

## CONTENTS OF TENDER DOCUMENT

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**TENDER NOTICE FOR SECURITY SERVICES**  
**FOR**  
**UIDAI**

**ON BEHALF OF Unique Identification Authority of India, Planning Commission** sealed tenders under **two-bid** system are invited from reputed and experienced agencies for providing Security Services at the given below address.

The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super scribed "**Tender for Security Services for UIDAI**" and should reach at the office of "**The Assistant Director General, Jeevan Bharti Building, Tower-I, 2<sup>nd</sup> Floor, New Delhi-110 001**", before 1500 hrs on or before 17.08.2011. The technical bids shall be opened on the same day at 1530 hrs at office of the Assistant Director General (Adm.) IIRD Floor, Tower-I, Jeevan Bharati Building, Janpath, New Delhi in the presence of bidders or their representatives.

The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be downloaded from UIDAI website [www.uidai.gov.in](http://www.uidai.gov.in). Those who download the tender document from website should enclose an additional DD for Rs 500.00 in favour of "**PAO, UIDAI**", payable at New Delhi, along with their tender bid in the Cover-I "Technical Bid. The bid security (EMD) of Rs 25,000.00 (Rupees twenty five thousand only) should be paid by Demand Draft in favour of "**PAO,UIDAI**" payable at New Delhi.

Any future clarifications and/or corrigendum(s) shall be communicated through Admin. Division on the UIDAI website: [uidai.gov.in](http://uidai.gov.in)

BK Verma  
Asstt. Director General,  
Jeevan Bharti Building, Tower-I, 2<sup>rd</sup> floor  
New Delhi-110 011  
Tel: 01147312840

Website: [www.uidai.gov.in](http://www.uidai.gov.in)

**TENDER DOCUMENT**

**UIDAI INVITES QUOTATION FOR PROVIDING “SECURITY SERVICES ”**

**MANDATORY CONDITIONS FOR QUALIFICATION OF BIDDER:**

**PROFORMA FOR TECHNICAL BID**

**(In separate sealed Cover-I super scribed as Technical Bid)**

1. Name & Address of the Tenderer Organization/Agency with phone number, email and name and telephone/mobile number of contact person.					
2. Experience in the work of providing Security Services. Particulars of experience (Attach certificates, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last 3 years along with a certificate from the agency where the job was carried out.		In following format			
Sl.No.	Name of Organization with complete address and telephone numbers to whom services provided	From	To	Contracted Amount (Rs. Per Month)	Reason for Termination
3. Set-up of your Organization, clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service: (a) Is the agency is having valid license to carry out the business of private security agency under the Private Security Agencies (Regulation) Act, 2005. If yes, please give the details of license and attach supporting documents. (b) Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in UIDAI.					

4. Please give Registration No/ code of EPF & ESI.	
5. Please attach copy of last three year Income Tax Return	
6. Please attach balance sheet of the company, duly certified by Chartered Accountant for last three (3) years.	
7. Service Tax Registration No. (Please attach copy)	
8. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
9. Power of Attorney/authorization for signing the bid documents	
10. Please submit an undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). In addition to the undertaking, the firm shall produce certificate/verification from local police station. Indicate any convictions in the past against the Company/firm/partner.	
11. Details of the DD/Pay Order of Rs 25,000/- towards bid security (EMD) and a DD for Rs 500/- in case tender document is downloaded from UIDAI website. DD/PO No. Date: Drawn on:	

**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/Pay Order No. \_\_\_\_\_
2. Terms & Conditions (each page must be signed and sealed)
3. Financial Bid.

**(Signature of Tenderer with seal)**

**Name:**.....

**Seal:**.....

**Address :**.....

**Phone No (O):**.....

**Fax No. (O):**.....

**PROFORMA FOR FINANCIAL BID**  
**(In sealed Cover-II super scribed "Financial Bid")**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Unit</b>	<b>Rate per person/per month (In *Rs)</b>	<b>Amount (in Rs)</b>
<b>1</b>	<b>Security Guards</b> <b>i)Ex-serviceman</b> <b>ii) Civilian Security Guards</b>	<b>06</b> <b>12</b>		
<b>2</b>	<b>Other charges</b>			
<b>3</b>	<b>Add Service Tax</b>			
<b>4</b>	<b>Total Amount ( in Rs.)</b> <b>(Is not liable to change)</b>			

**\*The rate per person may be separately given for Ex-serviceman and Civilian Security Guard. Copy of the Govt Order on Minimum Wages and wages approved by Dte. General of Resettlement may be provided.**

**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.
- ii) There would be no increase in rates during the Contract period except provision under the terms and conditions.
- iii) The rates arrived at and quoted by Bidder in Row 4 above will be considered as the price bid and will be payable to the selected bidder.

**(Signature of Bidder with seal)**

**Name:.....**

**Seal:.....**

**Address .....**

**.....**

**Phone No O):.....**

**Fax No. ....**

**E-mail:**

**Place**

**Date:.....**

**(To be made on Rs 100.00 Non Judicial Stamp Paper)**

**DRAFT AGREEMENT FORMAT**

This agreement is made at New Delhi on the \_\_\_\_\_ day of \_\_\_\_\_ Two thousand eleven between \_\_\_\_\_ acting through Shri \_\_\_\_\_, \_\_\_\_\_, UIDAI , Government of India having its office at Jeevan Bharti Building, Tower-I, 2<sup>rd</sup> Floor New Delhi-110 011 (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 Security 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 security 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. In case of non-compliance with the contract, the 'Client' reserves its right to:
  - a. Cancel/revoke the contract; and/or
  - b. Impose penalty upto 10% of the total annual value of contract.
6. Security deposit equal to 10% of the Annual contract value (refundable without interest after two months of termination of contract) in the form of Pay Order/Demand Draft or Bank Guarantee shall be furnished by the 'Agency' at the time of signing of the Agreement.
7. The 'Agency' shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in UIDAI site.

8. The security 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 payable to the ‘**Agency**’ during the contract period except reimbursement of the statutory wages revised by the Govt.
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**’, ‘**Client**’ shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at New Delhi.

THIS AGREEMENT will take effect from \_\_\_\_\_ day of \_\_\_\_\_ Two thousand eleven and shall be valid for one year.

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

For and on behalf of the ‘**Agency**’

For and on behalf of the ‘ \_\_\_\_\_ ’

Signature of the authorized Official

Signature of the authorized Official

Name of the Official

Name of the Official

Stamp / Seal of the ‘**Agency**’

SIGNED, SEALED AND DELIVERED

By the said

By the said

Name \_\_\_\_\_

Name \_\_\_\_\_

on behalf of the ‘**Agency**’ in presence of

on behalf of the ‘ \_\_\_\_\_ ’ in presence of

Witness \_\_\_\_\_

Witness \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ANNEXURE**  
**TERMS & CONDITIONS OF CONTRACT**  
(Annexure to Agreement)

**A. SCOPE OF WORK:**

Providing Security services at UIDAI site at New Delhi by deploying required number of Security Personnel.

1. The Agency shall provide Security services by deploying adequately trained and well disciplined security personnel ( Ex-serviceman+ civilian) who shall safeguard the UIDAI site, buildings, moveable and immovable assets, equipments and other items at the above address from any thefts, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in its complex/premises.
2. The security personnel shall be deployed round the clock in 3 shifts at the UIDAI for safeguard of the premises.
3. The Agency shall be responsible for opening/closing of the building and rooms as necessitated/directed by UIDAI located at Jeevan Bharti Building on working and closed days.
4. The Agency shall ensure that water taps/lights/ACs are not left open/on after close of working hours on normal working days as well as on off days, as the case may be.
5. The Agency shall maintain records of inward and outward movement of men ( Employees, Sub Contractor Personals and also regulation of guests and visitors), materials and vehicles, etc with proper check on the same as per instructions given from time to time by Director General UIDAI located at Jeevan Bharti Building, New Delhi.
6. The security personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert.
7. The security personnel shall be duly trained in Fire Safety Operations. They should be trained to operate various fire control equipment installed at UIDAI site. A mock fire drill may be organized every time change of personnel takes place.
8. The Agency shall keep the Client informed of all the matters of security and co-operate in the investigation of any incident relating to security.
9. The Agency shall regulate courier services and other suppliers in case no other staff members are available.



**B. ELIGIBILITY CRITERIA:**

1. The Bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, empanelled/ registered with DGR and must possess the valid license under the Private Security Agencies (Regulation) Act 2005.
2. The Bidder shall have at least 3 years experience of providing Security services in government offices/public sector undertakings/state government and having successfully completed works of similar magnitude and duration in last three years.
3. Proof of financial turnover for last three years, duly attested by CA.
4. The bidder should have an office in New Delhi/NCR.
5. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency).
6. The bidder shall have the following Registrations and details of the same be provided in the Technical Bid:
  - (a) Valid Licence issued under the Private Security Agencies (Regulation) Act, 2005:
  - (b) PF Registration
  - (c) ESI Registration
  - (d) Service Tax Registration:

### **C. GENERAL INFORMATION FOR SUBMISSION OF BIDS**

1. The initial period of contract shall be for 12 months may be extended by two years, one year at a time depending on performance of the Agency and at discretion of DIRECTOR GENERAL, UIDAI.
2. The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be downloaded from UIDAI Website. Those who download the tender document from Website should enclose a DD for Rs 500/- in favour of “**PAO, UIDAI**”, payable at New Delhi, along with their bid in the Cover-I containing Technical Bid.
3. The interested agencies are required to submit the technical and financial bid separately in the format enclosed. The bids in sealed Cover-I containing “Technical Bid” and sealed Cover-II containing “**Financial Bid**” should be placed in a third sealed cover super scribed “**Tender for Security Services**” should reach UIDAI before 1500 hrs on or before **17 Aug 2011**. The technical bids shall be opened on the same day at 1530 hrs in presence of the bidders or their authorized representatives who choose to remain present.
4. All the pages of the tender should be signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
5. A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
6. The bidder shall pay Bid Security (EMD) of Rs 25,000/- (Rupees twenty five thousands only) along with the technical bid by Demand Draft in favour of “PAO, UIDAI” drawn on any Nationalized Bank/Scheduled Bank and payable at New Delhi. Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc at any stage.
7. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract.
8. As a guarantee towards due performance and compliance of the contract work, the successful bidder (agency) will deposit an amount equal to 10% of Annual Contract value towards Security Deposit by way of demand draft in favour of “ PAO, UIDAI” drawn on any Nationalized Bank/Scheduled Bank and payable at New Delhi.
9. The EMD deposited by successful agency will be adjusted towards Security deposit as demanded above. If the successful bidder fails to furnish the difference amount between Security Deposit and EMD within 15 (fifteen) days after the issue of Letter of Award of Work, his bid security (EMD) shall be forfeited unless time extension has been granted by UIDAI.
10. The EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the contract.
11. The bid shall be valid and open for acceptance of the Competent Authority of UIDAI for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and/withdrawal of tender on any ground by successful bidder shall be entertained.
12. To assist in the analysis, evaluation and computation of the bids, the Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

13. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate after complying with the provisions of Minimum Wages Act. In case two or more agencies are found to have quoted the same rates, the Competent Officer authorized by UIDAI shall decide about the agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority shall be final.
14. The rate quoted should be consolidated and inclusive of Income Tax, Employer EPF contribution, ESI contribution etc, bonus, insurance, leave salary etc.
15. UIDAI shall reimburse the Agency to the extent of the amount of variation arising out of the upward revisions in minimum wages as per Labour Laws , above the rates mentioned in the contract and derived statutory obligations thereof provided the documentary evidence is produced by the Agency making such payments to that extent only.
16. DIRECTOR GENERAL, UIDAI reserves the right to accept or reject any or all bids without assigning any reasons. DG, UIDAI also reserves the right to reject any bid which in his opinion is non responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

#### **D. TERMS AND CONDITIONS:**

1. The security services and provision for the required manpower shall be as under:-

**Official residence of Chairman : 3 Security Guards  
(Ex-servicemen)**

#### **Office of UIDAI**

**Tower-I 2<sup>nd</sup> Floor & 9<sup>th</sup> Floor : 15 Security Guards  
And Tower –II 3<sup>rd</sup> Floor, ( 12 civilian + 3 ex-servicemen)  
Jeevan Bharati  
Building, Janpath, New Delhi**

However, the above number and arrangement of deployment of the Security personnel is without prejudice to the right of Director General, UIDAI to deploy the security personnel in any other number or manner considered to be more suitable in the interest of the UIDAI.

2. The full particulars of the personnel to be deployed by the agency including their names and addresses, shall be furnished to UIDAI along with testimonials before they are actually deployed for the job.

3. The agency shall not deploy or shall discontinue deploying the person(s), if so desired by the Director General, UIDAI at any time without assigning any reason whatsoever.

4. A local representative of Agency shall be In-charge of the security system and shall be responsible for the efficient rendering of the service under the contract. The security personal shall be equipped with latest communication systems/mobile. Night Guards shall be equipped with proper protection and lighting devices. While working at the premises of UIDAI, they shall work under directives and guidance of Deputy Director General, UIDAI and will be answerable to him. This will, however, not diminish in any way, the agency's responsibility under contract to the UIDAI.

5. The agency shall deploy security guards trained in all facets of security work, including fire fighting. The Agency shall provide necessary undertaking and documentary evidence in this regard.

6. The visitors shall be regulated as per instructions of the Director General , UIDAI procedure and records thereof maintained as stipulated. Further, the visitors shall be attended with due courtesy.

7. A senior level representative of the Agency shall visit UIDAI premises at least once-a-week and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the UIDAI officer dealing with service under the contract for mutual feed back regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.

8. The Agency shall ensure that any replacement of the personnel, as required by UIDAI for any reason specified or otherwise, shall be effected promptly without any additional cost to the UIDAI. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the Director General, UIDAI at Agency's own cost.

9. The Agency shall provide good uniform with name badges to its personnel deployed at UIDAI site at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick, , etc shall be borne/supplied by the Agency at its cost.

10. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the UIDAI/Govt. of India/any State or any Union Territory.
11. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the concerned UIDAI officials. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the agency with approval of Deputy Director General, UIDAI.
12. The agency shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at UIDAI site or for any accident caused to them shall not be liable to bear any expense in this regard. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the PAO, UIDAI for whatever reason. The Agency shall also be responsible for the insurance of its personnel.
13. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to Assistant Director General, UIDAI and maintain liaison with the police. FIR will be lodged by UIDAI wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
14. The agency shall ensure that security staff appointed by them is fully loyal-to and assist the UIDAI during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immovable to the entire satisfaction of the UIDAI.
15. In case of any loss that might be caused to the UIDAI due to lapse on the part of the security personnel discharging security responsibilities will be borne by the Agency and in this connection, UIDAI shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to UIDAI besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the contractor, UIDAI shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
16. In the event of any security personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
17. As and when UIDAI requires additional security strength on temporary or emergent basis, the agency will depute such security personnel under the same terms and conditions. For the same, a notice of two days will be given by the UIDAI. Similarly, if the security personnel deployed by the agency are found any time absent from duty or sleeping or found engaged in irregular activities, the UIDAI shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.
18. The agency shall arrange to maintain at the security desk/booth, the daily shift-wise attendance record of the security personnel deployed by it showing their arrival and departure time. The Agency shall submit to UIDAI an attested photocopy of the attendance record and enclose the same with the monthly bill.
19. The UIDAI shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
20. There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the statutory wages revised by the Government.

21. The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
22. The Security personnel deployed by the agency shall have at least the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the security desk/booth whenever required and also to write their names in the attendance register and mark their arrival and departure by signing in the register.
23. In case of non compliance/non-performance of the services according the terms of the contract, UIDAI shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
24. The agency shall be solely liable for all payment/dues of the Workers employed and deployed by it. The agency shall fully indemnify UIDAI against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in UIDAI premises/facility.
25. The decision of Director General, UIDAI in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
26. In case of any dispute between the Agency and UIDAI, Director General, UIDAI shall have the right to decide. However all matters of jurisdiction shall be at the local courts located at New Delhi.
27. In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a sole Arbitrator to be appointed by ,UIDAI. The provisions of Arbitration and Conciliation Act 1996 shall be applicable.
28. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
29. An agreement shall be signed with the successful bidder as per specimen enclosed.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between '**Client**' (**First Part**) and the '**Agency**' (**Second Part**) and any non-compliance shall be deemed as breach of the Contract/Agreement.

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