



Unique Identification Authority of India (UIDAI),
Regional Office, Housefed Complex, Beltola Basistha Road,
Dispur, Guwahati-781006

No.UIDAI/Housekeeping/11/2014 /1008

Dated at Guwahati, 24/11/2014

NOTICE INVITING TENDER

Two-part bid in sealed cover are invited from Local reputed, experienced, and bonafide establishment for Housekeeping works for Unique Identification Authority of India (UIDAI), Regional Office, Housefed Complex, Beltola Basistha Road, Dispur, Guwahati-781006. The Tenderer should have his office at Guwahati and should have executed Housekeeping works (such as washing, cleaning of Floor, wall, furniture, ceiling, urinals, removal of obsolete papers/materials etc to ensure full cleanliness of office) worth not less than Rs. 3 lakhs per year annually for last two years in reputed Public Sector undertakings or Govt/Semi-Govt/. Details of works and the terms and conditions are available in tender documents. This is a two bid tender where willing participants are to submit the **Technical Bid** – Tender document along with attested copies of documents as mentioned in the tender document.

In the financial bid, the Tenderer is to quote his rate inclusive of all taxes as mentioned in the tender document. The tender should be submitted in two covers; One superscribing **Technical Bid** and Second **Financial Bid** and both the envelopes are to be put in another sealed envelope and this envelope should addressed to the Dy. Director, O/o the UIDAI, RO, Guwahati, Housefed Complex, Block - V, Beltola Basistha Road, Dispur, Guwahati-781006, Phone No. 0361 - 2265136, duly superscribing **“TENDER FOR HOUSEKEEPING WORKS”**. All the three envelopes are to be duly sealed. Technical Bid and Financial Bid shall be opened separately.

The tender shall be dropped in the Tender Box available in the Unique Identification Authority of India, Regional Office, House fed Complex, Beltola Basistha Road, Dispur, Guwahati- **within 1400 Hrs of 17.12.2014**, OR SHALL BE SENT BY REGD POST SO AS TO REACH BEFORE THE SCHEDULED TIME. Any bid received after the dead line for submission of bids will not be entertained.

Tender paper will be issued by Dy. Director, O/o the UIDAI, RO, Guwahati, Housefed Complex, Block - V, Beltola Basistha Road, Dispur, Guwahati-781006 from **26.11.2014 to 12.12.2014** between 1100 hrs to 1500 hrs on all working days on payment of Rs.100/- (Rupees one hundred) only (Non-refundable) in form of Bank Draft/Bankers cheque in favour of PAO, UIDAI Payable at New Delhi drawn on any Nationalised Bank. Complete Tender papers along with EMD will be received up to 1400 hrs **of 17.12.2014** and will be opened at 1500 hrs on the same date and time. In case of any of the date specified above is declared a holiday, the date will be automatically extended to the next working date. The Tender will be rejected if EMD along with requisite documents have not been found available in Technical bid.

The tender paper can also be downloaded from Website www.uidai.gov.in. The cost of the tender document of Rs. 100.00 (Rupees one hundred) only non-re-fundable will have to be paid in the form of D.D. in favour of PAO, UIDAI, payable at New Delhi and the D.D. to be attached with the Technical bid (in envelop A) separately in addition to the earnest money. The tender will be rejected if the tender paper is not made available with cost of the tender.

UIDAI reserves the right to reject any or all the tenders without assigning any reason thereof.

Dy. Director
Unique Identification Authority of India,
Regional Office, Guwahati.



Unique Identification Authority of India (UIDAI),
Regional Office, Housefed Complex, Beltola Basistha Road,
Dispur, Guwahati-781006

No.UIDAI/Housekeeping/11/2014/1008

Dated at Guwahati, 24/11/2014

The Unique Identification Authority of India, Regional Office, Guwahati, invites sealed tenders from Local reputed, experienced and bonafide establishments having at Guwahati for Housekeeping works to be carried out in UIDAI Regional Office, 1st floor Block-V (3300 sq feet)and 7th Floor of Central Block (4200sq feet)(Rear). Tenderer has to submit earnest money deposit (EMD) as specified below. After opening and evaluation of the tender, the successful tenderer will be notified to furnish Security Deposit as applicable and execute agreement before placement of formal work order.

2.

SI No	Item	Amount
1)	Estimated Cost	Rs. 1,42,000.00 (Annual)
2)	Earnest Money (EMD)	Rs. 3,600.00
3)	Security Money	@ 10 % of the total cost as per approved rates.
4)	Cost of Tender Documents	Rs. 100.00 (Non-refundable)

3. Tender paper will be issued by Dy. Director in the O/o the UIDAI, RO, Guwahati, Housefed Complex, Block - V, Beltola Basistha Road, Dispur, Guwahati-781006 from 26.11.2014 to 12.12.2014 between 1100 hrs to 1500 hrs on all working days on payment of Rs.100/- (Rupees one hundred only (Non-refundable) in the form of Bank Draft/Bankers cheque in favour of PAO, UIDAI, Payable at New Delhi drawn on any Nationalised Bank. If any of the requisite documents as mentioned in NIT is not found available in the Technical bid, the tender will be rejected and financial bid will not be opened.
4. Last date & Time of submission of Bid : **1400 hrs of 17.12.2014**
5. Date / Time of opening of Technical Bid : **1500 hrs of 17.12.2014**
6. If the date of submission/opening of the tender subsequently comes under any un-scheduled Bandh/Holiday, the tender will be received and opened on the next working day as per above time and venue without giving any further notification in this regard.
7. Intending tenderers have to submit their Bid for the works with specified EMD along with Tender Papers. Bid without EMD & requisite documents will be rejected straightway.

8. No post Tender negotiation is permitted.
9. Tenderers have to quote the rates for all items of Housekeeping works as mentioned in Annexure-II and payment has to be made as per Labour Laws and instructions of UIDAI.
10. **Abnormal low or high rates are liable for rejection.**
11. Tenderers have to quote the rates against the items as in Annexure -II. If the rate for any of the items as in Annexure-II is not found quoted, the bid submitted by the Tenderer will be straight way rejected.
12. Financial Bid will contain the rates sheets duly filled in by the tenderer. The rate sheet must be signed by the tenderer, failing which the bid will not be accepted.
13. Tenderers should have to sign all the pages of Tender document & put the stamp including the Rate –Sheet to be submitted as Financial Bid, failing which the bid will not be accepted.

Dy. Director
Unique Identification Authority of India,
Regional Office, Guwahati.

INSTRUCTIONS TO TENDERERS

1. Tenderers are required to read this document carefully before submitting their offer.
2. This Tender is for execution of House Keeping works such as washing, cleaning of floors. Wall, furniture, ceiling, urinals, open space, staircase, removal of obsolete papers/materials etc. to ensure complete cleanness of office.
3. Tenders without EMD will be rejected outright.
4. Conditional and incomplete tenders are liable for rejection.
5. This is a two bid tender where the **Technical Bid / Financial bid** are to be sealed in two separate envelopes. Both the envelopes are to be sealed in one packet and submitted as the complete offer. The financial bid will contain only the price schedule. If the Technical bid is found wanting requisite document (s), it is liable to be rejected.
6. Quantum of works as mentioned is subject to variation.
7. **Item-wise rate against per Square feet (Sq. Ft)/ Nos to be quoted and should be inclusive of all charges. The rates of taxes included in the item wise rate should be mentioned separately; otherwise the financial bid is liable for rejection.**
8. Income Tax as per applicable will be deducted at source from the bills as per I/T Act time to time.
9. Successful tenderer will have to execute an Agreement for carrying the works as per approved rate for a period of one year from the date of Agreement.
10. The work is not of perennial nature.
11. No change/enhancement on the approved rate due to price escalation during the contract period will be entertained.
12. The tender document is not transferable.

SCOPE OF WORKS

- 1) The Cleaning/Safai works shall be started in the very early morning such that the works have to be completed by 9.00 A.M by which the staff members of the office will be attending their duties.
- 2) All the Latrines/Bathrooms/Urinals shall be washed and cleaned with liquid detergent Viz. Harpic and best quality Phenyl to be poured into all the nooks and corners.
- 3) All the O/T Pans/Urinals (both ladies and gents), water basins, Foot Rests etc shall be cleaned with harpic liquid and washed with water to give a decent and clean look. Bucket placed in the latrines shall be filled with water once by the morning and as when necessary.
- 4) The Glaze Tiles fitted in the Lavatory shall be cleaned with acid other suitable detergent and washed with water to give a finer look.
- 5) All the floors including staff and officers/all passages shall be cleaned with water and dried with the help of gunny bags/clothes and anti-germ phenyl with descent smelling agents Viz., Citronella etc. to be poured thereon.
- 6) All Ceilings/Walls/Inner & Outer glass surface of windows & upper ventilators/Fans/Fluorescent Tube lights of the offices covered under this Contract should be cleaned every fortnight. The venetian blinds are to be cleaned with vacuum cleaners/cloths.

- 7) Obsolete/unused papers/computer carbons papers kept/placed after its use in any of the places of the office premises and other obsolete papers kept in the waste paper baskets shall be taken out to a safer place and thrown in the public dustbin available in the outskirts of the office(s).
- 8) All the cleaning agents viz., Phenyl/Bleaching powder/Acids/Naphthalene balls /Harpic and cleaning instruments viz., Brooms/Euro clean machine /gunny bags/clothes shall be provided by the contractor at his/their own cost.
- 9) Unique Identification Authority of India, Regional Office, Guwahati will not supply any of the aforesaid items required for the cleaning/safai works.

SUBMISSION OF BID

The Bid shall be submitted in two SEALED envelopes (wax sealed). In envelope "A" the Tender document duly signed/sealed by the tenderer must be submitted along with the requisite documents in original/photo-state copy duly self attested as mentioned below and it will be super scribed as "TECHNICAL BID". Technical bid submitted without the following requisite documents will not be considered as valid.

- i. Valid Labour license from appropriate authority in respect of any work earlier undertaken by him.
- ii. Service Tax Registration with upto date service Tax return.
- iii. Valid Registration & Allotment No. of EPF & ESI with upto date return.
- iv. Experience Certificate from a Gazetted Officer not below the rank of Group 'A' Officer or equivalent rank of the concerned organization stating that the tenderer has executed Housekeeping work worth not less than Rs. 3 Lakhs per year annual for last 2 years satisfactorily in reputed Public Sector undertakings or Govt/Semi-Govt .
- v. PAN card and Income Tax Return.
- vi. Earnest Money Deposit of **Rs. 3,600.00** in the form of Bank Draft/Bankers cheque in favour of PAO, UIDAI Payable at New Delhi drawn on any Nationalised Bank. The Tender received without EMD will be rejected straightway.
- vii. **In case of tender documents which are downloaded from our website www.uidai.gov.in, the cost of Tender documents of Rs. 100/- (Rupees one hundred) only (non-refundable) will have to be paid by Bank Draft/Bankers cheque in favour of PAO, UIDAI, Payable at New Delhi drawn on any Nationalised Bank, and the same has to be submitted in the Technical Bid along with other requisite documents. The Tender documents which have been downloaded from website and not submitted along with the cost of Tender document will be rejected straightway.**
- viii. Undertaking on clause by clause compliance as per Annexure-III
- ix. Vendor Profile as per Annexure -IV

In envelope 'B', the rate has to be quoted in the price schedule of the tender document and is to be submitted super scribed as "FINANCIAL BID". (ANNEXURE-II)

Both the envelopes A & B should be wax sealed in a Covering envelope and addressed to the Dy. Director in the O/o the UIDAI, RO, Guwahati, Housefed Complex, Block - V, Beltola Basistha Road, Dispur, Guwahati-781006 duly super scribed as **"TENDER FOR HOUSEKEEPING WORK"**. The bidder will write his name /address in the outer envelope.

The tender shall be dropped in the Tender Box available in the Unique Identification Authority of India, Rgional Office, Guwahati **within 1400 Hrs. of 17.12.2014** OR SHALL BE SENT BY REGD POST SO AS TO REACH BEFORE THE SCHEDULED TIME. Any bid received after the dead line for submission of bids shall be rejected.

OPENING OF BID

1) The tender box will be opened in the Video Conference Room, O/o the UIDAI, RO, Guwahati, Housefed Complex, Block - V, Beltola Basistha Road, Dispur, Guwahati-781006 at scheduled time and date in presence of the Tenderers or authorized representatives. Only one representative of the Bidder will be permitted to attend the Bid opening .The tender opening register shall be signed by the Bidders/ their authorized representative during Bid opening.

2) The tender opening committee will first open the envelope' A 'i.e. the Technical Bid and the documents whatever submitted by the Tenderers will be noted down in Tender Register. The TOC will have to submit the opening report of the Tender, which will have to be forwarded along with Tender documents/Register to TEC for necessary Evaluation of the Technical bids.

EVALUATION OF THE TENDER

1) The Evaluation of the Technical Bids will be done by the TEC duly constituted by the competent authority as per terms and conditions of the Tender. The TEC will have to go through the report of TOC, Tender opening Register and the requisite documents submitted by the Tenderers along with Tender documents. The TEC will have to verify one by one, all the requisite documents submitted by the Tenderer and also submit their report with necessary remarks and recommendation for opening the financial Bids of valid Bidders.

2) The financial Bids in respect of the valid Tenderers will be opened after getting the subsequent approval of the Dy. Director General, UIDAI, RO, Guwahati and thereafter the valid tenderer will be accordingly intimated about the date of opening of their financial bid i.e. envelope 'B'. The financial bid ,i.e. the envelope 'B' will not be opened in respect of those Tenderers, whose Technical bids are not found in order as per terms and conditions of the Tender. The decision of the tender calling authority in this regard will be final.

3) The TEC will open the financial Bids of the valid Bidders in presence of them and the Schedule of Rate will be signed by the TEC. The computed value found on the basis of the

rate quoted for each item in the Rate Sheet will be noted down in the Tender Register , which will duly be signed by TEC and Tenderers.

4. The rate quoted by the valid Bidders for each item has to be examined by the TEC as per terms and conditions of the Tender and a detailed comparative statement shall be prepared by showing total expenditure to be involved for the same.
5. The TEC will have to submit the report of financial Bids evaluated as per terms and conditions of the Tender and also to furnish their necessary remarks and give recommendation for offering the contract to the lowest Bidder (L1).
6. The computed monthly total expenditure shall be the criterion to determine the lowest bidder. However, if the price quoted against any individual item is found excessively high in comparison to present market rate, the lowest bidder will be declared successful only after the fruitful negotiation
7. However, it is the discretion of the tendering authority to decide the tender and enter into agreement with the bidder as finalized by the competent authority.

EMD & SECURITY DEPOSIT

EMD of the tenderers will be released without any interest after the finalisation of tender.

The successful tenderer shall at its own expense deposit with UIDAI, RO Guwahati within a week of the date of notice of selection or prior to signing of the agreement whichever is earlier, **an unconditional and irrevocable Performance Bank Guarantee (PBG) of an amount equal to 10% of the total cost as per approved rates from a nationalized bank or in the form of Fixed Deposit Receipt (FDR) with lien marked to Pay & Accounts officer, UIDAI, RO Guwahati.** The PBG will be payable on demand, for the due performance and fulfilment of the agreement and be valid beyond three months of the period of agreement. In case the contract is further extended beyond the initial period, the performance bank guarantee will have to be accordingly renewed by the successful tenderer.

FORFEITURE OF EMD

EMD will be forfeited if:

- (a) The bidder withdraws his /their bid after submission.
- (b) False statement and /or submission of false document by the tenderer is detected.
- (c) In case of failure to execute the Agreement Deed by the tenderer within stipulated notice period.
- (d) In the case of failure to deposit the Security Deposit (PBG) within the stipulated notice period.

TERMS & CONDITIONS

1. The contractor has to abide by all labour /IT/other Taxes/ST laws etc. strictly.
2. The work force supplied by the Contractor for cleaning works should be disciplined/ good behaved/ liquor free while on duty. They should be provided with a uniform and identity badges, without which they will not be allowed inside the premises. Any deviation in such qualities the contractor shall be asked for immediate replacement by a suitable one.
3. They should have good character. Their antecedents, residential address, permanent address bio-data, photo will have to be in the record of contractor for reference at any time.
4. Any change or substitution of personals by the contractor have to be immediately reported to Dy. Director in the O/o the UIDAI, RO, Guwahati, Housefed Complex, Block - V, Beltola Basistha Road, Dispur, Guwahati-781006.
5. Any personnel provided by the contractor found indulging him/ them in either tempering /mishandling of office documents/ equipments/any other UIDAI assets of any offices covered under this contract shall be replaced immediately and any losses/damages incurred therefore, shall have to be compensated by the contractor.
6. The personnel provided by the contractor shall have no right for Temporary/permanent / casual absorption in UIDAI in any capacity any way.
7. All the risks and responsibilities of the personnel engaged by the contractor shall be solely borne by the contractor and payment has to be made as per Labour Laws and instructions of UIDAI.
8. Any of UIDAI records/equipments/materials shall not be either handled/operated / taken away from any of the offices covered under this contractor during the course of works. If such incidences are noticed/detected, the loss incurred, shall be compensated from the Security Deposit or from the bills even & this contract shall be terminated with immediate effect besides, legal suit may be initiated for such ill-acts.
9. **Quantum of works as mentioned in Annexure-II may vary \pm subject to completion of renovation works in the space on 7th Floor. The area shown is also subject to change on actual verification by a committee or the controlling officer duly authorized by the competent authority.**
10. The tender submitted without being sealed, is liable to be rejected.
11. The lowest tender may or may not be accepted by the UIDAI, RO, Guwahati.
12. Any attempt or negotiation directly or indirectly on the part of the tenderer with the authority to whom he/they /has/have submitted the tender or the Authority competent to accept the tender after its submission or any endeavors to secure interest shall make the tenderer liable to be excluded from consideration.

13. No request shall be entertained for correction of rates / submission of any documents after the tender is submitted.
14. In case of emergent safai /cleaning works, even on Sundays/holidays required for the office covered under this contract, the contractor shall have to comply with such works on telephonic communication. Failure to comply with such telephonic communication from any of the responsible officers, shall be treated as a breach of contract which may lead to forfeiture of the Security Deposit and termination.
15. The UIDAI Regional Office, Guwahati, does not bind himself to accept the lowest rates and the qualification of the tenderer will be adjudged as per discretion of UIDAI Authority.
16. Work Order for housekeeping for two floors may be issued separately.

PENALTY

If there is any delay in starting of the works or completion thereof, are noticed in large numbers from any of the offices covered under this contract, penalty @ 10 % per day on the total monthly bill value will be levied and penal amount will be deducted from the bill at source when submitted. Delay in hours will be computed on daily basis. For every 8 hours, delay 1day's payment will be deducted from the monthly bill.

PAYMENTS

The bills for the works shall be preferred by the approved Contractor on their firm letter head in duplicate and original and submitted to Dy. Director, UIDAI, Regional Office, Guwahati alongwith the following certificate from the respective in-charge of office space.

1. The cleaning/washing of the offices/establishments has been carried out as per specification by the approved contractor during the month of _____, 2014.
2. The measurement of the items of works on which bill has been preferred have been duly verified.
3. The works have been performed satisfactorily.
4. The claim has been on actual measurement of item wise works/approved rates and found to be correct.

Dy. Director,
UIDAI, RO, Guwahati.

AWARD OF CONTRACT

1. The Contract shall be awarded to the Bidder, whose tendered value will be found lowest on the basis of the rates quoted by the bidder provided the Tenderer has met all the terms and conditions of the tender. However, it is the discretion of the tendering authority to decide the tender and also to execute the agreement with the bidder as finalized by him (the competent authority.)
2. **The lowest bidder of the Tender may be asked for negotiation if the price quoted against any individual item is found excessively high in comparison to present market rate. In such case, the lowest bidder will be declared successful only after the fruitful negotiation**

TERMINATION

In the event of failure to execute the works, Security Deposit in question will be forfeited and the contract will stand termination thereof forthwith without giving any notice.

VALIDITY

The Tender will normally remain valid for a period of 12 (Twelve) months from the date of the Agreement which may be extended further, if needed, on mutual agreement for a period upto 6 months.

FORCE MAJEURE

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance under the contract, shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of UIDAI as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

DISPUTE

Dispute, if any between the contractors with whom the agreement is executed and the UIDAI, RO, Guwahati will be subject to arbitration. The arbitration shall be referred to DDG, UIDAI, RO, Guwahati or any other person appointed by him as the Arbitrator.

UNDERTAKING

Tenderers are required to give an undertaking in the following format:-

“I/We have read the terms and condition of the tender documents fully interpreted and accepted into the terms and conditions of the tender and I/We have made my/our offer keeping in view of those terms and conditions”.

Signature of the Tenderer

With date & Seal

ANNEXURE - I
SCHEDULE OF RATES

Sl. No.	Name of Works	Rate (Rs per Sq. feet per day) inclusive of all Levies, Taxes etc.	
		In figures	In words
01	Cleaning / washing of Latrines/Bathrooms /Lavortories with Harpic/ Acid/ Naphthalene/ Phenyl including filling of Bucket with water twice every working day. Total approximately 1000 sq. feet area.		
02	Cleaning of floors with water / dried out with clean cloths /gunny bags / pouring of anti-germ phenyl and citronellas / throwing out of waste papers in the public dustbin every working day. Dirts /Filths are to be taken out and thrown in the public dustbin outskirts the office premises. Total approximately 6500 sq. feet area.		
03	Cleaning of Ceilings/Walls/ Inner & Outer glass surface of windows & upper ventilators /Cleaning of venetian blinds with Vacuum cleaner & Cloths /Fans / Fluorescent Tube Lights /Aluminium(half/full height) partitions of the chamber every fortnight . Total approximately 7500 Sq. feet		
		Rate (Rs as per number per day)	
		In figures	In words
04	Cleaning of chairs / Tables / Racks / Almirahs with clean wet cloths / dried out with clean flannel cloths and scented agents poured in every working days. Total approximately 100Nos. (<i>Pl mention rate clearly as per Unit number or the whole 100 numbers</i>)		

DETAILS OF THE TAXES
INCLUDED (in percentage)

- 1)-----
2)-----
3)-----

Signature of the tenderer with seal & date

ANNEXURE - II

List of offices/establishments where Housekeeping works are to be carried out under UIDAI, RO, Guwahati.

Sl. No.	Name & Location of office	Measurement Area/Sq. feet	Officer -In-Charge
01	Housefed Complex, 1 st Floor, Block V, Dispur, Guwahati-6	3200 Sq. feet	Section Officer, UIDAI, RO, Guwahati.
02	Housefed Complex, 7 th Floor, Block V, Dispur, Guwahati-6	4200 Sq. feet	Section Officer, UIDAI, RO, Guwahati.

*Only floor areas shown

Dy. Director,
UIDAI, RO, Guwahati.

Note: The area shown is also subject to change on actual verification by a committee or the Officer In - charge duly authorized by the competent authority.

ANNEXURE - III
Undertaking
(To be submitted in envelope A - Technical bid)

From :

To

The Deputy Director,
UIDAI, Regional Office,
Housefed Complex, 1st Floor, Block V,
Dispur, Guwahati – 781 006

Sub : Tender for House Keeping works .

Ref : UIDAI/RO-Ghy /House Keeping/11/2014/1008 dt. 24.11.2014

Sir,

In response to your above referred NIT for the captioned works, I / We hereby undertake to declare as below:

This is to certify that :

- (a) I / We hereby declare that I / We have gone through the terms and conditions stipulated in the Tender document and agree to abide by all of them in the event of acceptance of my/our offer and undertake for clause by clause compliance as per the bid document.

- (b) I/We have read the terms and condition of the tender documents fully interpreted and accepted into the terms and conditions of the tender and I/We have made my/our offer keeping in view of those terms and conditions.

Yours faithfully,

Signature.

Full Name :

Full Address :

Seal :

ANNEXURE - IV
VENDOR PROFILE
(To be submitted in envelope A - Technical bid)

- 1. Name of the tenderer :
- 2. Name of the firm :
- 3. Present address :
- 4. Permanent address :
- 5. Phone number
- a. Office/firm :
- b. Residence :
- 6. Fax no :
- 7. Income Tax Account no/PAN :
- 8. Bank account No & branch :
- 10. EMD particulars :

Date:.....

Place:

Signature of the tenderer

ANNEXURE - V

AGREEMENT DEED FOR HOUSEKEEPING WORKS

An Agreement made this day of 2014 (Two thousand fourteen) between M/S ----- (hereinafter called 'The Contractor') THE OTHER PART UIDAI, RO, Guwahati represented by The Deputy Director, UIDAI, Regional Office, Housefed Complex, 1st Floor, Block V, Dispur, Guwahati – 781 006 hereinafter referred to as 'The Purchaser' THE OTHER PART vide UIDAI/RO-Ghy /House Keeping/11/2014/1008 dt. 24/11/2014

Whereas the Contractor has submitted tender for Housekeeping works for UIDAI, RO, Guwahati and whereas the Contractor has agreed to execute the works as per rates as shown in Annexure - I

AND whereas the Contractor has complied with depositing of the requisite Security Deposit of Rs.----- (Rupees) only in the form of Demand Draft / Bankers cheque in favour of the **PAO, UIDAI, payable at New Delhi.**

NOW THESE PRESENTS WITNESS and it is hereby agreed upon and declared by and between the parties together presents as follows:

1. The Contract will remain in force for a period of 1(one) year with effect from ----- to ----- and may be extended further/ terminated during the period.
2. The contractor hereby declares that it/he/they shall abide by all Labour/IT/other Taxes/ST laws etc. strictly.
3. The Contractor hereby covenants and declares that no one connected with or in the employment of UIDAI, RO, Guwahati shall be admitted or inducted as a partner in this Contract.
4. It is agreed upon by the Contractor to execute all the items of works as included in the tender in most efficient and workmanship manner in accordance with the instructions as may be given by any of the competent authority nominated by the UIDAI, RO, Guwahati as per terms and conditions.

DESCRIPTION OF WORKS

1. The Cleaning/Safai works shall be started in the very early morning such that the works have to be completed by 9.00 A.M by which the staff members of the respective Offices will be attending their duties.
2. In the evening shift at 1.30 P.M all the bathrooms /latrines/Lavatories shall be inspected and cleaned again before 2.00 P.M.
3. All the Latrines/Bathrooms/Urinals/Staircases shall be washed and cleaned with liquid detergent Viz. Harpic and best quality Phenyl to be poured into all the nooks and corners there.

4. All the Pans/Urinals both ladies and gents, water basins, Foot Rests etc shall be cleaned with harpic liquid and washed with water to give a descent and clean look. Bucket placed in the latrines shall be filled with water once by the morning and as when necessary.
5. The Glaze Tiles fitted in the Lavatory shall be cleaned with acid other suitable detergent and washed with water to give a finer look.
6. All the floors including staff and officers/all passages shall be cleaned with water and dried with the help of gunny bags/cloths and anti-germ phenyl & descent smelling agents Viz., Chitrinalas etc. to be poured thereon.
7. All Ceilings/Walls/Inner & Outer glass surface of windows & upper ventilators/ Fans/Fluorescent Tube lights of the offices covered under this Contract should be cleaned every fortnight. The venetian blinds are to be cleaned with vacuum cleaners/cloths.
8. Obsolete/unused papers/computer carbons papers kept/placed after its use in any of the places of the office premises and other obsolete papers kept in the waste paper baskets shall be taken out to a safer place and thrown in the public dustbin available in the outskirts of the office(s).
9. All the urinals both ladies and gents shall be provided with good quality naphthalene to give a descent smell and better sanitation.
10. All the cleaning agents viz., Phenyl/Bleaching powder/Acids/Naphthalene balls /Harpic and cleaning instruments viz., Brooms/Euro clean machine /gunny bags/clothes shall be provided by the contractor.
11. Carpet that may be placed in the office floors and chambers of the officers shall be cleaned with the help of Euro clean machine once in a week. Cemented floors should be cleaned with water using jute every day and area covered with carpet should be cleaned with 'Phool Jharu' daily.
12. Quantum of works as mentioned is subject to variation.

TERMS AND CONDITIONS

1. In case of emergent safai/cleaning works required for any of the officers covered under this Contract, the Contractor shall have to comply with such works on telephonic communication and any failure to comply such telephonic communication from any of the responsible officers, shall be treated as a breach of contract which shall lead to forfeiture of the Security Deposit and termination of the contract without assigning any reasons whatsoever.
2. If there is any delay either in starting of the works or completion thereof, are noticed in large numbers from any of the offices covered under this contract penalty @ 10% per day on the total monthly bill value will be levied and the total penal amount will be deduced from the bills at source when submitted without notice.

3. Income Tax @ 2% and applicable surcharges (or as amended from time to time) shall be deducted at source from the monthly bills and necessary TDS certificates shall be given to the contractor for such I/T deduction .
4. The personnel provided by the contractor shall have no right for Temporary/permanent/casual absorption in UIDAI in any capacity any way.
5. All the risks and responsibilities of the personnel engaged by the contractor shall be solely borne by the contractor.
6. Any of UIDAI records/equipments/materials shall not be either handled/operated/taken away from any of the offices covered under this contract during the course of works. If such incidence are notices/detected the loss incurred shall be compensated from the Security Deposit or from the bills even and this contract shall be terminated with immediate effect besides, legal suit may be initiated for such ill-acts.
7. In the event of failure to execute the works, the Security Deposit in question will be forfeited to UIDAI and the Contract shall stand terminated thereof forthwith without giving any notice.
8. There shall be no interest payable on the Security Deposit in question so long the same will remain deposited with this office.
9. All the personnel provided by the Contractor should be good character/well-behaved/liquor free while on duty.
10. The personnel should be available during the office hours for emergent/unforeseen works.
11. The monthly bills on the actual measurement of the item-wise works as per Annexure-II and the rates as per Annexure-I shall be raised in favour of The Deputy Director, UIDAI, Regional Office, Housefed Complex, 1st Floor, Block V, Dispur, Guwahati – 781 006 in original and duplicate through the concerned unit officers with following certificate

Certified that:-

1. The cleaning/washing of the offices/establishments has been carried out as per specification by the approved contractor during the month of _____, 2014.
2. The measurement of the items of works on which bill has been preferred have been duly verified.
3. The works have been performed satisfactorily.
4. The claim has been on actual measurement of item wise works/approved rates and found to be correct.

Signature of Officer-in-charge, RO UIDAI.

IN WITNESS WHEREOF the parties to these presents have hereunto set and super scribed their respective hands and seals the day and year first above- written.

Signed and delivered by the above name Contractor at Guwahati.

Witness : 1. _____

Signed and delivered for and on behalf of Regional Office, UIDAI in the presence of :

Witness: 1. _____