaning Acid	05 ltr	01 Can	05 ltr	
2	Grass Brooms		01 No's	10 no's	
3	Colin	500 ml	01 No's	10 no's	
4	Dettol Hand wash	900 ml	01 No's	10 ltr	
5	Dettol Antiseptic Liquid	05 ltr	01 Can	10 ltr	
6	Black Garbage Extra large	76*94 cm	01 Pkt	30 pkts	
7	Black Garbage bag small	43*48 cm	01 Pkt	30 pkts	
8	Wet mop refill	6 Inch	01 No's	10 no's	
9	Harpic	500 ml	01 No's	30 no's	
10	C - Fold	20*30 cm	01 box	15 no's	
11	Odonil /Airfreshner solid perfume	150 gms	01 No's	30 no's	
12	Pantry Tissue	27*30 cm	01can	20 no's	
13	Phenyle /Perfumed herbal cleaner	05 ltr	01 Can	40 ltr	
14	Premier Tissue (Face tissue)	20*20 cm	01 Box	10 no's	
15	Room Freshener/Perfumed spray odonil	300 ml	01 No's	20 no's	
16	Scotch Brite Big	15*10 cm	01 No's	30 no's	
17	Floor Squeezer	18 Inch	01 No's	02 no's	
18	Soap Oil	05 ltr	01 Can	20 ltr	
19	Checked cloth	40*40 cm	01 No's	20 no's	

20	Glass Cloth	40*40 cm	01 No's	20 no's	
20	Yellow Cloth	32*25 cm	01 No's	20 no's	
21	Toilet Roll 350 pull	4 Inch	01 No's	500 no's	
22	Vim drop	500 ml	01 No's	20 no's	
23	TaskiLiquid D7/	Stainless steel polish D7.1	05 ltr can	05 ltr	
24	White Naphthalene balls	1 Kg	01 Kg	01 kg	
25	Face mask	18*10 cm	01 No's	30 no's	
26	Rubber Hand gloves	XL	01 Pair	30 no's	
27	Dry Mop	75 cm	01 No's	02 no's	
28	Plastic Bucket	10 ltr	01 No's	05 no's	
29	Dust pan	12 Inch	01 No's	05 no's	
30	Hard Brooms		01 No's	05 no's	

RFP No: TC-UID/Admin/Tender HK Stationery Items/110/2017

B: STATIONERY ITEMS

Sl No	Description of items with specification	Quantity	Required qty per month (approximate)	Rate Quoted to Bidders
1	A4 paper 75 GSM	30		
2	Natraj MIST Pen (Pack of 20)	04		
3	Gel Pen	05		
4	Natraj HB Pencils (pack of 10)	01		
5	Files printed for UIDAI	10		
6	OHP /CD/ DVD marker	05		
7	Plastic folder (Transparent A4 size)	20		
8	Note sheet /Green sheet 75 GSM	04		
9	Envelope 11*5 printed for UIDAI	100		
10	Envelope A3 printed for UIDAI	50		
11	White Board marker	5		
12	DVD Sony 4.7 GB/120 min	10		
13	CD Sony 700MB/80 min	10		
14	Glue stick 15 gram	15		
15	Page marker-post it-3M	5		
16	Whitener / correction pen	5		
17	Register (1 QR) Ruled & numbered	5		
18	Register (2 QR) Ruled & numbered	5		
19	Register (3 QR) Ruled & numbered	5		
20	Single punch kangaro	2		
21	Double punch kangaro	2		
22	Stapler (small) Kangaro	2		
23	Stapler (big) kangaro	2		
24	Stapler pin (small)-No 10-1M	5		
25	Stapler pin (Big)-24/6-1M			
26	Battery AA	10		
27	Battery AAA	10		
28	Long scale Transparent	2		
29	Note pad (printed for UIDAI) 21 X 14 CM 20 sheets	50		
30	Note pad (Normal) 21 X 14 CM 20 sheets	50		
31	Sharpener Natraj	5		
32	Eraser Natraj	5		
33	Scissor Size (7) 180-MM	2		
34	Tape/ Plaster 2 inch Brown (Packing tape)	5		
35	Tape / cello tape	5		

36	Box file- Nandi	5		
37	Laminated folder file	5		
38	White Board Duster	2		
39	Post it – Sticky note pad (yellow)	5		
40	Ink pad 110 mm x 69 mm	2		
41	Ink Bottle-blue- 30 ml	2		
42	Calculator – 12 digit- CT-555N	2		
43	Highlighter (1 pkt- pack of 10) multi color	1		

CHECK LIST

DOCUMENTS TO BE UPLOADED ALONG WITH THE TECHNICAL BID

1. Tender fee for Rs. 100/- would be paid by way of DD.
2. Self-attested duly filled/stamped technical bid form.
3. Self-attested duly stamped copy of Tender documents.
4. Self-attested copy of proof of Office Address.
5. Self-attested copy of the Bank account no.
6. Self-attested copy of IT return filed by the agency.
7. Self-attested copy of the last Three years IT returns filed by the agency.
8. Self-attested copy of a certificate indicating that his representative has already inspected the Housekeeping items, as mentioned in Financial bid , placed in the Store Room of Unique Identification Authority of India Technology Centre ,Aadhaar Complex , NTI Layout , Tata Nagar , Kodigehalli , Bengaluru-560092 and the rates for each items have been quoted accordingly.
9. Self-attested copy of two or three years' experience certificate obtained from Govt. Dept/PSU.
10. Self-attested duly stamped copy of Certificate indicating of non-black listing.

Annexure A: BANK GUARANTEE FOR EMD

**(To be stamped in accordance with stamp Act)
The non-judicial stamp paper should be in the name of issuing Bank**

Ref.....

Bank Guarantee No.....

Date.....

To
Unique Identification Authority of India,
Aadhaar Complex, NTI Layout,
Tatanagar, Kodigehalli, Bengaluru-560092.

Dear sir,

1. In accordance with Invitation to Bid under your Specification No.....M/s.....having its Registered/Head Office at..... (hereinafter called the 'Bidder') wish to participate in the said Bid or.....and you, as a special favour have agreed to accept an irrevocable and unconditional Bank Guarantee for an amount of.....valid up to.....on behalf of Bidder in lieu of the Bid deposit required to be made by the Bidder, as a condition precedent for participation in the said Bid.
2. We theBank at(Local address) having our Head office atguarantee and undertake to pay immediately on demand by Planning commission Unique Identification Authority of India on behalf of the President of India, the amount of(In words & figure) without any reservation, protest, demur and recourse. any such demand made by said 'Owner' shall be conclusive and binding on us irrespective of any dispute or difference raised by the Bidder.
3. This guarantee will not be discharged due to the change in the constitution of the Bank or the Supplier(S)/Service Provider(s).
4. Not with standing anything contained hereinabove:
 - (1) Our liability under this guarantee is restricted to Rs..... (In words & figures).
 - (2) This Bank Guarantee will be valid upto; and
 - (3) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only upon service of a written claim or demand by you on or before

In witness whereof the Bank, through its authorised officer, has set its hand and stamp on thisday of20at.....**WITNESS**

.....
(Signature)

.....
(Signature)

.....
(Name)

.....
(Name)

.....
(Official Address)

.....
(Designation with Bank Stamp)

Attorney as per

Power of Attorney No

Dated.....