

**GOVERNMENT OF INDIA  
PLANNING COMMISSION  
UNIQUE IDENTIFICATION AUTHORITY OF INDIA  
REGIONAL OFFICE, LUCKNOW**

**TENDER DOCUMENT**

**For hiring of Taxi services  
to the Unique Identification Authority of India**

Date of issue of Tender Document	:	16.10.2013
Last Date & time for submission of Tender Document	:	up to 1500 hours on 06.11.2013
Last date for pre –bid clarification	:	30.10.2013
Date & time for opening of Tender Document:		
Technical bid	:	At 1600 hours on 06.11.2013
Financial Bid of eligible Tenderers	:	At later date

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No. File No. A-11016/87/2010-ADM  
Government of India  
Planning Commission  
Unique Identification Authority of India

3<sup>rd</sup> Floor, U.P. Samaj Kalyan Nirman Nigam Building,  
TC-46/V, Vibhuti Khand,  
Gomti Nagar, Lucknow-226010.

Dated the 16<sup>th</sup> October 2013

**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 Lucknow. 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 one year depending upon the requirement and administrative convenience of UIDAI. The quantum of requirement of vehicles may increase or decrease during the period of contract.
2. **The tender document can be downloaded from the website of UIDAI at <http://uidai.gov.in>.** Those who download the tender document from website should enclose an additional DD for Rs.100/- in favour of "Sr.A.O., UIDAI", payable at Lucknow.
3. The interested Agency may put the tender document complete in all respects along with **Earnest Money Deposit (EMD) of Rs.25,000** (Rupees Twenty Five Thousand only) refundable without interest, in the form of demand draft / Pay Order drawn in favour of Sr. Accounts Officer, UIDAI Lucknow up **to 1500 hours on 06.11.2013** in the tender box kept on the Reception Counter of UIDAI, TC-46/V, 3<sup>rd</sup> Floor, Samaj Kalyan Nigam Building, Vibhuti Khand, Gomti Nagar, Lucknow-226010. The tenders will not be accepted beyond the stipulated date and time under any circumstances what so ever.
4. **The Technical bid shall be opened on the same day at 1600 hours** in the conference room of office of UIDAI, TC-46/V, 3<sup>rd</sup> Floor, Samaj Kalyan Nirman Nigam Building, Vibhuti Khand, Gomti Nagar, Lucknow-226010 in the presence of the representative of firms who wish to be present. At the first instance the technical bids shall be analyzed by a technical committee constituted for the purpose. At the second stage financial bids of only technically acceptable offers shall be opened at later date. The scheduled time and venue for opening the financial bids will be communicated to only those firms/agencies whose technical bids are found in order.
5. The UIDAI reserves the right to cancel the tender at any time or amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason, thereof.

## A. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. Bidders are advised to study the bid document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of all instructions, eligibility, forms, terms and requirement specifications in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid.
2. The interested Agency may put the tender document **complete in all respects along with Earnest Money Deposit (EMD) of Rs.25,000** (Rupees Twenty Five Thousand only) **with Technical bid up to 1500 hours on 06.11.2013 in the Tender Box kept at the Reception Counter of UIDAI, TC-46/V, 3<sup>rd</sup> Floor, Samaj Kalyan Nigam Building, Vibhuti Khand, Gomti Nagar, Lucknow-226010**
3. The various crucial dates relating to **"Tender for hiring of taxi services "**are cited as under :
  - a) Date of issue of Tender Document: 16.10.2013
  - b) Last date and time for submission of Tender Document: **at 1500 Hrs on 06.11.2013**
  - c) Last date for pre bid clarification: 30.10.2013
  - d) Date and time for opening of
    - i. Technical Bid : 1600 Hrs on 06.11.2013
    - ii. Financial Bid : At later stage

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

### 4. Bid Submission

(a) The Bid must be submitted in three separate inner covers, which should be addressed to Shri C.S. Mishra, ADG (H.Q.), UIDAI, R.O., Lucknow at [csmishra@uidai.gov.in](mailto:csmishra@uidai.gov.in). These covers should be superscripted as under and should be sealed separately.

EN-01- " Tender for hiring of taxi services to UIDAI - EMD"

EN-02 - "Tender for hiring of taxi services to UIDAI - Technical Bid" as per Annexure-A.

EN-03 - "Tender for hiring of taxi services to UIDAI - Financial Bid" as per Annexure-B.

\* The Envelop EN-01 must contain demand draft for EMD.

\* The envelope EN-02 must also contain the document in support of the Technical/eligibility criteria as mentioned above. The technical bid should be submitted in form given in Annexure-A along-with registration particulars, copy of PAN number issued in favour of the firm, full details of the number of Taxis registered in the name of the bidder or his firm with photo copies of RCs and any other information sought for in the last section of the Annexure-A.

\* The envelop EN-03 must contain the financial bid as peer Annexure-B. The price quoted shall be firm and final for the entire contract period.

The outer cover in which these three sealed covers are placed should be superscripted " ***Tender for hiring of taxi services to UIDAI***" due on 06.11.2013 at 1500 hrs and addressed to :

Shri C. S. Mishra  
Assistant Director General (H.Q.)  
Government of India, Planning Commission  
Unique Identification Authority of India  
TC-46/V, 3<sup>rd</sup> Floor, Samaj Kalyan Nigam Building,  
Vibhuti Khand, Gomti Nagar, Lucknow-226010

(b) The offers submitted by telex/telegram/fax/email or any manner other than specified above shall not be considered. No correspondence will be entertained on this matter.

5. **Earnest Money Deposit (EMD)**

The bidder should deposit Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand only) refundable in the form of Demand Draft/Pay order payable to Senior Accounts Officer, UIDAI, R.O., Lucknow. The bid without EMD shall be rejected and no correspondence will be entertained on this subject.

6. **Bid validity**

The bid shall be valid for a period of one year from the date of opening of the tenders.

7. **Bank Guarantee**

The successful tenderer (s) will have to deposit Performance Bank Guarantee of 5% annual value of contract by a reputed Bank. The performance bank guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the firm. In case the contract is further extended beyond the initial period, the performance bank guarantee will have to be accordingly renewed by the successful tenderer(s).

8. Conditional bids shall not be considered and will be out rightly rejected in very first instance.

**9. Signing of Bid:**

Individual signing the bid or other documents connected with contract must specify whether he signs as :

(i) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.

(ii) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

(iii) Director or principal office duly authorized by the Board Directors of the Company, if it is a Company.

(iv) 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 of 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 firm should also be enclosed alongwith the eligibility bid.

(v) 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.

(vi) A person signing the bid form or any documents forming part of the bid on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, UIDAI may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

(vii) The bidder should sign and affix his/his firm's stamp at each page of the bid and all its Annexure.

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 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. 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 UIDAI 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 by the Bidder in the Bid. Withdrawal of a bid during this interval shall result in forfeiture of Bidder's EMD.

12. The Bidder shall bear all costs associated with the preparation and submission of its bid. UIDAI will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process.

13. The Financial Bid of only those tenderers will be opened who will qualify pre-bid technical qualification. The scheduled time and venue etc. will be communicated to only those agencies whose technical bids are found in order.

14. The UIDAI reserves the right to cancel all bids without assigning any reason.

15. The successful tenderer will be informed of the acceptance of their tender by registered post.

## **B. TECHNICAL ELIGIBILITY CRITERIA**

The tendering Agency must fulfill the following technical specifications in order to be eligible for technical evaluation of the bid described in detail in Section D & E:

- A. The Registered Office of the Agency should be located either in Lucknow. **Self attested copy of the registration certificate of offices in Lucknow shall be enclosed.**
- B. 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 firm should also be enclosed along with the tender.
- C. The Agency must have a minimum of three years' experience in supplying taxies to reputed private companies/Public Sector Companies/Banks /Central and State Government Departments. Proof of at least two contracts relating to supplying of taxi services to Central Government/State Governments/ PSUs/Bank/reputed private firms in last three years along with attested copies of the supply order.
- D. The Agency should have had a minimum annual turnover of **Rs. 15 lacs each year during last three financial years** i.e. 2009-10, 2010-11, 2011-12. **A copy of turn over statement duly certified by the C.A must be enclosed with the tender document.**

- E. 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.
- F. Certified **copy of the PAN card** shall be attached with the Bid document.
- G. The Agency (not individual) should be **registered with Service Tax departments**. Certified copy of the registration shall be attached with the Bid document.
- H. The Agency must have a **minimum of 06 small, mid or/and large segment fleet** of commercial taxi cars registered in its name in Lucknow. **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. The Agency must **own 04 commercial taxi not more than two years** old as on tender opening date. List explained above should indicate these 05 vehicles separately. UIDAI may ask the agency to produce the original RCs at the examination of technical bid.
- I. A list of vehicles for each category with the fuel type should be also provided.
- J. The agency must attach proof of successful and satisfactory completion of at least three contracts/works each amounting to at least Rs 5.00 Lakh per annum or 2 works amounting to Rs 5.00 Lakh each or 1 work amounting to Rs 10.00 lakh per annum during the last five years from the tender opening date. The certificate should be from prominent organizations (Government organizations / PSUs/ Banks, reputed private firms).

### **C. CRITERIA FOR EVALUATION OF TENDER**

- a. EN-01 is the first envelope to be opened on the specified date and time in the presence of bidder's representatives (one from each bidder). EN-02 of only those bidders whose EMD is in order shall be opened in the same session. Bids not accompanying with the prescribed EMD shall not be considered.
- b. The contents of EN-02 (bidder's eligibility) shall be passed on to a duly constituted Technical Evaluation Committee (TEC) for evaluation. The TEC would scrutinize the bids with respect to the eligibility conditions specified in the tender document, may call for additional information from the bidders or may visit the bidders' offices for verification. Additional information if called for must be submitted in the time period given by the TEC failing which the bid shall be rejected.
- c. EN-03 Financial bid shall be opened only for the technically accepted bidders on a date and time duly notified and in the presence of the bidders' representatives. The rates quoted by various bidders shall be read out in this session if so desired by the representatives. The financial bids shall be evaluated by a duly constituted Technical Evaluation Committee (TEC).
- d. In order to have a single rate index for evaluating and comparing the tenders of different tenders for different categories of vehicles, the UIDAI has assigned weightages to each category on the basis of the estimation of the share of the vehicles required in each category and other parameters. Accordingly, the following formula



will be used to arrive at a single figure:

### **Over all consolidated Rate Index**

The formula for overall CRI will be as below:

Over-all Consolidated Rate Index (CRI) =

$$[M1]*(0.90) + [D1*(0.45) + D2*(0.25) + D3*(0.25) + D4*(0.05)]*(0.10)$$

Where

$$M1 = \text{Average Monthly Rate for Category 1} = (X1 + Y1*200 \text{ kms} + Z1*26 \text{ Hrs} + \text{NH}*3)$$

Where X1 is the Monthly Rate and Y1 is the Rate for extra kms and Z1 is the hourly overtime rates on wheels for extra hours and NH is the rate for each outstation night halt for the respective category of vehicles

And

$$D1 = \text{Average Daily Rate for Category 1} = (A1 + B1*10 \text{ Kms} + C1 * 2 \text{ Hrs})$$

$$D2 = \text{Average Daily Rate for Category 2} = (A2 + B2*10 \text{ Kms} + C2 * 2 \text{ Hrs})$$

$$D3 = \text{Average Daily Rate for Category 3} = (A3 + B3*10 \text{ Kms} + C3 * 2 \text{ Hrs})$$

$$D4 = \text{Average daily rate for Category 4} = (A4 + B4*10 \text{ Kms} + C4 * 2 \text{ Hrs})$$

Where

A1, A2, A3 and A4 are the Daily Rates and B1, B2, B3 and B4 are the Rates for extra Kms and C1, C2, C3 and C4 are hourly Overtime Rates on wheels for extra hours for the respective category of vehicles.

And \* is used as the symbol for multiplication.

The bidder offering minimum CRI will be declared as L-1 bidder. The bidders with higher CRI will be declared as L-2, L-3, and so on in order of their CRIs.

e. Any attempt by any bidder to bring pressure of any kind, may disqualify the bidder for the present tender and the bidder may be liable to be debarred for three years from bidding for future UIDAI tenders besides forfeiting the EMD.

f. UIDAI reserves the right to accept any bid, and to cancel/abort the Tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders, of any obligation to inform the affected Bidder or Bidders of the grounds for UIDAI's action and without assigning any reasons.

g. The decision of UIDAI arrived at as above will be final and no representation of any kind will be entertained on the above. Any attempt by any bidder to bring pressure of any kind, may disqualify the bidder for the present tender and the bidder may be liable to be debarred from bidding for UIDAI tenders in future for a period of at least three years.

h) When deemed necessary, UIDAI may seek, clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the tender submitted or price quoted. Also it will not imply that bidder's bid has been selected for processing.

i) UIDAI may waive any min or informality or non-conformity or irregularity in a bid, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

**ANNEXURE-A**

**PROFORMA FOR TECHNICAL BID/BIDDER ELIGIBILITY**

Name of the Agency :

Address :

Telephones: Mobile:

Year of setting up :

Service Tax Registration No.:

PAN No. :

Item	Amount Rs.	Name of the Bank	Branch	Draft/Pay order No.
EMD	25000			

**DETAILS OF TAXI/CARS (Minimum 10 cars registered in bidders own name)**

S.No.	Registration No.	Make	Model	Year	Kilometers Run

Xerox copies of the STA registration of each of the above vehicles may be submitted on a separate sheet.

**DETAILS WHERE THE BIDDER IS EMPANELLED FOR THIS SERVICE**

Year since empanelled	Name of Organization with address	Contact Person	Telephone No.

**DECLARATION**

1. I, \_\_\_\_\_ Son/Daughter/Wife of  
Shri \_\_\_\_\_ Proprietor/Director/authorized signatory of the  
Agency mentioned above, is competent to sign this declaration and execute this  
tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

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## Annexure-B

### PROFORMA FOR FINANCIAL BID

Name of the Agency:

#### Table-A - Daily Option:

Rate (all inclusive including all taxes and levies except service tax & parking charges) for Taxis as indicated below:

		A	C	D
Category	Make	Rate for full day (12 hrs and 80 Kms) - In Rs. per day	Extra per Km beyond 80 Kms per Km)	<i>Extra per hr beyond 12 hrs (Rs. per hr)</i>
D-1	Honda City or similar			
D-2	INNOVA			
D-3	Tata Indigo			
D-4	Tata Indica or equivalent			

**Note:** Vehicles on daily option required purely on need basis.

**Rate for outstation Night Halt (NH) =**

**( In figure ) ..... Rs / Night; ( In words)**

.....Rs /Night

#### Table-B - Monthly Option

Rates (all inclusive including all taxes and levies except service tax & parking charges) of taxis on monthly basis

	A	B	C	D
Category	Make/Colour	2000 Kms and 25 days per month and upto 300 hrs (In Rs. per month)	Extra per Km beyond 2000 Kms (Rs. per Km)	Extra per hr beyond 300 hrs (Rs. per hr)
M-1*	Tata Indigo or equivalent (White Colour)			

\*3-vehicles required on monthly basis which may increase or decrease.

**Rate for outstation Night Halt (NH) =**

**( In figure ) ..... Rs / Night; ( In words)**

.....Rs /Night

#### **NOTE:**

1. Extra hour/day/km in monthly option (schedule B) will be compensated as follows:

- 1.1 Extra for days exceeding 25 days use will be as follows (with duty upto 12 hours) :  
Rs. per day = Column B/25
- 1.2 The payment for extra Km beyond 2000 Km and extra hour beyond 300 hrs will be based on the average of all the quoted rates of valid tenderers against

these items (Refer Schedule B of Monthly Option, Column C and Column D). This will be the basis of reimbursement if the quoted rate of the lowest tenderer is higher than the average quoted rate. In case the quoted rate of L1 tender is lower then reimbursement will be made on the quoted rate.

2. Compensation/recovery clause on account of variation in fuel prices:  
To take care of price variation in fuel (diesel/petrol/CNG) the price compensation/recovery will be as per following formula: % compensation/recovery  
 $=1/2*(F1/F0-1)*100$
- Where F1 is the minimum price of petrol/diesel/CNG cost during the month to which the bill will relate.
  - F0 is petrol/diesel/CNG cost; as on the Tender opening date.
  - -/+ indicates recovery and compensation respectively.
  - % compensation/recovery will be on the accepted rate for various category of vehicles indicated in Schedule A & B and item 1.2 of Schedule B
  - The rate payable for extra Km (beyond 2000 Km) will be adjusted based on the %age compensation/recovery as indicated above.

Signature of Tenderer :  
(with Stamps of the firm)

Name of Authorized Signatory :

SEAL

## **D. TERMS AND CONDITIONS OF THE CONTRACT**

### **General**

1. The contract will be initially for a period of one year and is likely to commence from the date of signing of the agreement which may be extended for a further period of 1 year on the same rates, terms and conditions depending upon the requirement and administrative convenience of UIDAI. Any further extension (beyond 2 Years) can be considered on mutually agreed terms and condition. The UIDAI, however, reserves the right to terminate/curtail the contract at any time after giving one week's notice without assigning any reason.
2. Taxis to be provided by the Contractor(s) 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 firm should specify the numbers of such vehicles enclosing copies of their RC. The successful firm should ensure that only such taxis are deputed in this office.
5. The vehicles should require to be comprehensively insured.
6. The vehicles will have to be fitted /provided with the following additional accessories/utilities.
  1. Clean seat covers
  2. Quality radio music system
  3. Reading lamp
  4. Tissue paper box
  5. Car perfume
  6. Mobile charger
  7. Seat Belts (Front Rear)
  8. Umbrella during Monsoon
7. Firms should have sufficient numbers of drivers having experience of driving in the states of Uttar Pradesh and Uttarakhand under the jurisdiction of UIDAI, RO, Lucknow.
8. 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.
9. The firm 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.
10. Each driver employed by the firm must have a cell-phone duly activated.
11. Each driver should wear uniform while on duty.

12. No mileage will be allowed for lunch/tea of the driver. Driver should carry his lunch.
13. A list of drivers who would be deployed on duty along with their valid driving license nos. have to be provided to the Unique Identification Authority of India. No driver should be changed unless the officer to whom the driver reports is apprised.
14. The firm should inform in advance the bio- data of all drivers who would be deployed on duty to the Unique Identification Authority of India.
15. Declaration from the transporter on their letter-head stating that the drivers provided are of Good Character, vetted by police for security, have valid driving license and are aware of the roads of Lucknow will be provided to the Office of the unique Identification Authority of India.
16. The firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office.
17. The firm should have a provision to take bookings 24 x 7
18. The firm should be experienced in providing fleets for events, delegations, meetings and conferences etc.
19. "Full Day" would imply a run of the Taxi upto 80 kilometers and 12 hours duration.
20. Full month would imply 2000 kms and 25 days upto 300 hours
21. Rates once finalized will be fixed at least for a period of one year and used as base rate in case of Upward/downward change in rates in fuel prices.
22. Any complaint from the users regarding poor upkeep, maintenance, non availability of above accessories or any misbehavior of the driver would attract a cut from the bill for that day(s) on pro rata basis @ 25% in the first instance, 50% in the second instance and removal of driver and/or vehicle from the fleet on the third instance either from per day rate or on prorata basis.
23. Any overtime arising due to breakdown of vehicle supplied by Agency shall be on his account and shall not be charged to UIDAI
24. 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 regularly for scrutiny.
25. 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 will be imposed.
26. The time and mileage shall be taken in to 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.

27. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and drivers should not be changed unless so requested for by the UIDAI. The vehicle must be available at any time of days as desired by the UIDAI.
28. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of similar make as replacement immediately.
29. The liability of the UIDAI will be limited to the hiring charges agreed in the contract.
30. No additional terms & conditions over and above the conditions stipulated above shall be entertained by UIDAI
31. Actual parking charges/Toll charges will be payable along with the monthly bills, only upon submission of the parking bills/toll receipts etc.
32. 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.
33. While the Office of the unique Identification Authority of India 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.
34. 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 Department in that event and the Security Deposit in the form of Performance Bank Guarantee shall be encashed
35. 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 firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.
36. In case of frequent change of vehicle in respect of a particular officer, one day amount will be deducted for every second change.
37. 1% of the daily amount will be deducted in case of delayed reporting by the driver.

**E : Terms of payment:**

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
2. All payments shall be made by ECS only.
3. Office of the Unique Identification Authority of India shall be at liberty to withhold any of



the payments in full or in part subject to recovery of penalties mentioned in preceding para.

4. The term 'payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
5. Payments, subject to Tax Deduction at Source (TDS) shall be process within 21 days of the submission of the complete documents.
6. Duly signed bills in triplicate shall be submitted along with the daily log book/duly slips of Taxi/car's usage signed by the officer who used the vehicle. The car registration number should be mentioned on bill. If car registration number found of before 2011, appropriate penalty will be deducted from the bill.

**ANNEX-A**

Details of major contracts with Central Government/State Governments/PSUs/ Reputed Private Firms 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.				

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

## D. PROFORMA FOR TECHNICAL BID

	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 Reg. Office  Telephone No. FAX No. E-Mail Address	
4	Full address of Operating/ Branch Office in Lucknow  Telephone No.                   : FAX No. E-Mail Address	
5	Banker of Agency with full address  (Attach Bankers certificate of account maintenance for the last three years)  Telephone Number of Banker	
6	Registration No. of the Agency /firm	Attach self-attested copy of the Registration
7	PAN No	Attach self-attested copy of the Registration
8	Service Tax Registration No.	Attach self-attested copy of the Registration
9	Service tax paid during last three years	Attach Statement of last three years service tax details
10	Financial turnover of the Agency for the last 3 Financial Years (2009-10, 2010-11, 2011-12)	Attach last three years of financial statement duly certified by the CA and copy of the Agency's IT return of last three years.

11	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
12	Details of major contracts handled in last three years	Attach in Annexure –A
13	Certificate of satisfactory performance from the organization to whom the service was provided.	Attach attested copies of the appreciation letters from the organizations to whom service was provided.

Signature of authorized person

Date:

Name:

Place:

Seal :

**SCHEDULE B: Monthly option:**

Rates (all inclusive including all taxes and levies except service tax & parking charges) of taxis on monthly basis:

	A	B	C	D
<b>Sl. No</b>	<b>Make</b>	2000 kms and 25 days per month and Upto 300 hrs (In Rs per month)	Extra per KM Beyond 2000 KM (Rs per KM)	Extra per hour Beyond 300 hrs (Rs per hr)
1.	Tata Indigo or similar (White)			

**Rate for outstation Night Halt (NH) =**

**( In figure ) ..... Rs / Night; ( In words)**

**.....Rs /Night**

**Note:**

1. Extra hour/day/km in monthly option (schedule B) will be compensated as follows:
  - 1.1 Extra for days exceeding 25 days use will be as follow (with duty upto 12hours): Rs Per day= Column B/25
  - 1.2 The payment for extra KM beyond 2000 KM and extra hour beyond 300 hrs will be based on the average of all the quoted rates of valid tenderers against these items (Refer Schedule B of Monthly Option, Column C and Column D). This will be the basis of reimbursement if the quoted rate of the lowest tenderer is higher than the average quoted rate. In case the quoted rate of L1 tender is lower then reimbursemet will be made on the quoted rate.
2. Compensation/recovery clause on account of variation in fuel prices:
 

To take care of price variation in fuel (diesel/petrol/CNG) the price compensation/recovery will be as per following formula: % compensation/recovery=1/2\*(F1/F0-1)\*100

  - Where F1 is the minimum price of petrol/diesel/CNG cost during the month to which the bill will relate.

- **F0 is petrol/diesel/CNG cost as on the Tender opening date**
- **-/+ indicates recovery and compensation respectively.**
- **% compensation/recovery will be on the accepted rate for various category of vehicles indicated in Schedule A & B and item 1.2 of Schedule B**
- **The rate payable for extra KM (beyond 2000 KM) will be adjusted based on the %age compensation/recovery as indicated above.**

**Signature of Tenderer:**\_\_\_\_\_

**(with stamps of the firm)**

Name of Authorized Signatory\_\_\_\_\_

Seal: