

Government of India, Planning Commission,
Unique Identification Authority of India,
Regional Office, Hyderabad.

Annexure-A

Notice for Requirement of Office Space

The Unique Identification Authority of India, under the Planning Commission requires around 8,000 – 10,000 square feet of Office space in Hyderabad for setting up its Regional Office. The Office Space should be able to house around 50 Staff and Officers and should be in a ready-to-occupy condition with well laid out cabins, work stations, conference rooms, equipment rooms, connectivity with voice and data ports for all cabins and work stations, security for access control, reception area, and provision for staff amenities. The work stations and cabins for the office space should be in a very good condition. Owners of Office Space meeting the requirement may download the Formats for submission of the Offer from the UIDAI website “uidai.gov.in”. The Formats duly filled in are to be submitted at the Regional Office, UIDAI, 5th Floor, “L” Block, AP Secretariat, Hyderabad – 500 022 by 08.01.2010 by 1500 hours. Please contact on Ph No. 23454798 during working hours for any queries.

Sd/-
Assistant Director General

Government of India, Planning Commission,
Unique Identification Authority of India,
Regional Office, Hyderabad.

Instructions to the Bidders

1. Please read the contents carefully and follow them while filling up and submitting the Tender.
2. The Format for Office Space (Technical Bid) and the Format for Commercial Offer (Commercial Bid) as given below are to be filled up and sealed in separate covers and super-scribed as “Technical Bid” and “Commercial Bid” accordingly . Both the sealed covers are to be put in one cover super-scribed with “Tender for Office Space for the Regional Office, UIDAI, Hyderabad” and submitted addressed to the Assistant Director General, Regional Office, UIDAI, 5th Floor, “L” Block, AP Secretariat, Hyderabad – 500 022.
3. The last date and time for submission of the Bids is 08.01.2010 before 1500 hours.
4. The Bids will be opened in the presence of the representatives of the Bidders who are present at the time prescribed. The Covers containing the Technical Bid will be opened on 08.01.2010 at 1600 hours. The Commercial Bid of Technically qualified Bidders will be opened on 12.01.2010 at 1100 hours. The qualified Bidders will be informed through e-mail / fax / SMS. Bidders therefore shall provide the necessary information for communication.
5. It is to be ensured that complete information is filled up by the Bidders so as to enable evaluation of the Office Space Offered. Formats submitted with incomplete information and not conforming to the requirements are liable to be rejected.
6. The Bid documents are to be signed by the authorized signatories.
7. The layout of the Office Space offered is to be enclosed with the Bid. The details of the Firm / Owner offering Office Space are to be enclosed. The Bank Account Number and the PAN of the Owner is to be provided. The legal documents pertaining to the space offered for lease are to be provided.
8. The property tax, water tax, etc., levied by the Government are to be borne by the Owner.
9. The lease will be for an initial period of three to five years.
10. Payments will be made monthly to the Owner after deduction of the tax at source (TDS) as applicable from time to time.
11. The standard government terms and conditions for signing of the agreement will be applicable on acceptance of the Offer.
12. The Offers given by the Bidders will be evaluated by the Regional Office, UIDAI, by physical inspection of the premises. The evaluation will be done by assigning a weightage to each of the parameters listed in the Office Space Evaluation Format. This evaluation would establish the suitability of the Office space to the requirement of the Organization.
13. On evaluating the suitability of the Office Space offered by the Owners, the commercial offer will be opened. The Bidders’ score will be determined by dividing lowest financial quote (arrived on the basis of comparison of financial quotes of all the Owners who have offered the Office Space) by the financial quote of each of the Owners. For example, if four agencies A, B, C & D have quoted Rs. 40/-, Rs. 30/-, Rs. 50/- and Rs. 60/- respectively then the Owners’ scores will be 75, 100, 60, and 50 respectively $((30/40) * 100; (30/30) * 100; (30/50) * 100; (30/60) * 100 ;)$. The total financial implication along with the escalation, maintenance and taxes will be taken into account for evaluation of the Commercial Offer.
14. The suitability of the Office space based on the technical bid and evaluation by the UIDAI will be assigned a weightage of 70% and the commercial offer as given by the Bidder will be assigned a weightage of 30% in arriving at the most competitive quote.

Requirement Format (Technical Bid) for Office Space, Regional Office, Hyderabad

Sl. No	Parameters	Requirement	Information / Details Offered by the Bidders
1.	Location of the Office Space with complete address.	Prominent Locality; easy accessibility from the Airport and other state and Central government Offices.	
2.	Extent.	8,000 to 10,000 square feet.	
3.	General layout.	The office space should be laid out in a single floor, should be clean, and well lit with a sober décor with Senior Officers cabins on one side and work stations and other cabins on the other side. The furniture should be in a very good condition.	
4.	Reception and waiting room	An attractive and spacious reception area with waiting space or room for visitors.	
5.	Air-conditioning.	The place is to be centrally air-conditioned. There should be a facility to operate air-conditioning separately for the server room and the Officers' rooms (DDG and ADGs).	
6.	Number of Cabins with required furniture.	One large cabin for the DDG with ante room, four medium sized cabins for the ADGs, five cabins for other senior officers; Well furnished; ergonomic furniture.	
7.	Number of work stations with chairs.	30-35 work stations in cubicles with ergonomic chairs.	
8.	Conference Hall.	Conference Table and Chairs to accommodate 12-15 Officers; equipped with the required presentation facilities.	
9.	Meeting Rooms, Pantry and Dining Space.	At least two meeting rooms would be required each accommodating 6-8 Officers. A pantry and a conveniently located dining space.	
10.	Cabins for equipment; servers; records.	Adequate number of rooms to house the equipment; reprographic machines; records.	
11.	Toilets & Wash Rooms.	Adequate number of toilets; fully functional; with modern fittings; water supply; ventilated and in good condition; separate toilets for Officers and staff; separate toilet for ladies.	
12.	Security arrangement	Round the clock security for the Office.	
13.	Parking facilities provided.	Parking for 12 four wheelers and 30 two wheelers.	
14.	Connectivity.	Voice and Data ports to all cabins and work stations.	
15.	Power Back-up.	24 hours power back-up through DG set with adequate capacity to cover the functioning of the Office.	
16.	Lifts / Staircase / emergency exits.	Functional and adequate number of lifts; staircase and emergency exits.	
17.	Water Supply.	24 hours good quality water supply.	

Annexure-C

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Format for Commercial Offer (Commercial Bid)

Sl. No	Particulars	Offer by the Bidder
1.	Area Offered in Square Feet	
2.	Lease Period	
3.	Rent per square feet per month	
4.	Taxes applicable on the rent	
5.	Maintenance charges per square feet	
6.	Other charges, if any	
7.	Validity of the Offer	
8.	Payment Terms	

Requirement Format (Technical Bid) for Office Space, Regional Office, Hyderabad

Sl. No.	Parameters	Requirement	Weightage for evaluation
1.	Location of the Office Space with complete address.	Prominent Locality; easy accessibility from the Airport and other state and Central government Offices.	10
2.	Extent.	8,000 to 10,000 square feet.	
3.	General layout.	The office space should be laid out in a single floor, should be clean, and well lit with a sober décor with Senior Officers' cabins on one side and work stations and other cabins on the other side. The furniture should be in a very good condition.	30
4.	Reception and waiting room.	An attractive and spacious reception area with waiting space or room for visitors.	
5.	Air-conditioning.	The place is to be centrally air-conditioned. There should be a facility to operate air - conditioning separately for the server room and the Officers' rooms (DDG and ADGs).	
6.	Number of Cabins with required furniture.	One large cabin for the DDG with ante room, four medium sized cabins for the ADGs, five cabins for other senior officers; Well furnished; ergonomic furniture.	20
7.	Number of work stations with chairs.	30-35 work stations in cubicles with ergonomic chairs.	
8.	Conference Hall.	Conference Table and Chairs to accommodate 12-15 Officers; equipped with the required presentation facilities.	20
9.	Meeting Rooms, Pantry and Dining Space.	At least two meeting rooms would be required each accommodating 6-8 Officers. A pantry and a conveniently located dining space.	
10.	Cabins for equipment; servers; records.	Adequate number of rooms to house the equipment; reprographic machines, records.	
11.	Toilets & Wash Rooms.	Adequate number of toilets; fully functional; with modern fittings; water supply; ventilated and in good condition; separate toilets for Officers and staff; separate toilet for ladies.	10
12.	Security arrangement.	Round the clock security for the Office.	10
13.	Parking facilities provided.	Parking for 12 four wheelers and 30 two wheelers.	
14.	Connectivity.	Voice and Data ports to all cabins and work stations.	Essential Parameters. No weightage is given. Proposals without these basic facilities will be rejected
15.	Power Back-up.	24 hours power back-up through DG set with adequate capacity to cover the functioning of the Office.	
16.	Lifts / Staircase / emergency exits.	Functional and adequate number of lifts; staircase and emergency exits.	
17.	Water Supply.	24 hours good quality water supply.	

