

भारत सरकार  
GOVERNMENT OF INDIA  
संचार और सूचना प्रौद्योगिकी मंत्रालय  
MINISTRY OF COMMUNICATION & IT  
इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग (डीईआईटीवाई)  
DEPARTMENT OF ELECTRONICS & INFORMATION TECHNOLOGY (DeitY)  
भारतीय विशिष्ट पहचान प्राधिकरण (यू.आई.डी.ए.आई)  
UNIQUE IDENTIFICATION AUTHORITY OF INDIA (U.I.D.A.I)  
तीसरा तल, दक्षिण विभाग, खनिज भवन, संख्या ४९, रेस कोर्स रोड, बेंगलूर - ५६० ००१  
3<sup>rd</sup> Floor, South Wing, Khanija Bhavan, No.49, Race Course Road, Bengaluru - 560 001.

## TENDER DOCUMENT

**For Hiring of Vehicles on monthly basis for the office of Technology Centre, UIDAI, Tata Nagar and Regional Office, UIDAI, Race Course Road, Bengaluru.**

- 1) Date of Issue : **20.10.2015**
- 2) Last Date & time for submission of Tender Document : up to **15:00** hours on **11.11.2015**
- 3) Last date for pre –bid clarification : up to **16:30** hours on **10.11.2015**
- 4) Date & time for opening of Tender Document :
  - a) Technical bid : At **15:30** hours on **11.11.2015**
  - b) Financial Bid of eligible Tenderers : At later date

## INDEX

<b>S No</b>	<b>Description of contents</b>	<b>P No</b>
1	Tender Notice	3-5
2	Regulation for Tender	6-9
3	General Instructions	10-22
4	Special Conditions	23-27
5	Technical Bid-Annexure I	28-29
6	Financial Bid-Annexure II	30

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3<sup>rd</sup> Floor, South Wing, Khanija Bhavan, No.49, Race Course Road, Bengaluru - 560 001.

**NOTICE INVITING TENDER  
FOR  
HIRING OF VEHICLES ON MONTHLY BASIS  
For Technology Centre and Regional Office of UIDAI, Bengaluru**

**LAST DATE OF SUBMISSION OF TENDER: 11-11-2015, 1500hrs**

Sub: Invitation to bid for Hiring of Vehicles on monthly basis to the Regional Office, UIDAI, 3<sup>rd</sup> Floor, South Wing, Khanija Bhavan, No. 49, Race Course Road, Bengaluru – 560 001 and Technology Center, UIDAI, Aadhaar Building, C A Site No.1, NTI Layout(Rajiv Gandhi Nagar), 3<sup>rd</sup> Stage, Kodigehalli, Tatanagar, Bengaluru-560 092.

Sealed Tenders are invited on behalf of the President of India for Hiring of Vehicles on monthly basis to the Regional Office, UIDAI, 3<sup>rd</sup> Floor, South Wing, Khanija Bhavan, No. 49, Race Course Road, Bengaluru – 560 001 and Technology Center, UIDAI, Aadhaar Building, C A Site No.1, NTI Layout(Rajiv Gandhi Nagar), 3<sup>rd</sup> Stage, Kodigehalli, Tatanagar, Bengaluru-560 092.

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 Vehicles on monthly basis for different types- Indica A/C and Honda City on monthly basis.

**Contact Info:**

Phone : 080-22340104  
Fax : 080-22340310  
Website : www.uidai.gov.in

### **SCHEDULE OF TENDER**

1	Tender Notice No.	:		06/2015
2	Name of the work	:		Hiring of Vehicles on monthly basis for UIDAI, Bengaluru
3	Location of work	:	a.	Technology Center, UIDAI, Aadhaar Building, C A Site No.1, NTI Layout(Rajiv Gandhi Nagar), 3 <sup>rd</sup> Stage, Kodigehalli, Tata Nagar, Bengaluru-560 092.
			b.	Regional Office, UIDAI, 3 <sup>rd</sup> Floor, South Wing , Khanija Bhavan, No. 49, Race Course Road, Bengaluru – 560 001
4	Issue of Tender Documents	:		Download from the website ( <a href="http://www.uidai.gov.in">www.uidai.gov.in</a> )
5	Tender to be submitted on or before	:		11.11.2015 at 15:00 Hrs
6	Envelops to be super scribed with	:		Tender for “Hiring of Vehicles on monthly basis for UIDAI, Bengaluru”
7	Opening of Technical bid	:		11.11.2015 at 15:30 Hrs
8	Amount of EMD	:		₹.75,000/-
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 financial bid are to be submitted as per the instructions in the Tender Documents.

**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 Vehicles as in Technical Bid & Financial Bid on Monthly basis and hereby bind myself/our self to complete the Contract period of 12 months 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, Bengaluru for the present Contract.
  
2. A sum of ₹.75,000/- 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.....2015  
Contractor/Contractors/Address.....

Signature of Witnesses

1. \_\_\_\_\_
2. \_\_\_\_\_

## **Regulations for Tender and Contracts to Parties tendering for hiring of vehicles on monthly basis to Technology Centre & Regional Office, UIDAI, Bengaluru.**

### **Meaning of Terms**

#### **Definitions:**

1. In these Regulations for Tender and Contracts the following terms shall have the meanings assigned here under except where the context otherwise requires:
  - a) “UIDAI” shall mean the Deputy Director General, RO, Bengaluru or of the successor on behalf of President of India, 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, Regional Office, Bengaluru.
  - d) “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.
  - e) “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.
  - f) “Specifications” shall mean the specifications for Vehicles, UIDAI issued under the authority of the Deputy Director General.
  - g) ‘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 conditions 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 Hiring of Vehicles to UIDAI**” are cited as under:

#### 5) Date of publicity/downloading the Tender Document :

- a) Last date and time for submission of Tender Document  
Date **11.11.2015 at 15:00 hrs**
- b) Last date for receiving written queries for clarification on the bid document  
Date **10.11.2015 upto 15:00 hrs**
- c) Release of responses to clarification \*: Date **10.11.2015 upto 16:30 hrs**

d) Date and time for opening of

- i. Technical Bid : **At 15:30 hrs on 11.11.2015.**
- ii. Financial Bid : **At later date (Advise letter will be sent)**

(\* As the responses as mentioned in (c) 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 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, Regional Office, UIDAI, Bengaluru.

(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. 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:**

The contract is governed by Arbitration Act, 1996 and any dispute resolution will lie in the jurisdiction of UIDAI, RO Bengaluru. The successful bidder will make every effort to resolve amicably by direct informal negotiation any disagreement, dispute arising in connection with this contract any dispute which cannot be resolved shall be referred to a sole arbitrator to be appointed by mutual consent of both the parties. The award made under this reconciliation shall be final and binding upon the parties hereto, subject to legal remedy available under law. Such differences/proceedings will be held at UIDAI, Regional Office Bengaluru. All legal disputes are subject to the jurisdiction of Civil Courts Bengaluru only.

**Signature of Tenderer**

**Place:**

**Date:**

## **General Instructions and Conditions of Tender to Parties tendering of Hiring of Vehicles on monthly basis.**

1. No tender for the contract for Hiring 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)).

All tenders must be forwarded to the Assistant Director General (Admn.), Regional Office, UIDAI, Bengaluru in a sealed cover super scribed: "Hiring of Vehicles on monthly basis for UIDAI, Bengaluru" so as to reach not later than **15.00 hrs on 11.11.2015**. 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 Regional Office, UIDAI, 3<sup>rd</sup> Floor, South Wing , Khanija Bhavan, No.49, Race Course Road, Bengaluru – 560 001 or despatched by Speed Post/ Registered Post**. The tender box will be closed and finally sealed exactly at **15.00 hrs on 11.11.2015**. 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.

### **2. Earnest Money:**

- (a) The tenderer shall be required to deposit a sum of **₹.75,000/-** 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 resile from his offer or modify the terms and conditions thereof in a manner not acceptable to the Deputy Director General of the UIDAI, Bengaluru 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 Performance Bank Guarantee due.
- 2.1 Earnest Money of ₹75,000/- in the form of demand Draft of any scheduled bank in favour of **DDO, UIDAI, Bengaluru** must be deposited by bidders along with their duly filled up tender failing which their tender shall be rejected summarily.
- 2.2 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.
- 2.3 Tenders without Earnest Money will be summarily rejected.
- 2.4 No claim shall lie against the UIDAI, Bengaluru in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

### **3. Performance Bank Guarantee**

The Successful tenderer shall furnish valid Bank Guarantee Bond @ 5% of value of the Contract as **Performance Security** in favour of **CDDO, UIDAI, Bengaluru** within 7days from the Date of Acceptance of Tender.

The Bank Guarantee can be forfeited by order of the Competent Authority of the Regional Office, UIDAI, Bengaluru 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.

The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the contractor. **In the event of extension of contract beyond one year, the firm will get extended BG valid upto the date of contract by themselves.**

#### **4. 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 Financial 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 superscribed with Tender Number, subject of Tender, whether the envelope is containing “Technical Bid” or “Financial Bid” and date of opening of tender.**

#### **5. 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 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 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, Bengaluru 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.**
- (vi) **All pages of the tender document should be signed and should be a part of the Technical Bid.**

**Schedule for Requirements of Vehicles for Technology Center & Regional Office, Bengaluru**

**MONTHLY TRIPS**

Sl. No.	A	B		C
	Make of the Vehicle	Approximate requirement	Monthly rate for 2600kms for 26 days per month	Rate per extra Km beyond 2600
1	HONDA CITY	2		
2	INDICA A/C	9		

**The Vehicle requirement may vary depending upon the requirement.**

Financial bid evaluation will be carried out as per the stipulations in clause No.12 (V) of the tender condition in page No.19.

**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 and duties. However toll gate and vehicle entry permit charges in other states (considering Karnataka as a base station) will be paid on submission of original receipts/bills with the signature of the competent authority of UIDAI.** The Tenderer/Tenderers shall quote individual rate for each item given in Financial 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, Bengaluru. UIDAI, Bengaluru 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= $1/2 * (F1/F0-1)*100$

- 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.

### **8. 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 **at 15:00 hrs on 11-10-2015.**

### **9. Financial Bid:**

The Financial Bid should be submitted in the form given in the Tender document in a separate sealed cover kept inside the main cover. The Financial Bids of those tenderers who are found technically compliant, will be opened at later date after finalization of the Technical Bid in our Office Premises at **UIDAI, 3<sup>rd</sup> Floor South Wing , Khanija Bhavan, No.49, Race Course Road, Bengaluru – 560 001.** A duly constituted Tender Evaluation Committee (TEC) will evaluate the Financial 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. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
2. The contractor shall submit the bill at each stage/in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment.
3. 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.
4. 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.
5. Wherever applicable all payments will be made as per schedule of payments to be decided in the agreement.
6. TDS as applicable will be recovered from the bill.

## **11. Calculation and Payment for extra Kms:**

The normal running Kilometre per month for 26 days is 2600 kms(26x100). The rate upto 2600 kms and for extra kms beyond 2600 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 (i) rate for 2600 kms per month (ii) rate per additional kms beyond 2600 kms. 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



## 1<sup>st</sup> Quarter (First 3 months from the date of acceptance)

### First Illustration:

Months	Basekms per month	Total kms run per month	Extra/savings of kms	Amount payable
1	2600	2800	200kms extra	Base amount for 2600 kms
2	2600	2400	200 kms savings	Base amount for 2600 kms
3	2600	2400	200 kms savings	Base amount for 2600 kms
A	In this quarter the extra kms run by the Vehicle is 200 kms in the first month and the total savings is 400 kms in the subsequent two months. Therefore, the net savings of 200 kms will be adjusted in the next quarter as per the clause No.11			

### Second Illustration:

Months	Basekms per month	Total kms run per month	Extra/savings of kms	Amount payable
1	2600	2800	200 kms extra	Base amount for 2600 kms
2	2600	2800	200 kms extra	Base amount for 2600 kms
3	2600	2600	NIL	Base amount for 2600 kms
A	<u>Calculation of extra kms</u> 1 a) Extra km in 2 <sup>nd</sup> quarter =400 kms 1 b) savings from 1 <sup>st</sup> quarter=200 kms Net extra kms payable = <b>200 kms at the end of second quarter</b>			

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 6<sup>th</sup> month, the 3<sup>rd</sup> quarter starts from 7<sup>th</sup> month to 9<sup>th</sup> month and the 4<sup>th</sup> quarter starts from 10<sup>th</sup> month to 12<sup>th</sup> 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 Vehicle.

## **12. Criterion for Evaluation of Tender:**

### **i. Essential Eligibility Criteria:**

<b>Sl. No.</b>	<b>Clause</b>	<b>Description</b>	<b>Remarks</b>
1	Experience	Should have completed three minimum contracts. Out of which two contracts relating to central govt/state Govt/PSUs/Bank should have been satisfactorily completed.	
2	ITCC	Total contract amount received for last three Financial years should be more than Ten lakhs i.e., 2012-13,2013-14, 2014-15 (a copy of the turnover statement duly certified by CA must be enclosed along with the Technical bid)	

### **ii) Technical bid evaluation :**

The Technical Bids will be opened by a committee authorized by the competent authority at **15:30 hours on 11.11.2015** in **Regional Office, UIDAI, 3<sup>rd</sup> Floor, South Wing , Khanija Bhavan, No.49, Race Course Road, Bengaluru – 560 001** 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 financial evaluation.

### **iii) Financial bid evaluation :**

The Financial 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 in each category and other parameters.

Accordingly following formula will be used to arrive at a single figure:

**v) Over-all Consolidated Rate Index**

Aggregate index for all categories will be calculated as under:

Over-all Consolidated Rate Index				
The formula for overall CRI will be as below:				
Over-all Consolidated Rate Index = $M1*(0.3) + M2*(0.70)$				
<b>Where</b>				
M1 = Monthly Rate for Category 1, (X1+Y1*400 kms)				
M2 = Monthly Rate for Category2, (X2+Y2*400 kms)				
Where X1 and X2, are the Monthly Rate and Y1 and Y2 are the Rates for extra kms for the respective category of vehicles				
And * is used as the symbol for multiplication.				

**The lowest CRI will be considered for award of Contract.**

Evaluation of the Tender will be as illustrated as under:

**ILLUSTRATION I**

Rate quoted for 2600 KM per month per vehicle and extra km as 400 km will be taken for evaluation.

Type of Vehicles	Base rate for (2600 kms per month)	Extra kms taken as base for evaluation of Financial bid
Honda City ( <b>M1</b> )	2600 kms	400 kms
Indica ( <b>M2</b> )	2600 kms	400 kms

## ILLUSTRATION I A

Example is given below as to how CRI is working of this formula in E1 & E2

### E1

Category of vehicle	Monthly rate for 2600 KMs X1	Rate per KM above 2600 KMs Y1	Extra KM	Amount for extra KMs (rate per km *extra km)	Total amount (Monthly Rate)
I	60000	15	400	6000	66000 (M1)
II	30000	8	400	3200	33200 (M2)

## ILLUSTRATION IV

The formula for overall CRI will be as below:

**Over-all Consolidated Rate Index =**  
**M1\*(0.3) + M2\*(0.70)**

**= [66000\*0.30 + 33200\*0.70]**

13. 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.

14. 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.
15. 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.

16. Tenders will be opened by the nominated officers of the Technology Center and Regional Office UIDAI, Bengaluru in the presence of such of those Tenderers who choose to attend.
17. The DDG, UIDAI, Bengaluru reserves the right to reject any or every tender without assigning reasons and does not bind himself to accept the lowest or any tender.
18. The Earnest Money Deposit amount of the unsuccessful tenderers will be returned after the tenders are disposed of.
19. 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.
20. The works are required to be carried out for a period of 12 months from the date of operation of this contract.
21. 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, Bengaluru reserves the right to reject such tender at any stage.
22. 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, Bengaluru shall deem such tender as cancelled, unless the firm retain its character.
23. Non-compliance with any of the conditions set forth herein above is liable to result in the tender being rejected.

24. Should the UIDAI, Bengaluru 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.

25. Service Tax, Royalties and Octroi duties, if any, that may be payable under any Govt. Sales tax act or local bodies act or rules on any of the materials that may become necessary or supplied by the contractor, will be payable by the contractor.

**Tenderer/Contractor.**

## **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 for individual Vehicles as in the Financial Bid for Monthly (2600 kms and for extra kms) Trips.
3. 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.
4. The tenderer/contractor should maintain a log book with daily entries (i.e., starting kilometre reading, ending kilometre reading, starting time and ending time every day). These daily entries should be jointly signed by driver and UIDAI, Bengaluru official.
5. The rates to be quoted are for “a day” which includes night halts also. Day means from 00-00 hrs to 24-00 hours. If the driver/vehicle goes back from the work place and it is called again on the same day, no. of day will be counted as one only.
6. 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.
7. The rate quoted should include all consumables i.e., fuel, lubricating oil, driver’s salary, daily bata, night halt charges and other incidental expenditures including out station expenditure.

8. All the expenditure involved in repairs & maintenance will be borne by the contractor.
9. Vehicles will be exclusively kept at the disposal of the officers-in-charge of UIDAI, Technology Centre and Regional Office, Bengaluru and will be used according to his direction during the period of hire. The travel may cover to his work place/inspection sites also.
10. **Penalty:** If the vehicle is not intended to come on any day, alternate arrangement should be made. If the vehicle delays in reporting, then for every hour of delay, ₹.200/- will be recovered as penalty. If the alternative vehicle is not arranged at all on any day then penalty at the rate of ₹.1000/- per day shall be imposed in addition to withholding a day's hire charge.
11. 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 half an hour plus 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.
12. All documents pertaining to the vehicle should be kept under the custody of the driver in the vehicle without fail.
13. 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, neatly dressed in Uniform and cap.



14. UIDAI, Bengaluru does not take any responsibility on the unwarranted actions of the driver or any accidents caused by the vehicle.
15. The UIDAI, Bengaluru does not take any responsibility of providing accommodation to the drivers even when going outstation in day or night.
16. 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.
17. During the weekly/periodical rest of the drivers, alternative relief drivers should be made available by the contractor.
18. The safety of the vehicle is the contractor's responsibility.
19. In case of any accidents/violations of rules, UIDAI, Bengaluru shall not have any responsibility.
20. UIDAI, Bengaluru 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.
21. The vehicle should be in a very good condition and should have registration made in the year 2014 or after. Old model 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.
22. The vehicles should be made available with sufficient fuel always.
23. 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 schedule for the number of days used.

24. If any vehicle is not required for any day/number of days, notice will be given on the previous working day to the driver/contractor for the discontinuation of vehicle and contractor will not get the payment for the days vehicles not utilised.
25. 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.
26. 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.
27. Two boards displaying "ON UIDAI DUTY" shall be displayed in front and rear of the vehicle at contractor's own cost .
28. The contractor should change the seat covers (white) every third day and should have at least 2 sets of covers in good condition.
29. All road tax, registration, Income tax as applicable, to be paid to Govt. of India or Govt. of Karnataka and insurances etc., are to be borne by the contractor. For inter-state movements, the tenderer has to arrange the inter-state permit. Cost of the permit **for that particular period** will be reimbursed on actual production of the bill/receipt.
30. 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.

31. The vehicle has to undergo outstation trips also in case of any exigency.

32. The following are locations where the vehicles has to be supplied.

1) Technology Center, UIDAI, Aadhaar Building,  
C A Site No.1, NTI Layout(Rajiv Gandhi Nagar),  
3<sup>rd</sup> Stage, Kodigehalli, Tatanagar,  
Bengaluru-560 092.

2) Regional Office, UIDAI,  
3<sup>rd</sup> Floor, South Wing, Khanija Bhavan,  
No.49, Race Course Road  
Benguluru-560001.

**However the agency has to give a undertaking for continued supply of vehicles on hire in case there is a change in Office location within the city.**

Signature of Tenderer/Contractor

Address:

Date:

## Annexure-I

### TECHNICAL BID

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

Sl.No.	Particulars	Details
01	Name & address of the Tenderer with Phone /Mobile No.	
02	Whether owner cum Driver or Travel Agency	
03	Vehicle no. and year of Registration (Vehicles should not be more than 2 Years Old) Please attach documents. (colour of the vehicle to be supplied is white/silver gray only)	
04	Particulars of EMD amount Demand draft No & date	
05	<b><u>Experience in the field</u></b> Should have completed three minimum contracts out of which two contracts relating to Central Govt/State Govt/PSU/Bank should have been satisfactorily completed	
06	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)	
07	The Vehicles will have to be fitted/provided with the following additional accessories/ utilities like Clean seat covers, Quality radio music system, Reading lamp, Tissue paper box, Car perfume, Mobile charger, Seat Bells (Front and Rear) and Umbrella during Monsoon. <b>Say Yes or No.</b>	
08	Total contract amount received for the three Financial years should be more than ten lakhs yearly ie 2012-13,2013-14, 2014-15 (a copy of the turnover statement duly certified by Chartered Accountant must be enclosed along with the Technical bid)	

**NOTE:**

RO UIDAI, Bengaluru 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. This format is applicable for Monthly Daily trips.

**\*\*\* 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:

Signature of authorized person

Full Name:

Place:

**FINANCIAL BID**

**Sub:** Hiring of Vehicles for the official use of Unique Identification Authority of India, Bengaluru for a period of One year.

**Ref:** Tender Notification No.:

**MONTHLY TRIPS**

Sl. No.	A	B		C
	<b>Make of the Vehicle</b>	<b>Approximate requirement</b>	<b>Rate for 2600kms for 26 days per month</b>	<b>Rate per extra Km beyond 2600</b>
1	HONDA CITY	2		
2	A/c INDICA	9		

**\*The Vehicle requirement may vary(+/-) depending upon requirement.**

Financial bid evaluation will be carried out as per the stipulations in clause No.12 (V) of the tender condition in page No.19.

**TENDERER/AGENCY  
(with Seal)**