



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

**TENDER DOCUMENT FOR HIRING OF TWO WHEELER VEHICLES FOR THE  
OFFICE OF UIDAI (CISF), REGIONAL OFFICE, BANGALORE-  
TENDER Notice No.13/2014**

- 1) Date of Issue : 20.08.2014
- 2) Last Date & time for submission of Tender Document : 10.09.2014, 1500 hours
- 3) Last date for pre-bid clarification : 03.09.2014, 1400hrs
- 4) Date & time for opening of Tender :
  - a) Technical bid : 10.09.2014 at 1530 hrs
  - b) Commercial Bid of eligible Tenderers : later

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**Unique Identification Authority of India  
Planning Commission  
Government of India  
3<sup>rd</sup> Floor, Khanija Bhavan,  
#49, South Wing, Race Course Road,  
Bangalore - 560001**

**NOTICE FOR INVITATION OF BIDS FOR HIRING OF TWO WHEELER  
VEHICLES FOR THE USE OF CISF PERSONNELS DEPLOYED AT UIDAI-DATA  
CENTRE , BANGALORE**

LAST DATE OF SUBMISSION OF TENDER: 10.09.2014,1500hrs

**Sub:** Invitation to bid for services for hiring of two wheeler Vehicles to the Office of UIDAI, RO, 3<sup>rd</sup> Floor, Khanija Bhavan, #49, Race Course Road, Bangalore - 560001

Sealed Tenders are invited on behalf of the President of India for hiring of Vehicles for the office of UIDAI, RO, 3<sup>rd</sup> Floor, Khanija Bhavan, #49, Race Course Road, Bangalore - 560001

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 hiring of Vehicle on monthly basis.

**Contact Info:**

Phone :080-22250116  
Fax 080-22340310  
Website : [www.uidai.gov.in](http://www.uidai.gov.in)  
Email: : kanumuri.satyavati@uidai.net.in

Sd/-  
**Deputy Director  
UIDAI  
Regional Office-  
Bangalore**

**SCHEDULE OF TENDER**

1.	Tender Notice No.	13/2014
2.	Name of the work	Hiring of Two wheeler Vehicles for UIDAI Data Centre ,Bangalore
3.	Location of work	UIDAI-DATA Centre, Tata Nagar, Bangalore
4.	Issue of Tender Document	Can be downloaded from UIDAI website i.e. <a href="http://www.uidai.gov.in">www.uidai.gov.in</a>
5.	Tender to be submitted on Date (last date)	10.09.2014, by 1500 hrs
6.	Envelopes to be addressed	Deputy Director (Admn), No.49, III Floor South Wing, Khanija Bhawan, Race Course Road, Bangalore – 560 001
7.	Opening of tender	10.09.2014 at 1530 hrs
8.	Amount of EMD	Rs. 5000/- in the form of Demand Draft of any nationalized bank in favour of "CDDO, Regional Office UIDAI Bangalore"

- Note:**
- The tender documents can be downloaded from the UIDAI website [www.uidai.gov.in](http://www.uidai.gov.in). However, the tender must be submitted in physical form. Tenders received by email or in any other electronic form will be rejected.
  - 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.

**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 90 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 Hiring of petrol driven Two wheeler 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, Bangalore for the present Contract.
  
2. A sum of **Rs. 5000/-** 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 stating 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 .....2014

Contractor/Contractors Signature  
with Seal/Address /Phone/ Email

Signature of Witnesses

**Annexure-I**

**Regulations for Tender and Contracts to Parties tendering for hiring of two wheeler Vehicles (Petrol Driven Vehicles) to UIDAI, Bangalore**

**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, Bangalore.
  - d) Dy. Director/Section Officer shall mean the Officer in UIDAI, Bangalore.
  - 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 for supply of vehicles
- 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 Hiring of TWO WHEELER Vehicles (Petrol driven vehicles) to UIDAI, Bangalore**" are cited as under:

- a) Date of publicity/downloading the Tender Document:**20.08.2014**
- b) Last date and time for submission of Tender Document: **10.09.2014 at 1500 hrs**
- c) Last date for receiving written queries for clarification on the bid document up to **02.09.2014, 1400hrs**
- d) Release of responses to clarification \* : **03.09.2014, 1400Hrs**
- e) Date and time for opening of
  - i. Technical Bid : At **1530 hours** on **10.09.2014**
  - ii. Commercial Bid :**At later date to be communicated to all technically qualified bidders.**

(\* 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](http://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 it has entered 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, Bangalore

(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 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. SUB-CONTRACTING:**

The 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 third party take benefit or advantage of the present contract or any part thereof.

No sub-contracting of work shall be allowed and in the event if it is known and proved to UIDAI that the work is sub-contracted, the contract shall be terminated immediately.

**9. 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, Bangalore. 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 for Hiring of TWO WHEELER Vehicles (Petrol Driven Vehicles) to UIDAI, Bangalore.**

1. No tender for the contract for Supply of Vehicles for UIDAI will be considered unless it is submitted in the prescribed form which can be downloaded from UIDAI website ([www.uidai.gov.in](http://www.uidai.gov.in)).
2. All tenders must be forwarded to the Dy. Director(Admin), UIDAI, Bangalore in a sealed cover super scribed: "**Hiring of two wheeler Vehicles (Petrol Driven Vehicles) UIDAI, Bangalore**" so as to reach him not later than **1500 hrs on 10.09.2014**. 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, Bangalore or dispatched by Speed Post/ Registered Post**. The tender box will be closed and finally sealed exactly at **1500 hrs on 10.09.2014**. 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. 5000/- (Rupees Five 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, Bangalore. 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) Earnest Money of **Rs. 5000/- (Rupees five thousand only)**- in the form of Demand Draft/Pay order of any nationalized bank in favour of "**CDDO, Regional Office UIDAI Bangalore**" must be deposited by bidders along with their duly filled up tender failing which their tender shall be rejected summarily. The EMD in respect of the successful tenderer will be adjusted against the PBG due.
- c) 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.
- d) No claim shall lie against the UIDAI, Bangalore 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 @ 10% of value of the Contract as **Performance Security** in favour of Deputy Director General, Unique Identification Authority of India, Bangalore within 7 days of the Date of Acceptance of Tender. The validity of the BG has to be 90 days beyond the validity of the contract. The Bank Guarantee can be forfeited by order of the Competent Authority of the Regional Office, UIDAI, Bangalore 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, Bangalore 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 up to three months from the extended period of the contract by itself.**

#### **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.**

#### **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 stamp 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 form 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, Bangalore 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.

**(v) NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT.**

**6. Schedule for Requirements of Vehicles for UIDAI-CISF, Bangalore On Monthly Basis:**

SI No	Type of Vehicle	No. Required	No. of Days
1	Motor Cycle (125 CC types only)	03	Whole month

**7 . Rates:**

**Quoted rates are for one year contract, extendable by one more year on mutual consent. The rates should be inclusive of all taxes, parking charges and duties and other extra elements that would contribute for it. The Tenderer/Tenderers shall quote rate per vehicle . The quantities shown are subject to vary according to the needs of UIDAI, Bangalore.**

**8. Technical Bid:**

The Technical Bid should be submitted in the Technical Bid Form enclosed in the Tender document along with registration particulars, copy of PAN of the firm, full details of the minimum number of vehicles registered in the name of the tenderer or his firm since 2012 onwards with photocopies of RCs and other information sought for in the respective form. The Technical bid will be opened on **10.09.2014 at 1530 hrs**

**9. 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 III Floor, South Wing, Khanija Bhawan, Race course Road, Bangalore – 560 001. 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.

**10. Terms of Payment:**

- 1. The contractor shall submit the bill 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.

6. The normal running Kilometre for full month is 1500 Kms for Motor Cycle. The rate up to 1500 Kms and for extra Kms beyond 1500 Kms will be assessed on quarterly basis, if in a month, kilometre run is either less or more, it will be off-set against the kilometerage run excess or short during the subsequent months in a quarter. The tenderer should therefore indicate rate for 1500 Kms per month and (iii) rate per additional Kms beyond 1500Kms . There should not be any hidden or assumed charges to the rates quoted therein. The total Kms run should be calculated correctly. The illustrative example is as under

First Illustration: Months	Base Kms per month	Total Kms run per	Extra/savings of Kms	Amount payable
1	1500	1700	200 Kms extra	Base amount for 1500Kms
2	1500	1200	300Kms savings	Base amount for 1500Kms
3	1500	1000	500 Kms Savings	Base amount for 1500Kms

In this quarter the extra Kms run by the Vehicle is 200 Kms in the first month and in the subsequent two months the total savings is 800 Kms. Therefore, the net savings of 600 Kms will be adjusted in the next quarter.

Second Illustration: Months	Base Kms per month for Motor Cycle	Total Kms run per month	Extra/savings of Kms	Amount payable
1	1500	1400	100 Kms saving	Base amount for 1500Kms
2	1500	1800	300 Kms extra	Base amount for 1500Kms
3	1500	1500	NIL	Base amount for 1500Kms
A	Calculation of extra Kms 1 a) Extra km in 2nd month =300Kms 1 b) savings from 1 <sup>st</sup> month =100Kms Net extra Kms payable = <b>200 Kms</b>			

**Note:** For the purpose of payment, the first quarter, second quarter, third quarter & fourth quarter in this contract period means first 3 months from the date of acceptance will be a first quarter and the second quarter starts from the fourth month to the end of 6th month, the 3rd quarter starts from 7th month to 9th month and the 4th quarter starts from 10th month to 12th month. If the contract is extended beyond the period of 1 year the quarter will be calculated as above. Payment for the extra Kms will be paid at the end of the quarter along with the monthly payment for each vehicle hired. Extra Kms are to be calculated for each type of Vehicle.

## 11. Criterion for Evaluation of Tender:

### i. Essential Eligibility Criteria:

Sl. No.	Clause	Description	Remarks
1	Minimum number of vehicles	Should have at least minimum 4 number of vehicles registered in the name of the firm since 2012	Copies of the RCs to be enclosed with the Technical Bid
2	Experience	Should have completed one contract satisfactorily for any of 3 years i.e for 2011-12, 2012-13 and 2013-14 for any Central Govt/State Govt/PSUs/Bank	Experience certificate to the effect on the letter from the concerned Dept. of the State /Central/PSU /Bank/ duly self attested or of signed by the competent authority of office.
3	Annual Turnover	Total turnover amount received for last three Financial years should be at least Rupees Three lakhs i.e. for 2011-12, 2012-13 and 2013-14	A copy of the Turnover statement ( P & L ) of last 3 years duly certified by CA must be enclosed along with the Technical bid.

### ii. Technical bid evaluation:

The Technical Bids will be opened by a Technical Evaluation Committee authorized by the competent authority at **1530 hours on 10.09.2014** in the Regional Office, UIDAI, No.49, III Floor, South Wing, Khanija Bhavan, Race course Road, Bangalore-560001 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.

12. The successful 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.
13. 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.

14. 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.
15. Tenders will be opened by the nominated officer of the RO UIDAI, Bangalore in the presence of such of those Tenderers who choose to attend.
16. DDG, UIDAI, Bangalore reserves the right to reject any or every tender without assigning reasons and does not bind himself to accept the lowest or any tender.
17. The Earnest Money Deposit amount of the unsuccessful tenderers will be returned after expiry of final bid validity and latest on or before the 30<sup>th</sup> day of the award of the contract.
18. The tenderer shall keep the offer open for a minimum period of 90 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.
19. The services are required to be provided for a period of 12 months from the date of operational of this contract.
20. 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, Bangalore reserves the right to reject such tender at any stage.
21. 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, Bangalore shall deem such tender as cancelled, unless the firm retain its character.
22. Non-compliance with any of the conditions set forth herein above is liable to result in the tender being rejected.

**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.
2. The Schedule consists of items for hiring of road vehicles. The contractor has to quote rate as in the Commercial Bid for Monthly trips(1500Kms and for extra Kms)
3. The vehicles offered for hire should be accident free. There should not be any dent or rust on the vehicle. The vehicle should be in good mechanical and safe condition.
4. 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.
5. The tenderer/contractor should maintain a log book with daily entries (i.e., starting kilometer reading, ending kilometre reading, starting time and ending time everyday). These daily entries should be jointly signed by the tenderer and the officer to whom it is attached as per instructions of UIDAI, Bangalore.
6. The rate quoted should include all consumables i.e., fuel, lubricating oil, toll, parking charges and any other charges
7. All the expenditure involved in repairs & maintenance will be borne by the contractor.
8. Vehicles will be exclusively kept at the disposal of the officers-in-charge of UIDAI, Bangalore
9. All documents pertaining to the vehicle should be kept in the vehicle without fail.
10. The contractor should send the vehicle for periodical servicing at his own cost. UIDAI will not pay any mileage run for such servicing. The cost of lubricants, taxes, insurance etc., will be to the contractor's liability.
11. In case of any accidents/violations of rules, resulting in liability ( for both own damages , and third party damages including third party property damages) the same shall be indemnified by the tenderer.
12. The vehicle shall be covered under compensation claims with any authorized insurance company.
13. The vehicle should be in a very good condition and registered with the specification made above. 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.
14. The vehicles should be made available with sufficient fuel.
15. The vehicle has to be made available for 7 days in a week.

16. If the performance/efficiency of the vehicle supplied to the user official is not good, the administration has got full right to terminate the contract at short notice. Other alternative arrangements for the vehicles by defaulted contractor.
17. All the Two Wheelers will be registered in the CONTRACTOR's name and hence the CONTRACTOR should provide one set of photocopies of the below mentioned documents of the Two wheeler vehicles to the HIRER.
  - >RC Book
  - >Valid Insurance Certificate
  - >Life Time Tax Paid Receipt
  - >Emission Certificate
18. During maintenance/servicing / repairs if any spare parts of the hired vehicles are repaired/replaced the cost shall be borne by the contractor.
19. During Technical evaluation, RO office, UIDAI, Bangalore may carryout verification with the other government /semi government /public sector / offices for 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.
20. The Regional Office, UIDAI Bangalore reserves the right to change any condition of the tender and also reject any bid without assigning any reason.

Signature of Tenderer/Contractor

Address:

Date:



**TECHNICAL BID FORM****Tender No.....Dated.....**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
01	Name & address of the Tenderer with Phone no, Mobile, Fax	
02	Particulars of EMD amount (DD/PO No.)	
03	Copies of one contract completed satisfactorily in any three years i.e 2011-12,2012-13 and 2013-14 with Central Govt/State Govt/PSUs/Banks	
04	a) PAN NO: Copy of the PAN no. of the firm (self attested) b) Service Tax registration number(self-attested copy to be enclosed)	
05	Turnover for the last 3 Financial years should be atleast Rupees three lakhs yearly for 2011-12,2012-13 and 2013-14 (a copy of the turnover statement duly certified by Chartered Accountant must be enclosed along with the Technical bid)	
06	Minimum four (4) number of vehicles registered in the name of the tendered/firm since 2012	
07	Undertaking that vehicles shall be kept at the disposal of UIDAI	

**NOTE: RO, UIDAI, Bangalore reserves the right to reject the offers submitted within sufficient details, documents without assigning any reason thereof. Those offers will not be considered for evaluation.**

**\*\*\*The formation 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 (Rupees)	Duration of Contract	
			From	To
1				
2				
3				

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

**UNDERTAKING**

**(As per Sr.No 07 of Technical Bid Form)**

1. I, ..... Son / Daughter / Wife of Shri.....  
Proprietor / Director / authorized signatory of the Agency mentioned hereby given an Undertaking  
that I have no objection in OIC, UIDAI deciding where to park the vehicles as per his requirement.

Signature of authorized person

Date:

Full Name:

Place:

**DECLARATION**

1. I, ..... Son / Daughter / Wife of Shri.....  
Proprietor / Director / authorized signatory of the Agency mentioned above, am 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.

Signature of authorized person

Date:

Full Name:

Place:

**COMMERCIALBID**

**Hiring of vehicles (Petrol Driven two wheeler Vehicles) to UIDAI, Bangalore** for a period of One year (may be extendable for one more year on satisfaction of Administration of UIDAI). These vehicles are required for 24x7 duty.

Important instructions to bidders:

**MOTNHLYTRIPS**

Sl No	Type of Vehicle	No. Required	No. of Days	Monthly rate for 1500kms (inclusive of taxes , duties and all other charges )	Rate per km for extra km (inclusive of taxes , duties and all other charges )
1	Motor Cycle (125 CC types only) –	03	Whole month		

Signature and Name of the Tenderer:

with Seal