

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

No UIDAI/Hyd./ Vehicles /2009

Dated: 04 January 2010

To,

Name and Address of the Vendor.

Regional Office, UIDAI, Hyderabad invites sealed quotations from registered and reputed agencies/firms for hiring AC /Non AC taxis of various types for a period of one year.

Sealed quotations with separate Technical and Commercial bids duly filled in the proforma and kept under one sealed cover envelope shall be sent to the undersigned on following address: **Assistant Director General (ADG), Regional Office, UIDAI, V Floor, “L” Block, AP Secretariat, Hyderabad – 500 022.**

Tender should be accompanied with a demand draft of Rs 12,000 (Rs. Twelve thousand only) **in favour of PAO, Planning Commission, New Delhi** along with the technical bid for the purpose of Ernest Money Deposit (EMD).

Tenders should be clearly super-scribed on the top of the envelop **“Tender for hiring of taxis for the Regional Office, UIDAI, Hyderabad”** and dropped in the box provided for the purpose at the **Regional Office, UIDAI, V Floor, “L” Block, AP Secretariat, Hyderabad.**

Quotation should reach this office latest by 1500 hours on 18th January 2010. No quotation will be entertained thereafter.

The Technical Bids shall be opened first in **Regional Office, UIDAI, V Floor, “L” Block, AP Secretariat, Hyderabad** on 18<sup>th</sup> January at 1600 hours by the Committee authorized by the competent authority and in the presence of those tenderers who wish to be present. The Commercial Bids of only those tenderers whose Technical Bids have been accepted by the Regional Office, UIDAI, Hyderabad, shall be opened at the same venue on 20<sup>th</sup> January, 2010 at 1500 hours. The Competent Authority reserves the right to cancel any or all the quotations without assigning any reason.

The tenders can also be collected from **Regional Office, UIDAI, V Floor, “L” Block, AP Secretariat, Hyderabad.** Same is also available on our website <http://uidai.gov.in>

Assisstant Director General,  
Regional Office, UIDAI, Hyderabad.

To:

Copy to NIC: Tender document may kindly be uploaded on the website <http://uidai.gov.in>

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

**GENERAL TERMS AND CONDITIONS**

1. **Parties:** - The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and the Regional Office, UIDAI, Hyderabad.
2. **Addresses:** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Regional Office, UIDAI, Hyderabad. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Earnest Money:**
  - 3.1 Earnest Money of Rs.12,000/- (Rupees Twelve thousand only) in the form of Demand Draft of any nationalized bank in favour of **PAO, Planning Commission, New Delhi** must be deposited by bidders along with their duly filled up technical bid. Earnest money of unsuccessful bidders will be returned within 30 days of the award of contract.
  - 3.2 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 Bid Security will be forfeited to the Government.
  - 3.3 Tenders without Earnest Money will be summarily rejected.
  - 3.4 No claim shall lie against the Government / Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
4. **Preparation and submission of Tender:**

The tender should be submitted in two parts namely, Technical Bid (in form given in Annexure-III) along with Earnest Money Deposit and Commercial Bid (in form given in Annexure-IV) and each should be kept in a separate wax sealed cover. Both the bids should be kept in another sealed cover addressed to the undersigned. The outer envelope containing wax sealed cover should bear the address, Tender Number and date, subject of tender, date and time of opening of the same. The inner envelopes should be super-scribed with Tender Number, subject of Tender, whether the envelope is containing “Technical Bid” or “Commercial Bid” and date of opening of tender.
5. **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 to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of

attorney duly executed by the partners of the firm.

(c) Director or principal officer duly authorized by the Board or Directors of the Company, if it is a Company.

N.B.

(1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn 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.

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

(3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid 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, Hyderabad may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

(4) The tenderer should sign and affix his/his firm's stamp at each page of the tender and all its Annexures as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED /DETACHED FROM THIS TENDER DOCUMENT.** (This sub-clause will not be applicable in cases where signing of a separate agreement is considered necessary by the Regional Office, UIDAI, Hyderabad if necessary.

6. **Technical Bid:** The Technical Bid should be submitted in the form indicated in Annexure-III 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 Annexure-II.

7. **Commercial Bid:**

7.1 The Commercial Bid should be submitted in the form given in Annexure-IV 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 20.01.2010 at 1500 hours in our Office Premises at AP Secretariat. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Commercial Bids.

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

7.3 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.

8. **Validity of the Bids:**

The bids shall be valid for a period of one year from the date of opening of the tenders.

9. **Opening of Tender:**

The tenderer himself or not more than one representative may be present at the opening of the

tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

10. **Criterion for Evaluation of Tender:**

10.1 The Technical Bids will be opened by a committee authorized by the competent authority at 1600 hours am on 18<sup>th</sup> January, 2010 in the **Regional Office, UIDAI, V Floor, ‘L’ Block, AP Secretariat, Hyderabad** in the presence of such tenderers who may wish to be present.

10.2 The Commercial Bids of only those tenderers whose Technical Bids have been accepted by the Office will be opened at 1500 hours on 20<sup>th</sup> January 2010 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.

10.3 In order to have a single rate index for evaluating and comparing the tenders of different tenders for different categories of vehicles, the UIDAI has assigned weightages to each category (including to the rates quoted for extra time or extra kilometer) 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:

**Stage I: Consolidated Index for one Category**

Firstly, for each category, the Average Daily Rate will be arrived at by following formula.

Avg. Daily Rate (D) = (Daily Rate for 10 Hrs & 100 Kms)\*(0.96) + (Rate for each Extra Kms beyond 100)\*(0.01) + (Rate for each Extra Hour beyond 10 Hrs.)\*(0.03)

An Example will clarify the working of this formula:

Example: If the daily rate quoted for a category is Rs. 1000 (for 10 Hrs and 100 Kms), the per km rate for extra kms. is Rs. 10 and per extra hour (beyond 10) is quoted as Rs. 40 then the average daily rate for that category will be :  $1000*(0.96)+10*(0.01)+40*(0.03) = 960+.1+1.2 = 961.3$

Similarly Average Monthly Rate will be calculated as

Avg. Monthly Rate (M) = (Monthly Rate for 2500 Km or 26 days) \*(0.96) + (Rate per Extra day beyond 25 days)\*(0.038) + (rate for per extra km beyond 2500 km)\*(0.002)

Again an Example will clarify the working of this formula.

Example: If the Monthly Rates quoted for a category is Rs 25000, extra per day beyond 25 days Rs 1000 and extra per extra Km beyond 2500Km is Rs 10 then the average monthly rate will be  $(25000*(0.96)+1000*(.038)+10*(0.002)=$  Rs 24038.02

**Stage II: Over-all Consolidated Rate Index**

At this stage the average rates for each category and both options (monthly or daily) shall be used to compute the aggregate index for all categories and options. The formula for this one

will be as below:

$$\text{Over-all Consolidated Rate Index} = [M_1*(0.10)+ M_2*(0.70)+ M_3*(0.20)]*(0.90) + \{[D_1*(0.30) + D_2*(0.40) + D_3*(0.30)]*26\} * (0.10)$$

Where

M<sub>1</sub> = Average Monthly Rate for Category 1

M<sub>2</sub>= Average Monthly Rate for Category 2,

M<sub>3</sub> = Average Monthly Rate for Category 3,

And

D<sub>1</sub> = Average Daily Rate for Category 1

D<sub>2</sub> = Average Daily Rate for Category 2,

D<sub>3</sub> = Average Daily Rate for Category 3,

And \* is used as the symbol for multiplication.

Again an example is given below to clarify the working of this formula:

Suppose the Average Monthly Rates for each category (Category 1, 2 and 3) are Rs. 25,000, 30,000, 35,000 respectively and the average daily rates arrived at in stage I for three categories (1, 2 and 3) are Rs. 1000, 1200 and 1500 respectively. Then the Over-all Consolidated Rate Index will be:

$$\begin{aligned} &= [25000*.10+30000*.70+35000*.20]*.90+ \{[1000*.30+1200*.40+1500*.30]* 26\} * 0.10 \\ &= [2500+21000+7000]*.90+ \{[300+480+450]* 26\} * 0.10 \\ &= [30500]*.90+ [1230]* 26 * 0.10 \\ &= 27450+3198 = 30648 \end{aligned}$$

- 10.4 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 6 months, extendable up-to one year if performance/service is found satisfactory on review after six months. The contract so awarded can be terminated by the Regional Office, UIDAI, Hyderabad at any time after giving a notice of 15 days if there is a fall in performance.

11. **Right of Acceptance:**

11.1 The Regional Office, UIDAI, Hyderabad reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Competent Authority of the Regional Office, UIDAI, Hyderabad in this regard shall be final and binding.

11.2 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will result in rejection of bid.

12. **Communication of Acceptance:** The successful tenderer will be informed of the acceptance of their tender by registered post.

13. **Security Deposit:**

13.1 The successful tenderer shall furnish Bank Guarantee Bond of Rs. 2,00,000.00 ( Rupees Two Lakhs only) as Performance Security in favour of **PAO, Planning Commission, New Delhi**

towards within 7 days of the date of acceptance of tender.

13.2 The Bank Guarantee can be forfeited by order of the Competent Authority of the Regional Office, UIDAI, Hyderabad 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, Hyderabad 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.

14. **Disclaimer:** Near relatives of employees of the Regional Office, UIDAI, Hyderabad are prohibited from participation in this tender. Near relatives for this purpose are defined as:
- (a) Members of a Hindu Undivided Family.
  - (b) Husband or wife.
  - (c) Father, mother, son(s), son's wife (daughter-in-law), daughter(s), daughter's husband (son-in-law), brother(s), brother's wife, sister(s) and sister's husband (brother-in-law).
15. **Breach of Terms and Conditions:**  
In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Department in that event and the Security Deposit in the form of Performance Bank Guarantee shall be encashed.
16. **Sub-letting of Work:** The firm shall not assign or sublet the work or any part of it to any other person or party.
17. The tender is not transferable.
18. Terms of payment:
- 18.1 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.
- 18.2 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. The bill is to be submitted to the PAO, Planning Commission, New Delhi through the Regional Office, UIDAI, Hyderabad and the payments will be released by the PAO, Planning Commission, New Delhi.
- 18.3 All payments shall be made by cheque only.
- 18.4 Regional Office, UIDAI, Hyderabad shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
- 18.5 The term 'payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.

18.6 TDS as applicable will be recovered from the payments made.

19. **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 arbitral tribunal containing a Sole Arbitrator to be appointed by Regional Office, UIDAI, Hyderabad. The arbitration proceedings shall take place Regional Office, UIDAI, Hyderabad. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed hereunder and in force shall be applicable to such proceedings.

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

**PARAMETERS AND TECHNICAL SPECIFICATION  
FOR EXECUTING THE WORK**

1. The list of Vehicles along with photocopies of registration book should be attached with the tender.
2. (i) The firm should be registered and should furnish a copy of registration certificate in support thereof.  
  
(ii) The firm should have minimum three years of experience. Satisfactory Service Certificates from existing/past employers should be enclosed, in this regard.  
  
(iii) Income Tax payment certificates for the last 2 years should also be provided by the firm.
3. (i) Vehicles to be provided by the Contractor should be in perfectly sound working condition and suitable for use by Senior Officers.  
  
(ii) Vehicles supplied should not be more than one year old as on date of contract. The firm should specify the numbers of such vehicles enclosing copies of their RC. The successful firm should ensure that only such vehicles are deputed in this office.  
  
(iii) Tentative requirements of vehicles will be six for monthly hiring. A backup of minimum of 2 cars should also be ensured by the firm.  
  
(iv) The vehicles should require to be comprehensively insured.  
  
(v) The vehicles will have to be fitted /provided with the following additional accessories/utilities.
  - Clean seat covers
  - Quality radio music system
  - Reading lamp
  - Tissue paper box
  - Car perfume
  - Mobile charger
  - Seat Belts (Front Rear)
  - Umbrella during Monsoon

Firms should have sufficient numbers of drivers having experience of driving in Hyderabad, Andhra Pradesh and the states of Orissa and Chattisgarh.

- (vi) Only such Vehicle Operators may apply whose Vehicles have been duly authorized by the concerned RTO for use as public transport and who have telephone connections available at their Premises/Garage/Stand from where such vehicles are to be operated and can be requisitioned by the Regional Office, UIDAI, Hyderabad.
- (vii) The firm should ensure that the drivers employed hold valid driving license, are well

behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as security instructions.

- (viii) Each driver employed by the firm must have a cell-phone duly activated.
  - (ix) Each driver should wear uniform while on duty.
  - (x) No mileage will be allowed for lunch/tea of the driver. Driver should carry his lunch.
  - (xi) A list of drivers who would be deployed on duty along with their valid driving license nos. has to be provided to the Regional Office, UIDAI, Hyderabad.
  - (xii) The firm should inform in advance the bio- data of all drivers who would be deployed on duty to the Unique Identification Authority of India.
  - (xiii) Declaration from the transporter on their letter-head stating that the drivers provided are of Good Character, vetted by police for security, have valid driving license and are aware of the roads of Hyderabad will be provided to the Regional Office, UIDAI, Hyderabad.
4. The firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office.
  5. The firm should have a provision to take bookings 24 x 7
  6. The firm should be experienced in providing fleets for events, delegations, meetings and conferences etc.
  7.
    - a. Full Day would imply a run of the Taxi upto 100 kilometers and/or 10 hours duration.
    - b. Full month would imply 2500 kms and 26 days.
  8. Rates once finalized will be fixed at least for a period of one year. Upward change in rates will not be considered due to any hike in petrol/diesel/CNG prices or taxes.
  9. Any complaint from the users regarding poor upkeep, maintenance, non availability of above accessories or any misbehavior of the driver would attract a cut from the bill for that day(s) @ 25% in the first instance, 50% in the second instance and removal of driver and/or vehicle from the fleet on the third instance.
  10. Any overtime arising due to breakdown of vehicle supplied by Transporter shall be on his account and shall not be charged to the UIDAI
  11. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per govt. instructions and the log book shall be submitted to the concerned officer in UIDAI regularly for scrutiny.
  12. A vehicle will be allowed for booking only in condition when the Milo meter is sealed. If during the running of the vehicle it is found that the Milo meter is unsealed then forfeiture of hiring charges and a penalty as fixed by UIDAI will be imposed.
  13. The time and mileage shall be taken in to account from the reporting time at the appointed place (both at the time of reporting and closing). There will be no dead mileage. In other words to and fro journeys from the taxi stand to the reporting place and releasing place to taxi stand will not be counted for computing the mileage or time.
  14. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and drivers should not be changed unless so requested for by the UIDAI. The vehicle must be available at any time of days as desired by the UIDAI.
  15. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of similar make as replacement immediately.
  16. The liability of the UIDAI will be limited to the hiring charges agreed in the contract.
  17. No additional terms & conditions over and above the conditions stipulated above shall be entertained by UIDAI
  18. Actual parking charges will be payable along with the monthly bills, only upon submission of the parking bills.
  19. The agency will be responsible for compliance of all statutory provisions related to minimum Wages, etc. in respect of the drivers deployed by it. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare

- schemes applicable to the drivers deployed by them in this Office.
20. While the Regional Office, UIDAI, Hyderabad has a regular requirement for hiring vehicles, it shall have the right not to utilize the services at all at any time for any period without giving any notice. The Office will also reserve the right to conclude a parallel Rate Contract with other Bidders for hire of vehicles even during the period of contract. The Regional Office reserves the right to hire vehicles from the parallel Rate Contract Holders if the services provided by the regular contract holder are not up to the mark. Revision of rates will not be entertained during the period of contract.

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

Tender No.UIDAI/Hyd./Vehicles/2009 -

Dated : January 2010

**TENDER FORM-1 TECHNICAL INFORMATION AND UNDERTAKING (Technical Bid)  
(See Clause 6 of Annexure-I of this Tender Document)**

1.	Name of the Tenderer/Concern:	_____
2.	Address (with Tel. & Mob. No.): Email and fax:	_____
3.	Address and Tel. No. of Garage:	_____
4.	Nature of the concern : _____ (i.e.Sole Proprietor or Partnership firm or a Company or a Government Department or Public Sector Organisation)	
5.	Registration Number of Tenderer / Concern : (Attested photocopy of registration should be attached)	
6.	PAN of Tenderer/ Concern : _____ (Attested copy should be attached)	
7.	Demand Draft No. _____ dated _____ towards earnest money Bank name / branch _____ Amount Rs. _____	
8.	Whether each page of Annexure has been signed and stamped : YES/ NO	
9.	List of Important Organisations with addresses and Telephone numbers to whom taxi services have been provided during the last three years with a period of contract along with copies of the Sanction order for contract and remarks of the organization for whom the work was conducted may be enclosed with quotations.	
11.	Address of garage	
12.	List of the vehicles alongwith their registration No , name in which the vehicle is Registered, type of vehicle and the year of purchase	

**Dated :** \_\_\_\_\_

**At :** \_\_\_\_\_

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

## UNDERTAKING

1. I/ We undertake that I/ we have carefully studied all terms and conditions and understood the parameters of the proposed work of the Regional Office, UIDAI, Hyderabad and shall abide by them.
2. I/ We also undertake that I/ We have understood “Parameters and Technical Specifications for conducting the Work” mentioned in Annexure-II of the Tender No. No UIDAI / Hyd. / Vehicles / 2009 dated ..... January 2010 and shall conduct the work strictly as per these “Parameters and Technical Specifications for conducting the work”
3. I/ We hereby certify that none of my relative(s) as defined in disclaimer clause of Annexure-I is/ are employed in the Regional Office, UIDAI, Hyderabad.
2. I/ We further undertake that the information given in this tender are true and correct in all respects and I / we hold the responsibility for the same.

**Dated :** \_\_\_\_\_  
**Place** \_\_\_\_\_

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

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

Tender No.UIDAI / Hyd./Vehicles/2009

Dated: January 2010

**TENDER FORM- 2 COMMERCIAL INFORMATION  
(See Clause 7 of Annexure-I of this Tender Document)**

**1. Daily Option:**

Rate (inclusive of all taxes and levies except service tax & parking charges) for Vehicles as indicated below:

Sl. No.	Make	Rate for full day (10hrs or 100 Kms)		Rate per Km after full day		Rate per hour after full day	
		AC	Non-AC	AC	Non-AC	AC	Non-AC
1.	Indica, Ambassador						
2.	Indigo, Qualis Maruthi Esteem, Tavera,		--		--		--
3.	Hyundai Accent, Maruthi S X4, Hyundai Verna, Honda City, Optra, Toyota Innova		--		--		--

Note: The Service Provider will also provide half-day service (5 Hrs or less and 50 Kms) and the rates for that will be equal to half the rates quoted above in column 3. Rates for extra kilometrage will be the same as mentioned in column 4. Obviously, rates for extra hour will not be required for half day case.

**2. Monthly option:**

Rates of vehicles on monthly basis:

Sl. No.	Make	Rate for full day (10hrs or 100 Kms)		Rate per Km after full day		Rate per hour after full day	
		AC	Non-AC	AC	Non-AC	AC	Non-AC
1.	Indica, Ambassador						
2.	Indigo, Qualis Maruthi Esteem, Tavera,		--		--		--
3.	Hyundai Accent, Maruthi S X4, Hyundai Verna, Honda City, Optra, Toyota Innova		--		--		--

It should be clearly understood by the service provider that there will be no separate payments for extra time in any day during the monthly arrangements.

3. Any other information.

Dated : \_\_\_\_\_

Place:

Signature of Tenderer: \_\_\_\_\_

(with stamp of the firm)