

File No: A-12017/19/09-UIDAI

**GOVERNMENT OF INDIA
PLANNING COMMISSION
UNIQUE IDENTIFICATION AUTHORITY OF INDIA
2nd floor, Tower-1, Jeevan Bharti Building
Connaught Circus, New Delhi – 11001**

NOTICE INVITING TENDER FOR

**Hiring of Housekeeping Services in
Unique Identification Authority of India**

- (i) Date of issue of Tender Document : 08-01-2015
- (ii) Last Date & time for submission of Tender Document : up to 1500 hours on 02.02.2015
- (iii) Last date for pre –bid clarification : 23.01.2015
- (iv) Date & time for opening of Tender Document / Technical bid : At 1530 hours on 02.02.2015
- (v) Opening of Financial Bid to eligible Bidders : At 1530 hours on 12.02.2015

(NK Sharma)
Deputy Director (Admin)
Dated : 08-01-2015

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(NK Sharma)
Deputy Director (Admin)

No. **A-12017/19/09-UIDAI**

Unique Identification Authority of India

PART-I : GENERAL INFORMATION

Sub: Notice Inviting Tender for Hiring of Housekeeping Services in Unique Identification Authority of India

Bids in sealed cover are invited for **Hiring of Housekeeping Services in Unique Identification Authority of India as per details** listed in Part II of this RFP. Please superscribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

1. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below –

- | | |
|---|---|
| (i) Bids/queries to be addressed to | DD (Admin) |
| (ii) Postal address for sending the Bids | UIDAI HQ, Tower-1, 2 nd Floor,
Jeevan Bharti Building,
Connaught Circus,
New Delhi. |
| (iii) Name/designation of the contact personnel | Sh. N.K. Sharma |
| (iv) Telephone numbers of the contact personnel | 011-23466842 |
| (v) e-mail address of contact personnel | narender.sharma@uidai.net.in |
| (vi) Fax number | 011-23466894 |

3. This RFP is divided into five Parts as follows:

Part I – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.

Part II – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.

Part III – Contains General Conditions of RFP, which will form part of the Contract with the successful Bidder.

Part IV – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.

Part V – Contains Evaluation Criteria and Format for Price Bids.

4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. UIDAI reserves the right to withdraw RFP at any stage without assigning any reason.

(NK Sharma)
Deputy Director (Admin)
Dated 08-01-2015

File No: A-12017/19/09-UIDAI

**GOVERNMENT OF INDIA
PLANNING COMMISSION
OFFICE OF THE UNIQUE IDENTIFICATION AUTHORITY OF INDIA**

NOTICE INVITING TENDER

1. Sealed quotations from registered and reputed agencies/firms are invited for hiring of housekeeping services for cleaning and maintenance work in this office building at 2nd and 9th Floor Tower I and 3rd Floor Tower II, Jeevan Bharati Building, Connaught Circus, New Delhi 110001. Housekeeping services shall be hired by this office from the firm for men and machinery required for cleaning, along with cleaning material.
2. Sealed quotations with separate Technical and financial bids filled in the specified proforma and addressed to the Deputy Director (Admin), Office of the Unique Identification Authority of India, 2nd Floor Tower I, Jeevan Bharati Building, Connaught Circus, New Delhi 110001 should reach **latest by 3.00 PM on 02.02.2015**. Bids received after the stipulated date and time will not be entertained.
3. The top of the envelope should be clearly superscribed "Tender for hiring of House Keeping Services in UIDAI New Delhi". The tender must be accompanied with a demand draft of Rs **70,000/-** (Rs Seventy Thousand Only) for EMD and Rs **100/-** (Rupees One hundred only) for tender fee in favour of PAO, UIDAI, New Delhi. The tenders without requisite tender fee or EMD or both will be summarily rejected.
4. Specified proforma along with all terms and conditions may be collected from Office of the Unique Identification Authority of India, 2nd Floor Tower I, Jeevan Bharati Building, Connaught Circus, New Delhi 110001 on any working day between 11.00 am to 4.00 pm. Tender document is also available on website <http://www.uidai.gov.in> and Central Public Procurement Portal(eprocure.gov.in).
5. The Technical Bids shall be opened first in the Meeting room of the undersigned at Jeevan Bharati Building **at 3.30 pm on 02.02.2015** by the Committee authorized by this office and in the presence of such bidders/authorized representative who may wish to be present. The financial Bids of only those bidders whose Technical Bids have been accepted by the Office of the Unique Identification Authority of India, shall be opened at the same venue on **12 Feb 2015 at 3.30 pm** by the Committee authorized by the this office and in the presence of those who wish to be present. The Competent Authority reserves the rights to reject any or all the bids without assigning any reason.

6. **Validity of the Bids:**

The bids shall be valid for a period of **120** days from the date of opening of the tenders.

7. **Opening of Tender:**

The bidders are at their liberty either himself /herself or authorized representative, not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the bidders should bring with him a letter of authority from the bidder and a proof of identification.

8. Bidder shall not be permitted to withdraw his/her offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bank guarantee will be forfeited to the Government.

9. The tenders without Earnest Money and tender fee will be summarily rejected.

10. No claim shall lie against the Government / Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

11. **Preparation and submission of Tender:**

The tender should be submitted in two parts namely, **Technical Bid** (in form given in Annexure-'A') and **Financial Bid** (in form given in Annexure-'B') and each should be kept in a separate wax sealed cover. Both the bids along with tender fee 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 "**Financial Bid**" and date of opening of tender. In case on non-compliance of this, the bid will be rejected and not taken in to consideration.

11.1. **Technical Bid:** The Technical bid should be submitted in form given in Annexure-'A' along with the requisite documents and Demand Draft of Rs. 70,000/- as EMD, Tender Fee of Rs. 100/- and **undertaking**(in the form of **Annexure 'C'**).

11.2 **Financial Bid:** The Financial Bid should be submitted in the form given in Annexure-'B' in a separate sealed cover kept inside the main cover. The financial Bids of those bidders, whose bids found technically qualified, will be opened on a specified date and time.

12. **Signing of Tender:** Individual signing the tender or other documents connected with contract must specify whether he signs as:-

a) "Sole proprietor" of the Concern or constituted attorney of such sole proprietor.

b) Partner of the firm, if it be a partnership firm, in which case he must have authority to 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 or Directors of the Company, in case of Registered Company under the law of land.

N.B.

(1) 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 of 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.

(2) 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.

(3) 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 such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the Office of the Unique Identification Authority of India may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

(4) The bidders should sign and affix his/her firm's stamp at each page of the tender and all its **Annexures (A, B and C)** as the acceptance of the offer by the bidder will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT.** (This sub-clause will not be applicable in cases where signing of a separate agreement is considered by the Unique Identification Authority of India necessary.

(NK Sharma)
Deputy Director(Admin)

UNIQUE IDENTIFICATION AUTHORITY OF INDIA

No: A-12017/19/09-UIDAI

PART-II - Essential Details of Items/Services required

1. Schedule of Requirements –

The office of the Unique Identification Authority of India shall be hiring the mechanized housekeeping services for its office building at 2nd Floor & 9th Floor Tower I and 3rd Floor Tower II, Jeevan Bharati Building, Connaught Circus, New Delhi 110001.

1.1 List of items / services required is mentioned below.

This document outlines the functional requirements for Housekeeping of UIDAI HQ. The document broadly covers the background, scope, technical specifications of the requirement from the user perspective.

(i) Machines/Equipments

Sl. No.	Machines
(i)	Heavy duty Auto floor Scrubber & Drier for Floor scrubbing in the Corridor areas thru machines which can scrub and dry in a single pass and is capable to reaching up to wall surface. The unit recommended to be of low sound level and high productivity apart from being maneuverability
(ii)	Single Disc Scrubber for Periodical deep cleaning of toilets and also buffing of wooden & marble floors to maintain a good shiny surface
(iii)	Wet & dry Vacuum Cleaner for Wet pick up of slurry as a back up to single disc unit
(iv)	Silent Dry vacuum Cleaner of carpets and also dedusting needs as well as cleaning of cobwebs
v)	Telescopic Rod a) (6 mtr height) b) (3 mtr height)

(ii) Requirement for Housekeeping Services

Particulars	Required Manpower
Housekeeping Supervisors (in the category Semi-Skilled defined in the Minimum Wage Act, 1948 in the NCT of Delhi)	03
Housekeeping staff (For 8 Hrs & 26 days) (in the category Unskilled defined in the Minimum Wage Act, 1948 in the NCT of Delhi)	18 (Male-15 & Female-3)

(ii) **Plumbing and Pest Control**

Particulars	Required
Plumbing (four times in a month)	01
Pest Controlling (bi-monthly basis)	01

(iv) **List of toiletries / dispensers (Per month)**

Sl.no	Items	Brand	Quantity
1	Hand wash Liquid	Dettol, Lifebouy	12 Bottle
2	Hand Wash liquid (5 Ltr)	Fem, Glamic	6 cane
3	Phenyl (5 Ltr)	Clinzo, Trishul	06 Cane
4	Air Freshener	Odonil, Glamic	30 nos
5	Room freshener	Premium, Air wick,	15 Nos
6	Mosquito, Cockroach spray (Black / red)	Baygon, Hit, All Out	15 Nos
7	Glass Cleaner	Colin, Taski	15 Nos
8	Toilet Cleaner (5 Ltr)	Harpic, Taski, Odonil	03 cane
9	R-II Chemical (for floor) (5 Ltr)	Taski	03 Cane
10	R4 Chemical (for Wooden) (5 Ltr)	Taski	03 Cane
11	D-7 Chemical (for Steel)	Taski	03 Ltr
12	Plastic Small garbage	Good quality	45 Kg
13	Plastic Big Garbage	Good quality	20 Kg
14	Naphthalene Ball	Trishul	03 Kg
15	Urinal & Sanitary Cube	Odonil, Catchy	30 Packet
16	Tissue Box	Wintex-200 sheets	180 Box
17	Toilet paper Roll	Premium	15 Pkt
18	Detergent	Surf	15 Kg
19	Scrub Brush	Scorch bright	15 nos
20	Other materials like Broom, Wiper/floor wiper, Duster (White/Yellow), Floor duster etc	Good quality	Approx/per month L/s

(NK Sharma)
Deputy Director (Admin)

2. Scope of Work

Details of housekeeping services in the office building shall be as under:

- 2.1 Sweeping office rooms, conference and committee rooms, canteen, or in other words, all the locations of the office building (as per the location of the office).
- 2.2 Sweeping, washing, scrubbing, polishing, crystallization and swabbing etc of the verandas, floors, rooms / halls, vestibules and staircase, and any other location of the building.
- 2.3 Cleaning, washing latrines, bathrooms, urinals etc.
- 2.4 Dusting and cleaning of the furniture, doors, windows etc.
- 2.5 Clearance of garbage etc.
- 2.6 Plumbing services should be provided on need basis/emergent basis.
- 2.7 Any other job assigned by the competent authority.
- 2.8 The firms should provide pest control and plumbing services on periodic as well as on emergent basis.
- 2.9 The firms shall recommend machineries, of reputed, well-known brand, along with the men as per the details given in Annexure-III.
- 2.10 The details of all the machineries shall be furnished by the firm in the technical bid as per details given in the technical parameters.

3. Delivery Period - Delivery period for supply of items/services would be 05 working days from the effective date of contract. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.

4. Consignee Details – Section Officer (Administration-1), UIDAI (HQ), New Delhi.

(NK Sharma)
Deputy Director (Admin)

UNIQUE IDENTIFICATION AUTHORITY OF INDIA

No: A-12017/19/09-UIDAI

Part-III – GENERAL CONDITONS OF TENDER ENQUIRY

The Bidder is required to give confirmation of their acceptance of the Conditions of the Tender mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. successful bidder in the Contract) as selected by the Purchaser (UIDAI). Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

2. **Effective Date and period of the Contract:** The contract shall come into effect on the date of signing the contract by both the parties (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract. The contract shall initially be effective for a period of one year, extendable to further two years on year to year basis, subject to satisfactory performance of the Agency (successful bidder).

3. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration.

4. **Penalty for use of Undue influence** : The Agency (successful bidder) undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Purchaser (UIDAI) or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or

disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Agency (successful bidder) or any one employed by him or acting on his behalf (whether with or without the knowledge of the Agency (successful bidder)) or the commission of any offence by the Agency (successful bidder) or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Purchaser (UIDAI) to cancel the contract and all or any other contracts with the Agency (successful bidder) and recover from the Agency (successful bidder) the amount of any loss arising from such cancellation. A decision of the Purchaser (UIDAI) or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Agency (successful bidder). Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Agency (successful bidder) towards any officer/employee of the Purchaser (UIDAI) or to any other person in a position to influence any officer/employee of the Purchaser (UIDAI) for showing any favour in relation to this or any other contract, shall render the Agency (successful bidder) to such liability/ penalty as the Purchaser (UIDAI) may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Purchaser (UIDAI).

5. **Agents / Agency Commission** : The Agency (successful bidder) shall confirm and declare to the Purchaser (UIDAI) that the Agency (successful bidder) is the original Service provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Agency (successful bidder); nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Agency (successful bidder) agrees that if it is established at any time to the satisfaction of the Purchaser (UIDAI) that the present declaration is in any way incorrect or if at a later stage it is discovered by the Purchaser (UIDAI) that the Agency (successful bidder) has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Agency (successful bidder) will be liable to refund that amount to the Purchaser (UIDAI). The Agency (successful bidder) will also be debarred from entering into any Contract with the Government of India for a minimum period of five years. The Purchaser (UIDAI) will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Agency (successful bidder) who shall in such an event be liable to refund all payments made by the Purchaser (UIDAI) in terms of Contract along with interest

at the rate of 2% per annum above the lending rate of GoI to States/UTs (Presently 8.75%). The Purchaser (UIDAI) will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

6. **Access to Books of Accounts** : In case it is found to the satisfaction of the Purchaser (UIDAI) that the Agency (successful bidder) has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Agency (successful bidder), on a specific request of the Purchaser (UIDAI), shall provide necessary information/ inspection of the relevant financial documents/information.

7. **Non-disclosure of Contract documents**: Except with the written consent of the Purchaser (UIDAI)/ Agency (successful bidder), other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

8. **Liquidated Damages** : In the event of the Agency (successful bidder)'s failure to submit the Bonds, Guarantees and Documents, supply the services and conduct trials, installation of equipment, training, etc as specified in this contract, the Purchaser (UIDAI) may, at his discretion, withhold any payment until the completion of the contract. The PURCHASER (UIDAI) may also deduct from the AGENCY (SUCCESSFUL BIDDER) as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed Services. The LD cannot exceed the amount stipulated in the contract.

9. **Termination of Contract** : The Purchaser (UIDAI) shall have the right to terminate this Contract in part or in full in any of the following cases with one month notice in advance :-

(a) The delivery of the material/services is delayed for causes not attributable to Force Majeure for more than **(01 month)** after the scheduled date of delivery.

(b) The Agency (successful bidder) is declared bankrupt or becomes insolvent.

(c) The delivery of material / services is delayed due to causes of Force Majeure by more than **(02 months)** provided Force

Majeure clause is included in contract.

(d) The Purchaser (UIDAI) has noticed that the Agency (successful bidder) has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.

(e) As per decision of the Arbitration Tribunal.

(f) The purchaser (UIDAI) is not satisfied with the performance of the Agency (successful bidders) or violation of the any of the terms and conditions of the contract.

10. **Notices** : Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail/email, addressed to the last known address of the party to whom it is sent.

11. **Transfer and Sub-letting** : The Agency (successful bidder) has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

12. **Patents and other Industrial Property Rights**: The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Agency (successful bidder) shall indemnify the Purchaser (UIDAI) against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Agency (successful bidder) shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

13 **Amendments**: No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

14. **Taxes and Duties – The Contract is all inclusive**

15. **Performance Guarantee**: The Agency (Successful Bidder) will be required to furnish a Performance Bank Guarantee by way of Bank Guarantee through a Public Sector Bank or a private sector bank

authorised to conduct government business (ICICI Bank Ltd., Axis Bank Ltd. or HDFC Bank Ltd.) for a sum equal to 10 % of the Contract value within 30 days of signing of the contract valid for a period of 60 days beyond period of contract.

16. **Option Clause (where applicable): UIDAI shall reserve the right to increase or decrease the services up to 50% of original contracted quantity.**

17. **Repeat Order Clause (where applicable) – Not Applicable**

18. **Tolerance Clause (where applicable) – Not Applicable**

19. **Payment Terms** – Payment for providing House Keeping Services will be made on satisfactory performance upon completion of a calendar month on discovered price basis of the accepted bid price on submission of Bill/Invoice by successful bidder. It will be mandatory for the Successful Bidder to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/EFT mechanism instead of payment through cheques, wherever feasible. The payment will be made as per the following terms, on production of the requisite documents:

- (a) Given the fact that the contractor is under legal obligation to pay due wages as the requirements of law, the successful bidder shall be expected to make payment to the Housekeeping Staff under Electronic Fund Transfer System. The Agency (successful bidder) shall pay for all legal charges/contributions to statutory authorities. Besides that the Agency (successful bidder) shall be obliged to satisfy empowered officer about continued labour laws compliance as and when required by empowered officer.
- (b) The payment to the service provider shall be made as per actual and not exceeding quoted price (supported by ECS statement duly verified by bank official). The deployment of manpower may vary as per need basis and would be assessed on dynamic basis. Monthly assessment and review shall be made.
- (c) The Agency (successful bidder) shall raise bill for the services provided for a calendar month within 7 working days of succeeding month of such services. Disputed amount or amount on which clarification is required may be held up till the time matter is sorted out. However, balance amount shall be released by due date.
- (d) Bill should be submitted to the Administration Division, UIDAI HQ.
- (e) Payment from UIDAI shall be made by electronic fund transfer to the Agency's account by NEFT or RTGS for which purpose Agency is required to submit their complete bank details.

- (f) It is noteworthy that while considering the attendance and availability of the housekeeping staff, their working hours will also be considered for evaluation and non-compliance with the mentioned hours of work would be penalized.
- (g) Penalty would be in terms of part of the salary / payment, which would be deducted and reflected in month's payment.
- (h) Compliance to all statutory requirements such as wages, ESI, PF, Bonus etc. of the officials on duty will be borne by Agency (successful bidder).
- (i) Bills for payment must be submitted with following documents for further processing of the bill:
 - (i) ECS Statement duly verified by the bank official for monthly wages payment in the bank account of Housekeeping Staff deputed to UIDAI on or before 07th of every month by the service provider (as a proof of compliance to ensure that monthly salary paid is not less than the statutory provision of minimum wages act as applicable in Delhi for the respective category of worker, and as being charged from UIDAI, the employee shall be paid at least the quoted).
 - (ii) The payment to the Agency (Successful Bidder) shall be released only after verification of the contracted service through a checking mechanism enforced by Designate Inspection Committee or Authority or any person nominated by or on behalf of the UIDAI to assess the performance of the Agency (successful bidder), both in terms of quantity and quality.
 - (iii) Amount of LD / Risk Expense etc., if any, will be deducted from the billing amount.

20. **Advance Payments:** No advance payment(s) will be made in any case whatsoever.

21. **Paying Authority:**

(a). **PAO, UIDAI HQ, Planning Commission, 2nd Floor, Tower-1, Jeevan Bharti Building, Connaught Place, New Delhi – 110 001.**

The payment of bills will be made on submission of the following documents, whichever applicable, by the Agency (successful bidder) to the Paying Authority along with the bill:

- i. Ink-signed copy of contingent bill / Agency (successful bidder)'s bill.

- ii. Ink-signed copy of Commercial invoice / Agency (successful bidder)'s bill.
- iii. Copy of Contract with U.O. number and date of IFA's concurrence, where required under delegation of powers.
- iv. Performance Bank guarantee / Indemnity bond where applicable.
- v. Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in contract).
- vi. Any other document / certificate that may be provided for in the contract.
- vii. User Acceptance, where applicable.
- viii. Photocopy of PBG.

22. **Risk & Expense clause -**

(a). Should the services or any instalment thereof not be delivered with the time or time specified in the contract documents, or if defective delivery is made in respect of the services or any instalment thereof, the Purchaser (UIDAI) shall, after granting the Agency (successful bidder) 05 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, declare the contract as cancelled either wholly or to the extent of such default.

(b). Should the services or any instalment thereof not performed in accordance with the specifications / parameters provided by the AGENCY (SUCCESSFUL BIDDER) during the check proof tests to be done in the PURCHASER (UIDAI)'s premises, the PURCHASER (UIDAI) shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

(c). Any excess of the purchase price or value of any Services procured from any other Agency as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the AGENCY (SUCCESSFUL BIDDER). Such recoveries shall not exceed **10%** of the value of the contract.”

23. **Force Majeure:** Should any Force Majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within **(60 days)** of its occurrence informs the other party in writing. Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this contract.

24. **Inspection Authority:** The mode of Inspection will be Departmental Inspection/User Inspection/Joint Inspection/Self-certification.

25. The prospective bidder may inspect all the Office Premises before bidding.

(NK Sharma)
Deputy Director (Admin)

UNIQUE IDENTIFICATION AUTHORITY OF INDIA

No: A-12017/19/09-UIDAI

PART-IV : SPACIAL CONDITONS OF TENDER ENQUIRY

PARAMETERS AND TECHNICAL SPECIFICATION FOR EXECUTING THE WORK

1. i) The firm should be a limited registered company or partnership firm or sole proprietorship. In case of partnership firms/Sole proprietorship, **a copy of the partnership or sole proprietorship 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) The firm should have minimum five years of experience of **providing the mechanized housekeeping services to** the reputed firms / organizations in Delhi / NCR region. Satisfactory Service Certificates from existing/past employers for the same period should be enclosed, in this regard with the Technical Bid.
- (iii) Preference would be given to those firms who have rendered such services in the Government departments and Public sector companies of similar scale.
- (v) The firm should have a minimum of **300 employees** on their roll. Supporting proof thereof should be attached with the Technical Bid.
- (vi) Income Tax payment certificates for the last 3 years should also be provided by the firm in the Technical Bid
- (vii) The firm should preferably have operation on All India basis and have a registered office at Delhi/ NCR. Supporting proof thereof should also be attached in the Technical Bid.
- (viii) The Agency should have minimum annual turnover of Rs 1 Crore each year during last two financial years i.e 2012-13 & 2013-14. Stipulated document proof required, duly certified by Chartered Accountant to be attached with the technical bids.**

- 2.
- (i) The firm should have a smart provision of Uniform, equipments and well supervised staff having proper identity Cards.
 - (ii) The firm should be registered with EPF Commissioner. Supporting Registration Numbers / proof should also be provided.
 - (iii) The firm should comply with the statutory provisions of the labour laws, minimum wages, bonus, Employee's State Insurance (ESI) etc. Registration certificates thereof should be furnished.
 - (iv) Firms should have sufficient numbers of staff in back office also in order to replace / provide additional staff as and when required
 - (v) Agency should be registered with service tax department. Certified copy of the registration shall be attached with the technical bids.**
 - (vi) The firm should have Registration and Licence under Contract Labour Act. 1972.**

3. It will be the sole responsibility of the firm to maintain the housekeeping job of cleaning and maintenance of this office building of UIDAI at Jeevan Bharati Building, Connaught Circus, New Delhi 110001. All the required machines / equipments, necessary for cleaning etc. shall be used by the firm in the office on regular basis(For 8 Hrs & 26 days in a month).

- (i) It shall be mandatory for the firm to provide a complete set of machineries, like, automatic machinery for cleaning floors, machinery for facade cleaning, machinery for cleaning glass / window panel / window glass, machinery for cleaning wash room, vacuum cleaners, polishing machines, in this office.
- (ii) The firm should ensure that they must use brand new machines, of reputed brands, for the mechanized housekeeping services in this office. Failure to do so will result in termination at the contract and the decision of the competent authority of this office shall be final.
- (iii) The firm should also have in possession of the machineries of the latest brand which have been used for mechanized housekeeping services elsewhere. Supporting proof, thereof, should be attached.
- (iv) The following machineries are required to be provided by the firm for the mechanized housekeeping services, with the preferred technical details as given against each. The following machineries / equipment are required to be provided by the firm for the mechanized housekeeping services,

Machines

Heavy duty Auto floor Scrubber & Drier

for Floor scrubbing in the Corridor areas thru machines which can scrub and dry in a single pass and is capable to reaching up to wall surface. The unit recommended to be of low sound level and high productivity apart from being maneuverability
--

Single Disc Scrubber for Periodical deep cleaning of toilets and also buffing of wooden & marble floors to maintain a good shiny surface
Wet & dry Vacuum Cleaner for Wet pick up of slurry as a back up to single disc unit
Silent Dry vacuum Cleaner of carpets and also dedusting needs as well as cleaning of cobwebs
Telescopic Rod c) (6 mtr hight) d) (3 mtr hight)

- (v) The firm should have plumbers at their roll.
4. While the office of the Unique Identification Authority of India has a regular requirement for hiring of housekeeping staff for the office space of this office, it shall have the right not to utilize the services at all or at any time for any period without giving any notice. The office will also reserve the right to hire the housekeeping services from any other firms of such nature even during the period of contract. Revision of rates will not be entertained during the period of contract.
5. Rates once finalized for hiring of the machines / equipments will be fixed at least for a period of one year. Upward change in rates will not be considered in this case due to any reasons.

(NK Sharma)
Deputy Director (Admin)

UNIQUE IDENTIFICATION AUTHORITY OF INDIA

No: A-12017/19/09-UIDAI

PART-5 : EVALUATION CRITERIA

The criteria for tender evaluation (Technical and Financial Bids) will be as under:-

1.1 The Technical Bids will be opened by a committee authorized by the competent authority at **UIDAI**, in the presence of such bidders/Authorised representatives who may wish to be present.

1.2 The Financial Bids of only those bidders will be opened **whose** Technical Bids found technically suitable and accepted by this Office. The Financial Bids will be opened in the presence of bidders whose Technical Bids are accepted after scrutinizing technical feasibility criterion and who wish to be present.

1.3 The contract may be awarded to the bidder whose grand total (A+B+C+D) of **Annexure 'B'** will be the lowest subject to fulfilment of all other conditions stipulated in the tender document.

1.4 The contract shall commence from the date of consent of the firm to the terms and conditions. Initially, **the contract will be valid for one year and further extendable up to two years on year on year basis on mutual consent subject to the performance/services are found satisfactory on review after one year.** The contract so awarded can be terminated by the Office of the Unique Identification Authority of India at any time without any notice or assigning any reasons thereof.

2. Right of Acceptance: The Office of the Unique Identification Authority of India reserves all rights to reject the tender at any stage without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Competent Authority of the Office of the Unique Identification Authority of India in this regard shall be final and binding to all.

2.1 Any failure on the part of the contractor to observe the prescribed procedures and any attempt to canvass for the work will prejudice the contractor's quotation and liable to be rejected.

3. Communication of Acceptance: Successful bidder will be informed of the acceptance of his/her tender.

(NK Sharma)
Deputy Director (Admin)

UNIQUE IDENTIFICATION AUTHORITY OF INDIA

No: A-12017/19/09-UIDAI**TECHNICAL BID**

1.	Name of the Bidder/Concern:	
2.	Address (with Tel. & Mob. No.):	
3.	Nature of the concern : (i.e. Sole Proprietor / Partnership firm or a Limited Company or a Government Department or a Public Sector Organisation)	
4.	Registration Number of Bidder/ Concern : (Attested photocopy of registration should be attached) (Page no _____)	
5.	PAN Number of Bidder/ Concern : (Attested copy should be attached) (Page no _____)	
6.	Demand Draft No. dated From bank name Amounting to Rs. 70,000/-as Earnest Money Deposit Demand Draft nos dated from bank name Amounting to Rs 100/- as Tender fees	
7.	Whether firm has more than five years of experience	YES / NO
8.1	If yes, supporting proof from the existing / past employer attached (Page no _____ to _____)	
8.2	List of Important Organisations with address and Telephone number to whom housekeeping services have been provided during the last five years with period of contract is enclosed (Summary may be enclosed on separate sheets for each contract and period and amount of contract; remarks/ observations/ appreciation of the organization for whom the work was conducted; and any other information considered important by bidder). (Page no _____)	
9.	Income Tax Payment Certificate attached If yes (Page no _____ to _____)	YES / NO
10..	Whether firm has smart provision of uniforms, identity cards YES/NO	
11.	Registration Number of ESIC: (Attested photocopy of registration should be attached) (Page no _____)	
12.	Registration Number of EPFO:	

	(Attested photocopy of registration should be attached) (page no _____)	
13.	Whether the Company owns manpower a minimum of 300	YES/NO
13.1	If yes, supporting proof attached (Page no _____)	
14.	Whether the company operates on All India basis	YES/NO
14.1.	If yes, supporting proof attached (Page No _____ to _____)	
15	Financial Statement in support attached (copy of Annual Turnover, duly certified by Chartered Accountant for FY 2012-13 and 2013-14) (page _____ to _____)	YES/NO
16	Registration number with service tax department (Page _____)	YES/NO
17.	Whether firm owns all the machineries as stated in Clause 3(iv) of Annexure-III :	YES / NO
18.	The firm should have Registration and Licence under Contract Labour Act. 1972.	YES / NO

Note: Supporting documents in r/o above mentioned technical requirement should be attached with the technical bid, being mandatory.

17. Any other information important in the opinion of the bidder.

Dated :
At :

**(Signature of Bidder with
stamps of the firm)**

UNIQUE IDENTIFICATION AUTHORITY OF INDIA

No: A-12017/19/09-UIDAIFINANCIAL BID

1. Rate of machines, men and cleaning material should be quoted by the firm clearly for details given below.

A) Rental of Machines / equipments (monthly)

Sl. No.	Machines	Brand Name	No of Machines required	Unit Rate	Amount quoted
(i)	Heavy duty Auto floor Scrubber & Drier for Floor scrubbing in the Corridor areas thru machines which can scrub and dry in a single pass and is capable to reaching up to wall surface. The unit recommended to be of low sound level and high productivity apart from being maneuverability		X	Y	X*Y
			01		
(ii)	Single Disc Scrubber for Periodical deep cleaning of toilets and also buffing of wooden & marble floors to maintain a good shiny surface		02		
(iii)	Wet & dry Vacuum Cleaner for Wet pick up of slurry as a back up to single disc unit		02		
(iv)	Silent Dry vacuum Cleaner of carpets and also dedusting needs as well as cleaning of cobwebs		01		
v)	Telescopic Rod a) (6 mtr height) b) (3 mtr height)		01 01		
Total Amount Quoted (A)					

B) Housekeeping staff (monthly)

Particulars	Required staff	Unit Rate applicable in compliance to all statutory obligations currently in force*	Service/ Administrative Charges	Amount quoted
	X	Y	Z	X*Y+Z
Housekeeping Supervisors (in the category Semi-Skilled defined in the Minimum Wage Act, 1948 in the NCT of Delhi)	03			
Housekeeping staff (For 8 Hrs & 26 days) (in the category Unskilled defined in the Minimum Wage Act, 1948 in the NCT of Delhi)	18 (Male-15 & Female-3)			
Total Amount Quoted (B)				

* Statutory obligations such as Min Wages, PF, ESI, etc.

C) Plumbing and Pest Control

Particulars	Required	Amount quoted
Plumbing (four times in a month)	01	
Pest Controlling (bi-monthly basis)	01	
Other administrative cost (C)		

D) List of toiletries / dispensers (Per month)

Sl.no	Items	Brand	Quantity	Unit Rate	Amount quoted
1	Hand wash Liquid	Dettol, Lifebouy	X 12 Bottle	Y	X*Y
2	Hand Wash liquid (5 Ltr)	Fem, Glamic	6 cane		
3	Phenyl (5 Ltr)	Clinzo, Trishul	06 Cane		
4	Air Freshener	Odonil, Glamic	30 nos		
5	Room freshener	Premium, Air wick,	15 Nos		
6	Mosquito, Cockroach spray (Black / red)	Baygon, Hit, All Out	15 Nos		
7	Glass Cleaner	Colin, Taski	15 Nos		
8	Toilet Cleaner (5 Ltr)	Harpic, Taski, Odonil	03 cane		
9	R-II Chemical (for floor) (5 Ltr)	Taski	03 Cane		
10	R4 Chemical (for Wooden) (5 Ltr)	Taski	03 Cane		
11	D-7 Chemical (for Steel)	Taski	03 Ltr		

12	Plastic Small garbage	Good quality	45 Kg		
13	Plastic Big Garbage	Good quality	20 Kg		
14	Naphthalene Ball	Trishul	03 Kg		
15	Urinal & Sanitary Cube	Odonil, Catchy	30 Packet		
16	Tissue Box	Wintex-200 sheets	180 Box		
17	Toilet paper Roll	Premium	15 Pkt		
18	Detergent	Surf	15 Kg		
19	Scrub Brush	Scorch bright	15 nos		
20	Other materials like Broom, Wiper/floor wiper, Duster (White/Yellow), Floor duster etc	Good quality	Approx/per month L/s		
Total Amount Quoted (D)					

Dated:
At :

**(Signature of Bidder
with stamps of the firm)**

UNIQUE IDENTIFICATION AUTHORITY OF INDIA

No: A-12017/19/09-UIDAI

UNDERTAKING

1. I/ We undertake that I/ we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the office of unique Identification Authority of India and shall abide by them.

2. I/ We also undertake that I/ We have understood "Parameters and Technical Specifications for conducting the Work" mentioned in Annexure-II of the Tender No. No A-12017/19/09-UIDAI and shall conduct the work strictly as per these "Parameters and Technical Specifications for conducting the work"

3. I/ We hereby certify that none of my relative(s) as defined in disclaimer clause of Annexure-I is/ are employed in UIDAI office.

4. I/ We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

Dated:
At:

**(Signature of Bidder
with stamps of the firm)**