



**GOVERNMENT OF INDIA
PLANNING COMMISSION
UNIQUE IDENTIFICATION AUTHORITY OF INDIA
Regional Office Mumbai**

TENDER DOCUMENT

For Hiring of Vehicles for the office of UIDAI –R.O. Mumbai

- 1) Date of Issue : 02.11.2010
- 2) Last Date & time for submission of Tender Document : upto 1600 hours on 19.11.2010
- 3) Last date for prebid clarification : 12.11.2010
- 4) Date & time for opening of Tender Document :
 - a) Technical bid : At 16:30 hours on 19.11. 2010
 - b) Commercial Bid of eligible Tenderers : At later date



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**Government of India
Planning Commission
Unique Identification Authority of India
7th Floor, MTNL EXCHANGE Building
Cuffe Parade, G.D.Somani Marg, Colaba,
Mumbai, 400005**

02nd November, 2010

NOTICE FOR INVITATION OF TENDER FOR HIRING OF VEHICLES FOR UIDAI-Regional Office, MUMBAI

LAST DATE OF SUBMISSION OF TENDER: 19.11.2010

Sub: Invitation to bid for services of supply of Vehicles to the Office of UIDAI, RO, 7th Floor, MTNL EXCHANGE Building, Cuffe Parade, G.D.Somani Marg, Colaba, Mumbai, 400005

Sealed Tenders are invited on behalf of the President of India for supply of Vehicles for the office of UIDAI, RO, 7th Floor, MTNL EXCHANGE Building, Cuffe Parade, G.D.Somani Marg, Colaba, Mumbai, 400005

The bidders are requested to go through the tender enquiry document carefully, which will form part of the contract. The bidders are expected to quote the rates for supply of Vehicle for Monthly option.

Contact Info:

Phone :022-22183489/022-22186168
Fax :022-22183490/022-22163490
Website :www.uidai.gov.in
Email: guruduttaray@gmail.com
joshisumnesh@gmail.com



SCHEDULE OF TENDER

1. Tender Notice No.	:02/2010-11
2. Name of the work	: Hiring of Vehicles for UIDAI, Mumbai
3. Location of work	: 7 th Floor, Cuffe Parade MTNL Exchange Building, G.D. Somani Marg, Colaba, Mumbai-400005
4. Issue of Tender Document	:02.11.2010
5. Tender to be submitted	:19.11.2010 at 16:00 hrs
6. Envelopes to be addressed	: Bid For hiring Vehicles for office of UIDAI - RO Mumbai, 7 TH Floor ,Cuffe Parade MTNL Exchange Building, G D SomaniMarg, Colaba, Mumbai, 400 005
7. Opening of tender	:19.11.2010 at 16:30 hrs
8. Amount of EMD	:Rs.40,000/-
9. Cost of Tender Form	:Nil-

Note: 1) The tender form and connected documents can be downloaded from the UIDAI website. However, the tender must be submitted in physical form. Tenders received by email or in any other electronic form will be rejected.

2) The tenders completed in all respects must be received in this office before due date and time indicated above. The tenders received after the scheduled date and time will be rejected outright. All outstation tenders should be sent addressed to the undersigned so as to reach by the stipulated date and time of the receipt of tenders. As this is a two bid system-technical bid and commercial bid are to be submitted as per the instructions in the Tender Documents.

Asst. Director General
UIDAI Regional Office
7th Floor Cuffe Parade MTNL Exchange, G.D. Somani Marg,
Colaba, Mumbai, 400 005
guruduttaray@gmail.com
joshisumnesh@gmail.com



SUBMISSION OF THE BID

PROFORMA FOR SUBMITTING THE BID:

1. I/We..... have read the various conditions to the tender attached hereto and hereby agree to abide by the said conditions. I/We also agree to keep this tender open for acceptance for a period of 60 days from the date fixed for opening the same and in default thereof. I/We will be liable for forfeiture of my/our Earnest Money Deposit. I/We offer to Supply of Vehicles as in Technical Bid & Commercial Bid and hereby bind myself/ourselves to complete the Contract period of 12 months or any extendable period out of any condition of this contract from the date of acceptance of the Tender. I/We also hereby agree to abide by the General and Special conditions of Contract and to carry out the Contract as laid down by the UIDAI, Mumbai for the present Contract.

2. A sum of **Rs.40,000/-** is herewith forwarded as earnest money deposit. The full value of earnest money shall stand forfeited without prejudice to any other rights or remedies if.
 - a) I/We do not execute the Contract documents within seven days after receipt of notice issued by the UIDAI that such documents are ready or,
 - b) I/We do not commence the work within ten days after receipt of order to that effect.

3. This tender document shall be the contract document in the event of this bid being successful

SIGNATURE OF CONTRACTOR (S)

Date.....2010

Contractor/Contractors/Address..... /Phone

Signature of Witnesses

1. _____

2. _____



Annexure-I

Regulations for Tender and Contracts to Parties tendering for hiring of Tourist Taxi/T-Permit Vehicles (Diesel/Petrol Driven Vehicles) to UIDAI, Mumbai.

Meaning of Terms

Definitions:

1. In these Regulations for Tender and Contracts the following terms shall have the meanings assigned hereunder except where the context otherwise requires:
 - a) "UIDAI" shall mean the President of Republic of India or the DDG of the UIDAI or of the successor, UIDAI authorized to invite tenders and enter into contracts for works on his behalf.
 - b) "Deputy Director General" shall be the Officer in Administrative charge of the Regional office of UIDAI.
 - c) Assistant Director General shall mean the Officer in UIDAI, Mumbai.
 - d) Dy. Director/Section Officer shall mean the Officer in UIDAI, Mumbai.
 - e) "Tenderer" shall mean the Person, the firm or company who tenders for the supply works with a view to execute the work on contract with the UIDAI and shall include their Personal representatives, successors and permitted assigns.
 - f) "Work" shall mean the works contemplated in the Annexure II set forth in the tender forms and description of contract and required to be executed according to specifications.
 - g) "Specifications" shall mean the specifications for Vehicles, UIDAI issued under the authority of the Deputy Director General.
 - h) 'Contractor' shall mean the successful tenderer who enters into an agreement with UIDAI for Hiring of Vehicle.

2. Singular and Plural:

Words imparting the singular number shall also include the plural and vice versa where the context requires.

3. Interpretation:

These Regulations for Tenders and contracts shall be read in conjunction with the General conditions and special condition of this tender which are referred to herein and shall be subject to modification additions or supersession by special conditions of contract and/or special specifications, if any, annexed to the Tender Forms.

4. Tenderer's Credentials:

The Tenderer shall furnish the particulars regarding

- a) His position as an independent Contractor
- b) His capacity to undertake and carry out supply of vehicles satisfactorily vouched for by a responsible official of firm.



5. Omissions Discrepancies:

Should a tenderer find discrepancies in or omissions on any of the Tender Forms or should he be in doubt as to their meaning, he should at once notify the authority inviting tenders who may send a written instruction to all Tenderers. It shall be understood that every endeavour has been made to avoid any error which can materially affect the basis of the tender and the successful tenderer shall take upon himself and provide for the risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof.

The various crucial dates relating to “**Tender for providing Tourist taxi / T-Permit Vehicles to UIDAI**” are cited as under:

- a) Date of publicity/downloading the Tender Document :02.11.2010
- b) Last date and time for submission of Tender Document:19.11.2010 at 16:00 hrs
- c) Last date for receiving written queries for clarification on the bid document upto20.09.2010. **The written queries should only be sent to guruduttaray@gmail.com.**
- d) Release of responses to clarification * :12.11.2010
- e) Date and time for opening of
 - i. Technical Bid : 19.11.2010
 - ii. Commercial Bid :**At later date to be communicated to all technically qualified bidder.**

(* As the responses as mentioned in (d) will be released on e-mail, bidders are required to provide the necessary information for communication and check the website www.uidai.gov.in)

6. Care in submission of tenders:

(a) Before submitting a tender, the tenderer will be deemed to have satisfied himself by actual inspection of the site and locality of the work, that all conditions liable to be encountered during the execution of the works, are taken into account and that the percentage/rates he enters in the tender form is/are adequate and all inclusive to accord for the completion of works to the entire satisfaction of the Officer or Deputy Director General, UIDAI, Mumbai.

(b) UIDAI will not be bound by any power of attorney granted by the tenderer or by change in the composition of the firm made subsequent to the execution of the Contract. It may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor.

7. Right of UIDAI to deal with tenders:

UIDAI reserves the right of not to invite tenders for any work or works to invite open or limited tenders, and when tenders are called, to accept a tender in whole or in part or reject any tenders or all tenders without assigning reasons for any such action.



8. 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 at conciliation do not yield any results within a period of 30 days, either party may request the other for submission of the dispute for decision by an arbitral tribunal containing a Sole Arbitrator to be appointed by Regional Office, UIDAI, and Mumbai. The arbitration proceedings shall take place Regional Office, UIDAI, Mumbai. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed hereunder and in force shall be applicable to such proceedings.

Signature of Tenderer

Place:

Date:



Annexure-II

General Instructions and Conditions of Tender to Parties Tendering of Hiring Tourist Taxi/T-Permit Vehicles (Diesel/Petrol Driven Vehicles) to UIDAI, Mumbai.

1. No tender for the contract for Supply of Vehicles for UIDAI diesel/Petrol driven will be considered unless it is submitted in the prescribed form which can be downloaded from UIDAI website (www.uidai.gov.in).
2. All tenders must be forwarded to the Dy. Director General, UIDAI, Mumbai in a sealed cover superscribed: **“Supply of Tourist Taxi/T-Permit Vehicles (Diesel/Petrol Driven Vehicles) UIDAI, Mumbai”** so as to reach him not later than **16.00 hrs on 19.11.2010**. Tenders received/deposited after the stipulated time and date will not be considered. The name and address of the tenderer should be clearly written on the envelope; sealed tender cover will not be received in person but should be either dropped in the **box especially kept for the purpose in Office of the UIDAI, Mumbai or despatched by Speed Post/ Registered Post**. The tender box will be closed and finally sealed exactly at **16.00 hrs on 19.11.2010**. Only those covers, which are correctly sealed, super-scribed as Indicated above and Indicating the address of the tenderer on the envelope will be permitted to be dropped in the tender box.
3. **Earnest Money:**
 - a) The tenderer shall be required to deposit a sum of **Rs.40,000(Rupees forty thousand only)/-** with the tender as an Earnest Money deposit for the due performance of the stipulation to keep the offer open till such date as might be specified in the tender. It shall be understood that the Tender document have been sold/issued to the Tenderer and the tenderer is permitted to tender in considerations for the stipulation on his part, that after submitting his tender he will not back out from his offer or modify the terms and conditions thereof in a manner not acceptable to the Deputy Director General of the UIDAI, Mumbai. Should the Tenderer fail to observe or comply with the said stipulation, the aforesaid amount shall be liable to be forfeited to the UIDAI.
 - b) The successful tenderer shall be required to submit Performance Bank Guarantee @ 5% of value of the contract. The EMD in respect of the successful tenderer will be adjusted against the PBG due.
 - c) Earnest Money of **Rs. 40,000/- (Rupees Forty thousand only)** in the form of demand Draft of any nationalized bank in favour of **“DDO, Regional Office UIDAI Mumbai”** must be deposited by bidders along with their duly filled up tender failing which their tender shall be rejected summarily.
 - d) 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.



- e) Tenders without Earnest Money will be summarily rejected.
- f) No claim shall lie against the UIDAI, Mumbai in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

4. Performance Bank Guarantee

The Successful tenderer shall furnish valid Bank Guarantee Bond @ 5% of value of the Contract **as Performance Security** in favour of Deputy Director General, Unique Identification Authority of India, Mumbai within 7 days of the Date of Acceptance of Tender.

The Bank Guarantee can be forfeited by order of the Competent Authority of the Regional Office, UIDAI, Mumbai in the event of any breach or negligence or non-observance of any terms/conditions 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 Regional Office, UIDAI, Mumbai as sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined. **In the event of extension of contract beyond one year, the firm will get extended BG valid upto the date of contract by himself.**

5. Preparation and submission of Tender:

The tender should be submitted in two parts namely, first part Technical Bid (in form given in Tender document) along with Earnest Money Deposit and second part Commercial Bid (in form given in Tender document) 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 wax sealed cover should bear the address, Tender Number and date, subject of tender, date and time of opening of the same. The inner envelopes should be super-scribed with Tender Number, subject of Tender, whether the envelope is containing "Technical Bid" or "Commercial Bid" and date of opening of tender.

6. Signing of Tender:

Individual signing the tender or other documents connected with contract must specify whether he signs as:

- (a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
- (b) A partner of the firm, if it be a registered partnership firm, in which case he must have authority of 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 of Directors of the Company, if it is a Company.

Note

(i) In case of partnership firms, a copy of the registered partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

(ii) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.

(iii) A person signing the tender from or any documents forming part of the tender on behalf of another person should have an authority to bid on behalf of such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the Regional Office, UIDAI, Mumbai may without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

(iv) The tenderer should sign and affix his/her firm's stamp at each page of the tender and all its Annexure as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT.**



7. Schedule for Requirements of Vehicles for UIDAI, Mumbai

On Monthly Basis:

SL. No.	MAKE OF THE VEHICLE	COLOUR	No. OF VEHICLES REQUIRED	Category of Vehicle
1	Honda City 1.5 VMT	White	01	M1
2	Swift D'Zire 1.2 VDi BS-IV	White	02*	M2
3	Indica V2 / Maruti Varsha	White / Silver	01	M3

*requirement may go up
4Vehicle

8.Rates:

Quoted rates are for one year contract, extendable by one more year on mutual consent. The rates should be inclusive of all taxes and duties and other extra elements that would contribute for it. The Tenderer/Tenderers shall quote individual rate for each item given in Commercial Bid. The quantities shown in the attached schedules are given as a guide and are approximate only and are subject to variation according to the needs of UIDAI, Mumbai. UIDAI, Mumbai accepts no responsibility for their accuracy, UIDAI, does not guarantee work under each item of the Schedule.

Compensation/recovery clause on account of variation in fuel prices:

To take care of price variation in fuel (diesel/petrol) the price compensation/recovery will be as per following formula: % compensation/recovery = $\frac{1}{2} * (F1/F0 - 1) * 100$

- Where F1 is the minimum price of petrol/diesel cost during the month to which the bill will relate.
- F0 is petrol/diesel cost as on the Tender opening date
- -/+ indicates recovery and compensation respectively.
- % compensation/recovery will be on the accepted rate for various categories of vehicles supplied in respective month.

9. Technical Bid:

The Technical Bid should be submitted in the form enclosed in the Tender document along with registration particulars, copy of PAN of the firm, full details of the number of Vehicles registered in the name of the tenderer or his firm with photocopies of RCs and other information sought for in the respective form. The Technical bid will be opened on **19.11.2010 at 16:30 hrs**



10. Commercial Bid:

The Commercial Bid should be submitted in the form given in the Tender document in a separate sealed cover kept inside the main cover. The Commercial Bids of those tenderers who are found technically compliant, will be opened at later date after finalization of the Technical Bid in the UIDAI Office Premises at 7th Floor, MTNL Exchange Building, G.D.SomaniMarg, Coloba Mumbai-400005. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Commercial Bids.

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.

11. Terms of Payment:

1. 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.

2. 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.

3. 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.

4. Wherever applicable all payments will be made as per schedule of payments to be decided in the agreement.

5. TDS as applicable will be recovered from the bill.

12. Criterion for Evaluation of Tender:

i. Essential Eligibility Criteria:

Sl. No.	Clause	Description	Remarks
1	Experience	Should have completed satisfactorily two years of experience with central Govt/state Govt/PSUs/Bank/Pvt companies and supplied minimum five cars in each year	Experience certificate to the effect on the letter head of concerned state /central/PSU /Bank/ Pvt companies duly signed by the competent authority
2	ITCC	Total contract amount received for last two Financial years should be more than Ten lakhs	



		i.e. for 2007-08 and 2008-09 or 2008-09 and 2009-10 (a copy of the turnover statement duly certified by CA must be enclosed along with the Technical bid)	
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ii) Technical bid evaluation :

The Technical Bids will be opened by a Technical Evaluation Committee authorized by the competent authority at **16:30 hours on 19.11.2010** in the Regional Office, UIDAI, 7th Floor MTNL Exchange, G.D.Somani Marg, Colaba, Mumbai 400 005 in the presence of such tenderers who may wish to be present.

The evaluation of Technical bid will be done by considering the parameters listed in the technical bid form. Parameters in the Technical bid form are essential in order to be eligible as already stated. Agency who meet the requirements and provide documentary proof of the same will be considered for commercial evaluation.

(iii) Commercial bid evaluation: The Commercial Bids of only those tenderers whose Technical Bids have been accepted by the Office will be opened at **later date after finalization of the Technical Bid** at the same venue. These will be opened in the presence of those tenderers whose Technical Bids are accepted and who wish to be present.

(iv) Final Evaluation of the Tender : In order to have a single rate index, evaluating and comparing the tenders submitted for different categories of vehicles, the UIDAI has assigned weightages to each category on the basis of the estimation of the share of the vehicles required and other parameters.

Accordingly following formula to calculate Consolidated Rate Index will be used to arrive at a single figure i.e **Over-all Consolidated Rate Index.**

$$\text{Over-all Consolidated Rate Index} = M1*(0.4) + M2*(0.45) + M3*(0.15)$$

Where

M1 is Average Monthly Rate for Category 1 = $(X1+Y1*260 \text{ kms} + Z1 * 26\text{Hrs} + NH *3)$

M2 is Average Monthly Rate for Category 2 = $(X2+Y2*260 \text{ kms} + Z2*26\text{Hrs})$

M3 is Average Monthly Rate for Category 3 = $(X3+Y3*260 \text{ kms} + Z3* 26\text{Hrs})$

Where X1, X2, and X3 are the Monthly Rates and Y1, Y2, and Y3 are the Rates for extra kms and Z1, Z2 & Z3 hourly overtime rates on wheels for extra hours and NH is the rate for each outstation night halt for the respective category of vehicles

13. The bidder offering minimum CRI will be declared as L-1 bidder. The bidders with higher CRI will be declared as L-2, L-3 ,and so on in order of their CRIs.



14. **After opening of the financial bid, the cars offered for hire on monthly basis with their drivers shall be presented by the L-1 bidder (i.e bidder offering minimum CRI) before the technical evaluation committee(TEC) at a specified time and date for inspection and test driving (unless the car offered is brand new), and interview of the drivers and only if the monthly cars and their drivers are found conforming to all the conditions of this bid document by the TEC , the contract will be signed otherwise, one more opportunity will be given to meet the deficiency failing which his bid will be rejected and his earnest money will be forfeited and the opportunity to match L-1 rates and to present the cars and drivers for inspection, test driving, and interview will be given to higher bidders in the sequence of L-2, L-3, L-4, and so on.**
15. The successful tenderers or tenderer should commence the work immediately on issue of letter of acceptance and execute an agreement.If the successful tenderer fails to take up the contract within the time stipulated by the administration i.e. 7 days from the date of receipt of the Letter of Acceptance, the contract will stand cancelled and the amount paid by him as Earnest Money Deposit along with the tender shall be forfeited.
16. For any reasons either prior to or after signing of the contract, if the L-1 bidder is removed for any reason, L-2 bidder will be given opportunity to match the L-1 rate and in case he fails to match then opportunity of matching will be given to higher bidders in the order of sequence i.e.(L-3, L-4, and so on).
17. Tenders containing erasures and alterations of the tender documents are liable to be rejected. Any corrections made by the Tenderer/Tenderers in his/their entries must be attested by him/them.
18. The amount of tender should be legibly written in ink in figures and in words only. When there is discrepancy between the words and figures, the amount written in words shall be considered.
19. Tenders will be opened by the nominated officer of the RO UIDAI, Mumbai in the presence of such of those Tenderers who choose to attend.
20. DDG, UIDAI, Mumbai reserves the right to reject any or every tender without assigning reasons and does not bind himself to accept the lowest or any tender.
21. The Earnest Money Deposit amount of the unsuccessful tenderers will be returned after the tenders are disposed off.
22. The tenderer shall keep the offer open for a minimum period of 60 days from the date of opening of the tenders within which period the tenderer cannot withdraw his offer subject to the period being extended further, if required, by mutual agreement from time to time. Any contravention of this condition will make the tenderer liable for forfeiture of his Earnest Money Deposit as initial Security.



23. The works are required to be carried out for a period of 12 months from the date of operation of this contract.

24. If the tenderer/tenderers deliberately gives wrong information in his or their tender or creates/create circumstances for the acceptance of his/their tender the UIDAI, Mumbai reserves the right to reject such tender at any stage.

25. If a tenderer expires after the submission of his tender or after the acceptance of his tender, the UIDAI shall deem such tender as cancelled. If a partner of the firm expires after the submission of their tender or after the acceptance of the tender, the UIDAI, Mumbai shall deem such tender as cancelled, unless the firm retain its character.

26. Non-compliance with any of the conditions set forth herein above is liable to result in the tender being rejected.

27. Should the UIDAI, Mumbai decide to negotiate with a view to bring down the rates the tenderer called for negotiations should furnish the following forms of declarations before commencement of negotiations.

"I do declare that in the event of failure of the contemplated negotiations relating to Tender No.....

Opened on.....my original tender shall remain open for acceptance its original terms and conditions.

Tenderer/Contractor.



Annexure-III

SPECIAL CONDITIONS FOR HIRING OF VEHICLES

1. The Tenderer/contractor has to provide vehicle as specified in the schedule as instructed. In case of emergencies, additional vehicles, if required, shall be arranged by tenderer/contractor under same terms and conditions.

The Schedule consists of items for hiring of road vehicles. The contractor has to quote rate for individual Vehicles as in the Commercial Bid for Monthly(2000 kms and for extra kms as well as extra hours)

The cars offered for hire should be in accident free. There should not be any dent or rust on the car. The car should be in good mechanical and safe condition. The interior and exterior of the car should be well maintained. There should not be any unwarranted noise etc in the car while driving. Daily duty hours in a month mean 10 hrs (From 0900 Hrs to 1900 Hrs).

2. Each tenderer should declare the number of works on hand with him/his firm in the various organisations along with previous experience of providing vehicles in the form enclosed.

3. The tenderer/contractor should maintain a log book with daily entries (i.e., starting kilometre reading, ending kilometre reading, starting time and ending time everyday). These daily entries should be jointly signed by driver and UIDAI, Mumbai official.

4. The initial reading of kilometre starts when driver reports for duty in the office or places as directed by Officer-in-charge. The final reading will be the kilometre when vehicle is released by the officer at the end of the day.

5. The rate quoted should include all consumables i.e., fuel, lubricating oil, driver's salary, daily allowance, and other incidental expenditures including out station expenditure

6. All the expenditure involved in repairs & maintenance will be borne by the contractor.

7. Vehicles will be exclusively kept at the disposal of the officers-in-charge of UIDAI, Mumbai and will be used according to his direction during the period of hire. The travel may cover to his work place/inspection sites also.

8. **Penalty:** If the driver is not intended to come on any day, alternate arrangement should be made. If the driver delays in reporting, then for every hour of delay Rs.200/-will be recovered as penalty. If the alternative driver is not arranged at all on any day then penalty at the rate of Rs.1000/- per day shall be imposed in addition to withholding a day's hire charge.



9. In case there is any breakdown of the vehicle, alternative arrangements shall be made to replace the same with similar vehicle by the contractor within three hours including the travel time to the spot of break down or lesser. In case the vehicle is not supplied in time, the official-in-charge will hire the vehicle from other agency and cost of which shall be borne by the contractor.
10. All documents pertaining to the vehicle should be kept under the custody of the driver in the vehicle without fail.
11. The contractor shall be responsible for the safety, medical care and other facilities to the driver who should be in possession of authorized license and is experienced to operate the vehicle. The drivers shall maintain discipline, and be neatly dressed and well behaved.
12. Drivers should have accident and crime free record. The UIDAI may at any time ask during or prior to signing the contract for police verification of the drivers and /or experience and character certificate from previous employers.
13. UIDAI, Mumbai does not take any responsibility on the unwarranted actions of the driver.
14. The UIDAI, Mumbai does not take any responsibility of providing accommodation to the drivers even when going outstation in day or night.
15. The Driver of the vehicle should be provided with adequate cash by the contractor to carryout minor repairs of urgent nature so that the official's time is not wasted on account of such repairs.
16. During the weekly/periodical rest of the drivers, alternative relief drivers should be made available by the contractor.
17. The safety of the vehicle is the contractor's responsibility.
18. In case of any accidents/violations of rules, UIDAI, Mumbai shall not have any responsibility.
19. UIDAI, Mumbai does not take any responsibility in respect of any compensation/claim or any claims on account of any accident involving hired vehicles. The vehicle shall be covered under compensation claims with any authorized insurance company.
20. The vehicle should be in a very good condition and registered with the specification made above and the vehicle should not have been registered with transport authorities two



years prior to the last date of submission of this tender. Vehicles not maintained properly will not be accepted by administration and decision of user official in this regard shall be final and binding to the tenderer.

21. The vehicles should be made available with sufficient fuel.
22. Generally, the vehicle has to be made available for 6 days in a week. However, administration can ask for vehicle for all 7 days and payment shall be made as per terms and conditions of this tender.
23. Frequent change of vehicle and the driver should not be done every now and then, as this kind of change may lead to hardship to the Administration. Any change of driver/car is required should be done with the prior approval of the administration/Officer-in-charge/user official.
24. If the performance of the vehicle and driver is not satisfactory to the user official or driver fail to carry out the instructions of the official, the administration has got full right to terminate the contract at short notice. Other alternative arrangements for the vehicles by defaulted contractor.
25. Two boards displaying "ON GOVERNMENT OF INDIA DUTY" shall be displayed in front and rear of the vehicle at contractor's own cost as per discretion of UIDAI, Mumbai.
26. The contractor should change the seat covers / towel (white)/15days and should have at least 2 sets of covers in good condition.
27. The hired vehicle may have to travel to places in Western India. For such movements, payment shall be made as per the rate quoted only.
28. Driver of the vehicles may be provided light coloured safari suite for use while driving the UIDAI vehicles. The contractor must provide TWO PAIRS of such suite to the drivers.
29. The Vehicles will have to be fitted/provided with the following additional accessories/utilities like Clean seat covers, Quality radio /DVD music system, Reading lamp, Tissue paper box, Car perfume, clock, Mobile charger, Seat Bells (Front and Rear) and Umbrella during Monsoon
30. The vehicle on monthly basis will be parked at the UIDAI specified places EVERY NIGHT AND during the weekend. The vehicles will not be used by the driver until & unless directed by UIDAI.



31. All road tax, registration, Income tax as applicable, to be paid to Govt. of India or Govt. of Maharashtra and insurances etc., are to be borne by the contractor. The vehicle supplied should have permit for inter-state movements within Maharashtra, Gujarat, Goa, Dadra Nagar Haveli and Daman Diu .
32. The Head Quarters of the vehicle will be fixed by official in-charge (user) and starting and ending of vehicle movement (km) will also be fixed by the officer in-charge.
33. The likely places where the vehicle has to be supplied will be at UIDAI specified place.
34. During Technical evaluation, RO office, UIDAI, Mumbai may carryout verification with the other government /semi government /public sector /pvt sector agencies about the quality of services provided by the bidder in the past. Only after the RO office is satisfied about the performance of the bidder, RO office will technically qualify the bidder and his financial bid will be opened.
35. Since cars will be used by the senior government officers, the drivers employed by the successful bidder should have been regularly employed for at least one year in the service of senior government/semi government/PSU / pvt sector officials. The RO office Mumbai may ask during the technical evaluation the bidders to submit a panel of the drivers proposed to be employed along with their experience and employment details with these officials and may conduct necessary verification about their quality of services done by these drivers. In case it is found that quality of services was upto the mark, then RO office will technically qualify the bidder and his financial bid will be opened.
36. The Regional Office, UIDAI Mumbai reserves the right to change any condition of the tender and also reject any bid without assigning any reason.
37. In case of unsatisfactory service of driver, UIDAI can recruit the driver from the outside and put him in the service of the car and the salary of the driver will be deducted from the monthly payment of the agency (maximum up to starting salary of driver (i.e. basic + grade pay+ dearness allowance+ HRA) based on Sixth Central Pay Commission Scale)

Signature of Tenderer/Contractor

Address:

Date:



TECHNICAL BID

Tender No..... Dated.....

Sl.No.	Particulars	Details
01	Name & address of the Tenderer with Phone no. ,Mobile,Fax	
02	Particulars of EMD amount Demand draft No & date	
03	Certificate for satisfactorily completed two years of experience with Central Govt/State Govt/PSUs/Banks/ Pvt Companies and supplied minimum five cars in each year(***)	
04	a) PAN NO: Copy of the PAN no. of the Firm issued to be enclosed(self-attested) b) Service Tax registration number (self-attested copy to be enclosed)	
06	Total contract amount received for the last Financial years should be more than ten lakhs yearly for 2007-08 and 2008-09 or 2008-09 and 2009-10 (a copy of the turnover statement duly certified by Chartered Accountant must be enclosed along with the Technical bid)	

NOTE: RO UIDAI, Mumbai reserves the right to reject the offers submitted with insufficient details, documents without assigning any reason thereof. Those offers will not be considered for evaluation.

***** The format in which the details are required (self-attested) is as under:**

Sl. No	Details of client along with address, telephone and Fax numbers	Amount of Contract (Rs.....)	Duration of Contract	
			From	To
1				
2				
3				

(If the space provided is insufficient, a separate sheet may be attached)



DECLARATION

1. I, _____ Son/Daughter/Wife of Shri _____ Proprietor/Director/authorized signatory of the 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. 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.

Date:

Place:

Signature of authorized person

Full Name:



COMMERCIAL BID

Hiring Tourist Taxi/T-Permit Vehicles (Diesel/Petrol Driven Vehicles) to UIDAI, Mumbai for a period of One year(may be extendable for one more year on satisfaction of Administration of UIDAI)

MOTNHLY TRIPS

Category		M1	M2*	M3
Make of the Vehicle		Honda City 1.5VMT	Swift D'Zire1.2 VDi BS-IV	Indica V2 / MarutiVarsha
Monthly rate in Rs for 2000kms for 26 days per month (10 hrs per day)	in Figure			
	in words			
Rate per extra Km in Rsbeyond 2000kms	in Figure			
	in words			
Rate per overtime hour in Rson wheels beyond 10 hrs	in Figure			
	in words			

Rate for outstation Night Halt (NH) =

(In figure) Rs / Night

(In words)Rs /Night

***The Vehicle requirement may go upto 04 numbers.**

Signature

and Name of the Tenderer

along with the seal