

F No. D-24012/2/2015-UIDAI

Government of India
NITI AAYOG
UNIQUE IDENTIFICATION AUTHORITY OF INDIA

2nd Floor, Tower-1, Jeevan Bharti Building
Connaught Circus, New Delhi-110001

Dated 24.08.2015

To,

M/s -----

**Subject: -Quotation for supply of petty carpenter service in UIDAI,
Headquarter - reg.**

Unique Identification Authority of India invites sealed Tender in prescribed proforma (Annexure-A) in respect of **“Quotations for Petty Carpenter Service in UIDAI Headquarter”** located at 2nd & 9th floor, Tower-I, and 3rd floor, Tower-II, Jeevan Bharti Building, Connaught Circus, New Delhi. Interested firms/vendors may visit the above premises to quote the rates for the said work, if so desire as per the **terms and conditions** enclosed as **“Annexure-1”**. The vendor will provide service by deploying one carpenter (Skilled) and one helper (unskilled) for six days in a week (i.e. Monday to Saturday) from 9:30 AM to 6.00 PM and may be increased/decreased depending upon the requirement of the UIDAI Headquarter. The scope of work covers, but not limited to:

- (a) Repairs of furniture/door/cabinet etc.,
- (b) Preventive maintenance,
- (c) Minor modifications,
- (d) Extension/Alteration/Addition,
- (e) Removal and
- (f) Restoration/Finishing of all wooden work including doors and windows and windows in the interior and furniture made of wood and metal/synthetic materials/glass/fabric, etc. and also all accessories and related attachments/fixtures in the premises of UIDAI Head Office.

2. The bid should be submitted in a sealed cover duly superscribed as **“Quotation for supply petty carpenter service.”** Technical details of the firm/vendor should be given as per **“Annexure-A”**. Rates of deploying petty carpenter service should be given as per **“Annexure-B”** and certificate/undertaking for declaration as per **“Annexure-C”**.

3. The sealed quotations in the prescribed proforma may be addressed to Deputy Director (Admin), 2nd Floor, Tower-I, Jeevan Bharti Building, Connaught Circus, New Delhi -110001 and dropped in the Tender Box mounted on the wall near to the office of Deputy Director(Admin).

4. The last date for receipt of tender is **09.09.2015 at 3:00 P.M.** The Bids shall be **opened at 3:30 P.M.** on the same day i.e. **09.09.2015** in Conference Hall-II, 3rd Floor, Tower-II, Jeevan Bharti Building, Connaught Circus, New Delhi-110001 in the presence of such bidders or their authorized representatives, who may wish to be present. Hypothetical Conditions/Incomplete quotation shall not be entertained and rejected summarily. Late Bids received after the specified date and time shall not be entertained.

5. Tender document may be obtained on any working day between 10:00 hours to 13:00 hours from the office of Deputy Director (Admin). The tender document can also be downloaded from the official website of UIDAI i.e. <http://www.uidai.gov.in>. For any clarification as to the tender documents, Deputy Director (Admin) may be contacted on telephone No: 011-23466842 or in person after prior appointment.

6. The Competent Authority in the UIDAI Headquarter reserves the right to amend/withdraw/relax/modify any of the terms and conditions contained in the Tender Documents in the public interest or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of Competent Authority will be final and binding.

Yours faithfully,

(Ratnesh Bharati)
Deputy Director (Admin)
Tel No: 011-23466842

Copy to:

1. All Ministries/Departments of the Govt. of India, New Delhi with a request that copy of the tender notice may kindly be provided to the vendors, who have been awarded the contract by them for supply of petty carpenter service.

(Ratnesh Bharati)
Deputy Director (Admin)
Tel No: 011-23466842

Terms & conditions for supply of petty carpenter service in the office of UIDAI Headquarter, Jeevan Bharti Building, Connaught Circus, New Delhi-11000:-

1. The Carpenter/Helper deployed by the Firm/Vendor should have valid certificate/license of his trade (documentary proof required at the time of deployment) and will do routine maintenance of office furniture and all works related to carpenter.
2. The carpenter/helper provided by the Firm/Vendor will attend day to day complaints and also maintain proper logbook for its rectification duly verified by the complainant/ User /UIDAI official.
3. The carpenter will check the office furniture for performance and overall healthy conditions of the furniture. Also maintain log books for the routine observations/checks of furniture and suggestions for its rectification.
4. Weekly checking/servicing of office furniture will be done by the carpenter/helper on Saturday by maintaining proper entries in the log books.
5. The firm/vendor should indemnify UIDAI, Headquarter against all applicable labor laws/statutory obligations in force. It shall be the sole responsibility of the firm/vendor for compliance of the same.
6. Any matter during the period of contract, which has not been specifically covered in the agreement, shall be decided by the UIDAI whose decision shall be final and conclusive
7. A complaint register will be kept at the designated spot in which users will record their complaints related to carpenter work and the firm/vendor has to ensure its rectification duly verified by the users/complainants within 24 hours of recording of complaint, failing which a penalty @ Rs. 100/- per day per complaint will be imposed on the firm/vendor if negligence found on account of Carpenter or Helper or both. If deployed carpenter/helper found absent from duty without substitute, a penalty of Rs 300/- will be imposed in addition to his/her salary of the day on pro-rata basis.
8. The rates quoted, should clearly specify whether Service Tax or any other Taxes are applicable and, if so, at what rate? In case, this information is not indicated in the quotation, it would be presumed that the rates quoted are inclusive of all type of taxes.
9. The contract shall initially be effective for a period of one year, extendable further for two years on year to year basis, subject to satisfactory performance of the firm/vendor and administrative decision of UIDAI, Headquarter.
10. Any modification in offer after the opening date will not be considered. **No request for escalation in rate shall be entertained on account of any reasons during the period of the contract.**

11. The contract may be awarded to the bidder whose “**Annexure-A**” and “**Annexure-C**” will be found in order & accepted by this office, and total of **(X+Y)** of “**Annexure-B**” will be the lowest subject to fulfillment of all the terms and conditions.
12. Payment shall be made by electronic transfer to the account of the supplier after completion of each month on submission of pre-receipt bill in triplicate on monthly basis.
13. EMD of Rs.10000/- (Rupees Ten Thousand only) must accompany by way of DD/Pay Order in favour of Pay and Accounts Officer, UIDAI payable at New Delhi. A quotation not accompanied by EMD will be summarily rejected.
14. EMD of successful bidder will be returned after he/she submit the performance security (PBG) i.e. 10% of total contractual value with validity of 60 days beyond the contractual period which will be refunded on satisfactory completion of the contract. No interest will be paid on Security Deposit.
15. The EMD of unsuccessful bidder will be returned on finalization of the contract. No interest will be paid on EMD amount.
16. The UIDAI reserves the right to reject any or all quotations without assigning any reason thereof.
17. In case there is any lapse found in the service provided, the UIDAI, Headquarter reserves the right to terminate the contract without any notice/reason.
18. If the service rendered by the firm is not found satisfactory at any time during the period of contract, the contract is liable to be cancelled without any notice.
19. If, any damage/loss to the property of UIDAI, Headquarter due to negligence of carpenter/helper, the same shall be recovered from the firm/vendor.
20. The Firm/Vendor (successful bidder) 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.
21. 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
22. Dispute, if any, arising in the matter shall be settled by an arbitrator to be nominated by the UIDAI Headquarter, New Delhi.
23. The contract shall be subject to Indian Laws and the jurisdiction of Delhi Court.

(Ratnesh Bharati)
Deputy Director (Admin)

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Annexure-A

Techno-Commercial Bid

For awarding contract of **Tender for Petty Carpenter Service in UIDAI Headquarter** in UIDAI HQ located at 2nd & 9th floor, Tower-I and 3rd floor, Tower-II, Jeevan Bharti Building, Connaught Circus, New Delhi.

1. Name of the Firm/Vendor: _____
2. Name of proprietor: _____
3. Full Address of Reg. Office: _____
(Attach Copy of Registered Office
in NCT of Delhi with _____
Contact particulars such _____
as Tel/Fax no,Mob,Mail,etc.) _____
4. Income Tax Return Statement/
Certificate (Attach copies of FY _____
2011-12, 2012-13 & 2013-14) _____
5. PAN No. (Attach copy) _____
6. Service Tax Registration No. _____
(Attach copy)
7. PF Registration No. (Attach Copy) _____
8. ESI Registration No. _____
(Attach copy)
9. Bank A/C details of the Firm/Vendor _____
(Attach copy)

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10. Details of EMD & Tender Fee: _____

11. Work experience of the Agency during FY 2012-13, 2013-14 & 2014-15 (attach requisite certificates):

SN	Name of the Organization	Contact No. of the organization	Financial Year	Contract Period (From Date to Date)	Annual Contract Value	(enclose copy)
			2012-13			
			2013-14			
			2014-15			

12. Annual Turnover (Min 5.0 Lakh) during FY 2012-13, 2013-14 & 2014-15 (attach stipulated proof/certificate duly certified by the Chartered Accountant):

SN	Financial Year	Annual Turnover (in Rs.)
01	2012-2013	
02	2013-2014	
03	2014-2015	

Date:
Place:

Signature of authorized person
Name:
Seal

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Techno-Commercial Bid

Annexure-B

- (i). Rate quoted for Manpower (should be in compliance to the latest minimum wages notified by the Government of NCT Delhi):-

SN	Particulars in r/o Carpenter (Skilled)	Monthly Amount (in Rs.)	Particulars in r/o Helper (Unskilled)	Monthly Amount (in Rs.)
01	Basic		Basic	
02	Other Allowance, if any		Other Allowance, if any	
03	PF Contribution		PF Contribution	
04	ESI Contribution		ESI Contribution	
05	Administrative Charges		Administrative Charges	
06	Total amount quoted	“X”	Total amount quoted	“Y”
07	Total amount quoted for Manpower (X+Y)= Rs. -----(in Words----			

Note: **Service Tax may be specified separately.**

Date:
Place:

Signature of authorized person
Name:
Seal

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Annexure-C

CERTIFICATE

1. I, _____ Son / Daughter / Wife of
Sh. _____ Proprietor/Director/authorized
signatory of the agency/Firm, 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 certified that the representative of the firm has seen and
understood the tender document and the rates have been quoted
accordingly.
4. The information / documents furnished along with the above application are
true and authentic to the best of my knowledge and belief. I / we, am / are
well aware of the fact that furnishing of any false information / fabricated
document would lead to rejection of my tender at any stage besides
liabilities towards prosecution under appropriate law.
5. I, do hereby certified that the our firm has neither been blacklisted to by any
of the Govt., Ministries/Departments/PSUs/PSU Banks with which the firm
had contracted for carpenter/any work, etc. nor any criminal case
registered against the firm during the last three years. This Agency has
also not been penalized by such Offices/organizations for supply of
poor/spurious carpentry items/materials etc.

Date:
Place:

Signature of authorized person
Full Name:
Seal: