



**GOVERNMENT OF INDIA
PLANNING COMMISSION
UNIQUE IDENTIFICATION AUTHORITY OF INDIA
UIDAI Technology Center, Bengaluru**

TENDER DOCUMENT

For Hiring of Vehicles for the offices of

1. Technology Centre, #1, UIDAI Complex, Bhadrappa Layout, Tata Nagar Main road, Kodigehalli Bangalore-560092.
2. Regional Office, UDIAI, Race course Road, Bengaluru.

SCHEDULE

- 1) Date of Issue : 05/08/2015
- 2) Last date for pre –bid clarification : 07/08/2015
- 3) Last Date & time for submission of
Tender Document : 03/09/2015
- 4) Date & time for opening of Tender Document :
 - a) Technical bid : 04/09/2015
 - b) Commercial Bid of eligible
Tenderers : At later date



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**Government of India
Planning Commission
Unique Identification Authority of India
Technology Centre, Bengaluru**

**#1, UIDAI Complex,
Bhadrappa Layout,
Tata Nagar Main road,
Kodigehalli Bangalore-560092**

**1. Notice for invitation of Tender
For
Hiring of Vehicles on daily basis
For UIDAI Offices, Bengaluru**

LAST DATE OF SUBMISSION OF TENDER:

Sub: Invitation to bid for services of supply of Vehicles for the daily trips (Local) for UIDAI Offices, Technology Centre, Tata Nagar Main road Bhadrappa Layout, Kodigehalli and Regional Office , Khanija Bhavan, Race Course Road, Bengaluru.

Sealed Tenders are invited on behalf of the President of India for supply of Vehicles for the office of UIDAI, Technology Centre and Regional Office.

The bidders are requested to go through the tender enquiry document carefully, which will form part of the contract. The bidders are expected to quote the rates for supply of Vehicle for different types for Daily trips.

Contact Info:

Phone : 080-42511212
Fax : 080-42511221
Website : www.uidai.gov.in

1.1. SCHEDULE OF TENDER

1. Tender Notice No.	:TC-UID/ADMIN/009/Blr-2015-16
2. Name of the work	: Hiring of Vehicles for UIDAI, Bengaluru
3. Location of work	1):UIDAI Technology Centre, #1, Bhadrappa Layout, Tata Nagar Main road,Kodigehalli Bangalore-560092 2):UIDAI, Regional Office, 3rd floor, KhanijaBhavan, South Wing Race Course Road, Bengaluru- 560001.
4. Issue of Tender Documents	:Download from the website (www.uidai.gov.in)
5. Tender to be submitted	: On or before
6. Envelopes to be addressed	: Bid for hiring vehicle for daily trip for office of UIDAI Technology Centre, #1, Bhadrappa Layout,Tata Nagar Main road, Kodigehalli Bangalore- 560092
Opening of Technical bid	: On
7. Amount of EMD	: Rs. 65,000/-
8. Cost of Tender Form/ documentation fee	: Rs. 500/-

Note:

1. The tender form and connected documents can be downloaded from the UIDAI website. However, the tender must be submitted in physical form. Tenders received by email or in any other electronic form will be rejected.

2. The tenders completed in all respects must be received in this office before due date and time indicated above. The tenders received after the scheduled date and time will be rejected outright. All outstation tenders should be sent addressed to the undersigned so as to reach by the stipulated date and time of the receipt of tenders. As this is a two bid system-technical bid and commercial bid are to be submitted as per the instructions in the Tender Documents.

**UIDAI Technology Centre,
#1, Bhadrappa Layout,
Tata Nagar Main road,Kodigehalli
Bangalore- 560092**

1.2. PROFORMA FOR SUBMITTING THE BID:

1. I/We..... have read the various conditions to the tender attached hereto and hereby agree to abide by the said conditions. I/We also agree to keep this tender open for acceptance for a period of 90 days from the date fixed for opening the same and in default thereof. I/We will be liable for forfeiture of my/our Earnest Money Deposit. I/We offer to Supply of Vehicles as in Technical Bid & Commercial Bid for Daily trips and hereby bind myself/ourselves to complete the Contract period of 12 months from the date of acceptance of the Tender. I/We also hereby agree to abide by the General and Special conditions of Contract and to carry out the Contract as laid down by the UIDAI, Bengaluru for the present Contract.

2. A sum of **Rs.65,000/-** is herewith forwarded as earnest money deposit. The full value of earnest money shall stand forfeited without prejudice to any other rights or remedies if.
 - a) I/We do not execute the Contract documents within seven days after receipt of notice issued by the UIDAI that such documents are ready or,
 - b) I/We do not commence the work within ten days after receipt of order to that effect.

3. This tender document shall be the contract document in the event of this bid being successful

SIGNATURE OF CONTRACTOR (S)

Date.....2015

Contractor/Contractors/Address.....

Signature of Witnesses

1. _____

2. _____

Meaning of Terms

Definitions:

A. In these Regulations for Tender and Contracts the following terms shall have the meanings assigned hereunder except where the context otherwise requires:

- i. "UIDAI" shall mean the President of Republic of India or the DDG of the UIDAI or of the successor, UIDAI authorized to invite tenders and enter into contracts for works on his behalf.
- ii. "Deputy Director General" shall be the Officer in Administrative charge of the Tech Centre of UIDAI.
- iii. Assistant Director General shall mean the Officer in UIDAI, Tech Center Bengaluru.
- iv. "Tenderer" shall mean the Person, the firm or company who tenders for the supply works with a view to execute the work on contract with the UIDAI and shall include their Personal representatives, successors and permitted assigns.
- v. "Work" shall mean the works contemplated in the tender forms and description of contract and required to be executed according to specifications.
- vi. "Specifications" shall mean the specifications for Vehicles, UIDAI issued under the authority of the Deputy Director General.
- vii. 'Contractor' shall mean the successful tenderer who enters into an agreement with UIDAI for Hiring of Vehicle.

B. Singular and Plural:

Words imparting the singular number shall also include the plural and vice versa where the context requires.

C. Interpretation:

These Regulations for Tenders and contracts shall be read in conjunction with the General conditions and special condition of this tender which are referred to herein and shall be subject to modification additions or supersession by special conditions of contract and/or special specifications, if any, annexed to the Tender Forms.

D. Tenderer's Credentials:

The Tenderer shall furnish the particulars regarding

- a) His position as an independent Contractor
- b) His capacity to undertake and carry out supply of vehicles satisfactorily vouched for by a responsible official of firm.

E. Omissions Discrepancies:

Should a tenderer find discrepancies in or omissions on any of the Tender Forms or should he be in doubt as to their meaning, he should at once notify the authority inviting tenders who may send a written instruction to all Tenderers. It shall be understood that every endeavour has been made to avoid any error which can materially affect the basis of the tender and the successful tenderer shall take upon himself and provide for the risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof.

The various crucial dates relating to **"Tender for providing Vehicle services to UIDAI"** are in the schedule (Page 1).

F. Care in submission of tenders:

(a) Before submitting a tender, the tenderer will be deemed to have satisfied himself by actual inspection of the site and locality of the work, that all conditions liable to be encountered during the execution of the works, are taken into account and that the percentage/rates he enters in the tender form is/are adequate and all inclusive to accord for the completion of works to the entire satisfaction of the Officer or Deputy Director General, UIDAI, Bengaluru.

(b) UIDAI will not be bound by any power of attorney granted by the tenderer or by change in the composition of the firm made subsequent to the execution of the Contract. It may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor.

G. Right of UIDAI to deal with tenders:

UIDAI reserves the right of not to invite tenders for any work or works to invite open or limited tenders, and when tenders are called, to accept a tender in whole or in part or reject any tenders or all tenders without assigning reasons for any such action.

H. Arbitration:

If any difference arises concerning this Agreement, its interpretation on the payment to be made thereunder, the same shall be settled by mutual consultations and negotiations. If attempts at conciliation do not yield any results within a period of 30 days, either party may request the other for submission of the dispute for decision by an arbitration tribunal containing a Sole Arbitrator to be appointed by Technology Centre, UIDAI, and Bengaluru. The arbitration proceedings shall take place at Technology Centre, UIDAI, Bengaluru. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed hereunder and in force shall be applicable to such proceedings.

Place: Bangalore

Date: 05/08/2015

2. General Conditions and instructions of Tender to Parties Tendering of Hiring of Diesel Driven AC Vehicles and Cars on hire basis.

- A.** No tender for the contract for Supply of Vehicles for UIDAI AC diesel driven will be considered unless it is submitted in the prescribed form which can be downloaded from UIDAI website (www.uidai.gov.in).

All tenders must be forwarded to the ADG (Administration), Tech Centre, UIDAI, Bengaluru in a sealed cover super scribed: "Supply of Vehicles AC diesel driven Vehicles to UIDAI, Bengaluru" so as to reach him not later than **15.00 hrs. on 03/09/2015**. Tenders received/deposited after the stipulated time and date will not be considered. The name and address of the tenderer should be clearly written on the envelope; sealed tender cover will not be received in person but should be either dropped in the **box especially kept for the purpose in Office of the UIDAI, Tech Centre Bengaluru or despatched by Speed Post/ Registered Post**. The tender box will be closed and finally sealed exactly at **15.00 hrs. on 03/09/2015**. Only those covers, which are correctly sealed, super scribed as Indicated above and Indicating the address of the tenderer on the envelope will be permitted to be dropped in the tender box.

B. Earnest Money:

- (a) The tenderer shall be required to deposit a sum of **Rs.65,000 /-** with the tender as an Earnest Money deposit for the due performance of the stipulation to keep the offer open till such date as might be specified in the tender. It shall be understood that the Tender document have been issued to the Tenderer and the tenderer is permitted to tender in considerations for the stipulation on his part, that after submitting his tender he will not resile from his offer or modify the terms and conditions thereof ina manner not acceptable to the Deputy Director General of the UIDAI, Bengaluru should the Tenderer fail to observe or comply with the said stipulation, the aforesaid amount shall be liable to be forfeited to the UIDAI.

- (b) The successful tenderer shall be required to submit Performance Bank Guarantee @ 5% of value of the contract. The EMD in respect of the successful tenderer will be adjusted against the PBG due.
- (c) Earnest Money of **Rs.65, 000/-** in the form of demand Draft of any nationalized bank in favour of CDDO, UIDAI, Bengaluru must be deposited by bidders along with their duly filled up tender failing which their tender shall be rejected summarily.
- (d) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid EMD will be forfeited to the Government.
- (e) Tenders without Earnest Money will be summarily rejected.
- (f) No claim shall lie against the UIDAI, Bengaluru in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

C. Performance Bank Guarantee

The Successful tenderer shall furnish valid Bank Guarantee Bond @ 5% of value of the Contract **as Performance Security** in favour of Deputy Director General, Unique Identification Authority of India, Bengaluru within 7 days of the Date of Acceptance of Tender.

The Bank Guarantee can be forfeited by order of the Competent Authority of the Tech Centre Office, UIDAI, Bengaluru in the event of any breach or negligence or non-observance of any terms/conditions of contract or for unsatisfactory performance or for non-acceptance of the work order.

On expiry of the contract, such portion of the said bank guarantee as may be considered by **Tech Centre**, UIDAI, Bengaluru as sufficient to cover any

incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined. **In the event of extension of contract beyond one year, the firm will get extended BG valid upto the date of contract by himself.**

D. Preparation and submission of Tender:

The tender should be submitted in two parts namely, first part Technical Bid (in form given in Tender document) along with Earnest Money Deposit and DD towards documentation fee of Rs. 500/- in favour of CDDO, UIDAI, Bengaluru & second part Commercial Bid (in form given in Tender document) and each should be kept in a separate wax sealed cover. Both the bids covers should be kept in another sealed cover addressed to the undersigned. The outer envelope containing wax sealed cover should bear the address, Tender Number and date, subject of tender, date and time of opening of the same. The inner envelopes should be super-scribed with Tender Number, subject of Tender, whether the envelope is containing "Technical Bid" or "Commercial Bid" and date of opening of tender. Tender not following the prescribed tender submission method mentioned shall be rejected.

E. Signing of Tender:

Individual signing the tender or other documents connected with contract must specify whether he signs as:

- (a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority of execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or principal officer duly authorized by the Board of Directors of the Company, if it is a Company.

Note

(i) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

(ii) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.

(iii) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid on behalf of such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the **UIDAI Technology Centre** Bengaluru may without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

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

(v) Tender without authorised signatures/stamps shall be rejected.

(vi) Conditional bids will be rejected outright.

(vii) Tenders without DD towards documentation fee and EMD shall not be considered.

3. Schedule of Requirements.

Vehicles requirements for Daily trips - UIDAI Tech Centre & Regional Office, Bengaluru

Daily Trips (Local)- Requirement Schedule.

Sl No	Category	Make	Requirement	
1	1	WagonR, Santro, Indica or equivalent.	Either Half Day i.e 6hrs/60 Km	DH1/DF1
2	2	Swift Dzire VDI/VXI or Indigo XL Dicor	Or Full Day i.e	DH2/DF2
3	3	Honda City or SX4 or equivalent	12hrs/120Km.	DH3/DF3

Rates for extra hours and extra kms may be quoted for each category.

Commercial bid evaluation will be carried out as mentioned in RFP tender.

F. Rates:

Quoted rates are for one year contract, extendable by one more year on mutual consent with same terms & conditions. **The rates should be inclusive of all taxes and duties and other extra elements that would contribute for it.** The Tenderer/Tenderers shall quote individual rate for each item given in Financial Bid.

Compensation/Recovery clause on account of variation in fuel prices.

- No escalation is admissible on any account whatsoever during the first three months of the contract. After three months of contract increase or decrease in hire charges due to variation in Fuel rates will be worked out and paid only when the variation to base rate is above 10%. Such increase or decrease in the hire charges due to these variations shall be worked out from the base rate on the following formula:

To take care of price variation in fuel (diesel) the price compensation/recovery will be as per following formula: %

compensation/recovery=(F1/F0-1)*100*0.35

1. Where F1 is the minimum price of diesel cost during the month to which the bill will relate.
2. F0 is diesel price as on the tender opening date.
3. -/+ indicates recovery and compensation respectively.
4. % compensation/recovery will be on the accepted rate for various category of vehicles indicated in schedule of requirement.

The review for change in hire charges due to change in fuel rates shall be affected at the end of quarter, irrespective of start of contract i.e. on 31st March, 30th June, 30 Sept, and 31st December. The change in hire charges, if any, shall be applicable from the 1st day of next quarter. Base Rate of fuel would be fuel prices as on date of award of contract.

The service provider shall submit supplementary bill for reimbursement towards increase in Fuel price on monthly basis without accumulation. This supplementary bill is to be supported with proof of fuel price prevailing on 1st of the month.

G. Technical Bid:

The Technical Bid should be submitted in the form enclosed in the Tender document along with registration particulars, copy of PAN of the firm, full details of the number of Vehicles registered in the name of the tenderer or his firm with photocopies of RCs and other information sought for in the respective form. The two DDs towards documentation fee and EMD should be endorsed in the Technical bid. The Technical bid will be opened on **at 11.00 AM hrs on 25/08/2015.**

H. Commercial Bid:

The Commercial Bid should be submitted in the form given in the Tender document in a separate sealed cover kept inside the main cover. The Commercial Bids of those tenderers, who are found technically compliant, will be opened at later date after finalization of the Technical Bid in our Office Premises at UIDAI Tech Center Address #1, Bhadrappa Layout, Tata Nagar Main Road, Kodigehalli Bangalore-560092. A duly constituted Tender Evaluation

Committee (TEC) will evaluate the Commercial Bids. There should not be any hidden or assumed charges to the rates quoted in the commercial bid. 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.

I. Terms of Payment:

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
2. The contractor shall submit the bill at each stage/in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
3. Office of the Unique Identification Authority of India shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
4. The term “payment” mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
5. Wherever applicable all payments will be made as per schedule of payments to be decided in the agreement.
6. TDS as applicable will be recovered from the bill.

Annexure-III

4. SPECIAL CONDITIONS FOR HIRING OF VEHICLES

- a) The Tenderer/contractor has to provide vehicle as specified in the schedule as instructed. In case of emergencies, additional vehicles, if required, shall be arranged by tenderer/contractor under same terms and conditions.
- b) The Schedule consists of items for hiring of road vehicles. The contractor has to quote rate for individual Vehicles as in the Commercial Bid for Daily Trips.
- c) Each tenderer should declare the number of works on hand with him/his firm in the various organisations along with previous experience of providing vehicles in the form enclosed.
- d) The tenderer/contractor should maintain a log book for every trip (i.e., starting kilometre reading, ending kilometre reading, starting time and ending time everyday). These trip sheet should be jointly signed by driver and the official using the vehicle.
- e) The initial reading of kilometre starts when driver reports for duty in the office or places as directed by Officer-in-charge. The final reading will be the kilometre when vehicle is released by the officer at the end of the day.
- f) The rate quoted should include all consumables i.e., fuel, lubricating oil, driver's salary and other incidental expenditures like airport toll gate charge and parking fees.
- g) All the expenditure involved in repairs & maintenance will be borne by the contractor.

h) Vehicle should report to the concerned office as per the time stipulated in the booking.

i) **Penalty:** If the vehicle delays in reporting, then for every hour of delay Rs.200/-will be recovered as penalty.

j) In case there is any breakdown of the vehicle, alternative arrangements shall be made to replace the same with similar vehicle by the contractor within half an hour plus the travel time to the spot of break down or lesser. In case the vehicle is not supplied on time, the official-in-charge will hire the vehicle from other agency and cost of which shall be borne by the contractor.

k) All documents pertaining to the vehicle should be kept under the custody of the driver in the vehicle without fail.

l) The contractor shall be responsible for the safety, medical care and other facilities to the driver who should be in possession of authorized license and is experienced to operate the vehicle. The drivers shall maintain discipline, neatly dressed and well behaved.

m) UIDAI, Bengaluru does not take any responsibility on the unwarranted actions of the driver.

n) The UIDAI, Bengaluru does not take any responsibility of providing Parking/accommodation to the drivers.

o) The Driver of the vehicle should be provided with adequate cash by the contractor to carryout minor repairs of urgent nature so that the official's time is not wasted on account of such repairs.

p) The safety of the vehicle is the contractor's responsibility.

- q) In case of any accidents/violations of rules, UIDAI, Bengaluru shall not have any responsibility.
- r) UIDAI, Bengaluru does not take any responsibility in respect of any compensation/claim or any claims on account of any accident involving hired vehicles. The vehicle shall be covered under compensation claims with any authorized insurance company.
- s) The vehicle should be in a very good condition and not registered prior to 2 years from the date of opening of tenders. Old model vehicles not maintained properly will not be accepted by administration and decision of user official in this regard shall be final and binding to the tenderer.
- t) The vehicles should be made available with sufficient fuel.
- u) If the performance of the vehicle and driver is not satisfactory to the user official or driver fail to carry out the instructions of the official, the administration has got full right to terminate the contract at short notice. Other alternative arrangements for the vehicles by defaulted contractor.
- v) The board displaying "ON UIDAI DUTY" shall be displayed in front of the vehicle at contractor's own cost as per discretion of UIDAI, Bengaluru.
- w) The vehicle should be provided with fresh seat covers.
- x) All road tax, registration, Income tax as applicable, to be paid to Govt. of India or Govt. of Karnataka and insurances etc., are to be borne by the contractor. For inter-state movements, the tenderer has to arrange vehicles having inter-state permit without any extra payment.

y) The Head Quarters of the vehicle will be fixed by official in-charge (user) and starting and ending of vehicle movement (km) will also be fixed by the officer in-charge.

z) The office locations where the vehicle need to be supplied will be temporarily as under:

**1) UIDAI Technology Center
#1,Bhadrappa Layout,
Tata Nagar Main Road,
Kodigehalli Bangalore-560092**

**2) UIDAI, Regional Office,
No.49, KhanijaBhavan,
South Wing, Race Course Road
Bengaluru-560001.**

(Change in the office location in future, if any, will be informed to the successful agency and agency will continue the supply of vehicles on demand as per the existing terms and conditions)

Signature of Tenderer/Contractor

Address:

Date:

5. Evaluation of Tender (Technical and Commercial):

i. Essential Eligibility Criteria:

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

ii) Technical bid evaluation :

The Technical Bids will be opened by a committee authorized by the competent authority at **11.00 AM hours on** in UIDAI Tech Center, Addr: #1, Bhadrappa Layout, Tata Nagar Main Road, Kodigehalli Bangalore-560092 in the presence of such tenderers who may wish to be present.

The evaluation of Technical bid will be done by considering the parameters listed in the technical bid form. Parameters in the Technical bid form are essential in order to be eligible as already stated. Agency who meet the requirements and provide documentary proof of the same will be considered for financial evaluation. Bidders need to ensure the following checklist as follows:-

- a. The registered office of the agency should be located in Bengaluru. An attested copy of registration certificate of office in Bengaluru shall be enclosed.
- b. In case of partnership firms, **a copy of the partnership agreement**, or general power of Attorney duly attested by a Notary Public, should be

furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

- c. Bids without DD towards documentation fee and EMD will be rejected.
- d. The Agency should have had a minimum annual turnover of Rs. 30Lakh each year during last three financial years i.e.2012-13, 2013-14, 2014-15. A copy of turn over statement duly certified by the C.A must be enclosed with the tender document.
- e. The Agency should have its own Bank Account. Certified copy of the account maintenance for the last three years issued by the Bank shall be enclosed.
- f. Certified copy of the PAN card shall be attached with the Bid document.
- g. The Agency must have a minimum of 30 small, mid or/and large segment fleet of commercial taxi cars registered in its name in Bengaluru. A list of such vehicles with registration details should be attached with the bid.The list should also indicate the date of registration of the car.
- h. A list of vehicles for each category with the fuel type should be also provided.
- i. Conditional bids shall be rejected outright.

iii) Commercial bid evaluation :

- a. The contents of Technical Bid of Annexures-1 (bidder's eligibility) shall be passed on to a duly constituted Technical Evaluation Committee (TEC) for evaluation. The TEC would scrutinize the bids with respect to the eligibility conditions specified in the tender document, may call for additional information from the bidders or may visit the bidders' offices for verification. Additional information if called for must be submitted in the time period given by the TEC failing which the bid shall be rejected.
- b. The Financial bid shall be opened only for the technically accepted bidders on a date and time duly notified and in the presence of the bidders' representatives. The rates quoted by various bidders shall be read out in this session if so desired by the representatives. The financial bids shall be evaluated by a duly constituted Financial Evaluation Committee (FEC).

c. **Final Evaluation of the Tender**

In order to have a single rate index, evaluating and comparing the tenders submitted for different categories of vehicles, the UIDAI has assigned weightages to each category on the basis of the estimation of the share of the vehicles required in each category and other parameters.

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

d. **Over-all Consolidated Rate Index**

The average rates for each category shall be used to compute the aggregate index for all categories. The formula calculated as under:

$$M1= 0.5*(DF1*(0.50)+DF2*(0.25)+DF3*(0.25))$$

$$M2=0.5*(DH1*(0.50)+DH2*(0.25)+DH3*(0.25))$$

Where,

M1- Consolidated rate for full day i.e (12hr per 120 KM)-Daily trip.

M2- Consolidated rate for half day i.e (6hr per 60 KM)-Daily trip.

DF1- Rate quoted for category 1 vehicle for full day (i.e 12hr/120KM) + rate for extra Km + rate for extra hour.

DF2- Rate quoted for category 2 vehicle for full day (i.e 12hr/120KM) + rate for extra Km + rate for extra hour.

DF3- Rate quoted for category 3 vehicle for full day (i.e 12hr/120KM) + rate for extra Km + rate for extra hour.

DH1- Rate quoted for category 1 vehicle for half day (i.e 6hr/60KM) + rate for extra Km + rate for extra hour.

DH2- Rate quoted for category 2 vehicle for half day (i.e 6hr/60KM) + rate for extra Km + rate for extra hour.

DH3- Rate quoted for category 3 vehicle for half day (i.e 6hr/60KM) + rate for extra Km + rate for extra hour.

And * is used as the symbol for multiplication:

Over-all Consolidated Rate for evaluation $M=M1+M2$

The contract shall commence from the date of consent of the firm to the terms and conditions. To begin with, the contract will be for one year, extendable up-to two years if performance/service is 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 with one weeks' notice without assigning any reasons thereof.

- e. The successful tenderers or tenderer should commence the work immediately on issue of letter of acceptance and execute an agreement.
- f. If the successful tenderer fails to take up the contract within the time stipulated by the administration i.e., 7 days from the date of receipt of the Letter of Acceptance, the contract will stand cancelled and the amount paid by him as Earnest Money Deposit along with the tender shall be forfeited.
- g. Tenders containing erasures and alterations of the tender documents are liable to be rejected. Any corrections made by the Tenderer/Tenderers in his/their entries must be attested by him/them.
- h. The amount of tender should be legibly written in ink in figures and in words only. When there is discrepancy between the words and figures, the amount written in words shall be considered.
- i. Tenders will be opened by the nominated officer of the Tech Centre & RO UIDAI, Bengaluru in the presence of such of those Tenderers who choose to attend.
- j. DDG, UIDAI, Bengaluru reserves the right to reject any or every tender without assigning reasons and does not bind himself to accept the lowest or any tender.

- k. The Earnest Money Deposit amount of the unsuccessful tenderers will be returned after the tenders are disposed off.
- l. The tenderer shall keep the offer open for a minimum period of 90 days from the date of opening of the tenders within which period the tenderer cannot withdraw his offer subject to the period being extended further, if required, by mutual agreement from time to time. Any contravention of this condition will make the tenderer liable for forfeiture of his Earnest Money Deposit as initial Security.
- m. The works are required to be carried out for a period of 12 months from the date of operation of this contract, subject to extension for a further period upon mutual consent.
- n. If the tenderer/tenderers deliberately gives wrong information in his or their tender or creates/create circumstances for the acceptance of his/their tender the UIDAI, Bengaluru reserves the right to reject such tender at any stage.
- o. If a tenderer expires after the submission of his tender or after the acceptance of his tender, the UIDAI shall deem such tender as cancelled. If a partner of the firm expires after the submission of their tender or after the acceptance of the tender, the UIDAI, Bengaluru shall deem such tender as cancelled, unless the firm retain its character.
- p. Non-compliance with any of the conditions set forth herein above is liable to result in the tender being rejected.

“I do declare that in the event of failure of the contemplated negotiations relating to Tender No.....
 Opened on.....my original tender shall remain open for acceptance its original terms and conditions.

Tenderer/Contractor.

Annexure-I

6. TECHNICAL BID

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

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

Annexure-I(a)

NOTE: Technology Centre,UIDAI, Bengaluru reserves the right to reject the offers submitted with insufficient details, documents without assigning any reason thereof.

***** The format in which the details are required (self-attested) is as under:**

Sl. No	Details of client along with address, telephone and Fax numbers	Amount of Contract (Rs.....)	Duration of Contract	
			From	To
1				
2				
3				

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

DECLARATION

1. I, _____ Son/Daughter/Wife of Shri _____ Proprietor/Director/authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:
Place:

Signature of authorized person
Full Name:

Annexures-II

7. COMMERCIAL BID

- a) **Sub:** Hiring of Diesel Vehicles for Daily trips of AC for the official use of Unique Identification Authority of India, Bengaluru for a period of One year.

Ref: Tender Notification No.:TC-UID/Admin/009/Blr-2013-14

Daily Trips

Category	Make		Rate for full day (12 hrs and 120 KMs) (in Rs per day)	Extra Hr Rate EHR	Extra KM Rate EKMR (After 11pm <5am)	Driver's Bata charges		Rate for Half day (6 hrs and 60 KMs) (in Rs per day)	Extra Hr Rate	Extra Km Rate
			a	b	c			D	E	f
1	Wagonr,Santro, Indica or equivalent	DF1					DH1			
2	Swift Dzire VDI/VXI or Indigo XL DICOR	DF2					DH2			
3	Honda city or SX 4 or equivalent	DF3					DH3			

Rates for extra hours and extra kms may be quoted for each category.

- 1) On the day of Tender finalization, the rate per km will be constant. (this may vary as per fuel escalation as accepted from time to time during the period of contract).
- 2) Please note that the Kms will start from the office premises or place as mentioned by the official of UIDAI and will end at the place of release of the vehicle.
- 3) The rate quoted for night halt charges for drivers. Driver's bata is not included for commercial evaluation.

**Tender/Agency
Signature with seal**

