

OFFICE OF THE UNIQUE IDENTIFICATION AUTHORITY OF INDIA
Regional Office, 7th Floor, MTNL Exchange Building, G.D.Somani Marg, Cuffe Parade,
Mumbai-400005

No Tender No: 4/32/2011/Admin Dated: 06th January, 2012

NOTICE INVITING TENDER

Sealed quotations from registered and reputed agencies/firms are invited for hiring of housekeeping services for cleaning and maintenance work, in office building at 7th Floor, MTNL Exchange Building, G.D.Somani Marg, Cuffe Parade, Mumbai-400005. Housekeeping services shall be hired by this office from the firm for men and machinery required for cleaning, along with cleaning material.

Sealed quotations with separate Technical and financial bids filled in the specified Proforma and addressed to the Assistant Director General (Admn), Office of the Unique Identification Authority of India, Regional Office, 7th Floor, MTNL Exchange Building, G.D.Somani Marg, Cuffe Parade, Mumbai-400005, should reach latest by 3.00 PM on 16th August 2011. Quotations received after the stipulated date and time will not be entertained.

The top of the envelop should be clearly super scribed "Tender for hiring of House Keeping Services in UIDAI RO, Mumbai". The tender must be accompanied with a demand draft of Rs 10,000 (Rs Ten Thousand Only) in favour of DDO, RO, UIDAI, Mumbai.

Specified Proforma along with all terms and conditions may be collected from Office of the Unique Identification Authority of India, Regional Office, 7th Floor, MTNL Exchange Building, G. D. Somani Marg, Cuffe Parade, Mumbai-400005 on any working day between 11.00 am to 4.00 pm. These are also available on website <http://www.uidai.gov.in>. Annexure –I depicting general terms and conditions and Annexure – II stating parameters and technical specifications are part of the tender document.

The Technical Bids shall be opened first in the Meeting room of the undersigned at UIDAI, Regional Office, 7th Floor, MTNL Exchange Building, G.D.Somani Marg, Cuffe Parade, Mumbai-400005 **at 3.00pm on 20.01.2012** by the Committee authorized by this office and in the presence of such tenderers who may wish to be present. The financial Bids of only those tenderers whose Technical Bids have been accepted by the Office of the Unique Identification Authority of India, shall be opened at the same venue and on **23.1.2012 at 3.00 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 quotations without assigning any reason.

(Gurudutta Ray)
Assistant Director General UIDAI

ANNEXURE-I

**OFFICE OF THE UNIQUE IDENTIFICATION AUTHORITY OF INDIA
Regional office, 7th Floor, MTNL Exchange Building, G.D.Somani Marg, Cuffe Parade,
Mumbai-400005**

Tender No. Tender No - A 12017/19/09-UIDAI Dated : 6TH January, 2012

GENERAL TERMS AND CONDITIONS

1. The contract will initially be valid for One Year and may be renewed in writing for further period on such terms and conditions as may be mutually agreed upon. The rates agreed and accepted herein shall and would be as per minimum wages act & remain unchanged during the operative period of this Agreement. The Agency shall not be entitled to raise any demand imposing additional financial burden on UIDAI, RO, Mumbai on any account. The successful tenderer shall be referred to in this document for the purposes of this contract as 'agency'.
- 1.1 The Agency shall obtain all necessary permits/licenses from authorized agencies such as Municipal Corporation, other Local Authorities, State/Central/Govt. Department, Labour Department etc. at his own cost. UIDAI, RO, Mumbai, shall not be held responsible for any breach of these rules and regulations by the Agency.
- 1.2 It will be the responsibility of the Agency to make sufficient, appropriate and suitable arrangements for proper and efficient services to clean and maintain so that the movable and immovable properties of UIDAI, RO, Mumbai premises including all equipment, furniture, fixtures and fittings in the premises of the Office without any damages and/ or breakages to the same. Also the agency shall be responsible for mechanized cleaning of passages, glass facades, carpet and internal areas of office including doors windows, furniture at their own cost, man, material and equipment. In case of failure of the agency to do so UIDAI, RO, Mumbai shall get the same done through other sources at the cost and expenses of the agency.
- 1.3 Agency shall not transfer or assign or share benefits of this Agreement to or with anyone. Any such violation shall render the agreement to be cancelled at the risk and cost of the successful tenderers.
- 1.4 The Agency shall be solely responsible for all statutory payments to its employees/labour under all relevant statutes for the purposes of this Agreement. Further the agency shall keep UIDAI, RO, Mumbai effectually indemnified against all claims for compensation under the provisions of any law for the time being in force / brought in to force by or in respect of any workman deployed by the Agency directly or indirectly in carrying out the obligations under the contract and against all costs and expenditures incurred by UIDAI, RO, Mumbai in connection therewith. UIDAI, RO, Mumbai shall be entitled to deduct or otherwise recover from his dues, any amount from all the money payable by UIDAI, RO, Mumbai to the Agency on any account by the way of compensation as aforesaid or of any other nature and costs or expenses in connection with any claim thereto. For the purpose an indemnity bond will have to be executed by the Agency in favour of UIDAI, RO, Mumbai as Principal Employer before commencement of work under this Agreement. The Agency shall also keep UIDAI, RO, Mumbai as Principal Employer

indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims, and demands in any way arising out of or by reason of anything done or omitted to be done by the Agency under any law that may be/may become effectible. The Agency would also ensure that its activities do not in any manner disturb officials, staff of UIDAI, RO, Mumbai and also do not damage any assets of UIDAI, RO, Mumbai.

- 1.5 All cleaning material of all sorts for e.g. brooms, detergents, dusters, an all mechanized equipment required for cleaning the premises shall be provided by Agency at their cost.
- 1.6 It will be the responsibility of the Agency to store the materials procured by them for its use in neat, tidy and hygienic manner in the space provided by UIDAI, RO, Mumbai. The Security of such material shall be sole responsibility of the Agency.
- 1.7 The Agency shall be fully responsible for the articles/items kept in the area covered by the housekeeping contract.
- 1.8 All the workmen deployed by the Agency at UIDAI, RO, Mumbai shall abide by the disciplinary procedures, rules and regulations laid down by UIDAI, RO, Mumbai from time to time.
- 1.9 The Agency shall ensure that it fully complies with and observes all the provisions of the Contract Labour (Regulation & Abolition) Act, 1970. The Minimum Wages Act, 1948, Payment of Wages Act 1935, Employees Provident Fund and Miscellaneous Provision Act, the ESI Act, the gratuity act 1972 and such other statutory enactments rules and regulation laid down by the Govt. or local body in force compliance or violation thereof shall be the Agency's sole responsibility and subsequent amendments thereof.
- 1.10 The workmen deployed by the Agency shall be its own employees under their exclusive management, supervision and control and UIDAI, RO, Mumbai shall in no way, be responsible or liable for their wages, salaries, bonus, gratuity or any other allowance, leave salary, wages for holidays or any compensation notice pay etc.
- 1.11 UIDAI, RO, Mumbai Shall not accept and entertain any claim in the event of the Agency's employee sustaining any injury, damage or loss either to person or property either inside or outside the UIDAI, RO, Mumbai premises. It shall be the sole responsibility of the successful tenderer to repay all such expenses in respect of his employees. The successful shall provide necessary ESI or Insurance cover to his all employees under Workmen Compensation Act under intimation to UIDAI, RO, Mumbai.
- 1.12 A complete list of personnel along with their bio-data photographs, proof of residence, etc. should be submitted to the Assistant Director General, UIDAI, RO, Mumbai before they are deployed. Changes should be informed forthwith when they take place.
- 1.13 The Agency shall pay its employees on or before 3rd day of every month under intimation to UIDAI, RO, Mumbai.
- 1.14 All personnel deployed by the Agency shall at all times be medically fit. The employees should be supplied with proper uniform (Shoes & dress 2 sets) and identity card with photographs by the Agency at its costs. Employees of the Agency should be in prescribed uniform at all times during the duty hours.

- 1.15 The workers / staff of the Agency will have nothing to do with UIDAI, RO, Mumbai and shall have no presumptive or any kind of right of absorption in the services of UIDAI, RO, Mumbai. In order to give effect to this the Agency shall also incorporate suitable clause in the appointment orders to be issued to its workers/staff under intimation to UIDAI, RO, Mumbai.
- 1.16 In case of the workers engaged by the Agency have any grievances, they will take up the same with the Agency without creating any disturbance on the premises of UIDAI, RO, Mumbai. If the Agency's workers resort to any agitation resulting in any damage to the property of UIDAI, RO, Mumbai and or reputation, hindrance to its work the Agency would be liable for payment of damages to UIDAI, RO, Mumbai. It will also be construed as breach of contract rendering the Agency liable for such action as may be deemed necessary. Under no circumstances, agitational means are to be resorted to by the workers of the Agency in the UIDAI, RO, Mumbai, premises or with reference to UIDAI, RO, Mumbai by name or in any other manner whatsoever. On expiry of the contract the Agency undertakes to vacate the premises without hesitation and murmur, in peace with all the workers without creating any disturbance. The Agency will be solely responsible if the workers engaged by it misbehave or create disciplinary or law and order problems in the premises of UIDAI, RO, Mumbai.
- 1.17 If in the course of execution of this contract by the Agency any minor or major damage is caused by the Agency or its workmen to the persons or property of UIDAI, RO, Mumbai after joint inspection by UIDAI, RO, Mumbai and the "Contractor" any claims arising there from shall be recovered, settled and dealt with directly by the Agency and the Agency shall render all assistance and co-operation to UIDAI, RO, Mumbai if any is held thereon. The contractor agrees to undertake and indemnify UIDAI, RO, Mumbai against all such claims.
- 1.18 Any packing and unpacking material, shifting of furniture and loading unloading of articles etc. as per requirement and also preparing conference room, Training Room for use, placement and management of equipment such as OHP, TV, LCD, VCR etc. & any other office work shall be part of services under this agreement without any extra payments/claims on that account.
- 1.19 The agency will inspect every day as a part of its service maintenance job under this agreement electrical equipments, water coolers, sanitary systems, drainage(internal /external) check and see that they are in working conditions and report about any difficulties immediately. The Agency shall maintain appropriate record of having checked/inspected and having rectification carried out by them (water supply points, plumbing installations, electrical appliances, furniture fixtures and any other such materials) etc. These records be shall always available to the UIDAI for necessary action.
- 1.20 The quality of service at all stages should as per standards laid down by UIDAI, RO, Mumbai and explained to the agency from time to time. The Agency shall be responsible for maintaining the entire premises clean at all times. The timings of duties will vary as per Administrative requirement.
- 1.21 Agency shall also carry out cleaning job of internal / external drainage system to avoid choking at least twice in a month by using mechanical devices provided by the agency.

1.22 It will be the responsibility of the Agency to close windows panels and doors of the premises, switch on and off lights, fans, A/C's, Taps etc. and also open close the premises, rooms etc. with the help of security personal as may be prescribed.

1.23 Agency will have to do any other duties not specifically mentioned herein above pertaining to UIDAI services maintenance as assigned by Deputy Director General, Assistant Director Generals, Section Officer.

1.24. All the staff required for providing Housekeeping service should have appropriate experience required for the job. The Housekeeping Supervisor should have at least Five years experience required for the job and should be able to attend to functional maintenance problems.

1.25 The workforce deployed at UIDAI, RO, Mumbai will not be changed frequently so as to maintain uniformity and discipline in the services.

1.26 The agency will be fully responsible for removable of garbage and proper disposal of the same. And also ensure that no accumulation of garbage is there in and around the premises.

2. Details of housekeeping jobs 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. Details of schedules is as below:

Sr. No.	Particulars Of space	Qty	Appx. Area	Interior Description	Scope of Work	Periodicity
1	Executive cabins	6	200 sft	Wooden floor Centralized AC Exe. Workstation Table Exe. Chair - 1 cabin has attached washroom	1. Wooden floor cleaning 2. Dry mopping 3. Dusting 4. Cleaning 5. Room refresh spray	Once Daily
2	Main Conference room (80 per capacity) (32 seater)	1	1200sft	Tiled carpet Centralized AC U shaped conf table Exe. Chairs	1. Vacuum cleaning 2. Shampoo wash 3. Dusting 4. Cleaning 5. Room refresh spray	1. OnceDaily 2. Once Weekly 3. Once Daily 4. Once Daily 5. Once Daily
3	Mini Conference	2	200 sft	Tile floor Centralized AC	1. Wooden floor cleaning	1. Once Daily 2. Once Weekly

	room			Exe. Workstation Table Exe. Chair	2. Dry mopping 3. Dusting 4. Cleaning 5. Room refresh spray	3. Once Daily 4. Once Daily 5. Once Daily
4	Training room (30 seater)	1	600 sft	Tile floor Centralized AC Training tables - 30 Nos. Exe. Chairs - 30 Nos.	1. Wet & dry mopping 2. Cleaning 3. Room refresh spray	1. Once Daily 2. Once Daily 3. Once Daily
5	Pantry (20 seater)	1	200 sft	Tiled floor Centralized AC Dining table - 4 Nos. Dining chairs - 25 Nos. Dining chairs - 25 Nos. Coffee vending m/c. - 1 No. H & C Water dispenser - 1 No. MW oven - 1 No. Sink - 1 No.	1. Wet & dry mopping 2. Cleaning 3. Room refresh spray 4. Water refill 5. Vessels cleaning.	1. Twice Daily 2. Twice Daily 3. Once Daily 4. As and when required 5. Once Daily
6	Workstations - 20 Nos.	20	2000 sft	Tiled floor Centralized AC Modular workstations Exe chairs	1. Sweeping 2. Wet & dry mopping 3. Dusting 4. Cleaning 5. Room refresh spray 6. Drinking water	Once Daily
7	Reception area	1	1000 sft	Granite floor 3 seater sofa - 2 Nos. 1 seater sofa - 4 Nos. Glass top teapoi - 2 Nos. Artificial plants	1. Sweeping 2. Wet & dry mopping 3. Dusting 4. Cleaning 5. Room refresh spray 6. Drinking water	1 to 6 Once Daily
8	Rest Rooms	2	200 sft	2 master beds	1. Sweeping	1 to 6

				Working table - 1 No. Exe chair - 1 No. 2 Seater sofa - 1 No. Tile floor EWC - 1 No. Handwash- 1 No. Split AC 1 Tr - 1 No.	2. Wet & dry mopping 3. Dusting 4. Cleaning 5. Room refresh spray	Once Daily
9	Common corridor	2 sides	1500 sft each	Tiled floor Centralized AC Glass notice boards - 4 Nos.	1. Sweeping 2. Wet & dry mopping 3. Room refresh	1 to 3 Once Daily
10	Data upload centre	1	300 sft	Tiled floor workstations - 4 Nos. Exe chair - 4 Nos.	1. Sweeping 2. Wet & dry mopping 3. Dusting 4. Cleaning 5. Room refresh spray 6. Drinking water	Once daily
11	Reception washroom - Ladies	1	150 sft	Tiled floor EWC - 1 No. Handwash - 2 Nos.	1. Sweeping 2. Wet & dry mopping 3. Cleaning 4. Room refresh spray	1 to 4 Daily twice. Frequency to increase to four times on meeting days
12	Reception washroom - Gents	1	200 sft	Tiled floor Urinals - 5 Nos. EWC - 2 Nos. Handwash - 2 Nos.	1. Sweeping 2. Wet & dry mopping 3. Cleaning 4. Room refresh spray	1 to 4 Daily twice. Frequency to increase to four times on meeting days
13	Power panel	1	40 sft	MS grill doors Tiled floor	Dusting Cleaning	Daily once
14	Meeting room	1	240 sft	4 seater table - 1 No. Exe chairs - 4 Nos. 3 seater sofa - 1 No. attached	1. Sweeping 2. Wet & dry mopping 3. Dusting 4. Cleaning 5. Room refresh spray	Daily once Before lunch and once after lunch

				washroom - EWC - 1 No. Handwash - 1 No. Tiled floor		
15	Data centre	1	140 sft	False floor	Dusting	Daily once

N.B.: Whenever required plumbing & minor carpentry work may be requested to be under taken by the contractor.

3. Payment

3.1 The appointed Agency will be required to pay a Earnest Money deposit of Rs. 10000 in the form of Demand Draft of any Nationalised or Scheduled Bank as security for the effective implementation of the terms and conditions of the contract. This will be refunded subject to deductions, if any, after three months as satisfactory completion of the terms of the contract. UIDAI , RO, Mumbai shall have the right to forfeit the amount of Security Deposit or the part thereof in case of breach of contract by the Agency and to recover UIDAI dues on any account under this agreement.

3.2 The Agency shall enter into contract with UIDAI, RO, Mumbai as soon as decision in this regard is taken on non-judicial stamp paper of Rs.100/- (Rs. One Hundred Only) and execute an Indemnity Bond on non-judicial stamp paper of Rs.100/- indemnifying UIDAI, RO, Mumbai against all claims disputes, damages, costs etc. more particularly with regard to employees deployed by the Agency.

3.3 The Agency shall submit its monthly bill for Housekeeping on or before 5th day of the succeeding month along with the Statutory Compliance Report to the Agreement duly certified by the authorized Representative of UIDAI, RO, Mumbai

3.4 The monthly salary of each employee employed by the agency should be paid on or before 3rd day of every month through Any Bank Convenient to the Agency.

3.5 In spite of the intimation from UIDAI, RO, Mumbai if the agency fails to provide proper person for the duty and in turn deploys the person from the existing strength by way of overtime UIDAI, RO, Mumbai will not be responsible for the payment of such overtime and will pay only at the rate of regular Wages.

3.6. UIDAI, RO, Mumbai shall have right to withhold the payment of monthly bill in case the Agency fails to produce the proof of the payments made by them to the employees deployed by them and the statutory compliance as mentioned. The Agency shall in no case withhold the payments due to their employees for any reason whatsoever including that an account of non clearance of its bills by UIDAI, RO, Mumbai. The Agency shall disburse the wages/salary to its employee on or before 3rd day of the succeeding month and obtain the signatures of the “staffs“on the Wages Register in token of the payment made to its employees.

4.0 Termination

4.1 During the course of this agreement the agency on completion/ termination of contract will peacefully vacate the premises after repairing the premises wherever necessary within a period of 30 days notice in writing by UIDAI, Ro, Mumbai. For this purpose UIDAI, RO, Mumbai shall be the sole judge to decide whether the performance of the Agency is satisfactory or not and such decision of the Dy. Director General of UIDAI, RO, Mumbai shall be final, conclusive and binding on the Agency and the Agency shall not be entitled to any compensation in this regard. Furthermore if an account of non-renewal of this contract the agency has to terminate its employee then it shall be the responsibility of the Agency to pay the legal dues to his employees. In the event of non-compliance of legal provisions on non payment of legal dues the Agency itself shall be solely liable for all the costs and consequences. In case the Agency desires to terminate the contract within the continuance of the contract period, Agency will be required to give three months prior notice to UIDAI, Ro, Mumbai.

4.2 The Agency expressly agrees and accepts that on termination of this contract for reasons as provided in the contract, the Agency shall vacate the premises of UIDAI along with its men and material and hand over the vacant peaceful possession of the entire property of UIDAI without any hesitation and murmur to UIDAI. In case of failure of the Agency or its employees to do so UIDAI shall have the right to get the premises vacated by resorting to coercive measures and adopt such course as may be deemed necessary and appropriate.

4.3 RISK & COST

In case of failure of the agency to provide satisfactory service UIDAI, RO, Mumbai reserve the right to get the Housekeeping work done from any other agency at the risk & cost of the tenderer.

4.4 DISPUTES & ARBITRATION:

The Dy. Director General, UIDAI, RO, Mumbai and the Contractor shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

If a dispute of any kind whatsoever that cannot be resolved then the matter in the dispute shall be referred to sole arbitration or such other person appointed by the Deputy Director General, UIDAI, RO, Mumbai and the Contractor who is willing to act such Arbitrator. The Arbitrator may preferably be the Labour Commissioner (In Service/Regired)., If such arbitrator is non government person then the cost of arbitration should be borne equally by both parties.

As aforesaid the provisions of the Arbitration and conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under for the time being in force shall apply to the arbitrator proceedings under this clause

5.0 FORCE MAJEURE

When an extraordinary event or circumstances beyond the control of the parties, such as war, strike, riot, crime, or an event described by the legal term “act of God” (such as flooding, earthquake, or volcanic eruption), prevents on or both parties from fulfilling their obligations

under the contract. In such situations decision of “Dy. Director General, UIDAI, RO, Mumbai” will be final decision & binding on both the parties.

6. Parties: - The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and the Office of the Unique Identification Authority of India, RO, Mumbai.

6.1 Addresses: For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Office of the Unique Identification Authority of India 7th Floor, MTNL Exchange Building, G.D.Somani Marg, Cuffe Parade, Mumbai-400005. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

7. Earnest Money: Earnest Money of Rs.10,000/- (Rupees ten thousand only) in the form of Bank Guarantee/Demand Draft of any nationalized bank must be deposited by bidders along with their duly filled up tenders documents. The validity of the Bank Guarantee needs to be up to 6 (six) months starting from the award of tenders. The Bank Guarantee / Demand Draft shall be in favour of **DDO, RO, UIDAI, Mumbai**

7.1 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 bank guarantee will be forfeited to the Government.

7.2 The tenders without Earnest Money will be summarily rejected.

7.3 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.

8. Preparation and submission of Tender:

The tender should be submitted in two parts namely, Technical along with Earnest Money Deposit and Financial Bid and each should be kept in a separate wax sealed cover. Both the bids should be kept in another sealed cover addressed to the undersigned. The outer envelope containing wax sealed cover should bear the address, Tender Number and date, subject of tender, date and time of opening of the same. The inner envelopes should be super scribed with Tender Number, subject of Tender, whether the envelope is containing "Technical Bid" or "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.

8.1. 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, if it is a Company.

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

(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.

9. Technical Bid: The Technical bid should be submitted in form given in Annexure-II along with the Bank Guarantee/Demand Draft of Rs.10,000/- along with registration particulars, copy of PAN Number issued in favour of the firm, and other information sought for in the Annexure

10. Financial Bid: The Financial Bid should be submitted in the form given in Annexure-III in a separate sealed cover kept inside the main cover. The financial Bids of those tenderers who are found technically fit, will be opened on a specified date and time. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Financial Bids.

10.1 Terms of payment as stated in the Tender Documents shall be final.

10.2 At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

11. Validity of the Bids:

The bids shall be valid for a period of 180 days from the date of opening of the tenders.

12. Opening of Tender:

The tenderer is at liberty either himself or authorize, 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 tenderer should bring with him a letter of authority from the tenderer and proof of identification.

13. Criterion for Evaluation of Tender: The Technical Bids will be opened by a committee authorized by the competent authority at 3 PM *on 21.1. 2012 in the office of UIDAI, Regional Office, 7th Floor, MTNL Exchange Building, G.D.Somani Marg, Cuffe Parade, Mumbai-400005* in the presence of such tenderers who may wish to be present.

13.1 The Financial Bids of only those tenderers will be opened **at 3pm on 23.1. 2012** whose Technical Bids have been accepted by the Office. These will be opened in the presence of those tenderers whose Technical Bids are accepted and who wish to be present. The lowest bid would be issued the Letter of intent.

13.2 The contract shall commence from the date of consent of the firm to the terms and conditions. Initially, the contract will be for one year extendable upto additional one year, if 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 conveying any reason therefore.

14. Right of Acceptance: The Office of the Unique Identification Authority of India reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions 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.

14.1 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.

15. Communication of Acceptance: Successful Tenderer will be informed of the acceptance of their tender.

16. Security Deposit: The successful tenderer shall furnish Bank Guarantee of 10% of annual contract value in favour of DDO, UIDAI, Mumbai towards Security Deposit within 7 days from the date of acceptance of the tender.

16.1 The Bank Guarantee can be forfeited by order of the competent authority of the Office of the Unique Identification Authority of India in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bank Guarantee as may be considered by the Office of the Unique Identification Authority of India sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

17. Penalty:

(a) In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring housekeeping services in the event of Contractor failing to provide requisitioned number of machines, men, the office shall make deductions at double

the rate of hiring rate on prorata basis from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Office of the Unique Identification Authority of India.

(b) The powers of the Office of the Unique Identification Authority of India under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause 13 above.

18. Disclaimer: The near relatives of employees of the Office of the Unique Identification Authority of India are prohibited from participation in this tender.

The near relatives for this purpose are defined as:

(a) Members of a Hindu Undivided Family.

(b) Their husband or wife.

(c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-inlaw), brother(s) & brother's wife, sister(s) and sister's husband (brotherin-law).

19. Breach of Terms and Conditions:

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Department in that event and the security deposit in the form of performance Bank Guarantee shall be encashed.

20. Sub-letting of Work: The firm shall not assign or sublet the work or any part of it to any other person or party.

21. The tender is not transferable.

22. Terms of payment:

22.1 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.

22.2 The contractor shall submit the bill at each stage/in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.

22.3 All payments shall be made by Electronic Clearing System (ECS) only.

22.4 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.

22.5 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.

22.6 The payment will be based on the floors that will be covered in the building (on sq feet basis).

23. The contract may be awarded to the bidder whose total cost will be lowest subject to fulfilment of all other conditions stipulated in the tender document.

(Gurudutta Ray)
Assistant Director General, UIDAI

ANNEXURE-II

OFFICE OF THE UNIQUE IDENTIFICATION AUTHORITY OF INDIA
Regional Office, 7th Floor, MTNL Exchange Building, G.D.Somani Marg, Cuffe Parade,
Mumbai-400005

No Tender No: 4/32/2011/Admin Dated: 6TH January, 2012

PARAMETERS AND TECHNICAL SPECIFICATION FOR EXECUTING THE WORK

1. (i) The firm should be a limited registered company and should furnish a copy of registration certificate in support thereof.

(ii) The firm should have minimum five years of experience of **providing the services of housekeeping to** the reputed firms /organizations in Mumbai/Navi Mumbai 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.

(iv) The firm should have a minimum of **100 employees** on their roll. Supporting proof thereof should be attached with the Technical Bid. The firm should have annual turnover of Rs.25lakh each in the last two financial year (09-10, 10-11).

(v) Income Tax payment certificates for the last 3 years should also be provided by the firm in the Technical Bid

(vi) The firm should preferably have operation on All India basis and have a registered office at Mumbai. Supporting proof thereof should also be attached in the Technical Bid.

(vii) The bidder should have a valid licence for providing pest control services

(viii) The firm should also furnish along with the quotation a financial statement / balance sheet of the previous year in respect of their firm as evidence in support of their claim towards financial stability in future.

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

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, Regional Office, 7th Floor, MTNL Exchange Building, G.D.Somani Marg, Cuffe Parade, Mumbai-400005. All the required machines / equipments, necessary for cleaning etc. shall be used by the firm in the office on regular basis.

- (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 firm should have qualified electrician and plumbers at their roll.
- (v) Firms should have sufficient numbers of staff in back office also in order to replace / provide additional staff as and when required.

4. While the office of the Unique Identification Authority of India 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.

(Gurudutta Ray)
Assistant Director General
UIDAI

TECHNICAL INFORMATION AND UNDERTAKING

1	Name of the Tenderer/ Concern:	_____
2	Address (with Tel. & Mob. No.):	_____ _____ _____
3	Nature of the concern: _____ (i.e. Partnership firm or a Limited Company or a Government Department or a Public Sector Organisation)	
4	Registration Number of Tenderer/ Concern : (Attested photocopy of registration should be attached)_____	
5	PAN Number of Tenderer/ Concern : _____ (Attested copy should be attached)	
6	Bank Guarantee/ Demand Draft No. _____ dated _____ From bank name _____ Amounting to Rs. _____ as Earnest Money Deposit	
7	Whether firm has more than three years of experience	YES / NO
8.1	If yes, supporting proof from the existing / past employer attached	YES / NO
8.2	List of Important Organisations with address and Telephone number to whom housekeeping/Security/Canteen 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 tenderer).	
9	Income Tax Payment Certificate attached	YES / NO
	PAN 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)_____	
12	Registration Number of EPFO: (Attested photocopy of registration should be attached)_____	

13	Acceptance of terms and conditions attached. (Please sign each page of terms and conditions As token of acceptance)			
14	Whether the Company owns manpower a minimum of 300			YES/NO
14.1	If yes, supporting proof attached			YES/NO
15	Whether the company operates on All India basis			YES/NO
15.1	If yes, supporting proof attached			YES/NO
16	Financial Statement in support attached			YES/NO
17	Whether firm owns all the machineries as stated: YES / NO			
18	Undertaking that no case is pending with police against Proprieter/firm/partner or company YES/NO			
19	Details / Technical Details of all the machineries recommended by the firm for using in the office			
Sl. No	Utilization Area	Brand	Technical specifications	No of Machines required

20. List of toiletries / dispensers

Sl.no	Chemical Description	Preferred Brand / any other brand (please specify name)	Total Qty required In a month
1	Glass Cleaner	Collin, Sparkleen, Ecolab	
2	Floor Cleaner	Sparkleen, Ecolab	
3	Toilet Cleaner	Harpic, Sparkleen, Ecolab	

4	Multipurpose cleaner	Sparkleen, Ecolab	
5	Hand Wash	Dettol, Sparkleen, Ecolab	
6	Scented Tissue Papers	Wintex/ Daffodil Tissue Box	
7	Toilet Papers	Kimberly Clark Jumbo Roll dispenser	
8	Air freshener	Airwick	
9	Tile Scale remover	Sparkleen, Ecolab	

Dated :

At :

**(Dated Signature of Tenderer
with stamps of the firm)**

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. No12017/19/09 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: _____

**(Dated Signature of Tenderer
At: _____ with stamps of the
firm)**

ANNEXURE-III

OFFICE OF THE UNIQUE IDENTIFICATION AUTHORITY OF INDIA
Regional Office, 7th Floor, MTNL Exchange Building, G.D.Somani Marg, Cuffe Parade,
Mumbai-400005

No Tender No: 4/32/2011/Admin Dated: 2012

Financial Information

A) Housekeeping staff (monthly)

Particulars	Required staff	Unit Rate (Min. wages + Statutory Payments + Others)	Amount quoted
Working Hour	5		
a) 7.00 am – 9.30 am			
b) 9.30 am – 6.00 pm	2		
Total Amount quoted for staff			
Other administrative cost including cost of consumables etc.			
Total Cost			

Dated: _____

(Dated Signature of Tenderer

At : _____

with stamps of the firm

