

REQUEST FOR PROPOSAL

Invitation of Bids for Designing, Printing, Transportation and fixing of Foam Boards in PECs located in Mee - Seva centres in the State of Andhra Pradesh

1. Bids in sealed cover are invited for the above cited work. Please super scribe the above Title, date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.
2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -
 - a. Bids/queries to be addressed to: Sh. K. Venkat Ramana,
Deputy Director
 - b. Postal address for sending the Bids: Unique Identification Authority,
of India, Regional Office,
5th floor, III Block,
My Home Hub, Madhapur,
Hitech city, Hyderabad
 - c. Name/designation of the contact person: Sh. K. Venkat Ramana,
Deputy Director
 - d. Telephone numbers of the contact person: 040 - 23119269
 - e. E-mail of contact person: kuram1968@gmail.com
 - f. Fax number: 040 - 23116662
3. This RFP is being issued with no financial commitment and UIDAI RO Hyderabad reserves the right to change or vary any part thereof at any stage and also reserves the right to withdraw the RFP, should it become necessary at any stage.

Part I- GENERAL INFORMATION

1. Last date and time for depositing the Bids: 04-03-2015 on or before 13:00 Hrs. The sealed Bids should be deposited/reach by the due date and time. The responsibility to ensure receipt of bids lie with the Bidder.
2. Manner of depositing the Bids: Sealed Bids duly superscribing on the envelopes should be either dropped in the Tender box kept in this office or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered.
3. Time and date for opening of Bids: 04-03-2015 at 13:30hrs (If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time.
4. Location of the Tender Box: UIDAI, RO, 5th floor, III Block, My Home Hub, Madhapur, Hitech city, Hyderabad only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.
5. Place of opening of the Bids: UIDAI, RO, 5th floor, III Block, My Home Hub, Madhapur, Hitech city, Hyderabad. The Bidders may depute their representatives, duly authorising in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders present. This event will not be postponed due to non-presence of any of the representatives.
6. Forwarding of Bids – Bids should be forwarded by Bidders under their original memo/ letter pad inter alia furnishing details like TIN number, VAT/CST number, Bank address with EFT Account if applicable, etc. and complete postal & e-mail address of their office.
7. Modification and Withdrawal of Bids: A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
8. Clarification regarding contents of the Bids: During evaluation and comparison of bids, the Buyer may, at his discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

9. Rejection of Bids: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

10. Validity of Bids: The Bids should remain valid till 90 days from the last date of submission of the Bids.

11. Earnest Money Deposit – Bidders are required to submit Earnest Money Deposit (EMD) for an amount of Rs. 10000/- (Rupees Ten Thousand only) along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business in the name of UIDA RO Hyderabad. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract.

Part II – Scope of Work

SCOPE OF THE WORK TO BE CARRIED OUT:

1. The work involves Designing, Printing, Transportation and fixing of Foam Boards carrying IEC messages on Aadhaar.
2. The approximate requirement of Foam Boards is 325 to be fixed in all the major Permanent Enrolment Centres (PECs) located in Mee-Seva centres for each District/RD/Mandal in the state of Andhra Pradesh. The locations where the boards are to be fixed will be decided by this office.

FOAM BOARD TECHNICAL SPECIFICATIONS

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| Size | 3ftx2ft |
| Thickness | 3mm |
| Printing | Vinyl Printing |
| Colour | Multi-colour |
| Design | UIDAI approved design |
| Time Frame | One month |
| Task Details | The boards made as per the specifications of UIDAI has to be fixed in the earmarked space in the premises of Permanent Enrolment Centres (PECs) located in District /Revenue Divisions/ Major Mandal HQs in Andhra Pradesh. |
| Quantity | 325 (the quantity may vary marginally) |
| Special Instructions | The quotation has to be given for the whole work of Designing, Printing, Transportation and fixing in the specified locations with Studs. A certificate of completion obtained from the local in-charge of PEC shall be produced. |

Part III – Standard Conditions of RFP

Effective Date of the Contract: The contract shall come into effect on the date of signing of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract.

General

1. If Bidder desires to ask for excise duty or Sales Tax / VAT extra/ Service Tax, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.
2. If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entertained after the opening of tenders.
3. If a Bidder chooses to quote a price inclusive of any duty/tax and does not confirm inclusive of such duty/tax so included is firm and final, he should clearly indicate the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.
4. Liquidated Damages: In the event of the failure to complete the work as specified in this contract, the UIDAI may, at its discretion, withhold any payment until the completion of the work. UIDAI may also deduct from the Service Provider as agreed, liquidated damages to the tune of 0.5% of the contract price of the delayed completion of requests mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of the contract.

Part IV --Special Conditions of RFP

The Bidder is required to give confirmation of his acceptance of Special Conditions of the RFP mentioned below, which will automatically be considered as part of the Contract concluded with the successful Bidder as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

- a) Performance Guarantee: The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 05% of the contract value immediately on receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of completion of work.
- b) Payment Terms: Payment will be made on completion of the entire work as per the scope of work.
- c) Advance Payments: No advance payment(s) will be made.
- d) Paying Authority: AO, UIDAI, RO, 5th floor, III Block, My Home Hub, Madhapur, Hitech City, Hyderabad.
- e) The payment of bills will be made on submission of the following documents by the Seller to the Paying Authority along with the bill.
 - i) Ink-signed copy of Commercial invoice / Seller's bill.
 - ii) Copy of Work Order
 - iii) Submission of proof of execution of the work.
 - iv) Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order/contract).
 - v) Any other document / certificate that may be provided for in the Supply Order/ Contract.

Part V – Evaluation Criteria

1. Evaluation Criteria - The broad guidelines for evaluation of Bids will be as follows:
 - A. Only those Bids will be evaluated which are found to be fulfilling all technical specifications mentioned above and will be considered for commercial evaluation.
 - B. The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder. The consideration of taxes and parameters in evaluation process will be as follows:
 - a. All taxes and duties quoted by the Bidders will be considered.
 - b. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
 - c. The Lowest Acceptable Bid will be considered further for placement of contract / Work Order.