

D-19013/01/2016-UIDAI
Unique Identification Authority of India

2nd Floor, Tower-I, Jeevan Bharati Building
Connaught Circus, New Delhi-110001
Dated: 23.07.2016

TENDER NOTICE

Subject: Tender for Procurement of “Stationery items” at UIDAI Headquarter, New Delhi.

On behalf of President of India Unique Identification Authority of India, Ministry of Electronics & IT, Govt. of India invites sealed bids under “**Two-bid**” system i.e. “**Technical bid**” and “**Financial bid**” from reputed and experienced **suppliers** for Procurement of “**Stationery items**” at UIDAI, Headquarter, 2nd Floor, Tower-I, Jeevan Bharati Building, Connaught Circus, New Delhi-110001.

Bid Information Sheet

Bid submission	17.08.2016 (15:00 Hrs)
Bid Opening	17.08.2016 (16:00 Hrs)
Declaration of bidders qualified for opening commercial bid	To be declared later
Validity of Tender	90 (Ninety) days from the date of opening of tender
Cost of Tender Document (non-refundable)	Rs.100/- to be submitted in the form of DD/Pay Order in favor of “PAO, UIDAI”, payable at New Delhi.
Bid Security/EMD	Rs. 30000/- (Thirty Thousand Only) for to be submitted in the form of DD/Pay Order in favor of “PAO, UIDAI”, Payable at New Delhi.
Performance Bank Guarantee(PBG)	10% of Contract Value, validity <u>60 Days</u> Beyond the contractual period of one year.
Bid Clarification date	08.08.2016, 15:00 Hrs.

Important Note: Prospective Bidders are requested to remain updated for any notices/amendments/clarifications, etc. to the Tender Document through the websites www.eprocure.gov.in/www.uidai.gov.in. No separate notifications will be issued for such notices/amendments/ clarifications, etc. in the print media or individually.

(Ratnesh Bharati)
Deputy Director (Admn.)
Tel No. 011-23466842.

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(Ratnesh Bharati)
Deputy Director (Admin)
Tel No. 011-23466842,
Website: www.uidai.gov.in

Section 1

BID INFORMATION AND INSTRUCTION TO BIDDERS

1. Bid Information and Instructions to Bidders

1.1 Obtaining Tender Document, Tender Fee:-

- 1.1.1 The Tender form (RFP) can be downloaded **free of cost** from UIDAI website or Central Public Procurement Portal (www.uidai.gov.in/ www.eprocure.gov.in/) from the date mentioned in the **Bid Information Sheet**
- 1.1.2 Prospective Bidders interested to participate in the bidding process are required to submit their offer in response to this Tender along with a non-refundable tender fee of **Rs. 100/- (Rupees One Hundred only)** in the form of a Demand Draft, drawn on any Scheduled Bank in favor of "PAO, UIDAI" payable at New Delhi.
- 1.1.3 It may be noted that UIDAI, HQ shall not pay any amount/expenses/charges/fees/traveling expenses/boarding expenses/lodging expenses/conveyance expenses, etc., regardless of the conduct or outcome of the Tendering process.

1.2 Earnest Money Deposit (EMD): -

- a. The bidder shall be required to submit a sum of Rs. **30000/-** (Thirty Thousand Only) in the form of a Demand Draft, drawn on any Scheduled Bank in favor of "PAO, UIDAI" payable at New Delhi as Earnest Money Deposit. Bids not accompanied with earnest money deposit shall be summarily rejected OR exempted as per GoI guidelines.
- 1.2.1 It shall be understood that the Tender Document has been sold/issued to the bidder and the bidder is permitted to bid in considerations of the stipulation on his/her part, that after submitting his/her bid, he/she will not resile from his offer or modify the terms and conditions thereof in a manner not acceptable to UIDAI, HQ.
- 1.2.2 Should the bidder fail to observe or comply with the said stipulation, the EMD amount shall be liable to be forfeited.
- 1.2.3 The EMD of the successful bidder will be returned after submission of Performance Bank Guarantee as defined in this Tender Document after obtaining confirmation letter.
- 1.2.4 The EMD of the unsuccessful bidders shall be returned to them within a week after issue of LOA to the successful bidder. But UIDAI will not be liable to pay any interest thereon.
- 1.2.5 In case, it is found that the bidder/s has furnished misleading/wrong or fraudulent information / documents or information furnished by them is not found to be true, the Earnest Money (EMD) of the bidder/s shall be forfeited.

- 1.2.6 In case the bidder withdraws the bid before financial bid opening, then the EMD of the respective bidder shall be forfeited.

1.3 Bid Submission:-

- 1.3.1 Two Bids system has been envisaged under this Tender Document. Bids not accompanied EMD and Tender fee shall be summarily rejected OR exempted as per GoI guidelines.
- 1.3.2 The Bidders shall submit their offer (Both **Technical** and **Financial** Bids in separate sealed envelopes) in line with this Tender Document. The last date for submission of bids is as mentioned in the Bid Information Sheet. No bids shall be accepted after the due date and time as mentioned in Bid information sheet. Technical bids shall be opened on the same day as mentioned in the Bid Information Sheet and date for opening of financial bids shall be notified later.
- 1.3.3 When the bid is submitted by a company/organization, the bid shall be signed by the individual legally authorized to enter into commitments on their behalf. The bidder/s are advised to examine the various conditions and submit necessary documents accordingly. In case of non-submission of any of the desired information, bidders may not be qualified for which UIDAI reserves the right to reject.

1.4 Method of Submission

The response to Tender Document is to be in the following manner:-

- 1.4.1 **Fee Envelope**—Super scribed as “**Fee Envelope for Stationery items**” containing “**Tender Fee & EMD**” at the top of the Envelope and “Name & Address of the Bidder” on the left hand side bottom and shall contain:
- 1.4.1.1 DD/Pay order of Rs. 100/- towards “**Tender Fee**”, non-refundable.
- 1.4.1.2 DD/Pay order of **Rs.30,000** in accordance to the **Stationery items**, towards “**EMD**” which is refundable without interest.
- Note: Tender Fee/EMD shall be in the form of a Demand Draft, drawn on any Scheduled Bank in favor of “PAO, UIDAI” payable at New Delhi
- 1.4.2 “**Technical Bid Envelope**” - Super scribed as “**Technical Bid** at the top of the Envelope and “**Name & Address of the Bidder**” on the left hand side bottom. This envelope shall be sealed and shall contain “**Tender Documents**” signed & stamped on each page and “**Technical Bid**” (**Annexure-“A”**) by enclosing **all the required documents** as mentioned in the bid including all the annexure (**C & D**).
- 1.4.3 “**Financial Bid Envelope**”- Super scribed as “**Financial Bid for Stationery items**” at the top of the Envelope; and “Name & Address of the Bidder” on the left hand side bottom. It shall be sealed and shall contain the financial bid as per the format mentioned in **Annexure-“B”**.
- 1.4.4 The Sealed “**Fee Envelope**”, “**Technical Bid envelope**” and the “**Financial Bid Envelope**” shall be placed in a bigger envelope Super

scribed as “**Procurement of Stationery items for UIDAI HQ**” and shall be addressed to:

Deputy Director (Admin), UIDAI,
2nd Floor, Tower-1,
Jeevan Bharati Building, Connaught Place,
New Delhi-110001.

Note: **All the above documents should be signed & stamped on each and every page before submitting to avoid rejection.**

1.5 Bidders' Eligibility Criteria:-

Prospective Bidders *are required to submit* duly signed and stamped Tender Document on each & every page (amendments if any) including the following documents by the Authorized representative/signatory *with the Technical Bid:-*

- 1.5.1 **Demand Draft/Banker's Cheque** from any Scheduled Bank of India of the prescribed amount of **tender cost (Rs.100/-only)**, if downloaded.
- 1.5.2 **Demand Draft/Banker's Cheque** from any Scheduled Bank of India of the prescribed **amount Rs.30,000/-** only as **Earnest Money Deposit (EMD)**.
- 1.5.3 **Authorization letter** for signing the bid document in the form of Board Resolution/Power of Attorney duly attested by the Company Secretary. In Case of Partnership/Proprietary Firm authorization letter should be signed by all partners/proprietor.
- 1.5.4 Self attested copy of **Certification of registration** of company/firm, as applicable.
- 1.5.5 **Annual turnover of Minimum Rs. 15.00 Lakh** of the immediate last three financial years 2012-13, 2013-14 and 2014-15 as an evidence/proof for requisite turnover, may be in the form of copies of balance sheet and P&L A/C, etc. audited by statutory auditors and duly countersigned by the Company Secretary/any Partner/Proprietor of the bidder firm, as the case may be.
- 1.5.6 **Similar Work Experience:** The Bidder should have atleast three supply orders from any Central or State organizations/PSU/Autonomous body/institution/corporation/establishment/Pvt. reputed Agency, having executed contract value of **Min. Rs. 5.00 Lakh** under Single Work Order/Contract Agreement on Notarized Stamp, during last three financial years (2012-13, 2013-14 & 2014-15). Enclose self attested copies of evidences.
- 1.5.7 **Performance certificate:** The Technical Bid should be accompanied by **at least three** certificates confirming satisfactory supply of stationery items in any Central or State organizations/ PSU/ Autonomous body/institution/ corporation/establishment/Pvt. reputed Agency during last three (3) financial years (2012-13, 2013-14 & 2014-15).

- 1.5.8 **List of Partners/Directors** along with Partnership Deed or Article/Memorandum of Association, as applicable.
- 1.5.9 **Self attested copies** of VAT return for last three (3) financial years i.e. (2012-13, 2013-14 and 2014-15)
- 1.5.10 **Self attested copies** of **PAN/TAN** under Income Tax Act.

1.5.11 Self attested copy of VAT Registration number.

- 1.5.12 Undertaking/certificate to the effect that it has not been blacklisted/no criminal cases pending against the entity/no near relative declaration (Annexure-“C”).
- 1.5.13 Self attested copies of financial statements along with their respective ITRs for the immediate last 3 financial years i.e. 2012-13, 2013-14 and 2014-15.
- 1.5.14 The bidder should have Main/Branch office in the jurisdiction of NCT of Delhi.
(N.B.: Self certified copies as proof are to be attached.)

Note: UIDAI, HQ reserves the right to verify/confirm all original documentary evidence submitted by the bidder in support of above mentioned clauses of eligibility criteria.

1.6 Financial Bid:-

The prices quoted in the commercial bid should be without any conditions.

- 1.6.1 The price bid must be filled in completely, without any error, erasures or alterations as per the specified format given in **Annexure-B**.
- 1.6.2 The prices should be mentioned in Indian Rupees only in clearly readable format without any overwriting.
- 1.6.3 Price quotation accompanied by vague and conditional expression such as “**subject to immediate acceptance**”, “**subject to confirmation before sales**”, etc. will be treated as being at variance and shall be liable for rejection.
- 1.6.4 The envelop consisting of Financial Offer shall be marked as “**Financial Bid for Stationery items**”.
- 1.6.5 **Prices quoted shall be inclusive all applicable Taxes & duties and shall be firm for the entire period of Contract.**
- 1.6.6 It is the responsibility of the Bidder to clearly identify all costs associated with any item or series of items in this Tender Document and submit the total cost in the financial bid.
- 1.6.7 The bidder shall ensure that there is no discrepancy in the rates mentioned in figures and words. In case of any discrepancy, the rate mentioned in the words shall be taken as final and binding.
- 1.6.8 In the event of arithmetic calculation mistake, the individual price in words shall be considered for calculation.
- 1.6.9 The bidder must fill and submit the rates as per instructions given above. If the bidder does not quote a price/rate for any item in the Bid, his/her tender may be summarily rejected.

1.7 Validity of Tender Document

The Bidder shall submit the response to Tender Document which shall remain valid up to **Ninety (90)** days from the date of opening of tender (“Bid Validity”). UIDAI reserves the right to reject any response to Tender Document which does not meet the aforementioned validity period (90 days) or may ask for extension, if required.

1.8 Non Transferable Bid:

Neither the contract nor any rights granted under the contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part, by the vendor, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect. The vendor shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the vendor under the contract.

1.9 Deviations:

The bidder should clearly read and understand all the terms and conditions, specifications, etc. mentioned in the original tender documents. Bidders are advised not to make any corrections, additions or alterations in the original tender documents. If this condition is not complied with, tender is liable to be rejected.

1.10 Deadline for submission of bid

The bid duly filled & signed must be received by UIDAI at the address specified, not later than the date and time mentioned in the “**Bid Information Sheet**”. Bid received later than the deadline prescribed for submission of tender by UIDAI shall be rejected.

1.11 Withdrawal of bid

No Tender can be withdrawn after submission and during Bid validity period. Submission of a Bid by a bidder implies that he/she had read all the Bid documents including amendments if any, visited the site and has made him/herself aware of the scope and specifications of the job to be done, local conditions and other factors having any bearing on the required job.

1.12 Opening of the bid

Bids will be opened at the address mentioned in “**Bid Information Sheet**” in presence of bidders or authorized representatives of bidders who wish to attend the opening of tenders. Bidders or their authorized representatives who are present shall sign register in evidence of their attendance.

Bidder’s name, presence or absence of requisite documents, total cost of procurement/supply quoted or any other details as UIDAI, HQ may consider appropriate will be announced and recorded at the time of bid opening.

1.13 Clarification of the bid

To assist the examination, evaluation and comparison of the tenders, UIDAI, HQ may at [its](#) discretion ask the bidders for any clarifications as considered essential.

All such correspondence shall be in writing and no change in price or substance of the tender shall be sought or permitted. The above clarification for submission of the details shall form part of the tender and shall be binding on the bidder.

1.14 Examination of the bids

A committee constituted by the **Competent Authority in UIDAI, HQ** shall determine whether each bid is of acceptable quality, is generally complete and is substantially responsive to the bidding documents. For purpose of this determination, a substantially responsive bid is one that conforms to all the terms, conditions and specifications of the bidding documents without material deviations, objections, conditionally or reservation. If a bid is not substantially responsive, it shall be rejected by the Competent Authority in UIDAI, HQ.

Decision of UIDAI, HQ regarding responsiveness or non-responsiveness of a tender shall be final and binding.

1.15 Canvassing

No bidder is permitted to **canvass to UIDAI on any matter** relating to this tender. Any bidder found doing so may be disqualified and his bid may be rejected.

1.16 Right to accept any bid or reject all bids

UIDAI, HQ reserves the right to accept or reject any bid or to annul and reject all bids at any time prior to the award of the contract without incurring any liability to the affected bidders or any obligation to inform affected bidder, the grounds of such action. If the bidder, as individual or as a partner of partnership firm, expires after the submission of his bid but before award of services, the UIDAI, HQ shall deem such bid as invalid.

1.17 Clarifications/ Amendments

Amendment/s if any will be uploaded in the website of UIDAI/Central Public Procurement Portal (www.uidai.gov.in/ www.eprocure.gov.in) for information of all concerned. All are requested to remain updated with the websites. No separate reply/ intimation will be given for the above, elsewhere.

1.18 Cancellation of Contract

The UIDAI, HQ reserves the right to cancel the contract of the selected bidder and recover expenditure incurred by the UIDAI on the following circumstances:

- 1.18.1 The bidder has made the misleading or false representations in the forms, statements, and attachments submitted in proof of the eligibility requirements.
- 1.18.2 The selected bidder commits a breach of any of the terms and conditions of the bid/contract.
- 1.18.3 The bidder goes into liquidation voluntarily or otherwise
- 1.18.4 The progress regarding execution of the contract, made by the selected bidder is found to be unsatisfactory.

- 1.18.5 If deductions on account of penalties exceeds more than 10% of the total contract price.
- 1.18.6 After the award of the contract, if the selected bidder does not perform satisfactorily or delays execution of the contract, the UIDAI reserves the right to get the balance contract executed by another party of its choice by giving one month's notice for the same. In this event, the selected bidder is bound to make the additional expenditure, which the UIDAI may have to incur to carry out bidding process for the execution of the balance of the contract. This clause is applicable, if for any reason, the contract is cancelled.
- 1.18.7 UIDAI reserves the right to recover any dues payable by the selected bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and/or invoking Bank Guarantee, if any, under this contract or any other contract/order.
- 1.18.8 Performance Security should be refunded to the Supplier/s without any interest, whatsoever, after it duly performs and completes the contract in all respects but not later than 60 days of completion of all such obligations under the contract.

1.19 Important notes and instructions to Bidders

- 1.19.1 Wherever information has been sought in specified formats, the Bidders shall fill in the details as per the prescribed formats and shall refrain from any deviations and referring to any other document for providing any information required in the prescribed format.
- 1.19.2 If the Bidder conceals any material information or makes a wrong statement or misrepresents facts or makes a misleading statement in its response to Tender Document, in any manner whatsoever, UIDAI reserves the right to reject such response to Tender Document and/or cancel the Letter of Award, if issued and the EMD/PBG provided up to that stage shall be en-cashed. Bidder shall be solely responsible for disqualification based on their declaration in the submission of response to Tender Document.
- 1.19.3 Response submitted by the Bidder shall become the property of the UIDAI,HQ and UIDAI shall have no obligation to return the same to the Bidder. However, the EMDs submitted by unsuccessful Bidders shall be returned as specified in **Clause 1.2.5**
- 1.19.4 All pages of the response to Tender Document submitted must be signed and stamped by the authorized person on behalf of the Bidder.
- 1.19.5 Bidders may carefully note that they are liable to be disqualified at any time during bidding process in case any of the information furnished by them is not found to be true. The decision of UIDAI, HQ in this respect shall be final and binding.
- 1.19.6 The bidder must obtain for itself on its own responsibility and its own cost all the information including risks, contingencies & other circumstances in execution. It shall also carefully read and understand all its obligations & liabilities given in tender documents.

- 1.19.7 Responses to Tender Document that are incomplete, which do not substantially meet the requirements prescribed in this Tender Document, will be liable for rejection by UIDAI, HQ.
- 1.19.8 Bidders delaying in submission of additional information or clarifications sought will be liable for rejection.
- 1.19.9 Non submission and/or submission of incomplete data/ information required under the provisions of Tender Document shall not be construed as waiver on the part of UIDAI, HQ of the obligation of the Bidder to furnish the said data/information unless the waiver is in writing.
- 1.19.10 Only Delhi Courts shall have exclusive jurisdiction in all matters pertaining to this Tender.
- 1.19.11 UIDAI, HQ reserves the right to delete items from the schedule of requirements specified in the tender. UIDAI, HQ also reserves the right to alter the quantity as per the actual requirement from time to time.
- 1.19.12 UIDAI, HQ will not be obliged to meet and have discussions with any bidder, and or to listen to any representations.
- 1.19.13 The bidder shall not make any addition or alteration in the tender documents. The requisite details should be filled in by the bidder wherever required in the documents. Incomplete tender or tender not submitted as per instructions is liable to be rejected.
- 1.19.14 The bidder shall furnish a clause-by-clause compliance of all the terms & conditions of the tender demonstrating substantial responsiveness in the form of signing & stamping all the pages of the original bid document and supporting documents by the authorized person/persons. In case of deviations, a statement of deviations and exceptions shall be given by the bidder.

Section 2

Scope of the Work

2 Scope of Work:

UIDAI, Headquarter, New Delhi intends to engage the suppliers for “Stationery items”.

2.1 TECHNICAL SPECIFICATIONS & SCHEDULE OF REQUIREMENT:

Stationery Items:

Sl.no	Name of stationary Item	Preferred Make/brand or equivalent	Unit	Count in one Unit	Annual Qty* to be purchased
a.	B	c	d	e	f
1.	Ball Pen	Reynolds 045/Rotomac	1Pkt.	10 Pcs.	275 Pkt.
2.	Racer Gel	Reynolds/ Rotomac	1 pkt	10 Pcs.	225 Pkt.
3.	click-gel Pen	Mitsubishi Pencil Co.	1Pkt	12 Pcs.	125 Pkt.
4.	Gel Pen	Mitubishi Pencil Co.	1Pkt.	12 Pcs.	100 Pkt.
5.	Pen H-Tech V5	Luxor	1Pkt	12 Pcs.	110 Pkt
6.	Cello Tape 1 inch	Cello	1 Pc	15 Mtr.	145 Pcs.
7.	Cello Tape 2 inch	Cello	1Pc.	30 Mtr.	145 Pcs.
8.	Brown Tape 2 inch	BOPP/Apex	1Pc.	30 Mtr.	50 Pcs.
9.	Correction Fluid Pen	Reynolds	1Tube	Tube	250 Pcs.
10.	Duster Yellow	Good Quality	1Dozen.	12 Pcs	42 Dozen
11.	Envelop White (11x5) 75 GSM with printed Text as per sample	Good Quality	1Pkt.	250 Pcs.	114 Pkt.
12.	Envelop White (A4 Size) 75 GSM with printed Text as per sample	Good Quality	1Pkt.	50 Pcs.	120 Pkt.
13.	Paper Cutter	Emerald	1Pc.	1Pc.	30 Pcs.
14.	Eraser	Natraj	1Pkt.	20 Pcs.	25 Pkt.
15.	File Cover with printed Text (As per Sample)	Good Quality	1Pc.	1Pc.	3300 Pcs.
16.	File Board	Neelgagan	1Pc.	1Pc.	3300 Pcs.
17.	Flag (1”X3”) 50X3 Colours	Oddy re stick	1Pkt.	150 Pcs.	450 Pkt.
18.	Gem/U Clip (Plastic coated)	Gem	1Pkt.	50 Pcs.	375 Pkt.
19.	Glue Stick 15 gms.	Kores	1Box	20 Pcs.	42 Box
20.	Fevicol 20 ml tube	Fevicol	1Tube	1 Tube	100 Tube
21.	Highlighter	Luxor	1Pkt	5 Pcs.	120 Pkt.
22.	Single Punch (SHP-20)	Kangaroo	1Pc.	1Pc.	120 Pcs.
23.	Green Note Sheet	Neelgagan	1Pad	100 Leaves	450 Pcs.
24.	Photo Copy Paper A	Century	1Ream	500	2500

	4 Size-75 GSM			Sheets	Ream
25.	Photo copy Paper Legal Size- 75 GSM	Century	1Ream	500 Sheets	30 Ream
26.	Post It Pad 3X4	Oddy re stick	1 Pc.	100 sheets	500 Pcs.
27.	Pencil Ordinary	Nataraj	1Pkt.	10 pcs.	300 Pkt.
28.	Pencil Short Hand	Apsara	1Pkt.	10 pcs.	130 Pkt.
29.	Register 4 qr.	Neelgagan	1Pc.	1Pc.	200 Pcs.
30.	Register 8 qr.	Neelgagan	1Pc.	1Pc.	320 Pcs.
31.	Stapler HD-45	Kangaroo	1Pc.	1Pc.	120 Pcs.
32.	Stapler HD-10 D	Kangaroo	1Pc.	1Pc.	150 Pcs.
33.	Stapler Pin 24/6	Kangaroo	1Box	20 Pkt.	15 Box
34.	Stapler Pin No.10	Kangaroo	1Box	20 Pkt.	20 Box
35.	Short Hand Note Book	Neelgagan	1Pc.	200 sheets	375 Pcs.
36.	Scale 12"	Kebica	1Pkt.	10 pcs.	07 pkt.
37.	Sharpener	Nataraj	1Pkt.	20 pcs.	20 pkt.
38.	Tag White	Q-connect	1Bundle	10 pc	20 bundles
39.	Tissue Paper 200X200 mm, 100 PullsX2 ply,	Fresia/Defodil	1Box	200 sheets	1100 Box
40.	DVD-R with Cover	Moser baer	1Pkt.	05 pcs.	32 pkt.
41.	CD-R with Cover	Moser baer	1Pkt.	5 pcs.	22 pkt.
42.	Pen Drive 32 GB	Scandisk	1Pc.	1Pc.	20 Pcs.
43.	Pen Drive 16 GB	Scandisk	1Pc.	1Pc.	80 Pcs.
44.	Pen Drive 08 GB	Scandisk	1Pc.	1Pc.	80 Pcs.
45.	Pen Drive 4GB	Scandisk	1 Pc	1Pc	70 pcs.
46.	Glossy Paper	Citizen	1Pkt.	50 sheets	75 pkt.
47.	Note Pad (Spiral)	Aero	1Pc.	50 sheets	2400 Pcs
48.	Pencil Cell AA &AAA	Duracell	1Pc.	1Pc.	500 Pcs.
49.	Permanent Marker	Luxor	1Pkt.	10 pcs.	18 pkt.
50.	Plastic Folder L-Shape	Solo/Neelgagan/ equivalent	1Pkt.	10 folder	500 pkt.
51.	Button Folder	Solo /Neelgagan/ equivalent	1Pkt.	10 folder	250 Pkt.
52.	Scissors	Kangaroo/kores	1Pc.	1Pc.	100 Pcs.
53.	White Board Marker	Luxor	1Pkt	10 pcs.	16 Pkt.
54.	Index File Folder	Neelgagan	1Pc.	1Pc.	60 pcs.
55.	Binder Clip-15 mm	ACCO/OIC	1Pkt.	12 pcs.	150 pkt
56.	Tumbler Pen Stand	Kebica	1Pc.	1Pc.	40 pcs.
57.	Double Punch DP-52	Kangaroo	1Pc.	1Pc.	20 pcs.
58.	Section Diary Register – 8 qr.	Lotus/Neelgagan	1Pc.	1Pc.	40 pcs.
59.	Peon Book	Neelgagan	1Pc.	1Pc.	40 pcs.
60.	Dak Pad	Neelgagan	1Pc.	1Pc.	50 Pcs.
61.	Calculator – 12 Digit	Citizen	1Pc.	1Pc.	30 Pcs.

*Quantity mentioned above is tentative and may vary depending up on actual consumption.

- 2.2 No items are allowed to be taken out without proper Gate Passes issued by the Deputy Director (Admin) or Nodal Officer for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
- 2.3 The regularity of performances of the supplies shall be the essence of this agreement and shall form a central factor of this agreement. The Supplier/shall take all possible steps to maintain its performance as determined by the UIDAI, HQ from time to time. A committee constituted by Admin Div shall review the performance in every three months, relating to supply of stationery items for its quality& quantity. The committee would also look into the complaints, feedback/ suggestions for improvements of the supplies, etc.
- 2.4 If the UIDAI notices that the supplier/s have been negligent, careless in rendering the said supplies, the same shall be communicated immediately to the supplier, who will take corrective steps immediately to avoid recurrence of such incidents, and report to the Deputy Director(Admin),UIDAI.
- 2.5 All stationery items shall be supplied at UIDAI Headquarter premise with no extra cost.

Section 3

BID EVALUATION

3. Technical Bid evaluation

After bid opening, Technical & Commercial bids submitted by those Bidders who have furnished the tender fee and EMD shall be evaluated by a committee constituted by UIDAI, HQ.

The bids to be determined as substantially responsive shall be evaluated by the committee for technical compliance. The bidder must submit all necessary authentic data with necessary supporting certificates of the various items of technical evaluation criteria as per **clause 1.5** of this Tender Document, failing which his/her tender is liable to be rejected.

3.1 Financial Bid Evaluation:

Bidders qualified after Technical evaluation shall be notified of financial bid opening date & time. Representative of qualified bidders desirous of attending the financial bid opening may join the same at scheduled date and time at UIDAI, Headquarter.

Financial bids of those bidders shall be opened whose technical bids shall be found responsive and accepted by the Competent Financial Authority in UIDAI, Headquarter. The bidder/s, whose overall quoted rate shall be the lowest, would be selected as the successful bidder.

In addition to above, in case there is any tie in the rates, the documentary support on maximum number of executed contracts and their satisfactory performance certificates shall be given more weight-age in the selection. The decision of UIDAI shall be final and no representation shall be entertained in this case.

3.2 Award of Contract

UIDAI, HQ shall issue LoA (Letter of Award) in duplicate to the successful bidder/s in writing by a Registered Letter/Courier/Speed Post/E-mail or per bearer. Duly signed and stamped duplicate copy of LoA has to be returned by the selected bidder within a week of receipt of LoA as token of his/her acceptance in totality. This shall constitute a legal and binding contract between UIDAI and the selected bidder/s.

The successful Bidder/s shall be required to furnish "**Performance Bank Guarantee**" of **10% of the annual value of the contract** in the form of an Account Payee Demand Draft, Fixed Deposit, Banker's Cheque or Bank Guarantee in the defined form from any of the scheduled Commercial Banks drawn in favor of PAO, UIDAI, New Delhi. The Performance Security deposit will be refunded without interest after 60 days on expiry of the contract and adjustment of dues/losses, if any.

Successful bidder/s are required to submit performance bank guarantee (PBG) of as per timeline defined in this bid document. Duly signed and stamped Contract Agreement on stamp paper of requisite value has to be submitted to UIDAI, HQ within one week of issuance of LoA.

SECTION 4

General Conditions of Contract

4. GENERAL CONDITIONS OF CONTRACT (GCC)

General Terms and Conditions of Tender: The Bidder is required to give confirmation of their acceptance of the General Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder/s (i.e. Supplier/s in the Contract) as selected by the UIDAI. Failure to do so may result in rejection of the Bid submitted by the Bidder/s.

- 4.1 **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
- 4.2 **Effective Date of the Contract:** The contract will be valid initially for a period of one year with effect from date of award of the contract. However, the contract may be extended further upto a period of two years on year to year basis on mutual consent at the same rates, terms and conditions as in the present contract subject to satisfactory performance. The grant of extension of contract will be at the sole discretion of the competent authority of UIDAI, Headquarter.
- 4.3 **Penalty for use of Undue influence:** The Supplier/s under takes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the UIDAI or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Supplier/s or any one employed by him or acting on his behalf (whether with or without the knowledge of the Supplier/s) or the commission of any offers by the Supplier/s or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the UIDAI to cancel the contract and all or any other contracts with the Supplier/s and recover from the Supplier/s the amount of any loss arising from such cancellation. A decision of the UIDAI or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Supplier/s. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Supplier/s towards any officer/employee of the UIDAI or to any other person in a position to influence any officer/employee of the UIDAI for showing any favour in relation to this or any other contract, shall render the Supplies to such liability/ penalty as the UIDAI may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the UIDAI.

- 4.4 **Agents / Vendor Commission** : The Supplier/s shall confirm and declare to the UIDAI that the Supplier/s is the original Supplier/s of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Supplier/s; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Supplier/s agrees that if it is established at any time to the satisfaction of the UIDAI that the present declaration is in any way incorrect or if at a later stage it is discovered by the UIDAI that the Supplier/s has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Supplier/s will be liable to refund that amount to the UIDAI. The Supplier/s will also be debarred from entering into any Contract with the Government of India for a minimum period of five years. The UIDAI will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Supplier/s who shall in such an event be liable to refund all payments made by the UIDAI in terms of Contract along with interest at the rate of 2% per annum above the lending rate of GoI to States/UTs (Presently 8.75%). The UIDAI will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.
- 4.5 **Access to Books of Accounts**: In case it is found to the satisfaction of the UIDAI that the Supplier/s has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Vendor Commission and penalty for use of undue influence, the Supplier/s, on a specific request of the UIDAI, shall provide necessary information/ inspection of the relevant financial documents/information.
- 4.6 **Non-disclosure of Contract documents**: Except with the written consent of the UIDAI/ Supplier/s, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
- 4.7 **Liquidated Damages**: In the event of failure of the Supplier/s to submit the Bonds, Guarantees and Documents, supply/deployment of services as specified in this contract, the UIDAI may, at his discretion, withhold any payment until the completion of the contract. The UIDAI may also deduct from the Supplier/s as agreed, **liquidated damages** to the sum of **0.5% of the contract price of the delayed/undelivered services 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 delayed service.**
- 4.8 **Termination of Agreement**: Without prejudice to what is contained hereinabove, UIDAI, Headquarter shall at its sole and absolute discretion, be entitled to terminate this agreement by giving one month's notice in writing of the intention to

terminate without specifying any reason(s) without assigning any reason and without payment of any compensation, if

4.8.1 in the opinion of UIDAI (which shall not be called in question by the supplier/s and shall be binding on him/they) the supplier/s fails or refuses to implement this agreement to UIDAI's satisfaction, and/or

4.8.2 the supplier/s commits a breach of any terms and conditions of this agreement, and/or

4.8.3 the supplier/s is adjudged an insolvent or a compromise is entered by him with his creditors or if distress or execution or other process is levied upon or receiver is appointed of any part of the assets or property of Vendor, and/or

4.8.4 for any reason whatsoever, the Vendor becomes disentitled in law to perform his obligations under this agreement, and/or

4.8.5 There is no variation in the ownership/partnership or management of the supplier/s or his business without prior intimation in writing to UIDAI of such variation.

4.8.6 If, UIDAI, Headquarter notices that the Supplier/s has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.

4.9 **Events upon Termination:** In the event of termination of this agreement for any reason whatsoever, the Vendor/or persons employed by him shall not be entitled for any sum or sums whatsoever from UIDAI by way of compensation, damages or otherwise except for the accrued payments till the end date of this Agreement. On termination of the contract, the supplier/s shall take steps to withdraw all the services provided in a smooth and orderly manner.

4.10 **Governing Law and Jurisdiction:**

This Agreement shall be construed and interpreted in accordance with and governed by the laws of India, and the courts of Delhi where UIDAI has its headquarter shall have exclusive jurisdiction over matters arising out of or relating to this Agreement.

4.11 **Force Majeure**

Notwithstanding the provisions of tender, the Supplier/s shall not be liable for forfeiture of its performance security, Penalties or termination for default, if and to the Tender document for a security services at UIDAI, HQ extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

4.11.1 For purpose of this clause, "Force majeure" means an event beyond the control of the Supplier/s and not involving the Supplier/s's fault or negligence and not foreseeable, either in its sovereign or contractual

capacity. Such events may include but are not restricted to Acts of God, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes etc. Whether a “Force majeure” situation exists or not, shall be decided by UIDAI, HQ and its decision shall be final and binding on the [Supplier/s](#) and all other concerned.

4.11.2 In the event that the [Supplier/s](#) is not able to perform his obligations under this contract on account of force majeure, he will be relieved of his obligations during the force majeure period. In the event that such force majeure extends beyond **07 Days**, UIDAI HQ has the right to terminate the contract in which case, the contractual guarantees and warranties shall be refunded to him.

4.11.3 If a force majeure situation arises, the [Supplier/s](#) shall notify UIDAI, HQ in writing promptly, not later than **2 days** from the date such situation arises. The [Supplier/s](#) shall notify UIDAI, HQ not later than **2 days** of cessation of force majeure conditions. After examining the cases, UIDAI HQ shall decide and grant suitable additional time for the completion of the Work, if required.

4.12 **Termination for Insolvency**

UIDAI, HQ may at any time terminate the Contract by giving written notice to the [Supplier/s](#), if he/she becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the [Supplier/s](#), provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to UIDAI, HQ.

4.13 **Notice:-**

All notices, requests, claims, demands and other communications between the parties shall be in writing and shall be given (i) by delivery in person or (ii) by registered mail, postage prepaid, or (iv) by facsimile or (v) by electronic mail to the address of the party specified in this Agreement or such other address as either party may specify in writing.

All notices shall be effective upon (i) receipt by the party to which notice is given, or (ii) on the fifth (5th) day following mailing, whichever occurs first.

4.14 **Dispute Resolution:** In case of any dispute between the Vendor and UIDAI arising out of or in relation to this Agreement, the dispute shall be referred to a sole Arbitrator to be appointed by UIDAI and the decision of such Arbitrator shall be conclusive and binding on both the parties. The arbitration proceedings shall be held in English language and the venue shall be in Delhi and shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time. The Courts of Delhi will have jurisdiction over all legal disputes under this Agreement.

4.15 **Transfer and Sub-letting:** The [Supplier/s](#) has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

- 4.16 **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.
- 4.17 **Taxes and Duties:** The price shall include all applicable taxes, duties, levies, statutory obligations, etc. Any change in any duty/tax upward/downward as a result of any statutory variation takes place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the Supplier/s/Vendor. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the [UIDAI](#) by the [Supplier/s](#). All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the [Supplier/s](#).
- 4.18 **Fall Clause**

Fall clause is a price safety mechanism in rate contracts. The fall clause provides that if the rate contract holder reduces its price or sells or even offers to sell the rate contracted goods following conditions of sale similar to those of the rate contract, at a price lower than the rate contract price, to any person or organization during the currency of the rate contract, the rate contract price will be automatically reduced with effect from that date for all the subsequent supplies under the rate contract and the rate contract amended accordingly. Other parallel rate contract holders, if any, are also to be given opportunity to reduce their price as well, by notifying the reduced price to them and giving them 15 (fifteen) days' time to intimate their revised prices, if they so desire, in sealed cover to be opened in public on the specified date and time and further action taken as per standard practice. On many occasions, the parallel rate contract holders attempt to grab more orders by unethical means by announcing reduction of their price (after getting the rate contract) under the guise of Fall Clause. This situation is also to be dealt with in similar manner as mentioned earlier in this paragraph. It is, however, very necessary that the purchase organizations keep special watch on the performance of such rate contract holders who reduce their prices on one pretext or other. If their performances are not up to the mark, appropriately severe action should be taken against them including deregistering them, suspending business deals with them, terminating the contract, etc.

Section-5

Special Conditions of Contract (SCC)

5. Special Conditions of contract

- 5.1 The Supplier/s shall supply all items mentioned under **Stationery items** in original and genuine, and shall compliance to all statutory obligations towards Taxes & duties enforceable by Government from time to time, however the offered rate/amount of shall remain fixed and will not increase in any case during the currency of the contract except statutory obligations.
- 5.2 **Tax Deducted at Source** (TDS) as applicable shall be deducted as per governing rules.
- 5.3 **Payment Terms:**
- 5.3.1 The UIDAI shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
- 5.3.2 No Payment shall be made in advance to neither the Supplier/s nor any loan from any bank or financial institution be recommended on the basis of work award.
- 5.3.3 Payment will be processed only after confirmation of PBG from the issuing bank.
- 5.3.4 Payments for stationery items will be made on submission of Invoice/Bill duly completed in all respect and certified by SO (Admin-I) UIDAI HQ on monthly basis.
- 5.3.5 All payment shall be made by ECS/e-payment only and UIDAI shall be at liberty to withhold any of the payment in full or in part subject to recovery of penalties as mentioned in **clause 5.4**.
- 5.3.6 There shall be no increase in rates payable to the "Supplier/s" during the Contract period except reimbursement of the statutory obligation revised by the Government.
- 5.4 **Deductions:**
- 5.4.1 Supplier/s shall ensure that all the stationery items supplied as per the contractual terms & conditions, deviation in quality and quantity towards supply of any items, shall invite a penalty of Rs. **500/-** per order, shall be deducted from the monthly bills due for payment and shall also replace the item/s free of cost with the requisite quality.
- 5.4.2 Supplier/s shall ensure no delays/default towards timely supply of stationery items. In case of failure, a penalty of Rs. **500/-** (Rupees five Hundred) per day per order shall be deducted from the monthly bills due for payment.
- 5.4.3 Supplier/s shall ensure no delays / defaults in statutory compliance towards taxes & duties as applicable, failing which a penalty of Rs **2000/-** (Two Thousand only) may be imposed for every default and shall ensure the compliance within a week time with submission of evidence to UIDAI. Failure, if any, may lead to cancellation of the contract.

Unique Identification Authority of India

Annexure-A

Technical Bid for Stationery items for UIDAI, HQ

Sr. No.	Particulars	Details
	Name	
	Complete Address	
	Email ID	
	Website, If any	
	Phone Nos./Mobile No.	
	Contact Person	
	Name:	
	Designation:	
	Phone No./Mobile No:	
	E-mail address	
1	Tender Fee of Rs. 100/- in the form of Demand Draft/Banker's Cheque from any Scheduled Bank of India.	Amount: Enclosed: Yes/No
2	EMD of Rs. 30,000/- in the form of Demand Draft/Banker's Cheque from any Scheduled Bank of India	Amount: Enclosed: Yes/No
3	Authorization letter for signing the bid document in the form of Board Resolution/Power of Attorney duly attested by the Company Secretary. In Case of Partnership/Proprietary Firm authorization letter should be signed by all partners/proprietor.	Enclosed: Yes/No
4	Self attested copy of Certificate of registration of company/firm, if applicable.	Enclosed: Yes/No
5	Annual turnover of min. Rs 15.0 lakh in each of the immediate last three financial years i.e.2012-13, 2013-14 and 2014-15, attach copies of balance sheet and P&L A/C, etc. duly countersigned by the Company Secretary/any Partner/Proprietor of the bidder firm, as the case may be.	Annual Turnover for: FY 2012-13, Rs.____ Lakh FY 2013-14, Rs.____ Lakh FY 2014-15, Rs.____ Lakh
6	Similar Work Experience: Enclose self attested copies of at least three supply orders from any Central or State organizations/PSU/Autonomousbody/institution/corporation /establishment/Pvt.reputed Agency, having contract/ executed value of Min. Rs. 5.0 Lakh under Single supply Order/Contract Agreement, during last three financial years (2012-13, 2013-14 and 2014-15)- Annexure-D.	Amount: Enclosed: Yes/No
7	Performance certificate: enclose self attested copies of at least three certificates confirming satisfactory supply of stationery items to any Central or State organizations/ PSU/ Autonomous body/institution/corporation/ establishment/ Pvt. reputed Agency during last three (3) financial years (2012-13, 2013-14 and 2014-15).	Enclosed: Yes/No

8	PAN/TAN Card (Enclose Self attested copy)	Enclosed: Yes/No
9	VAT Registration (Enclose Self attested copy)	Enclosed: Yes/No
10	Self attested copies of VAT/Service Tax returns for last three (3) financial years i.e. (2012-13, 2013-14 and 2014-15)	Enclosed: Yes/No
11	Income Tax Returns: Proof of filing of Income Tax return for the last three (3) Financial years (2012-13, 2013-14 and 2014-15). (Enclose Self attested copy)	Enclosed: Yes/No
12	Registration Certificate of Proprietor/Agency/Firm/Company under company act 1956/2013 (Enclose Self attested copy)	Enclosed: Yes/No
13	Undertaking/certificate to the effect that it has not been blacklisted/no criminal cases pending against the entity by and no near relative declaration (Annexure-“C”).	Enclosed: Yes/No
14	Registered Main/Branch office in the jurisdiction of the NCT, Delhi (Enclose Self attested copy)	Enclosed: Yes/No
15	Bank A/C details of the Supplier/s(enclose Self Attested Copy)	Enclosed: Yes/No
16	Copy of tender document duly signed at each page	Yes/No:
17	Whether all the enclosures have been signed by the bidder or authorized representative	Yes/No:

19. Details of the major contracts as per **Bid Clause 1.5.6** handled by the Bidder Company/firm/Vendor from any Central or State organizations/PSU/Autonomous body/institution/corporation/establishment/Pvt. reputed Agency during the last three years by enclosing self-attested copies of work orders:

Sr. No.	Name of the Organization	Contact No. of the client Organization	Financial Year	Duration of Contact		Annual Contract Value (In Lakh)	(Enclose copies of work order and completion certificate from clients)
				From date	To date		
1			2012-13				
2			2013-14				
3			2014-15				

Signature of authorized person

Date:
Place:

Name:
Seal

Unique Identification Authority of India**Annexure-B**

(In sealed Cover-II super scribed "Financial Bid")

PRICE SCHEDULE**Stationery items**

Sl.no	Name of stationary Item	Make/brand offered	Unit	Count in one Unit	Annual Qty* to be purchased	Unit Price inclusive all (in Rs.)	Total Price inclusive all (in Rs.)	Total Price inclusive all in words (in Rs)
a	b	C	d	e	f	g	h = f x g	i=h
1.	Ball Pen		1Pkt.	10 Pcs.	275 Pkt.			
2.	Racer Gel		1 pkt	10 Pcs.	225 Pkt.			
3.	click-gel Pen		1Pkt	12 Pcs.	125 Pkt.			
4.	Gel Pen		1Pkt.	12 Pcs.	100 Pkt.			
5.	Pen H-Tech V5		1Pkt	12 Pcs.	110 Pkt			
6.	Cello Tape 1 inch		1 Pc	15 Mtr.	145 Pcs.			
7.	Cello Tape 2 inch		1Pc.	30 Mtr.	145 Pcs.			
8.	Brown Tape 2 inch		1Pc.	30 Mtr.	50 Pcs.			
9.	Correction Fluid Pen		1Tube	Tube	250 Pcs.			

10.	Duster Yellow		1Dozen.	12 Pcs	42 Dozen			
11.	Envelop White (11x5) 75 GSM with printed Text as per sample		1Pkt.	250 Pcs.	114 Pkt.			
12.	Envelop White (A4 Size) 75 GSM with printed Text as per sample		1Pkt.	50 Pcs.	120 Pkt.			
13.	Paper Cutter		1Pc.	1Pc.	30 Pcs.			
14.	Eraser		1Pkt.	20 Pcs.	25 Pkt.			
15.	File Cover with printed Text (As per Sample)		1Pc.	1Pc.	3300 Pcs.			
16.	File Board		1Pc.	1Pc.	3300 Pcs.			
17.	Flag (1"X3") 50X3 Colours		1Pkt.	150 Pcs.	450 Pkt.			
18.	Gem/U Clip (Plastic coated)		1Pkt.	50 Pcs.	375 Pkt.			
19.	Glue Stick 15 gms.		1Box	20 Pcs.	42 Box			
20.	Fevicol 20 ml tube		1Tube	1 Tube	100 Tube			

21.	Highlighter		1Pkt	5 Pcs.	120 Pkt.			
22.	Single Punch (SHP-20)		1Pc.	1Pc.	120 Pcs.			
23.	Green Note Sheet		1Pad	100 Leaves	450 Pcs.			
24.	Photo Copy Paper A 4 Size-75 GSM		1Ream	500 Sheets	2500 Ream			
25.	Photo copy Paper Legal Size- 75 GSM		1Ream	500 Sheets	30 Ream			
26.	Post It Pad 3X4		1 Pc.	100 sheets	500 Pcs.			
27.	Pencil Ordinary		1Pkt.	10 pcs.	300 Pkt.			
28.	Pencil Short Hand		1Pkt.	10 pcs.	130 Pkt.			
29.	Register 4 qr.		1Pc.	1Pc.	200 Pcs.			
30.	Register 8 qr.		1Pc.	1Pc.	320 Pcs.			
31.	Stapler HD-45		1Pc.	1Pc.	120 Pcs.			
32.	Stapler HD-10 D		1Pc.	1Pc.	150 Pcs.			
33.	Stapler Pin 24/6		1Box	20 Pkt.	15 Box			
34.	Stapler Pin No.10		1Box	20 Pkt.	20 Box			
35.	Short Hand Note Book		1Pc.	200 sheets	375 Pcs.			
36.	Scale 12"		1Pkt.	10 pcs.	07 pkt.			
37.	Sharpener		1Pkt.	20 pcs.	20 pkt.			
38.	Tag White		1Bundle	10 pc	20 bundles			

39.	Tissue Paper 200X200 mm, 100 PullsX2 ply,		1Box	200 sheets	1100 Box			
40.	DVD-R with Cover		1Pkt.	05 pcs.	32 pkt.			
41.	CD-R with Cover		1Pkt.	5 pcs.	22 pkt.			
42.	Pen Drive 32 GB		1Pc.	1Pc.	20 Pcs.			
43.	Pen Drive 16 GB		1Pc.	1Pc.	80 Pcs.			
44.	Pen Drive 08 GB		1Pc.	1Pc.	80 Pcs.			
45.	Pen Drive 4GB		1 Pc	1Pc	70 pcs.			
46.	Glossy Paper		1Pkt.	50 sheets	75 pkt.			
47.	Note Pad (Spiral)		1Pc.	50 sheets	2400 Pcs			
48.	Pencil Cell AA &AAA		1Pc.	1Pc.	500 Pcs.			
49.	Permanent Marker		1Pkt.	10 pcs.	18 pkt.			
50.	Plastic Folder L- Shape		1Pkt.	10 folder	500 pkt.			
51.	Button Folder		1Pkt.	10 folder	250 Pkt.			
52.	Scissors		1Pc.	1Pc.	100 Pcs.			
53.	White Board Marker		1Pkt	10 pcs.	16 Pkt.			
54.	Index File Folder		1Pc.	1Pc.	60 pcs.			
55.	Binder Clip-15 mm		1Pkt.	12 pcs.	150 pkt			

56.	Tumbler Pen Stand		1Pc.	1Pc.	40 pcs.			
57.	Double Punch DP-52		1Pc.	1Pc.	20 pcs.			
58.	Section Diary Register – 8 qr.		1Pc.	1Pc.	40 pcs.			
59.	Peon Book		1Pc.	1Pc.	40 pcs.			
60.	Dak Pad		1Pc.	1Pc.	50 Pcs.			
61.	Calculator – 12 Digit		1Pc.	1Pc.	30 Pcs.			

* Quantity mentioned above is tentative and may vary depending up on actual consumption.

Note:

1. All rates will be quoted in Rupees up to two decimal figures, only.
2. Total Composite Price must be quoted both in figure and words.
3. Printing shall be done in single colour, however colour & content may vary for different items and will be communicated at the time of purchase order.
4. For the Quantity in each unit, Technical Specifications & Schedule of Requirement (Section-2) may be referred.
5. It is mandatory to quote rate for all items, mentioned in Price Schedule. In case, rates of all items are not quoted by the bidder, bid will be liable to rejection.
6. No overwriting, corrections, interlineations, etc. are permitted in the Financial Bid. If found, bid shall liable to be rejected.
7. Quoted amount shall be inclusive of all taxes & duties applicable.

(.....)

Signature of

In capacity of.....

(Duly authorised to sign the bid for and on behalf of.....)

Seal:

Date:

Place:

Unique Identification Authority of India

Annexure-C

Undertaking/Certificate (On letter Head)

1. I, _____ Son / Daughter / Wife of Sh. _____ Proprietor/Director/authorized signatory of the Vendor/Firm/Agency, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. I do hereby certify that the representative of the firm has seen and understood the tender document and the rates have been quoted accordingly.
4. I do hereby certify that our firm has neither been blacklisted to by any of the Govt., Ministries/Departments/Organizations/PSUs/PSU Banks with which the firm had contracted for supplies of the stationery items/any work, etc. nor any criminal case registered against the firm during the last three years.
5. I hereby certify that none of relatives of mine/proprietor/partners/directors is/are employed in the UIDAI. In case at any stage, it is found that the information given by me is false/incorrect the purchaser shall have the absolute right to take any action as deemed fit/without any prior information to me.
6. The information / documents furnished along with the bid are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

I/we also declare that, I/we will abide by all the rules and regulation of the tender document and applicable government rules, if awarded the Tender. I/we are also aware that the Tender Inviting Authority reserves his right to cancel our Tender in part or full without assigning any reason, what so ever, and for the same, I/we will have no right to challenge the same in any court of law.

(Signature of Authorized Person)

Date:

Full Name:

Place:

Company's Seal:

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

DRAFT AGREEMENT FORMAT

This agreement is made at New Delhi on the _____ day of _____ Two thousand sixteen between _____ acting on Behalf of President through Sh. Ratnesh Bharati, Deputy Director(Admin), UIDAI , Government of India having its office at Jeevan Bharati Building, 2ndFloor, Tower-I, New Delhi-110001 (hereinafter called 'Client' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the First Part.

Second Part

M/s _____, having its registered office at

(Hereinafter called the 'Supplier/s' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.)of the Second Part .

WHEREAS the 'Client' is desirous to engage the 'Supplier/s' for providing Security Services at UIDAI, Headquarter the terms and conditions stated below:

1. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
2. The contract can be terminated by giving one month notice on either side.
3. In case of non-compliance with the contract, the 'Client' reserves its right to:
 - a. Cancel/revoke the contract; and/or
 - b. Impose penalty upto 10% of the total annual value of contract.
4. Security deposit equal to 10% of the Annual contract value (refundable without interest after two months of termination of contract) in the form of Pay Order/Demand Draft or Bank Guarantee shall be furnished by the "Supplier/s" at the time of signing of the Agreement.
5. There would be no increase in rates payable to the "Supplier/s" during the contract period.
6. The "Supplier/s" also agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.
7. Decision of 'Client' in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the "Supplier/s".
8. The "Supplier/s" shall ensure full compliance to all applicable Tax laws of India with regard to this Contract and shall be solely responsible for the same. The "Supplier/s" shall keep 'Client' fully indemnified against liability of tax, interest, penalty, etc. of the "Supplier/s" in respect thereof, which may arise.

9. In case of any dispute between the "Supplier/s" and 'Client', 'Client' shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at New Delhi.
10. The total value of agreement, inclusive of all taxes, for procurement of stationery items at UIDAI HQ will be Rs. _____/- for a period of one year which will be effective with effect from the date of award of contract.
11. The contract will be valid initially for a period of one year w.e.f the date of award of the contract. However, the contract may be **extended further for a period of two years on year to year basis**, in favour of the Contractor by the UNIQUE IDENTIFICATION AUTHORITY OF INDIA on the request of Contractor, on its sole discretion on the same rates, terms and condition as in the present contract on the basis of its satisfactory services and in exigency of work.

THIS AGREEMENT will take effect from _____ day of _____ Two thousand sixteen and shall be valid for one year.

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

For and on behalf of the "Supplier/s" For and on behalf of the ' _____ '

Signature of the authorized Official Signature of the authorized Official

Name of the Official Name of the Official

Stamp / Seal of the "Supplier/s"

SIGNED, SEALED AND DELIVERED

By the said _____

Name _____

on behalf of the "Supplier/s" in the presence of

Witness _____

Name _____

Address _____

By the said _____

Name _____

on behalf of the ' _____ ' in the presence of

Witness _____

Name _____

Address _____
