

TENDER NO. T-11018/07/2010/UIDAI(RO-Delhi)/Housekeeping

**Online-BID DOCUMENT for
Selection of Housekeeping Agency for cleaning and
Maintenance work at UIDAI, RO-Delhi**

21st December, 2016

**UNIQUE IDENTIFICATION AUTHORITY OF INDIA,
Ministry of Electronics & Information Technology (MeitY)
GOVERNMENT OF INDIA,
NEW DELHI**

CHECK LIST

As a part of Online submission of the bid please check whether following have been enclosed in the respective packets, namely, Packet – 1 (**Pre-Qualification Bid, Technical Bid**) and Packet -2 (**Commercial Bid**):

1. Check List of documents/supporting documents to be enclosed in the Bid(Packet-1, Part D)

S. No	Description	Whether Enclosed (Y/N)
(i)	Signed and scanned copy of Bid Document Fee Demand Draft	
(ii)	Signed and scanned copy of Bid Security of the prescribed amount and validity	
(iii)	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 to be enclosed.	
(iv)	The Bidder should have average annual turnover of Rs. 10,00,000/- (Rupees Ten Lakhs) in each of the financial year 2013-14, 2014-15 & 2015-16. Certified copies of audited financial statements alongwith their respective filed ITRs to be attached.	
(v)	The bidder should have a registered office/ Branch in Delhi/NCR. Supporting proof thereof to be attached.	
(vi)	Undertaking that no case is pending with the police against the Proprietor/ firm/ partner or the company and the company has not been blacklisted by any Agency/Govt. Deptt (Clause 20.1(viii))	
(vii)	Set up of the organization, clearly indicating details of managerial, supervisory and other staff AND number of muster roll staff available for performing this service	
(viii)	Signed and scanned copy of Registration Certificate of those bidders who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC) or with Ministry of Electronics & Information Technology (MeitY)	
(ix)	Supporting proof if the company operates on All India Basis.	
(x)	Copy of valid licence or registration certificate, PF Registration, ESI Registration, Service Tax Registration and PAN Number	
(xi)	Experience Certificates, testimonials of providing Housekeeping Services of executing minimum three similar assignments in last three financial years ending 31.03.2016.The bidder must attach copies of the previous or existing employers certificate & copy of award letters.	

2. Check List of Annexure / Appendix to be enclosed in the Technical Bid(Packet-1, Part II)

S. No.	Description	Whether Enclosed (Y/N)
(i)	Signed and scanned copy of PARTICULARS OF REQUIREMENT (Annexe 4.1.1)	
(ii)	Signed and scanned copy of TECHNICAL BID Particular (Annexe 4.1.2)	
(iii)	Signed and scanned copy of Technical Bid Letter (Annexe 4.1.3)	
(iv)	Un-priced Commercial Bid (please refer to Clause 18.2(a) Section II)	

Important Note:

- a) The Annexures and other supporting the above list in 1 & 2 shall be placed in the Packet-I, Part 1 and Part 2 as explained in Clause 1 of Section II.

3. Check List of Annexure / Appendix to be enclosed in the Commercial Bid (Packet-2)

S. No.	Description	Whether Enclosed (Y/N)
(i)	Signed and scanned copy of Bid Particulars (Annexe 4.2.1)	
(ii)	Signed and scanned copy of Commercial Bid Letter (Annexe 4.2.2)	
(iii)	Signed and scanned copy of Details of comprehensive Annual (Recurring) costs - (Annexe 4.2.3)	
(iv)	Price Bid: Schedule of price bid in the form of BOQ_Housekeeping.xls (This can be downloaded during online submission and to be submitted online itself).	

Important Note:

- a) The Annexures supporting the above list shall be placed in the Packet-2 as explained in Clause 1 of Section II.

4. Check-lists (as in point 1, 2 & 3 above) should be duly filled with Y/N, signed and scanned and should be made part of the Packet-1, so that it is clear that all the expected documents are enclosed.

SECTION I – Invitation to Bid

This invitation to online bid is for “Selection of suitable Housekeeping Agency for maintenance & upkeeping of UIDAI, RO-Delhi”

1. 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. Bid offers prepared in accordance with the procedures enumerated in **Clause 1 of Section II** should be submitted online only through CPPP website: <https://eprocure.gov.in/eprocure/app> not later than the date and time laid down at the address given in the **Schedule for Invitation to Bid under Clause 9**. Tenderer/Contractor are advised to follow the instructions provided in the ‘Instructions to the 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.

2. Not more than one tender shall be submitted by one bidder or bidders having business relationship. 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 tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
3. Tenderer who has downloaded the tender from the UIDAI website www.uidai.gov.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with UIDAI.
4. 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.
5. The Hard Copy of original instruments in respect of cost of tender document and earnest money must be delivered to the address as mentioned in the Clause 9 of the Section I on or before bid opening date/time as mentioned in critical date sheet. Tenderer shall 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.
6. Bids will be opened as per date/time as mentioned in the Clause 9. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated later.
7. All Bids must be accompanied by an **EMD (Earnest Money Deposit) / Bid Security of amount of Rs. 10,000/- (Rupees Ten Thousand only)**, in the form of Demand Draft **in favour of “PAO, UIDAI”** drawn on any Nationalized Bank/ Scheduled Commercial Bank and payable at New Delhi, 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 (MeitY).

8. The Bid Document is not transferable.

9. **Schedule for Invitation to Bid**

a) Name of the Purchaser:

**The President of India acting through the Deputy Director General,
Unique Identification Authority of India,
Ministry of Electronics & Information Technology, Govt. of India (GoI),
Regional Office-Delhi, Ground Floor Pragati Maidan Metro Station,
Pragati Maidan, New Delhi – 110001.**

b) Addressee and Address:

**The Assistant Director General
Unique Identification Authority of India (UIDAI),
Ministry of Electronics & Information Technology, Govt. of India (GoI),
Regional Office-Delhi, Ground Floor Pragati Maidan Metro Station,
Pragati Maidan, New Delhi – 110001.**

c) Name of the Contact Person for any clarification :

**Shri A.K. Sharma,
Section Officer (Admn),
Unique Identification Authority of India (UIDAI),
Ministry of Electronics & Information Technology, Govt. of India (GoI),
Regional Office-Delhi, Ground Floor Pragati Maidan Metro Station,
Pragati Maidan, New Delhi – 110001.**

Queries should be submitted via E-mail and followed by paper copy by post

E-mail – ashok.sharma@uidai.net.in

d) **Important Dates :**

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

CRITICAL DATE SHEET

Published Date	T or 21 st Dec 2016
Pre-Bid Meeting	T +6 or 27 th Dec 2016 at 1500 hrs
Submission of Clarification, if any	T+11 or 2 nd Jan 2017 on or before 1600 hrs
Clarification / corrigendum to be uploaded on the CPPP Portal	T+18 or 9 th Jan 2017 at 1730 hrs
Bid Submission Start Date	T+19 or 10 th Jan 2017 at 1100 hrs
Bid Submission End Date	T+26 or 16 th Jan 2017 at 1000 hrs
Technical Bid Opening Date	T+28 or 18 th Jan 2017 at 1500 hrs

Financial Bid Opening Date	Will be communicated later.
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10. The Bidder is required to pay **Rs. 100/-** (Rupees One Hundred Only) towards Bid Document Fee, at the time of submission of Bids, in the form of a Bank Demand Draft **failing which the Bids submitted by the Bidder shall not be entertained and shall be summarily rejected.** The Bank Demand Draft should be drawn on a Nationalised Bank/ Scheduled Commercial Bank in favor of **“PAO, UIDAI”** and payable at **New Delhi. The Bid Document Fee is non-refundable.** Bid Document Fee is not required from those bidders who are registered with the National Small Industries Corporation (NSIC).

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

11. Procedure for Submission of Online Bids on CPP Portal

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

i. Registration

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

ii. Searching for tender documents

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

iii. Preparation of bids

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

iv. Submission of bids

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date

of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

v. Assistance to bidders

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.

SECTION II- Instruction to Bidders

1 Online Bids Submission Process

- 1.1 The tender shall be submitted Online (complete in all respect) must be uploaded on <https://eprocure.gov.in/eprocure/app> in **two packets i.e. Two Bid system (technical bid and price bid)**, and bidder must follow the procedure as detailed in the Clause 11 of Section I.
- 1.2 The bid shall be submitted online, the Signed and Scanned copy of all the required documents in –
- A.) **Packet-1** having 2 parts, viz.,
- Part I – Tender Fee + EMD + Checklist with Y/N as mentioned in CHECK LIST section for point 1,2 & 3 + Documents as per check list
 - Part II - Technical Bid Submission (All the required supporting as well as Annexure as mentioned in CHECK LIST section)
- B.) **Packet-2** having viz.,
- Financial Bid Submission (All the required supporting as well as Annexure as mentioned in CHECK LIST section)
 - Schedule of price bid in the form of BOQ_**Housekeeping.xls**
- 1.3 All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. All the files mentioned below should be in **.PDF format except for the BoQ which should be .xls format**.
- 1.4 The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.
- 1.5 Original Instruments for EMD (**as per Bank Guarantee Format in Appendix A**) and Demand Draft for Tender Fee **must be submitted on or before the last date of submission of Bids to the address, date and time as mentioned in the Clause 9 (c) and (d) of Section I**.

2 Bid Prices

- 2.1 The Financial Proposal/Commercial bid format as mentioned in **Annexe 4.2.3** of **Section IV** is also provided as BOQ_**HOUSEKEEPING.xls** along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BOQ_**HOUSEKEEPING.xls** as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, bid will be rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with UIDAI.
- 2.2 In the absence of the above information, as requested in Clause 2.1, a bid may be considered incomplete and summarily rejected.
- 2.3 The Bidder shall prepare the bid based on details provided in the Bid documents. Bidder shall carry out the detailed study of the facilities in accordance with the requirements of the Bid document and

it shall be the responsibility of the Bidder to fully meet all the requirements of the Bid document.

3 Firm Prices

- 3.1 Prices quoted must be firm and final. 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. The Bidder shall, therefore, indicate the prices in **Annexe 4.2.3 of Section IV** enclosed with the Bid. The Bid Prices shall be indicated in Indian Rupees (INR) only.
- 3.2 The Commercial bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out. Such charges should be shown separately in Annexure 4.2.3 of Section IV. Prices quoted in the **Annexe 4.2.3 of Section IV** and BOQ_HOUSEKEEPING.xls should be same and in case of any deviation in BOQ_HOUSEKEEPING.xls will be considered and UIDAI (RO-Delhi), at its discretion, may ask for clarification with respect to taxes, duties, fees, levies, works contract tax and other charges.

4 Discount

- 4.1 The Bidders are advised not to indicate any separate discount. Unconditional Discounts, if any, should be merged with the quoted prices. Discount of such type, indicated separately, will not be taken into account for evaluation purpose. However, in the event of such an offer, without considering discount, is found to be the lowest, the UIDAI shall avail such discount at the time of award of contract.

5 Bid Security

- 5.1 The Bidder shall furnish, as part of its bid, a bid security of the amount mentioned in Clause 7 of Section I.
- 5.2 The bid security is required to protect the UIDAI against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to Clause 5.7.
- 5.3 The bid security shall be denominated in Indian Rupees, and shall be in the form of Demand Draft **in favour of "PAO, UIDAI"** drawn on any Nationalized Bank/ Scheduled Commercial Bank and payable at New Delhi and shall be **valid for 45 days beyond the validity of the Bid**.
- 5.4 Bidders who are registered with the Central Purchase Organisation, National Small Industries Corporation (NSIC) or with the Ministry of Electronics and Information Technology (MeitY) are exempted from furnishing of bid security. Any bid not secured in accordance with Clauses 5.1 and 5.3 will be rejected by the UIDAI as non-responsive.
- 5.5 Unsuccessful Bidder's bid security will be discharged/ returned as promptly as possible but not later than 30 days after award of contract to the selected bidder.
- 5.6 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, RO, Delhi.

5.7 The bid security may be forfeited:

- a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder in the Bid; or
- b) In the case of a successful Bidder, if the Bidder fails;
 - (i) to sign the Contract in accordance with Clause 16;
 - (ii) to furnish performance security in accordance with Clause 17.
 - (iii) To undertake the work or fails to comply with any of the terms and conditions of the contract

6 Period of Validity of Bids

6.1 Bids shall remain valid for 120 days from the date of opening of tender prescribed by the UIDAI. A bid valid for a shorter period may be rejected by the UIDAI as non-responsive.

6.2 In exceptional circumstances, the UIDAI may ask the Bidder to extend the validity of the Bid. The validity of bid security provided under Clause 5 shall also be suitably extended. However, A Bidder will not be permitted to modify its bid.

7 Format and Signing of Bid

7.1 Tender bid must contain the name, office and after office hours addresses including telephone number(s) of the person(s) who are authorized to submit the bid with their signatures. A certificate from bidder's HR/ legal department must be enclosed with the bid certifying that the person(s) who signed the bid is an authorized person on behalf of company.

7.2 **Un-signed, un-stamped and without certificate for authorized person from bidder's HR / legal department bid shall not be accepted.**

7.3 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

7.4 All pages of the bid being submitted **must be legible, signed and sequentially numbered** by the bidder irrespective of the nature of content of the documents before uploading. Ambiguous bids will be out rightly rejected.

8 Terms and Conditions of Bidders

8.1 Printed terms and conditions (General Conditions) of the Bidders will not be considered as forming part of their Bids.

9 Address for Correspondence

- 9.1 The Bidder shall designate the official mailing address, place, and email to which all correspondence shall be sent by the UIDAI.

10 Opening of Bids by UIDAI

- 10.1 Online bids (complete in all respect) received along with Demand Draft towards Tender Document Fee and EMD (Physically) will be opened as mentioned in the Clause 9 of Section I. Bid received without EMD will be rejected straight way. EMD and Tender Fee original instrument must be submitted to the address as mentioned in the Clause 9 (c) of Section I on or before the last date of submission of Bids as per Clause 9 (d) of Section I.
- 10.2 A duly constituted committee will evaluate Eligibility Criteria of bidders.
- 10.3 Bids of only eligible and technically qualified bidders will be taken up for further evaluation.
- 10.3 The Bidders' names, modifications, bid withdrawals and the presence or absence of the requisite Bid Security and such other details as the UIDAI, at its discretion, may consider appropriate will be announced at the bid opening.

11 Criteria for Evaluation of Bids

- 11.1 To meet the UIDAI's requirements, as spelt out in the Bid Document, the selected Bidder must have the requisite experience for Housekeeping services at the aforementioned location sought by the UIDAI. Any time during the process of evaluation the UIDAI may seek specific clarifications from any or all Bidders.

11.2 Phase I: Evaluation of Technical Bids

Technical Bids will be opened as per the date and time mentioned in the Critical date sheet. A detailed analysis will be subsequently carried out by the UIDAI. In this phase, the Technical Bids will be reviewed for compliance of the Bid requirements with reference to the responses to the **eligibility criteria and Schedule of Requirement**. Technical Bids which meet the above mentioned criteria will be eligible for consideration in the subsequent rounds. If required, the UIDAI may seek specific clarifications from any or all Bidder(s) at this stage. The UIDAI shall determine the Bidders that qualify for the next phase after reviewing the clarifications provided by the Bidder(s).

11.3 Phase II: Evaluation of Commercial Bids

In this phase, the Commercial Bids of the Bidders, who are technically qualified in Phase I, shall be opened. The bidder with lowest qualifying commercial bid (L1) will be awarded the work.

- 11.4 Evaluation of the bid will be online and offline both, and comments of the offline committee will be uploaded as per the online process.

12 UIDAI's Right to Vary Scope of Contract at the time of Award

- 12.1 The UIDAI may at any time, by a written order given to the Bidder pursuant to **Clause 2 of Section III – General Conditions of Contract**, make changes within the general scope of the Contract.

13 UIDAI's Right to Accept Any Bid and to Reject Any or All Bids

- 13.1 The UIDAI reserves the right to accept any bid, and to annul the Bid process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the UIDAI's action.

14 Clarification

- 14.1 When deemed necessary, the UIDAI may seek clarification on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the Bid submitted or price quoted.

15 Notification of Award

- 15.1 Prior to the expiration of the period of bid validity, the UIDAI will notify the successful Bidder in writing by registered letter or by fax or email, to be confirmed in writing by registered letter, that its bid has been accepted.
- 15.2 The notification of award will constitute the formation of the Contract.
- 15.3 Upon the successful Bidder's furnishing of performance security pursuant to Clause 17, the UIDAI will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to Clause 5.

16 Signing of Contract

- 16.1 At the same time as the UIDAI notifies the successful Bidder that its bid has been accepted, the UIDAI will send the Bidder the Contract Form .
- 16.2 Within **15 days** of receipt of the Contract Form, the successful Bidder shall sign and date the Contract and return it to the UIDAI.

17 Performance Security

- 17.1 Within **10 days** of the receipt of notification of award from the UIDAI, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Contract Performance Guarantee Bond prescribed at **Appendix -A**

- 17.2 Failure of the successful Bidder to comply with the requirement of Clause 17 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the UIDAI may award the Contract to the next lowest evaluated Bidder or call for new bids.

18 Rejection Criteria

18.1 Technical Rejection Criteria

The following vital technical conditions should be strictly complied with failing which the bid will be rejected:

- The Bidder shall be deemed to have complied with all clauses in the Bid document under all the sections/chapters of the Bidding document, including Bid Evaluation Criteria (BEC), Schedule of Requirements, and General Terms and Conditions of Contract unless otherwise stated in the deviation statement. Evaluation will be carried out on the information available in the bid.
- If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Bidding Process.
- Any conditional bid or bid with any deviation will not be accepted.

18.2 Commercial Rejection Criteria

The following vital commercial conditions should be strictly complied with failing which the bid will be rejected.

- a. Bid should be submitted in Two Bid systems in two packets. The Pre-Qualification Bid and Technical Bid shall **contain no prices or commercial bid details**. However a blank copy of the commercial bid (**i.e Annexure 4.2.3**) should be enclosed with the Technical Bid with the price column of the **price bid format blanked out**. A tick mark (✓) shall be provided against each item of the price bid format to indicate that there is a quote against this item in the Commercial bid. **Offers with Technical Bid containing prices shall be rejected outright.**
- b. Offers of following kinds will be rejected:
 - i. Offers made without Bid Security/Bank Guarantee along with the offer.
 - ii. Offers made through Email.
 - iii. Offers which do not confirm unconditional validity of the bid for 120 days from the date of opening of bid.
 - iv. Offers where prices are not firm during the entire duration of the contract and / or with any qualifications.
 - v. Offers which do not conform to UIDAI's price bid format.
 - vi. Any other criteria which UIDAI seems fit to reject.
 - vii. Bids NOT submitted as per the specified format and nomenclature will be out rightly rejected.

- viii. Ambiguous and Duplicated bids will be out rightly rejected.
 - ix. Any alteration / overwriting / cutting in the bid should be duly countersigned else it will be out rightly rejected.
 - x. Bid received **without EMD and Tender Fee will be rejected** straight way and also EMD not meeting above deadlines will not be accepted and their uploaded bid will be rejected.
- c. Any conditional bid will not be accepted.

19 Cost of Bid Document

- 19.1 The Bidder is required to pay **Rs. 100/- (Rupees One Hundred Only)** towards Bid Document Fee, at the time of submission of Bids, in the form of a Bank Demand Draft **failing which the Bids submitted by the Bidder shall not be entertained and shall be summarily rejected.** The Bank Demand Draft should be drawn on Nationalized Bank/ Scheduled Commercial Bank in favor of **“PAO, UIDAI”** and payable at New Delhi. **The Bid Document Fee is non-refundable.** Bid Document Fee is not required from those bidders who are registered with the National Small Industries Corporation (NSIC).
- 19.2 The Bidder shall bear all costs associated with the preparation and submission of its bids, including cost of presentation for the purposes of clarification of the bids, if so desired by the UIDAI. The UIDAI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

20 Conditions for Pre-Qualification of Bidders

- 20.1 For the purpose of pre-qualification of Bidders, the Bidder should enclose in their Pre-Qualification Bid (to be submitted online as part of **Packet-1 Part-1** of the online submission process), statement of qualification on following parameters, duly supported by necessary documentary evidences, as applicable:
- i. Bid Document Fee Demand Draft (in original)
 - ii. Bid Security (in original) of the prescribed amount and validity
 - iii. The bidder should not have been **blacklisted** / under a declaration of ineligibility for corrupt and fraudulent practices with any of the departments of the Central, State Governments and PSUs. Undertaking from bidder in this regard to be submitted.
 - iv. Bidder should have valid license to carry out the business, PF Registration, ESI Registration, Service Tax Registration Number and PAN Number.
 - v. The Bidder is required to attach experience certificates, testimonials of providing Housekeeping Services of executing minimum three similar assignments in last 03 Financial years ending 31.03.2016 . The bidder must attach copies of the previous or existing employers

certificate & copy of award letters.

Sl. No.	Name of organization with complete address & telephone numbers to whom Housekeeping services provided	From	To	Contracted Amount (Rs. Per month)	Reason for Termination
---------	---	------	----	-----------------------------------	------------------------

- vi. The Bidder should have average annual turnover of Rs. 10,00,000/- (Rupees Ten Lakh) in each of the financial year i.e 2013-14, 2014-15 & 2015-16. Certified copies of audited financial statements along with their respective filed ITRs may be attached.
- vii. The bidder should have a registered office/Branch in Delhi/NCR. Supporting proof thereof should also be attached in the Technical Bid.
- viii. The bidder shall submit an undertaking that no case is pending with the police against the Proprietor/ firm/partner or the Company (Agency) and the Company has not been BLACKLISTED by any Agency/Govt. Deptt. OR

Convictions in the past against the Company / Firm / Partner are indicated as under:-

- a.
- b.

- ix. The Bidder should submit set up of the organization, clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service
- x. 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.
- xi. Signed and Scanned copy of Registration Certificate from those bidders who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or with the Ministry of Electronics and Information Technology (MeitY).
- xii. The bidder shall have the following Registrations and details of the same be provided in the Technical Bid
 - (a) PF Registration.
 - (b) ESI Registration.
 - (c) Service Tax Registration.
 - (d) Pan number

- xiii. The firm should comply with statutory provisions of the labour laws, minimum wages, bonus, Employee's State Insurance, etc.

20 Revelation of Prices

- 20.1 Prices in any form or by any reason before opening the Commercial Bid should not be revealed, failing which the offer shall be liable to be **rejected**.

SECTION III GENERAL CONDITIONS OF CONTRACT

SPECIFIC TERMS AND CONDITIONS

1.0 COMMENCEMENT OF CONTRACT

The contract shall commence from the date of consent of the firm to the terms and conditions. Initially, the contract will be for one year extendable up to additional one year, if performance/services are found satisfactory on review after one year. The contract so awarded can be terminated by the Office of the Unique Identification Authority of India at any time without any notice or conveying any reason therefore.

2.0 LICENSES AND PERMITS:

1.1 The Agency shall obtain all necessary permits/licenses from authorized agencies such as Municipal Corporation, other Local Authorities, State/Central/Govt. Department, Labour Department etc. at his own cost. UIDAI, RO, Delhi, shall not be held responsible for any breach of these rules and regulations by the Agency.

1.2 The agency should have its Registered Branch office in Delhi/NCR.

3.0 ARRANGEMENTS:

It will be the responsibility of the Agency to make sufficient, appropriate and suitable arrangements for proper and efficient services to clean and maintain so that the movable and immovable properties of UIDAI, RO, Delhi premises including all equipment, furniture, fixtures and fittings in the premises of the Office without any damages and/ or breakages to the same. Also the agency shall be responsible for mechanized cleaning of passages, glass facades, carpet and internal areas of office including doors windows, furniture at their own cost, man, material and equipment. In case of failure of the agency to do so UIDAI, RO, Delhi shall get the same done through other sources at the cost and expenses of the agency.

4.0 QUALITY:

The quality of service at all stages should be as per standards laid down by UIDAI, RO, Delhi and explained to the agency from time to time. The Agency shall be responsible for maintaining the entire premises clean at all times. The timings of duties will vary as per Administrative requirement.

5.0 WORK-FORCE:

5.1 All the workmen deployed by the Agency at UIDAI, RO, Delhi shall abide by the disciplinary procedures, rules and regulations laid down by UIDAI, RO, Delhi from time to time.

5.2 The workmen deployed by the Agency shall be its own employees under their exclusive management, supervision and control and UIDAI, RO, Delhi shall in no way, be responsible or liable for their wages, salaries, bonus, gratuity or any other allowance, leave salary, wages for holidays or any compensation notice pay etc.

5.3 A complete list of personnel along with their bio-data photographs, proof of residence, etc. should be submitted to the Assistant Director General, UIDAI, RO, Delhi before they are deployed. Changes should be informed forthwith when they take place.

5.4 All personnel deployed by the Agency shall at all times be medically fit. The employees should be supplied with proper uniform (Shoes & dress 2 sets) and identity card with photographs by the Agency at its costs. Employees of the Agency should be in prescribed uniform at all times during the duty hours.

5.5 All the staff required for providing Housekeeping service should have appropriate experience required for the job.

5.6 The workforce deployed at UIDAI, RO, Delhi will not be changed frequently so as to maintain uniformity and discipline in the services.

5.7 The firm should have qualified electrician and plumbers at their strength.

6.0 MATERIAL & MACHINES:

6.1 All cleaning material of all sorts for e.g. brooms, detergents, dusters, an all mechanized equipment required for cleaning the premises shall be provided by Agency at their cost.

6.2 It will be the responsibility of the Agency to store the materials procured by them for its use in neat, tidy and hygienic manner in the space provided by UIDAI, RO, Delhi. The Security of such material shall be sole responsibility of the Agency. The Agency shall be fully responsible for the articles/items kept in the area covered by the housekeeping contract.

6.3 All the required machines / equipment, necessary for cleaning etc. shall be used by the firm in the office on regular basis.

6.4 **ABSORPTION:** The workers / staff of the Agency will have nothing to do with UIDAI, RO, Delhi and shall have no presumptive or any kind of right of absorption in the services of UIDAI, RO, Delhi. In order to give effect to this the Agency shall also incorporate suitable clause in the appointment orders to be issued to its workers/staff under intimation to UIDAI, RO, Delhi.

7.0 SCOPE OF WORK:

7.1 It will be the sole responsibility of the firm to maintain the housekeeping job of cleaning and maintenance of this office building of UIDAI, Regional Office, Ground Floor Pragati Maidan Metro Station, Pragati Maidan, New Delhi -110001.

7.2 Cleaning / Sweeping office rooms, conference and committee rooms, or in other words, all the locations of the office building including furniture, all Electrical and electronic appliances, Window panels etc. (as per the tables mentioned in clause 7.0, Schedule of Work)

7.3 It will be the responsibility of the Agency to close windows panels and doors of the premises, switch on and off lights, fans, A/C's, Taps etc. and also open close the premises, rooms etc. with the help of security personal as may be prescribed.

7.4 The agency will inspect every day as a part of its service maintenance job under this agreement electrical equipment, water coolers, sanitary systems, drainage(internal /external) check and see that they are in working conditions and report about any difficulties immediately. The Agency shall maintain appropriate record of having checked/inspected and having rectification carried out by them (water supply points, plumbing installations, electrical appliances, furniture fixtures and any other such materials) etc. These records shall be always available to the UIDAI for necessary action.

7.5 Agency shall also carry out cleaning job of internal / external drainage system to avoid choking at least twice in a month by using mechanical devices provided by the agency.

7.6 Any packing and unpacking material, shifting of furniture and loading unloading of articles etc. as per requirement and also preparing conference room, Training Room for use, placement and management of equipment such as OHP, TV, LCD, VCR etc. & any other office work shall be part of services under this agreement without any extra payments/claims on that account.

7.7 The agency will be fully responsible for removable of garbage and proper disposal of the same. And also ensure that no accumulation of garbage is there in and around the premises.

7.8 **SPECIAL DUTIES:** Whenever required, Agency will have to do any other duties not specifically mentioned herein above pertaining to UIDAI services maintenance as assigned by UIDAI RO-Delhi.

8.0 DISPUTES & ARBITRATION:

8.1 The Dy. Director General, UIDAI, RO, Delhi and the Contractor shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

8.2 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 under this clause.

9.0 FORCE MAJEURE

When an extraordinary event or circumstances beyond the control of the parties, such as war, strike, riot, crime, or an event described by the legal term "act of God" (such as flooding, earthquake, or volcanic eruption), prevents on or both parties from fulfilling their obligations under the contract. In such situations decision of "Dy. Director General, UIDAI, RO, Delhi" will be final decision & binding on both the parties.

10.0 SUBLETTING OF WORK:

The firm shall not assign or sublet the work or any part of it to any other person or party.

11.0 TRANSFER:

11.1 The tender is not transferable.

11.2 Agency shall not transfer or assign or share benefits of this Agreement to or with anyone. Any such violation shall render the agreement to be cancelled at the risk and cost of the successful tenderers.

12.0 LIQUIDATED DAMAGES

12.1 The Bidder is liable to be imposed a penalty as per table below, for poor service/delivery, inadequate staff, etc. subject to maximum deduction of 10% liquidated damages from the monthly bill. Once the maximum is reached, the Purchaser may consider termination of the Contract.

Sr.No.	Types of Service Deficiency/ Default	Penalty Rs.
1	Non-Deployment of the Manpower (per day)*	Rs. 500/-
2	Poor housekeeping services, improper upkeep or cleaning/Poor O& M of AC & AHU and electrical equipment/Machines (per occasion per day)	Rs. 2000/-
3	Sub-Standard quality supply of consumables per occasion	Rs. 500/-

*** The penalty calculated as per above shall be deducted from the respective monthly payments for non-deployment of manpower and supply of non-standard consumables shall be replaced by the genuine standard as mentioned in the tender.**

12.2 The powers of the Office of the Unique Identification Authority of India under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause 6.0 above.

13.0 DISCLAIMER

13.1 The near relatives of employees of the Office of the Unique Identification Authority of India are prohibited from participation in this tender.

13.2 The near relatives for this purpose are defined as:

- (a) Members of a Hindu Undivided Family.
- (b) Their husband or wife.
- (c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

14.0 BREACH OF TERMS AND CONDITIONS

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.

15.0 SCHEDULE OF WORK:

Details of schedules are as below:

15.1 Area of Housekeeping and Maintenance work:

Sl No.	Floor/ Level	Type of Usage/Rooms	Cubicles (Nos.)	Toilets (Nos.)	Total covered Area (sq. mtrs
1.	Ground Floor	20 rooms + Reception area	31 cubicles	03	937.65 +19.78 sqm= 957.43

15.2 Frequency of Cleaning / Maintenance as per description:

WORK SCHEDULE		
S. No.	Area & Activity	Frequency
1	Office Area – Ground floor, open area and Reception area	Daily
	Dust Bin Cleaning	Daily
	Sweeping & Mopping of floors	Daily / Hourly basis at ground floor.
	Cleaning of Tables, Chairs, Workstations, Storage, Computers	Daily
	Cleaning of phones	Daily
	Cleaning of partitions	Weekly
	Cleaning of Window edges	Daily
	Cleaning of Carpet area	Weekly(With Vacuum Cleaner)
	Removing of Stains	Weekly
2	Cleaning of Ground floor common area	
	Cleaning of electrical fittings	Once in fortnight

	Cleaning of doors, windows, glass, walls, skirting, doormats and carpets	Once in a week
	Stains, spills, footmarks on floor	Immediately
	Reception area	Daily
3	Outside Common Area	Daily
4	Toilets in building premises	
	Cleaning of toilets	Daily/ Hourly basis
	Cleaning of washbasins	Daily/ Hourly basis
	Check working of exhaust fans	Daily
	Cleaning of Dustbins	Hourly
	Cleaning of Floors	Hourly
	Changing toilet rolls, Towels	Hourly
	Stair case cleaning	Daily
	Washroom cleaning	Hourly

16.0 BILLS:

16.1 The Agency shall submit its monthly bill for Housekeeping on or before 5th day of the succeeding month along with the Statutory Compliance Report to the Agreement duly certified by the authorized Representative of UIDAI, RO, Delhi.

16.2 UIDAI, RO, Delhi shall have right to withhold the payment of monthly bill in case the Agency fails to produce the proof of the payments made by them to the employees deployed by them and the statutory compliance as mentioned. The Agency shall in no case withhold the payments due to their employees for any reason whatsoever including that an account of non-clearance of its bills by UIDAI, RO, Delhi. The Agency shall disburse the wages/salary to its employee on or before 3rd day of the succeeding month and obtain the signatures of the 'staffs' on the Wages Register in token of the payment made to its employees.

16.3 UIDAI, RO, Delhi Shall not accept and entertain any claim in the event of the Agency's employee sustaining any injury, damage or loss either to person or property either inside or outside the UIDAI, RO, Delhi premises. It shall be the sole responsibility of the successful tenderer to repay all such expenses in respect of his employees. The successful shall provide necessary ESI

or Insurance cover to his all employees under Workmen Compensation Act under intimation to UIDAI, RO, Delhi.

16.4 If in the course of execution of this contract by the Agency any minor or major damage is caused by the Agency or its workmen to the persons or property of UIDAI, RO, Delhi after joint inspection by UIDAI, RO, Delhi and the "Contractor" any claims arising there from shall be recovered, settled and dealt with directly by the Agency and the Agency shall render all assistance and co-operation to UIDAI, RO, Delhi if any is held thereon. The contractor agrees to undertake and indemnify UIDAI, RO, Delhi against all such claims.

17.0 WAGES:

17.1 The Agency shall be solely responsible for all statutory payments to its employees/labour under all relevant statutes for the purposes of this Agreement.

17.2 The Agency shall ensure that it fully complies with and observes all the provisions of the Contract Labour (Regulation & Abolition) Act, 1970. The Minimum Wages Act, 1948, Payment of Wages Act 1935, Employees Provident Fund and Miscellaneous Provision Act, the ESI Act, the gratuity act 1972 and such other statutory enactments rules and regulation laid down by the Govt. or local body in force compliance or violation thereof shall be the Agency's sole responsibility and subsequent amendments thereof.

17.3 The Agency shall pay its employees on or before 3rd day of every month under intimation to UIDAI, RO, Delhi.

17.4 **OVERTIME** : In spite of the intimation from UIDAI, RO, Delhi if the agency fails to provide proper person for the duty and in turn deploys the person from the existing strength by way of overtime UIDAI, RO, Delhi will not be responsible for the payment of such overtime and will pay only at the rate of regular Wages.

18.0 INDEMNITY:

18.1 The agency shall keep UIDAI, RO, Delhi effectually indemnified against all claims for compensation under the provisions of any law for the time being in force / brought in to force by or in respect of any workman deployed by the Agency directly or indirectly in carrying out the obligations under the contract and against all costs and expenditures incurred by UIDAI, RO, Delhi in connection therewith.

18.2 UIDAI, RO, Delhi shall be entitled to deduct or otherwise recover from his dues, any amount from all the money payable by UIDAI, RO, Delhi to the Agency on any account by the way

of compensation as aforesaid or of any other nature and costs or expenses in connection with any claim thereto. For the purpose an indemnity bond will have to be executed by the Agency in favour of UIDAI, RO, Delhi as Principal Employer before commencement of work under this Agreement.

18.3 The Agency shall also keep UIDAI, RO, Delhi as Principal Employer indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims, and demands in any way arising out of or by reason of anything done or omitted to be done by the Agency under any law that may be/may become effectible

18.4 The Agency would also ensure that its activities do not in any manner disturb officials, staff of UIDAI, RO, Delhi and also do not damage any assets of UIDAI, RO, Delhi.

19.0 GRIEVANCES:

In case of the workers engaged by the Agency have any grievances, they will take up the same with the Agency without creating any disturbance on the premises of UIDAI, RO, Delhi. If the Agency's workers resort to any agitation resulting in any damage to the property of UIDAI, RO, Delhi and or reputation, hindrance to its work the Agency would be liable for payment of damages to UIDAI, RO, Delhi. It will also be construed as breach of contract rendering the Agency liable for such action as may be deemed necessary. Under no circumstances, agitation means are to be resorted to by the workers of the Agency in the UIDAI, RO, Delhi, premises or with reference to UIDAI, RO, Delhi by name or in any other manner whatsoever. On expiry of the contract the Agency undertakes to vacate the premises without hesitation and murmur, in peace with all the workers without creating any disturbance. The Agency will be solely responsible if the workers engaged by it misbehave or create disciplinary or law and order problems in the premises of UIDAI, RO, Delhi.

SECTION IV - CONTENTS OF BIDS

Annexe 4.1.1 PARTICULARS OF REQUIREMENT

Sl. No.	Description of services required	Quantity
1	Housekeeping Staff (unskilled manpower)	04 (four)

Signature of Bidder

Date

Place

Annexe 4.1.2

A. TECHNICAL BID

BID PARTICULARS FOR Bid No. _____

1. Name of the Bidder _____

2. Address of the Bidder _____

3. Name of the Company _____

4. Address of the Company _____

5. Name and address of the officer to whom
all references shall be made regarding
this bid _____

Tel. No. _____

Cell No. _____

Fax No. _____

E-mail. _____

Bidder :

Signature -----

Name -----

Address -----

Date -----

Company Seal

Annexe 4.1.3

Technical Bid Letter

To

**The Deputy Director General
Unique Identification Authority of India (UIDAI)
Regional Office-Delhi, Ground Floor Pragati Maidan Metro Station,
Pragati Maidan, New Delhi – 110001**

Ref : Bid No. _____

Sir,

We declare:

- (i) That we are equipped with supplying adequate manpower for providing **Housekeeping** services to the Unique Identification Authority of India, Regional Office Delhi.
2. We enclose herewith the complete **Technical Bid** as required by you. This includes **Section IV** comprising of:

S. No.	Description
(i)	Particulars of Requirement (Annexe 4.1.1)
(ii)	Bid Particulars (Annexe 4.1.2)
(iii)	Technical Bid Letter (Annexe 4.1.3)

3. We agree to abide by our offer for a period of **120 days** from the date fixed for the opening of the bids and that we shall remain bound by a communication of acceptance within that time.
4. We have carefully read and understood the terms & conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to supply as per these terms and conditions.
5. Certified that the bidder is :
 - a) The Constituted attorney of the company and the person signing the bids is the constituted attorney of the Company.

OR

 - b) The Principal Officer or his duly Authorized Representative of the Company, and he has the authority to refer to arbitration disputes concerning the business of the Company by virtue of the general power of attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the tender document.)

- 6 **Bid Security (Earnest Money)**, in original, for an amount equal to Rs. _____ (Rupees _____ only) will be sent in original to the mentioned address as per Clause 9 (c) of Section - I and the signed & scanned copy of the same will be made part of the Part-I of Packet-1 of online bid.
7. We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and placement of Letter of Intent awarding the Contract, shall constitute a binding contract between us.

Dated this day of 2016

Signature of the bidder

Name :

Full Address :

Telephone No :

Fax No :

E-mail :

Details of enclosures:

- 1.
- 2.
- 3.
- 4.
- .
- .
- .

Annexe 4.2.1

B. COMMERCIAL BID

BID PARTICULARS FOR Bid No. _____

1. Name of the Bidder _____
2. Address of the Bidder _____
3. Name of the Company _____
4. Address of the Company _____
5. Bidders Proposal Number and date _____
6. Name and address of the officer to whom _____
all references shall be made regarding
this bid

Tel. No. _____
Cell No. _____
Fax No. _____
E-mail _____

Bidder :

Signature -----

Name -----

Address -----

Date -----

Company Seal

Annexe 4.2.2

Commercial Bid Letter

To

**The Deputy Director General
Unique Identification Authority of India (UIDAI)
Regional Office-Delhi, Ground Floor Pragati Maidan Metro Station,
Pragati Maidan, New Delhi – 110001**

Ref : Bid No. _____

Sir,

We declare :

- (i) That we are equipped with supplying adequate manpower for providing Housekeeping services to the Unique Identification Authority of India, Regional Office Delhi.
2. We hereby offer to provide the Services at the prices and rates mentioned in the **Annexe 4.2.3** of the Commercial Bid.
3. We enclose herewith the complete **Commercial Bid** as required by you. This includes:

S. NO.	CONTENTS
1.	Bid Particulars (Annexe 4.2.1)
2.	Commercial Bid Letter (Annexe 4.2.2)
3.	Summary of Cost of Services offered (Annexe 4.2.3)

4. We agree to abide by our offer for a period of **120 days** from the date fixed for the opening of the bids and that we shall remain bound by a communication of acceptance within that time.
5. We have agreed to abide by the General Terms & Conditions of the tender and we do hereby undertake to provide Housekeeping services as per these terms and conditions.
6. Certified that the bidder is :
7. The Constituted attorney of the company and the person signing the bids is the constituted attorney of the Company.
OR
8. The Principal Officer or his duly Authorized Representative of the Company, and he has the authority to refer to arbitration disputes concerning the business of the Company by virtue of the general power of attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the tender document.)

9. **Bid Security (Earnest Money)**, in original, for an amount equal to Rs. _____ (Rupees _____ only) will be send in original to the mentioned address as per Clause 9 (c) of Section - I and the signed & scanned copy of the same will be made part of the Packet-2 of online bid.
10. We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and placement of Letter of Intent awarding the Contract, shall constitute a binding contract between us.

Dated this day of 2016

Signature of the bidder

Name :

Full Address :

Telephone No :

Fax No :

E-mail :

Details of enclosures:

- 1.
- 2.
- 3.

Annexe 4.2.3

DETAILS OF THE COMPREHENSIVE ANNUAL COSTS – RECURRING COSTS

Sl. No.	Description of services required	Quantity	Unit Rate per month)	EPF		ESI		Any Other Administrative Cost (including service charges cost of consumables etc.)	Unit cost (without taxes & Duties)	Total Cost of 4 housekeeping staff(without taxes and duties) = 4 x Col(10)	Taxes & Duties (to be quoted by firm)	
				%	Amount	%	Amount				Amount	Amount
1	2	3	4	5	6	7	8	9	10 (4+6+8+9)	11	12	13
1	Housekeeping Staff (unskilled manpower)	04 No.										

***Note:**

- i) If Quoting other Administrative cost (AS AT 9 ABOVE) as 'NIL ', the bid shall be considered unresponsive and such bid will not be considered.
- ii) Firm to quote the applicable taxes & duties. However Taxes & duty shall be paid on actual at the time of making payment
- iii) Ranking shall be decided as per Sl. No 11 above.

Signature of Bidder

Date

Place

PROFORMA FOR PERFORMANCE BANK GUARANTEE

(On stamp paper of appropriate value from any Nationalized Bank)
UNIQUE IDENTIFICATION AUTHORITY OF INDIA, REGIONAL OFFICE, GROUND FLOOR, PRAGATI
MAIDAN METRO STATION, PRAGATI MAIDAN, NEW DELHI - 110001.

Dear Sir,

In consideration of UIDAI, RO, DELHI (hereinafter called as the Employer which expression shall include his successor and assigns having awarded to (here in after referred to as the said Company / firm or Company / firm' when expression shall wherever the subject of context so permits include its successors and assigns) a contract No. In terms inter alias, of the NIB's Letter No. dated. and the General Conditions of Contract and upon the condition of the Company / firm's furnishing security for the performance of the Company / firm's obligations and discharge of the Company / firm's liability under in connection with the said contract up to a sum of Rs...../- (RupeesOnly).

1. We.a banking company registered under the banking companies act 1949 and having our registered office at (here in after called "The Bank which expression shall include its successors and assigns) hereby jointly and severally undertake to guarantee the payment to The Employer in rupees forthwith on demand in writing and without protest of demur or any and all moneys anywise payable by the Company / firm to The Employer under in respect of or in connection with the side contract inclusive of all The Employer's losses and damages and costs, (inclusive between attorney and client) charges and expenses and other moneys anywise payable in respect of the above to this guarantee up to an aggregate limit of Rs./- (Rupees..... only).

2. We Bank further agree that the Employer shall be sole judge of and as to whether the said Company / firm has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, cost, charges and expenses caused to or suffered by or that may be caused to or suffered by The Employer on account thereof and the decisions of The Employer that the said Company / firm has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by The Employer from time to time shall be final and binding on us.

3. The Employer shall be at liberty without reference to the bank and without affecting the full liability of the bank hereunder to take any other security in respect of the Company / firm's obligations and liabilities hereunder or to vary the contract or the work to be done there under vis-à-vis the Company / firm or to grant time or indulgence to the Company/ firm or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to

forbear from enforcement of all or any of the security and/ or any other security (ies) now or hereafter held by the Employer and no such dealing (s) reduction (s) increase (s) or other indulgence (s) or arrangements with the Company / firm or release or forbearance whatsoever shall absolve the Bank of the fail liability to The Employer hereunder or prejudice the rights of The Employer against the bank.

4. This guarantee shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Company / firm but shall in all respect and for all purposes be binding and operative until payment of all monies payable to the Employer in terms thereof.

5. The bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the bank in terms hereof shall not be anywise affected or suspended by reason of any dispute or dispute having been raised by the Company / firm stopping or preventing or purporting to stop or prevent any payment by the bank to the Employer in terms hereof.

6. The amount started in any notice of demand addressed by the Employer to the bank as liable to be paid to the Employer by the Company / firm or as suffered or incurred by the Employer on account of any losses or damages of cost, costs, charges and / or expenses shall be conclusive evidence of the amount so liable to be paid to the Employer of suffered or incurred by The Employer as the case may be and shall be payable by the bank to The Employer in terms hereof.

7. This guarantee shall be a continuing guarantee and shall remain valid and irrevocable for all claims of the Employer and liabilities of the Company/ firm arising up to and until midnight of

8. This guarantee shall be addition to any other guarantee or security whatsoever that the Employer may now or at any time anywise may have in relation to the Company / firm's obligations/ or liabilities under and/ or in connection with the said contract, and the Employer shall have full authority to have recourse to or enforce this security in preference to any other guarantee or security which the Employer may have or obtain and no forbearance on the part of the Employer in enforcing or requiring enforcement of any other security shall have the effect or releasing the Bank from its full liability hereunder.

9. It shall not be necessary for the Employer to proceed against the said Company / firm before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the bank notwithstanding that any security which the Employer may have obtained or obtain from the Company / firm shall at the time when proceedings are taken against the said bank hereunder be outstanding or unrealized.

10. We, the said Bank, undertake not to revoke this guarantee during its currency except with the consent of the Employer in writing and agree that any change in the constitution of the said Company / firm or the said Bank shall not discharge our liability hereunder.

11. We.the said Bank further that we shall pay forthwith the amount stated in the notice of demand notwithstanding any dispute/ difference pending between the parties before the arbitrator and/ or that any dispute is being referred to arbitration.

12. Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs...../- (Rupees only) and this guarantee shall remain in force tilland unless a claim is made on us within 3 months from that date, that is before all the claims under this guarantee shall be forfeited and we shall be relieved of and discharged from our liabilities there under.

Datedday of20.....

For and on behalf of the 'Agency'

For and on behalf of the 'UIDAI (RO-Delhi)'

Signature of the authorized Official

Signature of the authorized Official

Name of the Official

Name of the Officer

Stamp / Seal of the 'Agency'

Stamp/ Seal of the officer

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 _____