

**GOVERNMENT OF INDIA
UNIQUE IDENTIFICATION AUTHORITY OF INDIA
OFFICE OF THE DEPUTY DIRECTOR GENERAL
REGIONAL OFFICE, CHANDIGARH**

No: UIDAI/RO-Chd/Housekeeping/2013-14/5684

Date:02.01.2014

**NOTICE INVITING TENDER
FOR
House Keeping Services
FOR UIDAI REGIONAL OFFICE, CHANDIGARH**

LAST DATE FOR SUBMISSION OF TENDER: 27.01.2014

Sub: Invitation to bid for House Keeping Services for UIDAI RO, 3rd Floor, SCO 139-141, Sector 17-C, Chandigarh

Sealed Tenders are invited for providing House Keeping Services at UIDAI, 3rd Floor, SCO 139-141, Sector 17-C, Chandigarh till 27.01.2014 upto 1100 hrs under **Two Bid System (Technical Bid and Commercial Bid in separate envelopes)**. Technical Bid will be opened on the day and time as Sl. No. 8 at Page 4.

The bidders/Agencies are requested to go through the tender enquiry document carefully, which will form part of the contract. The bidders should furnish all the information asked for, sign all the pages and submit the bid to the Deputy Director, UIDAI RO, 3rd Floor, SCO 139-141, Sector 17-C, Chandigarh

Contact Person Name, Address, e-mail & Phone:

**Shri R.J. Khosla, Deputy Director,
UIDAI RO, 3rd Floor, SCO 139-141, Sector 17-C, Chandigarh-160017
Phone: 0172-2771213, Mobile 9779664696
E-mail: prathamkhosla@gmail.com**

---Sd---
(R.J. Khosla)
Deputy Director (Admin)
UIDAI, RO Chandigarh

CONTENTS OF TENDER DOCUMENT

SL.NO.	Description of contents	
1.	Scope of the work	3
	Eligibility criteria for Technical Bid, Experience and General Terms and Conditions	3-4
	Commercial Bid, Evaluation of Offer	4
	Validity of Offer, EMD, Tender Document Cost	4-5
	Proforma for Technical Bid	6-7
	Proforma for Commercial Bid	8
2.	Term and conditions of the TENDER	9-10
3.	Draft Agreement Format (to be made on Rs. 100/- Non-Judicial Stamp Paper)	11-12

Date of publication of tender	03.01.2014
Last date for tender related enquiries	24.01.2014
Last Date & Time for Submission of Tenders	27.01.2014 till 1100 hrs
Time & Date of Opening of Technical Bid	27.01.2014 at 1130 hrs

Scope of the Work

Unique Identification Authority of India (UIDAI), Regional office, Chandigarh is working in the below said address:

Unique Identification Authority of India (UIDAI),
Regional office,
3rd Floor, SCO 139-141,
Sector 17-C,
Chandigarh

Total space available: 7525 sqft. in two floors 3rd & 4th.

The agency is expected to carry out the daily cleaning of the office space, toilets, wash basins etc. This will include cleaning of the floors, windows, furniture, office equipments etc. The Agency has to deploy three persons (**2 Sweepers & One Cleaner**) from Monday to Saturday. The person has to report at UIDAI, RO, Chandigarh at 08:30 AM. The firm providing the services should be reputed, well established and financially sound and have working experience in the field of providing housekeeping services.

A. Eligibility Criteria for TECHNICAL BID:

1. The tendering Agency should fulfil the following requirements.

- (a) The Agency should have the Registered Office in Tricity (Chandigarh, Mohali. Panckula)
- (b) The Agency should be registered with the Labour department.
- (c) The Agency should have its own Bank Account for crediting the payments.
- (d) The Agency should be registered with Income Tax department.
- (e) The Agency should be registered with appropriate authority of service tax.
- (f) The Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
- (g) If the firm is a partnership firm, authority to execute contracts on behalf of firm and also to refer to arbitration dispute concerning the business of the partnership, may be attached.

B. EXPERIENCE:

I) The Agency should have undertaken the housekeeping services for total amount of Rs. 7.00 lakhs in last three years, i.e. for the FY 2010-11, 2011-12 & 2012-13. Experience with PSU /Central / State Government agencies will be only considered. Satisfactory Completion Certificates duly attested by a Gazetted officer should be submitted for verification i.e., in case of a Central/State govt entities. In the case of PSU, certificate from officer not less than AGM and above will be accepted. (Copy of Balance Sheet and ITR filed for the above period – Audited by a Chartered Accountant to be enclosed.)

GENERAL TERMS AND CONDITIONS

1. The contract is initially for one year from the date of award of tender. The period of the contract may further extended for a period of 1 year after the completion of contract, provided the requirement of the Housekeeping persists at that time and under the same terms and conditions mutually agreed upon.

2. The contract may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of housekeeping by the selected Agency after giving one month's notice.

3. The selected agency will have to deposit Performance Security Deposit equivalent to 5% of Contracted value **on date of signing of the agreement**. The Performance Security should be furnished in the form of the Bank Guarantee from a nationalised bank drawn in favour of Deputy Director General, UIDAI, Regional Office Chandigarh. The Performance Security should remain valid for a period of **18 months from the date of signing of Agreement**. Failure to submit Performance Security may entail cancellation of contract and EMD will be forfeited.
4. The tendering Agencies are required to enclose photocopies of all the relevant documents as specified in the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered for evaluation.
5. The conditional bids will not be considered and will be rejected outright.
6. All entries in the tender form should be legible and filled clearly with signature of authorised person on each page. No overwriting or cutting is permitted in Bid Form. In such cases, the tender is liable to be rejected. **In case, the amount mentioned in words and figures shows any difference, the amount mentioned in words will be counted for evaluation purpose.**
7. The tender shall be accepted under **Two Bid System** only. The tender documents should be submitted in sealed cover having two sealed envelopes, one containing technical bid and other commercial bid superscribed thereon.
8. The envelope containing Technical Bid shall be opened on the scheduled date and time (**At 1130 hrs on 27.01.2014**), in, UIDAI, Regional Office, **3rd Floor, SCO 139-141, Sector 17-C Chandigarh**, in the presence of the representatives of the Agencies, if any, who wish to be present on the spot at that time. The commercial bid shall be opened at a later date. The schedule and date of opening of commercial bid will be communicated separately to the firms whose technical bids are found in order.
9. The UIDAI, Chandigarh reserves the right to cancel any or all bids without assigning any reason. Entering into the agreement will be at the discretion of UIDAI.

COMMERCIAL BID:

The Agencies are expected to quote **ALL INCLUSIVE RATES per person per month**. While quoting the rate, the Agency is expected to keep the Minimum Wages approved by Deputy Commissioner Chandigarh in mind. The Commercial Bid should be submitted in a separate sealed cover along with tender documents. Date of Opening of the commercial bid will be intimated later.

EVALUATION OF THE OFFER:

The offers will be opened on the scheduled time/venue/date & day. The tender opening committee will verify the Technical Bid and related documents. The Commercial Bid of only those Agencies, who qualify the requirements of the Technical Bid, will be opened. The recommendations of the Committee as approved by the competent authority shall be final.

VALIDITY OF THE OFFER: The validity of the offer will be 6 months from the date of opening of technical bid.

EARNEST MONEY DEPOSIT:

The Agencies have to enclose a Demand Draft for Rs. 10000/- (Rs. Ten thousand only) drawn on any Nationalized Bank, in favour of **“DDO, UIDAI”**, payable at Chandigarh, along with their **“Technical Bid”**, failing which their offer will be summarily rejected.

TENDER DOCUMENT COST:

Bidders should submit Tender Document cost of Rs. 100.00 in the form of Demand Draft in favour of “DDO, UIDAI” payable at Chandigarh. Tender document can also be downloaded from our website www.uidai.gov.in. Those who download the tender document from website should enclose an DD for Rs 100.00 along with their “Technical Bid”.

Note: Tenders without Earnest Money Deposit and tender document cost will be summarily rejected.

PART-I PROFORMA FOR TECHNICAL BID
(In separate sealed Cover-I super scribed as Technical Bid)

<p>1. Name & Address of the registered office in (Chandigarh, Mohali, Panchkula) with phone number, email and name and telephone/mobile number of authorized person for contact</p>		
<p>2A. ELIGIBILITY :</p> <p>(a) The Agency should be registered with the Labour department. (copy of registration certificate to be enclosed)</p> <p>(b) The Agency should have Registered Office in Tricity(Chandigarh, Mohali, Panchkula)</p> <p>(c) The Agency should have its own Bank Account for crediting the payments.</p> <p>(d) The Agency should be registered with Income Tax department.(PAN). Copy may be attached.</p> <p>(e) The Agency should be registered with appropriate authority of service tax. Copy may be attached.</p> <p>(f) The Agency should be registered with appropriate authorities under employees Provident Fund and Employees State Insurance Acts. Copies may be attached.</p> <p>(g) If the firm is a partnership firm, authority to execute contracts on behalf of firm and also to refer to arbitration dispute concerning the business of the partnership, may be attached</p>	<p>Status (Yes/No)</p>	<p>Relevant Documents submitted (Yes/No)</p>

<p>B. EXPERIENCE: i) The Agency should have undertaken the housekeeping services for total amount of Rs. 7.00 lakhs in last three years, i.e. for the FY 2010-11, 2011-12 & 2012-13. Experience with PSU /Central / State Government agencies will be only considered. Satisfactory Completion Certificates duly attested by a Gazetted officer should be submitted for verification i.e., in case of a Central/State govt entities. In the case of PSU, certificate from officer not less than AGM and above will be accepted. Copy of Balance Sheet and ITR filed for the above years – Audited by a Chartered Accountant (should be enclosed.)</p>		
<p>3. Power of Attorney/ authorization for signing the bid documents</p>		
<p>4. Details of the DD of Rs. 10000/- towards Earnest Money Deposit DD No. Dates: Drawn on:</p>		

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls:

1. DD No. _____
2. Terms & Conditions (each page must be signed and sealed)
3. Commercial Bid.

(Signature of Tenderer with seal)
Name :
Seal :
Address :
.....
Phone No (O) :
Fax No (O) :

PART-II PROFORMA FOR COMMERCIAL BID
(In a separate sealed Cover- superscribed "Commercial Bid")

Sl. No	Particulars of House Keeping Services	Minimum Wage as per DC rates per person/ month	ESI @ 4.75% or as applicable	EPF @ 13.61% or as applicable	Service Charges/ Admin Charges	Service Tax @12.36%	Other charges if any	Total amount per person per month	Qty	Grand Total per month
1	Sweepers								02	
2	Cleaner								01	
Grand Total Amount (in Rs.)										

Grand Total amount has to be quoted both in figures and words.

Note:

1. Quoted rates have to be as per the minimum wages approved by Deputy Commissioner Chandigarh.
2. The agency is expected to supply 3 persons per day.
- 3(a) If the agency fails to provide three persons on any day/half-a-day, proportionate amount will be deducted from the monthly bills and in addition penalty of Rs. 100/- per day per person will be levied without prejudice to its right under provisions of the contract.
- 3(b) The contractor will be liable to make good any loss due to negligence or other wise to any UIDAI office property by any act of services provided by the contractor.
4. The payment will be made on monthly basis i.e. within 15 working days from the date of submission of bills alongwith documents of proof of submission of ESI/EPF.
5. Rates should be inclusive of all taxes.
6. Total working hours for one person will be 8 hours a day.
7. It is appreciable that the firm shall make a visit to the office to make an assessment of the area for the proposed work before submitting the quote for the work.
8. Income tax and E-cess as applicable from time to time would be deducted from the bills.

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Note:

- i) No other charges would be payable by Client except for revision of wages by DC, Chandigarh after consideration of the Competent Authority.
- ii) There would be no increase in rates during the Contract period. However the rates under Minimum wages act will be ensured.

(Signature of Bidder with seal)

Name :

Seal :

Address :

.....

Date :

Place :

Phone No (O) :

Fax No :

E-mail :

PART-III
TERMS & CONDITIONS OF THE TENDER

GENERAL:

1. The contracting Agency shall not be allowed to **transfer, assign, pledge or subcontract** its rights and liabilities under this contract to any other agency without the prior written consent of this office.

2. The total office space is 7525 Sqft. on the two floors of SCO 139-141, Sector 17-C, Chandigarh.

3(a) The agency will be bound by the details furnished by him / her to this Department, while submitting the tender. In case, any of such documents furnished by him/ her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.

3(b) The tenderer should not be near relative of any of officers working in UIDAI, RO, Chandigarh otherwise contract will be terminated alongwith other legal action as found suitable by the UIDAI authorities.

4. In case of unsatisfactory performance of the work by the selected agency, Unique Identification Authority of India reserves the right to terminate the contract by giving a week's notice to the contracting agency.

5. The manpower employed by the agency shall be required to work from Monday to Saturday. The manpower may also be called upon to perform duties on Sundays and other Gazetted holidays, if required for which prorated payment as per agreement rates will be made.

6. The contracting Agency shall furnish the following details in respect of individual deployed by it before commencement. Full details i.e. date of birth, marital status, address etc verification of antecedents of persons by local police authority at the cost of the agency. The amount is not eligible for reimbursement.

7. In case, the person deployed by the Agency commits any act of omission / commission that amounts to misconduct / indiscipline / incompetence and security risks, the successful Agency will be liable to take appropriate action against such persons, including their removal from site of work, if required by UIDAI, immediately. In case of any theft or pilferages, loss or other offences by the deployed personnel, the agency will have to compensate the damages/losses as directed by UIDAI.

8. The agency shall provide identity cards to the personnel deployed in the office carrying the photograph of the personnel and personal information as to Name, DOB, Photo, Age and Identification mark etc.

9. The service provider shall ensure that any information of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in the office.

10. The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, pan, smoking etc.

11. The person deployed shall be required to report for work at 08.30 am.

12. A supervisor shall be nominated by the agency. The frequency of supervision shall be every week i.e., on every Wednesday.

13. For all intents and purposes, the service providing agency shall be the “Employer” within the meaning of different Labour Legislations in respect of Attendants so employed and deployed. The persons deployed by the agency in the office shall not have claims of any Master and Servant relationship nor have any Principal and Agent relationship with or against Office of the Unique Identification Authority of India.

14. The service providing agency shall be solely responsible for the redressal, grievances / resolution of disputes relating to person deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever.

15. This office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

16. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of this office during the current or after expiry of the contract.

17. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in the Office of UIDAI ,RO Chandigarh.

18. UIDAI, RO Chandigarh reserves the right to cancel the NIT without assigning any reason.

LEGAL

1. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this office and **submit documentary proof for submission of ESI/EPF for release of payment.**

2. Tendering agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to this Office to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

3. Tendering agency shall ensure that payment made by the agency to persons employed to be done through cheques only. **A certificate in this regard should be submitted.**

4. The tendering agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of this office or any other authority under Law.

5. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this office.

6. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Office of the Unique Identification Authority of India is put to any loss / obligation, monetary or otherwise, the office will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

(Signature of Bidder with seal)

Name :

Seal :

Address :

.....

Phone No (O) :

Fax No :

E-mail :

Place :

Date :

PART-IV
(To be made on Rs.100.00 Non-Judicial Stamp Paper)
DRAFT AGREEMENT FORMAT

This agreement is made at Chandigarh on the _____ day of _____ Two thousand thirteen between _____ acting through Shri _____, _____, **UIDAI, Government of India having its office at 3rd Floor, SCO 139-141, Sector 17-C Chandigarh** (hereinafter called '**Client**' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Part**.

Second Part

M/s _____, having its Registered Office at _____ (hereinafter called the '**Agency**' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part**.

WHEREAS the '**Client**' is desirous to engage the '**Agency**' for providing House Keeping Services for UIDAI the terms and conditions stated below:

1. The Agency shall be solely responsible for compliance to provisions of various Labour, Industrial and any other laws applicable and all statutory obligations, such as, Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI, etc relating to Housekeeping personnel deployed in UIDAI. The '**Client**' shall have no liability in this regard.
2. The agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at UIDAI site. The '**Client**' shall have no liability in this regard.
3. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving one month notice on either side.
5. **PENALTY:** (a) If the agency fails to provide three persons on any day/half-a-day, proportionate amount will be deducted from the monthly bills and in additional penalty of Rs. 100/- per day per person will be levied without prejudice to its right under provisions of the contract.
(b) The contractor will be liable to make good any loss due to negligence or other wise to any UIDAI office property by any act of services provided by the contractor.
6. **Performance bank guarantee** Amount equal to 5% of the Annual contract value (refundable without interest) with validity of 18 months from the date of signing of Agreement from any nationalized bank shall be furnished by the '**Agency**' **within one week from the day of signing of the contract. In the absence of the same, amount equivalent will be deducted from the amount payable.**
7. The '**Agency**' shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in UIDAI office. Monthly Payment to the agency shall be made within 15 working days from the date of the receipt of the bill in this office. The payment will be through NEFT/RTGS mode. No cash payment will be arranged.
8. The personnel provided by the '**Agency**' will not claim to become the employees of UIDAI and there will be no Employee and Employer relationship between the personnel engaged by the '**Agency**' for deployment in UIDAI site.
9. There would be no increase in rates during contract period payable to the '**Agency**' except reimbursement of the statutory wages revised as per the Minimum Wages Act.

10. The 'Agency' also agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.

11. Decision of 'Client' in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the 'Agency'.

12. The 'Agency' shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The 'Agency' shall keep 'Client' fully indemnified against liability of tax, interest, penalty etc. of the 'Agency' in respect thereof, which may arise.

13. In case of any dispute between the 'Agency' and 'Client', it will be decided mutually within 30 days. However still the dispute is not resolved it will be decided by the Sole Arbitrator appointed by UIDAI, DDG, RO, Chandigarh in Chandigarh only.

THIS AGREEMENT will take effect from _____ day of _____ Two thousand thirteen and shall be valid for one year.

IN WITNESS WHEREOF both the parties here to have caused their respective common seals to be here unto affixed/ (or have hereunto set their respective hands and seals) the day and year mentioned above in Chandigarh in the presence of the witness:

For and on behalf of the 'Agency'.
Signature of the Authorized Official
Name of the Official
Stamp/Seal of the 'Agency'

For and on behalf of the 'UIDAI,RO, _____',
Signature of the Authorized Official
Name of the Official

SIGNED, SEALED AND DELIVERED

By the said

Name _____
on behalf of the 'Agency' in presence of
Witness _____
Name _____
Address _____

By the said

Name _____
on behalf of the ' _____ ' in presence of
Witness _____
Name _____
Address _____