



**GOVERNMENT OF INDIA
PLANNING COMMISSION
UNIQUE IDENTIFICATION AUTHORITY OF INDIA
Regional Office Mumbai**

TENDER DOCUMENT

For Hiring of Vehicles on Monthly basis for the office of UIDAI –R.O. Mumbai

- 1) Date of Issue : 22-01-2014
- 2) Last Date & time for submission of Tender Document : up to 1600 hours on 05-02-2014
- 3) Last date for pre-bid clarification : 31-01-2014
- 4) Date & time for opening of Tender Document :
 - a) Technical bid : At 17.00 hours on 07-02-2014
 - b) Commercial Bid of eligible Tenderers : 11-02-2014



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**Government of India
Planning Commission
Unique Identification Authority of India
7th Floor, MTNL EXCHANGE Building
Cuffe Parade, G.D. Somani Marg,
Mumbai, 400005**

Date of Issuing Tender 22-01-2014

**NOTICE FOR INVITATION OF TENDER FOR HIRING OF VEHICLES ON MONTHLY BASIS
FOR UIDAI-Regional Office, MUMBAI**

LAST DATE OF SUBMISSION OF TENDER: 05-02-2014

Sub: Invitation to bid for services of supply of Vehicles on monthly basis to the Office of UIDAI, RO, 7th Floor, MTNL EXCHANGE Building, Cuffe Parade, G.D. Somani Marg, Mumbai, 400005

Sealed Tenders are invited on behalf of the President of India for supply of Vehicles on monthly basis for the office of UIDAI, RO, 7th Floor, MTNL EXCHANGE Building, Cuffe Parade, G.D. Somani Marg, Mumbai, 400005

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 Monthly options.

Contact Info:

Phone :022-22163493
Fax :022-22183482
Website : www.uidai.gov.in
Email :adg2.romumbai@uidai.gov.in



SCHEDULE OF TENDER

- | | |
|------------------------------|---|
| 1. Tender Notice No. | :4/84/l/2013-14 |
| 2. Name of the work | : Hiring of Vehicles on monthly basis for UIDAI, Mumbai |
| 3. Location of work | : 7 th Floor, Cuffe Parade MTNL Exchange Building, G.D. SomaniMarg, Mumbai-400005 |
| 4. Issue of Tender Document | : Tender to be submitted
: by 05-02-2014 at 16:00 hrs |
| 5. Envelopes to be addressed | :Bid For hiring Vehicles on monthly basis for office of UIDAI - RO Mumbai
Assistant Director General
Unique Identification Authority of India,
RO, Mumbai,7 TH Floor, Cuffe Parade MTNL Exchange Building, G. D. Somani Marg, Mumbai, 400 005 |
| 6. Opening of tender | :on 07-02-2014 at 17.00 hrs |
| 7. Amount of EMD | :Rs. 60,000/- |
| 8. Cost of Tender Form | :Nil- |

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

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

**Asst. Director General
UIDAI Regional Office
7thFloor, Cuffe Parade MTNL Exchange, G.D. SomaniMarg,
Mumbai, 400 005
adg2.romumbai@uidai.gov.in**



SUBMISSION OF THE BID

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 60 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 Vehicles as in Technical Bid & Commercial Bid and hereby bind myself/ourselves to complete the Contract period of 24 months or any extendable period out of any condition of this contract 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, Mumbai for the present Contract.

2. A sum of **Rs.60,000/-** 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.....2014

Contractor/Contractors/Address..... /Phone

Signature of Witnesses

1. _____

2. _____



Annexure-I

Regulations for Tender and Contracts to Parties tendering for hiring of Tourist Taxi/T-Permit Vehicles to UIDAI, Mumbai.

Meaning of Terms

Definitions:

1. In these Regulations for Tender and Contracts the following terms shall have the meanings assigned hereunder except where the context otherwise requires:
 - a) "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.
 - b) "Deputy Director General" shall be the Officer in Administrative charge of the Regional office of UIDAI.
 - c) Assistant Director General shall mean the Officer in UIDAI, Mumbai.
 - d) Dy. Director/Section Officer shall mean the Officer in UIDAI, Mumbai.
 - e) "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.
 - f) "Work" shall mean the works contemplated in the Annexure II set forth in the tender forms and description of contract and required to be executed according to specifications.
 - g) "Specifications" shall mean the specifications for Vehicles, UIDAI issued under the authority of the Deputy Director General.
 - h) 'Contractor' shall mean the successful tenderer who enters into an agreement with UIDAI for Hiring of Vehicle.
2. **Singular and Plural:**

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

These Regulations for Tenders and contracts shall be read in conjunction with the General conditions and special 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.
4. **Tenderer's Credentials:**

The Tenderer shall furnish the particulars regarding

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



5. Omissions Discrepancies:

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

The various crucial dates relating to “**Tender for providing Tourist taxi / T-Permit Vehicle to UIDAI**” are cited as under:

- a) Date of publicity/downloading the Tender Document last date and time for submission of Tender Document: 05-02-2014 **at 16:00 hrs**
- b) Last date for receiving written queries for clarification on the bid document up to 31-01-2014. **The written queries should only be sent to adg2.romumbai@uidai.gov.in.**
- c) Release of responses to clarification *
- d) Date and time for opening of
 - i. Technical Bid : At 17.00 hours on 07-02-2014
 - ii. Commercial Bid : **11-02-2014**

(* As the responses as mentioned in (d) will be released on e-mail, bidders are required to provide the necessary information for communication and check the website www.uidai.gov.in)

6. Care in submission of tenders:

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

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

7. Right of UIDAI to deal with tenders:

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



8. Arbitration:

If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, 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 arbitral tribunal containing a Sole Arbitrator to be appointed by Regional Office, UIDAI, Mumbai. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed hereunder and in force shall be applicable to such proceedings.

Signature of Tenderer

Place:

Date:



Annexure-II

General Instructions and Conditions of Tender to Parties Tendering of Hiring Tourist Taxi/T-Permit Vehicles on monthly basis to UIDAI, Mumbai.

1. No tender for the contract for Supply of Vehicles for UIDAI will be considered unless it is submitted in the prescribed form which can be downloaded from UIDAI website (www.uidai.gov.in).
2. All tenders must be forwarded to the Dy. Director General, UIDAI, Mumbai in a sealed cover super scribed: **“Supply of Tourist Taxi/T-Permit Vehicles on monthly basis to UIDAI, Mumbai”** so as to reach him not later than **16.00 hrs on 05-02-2014** . 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, Mumbai or despatched by Speed Post/ Registered Post**. The tender box will be closed and finally sealed exactly at **16.00 hrs on 05-02-2014**. 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.
3. **Earnest Money:**
 - a) The tenderer shall be required to deposit a sum of **Rs.60,000/- (Rupees Sixty thousand only)** with the tender as an Earnest Money deposit for the due performance of the stipulation to keep the offer open till such date as might be specified in the tender. It shall be understood that the Tender document have been sold/issued to the Tenderer and the tenderer is permitted to tender in considerations for the stipulation on his part, that after submitting his tender he will not back out from his offer or modify the terms and conditions thereof in a manner not acceptable to the Deputy Director General of the UIDAI, Mumbai. 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.60,000/- (Rupees Sixty thousand only)** in the form of Demand Draft of any nationalized bank in favour of **“DDO, Regional Office UIDAI Mumbai”** 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, Mumbai in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

4. 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, Mumbai within 7 days of the Date of Acceptance of Tender. The Bank Guarantee should be valid for a period of 6 months from the date of end of contract (i.e. 24 Months from the date of entering into contract) as per format given at **Annexure-IV**.

The Bank Guarantee can be forfeited by order of the Competent Authority of the Regional Office, UIDAI, Mumbai 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 the Regional Office, UIDAI, Mumbai 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, on its own, will get extended BG valid up to six months from the last date of contract.**

5. Preparation and submission of Tender:

The tender should be submitted in one separate **Big envelope**, for monthly basis. The envelope in turn shall contain three envelopes, one for EMD, one for the Technical Bid (in form given in Tender document) and one for the Commercial Bid (in form given in Tender document) in separate wax sealed covers. The outer Big envelope containing wax sealed cover should bear the address, with Monthly basis mentioned, 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 "EMD", "Technical Bid" or "Commercial Bid" and date of opening of tender.

6. 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 registered 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 registered partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamp 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 Regional Office, UIDAI, Mumbai 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.**

7.0 Schedule for Requirements of Vehicles for UIDAI, Mumbai On Monthly Basis:

<u>SL. No.</u>	<u>MAKE OF THE VEHICLE</u>	<u>COLOUR</u>	<u>No. OF VEHICLES REQUIRED</u>	<u>Category of Vehicle</u>
1	Maruti Suzuki SX4, Honda City or similar	White	01	M1
2	Tata Indica Wagon R, Santro or equivalent	White	05	M2

7.1. Rates:

Quoted rates are for Two year contract, extendable by one more year on mutual consent. The rates should be exclusive of all taxes and duties. Other extra elements if any that would contribute for it and also may be excluded. Toll Tax will be paid by the Travel Agency and be claimed with monthly bills. The Tenderer/Tenderers shall quote individual rate for each item given in Commercial Bid. The quantities shown in the attached schedules are given as a guide and are approximate only and are subject to variation according to the needs of UIDAI, Mumbai. UIDAI, Mumbai accepts no responsibility for their accuracy. UIDAI does not guarantee work under each item of the Schedule.



Compensation/recovery clause on account of variation in fuel prices

- 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 from base rate is above 10%. Such increases or decrease in hire charges due to these variations shall be worked out from the base rate on the following formula:

$$\begin{aligned} & \text{Increase/Decrease in Diesel/Petrol during the month} \\ & \text{Actual KMs run by the vehicle X (Revised rate per litre – Base rate per litre)} \\ = & \frac{\text{-----}}{\text{Average KM per litre of Diesel/Petrol consumption (KMPL)}} \end{aligned}$$

(Note: The Base Rate of Diesel/Petrol is the prevailing rate on the date of opening of Tender. The Average KMPL is to be assumed as 9 Kms. in case of AC cars and 12 Kms in Case of Non – AC Cars in Diesel/Petrol driven. If there is decrease in Fuel Price, formula will indicate negative figure which means the deduction shall be done from the Bill)

- 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, 30th Sept, and 31st December. The change in hire charges if any, shall, if any, shall be applicable from the 1st day of the next quarter. Base Rate of fuel would be fuel prices as on date of award of contract.
- In case of minimum average run per litre of fuel (i.e. Average KMPL) as assumed above is not achieved by any vehicle, then extra cost of fuel consumed by the vehicle on the basis of actual KMPL of fuel will be deducted from the payment due for that vehicle
- The service provider shall submit supplementary bill for reimbursement toward increase in Fuel price on monthly basis without accumulation. This supplementary bill is to be supported with proof of fuel price prevailing on the 1st of month.

7.3. Technical Bid:

The Technical Bid should be submitted in the Technical Bid Form enclosed in the Tender document along with registration particulars, copy of PAN of the firm, full details of the minimum number of vehicles of 2010 or later in manufacturing and registered in the name of the tenderer or his firm since 2010 onwards with photocopies of RCs and other information sought for in the respective form. The Technical bid will be opened on 07-02-2014 at 17.00 hrs.

7.3 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 on 11-02-2014 after finalization of the Technical Bid in the UIDAI Office Premises at 7th Floor, MTNL Exchange Building, G.D.Somani Marg, Mumbai-400005. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Commercial Bids.



7.4 Terms of Payment:

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. The contractor shall submit the bill 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.
- ii. Toll Tax if any incurred during the month would be claimed in the month on submission of original receipt duly signed by the driver & officer using the vehicle.
- iii. 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.
- iv. 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.
- v. Wherever applicable all payments will be made as per schedule of payments to be decided in the agreement.
- vi. TDS as applicable will be recovered from the bill.

7.5 Calculation and Payment for extra Kms for vehicles hired on Monthly

Basis:

The normal running Kilometre per month for 26 days is 2000 Kms (26x100). The rate up to 2000 Kms and for extra Kms beyond 2000 Kms will be assessed on quarterly basis; if in a month, kilometre run is either less or more, it will be off-set against the kilometerage run excess or short during the subsequent months in a quarter. The tenderer should therefore indicate (i) rate for 2000 Kms per month (ii) rate per additional Kms beyond 2000 Kms. There should not be any hidden or assumed charges to the rates quoted therein. The total Kms run should be calculated correctly. The illustrative example is as under

1st Quarter (First 3 months from the date of acceptance)

<u>First Illustration: Months</u>	<u>Basekms per month</u>	<u>Total Kms run per month</u>	<u>Extra/savings of Kms</u>	<u>Amount payable</u>
1	2000	2200	200kms extra	Base amount for 2000 Kms
2	2000	1800	200 Kms savings	Base amount for 2000 Kms
3	2000	1600	400 Kms	Base amount for



			savings	2000 Kms
A	In this quarter the extra Kms run by the Vehicle is 200 Kms in the first month and in the subsequent two months the total savings is 600 Kms. Therefore, the net savings of 400 Kms will be adjusted in the next quarter.			

Second Illustration: Months	Base Kms per month	Total Kms run per month	Extra/savings of Kms	Amount payable
1	2000	2300	300 Kms extra	Base amount for 2000 Kms
2	2000	2300	300 Kms extra	Base amount for 2000 Kms
3	2000	2000	NIL	Base amount for 2000 Kms
A	Calculation of extra Kms 1 a) Extra km in 2nd quarter =600 Kms 1 b) savings from 1st quarter=400 Kms Net extra Kms payable = 200 Kms			

Note: For the purpose of payment, each quarter will correspond to the Financial Year quarters i.e. April to June, July to September, October to December and January to March. In case the contract begins during a certain quarter e.g. on 1st February, then the first quarter will end on March 31 and the subsequent quarters will be as per Financial Year.

7.6 Criterion for Evaluation of Tender:

i. **Essential Eligibility Criteria:**

Sl. No.	Clause	Description	Remarks
1	Minimum number of vehicles	Should have at least minimum 5 number of vehicles of 2010 or latter in make (category M1/M2, or its equivalent) registered in the name of the tendered/firm since 2010 onwards	Copies of the RCs to be enclosed with the Technical Bid
2	Experience	Should have completed satisfactorily two	Experience



		years of experience with central Govt/state Govt/PSUs/Bank/Pvt companies and supplied minimum five cars in each year	certificate to the effect on the letter head of concerned state /central/PSU /Bank/ Pvt companies duly signed by the competent authority
3	Annual Turnover	Total contract amount received for last three Financial years should be at least Twenty five lakhs i.e. for 2010-11, 2011-12 and 2012-13	A copy of the turnover statement of last 3 years duly certified by CA must be enclosed along with the Technical bid.

ii. Technical bid evaluation:

The Technical Bids will be opened by a Technical Evaluation Committee authorized by the competent authority at **17.00 hours on 07-02-2014** in the Regional Office, UIDAI, 7th Floor MTNL Exchange, G.D.Somani Marg, Cuffe Parade, Mumbai 400 005 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 commercial evaluation.

After opening of the technical bid, the cars offered for hire on monthly basis with their drivers shall be presented by the bidder before the technical evaluation committee(TEC) at a specified time and date for inspection and test driving (unless the car offered is brand new) and interview of the drivers, and only if the monthly cars and their drivers are found conforming to all the conditions of this bid document by the TEC, the bidder will be considered eligible for opening of financial bid.

iii. Commercial bid evaluation:

The Commercial Bids of only those tenderers whose Technical Bids have been accepted by the Office will be opened **on 11-02-2014 after finalization of the Technical Bid** at the same venue. These will be opened in the presence of those tenderers whose Technical Bids are accepted and who wish to be present.



iv. **Final Evaluation of the Tender:**

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

Accordingly following formula to calculate Consolidated Rate Index will be used to arrive at a single figure i.e. **Over-all Consolidated Rate Index.**

$$\text{Over-all Consolidated Rate Index} = M1*(0.2) + M2*(0.8)$$

Where

M1 is Average Monthly Rate for Category 1 = $[(X1 + Y1*260) + (Z1*26) + (NH * 3)]$

M2 is Average Monthly Rate for Category2 = $[(X2 + Y2*260) + (Z2*26) + (NH * 3)]$

Where X1 and X2 are the Monthly Rates and Y1 and Y2 are the Rates for extra Kms beyond 2000 Kms and Z1 and Z2 hourly overtime rates on wheels for extra hours and NH is the rate for each outstation night halt for the respective category of vehicles

The bidder offering minimum CRI will be declared as L-1 bidder. The bidders with higher CRI will be declared as L-2, L-3, and so on in order of their CRIs.



Annexure-III

SPECIAL CONDITIONS FOR HIRING OF VEHICLES

1. The Tenderer/contractor has to provide vehicle as specified in the schedule as instructed. In case of emergencies, additional vehicles, if required, shall be arranged by tenderer/contractor under same terms and conditions.

The contractor has to quote rate for individual Vehicles as in the Commercial Bid for Monthly (2000 Kms and for extra Kms as well as extra hours)

The cars offered for hire should be accident free. There should not be any dent or rust on the car. The car should be in good mechanical and safe condition. The interior and exterior of the car should be well maintained. There should not be any unwarranted noise etc in the car while driving. Daily duty hours in a month mean 10 hrs.

2. 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.

3. The tenderer/contractor should maintain a log book with daily entries (i.e., starting kilometre reading, ending kilometre reading, starting time and ending time every day). These daily entries should be jointly signed by driver and UIDAI, Mumbai official.

4. 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.

5. The rate quoted should include all consumables i.e., fuel, lubricating oil, driver's salary, daily allowance, and other incidental expenditures including out station expenditure

6. All the expenditure involved in repairs & maintenance will be borne by the contractor.

7. Vehicles will be exclusively kept at the disposal of the officers-in-charge of UIDAI, Mumbai and will be used according to his direction during the period of hire. The travel may cover to his work place/inspection sites also.

8. **Penalty:** If the driver does not intend to come on any day, alternate arrangement should be made. If the driver delays in reporting, then for every hour of delay Rs.200/-will be recovered as penalty. If the alternative driver is not arranged at all on any day then penalty at the rate of Rs.1000/- per day shall be imposed in addition to withholding a day's hire charge.



9. 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 three hours including the travel time to the spot of break down or lesser. In case the vehicle is not supplied in time, the official-in-charge will hire the vehicle from other agency and cost of which shall be borne by the contractor.
10. All documents pertaining to the vehicle should be kept under the custody of the driver in the vehicle without fail.
11. 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, and be neatly dressed and well behaved.
12. Drivers should have accident and crime free record. The UIDAI may at any time ask during or prior to signing the contract for police verification of the drivers and /or experience and character certificate from previous employers.
13. UIDAI, Mumbai does not take any responsibility on the unwarranted actions of the driver.
14. The UIDAI, Mumbai does not take any responsibility of providing accommodation to the drivers even when going outstation in day or night.
15. 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.
16. During the weekly/periodical rest of the drivers, alternative relief drivers should be made available by the contractor.
17. The safety of the vehicle is the contractor's responsibility.
18. In case of any accidents/violations of rules, UIDAI, Mumbai shall not have any responsibility.
19. UIDAI, Mumbai 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.
20. The vehicle should be in a very good condition and registered with the specification made above. 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.
21. The vehicles should be made available with sufficient fuel.



22. Generally, the vehicle has to be made available for 6 days in a week. However, administration can ask for vehicle for all 7 days and payment shall be made as per terms and conditions of this tender.
24. Frequent change of vehicle and the driver should not be done every now and then, as this kind of change may lead to hardship to the Administration. Any change of driver/car is required should be done with the prior approval of the administration/Officer-in-charge/user official.
25. 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.
26. Two boards displaying "ON GOVERNMENT OF INDIA DUTY" shall be displayed in front and rear of the vehicle at contractor's own cost as per discretion of UIDAI, Mumbai.
27. The contractor should change the seat covers / towel (white)/15days and should have at least 2 sets of covers in good condition.
28. The hired vehicle may have to travel to places in Western India. For such movements, payment shall be made as per the rate quoted only.
29. Driver of the vehicles may be provided light coloured safari suits for use while driving the UIDAI vehicles. The contractor must provide TWO PAIRS of such suits to the drivers.
30. The Vehicles will have to be fitted/provided with the following additional accessories/utilities like Clean seat covers, Quality radio /DVD music system, Reading lamp, Tissue paper box, Car perfume, clock, Mobile charger, Seat Bells (Front and Rear) and Umbrella during Monsoon
31. The vehicle on monthly basis will be parked at the UIDAI specified places EVERY NIGHT AND during the weekend. The vehicles will not be used by the driver until & unless directed by UIDAI.
32. All road tax, registration, Income tax as applicable, to be paid to Govt. of India or Govt. of Maharashtra and insurances etc., are to be borne by the contractor. The vehicle supplied should have permit for inter-state movements within Maharashtra, Gujarat, Goa, Dadra Nagar Haveli and Daman Diu.
33. 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.



34. The likely places where the vehicle has to be supplied will be at UIDAI specified place.
35. During Technical evaluation, RO office, UIDAI, Mumbai may carry out verification with the other government /semi government /public sector /Pvt sector agencies about the quality of services provided by the bidder in the past. Only after the RO office is satisfied about the performance of the bidder, RO office will technically qualify the bidder and his financial bid will be opened.
36. Since cars will be used by the senior government officers, the drivers employed by the successful bidder should have been regularly employed for at least one year in the service of senior government/semi government/PSU / Pvt sector officials. The RO office Mumbai may ask during the technical evaluation the bidders to submit a panel of the drivers proposed to be employed along with their experience and employment details with these officials and may conduct necessary verification about their quality of services done by these drivers. In case it is found that quality of services was up to the mark, then RO office will technically qualify the bidder and his financial bid will be opened.
37. The Regional Office, UIDAI Mumbai reserves the right to change any condition of the tender and also reject any bid without assigning any reason.
38. In case of unsatisfactory service of driver, UIDAI can recruit the driver from the outside and put him in the service of the car and the salary of the driver will be deducted from the monthly payment of the agency (maximum up to starting salary of driver (i.e. basic + grade pay+ dearness allowance+ HRA) based on Sixth Central Pay Commission Scale)

Signature of Tenderer/Contractor

Address:

Date:



TECHNICAL BID FORM FOR MONTHLY BASIS

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

Sl.No.	Particulars	Details
01	Name & address of the Tenderer with Phone no. ,Mobile, Fax	
02	Particulars of EMD amount Demand draft No & date	
03	Certificate for satisfactorily completed two years of experience with Central Govt/State Govt/PSUs/Banks/ Pvt Companies (***)	
04	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)	
05	Turnover for the last 3 Financial years should be at least Rs. Twenty Five lakhs yearly for 2010-11 , 2011-12 and 2012-13 (a copy of the turnover statement duly certified by Chartered Accountant must be enclosed along with the Technical bid)	
06	Minimum 5 number of vehicles of 2010 or latter in make (category M1 /M2, or its equivalent) registered in the name of the tendered/firm since 2010 onwards	
07	Undertaking that vehicles shall be kept at the disposal of OIC, UIDAI	

NOTE: RO UIDAI, Mumbai reserves the right to reject the offers submitted with insufficient details, documents without assigning any reason thereof. Those offers will not be considered for evaluation.

***** 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)



UNDERTAKING
(As per Sr. No 07 of Technical Bid Form)

I, _____ Son/Daughter/Wife of Shri
_____ Proprietor/Director/authorized signatory of the Agency
mentioned above, hereby give an Undertaking that I have no objection in OIC, UIDAI deciding where
to park the vehicles as per his requirement.

Date:
Place:

Signature of authorized person
Full Name:

DECLARATION

1. I, _____ Son/Daughter/Wife of Shri
_____ Proprietor/Director/authorized signatory of the Agency
mentioned above, am 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:



COMMERCIAL BID FOR MONTHLY BASIS

Hiring Tourist Taxi/T-Permit Vehicles to UIDAI, Mumbai for a period of Two years (may be extendable for one more year on satisfaction of Administration of UIDAI)

Category		M1	M2
Make of the Vehicle		Maruti Suzuki SX 4, Honda City or similar	Tata Indica Wagon R, Santro or similar
Monthly rate in Rs for 2000 Kms for 26 days per month (10 hrs per day) Excluding Taxes	in Figure		
	in words		
Rate per extra Km in Rs beyond 2000 Kms Excluding Taxes	in Figure		
	in words		
Rate per overtime hour in Rs on wheels beyond 10 hrs Excluding Taxes	in Figure		
	in words		

Rate for outstation Night Halt (NH) =

(In figure) Rs / Night

(In words)Rs /Night

Signature

Name of the Tenderer

along with the seal



Annexure – IV

PROFORMA FOR PERFORMANCE BANK GUARANTEE

(On stamp paper of appropriate value from any Nationalized Bank)

UNIQUE IDENTIFICATION AUTHORITY OF INDIA, REGIONAL OFFICE, 7TH FLOOR, MTNL
EXCHANGE BUILDING, G.D COMANI MARG, CUFFE PARADE,
MUMBAI – 400 005.

Dear Sir,

In consideration of UIDAI, RO, MUMBAI (hereinafter called as the Employer which expression shall include his successor and assigns having awarded to (here in after referred to as the said Company / firm or Company / firm' when expression shall wherever the subject of context so permits include its successors and assigns) a contract No. In terms inter alias, of the NIB's Letter No. dated. and the General Conditions of Contract and upon the condition of the Company / firm's furnishing security for the performance of the Company / firm's obligations and discharge of the Company / firm's liability under in connection with the said contract up to a sum of Rs...../- (RupeesOnly).

1. Wea banking company registered under the banking companies act 1949 and having our registered office at (here in after called "The Bank which expression shall include its successors and assigns) hereby jointly and severally undertake to guarantee the payment to The Employer in rupees forthwith on demand in writing and without protest of demur or any and all moneys anywise payable by the Company / firm to The Employer under in respect of or in connection with the side contract inclusive of all The Employer's losses and damages and costs, (inclusive between attorney and client) charges and expenses and other moneys anywise payable in respect of the above to this guarantee up to an aggregate limit of Rs./- (Rupees..... only).

2. We Bank further agree that the Employer shall be sole judge of and as to whether the said Company / firm has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, cost, charges and expenses caused to or suffered by or that may be caused to or suffered by The Employer on account thereof and the decisions of The Employer that the said Company / firm has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by The Employer from time to time shall be final and binding on us.

3. The Employer shall be at liberty without reference to the bank and without affecting the full liability of the bank hereunder to take any other security in respect of the Company / firm's obligations and liabilities hereunder or to vary the contract or the work to be done there under vis-à-vis the Company / firm or to grant time or indulgence to the Company/ firm or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forbear from enforcement of all or any of the security and/ or any other security (ies) now or hereafter held by the Employer and no such dealing (s) reduction (s) increase (s) or other indulgence (s) or arrangements with the Company / firm or release or forbearance whatsoever shall absolve the Bank of the fail liability to The Employer hereunder or prejudice the rights of The Employer against the bank.

4. This guarantee shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Company / firm but shall in all respect



and for all purposes be binding and operative until payment of all monies payable to the Employer in terms thereof.

5. The bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the bank in terms hereof shall not be anywise affected or suspended by reason of any dispute or dispute having been raised by the Company / firm stopping or preventing or purporting to stop or prevent any payment by the bank to the Employer in terms hereof.

6. The amount started in any notice of demand addressed by the Employer to the bank as liable to be paid to the Employer by the Company / firm or as suffered or incurred by the Employer on account of any losses or damages of cost, costs, charges and / or expenses shall be conclusive evidence of the amount so liable to be paid to the Employer of suffered or incurred by The Employer as the case may be and shall be payable by the bank to The Employer in terms hereof.

7. This guarantee shall be a continuing guarantee and shall remain valid and irrevocable for all claims of the Employer and liabilities of the Company/ firm arising up to and until midnight of

8. This guarantee shall be addition to any other guarantee or security whatsoever that the Employer may now or at any time anywise may have in relation to the Company / firm's obligations/ or liabilities under and/ or in connection with the said contract, and the Employer shall have full authority to have recourse to or enforce this security in preference to any other guarantee or security which the Employer may have or obtain and no forbearance on the part of the Employer in enforcing or requiring enforcement of any other security shall have the effect or releasing the Bank from its full liability hereunder.

9. It shall not be necessary for the Employer to proceed against the said Company / firm before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the bank notwithstanding that any security which the Employer may have obtained or obtain from the Company / firm shall at the time when proceedings are taken against the said bank hereunder be outstanding or unrealized.

10. We, the said Bank, undertake not to revoke this guarantee during its currency except with the consent of the Employer in writing and agree that any change in the constitution of the said Company / firm or the said Bank shall not discharge our liability hereunder.

11. We,the said Bank further that we shall pay forthwith the amount stated in the notice of demand notwithstanding any dispute/ difference pending between the parties before the arbitrator and/ or that any dispute is being referred to arbitration.

12. Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs...../- (Rupees only) and this guarantee shall remain in force tilland unless a claim is made on us within 3 months from that date, that is before all the claims under this guarantee shall be forfeited and we shall be relieved of and discharged from our liabilities there under.

Datedday of20.....
For and on behalf of Bank.

Issued Under Seal