

**No. G-14011/09/2012-UIDAI**  
**Government of India**  
**Planning Commission**  
**Unique Identification Authority of India**  
**Administration Division**

**2<sup>nd</sup> Floor, Tower-I, Jeevan Bharti Building**  
**Connaught Circus, New Delhi-110001**  
**Dated:**

**NOTICE INVITING TENDER**

**For Pantry Boys**

Sealed Tender from registered and reputed agencies/firms are invited for hiring of services of Pantry boys for operating coffee machines and to serve tea/coffee/soup in UIDAI office premises located at 2<sup>nd</sup> and 9<sup>th</sup> Floor Tower I and 3<sup>rd</sup> Floor Tower II, Jeevan Bharati Building, Connaught Circus, New Delhi 110001. The agency shall have to provide six pantry boys for six days in a week from 0900 hours to 1800 hours.

Sealed quotations with separate Technical and financial bids filled in the specified proforma and addressed to the Deputy Director (Admn) should reach latest by 3.00 PM on 07.01.2013

The Tender shall be available for a sum of Rs. 500/- (non-refundable) payable through Demand Draft/Banker's cheque in favour of PAO, UIDAI, New Delhi payable at New Delhi from 18.12.2012 onwards on all working days during office hours at the Admn Section, 2<sup>nd</sup> floor, tower-I, Jeevan Bharti Building, Connaught Circus, New Delhi. The same can also be downloaded from the UIDAI website <http://uidai.gov.in>. Such downloaded proforma shall be accompanied by a demand draft/Bankers' cheque of Rs. 500/- (non-refundable) in favour of PAO, UIDAI, New Delhi.

(Manoj Kumar)  
Deputy Director (Admin)

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Government of India  
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NOTICE INVITING TENDER

Sealed quotations from registered and reputed agencies/firms are invited for hiring of services of Pantry boys for operating coffee machines and to serve tea/coffee/soup in this office building at 2<sup>nd</sup> and 9<sup>th</sup> Floor Tower I and 3<sup>rd</sup> Floor Tower II, Jeevan Bharati Building, Connaught Circus, New Delhi 110001. The agency shall have to provide six pantry boys for six days in a week from 0900 hours to 1800 hours.

Sealed quotations with separate Technical and financial bids filled in the specified proforma and addressed to the Deputy Director (Admn), Office of the Unique Identification Authority of India, 2<sup>nd</sup> Floor Tower I, Jeevan Bharati Building, Connaught Circus, New Delhi 110001 should reach latest by 3.00 PM on 07.01.2013. Tenders received after the stipulated date and time will not be entertained.

The top of the envelop should be clearly superscribed "Tender for hiring services of Pantry boys in UIDAI New Delhi". The tender must be accompanied with a demand draft of Rs 30,000 (Rs Thirty Thousand Only) as EMD (Refundable) in favour of PAO, Planning Commission.

The Tender shall be available for a sum of Rs. 500/- (non-refundable) payable through Demand Draft/Banker's cheque in favour of PAO, UIDAI, New Delhi payable at New Delhi from 18.12.2012 onwards on all working days during office hours at the Admn Section, 2<sup>nd</sup> floor, tower-I, Jeevan Bharti Building, Connaught Circus, New Delhi. The same can also be downloaded from the UIDAI website <http://uidai.gov.in>. Such downloaded proforma shall be accompanied by a demand draft/Bankers' cheque of Rs. 500/- (non-refundable) in favour of PAO, UIDAI, New Delhi.

The Technical Bids shall be opened first in the Meeting room of the undersigned at Jeevan Bharati Building **at 3.30 pm on 07.01.2013** by the Committee authorized by this office and in the presence of such tenderers who may wish to be present. The financial Bids of only those tenderers whose Technical Bids have been accepted by the Office of the Unique Identification Authority of India, shall be opened at the same venue on **14.01.2013 at 3.30 pm** by the Committee authorized by the this office and in the presence of those who wish to be present. The Competent Authority reserves the rights to reject any or all the quotations without assigning any reason.

(MANOJ KUMAR)  
Dy. Director (admin)

## GENERAL TERMS AND CONDITIONS

1. The office of the Unique Identification Authority of India shall hire services of six Pantry boys for operating coffee machines and to serve tea/coffee/soup in its office premises located at 2<sup>nd</sup> Floor & 9<sup>th</sup> Floor Tower I and 3<sup>rd</sup> Floor Tower II, Jeevan Bharati Building, Connaught Circus, New Delhi 110001. The number of pantry boys can be increased or decreased as per requirement.
2. **Earnest Money:** Earnest Money (Refundable) of Rs.30,000/- (Rupees Thirty thousand only) in the form of Bankers' cheque/Demand Draft of any nationalized bank in favour of PAO, UIDAI, New Delhi must be deposited by bidders along with their duly filled up tenders documents.
3. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid EMD will be forfeited to the Government.
- 4.1 The tenders without Earnest Money will be summarily rejected.
- 4.2 No claim shall lie against the Government / Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
5. **Preparation and submission of Tender:**

The tender should be submitted in two parts namely, Technical Bid (in form given in Annexure-I) along with Tender Fee & Earnest Money Deposit and Financial Bid (in form given in Annexure-II) and each should be kept in a separate wax sealed cover. Both the bids should be kept in another sealed cover addressed to the undersigned. The outer envelope containing "Technical" and "Financial" bids should be superscribed with "Tender for hiring services of Pantry boys in UIDAI New Delhi". The inner envelopes should be superscribed with "Technical Bid" or "Financial Bid" on the respective envelopes.
- 5.1. **Signing of Tender:** Individual signing the tender or other documents relating to contract must specify whether he signs as:-
  - a) "Sole proprietor" of the Concern or constituted attorney of such sole proprietor.
  - b) 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.

- c) Director or principal officer duly authorized by the Board or Directors of the Company, if it is a Company.
6. **Technical Bid:** The Technical bid should be submitted in form given in Annexure-I along with the Demand Draft of Rs.30, 000/- as EMD and Demand Draft of Rs. 500/- as Tender Fee in favour of PAO, UIDAI, New Delhi along with registration particulars, copy of PAN Number issued in favour of the firm, and other information sought for in the Annexure-I.
7. **Financial Bid:** The Financial Bid should be submitted in the form given in Annexure-II in a separate sealed cover kept inside the main cover. The financial Bids of those tenderers, who are found technically fit, will be opened on a specified date and time. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Financial Bids.
- 7.1 Terms of payment as stated in the Tender Documents shall be final.
- 7.2 At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.
8. **Validity of the Bids:**  
The bids shall be valid for a period of 90 days from the date of opening of the tenders.
9. **Opening of Tender:**  
The tenderer is at liberty either himself or authorize, not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.
10. **Criterion for Evaluation of Tender:** The Technical Bids will be opened by a committee authorized by the competent authority at 3.30 PM ***on 07.01.2013 in the office of UIDAI***, in the presence of such tenderers/representative who may wish to be present.
- 10.1 The Financial Bids of only those tenderers will be opened **at 3.30 pm on 14.01.2013** whose Technical Bids have been accepted by the Office. These will be opened in the presence of those tenderers/Representative whose Technical Bids are accepted and who wish to be present.
- 10.2 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.

11. **Right of Acceptance:** The Office of the Unique Identification Authority of India reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Competent Authority of the Office of the Unique Identification Authority of India in this regard shall be final and binding.
12. **Communication of Acceptance:** Successful Tenderer will be informed of the acceptance of their tender.
13. **Security Deposit:** The successful tenderer shall furnish Bank Guarantee of Rs.60,000/- (Rupees Sixty thousand only) in favour of PAO, UIDAI, New Delhi towards Security Deposit within 7 days from the date of acceptance of the tender. The validity of the PBG should be 90 days beyond the expiry of the contract.
- 13.1 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/condition 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 sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be deducted.
14. **Penalty:**
  - (a) In case of breach of any conditions of the contract and for all type of losses caused including excess payment due to hiring services of pantry boys, case the Contractor failing to provide required number of manpower, the office shall make deductions at double the rate of hiring rate on prorata basis from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Office of the Unique Identification Authority of India.
  - (b) 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 neither him as herein provided nor forfeiture of deposit mentioned under clause 13 above.
15. **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.

16. **Sub-letting of Work:** The firm shall not assign or sublet the work or any part of it to any other person or party.
17. **The tender is not transferable.**
18. **Terms of payment:**
  - 18.1 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.
  - 18.2 The contractor shall submit the bill at each stage/in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
  - 18.3 All payments shall be made by Electronic Clearing System (ECS) only.
  - 18.4 The contractor shall intimate the details of wages, EPF, ESI, Bonus etc paid to the Pantry Boys/Operators to UIDAI HQ on a quarterly basis.
  - 18.5 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.
19. 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.

## **20. Parameters and Technical qualification for executing the work**

- (i) The firm should be a limited registered company and should furnish a copy of registration certificate in support thereof.
- (ii) The firm should have minimum five years of experience of **providing the services of pantry boys to** the reputed firms / organizations in Delhi / NCR region. Satisfactory Service Certificates from existing/past employers for the same period should be enclosed, in this regard with the Technical Bid.
- (iii) Preference would be given to those firms who have rendered such services in the Government departments and Public sector companies of similar scale.
- (iv) The firm should have a minimum of **25 employees** on their roll. Supporting proof thereof should be attached with the Technical Bid.
- (v) Income Tax payment certificates for the last 3 years should also be provided by the firm in the Technical Bid

(vi) The firm should also furnish along with the quotation a financial statement / balance sheet of the previous year in respect of their firm as evidence in support of their claim towards financial stability in future.

(vii) The firm should have a smart provision of Uniform and gloves, and identity Cards.

(viii) The firm should be registered with EPF Commissioner. Supporting Registration Numbers / proof should also be provided.

(ix) The firm should comply with the statutory provisions of the labour laws, minimum wages, bonus, Employee's State Insurance (ESI) etc. Registration certificates thereof should be furnished.

21. It will be the sole responsibility of the firm to maintain the cleanliness of Pantry. The deployed pantry boys should have full command on operating the coffee machine. Any damage of machine due to mishandling will be borne by the agency.

22. While the office of the Unique Identification Authority of India of India has a regular requirement of six pantry boys, it shall have the right to increase or decrease the number of deployment of pantry boys during the period of contract.

22. **Arbitration:** If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing a Sole Arbitrator to be appointed by Office of the Unique Identification Authority of India. The arbitration proceedings shall take place in the Office of the Unique Identification Authority of India, 9<sup>th</sup> Floor Tower I, Jeevan Bharati Building, Connaught Circus, New Delhi 110001. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed thereunder and in force shall be applicable to such proceedings.

(MANOJ KUMAR)  
Dy. Director (Admin), UIDAI

**Annexure-I**

**Technical Bid**

01	Name of the Agency	
02	Address (with Tel & Mob No.)	
03	Nature of the Concern (i.e. Sole Proprietary or a partnership firm or a Limited Company)	
04	Registration No. of the Firm (Stipulated proof required)	
05	PAN No. of Tenderer (Photocopy to be attached)	
06	Details of DD/Bankers' Cheque Details of Tender Fee	
07	Details of Bank Guarantee/DD of Earnest Money Deposit	
08	Whether the Firms has more the 5 years experience of similar work (Yes/No)	
09	If Yes, stipulated proof attached	
10	List of important organization with Telephone No. and period of contract to whom services of Pantry boys have been provided during the last five years (Separate Summary sheet may be enclosed)	
11	Income Tax Payment Certificate	
12	Whether agency has smart provision of uniform and Identity Card (Yes/No)	
13	Registration No. of ESIC (Stipulated proof is to be attached)	
14	Registration No. of EPFO (Stipulated proof is to be attached)	
15	Whether Company owns minimum manpower of 25 (Yes/No)	
16	If yes, supporting document to be attached	

**Dated:** \_\_\_\_\_

**(Dated Signature of Tenderer**

**At:** \_\_\_\_\_

**with stamps of the firm)**



## UNDERTAKING

1. I/ We undertake that I/ we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the office of unique Identification Authority of India and shall abide by them.

2. I/ We also undertake that I/ We have understood "Parameters and Technical Specifications for conducting the Work" mentioned in Clause 20 of the Tender and shall conduct the work strictly as per these "Parameters and Technical Specifications for conducting the work"

3. I/ We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

**Dated:** \_\_\_\_\_

**(Dated Signature of Tenderer**

**At:** \_\_\_\_\_

**with stamps of the firm)**

**Financial Bid**

**Rate Quoted for Providing Pantry Boys**

SN	Particulars	Monthly Amount
01	Basic	
02	Other Allowances	
03	PF Employer	
04	ESI Employer	
05	Agency Charges	
06	Service Tax as applicable	
07	Total CTC	

**Dated:** \_\_\_\_\_

**(Dated Signature of Tenderer**

**At :** \_\_\_\_\_

**with stamps of the firm**