

HQ-11014(19)/1/2021-ADMIN-HQ

**Additional Terms & Conditions for Hiring of Comprehensive Facility Management Services (CFMS)
in UIDAI HQ, New Delhi-110001 through Custom Bid on GeM**

**UNIQUE IDENTIFICATION AUTHORITY OF INDIA,
Ministry of Electronics & Information Technology (MeitY)
New Delhi-110001
2022**

SECTION I - Instruction to Bidders

Unique Identification Authority of India (UIDAI) Headquarter invites bid for “**Comprehensive Facility Management Services (CFMS) in UIDAI HQ**” through Custom Bid on GeM Portal.

- 1.1 Bidders are advised to study the Bid document carefully and submit online bid after careful study and examination of the bid document with full understanding of its implications. Bid offers prepared in accordance with the procedures enumerated in the bid should be submitted online through GeM Portal only not later than the date and time laid down in this Custom Bid.
- 1.2 **Manual bids shall not be accepted.**
- 1.3 Not more than one bid shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to bid for the same Tender as separate competitors. A breach of this condition will render the bids of both parties liable to rejection.
- 1.4 The bidder, who has downloaded the bid from the GeM portal/UIDAI website www.uidai.gov.in, shall not tamper/modify the bid document form including downloaded price bid template in any manner. In case, if the same is found to be tampered/modified in any manner, tender will be completely rejected and bidder is liable to be banned from doing business with UIDAI as per provisions of GFR.
- 1.5 Intending bidders are advised to visit GEM website <https://gem.gov.in/> and UIDAI website www.uidai.gov.in regularly for any corrigendum/ addendum/ amendment.
- 1.6 Bid/Tender Fees is exempted in terms of Rule 161 (iv) of GFR, 2017 for wider participation and ease of doing business.
- 1.7 Bids will be opened as per date/time as mentioned in the Custom Bid floated on GeM and the schedule of Financial Bid opening will be intimated to technically qualified bidders through GeM portal with the approval of competent authority.
- 1.8 All the Bids must be accompanied by **Bid Security Declaration**, in the format as mentioned in **Annexure-V** in terms of Rule-170 (iii) of GFR-2017.
- 1.9 The transfer of Bid and subcontracting is not allowed, in case found, the bid/contract will be rejected/cancelled along with forfeiture of Performance Security/PBG.
- 1.10 **Schedule for Invitation to Bid:**
 - 1.10.1 Name of the Purchaser:

The CEO, Unique Identification Authority of India,
Ministry of Electronics & Information Technology, Govt. of India,
4th Floor, UIDAI HQ Building, Bangla Sahib Road,
Behind Kali Mandir, New Delhi-110001
 - 1.10.2 Addressee and Address:

The Deputy Director (Admin), UIDAI (HQ),
Ministry of Electronics & Information Technology, Govt. of India,
4th Floor, UIDAI HQ Building, Bangla Sahib Road,
Behind Kali Mandir, New Delhi-110001
 - 1.10.3 Name of the Contact Person for any clarification :

Mr. V. P. Tyagi, Deputy Director (Admin), UIDAI (HQ),
Ministry of Electronics & Information Technology, Govt. of India,
4th Floor, UIDAI HQ Building, Bangla Sahib Road,
Behind Kali Mandir, New Delhi-110001.
- 1.11 Queries should be submitted via E-mail only at- dd.admin-hq@uidai.net.in

- 1.12 Important Dates: As mentioned in GeM Custom Bid.
- Note: The UIDAI shall not be responsible for delay in online submission of the bid, whatsoever may be the reasons.*
- 1.13 **Opening of the Bids and Technical Evaluation:** The Bids received will be opened as per the scheduled date and time mentioned in the Critical date sheet and will be handed over to the duly constituted Technical Evaluation Committee (TEC).
- 1.14 **Technical Evaluation:** The TEC will carry out pre qualification, technical evaluation, scrutiny of all the bids as per terms and conditions specified in the Bid Document. The TEC is entitled to recommend clarification, if any from any/all the bidders as per GFR provisions. The bidders possessing all the requisite qualifications/evidences/documents as spelt out in the Bid Document (**Annexure-I**) and other terms and conditions found in order by TEC, would be considered as technically qualified after approval of competent authority. The financial bids of technically qualified bidders would be opened and evaluated by Financial Evaluation Committee (FEC).
- 1.15 **Evaluation in case of Tie/More Bidders having same Bid value:** In case during Financial Evaluation, if it is found that there are more than one Bidder quoting same Bid value/ Rate, the L-1 bidder will be decided by using "Run L-1 Selection Tool" available on GeM Portal
- 1.16 As per guidelines issued by Ministry of Finance OM dated 28th Jan, 2014 quoting any service charge/administration charge as Nil (in Any of the Financial Bid or its part), the bid shall be considered as unresponsive and such bid should not be considered.
- 1.17 The Bid Document is not transferable.
- 1.18 **Preparation of bids**
- a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
 - b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
 - c. All the documents to be submitted should be clearly legible.
 - d. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 1.19 The bids submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.
- 1.20 **Firm Prices:** Prices offered/quoted should be firm and final and shall not be increased on any account whatsoever except the statutory requirements such as GST etc.
- 1.21 **Discount:** The Bidders are advised not to indicate any separate discount. Unconditional discounts, if any, should be merged with the quoted prices. Discount of such type, indicated separately, will not be taken into account for evaluation purpose. However, in the event of such an offer, without considering discount, is found to be the lowest, the UIDAI shall avail such discount at the time of awarding the contract.
- 1.22 The Performance Security shall be denominated in Indian Rupees, and shall be in the form of a Performance Bank Guarantee (PBG) or e-PBG and shall be issued by a Commercial Bank, in the proforma provided at Annexure-IV in the Bid Document and shall be valid for 60 days beyond the contract validity period.

- 1.23 In exceptional circumstances, the UIDAI may ask the Bidder to extend the validity of the Bid. However, the Bidder shall not be permitted to modify its bid.
- 1.24 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder/Authorised signatory and duly sign the corrections, if any.
- 1.25 **Address for Correspondence:** The Bidder shall fill up complete official address, place, and email in the technical bid proforma (Annexure 'I') to make official correspondences.
- 1.26 **UIDAI's right to vary scope of contract at the time of award:** The UIDAI has the right to increase or decrease the scope of the work by 25% of the contractual value or as per actual requirement/consumption, within the **Contract Period**.
- 1.27 UIDAI has right to accept or reject any Bid or all the Bids.
- 1.27.1 The UIDAI reserves the right to accept any bid, and to annul the Bid process and reject all bids at any time prior to award of Contract, without assigning any reasons and incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s).
- 1.28 **Clarification:** When deemed necessary, the UIDAI may seek clarification on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance or price quoted in the bid submitted online.
- 1.29 **Notification of Award:** Prior to expiry of bid validity/extended period, the UIDAI will notify the successful Bidder in writing that his/her bid has been concluded and accepted as a successful bidder including Contract Form/Agreement (**Annexure-III**) provided in the Bid Document.
- 1.30 The notification of award will constitute the formation of the Contract.
- 1.31 The successful bidder shall submit Performance Bank Guarantee (PBG @ 3% of Contractual value) within 21 working days from the date of receiving of the notification of award.
- 1.32 **Signing of Contract :** Within **10 working days** from the date of receipt of the Contract Form, both the parties shall sign two copies of the contract with date on a Stamp paper (provided by service provider) of Rs 100/-.
- 1.33 In case of failure, the successful Bidder may be blacklisted for doing business in UIDAI as per provisions of GFR.
- 1.34 **Bid Pre-Qualification Criteria:** The Firms/Agencies shall meet the followings technical eligibility Criteria as mentioned in **Annexure-I** and submit the details as following: -
- 1.34.1 Bidder shall be a single entity (called sole bidder) {**Enclose self attested copy of Registration Certificate of Firm**}.
- 1.34.2 The bidders should have registered office in NCT of Delhi (**Enclose self attested evidence in support of address like Certificate of Incorporation/GST Registration/Labour License etc.**).
- 1.34.3 The bidder should have registrations of **PAN, GST, ESI, EPF & Labour registration (Enclose self attested copies of certificates)**.
- 1.34.4 The bidder should have completed following works in last **Five** financial years ending on 31.03.2022 (i.e. FY 2017-18 to 2021-22): -
- **One** similar work of single contract/work order value not less than 80% of the estimated cost of bid.
- OR
- **Two** similar works with each of single contract/work order value not less than 50% of the estimated cost of bid.

OR

- **Three** similar works with each of single contract/work order value not less than 40% of the estimated cost of bid.

Note: Similar work shall mean "Operation & Maintenance of Electrical System, Fire Fighting System, lifts, Air-conditioning System, Sewage treatment plant, Building Management System in a Central Government/State Government/Central autonomous body/Central PSU/Municipal corporations/State PSU/Railway stations/ Government hospitals, Delhi Metro, or reputed industrial house etc"

- 1.34.5 The bidder should furnish Copies of contracts/work orders/documentary evidence of successful execution/ completion certificates duly certified by respective departments in support of their eligibility as per Para 1.35.4 above, in support of Past Experience of Similar Services along-with names, address and contact details of clients with this bid for verification by the Buyer.
- 1.34.6 Proof of Average Annual Turnover which should not be less than Rs. Seven Crore Only for the last three Financial Year's i.e. 2019-20, 2020-21 & 2021-22 along with IT returns, audited Balance sheet and profit and Loss account for the same period shall also be uploaded. **All these proofs should be CA Certified.**
- 1.34.7 The bidder should furnish self certified copy of Bank account Details/ copy of cancelled cheque.
- 1.34.8 The bidder should furnish copy of latest annual GST return for FY ending on 31.03.2021 (Form GSTR-9) **duly certified by CA.**
- 1.34.9 The bidder should furnish the signed copy of declaration with the technical bid as per format mentioned in **Annexure-VI.**
- 1.34.10 The bidder should furnish the Undertaking/certificate to the effect that it has not been blacklisted and no criminal cases are pending against the Promoters, Directors or Partners or Proprietor, of the Bidder or have been convicted in past and no near relative declaration as per format mentioned in **Annexure-VII.**
- 1.34.11 The Bidder shall possess valid **ISO 9001, ISO 14001, ISO/IEC 20000:1, ISO/IEC 27001 and OHSAS 45001** certification. Self Attested Copy to be furnished.
- 1.34.12 The firm should have hired/engaged at least 1000 skilled/semi-skilled/unskilled workers during any of the last three financial years ending on 31.03.2022. Documentary evidence (duly signed by HR Head of the Firm) should be furnished in this regard.
- 1.34.13 The Bidder should furnish **Bid Security Declaration**, in the format as mentioned in **Annexure-V**
- 1.35 **Evaluation and Selection Mechanism**
- 1.35.1 **Selection of the Bidder:** The bid will be evaluated as per LCS based selection method in terms of Rule 193 of GFR 2017. The stages of the evaluation will be as under:
- 1.35.1.1 Technical Stage- It will have two parts, (i) Pre Qualification (ii) Technical Evaluation
- 1.35.1.2 Financial Stage-Financial Evaluation
- 1.35.2 **Evaluation process:** Scrutiny of the Bid Documents at **first stage of technical evaluation** will be done by the TEC as per the **Pre Qualification eligibility criteria** mentioned in **Annexure-I** of the bid document to determine whether the documents submitted by the Bidders are in proper order and complete as per the requirements of this bid. The bidder processing all the requisite pre-qualification criteria as per Annexure-I would be considered for Second stage of Technical Evaluation. If required, UIDAI may seek specific clarifications from any or all Bidders(s) at this stage
- 1.35.3 In the **second stage of technical evaluation**, the technical bids of only those bidders, who have met the pre-qualification criteria as per para 1.35.2 above, will be further

evaluated by TEC. If required, UIDAI may seek specific clarifications from any or all Bidders(s) at this stage. The technical evaluation criteria are as under:

Sr. No.	Evaluation Criteria	Item	Marks	Max. Marks
1	Average Annual Turnover for Last three financial years ending on 31 March, 2022	7 -10 Crore	05 Marks	15
		Above 10 - 50 crores	10 Marks	
		Above 50 Crores	15 Marks	
2	Number of Manpower on roll	1000- 5000	05 Marks	15
		5001 – 10000	10 Marks	
		Above 10000	15 Marks	
3	<p>Number of orders executed during last Five financial years ending on 31.03.2022 (i.e. FY 2017-18 to 2021-22):-</p> <p>(i) Three similar completed works costing more than the amount equal to 40% of the estimated cost of Bid.</p> <p>OR</p> <p>(ii) Two similar completed works costing more than the amount equal to 50% of the estimated cost of Bid.</p> <p>OR</p> <p>(iii) One similar completed works costing more than the amount equal to 80% of the estimated cost of Bid.</p>	Max. 5 sets will be considered for evaluation and marks will be awarded on proportionate basis in case of incomplete set. {for (i) three completed works will be counted as One set, For (ii) two completed works will be counted as One set and For (iii) one work will be counted as One set}	4 Per Set	20
4	Quality Related Marks (Valid ISO 9001, ISO 14001, ISO/IEC 20000:1, ISO/IEC 27001 and OHSAS 45001)	ISO 9001 (less than 5 Year)	1 Marks	15
		ISO 9001 (More than 5 Year)	3 Marks	
		ISO 14001(less than 5 Year)	1 Marks	
		ISO 14001(More than 5 Year)	3 Marks	
		ISO/IEC 20000:1 (less than 5 Year)	1 Marks	
		ISO/IEC 20000:1 (More than 5 Year)	3 Marks	
		ISO/IEC 27001 (less than 5 Year)	1 Marks	
		ISO/IEC 27001 (More than 5 Year)	3 Marks	
		OHSAS 45001 (less than 5 Year)	1 Marks	
		OHSAS 45001 (More than 5 Year)	3 Marks	
5	PowerPoint presentation by those bidders who have qualified stage-I of Technical Evaluation as per Annexure-I, based on site visit of UIDAI HQ which would include detailed Scope of Work and to deal with and client feedback.	-	35 marks (To be awarded by TEC)	35
Total				100

- 1.35.4 The bidders scoring minimum 70 (Seventy) marks in technical evaluation as mentioned in Para 1.35.3 above, would be considered technically qualified and will be eligible further to open the financial bid.
- 1.35.5 **Financial bids** of shortlisted agencies who qualified the technical evaluation as per Para 1.35.4 above, will be evaluated by the Financial Evaluation Committee. Financial evaluation by FEC (Financial Evaluation Committee) will be purely based on the total cost of financial proposal as per Annexure-II and L-1 will be decided accordingly.
- 1.35.6 If there is a discrepancy between words and figures, the amount in words shall prevail.
- 1.36 UIDAI, HQ reserves the right, if required to verify/confirm all original documentary evidence submitted by the bidder in support of above-mentioned clauses of eligibility criteria
- 1.37 **Rejection Criteria:** The following vital conditions should be strictly complied. Failure, if any, may invite the bid rejection:
- 1.37.1 Offers made without Bid Security Declaration.
- 1.37.2 Offers, which do not conform bid validity as per Custom Bid on GeM.
- 1.37.3 Offers, which do not conform UIDAI's commercial bid format.
- 1.37.4 Offers where prices are not firm during the entire duration of the Contract and / or with any qualifications.
- 1.37.5 Any other criteria, which UIDAI seems fit to reject such as non compliance of statutory requirement.
- 1.37.6 Any alteration / overwriting / cutting in the bid (commercial) should be duly countersigned else, it will be out rightly rejected.
- 1.37.7 Conditional bid, if any, shall be rejected.
- 1.38 The Bidder shall bear all costs associated with the preparation and submission of online bids, including clarification of the bids, if so desired by the UIDAI and in no case; UIDAI shall be responsible or liable for the cost incurred, regardless of the conduct or outcome of the Bidding process.
- 1.39 The bidders are advised to inspect the premises, etc. where the services are required to be offered and assess for requirements by themselves on the date of pre-bid meeting.
- 1.40 **Calculation of Contractual Work Experience:** The calculation of contractual similar work experience described in Clause 1.34.4 and 1.35.3 above will be made on Pro-rata basis with respect to the documents submitted by the respective bidders. The illustrations in this respect are mentioned hereunder: -

Illustration-1: Suppose a bidders submitted the documents of similar work experience with following credentials: -

- (i) Date of start of contract: 01.07.2016
- (ii) Date of Completion of Contract: 30.06.2019
- (iii) Total period of contract: 03 Years
- (iv) Total approved amount for contractual period: 18 Crore

Solution: The amount of work experience on pro-rata basis will be as under: -

- (i) Total Contractual period falling within the required period i.e. FY 2017-18 to FY 2021-22: **27 Months i.e. 01.04.2017 to 30.06.2019**
- (ii) Contractual amount for 27 Months: **18 Crore X 27/36 = 13.50 Crore.**

Illustration-2: Suppose a bidders submitted the documents of similar work experience with following credentials: -

- (i) Date of start of contract: 01.07.2020

- (ii) Date of Completion of Contract: 30.06.2023
- (iii) Total period of contract: 03 Years
- (iv) Total approved amount for contractual period: 15 Crore

Solution: The amount of work experience on pro-rata basis will be as under: -

- (i) Total Contractual period falling within the required period i.e. FY 2017-18 to FY 2021-22: **21 Months i.e. 01.07.2020 to 31.03.2022**
- (ii) Contractual amount for 21 Months: **15 Crore X 21/36 = 8.75 Crore.**

Section II-Scope of the Work

2.1 INTRODUCTION: The Comprehensive Facility Management Services (CFMS) shall be provided for the office complex: **UIDAI Head Quarter Building, Bangla Sahib Road, New Delhi**. The scope of work envisaged in this tender for UIDAI Head Quarter Building is given below:

A. **OPERATION** - operation of all services/systems/equipment shall start from date of award of contract or as per the date mentioned in agreement.

B. **MAINTENANCE:** The periodic maintenance of all services/systems/equipment is included in the scope of CFM agency. However, comprehensive maintenance of the following is included in the scope of CFM agency w.e.f. date of award of contract:

(i) Audio Visual Equipments [Projectors/Screens/HD video Conferencing system, Audio Conferencing System].

(ii) Computers/Laptops/ Scanners/ Printers [APPROX. Computers-250, Laptops-150, Scanners-4, Printers-150 may increase/ decrease as per requirement of UIDAI]

(iii) The comprehensive maintenance of all systems/services/equipment installed in the building except the exclusions as defined in the clause number 2.1.6 are deemed to be included the scope of CFM agency,

(iv) Comprehensive operation and maintenance of the following but not limited to :-

- a) Main Building (G+9) except House Keeping
- b) STP
- c) UG Tank
- d) HT Room
- e) Guard Rooms
- f) HT & LT power supplies and Distribution
- g) Diesel generating sets, UPS & All electric systems
- h) Lifts
- i) Water systems - raw water, drinking water, flush water and sanitation, water tank cleaning
- j) Fire fighting systems - fire hydrants, smoke detectors & fire extinguishers, Fire Alarm & Public addressing System
- k) Air conditioning systems (VRF system), Building Management System
- l) LV Systems (Access Control System, CCTV System, Data Networking including Network Hardware/cables (LAN/WAN, EPABX including telephones instruments/cables) etc.
- m) Compost Machine at Gd Floor
- n) Façade Cleaning and Maintenance of Façade Cleaning System/equipment.
- o) Building maintenance
- p) Audio Visual Equipments- Projectors/Screens/HD video Conferencing system, Audio Conferencing System etc.
- q) Comprehensive maintenance of Computers/ Laptops/ Scanners/ Printers (APPROX, Computers-250, Laptops-150, Scanners-4, Printers-150 may increase/ decrease as per requirement of UIDAI). The terms & conditions of this CMS are mentioned in Annexure-VIII.
- r) Comprehensive AMC of all above electrical & mechanical equipments with OEM (Original Equipment Manufacturer) only AND COPY OF THE AMC's, Work order details to be submitted to UIDAI for record purpose. The AMC with OEM should always be valid and operational during the period of this contract to be signed with the selected agency.

2.1.1 The details of facilities/ services at UIDAI HQ Building are given in the following sections; however, Bidder is advised to visit the site to understand the various systems/services installed/equipped before participation in the bid.

2.1.2 The unit rates quoted should be kept firm and valid during the entire period of contract and no escalation shall be permissible for any reason whatsoever after award of contract.

2.1.3 The rates quoted by Vendor shall include all liabilities such as supervision, wages, overtime, leave, bonus, increment, retrenchment compensation, insurance and all other statutory

payments, including providing **the** tools and tackles under Service Provider's scope of supply, overheads, profits etc. for which no extra payment whatsoever will be made by UIDAI.

2.1.4 CFM agency to operate and maintain all equipment as per OEM guidelines/ O & M manuals.

2.1.5 CFM agency to log the complaints with OEM and get the repairs/rectifications done.

2.1.6 Bidder to note that the scope of work does not include the following:

- a) Housekeeping/Watch and Ward & Fire Safety/Catering/ Vertical Garden
- b) Maintenance of horticulture.
- c) Rooftop Solar Power Plant.
- d) Security Gadgets such as X-ray baggage scanner, DFMD, handheld metal detector, boom barrier, etc.
- e) Automated Car parking system at 1st floor.

2.2 Area of the Complex and buildings: The total plot area is 1.099 acres, the scope of work includes operation and comprehensive maintenance of the followings: -

Sr. No.	Description
1.	HQ BUILDING
1.1.	Ground Floor
1.2.	First Floor (Except Automated Car Parking System)
1.3.	Second Floor (Common areas such as staircases, lift lobbies etc.)
1.4.	Third Floor
1.5.	Fourth Floor
1.6.	Fifth Floor
1.7.	Sixth Floor
1.8.	Seventh Floor
1.9.	Eighth Floor
1.10.	Ninth Floor
2.	HT Meter Room (G)
3.	Guard rooms
4.	3 Nos Staircases from ground to Terrace
5.	Terrace, etc.
6.	UG tank and STP
7.	Any other place where UIDAI feels to deploy.

2.3 Complex Working Hours: The working hours of office are from 9.30 AM to 6.00 PM with weekly off on Sundays. However, the office may be opened on Sunday as per the requirement.

2.4 Civil & Finishing works: Maintenance/minor repairs for all the civil works such as expansion joints, painting, Door frames, flush door shutters, Fire Doors, flooring (Italian marble, vitrified tiles/carpet, wall panelling (Laminate/veneer), Pantry cabinets, Aluminium/glazed windows, Spider glazing, Granite Dry Cladding, False Ceiling, Rest room cubicles, Acrylic solid surfaces in toilets, signage, roller blinds, roads, pavements/foot paths etc, SS railing, Staircases, Lift lobbies, furniture, manpower for facade cleaning, sofas, chairs, tables etc.

2.5 General Scope of work for E & M (Electrical & Mechanical) works:

- a) The agency shall depute well experienced staff in the relevant field for maintenance of electrical services. The minimum deployment for three shifts.
- b) The Service Provider / Comprehensive Facility Management (CFM) agency will be responsible for timely payment of wages, ESI & PF etc to all the workers engaged by the Service Provider /CFM agency. The Service Provider /CFM agency will submit the proof of ESI & EPF to UIDAI monthly. All labour laws shall be strictly followed by the Service Provider/ CFM agency.
- c) All the installations shall be kept neat and clean and in working order.

- d) It will be responsibility of the CFM agency to ensure immediate operation of the DG Set in case of power failure.
- e) Mobile oil and filters of DG Sets should be changed at least once within 6 months or after running of 250 Hrs. whichever is earlier & nothing extra shall be paid on this account.
- f) All other good maintenance practices shall be followed.
- g) Watch and ward of the equipments shall also be the responsibility of the CFM agency.
- h) All losses due to theft or pilferage of equipments etc. shall be borne by the CFM agency.
- i) The CFM agency shall ensure that his staffs follow all safety precautions. In case of any mishappening or injury, CFM agency shall be fully responsible for the same.
- j) Electricity Bills & Waters Bills shall be paid by UIDAI.
- k) The details of Labour/Technicians deployed on various activities by the CFM agency shall be submitted daily to UIDAI for information & record.
- l) Lighting etc. of all electrical points should be in working order of entire office building at all floors/locations.
- m) Temperature in AC area should be maintained at suitable temperature as decided by UIDAI.
- n) CCTV System will be operated by CISF & maintained by CFM Agency.
- o) Fire Control Room shall be manned separately by UIDAI & CFM agency shall carry out the comprehensive maintenance only.
- p) Minimum required E&M staff for electrical accessories i.e. DG sets, AC plants, pumps, lifts etc. services per day on shift basis.

2.6 HT & LT power supply and distribution: -

- a) Operation & Preventive maintenance shall be carried out as per specification/recommendation of Original equipments manufacturers.
- b) Preventive and break down maintenance and record keeping etc. in respect of electrical substation, transformers Panel Bus Bar, HT Panel, LT Panel, AMF Panel, capacitor panel, Distribution Panel etc. Electrical Control Panel room including maintenance of switch gears, panels for AC, garden light and lift room, water pump and power factor panels, UPS, earthling system etc., and co-ordination & getting necessary assistance from statutory authorities in emergency situations.
- c) Preventive and breakdown maintenance, record keeping etc., of Distribution Boards For AC, light and power and MCBs on all floors Maintenance of lighting, power points, switches, fans, water pumps, motors etc.
- d) Replacement of faulty lights and maintenance of other installations on continuous basis both indoor and outdoor.
- e) Checking the power factor and operating the capacitor bank for PF correction to avoid any penalty.
- f) Daily checking of the working of UPS, load sharing conditions, maintaining battery bank, reporting faults.
- g) Visual inspection of HT & LT panels every day, cleaning of panel, recording of various data including; voltage, power, energy at different areas. Periodic checking of protection relays for correct operation, tripping etc.
- h) Visual checking of Vacuum circuit Breaker and transformers.
- i) Visual inspection of main L.T. panel and capacitor panel, checking of breaker operation, replacement of any blown control fuses/ indicating lamps, recording readings of voltmeter, ammeter, KWH meter, etc. Cleaning of panel and periodic checking of relays for proper tripping.
- j) Visual checking and regular cleaning of all distribution boards, checking of proper operation of MCB's, tightening of any loose contacts and wires, replacement of faulty MCB's / ELCB's etc.
- k) Visual checking feeder pillars and cables, cleaning of feeder cables, checking and tightening of loose connections, replacement of lamps in street lighting poles, garden lighting, façade lighting, Checking of Cables & Cable Trays and Necessary Attention etc.

- l) Physical checking and Attention of bus duct and bus risers for loose connections, cleaning of bus ducts, checking of bus duct insulation by instruments, fire barriers, etc., tightening of nuts and bolts for incoming and outgoing, checking of hot spots in bus ducts and cables.
- m) Tightening of wiring wires, checking of conduits and wiring above false ceiling.
- n) Watering of earth pits, checking of earth resistance by instruments, tightening of all nuts and bolts and cleaning of all joints, Checking & Attention of Earthing System.
- o) Ensuring continuity of power of 11KV system and switching ON and OFF the breaker in case of tripping and power failure. Liaisons with local electrical authorities for continuation of power and checking and preparation of bills distribution.
- p) Ensuring Availability & Reliability of 415V Power Supply to All Occupants as well as to the Common Services including all E&M Systems. Attention of All Breakdowns & Restoration of Power Supply in the minimum possible time.
- q) Periodic Checking & Attention of HT & LT cables, Cable Trays, Raceways etc.

2.7 Diesel generating sets:

- a) Operation of DG sets preventive maintenance, checks and minor maintenance.
- b) Major breakdowns, A, B, C & D checks with prior approval and on reimbursement basis on the diesel engine in coordination with OEM during maintenance by them.
- c) Daily & Weekly trials (no load), cleaning of filters.
- d) Diesel Stock Monitoring and reporting requirement for fresh stock.
- e) Coordination with officer designated by UIDAI for diesel purchasing with prior approval of authority.
- f) Operation & Day to Day Maintenance of DG Sets (Supply of Diesel with prior consent of UIDAI, cost of the diesel shall be reimbursed and onetime cost of transportation deemed to be included in the quoted rates) including Cleaning of generating sets, visual inspection of diesel leakage and checking lubricating oil and diesel levels, test starting of generating sets ensuring the set voltage etc., logging the data, Periodic change of oil filters etc., checking of Radiators, pumps, DG Auxiliary Panels, etc.
- g) Checking & Attention of AMF panel, cleaning, and setting relays for correct sequence, cleaning of relay contacts, testing of AMF panel.
- h) Visuals checking & Attention of LT bus duct for loose joints, loose suspension etc and rectifying the same, checking of insulation & temperature rise by instruments. Temperature measuring instrument will be provided by CFM Agency.
- i) Regular checking of battery voltage and adding distilled water if required and, if necessary, tightening of terminals on the batteries and the engine, Day to Day Maintenance as per the Manufacturer's Recommendations
- j) Checking & Attention of the exhaust fans for any noise, balancing works etc.
- k) Monitoring the consumption of diesel/HSD and lube oil. Keep a check on the levels of the H.S.D/diesel and individual day tanks daily and report for the same.
- l) Standard operating procedure will be prepared and followed as per norms for Disposal of waste & scrap, if any.
- m) Periodic checking and maintenance of All Electrical equipments and Earthing system as per Indian Standard/ National/ International standards as applicable.
- n) Day to Day Maintenance & Periodic checking of Online Uninterrupted Power Supply System (UPSs) including Batteries/water.
- o) Operation & Annual Maintenance Contracts of DG Sets & Online UPS and Liasoning with AMC Vendor/ Contractor/CFM agency and Day to Day Execution of AMC shall be the Responsibility of CFM Agency.

2.8 Daily Checks for Electrical System/UPS/DG Sets-

2.8.1 Electrical System: -

- i. All electrical fittings/ fixtures are in working condition and any replacement, if required, is undertaken with immediate effect so as to avoid any unanticipated inconvenience.

The work involves cleaning of louvers, replacement of damaged chokes, tube light lamps, starter, holders, rewiring for fittings, repair of defective circuits and rewiring of circuits if required including shifting of fixtures or lights/ power points etc.

- ii. Lighting power points at walls, floors and other places i.e. 6A & 16 A switches and sockets etc. including Lighting distribution network, DP switches, MCBs, Industrial sockets for window/ split AC units.
- iii. Wall mounted fans, Exhaust fans, Pedestal fans, Ceiling fans, Air Circulators, Hotcase, Heat converters, Room Heaters etc.
- iv. Plant Rooms, Electrical rooms in different floors including lift machine rooms from ground floor to terrace comprising of power & lighting distribution boards, UPS-DBs, MCBs, Fuses, power contactors, Switch Fuse Units etc.
- v. Rising main for normal/ Emergency lighting circuits and UPS supply and associated junction boxes, contractors, control switches, MCCB's/ Switch fuse units.
- vi. Capacitor banks of rating specified including auto/manual control to improve power factor between 0.95 to 0.99 and as per prevailing Electricity acts /norms in force.
- vii. Power Supply to LT motors including air-conditioning, Fire Pump motors, water supply pumps and STP plant etc. & their control panels and push button stations. The scope of work shall also include crimping of Lugs, fixing of glands, re-winding of motors as per written instructions of UIDAI/ Engineer-in-Charge.
- viii. Providing telephone connection (However new equipments & accessories if any) will be provided by UIDAI and shifting of telephones whenever required in office buildings and elsewhere as desired by UIDAI/ Engineer-In-Charge.
- ix. All the equipments & the area shall be kept clean at all the time.
- x. Cleanliness of electrical cables, cable trays, wire and gadgets in the common areas, exposed ducts, piping.
- xi. H.T & L.T. cables (11 KV and 415 Volts) including end terminations, straight through jointing, Glanding & Crimping of Lugs, testing including shifting of cables as and when required. All type of Electrical connections is to be maintained.
- xii. Insulation of live connections and joints in live wire is to be undertaken properly by using PPE (Personal Protective Equipment).
- xiii. Detailed inspection of LT/ HT panels is undertaken.
- xiv. Proper Maintenance of the earthing system.
- xv. Preventive & Predictive Maintenance schedules for DG sets.
- xvi. Performance parameter of DG sets.
- xvii. Routine maintenance of equipments

2.8.2 UPS:-

- i. Operation of UPS systems comprising of UPS panels with SVR Panels, AC Distribution Boards & battery Banks & maintenance of AC Distribution Boards.
- ii. UPS power points at walls, floors and other places i.e. 6 A & 16 A switches and sockets etc. including UPS distribution network, DP switches, MCBs, Industrial sockets.
- iii. Cleaning of battery terminals, application of Petroleum Jelly on battery terminals, tightening of inter connections etc. for all the UPS systems as mentioned elsewhere.
- iv. Maintaining logbook for recording the on/ off operations and input/ output parameters i.e. voltage, current, frequency etc.
- v. It shall be the responsibility of Service Provider to monitor the function, healthiness & operational parameters of the UPS systems. Any abnormality or defect noticed should be immediately brought to the notice of UIDAI.
- vi. Specialized repairs by OEM shall be provided to the UPS systems as & when required.
- vii. Logging of complaint & follow up with the OEM.

viii. Operation timings of UPS systems shall be as per direction of UIDAI

2.8.3 DG Set: -

- i. Check the condition of Batteries, level of oil, fuel, water in the radiator, pressure gauges, temp. gauges, and safety devices etc.
- ii. Operator shall maintain log books for the operations and maintenance activities.
- iii. Batteries are to be top up with distilled water, Cleaning of terminals of Batteries and applying of petroleum jelly on the terminals as per requirement.
- iv. Schedule of maintenance has to be followed as per OEM instructions and A Check to be carried out by Service Provider himself.
- v. The hose pipes, unions & bolts to be checked for any damage or leakage and same to be replaced as & when required.
- vi. Alternator slip rings to be checked for its smooth surface without any abrasions. Carbon brushes to be checked for its smooth operation etc.
- vii. Check for any abnormal sound from DG Sets and report to UIDAI/ Engineer-in-Charge
- viii. Stack emission testing of all the DG sets installed at UIDAI Office Complex shall be carried out by FMC Service Provider once in every year from NABL accredited lab and reports shall be submitted to UIDAI/UIDAI for records. No extra payment shall be tenable to the FMC Service Provider towards the same

2.8.4 Works which are required to be carried out on WEEKLY BASIS for Electrical System/ UPS/ DG Sets: -

- i. All the feeders of MCCs & PCCs are to be checked for trouble free operation i.e. operation of switch fuse units, proper rating of fuses, over load relays, checking of contacts for the contactors, over heating of coils or wiring due to loose connection etc. For this purpose a schedule is required to be made identifying the numbers of Panels/transformers, which are to be taken on which Saturday, i.e. 1st, 2nd, 3rd and 4th Saturday in a Month. Schedule is required to be prepared in consent with UIDAI.
- ii. Floor wise lighting fixtures are required to be cleaned. For this purpose also, a schedule is required to be made underlying in which Saturday which floors are to be taken up for cleaning purpose of lighting fixtures. However for cleaning purposes, proper cover is required to be provided for spreading over to avoid falling of dust/ dirt on Workstations/ Tables/ other furniture's and documents.

2.8.5 Works which are required to be carried out on MONTHLY BASIS for Electrical System/UPS/DG Sets: -

- i. On fourth Sunday, all panels (HT/ LT), transformer, DG Sets are required to be thoroughly cleaned and checked for any loose connection.
- ii. The Service Provider shall carry out regular routine & preventive maintenance of the ACDBs & battery banks & shall maintain records in the formats approved by UIDAI.
- iii. All the safety relays of AMF panel are to be functionally checked and calibrated as & when required by the testing agency.
- iv. Service Provider has to arrange for preventive maintenance of all electrical equipments once in a Month, which includes thorough cleaning of Panels/ Transformers (inside/ outside), checking for loose bolts/ cable connections/ busbar joints and tightening of the same, verification for any opening in Panels/ Terminal boxes and sealing of the same immediately to prevent entry of Rodent/ Lizards/ Insects inside Panel. A register is to be maintained indicating no of Panels and date, when preventive maintenance is carried out. Same is required to be carried out on Sunday only, since shutdown is required to be taken. Cost towards this shall be considered inclusive in the quoted price and no separate payment is tenable.

2.8.6 Documentations: -

- i. Ensure proper functioning & correct readings of Electrical meters. Daily recording of meters shall be undertaken. Log sheet to be made in consultation with UIDAI/ Engineer-In-Charge for recording of electrical data shift-wise. It is the responsibility of the Service Provider to maintain all the data in soft form, shift wise on monthly basis also.

- ii. All standard formats recommended by Equipment manufacturers are to be followed & maintained.
- iii. A proper record of diesel consumption shall be maintained by the operator and same shall be reviewed by the Service Provider's supervisor before submission to UIDAI/ Engineer-in- charge.
- iv. Generating Equipment History: Service Provider shall maintain equipment failure report, service reports, maintenance cost and related information

2.8.7 Lifts: -

- i. Monitoring and day to day maintenance of lifts inside the building, operating (Switching on & off) lifts and as per instructions of the office, monitoring the working of lifts, reporting faults to the AMC provider and coordinating during maintenance by them.
- ii. Record keeping of the maintenance details, getting license renewals from the authorities after approval from UIDAI. Statutory fee shall be reimbursed by UIDAI.
- iii. Annual Maintenance Contract of the Lifts and Liasoning with AMC Vendor and Day to Day execution of AMC shall be the responsibility of the CFMS Agency.
- iv. Adequate number of operators shall be made available for each shift.

2.8.8 Water systems - raw water, drinking water, flush water and sanitation, water tank cleaning: -

- a. Checking & satisfactory operation of water pumps & accessories, water level in the main tanks, overhead tanks etc.; operation and maintenance of all kinds of Water Supply, Distribution, Drainage, STP, Sump & Dewatering pumps installed in the building checking for water leakage's in pipe lines and rectifying the same to ensure proper and regular supply of water to the building.
- b. Checking of all Services shafts/ rainwater shaft, drain shafts, toilet shafts, Other Shafts etc for leakages or other defects and immediate rectification of the same.
- c. Cleaning of all tanks at least once a month and also whenever need arises. The cost of cleaning of water tanks which shall be borne by the agency.
- d. To ensure that all sumps are maintained clean at all times.
- e. To ensure that toilet fittings/ loose connections, leakages, etc in common area are not there. Replace all damaged / broken or lost fittings within 24 hrs.
- f. Cleaning of external drain periodically.
- g. Ensuring adequate water supply to various pantries and toilets.
- h. Day to Day Operation & Maintenance of RO units installed at various floors (Make & Model : Kent Elite RO purifier having purification capacity 50 litre/hr - 2nos , Kent Elite II RO purifier having purification capacity 100 litre/hr - 13nos)
- i. Monitoring and ensuring satisfactory functioning of STP Plant.
- j. Comprehensive Annual maintenance contract of STP and liasoning **for** comprehensive AMC with OEMs/equivalent Vendors to ensure uninterrupted services at all times of the day.
- k. Coordinate with External Agency and ensure water supply in underground tanks and arranging water from water tanker agency when there is shortage of raw water supply.
- l. Pumping of water from underground tanks to overhead tanks as per requirement and ensuring continuous supply in the premises.
- m. Coordinating with an external agency for any major repair needed in pipe line requiring modification, welding and re-routing of pipe lines etc.
- n. Minor plumbing and sanitation works including minor repair of pump and motor like rewinding of motor etc.
- o. Maintenance, repair and removal of blockage if any in drains and manholes, the charges to which shall be borne by the agency.
- p. Material purchases in coordination with UIDAI representative for plumbing and sanitation works as and when required.
- q. Regular draining out of water collected in the drains of underground plant room.

- r. Proper maintenance of tap sensors and replacement of batteries as required during operation. No separate payment shall be made on this account.
- s. Maintenance of Irrigation System for Horticulture.
- t. Maintenance of Rain water harvesting pit.

2.8.9 Fire fighting system - fire hydrants, smoke detectors & fire extinguishers: -

- a) Operation, Monitoring and Maintenance of Fire Hydrant System, hose pipe & nozzle etc.
- b) Operation & Maintenance of Fire Pumps, Valves & other Accessories as per recommendations of the Manufacturer/ Relevant BIS Standards.
- c) Operation and maintenance of motors.
- d) Preventive and minor break down maintenance of pipe lines and distribution valves.
- e) Major repairs like rewinding of motors, pipe line modification etc.,
- f) Actual fire fighting in the event of fire, fire information & reporting to UIDAI and nearest fire station in coordination with Fire Safety Agency hired by UIDAI in a separate contract.
- g) Periodic Checking and maintenance of Portable Fire Extinguishers including refilling as per periodical schedules / as required and Record maintenance.
- h) Testing of fire fighting system after every 15 days by using water for plantation and cleaning of building.
- i) Fire/Smoke Detection/ Fire Alarm System - First line maintenance, responding to fire alarm, checking the reason for alarm and taking corrective action. Further conducting periodical Fire Evacuation Drills with Fire Safety Agency.
- j) Annual maintenance contracts of fire/Smoke detection and alarm system and liasioning with comprehensive AMC Vendor/Contractor/ Agency and day to day execution of AMC shall be responsibility of CFMS agency.
- k) To carry out mock fire drill as per the guidelines of Delhi Fire Service in coordination with Fire Control Room /Fire Safety Agency.
- l) Maintenance of Clean Agent Gas System for Server Room (Gas Suppression System)- Make: Tyco/UTC, Qty - 1no.
- m) All defected (Non repairable) hose pipes, reels coupling/ binding to be bring in notice to UIDAI representative immediately to replace it with new one.

2.8.10 Air conditioning systems: -

- a) Operation & Maintenance to be carried out as per the Original Equipment Manufacturers (OEM) recommendations/ Relevant National/ International Standards and bidder shall also enter into Annual Maintenance Contract for Air Conditioning System (VRF).
- b) CFM agency shall enter into AMC with OEM of VRV system provided in the building. Liasoning with AMC Vendor/Contractor/ Agency and Day to Day execution of AMC shall be the responsibility of the CFMS Agency.
- c) Attending complaints of systems which include routine as well as breakdown maintenance of all the system.
- d) Vendor shall supply minimum following consumables & general spares / items for smooth operation of all the system and the rates quoted by them should be inclusive of following items :-
 - Refrigerant Gas.
 - Lubricating oil for compressor systems.
 - Packing /Couplings/gaskets/insulation material/other general spares.
 - All electrical spares e.g. Fuses / Relays, contactors, Condensers etc.
 - Indoor units Filter /Belts / Bearings / Valves / Other spares etc.
- e) All tools & tackles, manpower, transportation and other resources required for executing the job shall be in the scope of the Service Provider. No extra charges will be paid by the UIDAI regarding tools & tackles, manpower, transportation etc.

- f) Spares of compressor, control panel card, Software etc. which may be required during maintenance of the all the system will have to be supplied by the Service Provider as per instruction of the Authority.
- g) The Vendor has to maintain a maintenance register during each visit mentioning what kind of job has been done during that visit. Service Provider also has to provide maintenance report.
- h) Maintaining the temperature as per the designed parameters or as specified by UIDAI.
- i) Operating of HU's as and when required.
- j) Regular checking of HU's (Like checking of bearing, belt and greasing).
- k) Regular electrical termination checks up of HU's and pump starters and motor.
- l) Periodic cleaning of AHU filters.
- m) Periodic cleaning of AHU cooling coils.
- n) Periodic checking of AHU drain.
- o) Replacement of AHU bearing, shaft, belts as and when required.
- p) Checking of water level in the expansion tanks.
- q) Attending to the A/C breakdown calls in the building.
- r) Checking the noise level of A/C equipment.
- s) Operation & Maintenance of AHUs.
- t) Operation and maintenance of the Ventilation fans.
- u) Regular checking & Attention of Ducting, Insulation, Grills & Diffusers.
- v) **Monthly Maintenance :-**
- Maintenance of all filters, fans, diffusers, cooling coils, Refrigerant Gas make up etc.
 - Tightening of belts, foundation bolts of equipment, alignment of belt pulleys and couplings.
 - Examining indoor/outdoor units & operating linkage for smoothness.
 - To check the gland /seal, coupling of units.
 - To check the safety controls Mechanical, Electrical/ Electronics and inter-locking of the various equipments.
 - To check all piping/insulation/proper positioning/damage and rectifying the same where ever required.
 - Inspect/check entire line for leakage and rectification of leakage, if any.
 - To check and lubricant (if required) the bearing of the fans/motors and keep the proper record.
 - To check the foundation bolts of the units/motors and to take the necessary action if required.
 - Check the quantity of Air flow from various out lets in each room/ Area as per drawings and do adjustment of dampers etc as and when required.
 - Check the performance of equipment of VRF plant for proper functioning
 - Any other job required to be attended during course of Checking and to keep the plant in perfectly working conditions.
- w) **Quarterly Maintenance:-**
- Checking / setting / rectification of all safety and automatic controls.
 - Complete Overhauling of indoor/outdoor units, FCU, Fans.

- Maintenance of Fresh Air & Exhaust Air Fans and their Balancing, if required. Observe the operation of all the dampers and make necessary adjustment in linkage and blade orientation for proper operation.
- Functional checks & calibration of all switches, thermostats, humidistat and other instruments rectification of the same if required.
- Any other job required to be attended during course of checking / as per OEM and to keep the plant in perfectly working conditions.
- Maintenance of all Electrical equipment Feeders, Panels, Bus Bars, Cubicles, Motors, Heaters, Circuit Breakers, Power Points, etc. pertaining to HVAC as per standard electrical maintenance practice and as directed by concerned maintenance engineer. The maintenance and repairing of motors, Software re-installation (if required) etc. are also within the Vendor's scope of work.
- The gas charging in VRF system will be executed by vendor, whenever required.

NOTE: All the equipments/installations shall always be kept in good and trouble free operating conditions. All the required record for break-downs/repairs and maintenance etc. shall be maintained in the form of history books and logbooks etc. as per directions. All the maintenance works shall be carried out in accordance with the manufacturer's specifications and instructions of UIDAI/ Facility In-charge /Engineer- In - Charge or his representative. All the general & special tools, tackles required for proper maintenance and repairs/break down etc, shall be arranged by the Service Provider at his own cost. The rates shall be all inclusive of establishment as well as consumables as per schedule of work. The Service Provider is required to assess the probable quantity of all types of consumables likely to be required for replacement for keeping all the installations in good working conditions and include the lump sum cost of these consumables. Nothing extra on any account shall be payable over and above the approved all-inclusive comprehensive rates of the contract. The consumables shall be of best standard quality purchased from the original manufactures or authorized dealers only and shall be approved by the UIDAI /Engineer-In-Charge before use. UIDAI may direct the Service Provider to use consumables of its choice from the listed/approved vendors. All consumables shall be arranged by the Service Provider for which para 4.24 {4.24.1(Inclusion) & 4.24.2(Exclusion)} to be referred in each case. A list shall be prepared by the Service Provider for major & minor consumables and the decision of UIDAI/ Facility In-charge /Engineer-In-Charge regarding the major /minor consumables shall be final. Replaced parts/ spares, used & brunt oil etc will be property of vendor. It is his responsibility to disposed of immediately.

2.8.11 LV System: -

- a) Day to Day Operation & Maintenance of Building Management System, PA/ BGM, Fire Alarm & Detection System, CCTV System, Access Control System & Boom Barriers, Lift Management System, Telephone & EPBX System. Internal/passage area/toilet/office complex & external lighting panel.
- b) AMC of the following Systems with OEM/System Integrators.
 - Lighting Control System.
 - CCTV System.
 - Data Networking system including networking elements switches/firewalls/routers etc.
 - Access Control System.
 - EPABX System.
 - Fire alarm & P.A. System.
 - Integrated Building Management System.
 - Audio Visual Equipment.
 - Computers, Laptops.
 - Gas flooding System for Servers.
- c) Liasoning with AMC Vendor/Contractor/CFM agency and Day to Day execution of AMC shall be the responsibility of the CFM Agency.

2.8.12 Network cables: -

- a) Operation, Maintenance and repair of network cabling inside the building for providing LAN connectivity.
- b) Daily maintenance of Computer, printer, scanner, networking, switches, firewalls, telephone lines, etc.

2.8.13 Façade Cleaning: -

- a) Cleaning of Structural glazing, facade, window glasses (Fixed & Movable), ACP cladding, Granite cladding shall be done once a month with necessary arrangement taking all precautionary measures ensuring safety of workers.
- b) The agency shall arrange all items & tools, etc. related to facade cleaning, if required.
- c) FMS agency should make adequate arrangements of facade cleaning items like ropes, safety belts helmets, hooks, clips, safety harness, medical fitness certificate (Vertigo Test) at the site all time.
- d) FMS agency shall deploy adequate qualified facade team who can handle cradle operation round the year.

2.8.14 Building maintenance: -

- a) Maintenance of building structure by checks of building defects through regular walkthrough and identifying the defects
- b) Minor civil repairs like leakage, replacement/repair of false ceiling, flooring, minor cracks, replacing glass panels, minor plumbing works and other repairs in toilets, touching up painting, replacement of broken tiles etc.
- c) Monitoring and reporting of major civil works those need to be done.
- d) Maintenance of aluminium, wood and glass doors, partitions and windows and repair of handles, locks, lockers, any carpentry work etc.
- e) Maintenance of all signage's in the building.
- f) Major repairs and material purchases in coordination, approval of UIDAI.

2.8.15 AMC of E&M equipments: -

- a) Comprehensive AMC of equipments has to be done as per OEM recommendation and as per schedule given elsewhere in the tender document.
- b) Where Comprehensive AMC is not available or has/expired, comprehensive AMC has to be done within one month of issue of LOA by CFM agency.
- c) Where comprehensive AMC is running, comprehensive AMC has to be renewed after expiry of AMC. Till currency of existing comprehensive AMC, Liaisoning with AMC Vendor/ Contractor/CFM agency and Day to Day execution of AMC shall be the responsibility of the CFM Agency.
- d) All comprehensive AMC taken by CFM Agency should continue till minimum of 4 month after completion period of CFM. Also extension of comprehensive AMC should be done such that it expires at the end of 4th month beyond completion period of CFM. Copy of contract agreement of running comprehensive AMC done by CFM would be handed over to UIDAI.
- e) The cost/charges of AMC of all these equipments shall be borne by CFM agency.

2.8.16 Providing workforce: -

The Service Provider has to provide workforce in sufficient numbers to maintain the building as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the UIDAI. Minimum requirement of workforce to be deployed is given hereunder:-

S. No	Designation	Quantity	Minimum Education Qualification	Remarks
1	Technical Manager	1	B. Tech /B.E. (Electrical) with 3-4 years of maintenance/ construction/ commissioning Experience OR Diploma in electrical with 5 to 7 years experience in similar field	—
2	Technical Supervisor – Electrical	3	Diploma in required Field with 4 years of Experience in similar work.	—
3	Electrician	6	Diploma in required Field with 2	Skilled

			years of experience or ITI with 3 years of experience in relevant field.	
4	Multi skilled Technician.(Electrical, plumber, ,Welder) Combination of any two or more	6	Diploma in required Field with 2 years of experience or ITI with 3 years of experience in domestic work	Skilled
5	D.G. Technician cum Operator	3	Diploma in required Field with 2 years of experience or ITI with 3 years of experience in relevant field.	Skilled
6	Fire Technician(Repair Maintenance/ Testing)	3	Diploma in required Field with 2 years of experience or ITI with 3 years of experience in relevant field.	Skilled
7	Fire Technician Helper	3	Diploma in required Field with 1 year of experience or ITI with 2 years of experience in relevant field.	Semi-skilled
8	Lift Operator	2	Diploma in required Field with 2 years of experience or ITI with 3 years of experience in relevant field.	Skilled
9	CCTV/LV System Operator (Lighting Control, CCTV, Data Networking, Access Control, EPABX System, Fire alarm & P.A. IBMS, AV Equipment, Computers, Laptops & Gas flooding System)	5	Diploma in required Field with 2 years of experience or ITI with 3 years of experience in relevant field.	Skilled
10	Technical Supervisor - H.V.A.C	1	Diploma in required Field with 4 years of Experience in similar work	Supervisor
11	A.C / HVAC Technician	3	Diploma in required Field with 2 years of experience or ITI with 3 years of experience in relevant field.	Skilled
12	Technical Supervisor – Civil	1	Diploma in required Field with 3-4 years of Experience in similar work	Supervisor
13	Carpenter	2	ITI/ 10th Pass with experience of 3-4 years experience in carpentry work in relevant field.	Skilled
14	S.T.P Technician cum Operator	3	Diploma in required Field with 2 years of experience or ITI with 3 years of experience in relevant field.	Skilled
15	Fitter	2	Diploma in required Field with 2 years of experience or ITI with 3 years of experience in relevant field.	Skilled
16	Masson	1	10th Pass with 3-4 year experience in domestic Masson work relevant field.	Semi-Skilled
17	Plumber	2	Diploma in required Field with 2 years of experience or ITI with 3 years of experience in relevant field.	Skilled
18	Plumber -Helper	1	10th Pass with 1 year experience in relevant field.	Semi-Skilled
19	Painter cum PUTAI WAALA	1	10th Pass with 4-5 year experience in domestic painting work.	Semi-Skilled
20	Sewarman	1	10th Pass with 1 year experience in relevant field.	Semi-Skilled

21	Multi Tasking Staff for Data Entry Work	1	Graduate & experience in MS Office	Skilled
	Total	51		

2.8.17 Supply of material and consumables: -

- a) The Tools/Tackles and consumables, etc. required for successful operation & maintenance of the office complex shall be in the scope of Service Provider/CFM agency.
- b) The Service Provider shall assess the quantity of consumables to be used and procure them in advance and store them at complex on fortnightly/monthly basis. The materials are to be replenished at least 5 days in advance.

2.8.18 Tentative list of Engineering tools/Masonry Tools/ PPEs: - The tentative list of tools to be deployed is given below and cost towards this shall be deemed to be included in the quoted monthly rate.

S. No.	Item Description
1.	Description
2.	Megger (500 V)
3.	Tong tester
4.	Screw Spanner
5.	Shim cutter
6.	Pipe wrench
7.	Digital Thermometer
8.	Bosch drilling machine - ½ inch
9.	Standard Tools like Spanner sets, Hammer, files, steel rule, screw driver,
10.	Air Blower
11.	FRP Ladder 6'
12.	Tools Box
13.	Re chargeable Torch Light
14.	First aid box
15.	Safety belts
16.	Ht gloves
17.	Safety shoe
18.	HVAC tool kit
19.	All major Masonry tools such as trowel, hammer, blocking chisel, power
20.	Multimeter
21.	Brazing tool
22.	Flaring tool
23.	Pipe cutter/tube cutter
24.	Tube press plier
25.	All facade cleaning gears and equipments
26.	All major types of carpentry tools such as measuring tapes, folding ruler, pocket tapes, different types of squares, cutting tools, fastening
27.	Any other items not prescribed but required for operation and

2.8.19 Inclusion & Exclusion of the services:

- 2.8.19.1 Inclusions: -**The following are deemed to be included in the scope of services of CFM agency:

- a) Replacement of bulbs/ tubes /chokes/starters/ Ballasts for high mast in entire internal & external area.
- b) Cost of liaison for renewal of statutory approvals, however, statutory fee shall be reimbursed as per actual basis.
- c) Connectors/ contactors/ lugs/etc
- d) Belts / Bearings / Grease & gland-dori/ cotton waste / Silica Gel / etc and all other similar minor items.
- e) PVC / GI couplings, Conductors, Bends, fuse and other similar minor items
- f) Submission of Daily Position Reports, Failure Investigation Reports, Operation & Maintenance Reports as prescribed by UIDAI.
- g) Maintenance Reports, Log Books etc for Operation & Maintenance of Various Systems & Equipments.
- h) Maintenance of History books of all equipments.
- i) Specialized Tools / Tackles i.e. Chain Pulleys, Telescopic Ladder, portable Hoists (Tractel Machine), Sludge Pumps, OTDR, Welding Generators etc. required for operation and maintenance
- j) In case of shortage of water supply/no supply from Municipal Authority the CFM agency shall arrange the water tankers & the amount shall be reimbursed by the UIDAI.
- k) All items of work relating to replacement/repair shall be done with the prior concurrence/approval of UIDAI. The quality of material/item shall be same as originally provided by UIDAI or of equivalent make
- l) The CFM agency is expected to bear the cost of all replacement & repair of consumable materials for all plant and machineries up to a maximum of Rs. 50,000/- per month, where the monthly limit of Rs. 50,000/- is exhausted, the excess amount shall be reimbursed by the UIDAI.
- m) Wherever the replacement/repair is necessitated due to negligence/ carelessness on the part of the CFM agency, in such cases, the total cost of replacement/repair shall be borne by the CFM agency & it shall not be included in the monthly limit of Rs. 50,000/-. The discretion of Engineer In-charge (Authorized Representative of UIDAI) in this regard shall be final & binding.

2.8.19.2 Exclusions: -

- a) Capital Equipments Replacement/ Major Repair of plant and machineries beyond the cost of 6 lakh per annum.
- b) Equipment Repair / Replacement in consultation with UIDAI.
- c) Cost of Diesel of running DG sets, A check B check etc. shall be borne by UIDAI on reimbursement basis.
- d) Any structural damage Repair.
- e) Statutory Payment to Govt. Bodies for NOC/renewals.
- f) Repair & Rewinding of AHU / Ventilation Fans / Pumps / Motors etc (After Warranty Period).

2.8.20 Office space for CFM Agency: -

- a) An office area of appropriate size shall be provided to CFM agency with free water & power.
- b) Central store Room for keeping consumables / Tools etc shall be provided by UIDAI.

2.9 DETAILS OF UTILITIES IN THE UIDAI HQ BUILDING: -

2.9.1 GENERAL: -The CFM agency shall operate and maintain all the equipment mentioned this section. However, any equipment installed in the building but not mentioned this section shall also deemed to be included in the scope of works.

2.9.2 BASIC FINISHES OF THE BUILDING: -The Building façade is consisting of Exterior Paint, ACP Cladding, structural glazing, spider glazing and granite dry cladding.

a) Staircase, Lift Lobby & Toilets:

S. No	DESCRIPTION	FLOORING	SKIRTING	WALL/ COLUMNS	False Ceiling	REMARKS
1	Lift lobby for three Lift	Imported marble	No skirting	Imported marble	Gypsum board	Common Lift Lobby for 3 Lift
2	Lift lobby for Single Lift	Imported marble	No skirting	Imported marble	Gypsum board	
3	Lift Lobby for Single Lift	Granite	Granite	Granite	Gypsum board	
4	ST-1, ST-2, ST-3	Granite	Granite	POP & acrylic emulsion paint	No false ceiling	SS Railing
5	ST-04	Kota Stone	Kota Stone	POP & acrylic emulsion paint	No false ceiling	MS Railing
6	Toilets	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	gypsum + metal grid tiles	Wash Basin counters of acrylic solid surface

b) Ground floor:

S. No.	DESCRIPTION	FLOORING	SKIRTING	WALL/ COLUMNS	False Ceiling
1.	Spare Room	Antiskid vitrified tiles	Antiskid vitrified tiles	Acrylic emulsion paint	Acrylic emulsion paint
2.	Stilt Parking	VDF	CC	Dry Cladding +Acrylic emulsion paint	ACP
3.	Driveway	VDF	CC	Dry Cladding +Acrylic emulsion paint	ACP
4.	Reception	Italian marble	Italian marble	Italian marble +Acrylic emulsion paint	Wooden veneer
5.	H/C /Gents toilet	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
6.	Ladies toilet	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
7.	CISF Ladies room	Antiskid vitrified tiles	Antiskid vitrified tiles	Acrylic emulsion paint	Gypsum+ Acoustical Mineral Fiber Tiles
8.	CISF Gents room	Antiskid vitrified tiles	Antiskid vitrified tiles	Acrylic emulsion paint	Gypsum+ Acoustical Mineral Fiber Tiles
9.	CISF Ladies toilet	Antiskid vitrified tiles	NA	Antiskid vitrified tiles	Gypsum
10.	CISF Gents toilet	Antiskid vitrified tiles	NA	Antiskid vitrified tiles	Gypsum
11.	CCTV Control Room	Antiskid vitrified tiles	Antiskid vitrified tiles	Acrylic emulsion paint	Gypsum+ Acoustical Mineral Fiber Tiles
12.	Fire control Room	Antiskid vitrified tiles	Antiskid vitrified tiles	Acrylic emulsion paint	Gypsum+ Acoustical Mineral Fiber Tiles
13.	Driver's room	Kota stone	Kota stone	Acrylic emulsion paint	Gypsum+ Acoustical

					Mineral Fiber Tiles
14.	Driver's toilet	Antiskid vitrified tiles	NA	Antiskid vitrified tiles	Gypsum
15.	HT Panel room	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
16.	Main LT Panel Room	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
17.	Electrical Panel Room	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
18.	Transformer Room	VDF	CC	Acrylic emulsion paint	Acrylic emulsion paint
19.	Corridor (Grid 11-14'/A-B)	Antiskid vitrified tiles	Antiskid vitrified tiles	Dry Cladding	ACP
20.	Corridor (Grid 18-18'/A-A')	Granite	Granite	Acrylic emulsion paint	ACP
21.	Corridor (Grid 16'-22'/A'-B)	Granite	Granite	Acrylic emulsion paint	ACP

c) Third floor:

S. No.	DESCRIPTION	FLOORING	SKIRTING	WALL/ COLUMNS	False Ceiling
1.	DDG Office Side Toilet at Grid 2-2'/A-A'	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
2.	Pantry	Antiskid vitrified tiles	NA	Antiskid vitrified tiles	Gypsum
3.	Conference Room	Antiskid vitrified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
4.	Electrical room	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
5.	AHU	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
6.	Library	Antiskid vitrified tiles	Laminate skirting	Laminate+ glass+Fabric +Acrylic emulsion paint	Gypsum+ Acoustical Mineral Fiber Tiles
7.	Hand wash	Antiskid vitrified tiles	Antiskid vitrified tiles	Acrylic emulsion paint	Gypsum
8.	Corridor	Antiskid vitrified tiles	Laminate+ Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
9.	DDG	Antiskid vitrified tiles	Veneer	Veneer + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
10.	PS	Antiskid vitrified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
11.	DIR-1	Antiskid vitrified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
12.	DIR-2	Antiskid vitrified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
13.	DIR-2	Antiskid vitrified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
14.	DIR-3	Antiskid	Laminate	Laminate + Glass	Gypsum+

		vitriified tiles			Acoustical Mineral Fiber Tiles
15.	Archive Room	Antiskid vitriified tiles	Laminate+ Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
16.	Open Office Space	Antiskid vitriified tiles	Laminate+ Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
17.	Cafeteria	Antiskid vitriified tiles	Laminate	Laminate + Glass	Gypsum+open cell false ceiling
18.	Kitchen	Antiskid vitriified tiles	NA	Antiskid vitriified tiles+ Acrylic emulsion paint	Metal Tiles

d) Fourth Floor:

S. No.	DESCRIPTION	FLOORING	SKIRTING	WALL/ COLUMNS	False Ceiling
1.	DDG Office Side Toilet at Grid 2-2'/A-A'	Antiskid vitriified tiles	No skirting	Antiskid vitriified tiles	Gypsum
2.	Pantry-1	Antiskid vitriified tiles	NA	Antiskid vitriified tiles	Gypsum
3.	Conference Room	Antiskid vitriified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
4.	Electrical room	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
5.	AHU	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
6.	Rack Room	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
7.	Record Room	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
8.	Pantry-2	Antiskid vitriified tiles	NA	Antiskid vitriified tiles	Gypsum
9.	DDG Office	Antiskid vitriified tiles	Antiskid vitriified tiles	Veneer + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
10.	DIR-1 Office	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
11.	DIR-2	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
12.	DIR-2	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber

					Tiles
13.	DIR-3	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
14.	Central Registry	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
15.	Open Office Space	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
16.	Sr. PAO	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles

e) Fifth Floor :

S. No.	DESCRIPTION	FLOORING	SKIRTING	WALL/ COLUMNS	False Ceiling
1.	DIR-1 Office	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
2.	DDG Office Side Toilet at Grid 2-2'/A-A '	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
3.	Pantry-1	Antiskid vitrified tiles	NA	Antiskid vitrified tiles	Gypsum
4.	Conference Room	Antiskid vitrified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
5.	Electrical room	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
6.	AHU	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
7.	UPS Room	Kota stone	Kota stone	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
8.	Spare Room	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
9.	Pantry-2	Antiskid vitrified tiles	NA	Antiskid vitrified tiles	Gypsum
10.	DDG Office Side Toilet at Grid 21-21'/A-A '	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
11.	Store	Antiskid vitrified tiles	Antiskid vitrified tiles	Acrylic emulsion paint	Gypsum+ Acoustical Mineral Fiber Tiles
12.	DDG-1 Office	Antiskid vitrified tiles	Antiskid vitrified tiles	Veneer + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
13.	PS	Antiskid vitrified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles

14.	DIR-2 Office	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
15.	DIR-3	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
16.	DIR-4	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
17.	Open Office Space	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
18.	DIR-5	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
19.	DIR-6	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
20.	DIR-7	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
21.	DDG-2 Office	Antiskid vitrified tiles	Antiskid vitrified tiles	Veneer + Glass	Gypsum+ Acoustical Mineral Fiber Tiles

f) Sixth Floor:

S. No.	DESCRIPTION	FLOORING	SKIRTING	WALL/ COLUMNS	False Ceiling
1.	DIR-1 Office	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
2.	DDG Office Side Toilet at Grid 2-2'/A-A'	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
3.	Pantry-1	Antiskid vitrified tiles	NA	Antiskid vitrified tiles	Gypsum
4.	Conference Room	Antiskid vitrified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
5.	Electrical room	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
6.	AHU	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
7.	DIR-2	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
8.	Store Room	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
9.	Pantry-2	Antiskid vitrified tiles	NA	Antiskid vitrified tiles	Gypsum
10.	DDG Office	Antiskid	Antiskid	Veneer +	Gypsum+

		vitriified tiles	vitriified tiles	Glass	Acoustical Mineral Fiber Tiles
11.	PS	Antiskid vitriified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
12.	DIR-3	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
13.	DIR-4	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
14.	DIR-5	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
15.	DIR-6	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
16.	Open Office Space	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
17.	Training Room	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
18.	Fire Refuge Area	Antiskid vitriified tiles	Antiskid vitriified tiles	Acrylic emulsion paint	ACP

g) Seventh Floor:

S.No.	DESCRIPTION	FLOORING	SKIRTING	WALL/ COLUMNS	False Ceiling
1.	DIR-1	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
2.	DDG Office Side Toilet at Grid 2-2'/A-A'	Antiskid vitriified tiles	No skirting	Antiskid vitriified tiles	Gypsum
3.	Pantry-1	Antiskid vitriified tiles	NA	Antiskid vitriified tiles	Gypsum
4.	Conference Room	Antiskid vitriified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
5.	Electrical room	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
6.	AHU	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
7.	DIR-2	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
8.	MSP Head	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
9.	Pantry-2	Antiskid vitriified tiles	NA	Antiskid vitriified tiles	Gypsum
10.	DDG Office Side	Antiskid	No skirting	Antiskid	Gypsum

	Toilet at Grid 21-21'/A-A '	vitriified tiles		vitriified tiles	
11.	Store	Antiskid vitriified tiles	Antiskid vitriified tiles	Acrylic emulsion paint	Gypsum+ Acoustical Mineral Fiber Tiles
12.	DDG-1	Antiskid vitriified tiles	Antiskid vitriified tiles	Veneer + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
13.	PS	Antiskid vitriified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
14.	DIR-3	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
15.	DIR-4	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
16.	MTO/ASO	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
17.	Doctor's Room	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
18.	Ladies Rest Room	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
19.	Open Office Space	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
20.	DIR-5	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
21.	DIR-6	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
22.	PS	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
23.	DDG-2	Antiskid vitriified tiles	Antiskid vitriified tiles	Veneer + Glass	Gypsum+ Acoustical Mineral Fiber Tiles

h) Eighth Floor:

S. No.	DESCRIPTION	FLOORING	SKIRTING	WALL/ COLUMNS	False Ceiling
1.	DIR-1	Antiskid vitriified tiles	Antiskid vitriified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
2.	DDG Office Side Toilet at Grid 2-2'/A-A '	Antiskid vitriified tiles	No skirting	Antiskid vitriified tiles	Gypsum
3.	Pantry-1	Antiskid vitriified tiles	NA	Antiskid vitriified tiles	Gypsum

4.	Conference Room	Antiskid vitrified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
5.	Electrical room	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
6.	AHU	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
7.	SOC Room	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
8.	Panel Room	Antiskid vitrified tiles	Antiskid vitrified tiles	Acrylic emulsion paint	Gypsum
9.	Store	Antiskid vitrified tiles	Antiskid vitrified tiles	Acrylic emulsion paint	Gypsum
10.	Pantry-2	Antiskid vitrified tiles	NA	Antiskid vitrified tiles	Gypsum
11.	Gents Toilet at Grid 21-21'/A-A '	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
12.	Ladies Toilet at Grid 21-21'/A-A '	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
13.	DDG	Antiskid vitrified tiles	Antiskid vitrified tiles	Veneer + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
14.	PS	Antiskid vitrified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
15.	DIR-2	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
16.	DIR-3	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
17.	MTO	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
18.	Spare Room	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
19.	Open Office Space	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles

20.	NOC Room	Carpet	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
21.	Board Room	Carpet	Laminate	Veneer+Fabric+G lass	Gypsum+ MetalTiles+Wood en Venner

i) Ninth Floor:

S. No.	DESCRIPTION	FLOORING	SKIRTING	WALL/ COLUMNS	False Ceiling
1.	CEO Rest Room	Carpet	Carpet	Wall paper+ glass	Gypsum+ Acoustical Mineral Fiber Tiles
2.	Toilet at Grid 2- 2'/A-A '	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
3.	Pantry-1	Antiskid vitrified tiles	NA	Antiskid vitrified tiles	Gypsum
4.	Executive Dinning	Italian Marble	Italian Marble	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
5.	Electrical room	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
6.	AHU	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
7.	Waiting Area	Carpet	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
8.	Control Room	Antiskid vitrified tiles	Antiskid vitrified tiles	Acrylic emulsion paint	Gypsum
9.	Pantry-2	Antiskid vitrified tiles	NA	Antiskid vitrified tiles	Gypsum
10.	Gents Toilet at Grid 21-21'/A-A '	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
11.	Ladies Toilet at Grid 21-21'/A-A '	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
12.	CEO Office	Carpet	Veneer	Veneer+Wall paper+Glass	Gypsum+ Acoustical Mineral Fiber Tiles
13.	PS	Antiskid vitrified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
14.	Waiting Area	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
15.	OSD	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles

16.	PSO	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
17.	Reception+ Waiting	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
18.	Video Conference Room	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
19.	Pre Function	Carpet	Laminate	Laminate+ glass	Gypsum+ Acoustical Mineral Fiber Tiles
20.	Board Room	Italian Marble	Italian Marble	Veneer+Fabric +Glass	Gypsum+ Metal Tiles+Wooden Venner

j) ELECTRICAL SYSTEM:

S NO	Description	UNIT	Quantity	MAKE	LOCATION
1.	Transformer (750 KVA)	No.	2	VOLTAMP	Ground Floor (Transformer Room)
2.	RTCC Panel	No.	2	VOLTAMP	Ground Floor (Transformer Room)
3.	DG set 750kva	No.	2	Sudhir	External
4.	Battery Charger	No.	1	VOLSTAT ELECTRONICS	-
5.	Batteries	Set	01	Amara Raja	-
6.	1250A FP Isolator Panel	No.	1	ADVANCE	External
7.	11KV Five VCB Panel Board	No.	1	ADVANCE	Ground Floor (HT Panel Room)
8.	Main MV Panel	No.	1	ADVANCE	Ground Floor (LT Panel Room)
9.	1250 Amp TPN Bus Duct (Sandwich Type)	Mtr.	50	ADVANCE	Ground Floor (Transformer & LT Room)
10.	1250AmpTPN Bus Duct Adaptor Box(Sandwich Type)	No.	4	ADVANCE	Ground Floor (Transformer & LT Room)
11.	Capacitor Panel (200KVAR)	No.	2	ADVANCE	Ground Floor (LT Panel Room)
12.	Smoke Extraction Panel	No.	1	ADVANCE	Ground Floor
13.	Power Distribution Panel	No.	2	ADVANCE	Terrace
14.	UPS Panel	No.	2	ADVANCE	Fifth Floor (UPS Room)
15.	Floor Panel	No.	16	ADVANCE	Ground Floor to Ninth Floor (Electrical Shaft ST-1 & ST-3)
16.	Lift Panel	No.	1	ADVANCE	Terrace
17.	Water Supply & Drain Pump and Controls	No.	1	ADVANCE	Pump Room

18.	Load Managing Panel for DG Sets	No.	1	ADVANCE	Ground Floor (LT Panel Room)
19.	DoT Floor Panel	No.	1	ADVANCE	Second Floor
20.	125A TPN (with 100A FP MCCB) Tap Off Box	No.	18	ADVANCE	Ground Floor to Ninth Floor (Electrical Shaft ST-1 & ST-3)
21.	630A TPN End Feed Box	No.	2	ADVANCE	Ground Floor
22.	630A TPN Rising Main (Sandwich Type)	Mtr.	74.3	ADVANCE	Ground Floor to Ninth Floor
23.	UPS 120KVA	No.	2	NUMERIC	Fifth Floor
24.	UPS 30KVA	No.	2	NUMERIC	Eighth Floor
B	DB/MCB/MCCB				
1.	2 + 6way / 8way Double Door	Nos.	8	SCHINEIDER	Ground Floor to Ninth Floor
2.	4 way (4+12), Double door	Nos.	7	SCHINEIDER	Ground Floor to Ninth Floor
3.	6 way (4+18), Double door	Nos.	6	SCHINEIDER	Ground Floor to Ninth Floor
4.	8 way (4+24), Double door	Nos.	67	SCHINEIDER	Ground Floor to Ninth Floor
C	LUMINARIES				
1.	LED 6W	Each	135	Wipro	Ground Floor to Ninth Floor
2.	LED 15W	Each	294	Wipro	Ground Floor to Ninth Floor
3.	LED 11W	Each	1066	Wipro	Ground Floor to Ninth Floor
4.	LED Strip Light of 4.8W Per	Each	150	Wipro	Ground Floor to Ninth Floor
5.	LED 7W	Each	55	Wipro	Ground Floor to Ninth Floor
6.	LED 15W	Each	136	Wipro	Ground Floor to Ninth Floor
7.	2x28W box type Light	Each	123	Wipro	Ground Floor to Ninth Floor
8.	bulkhead 9W CFL	Each	99	Wipro	Ground Floor to Ninth Floor
9.	1x28W T5 Light	Each	747	Wipro	Ground Floor to Ninth Floor
10.	2"X2" LED 35W-36W LED	Each	99	Wipro	Ground Floor to Ninth Floor
11.	Solar street light ,21W and 100Ah tubular lead-acid battery mounted on a 6.0m height Octagonal galvanized pole	Each	18	Philips	EXTERNAL
12.	45W LED gate Light	Each	6	Philips	EXTERNAL
13.	33W LED Street light	Each	18	Philips	EXTERNAL
14.	8W LED Bollard Light	Each	2	Philips	EXTERNAL
15.	2.2W LED Wall Light	Each	4	Philips	EXTERNAL
16.	42W LED Landscape Post Top Light with 3 Mtr	Each	5	Philips	EXTERNAL

	High Pole				
17.	Aviation obstruction light	Each	2		Terrace

The approx quantity of LT/MV Cable laid in the building is **10700 Meter and HT cable - 200 Meters**

k) FIRE FIGHTING SYSTEM: Following Equipments (Including accessories) installed at different floors of building:

Sl. No	Location	Quantity (Nos.) & Make												
		FHC Door	Hydrant Valve	Branch Pipe	RRL Hose	Hose Reel Drum	Fireman Axe	Flow Switch	Sprinkler	FHC cabinet	Deluge valve	ICV	Nozzle	Fire Extinguishers
			PADMINI	NEWAG	NEWAGE	PADMINI	NEWAGE	HONEY WELL	NEWAGE	PADMINI	SANT	NEWAGE	NEWAGE	SAFEX
1	Ground floor	2	2	2	4	2	2	2	186	2	1	-	4	26
2	First floor	2	2	2	4	2	2	2	148	2	1	-	4	6
3	Second floor	2	2	2	4	2	2	2	230	2	-	-	-	8
4	Third floor	2	2	2	4	2	2	2	246	2	-	-	-	8
5	Fourth floor	2	2	2	4	2	2	2	240	2	-	-	-	11
6	Fifth floor	2	2	2	4	2	2	2	272	2	-	-	-	10
7	Sixth floor	2	2	2	4	2	2	2	262	2	-	-	-	8
8	Seventh floor	2	2	2	4	2	2	2	382	2	-	-	-	8
9	Eighth Floor	2	2	2	4	2	2	2	181	2	-	-	-	8
10	Ninth Floor	2	2	2	4	2	2	2	182	2	-	-	-	8
11	Terrace	2	2	2	4	2	2			2				4
		-	-	-	-	-	-	-	-	-	-	-	-	-
	Total	2	24	24	48	22	22	13	3224	22	2	-	8	4
														2
														116

Following Equipments (Including accessories) installed in External area and UG tank:

Sl. No.	Location	Hydrant Valve	Branch Pipe	RRL Hose	Fireman Axe	FHC cabinet	4-way fire brigade	Draw out	Electrical driven pump (7.5 HP)	Diesel pump (79 HP)	Jockey pump (7.5 HP)
		NEWAGE	NEWAGE	NEWAGE	NEWAGE	PADMINI	NEWAGE	NEWAGE	KIRLOSKAR	KIRLOSKAR	KIRLOSKAR
1	External Area	7	7	14	7	7	1	1			
2	UG tank								2	1	2
	Total	7	7	14	7	7	1	1	2	1	2

Total MS Piping laid - **5650 Meters (Approx.)**

l) SEWAGE TREATMENT PLANT: The capacity of the Sewage treatment plant is 25 KLD. The details of major equipment installed are given below:

- Domestic Transfer Pump : 2x7.5HP
- Treated Water Transfer Pump : 2x7.5HP
- Raw Sewage pump : 2x1HP
- Sludge Recirculation pump : 2x1HP
- Filter press feed pump : 2x1HP
- Filter feed pump : 2x1HP
- Air Blower : 2x5HP
- Sump Pump : 4X3HP
- Make of the aforesaid pumps is **KIRLOSKAR**

m) HVAC SYSTEM: Following Equipments (Including accessories) installed at different floors of building:

Sl. No.	Location	Description	Make	Quantity (Nos.)
1	Ground Floor	IDU-1.28TR	DAIKIN	1
		IDU-6.36TR	DAIKIN	1
		IDU-1.2TR	DAIKIN	2
		IDU-3.2TR	DAIKIN	1
		AXIAL FAN-2000CFM	KRUGER	3
		AXIAL FAN-2500CFM	KRUGER	1
2	First Floor	AXAIL FAN-3500CFM	KRUGER	7
		AXIAL FAN-4200CFM	KRUGER	1
		AXIAL FAN-3100CFM	KRUGER	2

		AXIAL FAN-3200CFM	KRUGER	1
		MOTORIZED DAMPER	AIRFLOW	10
3	Second Floor			
		AXIAL FAN-4800CFM	KRUGER	2
		AXIAL FAN-3100CFM	KRUGER	2
		AXIAL FAN-7200CFM	KRUGER	2
		MOTORIZED DAMPER	AIRFLOW	6
4	Third Floor	AHU-1675/900 CFM	ZECO EDGETECH	1
		IDU-1.28	DAIKIN	1
		IDU-7.96	DAIKIN	2
		IDU-6.36	DAIKIN	1
		IDU-4.6	DAIKIN	3
		IDU-3.2	DAIKIN	1
		IDU-2.0	DAIKIN	1
		AXIAL FAN-7200CFM	KRUGER	2
		AXIAL FAN-4200CFM	KRUGER	2
		MOTORIZED DAMPER	AIRFLOW	5
		DRAIN PUMP	AIRCON	3
5	Fourth Floor	AHU-2225/900 CFM	ZECO	1
		IDU-2.0	DAIKIN	1
		IDU-7.96	DAIKIN	3
		IDU-6.36	DAIKIN	1
		IDU-4.6	DAIKIN	1
		AXIAL FAN-7200CFM	KRUGER	2
		AXIAL FAN-4800CFM	KRUGER	2
		AXIAL FAN-3100CFM	KRUGER	2
		MOTORIZED DAMPER	AIRFLOW	7
		DRAIN PUMP	AIRCON	4
6	Fifth Floor	AHU-2400/900 CFM	ZECO	1
		IDU-2.0	DAIKIN	1
		IDU-7.96	DAIKIN	2

		IDU-6.36	DAIKIN	2
		IDU-4.6	DAIKIN	2
		IDU-2.6	DAIKIN	1
		AXIAL FAN-8100CFM	KRUGER	2
		AXIAL FAN-4800CFM	KRUGER	2
		AXIAL FAN-3100CFM	KRUGER	2
		MOTORIZED DAMPER	AIRFLOW	7
		DRAIN PUMP	AIRCON	4
7	Sixth Floor	AHU-2400/900 CFM	ZECO	1
		IDU-2.0	DAIKIN	1
		IDU-7.96	DAIKIN	1
		IDU-6.36	DAIKIN	4
		IDU-2.6	DAIKIN	1
		AXIAL FAN-7200CFM	KRUGER	2
		AXIAL FAN-4800CFM	KRUGER	2
		MOTORIZED DAMPER	AIRFLOW	5
		DRAIN PUMP	AIRCON	5
8	Seventh Floor			
		AHU-2225/900 CFM	ZECO	1
		IDU-2.0	DAIKIN	3
		IDU-1.3	DAIKIN	11
		IDU-3.2	DAIKIN	2
		IDU-1.6	DAIKIN	1
		IDU-2.6	DAIKIN	5
		IDU-1.0	DAIKIN	2
		AXIAL FAN-4200CFM	KRUGER	2
		AXIAL FAN-8100CFM	KRUGER	1
		MOTORIZED DAMPER	AIRFLOW	4
9	Eighth Floor			
		AHU-2225/900 CFM	ZECO	1

		IDU-2.0	DAIKIN	4
		IDU-1.3	DAIKIN	4
		IDU-3.2	DAIKIN	7
		IDU-2.6	DAIKIN	2
		IDU-1.0	DAIKIN	2
		IDU-4.0	DAIKIN	2
		AXIAL FAN-4800CFM	KRUGER	2
		AXIAL FAN-4600CFM	KRUGER	1
		MOTORIZED DAMPER	AIRFLOW	4
10	Ninth Floor			
		AHU-2225/900 CFM	ZECO	1
		IDU-1.6	DAIKIN	1
		IDU-1.3	DAIKIN	3
		IDU-3.2	DAIKIN	5
		IDU-2.6	DAIKIN	4
		IDU-1.0	DAIKIN	1
		IDU-4.0	DAIKIN	4
		AXIAL FAN-4800CFM	KRUGER	
		AXIAL FAN-4600CFM	KRUGER	
		MOTORIZED DAMPER	AIRFLOW	
11	Terrace Floor	AXIAL FAN-24000CFM	KRUGER	6
		AXIAL FAN-4600CFM	KRUGER	1
		AXIAL FAN-3100CFM	KRUGER	1
		AXIAL FAN-4200CFM	KRUGER	1
		AXIAL FAN-9000CFM	KRUGER	1
		OUTDOOR UNITS	DAIKIN	56
12.	Pump room			
		AXIAL FAN-7200CFM	KRUGER	1
		AXIAL FAN-4600CFM	KRUGER	1
		AXIAL FAN-3100CFM	KRUGER	1

13.	Electrical Panels			
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n) ACCESS CONTROL SYSTEM: Following Equipments (Including accessories) installed at different floors:

Sl. No.	Location	Description (Make/Model)/ Quantity (Nos.)							
		ACCESS CONTROL SYSTEM CONTROLLER(ACS)	SMART CARD	SMART CARD READER (CR)	BIOMETRIC SMART CARD READER (BR)	Access Control System Server Software	Smart Card Photo ID Printing Modules	MAGNETIC LOCK DOUBLE LEAF (EML)	MAGNETIC LOCK SINGLE LEAF (EML)
		DDS/JET D4 IP/N-2M+EXT 84	HID/I Class 2K	HID/R-10	HID/6180 BxR	DDS/A MADEUS 5	HID/Fargo DTC12 50e	BEL/1200-LED	BEL/600-LED
1	Ground Floor	4		-	8	1	1	5	3
2	First Floor	-		3	-	-	-	3	-
3	Second Floor	-		3	-	-	-	3	-
4	Third Floor	2		6	-	-	-	5	1
5	Fourth Floor	2		7	-	-	-	4	3
6	Fifth Floor	2		7	-	-	-	4	3
7	Sixth Floor	2		7	-	-	-	5	2
8	Seventh Floor	2		7	-	-	-	4	3
9	Eighth Floor	3		7	2	-	-	6	3
10	Ninth Floor	3		7	-	-	-	6	1
11	Terrace	-		3	-	-	-	3	-
	Total	20	1000	57	10	1	1	48	19

Sl. No.	Location	Description (Make/Model)/ Quantity (Nos.)							
		PUSH BUTTON (PB)	MAGNETIC CONTACT (MC)	8 CORE X 0.2 SQMM CU. UNAR. SHIELDED CABLE	2 CORE X 1.5 SQMM CU. UNAR. SHIELDED CABLE	POWER SUPPLY MODULE FOR EM LOCK	COMPUTER HARDWARE	UIDAI WORK STATION	SQL SERVER
		Keyway /ABK-	Honeywell/793	Polycab	polycab	12V/24 V	Dell/T20	Dell/Optiplex	

		801B	9WG-WH						
1	Ground Floor	8	13	180	540	6	1	1	1
2	First Floor	3	6	148	444	2	-	-	-
3	Second Floor	3	6	100	300	-	-	-	-
4	Third Floor	6	11	234	661	4	-	-	-
5	Fourth Floor	7	11	282	763	4	-	-	-
6	Fifth Floor	7	11	276	743	4	-	-	-
7	Sixth Floor	7	12	249	668	4	-	-	-
8	Seventh Floor	7	11	239	600	4	-	-	-
9	Eighth Floor	9	15	249	669	6	-	-	-
10	Ninth Floor	7	13	200	600	6	-	-	-
11	Terrace	3	6	100	300	-	-	-	-
	Total	67	115	2,257	6,288	40	1	1	1

o) CCTV SYSTEM: Following Equipments (Including accessories) installed at different locations:

Sl. No.	Location	INDOOR DOME CAMERA	BULLET CAMERA	PTZ CAMERA	NETWORK ATTACHED STORAGE (NAS)	VIDEO RECORDING & MANAGEMENT SOFTWARE	Workstation	40" LCD panel
		PELCO/IMP221-1IS	PELCO/IBP221-IR	PELCO/P1220-ESR1+WMV E-SR+PA101	PELCO/NSM5200-00-US+SM5200-04-US	PELCO/WS5200-5	DELL/OPTIPLEX 9020	PHILIPS/40PFL3750
		NOS.	NOS.	NOS.	SET	NOS.	SET	SET
1	External	0	31	5				
2	Ground Floor	13	0	0	4	1	3	6
3	First Floor	3	0	0				
4	Second Floor	3	0	0				
5	Third Floor	9	0	0				
6	Fourth Floor	9	0	0				
7	Fifth Floor	9	0	0				
8	Sixth Floor	9	0	0				
9	Seventh Floor	9	0	0				
10	Eighth Floor	11	0	0				

11	Ninth Floor	9	0	0				
12	Terrace	4	3	1				
	Total	88	34	6	4	1	3	6

Sl. No.	Location	24 PORT POE SWITCH	CAT6 CABLE	9 U RACK	42 U RACK	6 MTR HEIGHT POLE	HDP E PIPE 40m m	IP 54 ENCLOSURE FOR EXTRNAL POLE PT 240VAC/24VDC
		CISCO/S G 300-28P NOS.	LEGRAND/63 27 24 MTR	RITTAL/ 9790763 NOS.	RITTAL /9005-978817 2 NOS.	NOS.	MTR	NOS.
		1	External	2	2000	1		20
2	Ground Floor	2	310	0	1			
3	First Floor	0	460	0				
4	Second Floor	0	439	0				
5	Third Floor	1	525	1				
6	Fourth Floor	1	421	1				
7	Fifth Floor	1	445	1				
8	Sixth Floor	1	456	1				
9	Seventh Floor	1	500	1				
10	Eighth Floor	1	600	1				
11	Ninth Floor	1	500	1				
9	Terrace	0	400	0				
	Total	11	7056	8	1	20	1500	20

p) DATA NETWORKING SYSTEM: - Following Equipments (Including accessories) installed at different floors:

Floor	4Pair CAT 6 Cable	Rack 15U	Rack 42U	LIU 24 port	Jack Panel for Voice Digital	Jack Panel for Data Point	Jack Panel for Wi-Fi & Printer Point	Cable manager	L3- (Core) Switch	L3-24 Port (Distribution) Switch	L2-48 Port (Access) Switch	L2-24 Port (Access) Switch	POE Switch 24 Port for Voice Digital	Wi-Fi with controller	Router	Firewall
	LEGRAND	LEGRAND	LEGRAND	LEGRAND	LEGRAND	LEGRAND	LEGRAND	LEGRAND	CISCO	CISCO	CISCO	CISCO	CISCO	CISCO	CISCO	CISCO

EXTERNAL	500																
Ground Floor	3500	1	0	1	1	1	1	4	0	2	0	1	1	3	0	0	
First Floor	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Secound Floor	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Third Floor	6334	2	0	1	1	4	1	7	0	2	2	0	1	5	0	0	
Fourth Floor	9378	1	1	9	1	5	2	22	2	2	2	1	1	5	2	2	
Fifth Floor	8000	2	0	1	1	5	2	9	0	2	2	1	1	6	0	0	
Sixth Floor	8000	2	0	1	1	4	2	8	0	2	2	0	1	6	0	0	
Seventh Floor	8000	2	0	1	1	5	2	9	0	2	2	1	1	6	0	0	
Eight Floor	8000	2	0	1	1	5	2	9	0	2	2	1	1	7	0	0	
Ninth Floor	8000	2	0	1	1	4	1	7	0	2	2	0	1	7	0	0	
Total	60212	14	1	16	8	33	13	75	2	16	14	5	8	45	2	2	

q) FIRE & PA SYSTEM: Following Equipments (Including accessories) installed at different floors:

Floor Location	Multi sensor detector	Manual Pull Station	Fault Isolator	Control modules	Control relay modules	Response Indicator	Directional Sounders	Strobe Lights Cum Hoop	8 channel digital voice evacuation	Digital Audio Amplifier	Ceiling Mounted speakers	Wall Mounted speakers	Telephone Jack	Telephone Handset	Fire Alarm Control Panel	GUI software	Repeat Panel	Annunciator	Mimic Panel	2C X 1.5SQM CU. STP PVC FRLS
	EDWARDS/ SIGASB	EDWARDS/ SIGA278	EDWARDS/ SIGAIM	EDWARDS/ SIGACC1	EDWARDS/ SIGACR	AGNI/AD-301	NOTIFIER/PF-24V	EDWARDS/G1RF-HDVM	EDWARDS/3-ASU	EDWARDS/IGA-AA50/3-ZA40B/3-ZA20B	EDWARDS/GCF-S7	EDWARDS/G4RF-S7	EDWARDS/6833-4	EDWARDS/6830-3	EDWARDS/EST3	EDWARDS/FIREWORKS	EDWARDS/3-6ANN+6ANN/B+3-ANN	EDWARDS/3-12SG	EDWARDS/FW-22 LCD WTS FIREWORKS	POLYCARB
	EACH	EACH	EACH	EACH	EACH	EACH	EACH	EACH	EACH	EACH	EACH	EACH	EACH	SET	NOS.	NOS.	EACH	NOS.	NOS.	MTR.
Ground Floor	69	3	4	3	4	33	3	3	1	1	24	6	3	5	1	1	1	1	1	900
First Floor	36	3	2	3	14	0	3	3	0		2	6	3			0	0		0	1200
Secound Floor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1600
Thir d	89	3	6	3	4	47	3	3	0		43	0	3			0	0		0	1600
Four t h	89	3	4	3	4	40	3	3	0		41	0	3			0	0		0	1600
Fifth Floor	80	3	4	3	4	40	3	3	0		43	0	3			0	0		0	1600
Sixth Floor	76	3	3	3	4	37	3	3	0		37	0	3			0	0		0	1600
Seve nth	94	3	4	3	4	55	3	3	0		39	0	3			0	0		0	1600
Eight Floor	118	3	4	3	4	53	3	3	0		53	0	3			0	0		0	1900
Nint h	93	3	4	3	4	57	3	3	0		40	0	3			0	0		0	1800

Terra	17	4		4	4		3	3			3		4							150
TOTAL	761	31	35	27	25	362	30	30	1	1	325	12	31	5	1	1	1	1	1	15550

r) **EPBAX SYSTEM:** Following Equipments (Including accessories) installed at different floors:

Floor Location	IP Communication System (EPABX)	500 Pair MDF	Voice Mail System	IP Telephone 2 Line Display	IP Telephone 6 Line Display	Type 1 Analog Telephone	Type 2 Analog Telephone	Call Billing Software With Standard PC	42U Rack	100 Pair MDF
	UNIFY/OPEN BUSINESS X-8	KRONE/LSA-PLUS	UNIFY/INTEGRATED VOICE MAIL/DELL/A PC	UNIFY/OPEN STAGE 15	UNIFY/OPEN STAGE 40	BITTL/P-100	SIEMENS/EUROSET 2025		APW/SR-6142-1	KRONE
	Set	Each	Each	Each	Each	Each	Each	Each	Each	Each
Site Plan						3	2			
Ground Floor						8	10			1
First Floor						1				
Second Floor						0				
Third Floor				5	4	40	11			1
Fourth Floor	1	2	1	5	4	64	21	1	1	1
Fifth Floor				10	9	45	24			1
Sixth Floor				8	7	53	14			1
Seventh Floor				10	8	57	18			1
Eight Floor				9	4	82	11			2
Ninth Floor				10	3	10	9			1
TOTAL QTY	1	2	1	57	39	363	120	1	1	9

s) **LIGHTING CONTROL SYSTEM:** Following Equipments (Including accessories) installed at different floors:

Sr. No.	Location	Dali Controller	6 button Keypad	Communication Module	Multifunction Sensor	Power Supply Booster	Network Gateway	PIR Sensor (Standalone)	2Cx1.5sqm Cu. Wire	KNX Cable
		ABB	ABB	ABB	ABB	ABB	ABB	ABB		
	Floor Location	NOS.	NOS.	NOS.	NOS.	NOS.	NOS.	NOS.	Mtr	Mtr
1	Ground Floor	0	0	0	0	0	0	0	0	0
2	First Floor	0	0	0	0	0	0	0	0	0
3	Second Floor	0	0	0	0	0	0	0	0	0
4	Third Floor	2	6	6	7	2	1	1	559.5	300
5	Fourth Floor	1	5	5	6	1	0	1	392.5	300
6	Fifth Floor	2	10	10	11	2	1	2	796	300
7	Sixth Floor	2	10	10	11	2	1	1	669	300

8	Seventh Floor	2	11	11	12	2	1	2	650	300
9	Eight Floor	2	7	7	10	2	1	3	725	350
10	Ninth Floor	3	8	8	10	3	1	3	725	350
	TOTAL QTY	14	57	57	67	14	6	13	4517	2200

t) **BUILDING MANAGEMENT SYSTEM:** - Following Equipments (Including accessories) installed at floors:

Sr. No.	Item Description	Make	Qty
1	Central Control work Station	DELL	1 Lot
2	GUI Based Software	Schneider	1Lot
3	Integrator	Schneider	1Lot
4	DDC Controller	Schneider	1Lot
5	Supervisory Control Unit	Schneider	1Lot
6	Portable Operator Terminals	Schneider	1Lot
7	Sensor	Schneider	56 Nos.
8	Switches	Schneider	62Nos.
9	2C x 1.0sqmm Cu. Signal Cable	Polycab	6000RM
10	2C x 1.5sqmm Cu. Communication Cable	Polycab	1500RM

u) **LIFTS:** Passenger Elevator : 5 Nos each having capacity of 15 Pax (Make: Schindler, Model No. 5300IN)

v) **WATER TANKS:** -

S. No.	Description	Capacity	Quantity (Nos)
1.	Underground Domestic Water Tank	45 KL	1
2.	Underground Fire Water Tank	200 KL	1
3.	Underground Treated Water Tank	10 KL	1
4.	Overhead Fire water tank	10 KL	2
5.	Overhead Domestic Water tank	5 KL	2
6.	Overhead Flushing Water Tank	5 KL	2

w) **DETAIL OF CP & SANITARY FITTINGS etc.:-**

S. No.	Description	UoM	Make	Approx. Quantity
1.	Water Closets	No.	Hindware	52
2.	Urinal Basin	No.	Hindware	24
3.	Wash Basin	No.	Hindware	5
4.	SS Sink	No.	JAYNA	14
5.	CP Fittings - Pillar cock & basin mixer	No.	Jaquar	61

6.	CP Fittings - Long body bib cock	No.	Jaquar	14
7.	CP Fittings - Shower assembly	No.	Jaquar	3
8.	CP Fittings - Angle valves	No.	Jaquar	139
9.	Bottle trap	No.	Jaquar	100
10.	Sink mixer	No.	Jaquar	14
11.	Urinal sensor	No.	Jaquar	3
12.	Toilet paper holder	No.	Jaquar	53
13.	Health faucet	No.	Jaquar	53
14.	Soap dispenser	No.	Jaquar	46
15.	Hand Drier	No.	Jaquar	32
16.	Water Cooler - Storage Capacity 40 Litres	No.	Voltas	2
17.	Water Cooler - Storage Capacity 80 Litres	No.	Voltas	13
18.	Kent Elite RO purifier having purification	No.	Kent	2
19.	Kent Elite II RO purifier having purification	No.	Kent	13

x) AUDI VISUAL EQUIPMENT: -

Item No.	Description	Unit	Quantit	Make	Model No.
1	Projectors And Displays				
1.1	Projector				
1.1.1	Projector	Nos.	1	PANASONIC	PT-RZ570
1.1.2	Projector	Nos.	3	PANASONIC	PT-RW330
1.2	Displays				
1.2.1	75" Display Panel	Nos.	1	PANASONIC	TH-75EF1W
1.2.2	65" Display Panel	Nos	22	PANASONIC	TH-65EF1W
1.2.3	55" Display Panel	Nos.	25	PANASONIC	LH55RM1DX
1.2.4	42" Display Panel	Nos.	15	PANASONIC	LH43RM1DX
1.3	Motorized Projector Lift				
	Motorized Projector Lift	Nos.	4	DRAPER/DA-LITE/ BRONX/ XLT/REMACO	-
1.4	Motorized Projection Screen				
a	Screen Size 150" Diagonal Or Above	Nos.	1	BRONX/DALITE/D RAPER/REMC	-
b	Screen Size 135" Diagonal Or Above	Nos.	3	BRONX/DALITE/ DRAPER/REMC	-
1.5	Swivel Type Mounting Kit For Display				
1.5.1	Standard Wall Mount Installation Kit With Bracket With Angular Adjustments For HDTV	Nos.	54	NB, BTech, Chief, Peerless	-
1.5.2	Standard Low Level Fat Screen Floor Stand, Upto 65" Display Panel, Weight Capacity 70 Kg	Nos.	4	NB, BTech, Chief, Peerless	-

1.5.3	Universal Ceiling Display Mount Upto 55" Display Panel Wweight Capacity 68 Kg	Nos.	1	NB, BTech, Chief, Peerless	-
2.0	Audio Component				
2.1	Ceiling Speakers				
2.1.1	Ceiling Speakers	Nos.	36	TOA	F-2322C
2.1.2	Wall Mount Speakers	Nos.	2	TOA	F2000BT
2.2	Power Amplifier				
2.2.1	Multi Power Amplifier	Nos.	2	TOA	A2120
2.2.2	Multi Channel Amplifier	Nos.	2	TOA	DA250D
2.3	Mircophone				
2.3.1	Boundry Layer And Gooseneck Microphone	Nos.	7	SHURE	MX395B/C
2.3.2	Levelier And Hand Held Microphone				
A	Levelier And Hand Held Microphone	Nos.	3	AKG	WMS450
B	Levelier And Hand Held Microphone Set	Nos.	4	AKG	WMS450
2.4	Digital Signal Processor				
2.4.1	Digital Signal Processor				
A	16 Balanced Microphone/Line Input And Output	Nos.	1	QSC	Core 110F
B	8 Balanced Microphone/Line Input And Output	Nos.	2	QSC	Core 110F
3.0	Video Conferencing Equipment				
3.1	Video Conferencing Equipment	Nos.	15	PANASONIC	KX-VC1300SX
3.2	Video Conferencing Equipment	Nos.	3	PANASONIC	KX-VC1300SX
3.3	Secondary Camera	Nos.	3	PANASONIC	KX-VD151
4.0	Switching System				
4.1	Digital Modular Switcher				
4.1.1	Digital Madular Matrix Switcher, Modular Design, 8 Input & 8 Output Frame	Nos.	1	KRAMER	VS-1616
4.1.2	Input Cards: Combine / Combination Of 8 HD Base T Input Port, HDMI 1.4; DVI And HDCP	Nos.	1	KRAMER	HDBTA-IN2-F16
4.1.3	Combine / Combination Of HDMI1.4 And HDCP Compliant 8 Channel Hdbaset Output Board	Nos.	1	KRAMER	HDBTA-OUT 2-F16 + PSE -1
4.2	Multiformat Matrix Switcher				
4.2.1	Multiformat Matrix Switcher	Nos.	2	KRAMER	VP-778 + PSE-1
4.3	Multiformat Transmitter And Reciever				
4.3.1	Multiformat Transmitter: 1 Hdmi, 1 Vga, 1 Audio	Nos.	14	KRAMER	WP-20

4.3.2	Hdmi Reciver	Nos.	12	KRAMER	TP-580RXR
4.4	Distribution Amplifier				
4.4.1	Distribution Amplifier	Nos.	4	KRAMER	VM-2UHD
5.0	Wireless Conference System				
5.1	Central Unit	Nos.	4	TOA	TS800
5.2	Chairman Microphone Unit, With Gooseneck Microphone, Min 450 Mm Length	Nos.	8	TOA	TS801+TS904+BP-900
5.3	Delegate Microphone Unit, With Gooseneck Microphone	Nos.	42	TOA	TS802+TS904+BP-900
5.4	Wireless Conference System: Omnidirectional Antenna, Triple Band 2.4 / 5.2 / 5.8 Mhz	Nos.	8	TOA	TS-905
5.5	Wireless Conference System: Charging And Transport Case For Up To Microphone Units	Nos.	4	TOA	BC-900*7
6.0	Desktop Connection Interface				
	Desktop Connection Interface	Nos.	20	KRAMER	TBUS 203 XL
7	Control System				
7.1	Enterprise-Class Control System	Nos.	2	KRAMER	SL-280
7.2	Touch Panel: 10" Active Matrix Display, 1200x800 Resolution	Nos.	3	KRAMER	KT-10
7.3	Programmable 8 Port Relay Module	Nos.	3	KRAMER	FC-7P
8	Wireless Presentation System				
	Wireless Presentation System	Nos.	2	BARCO/KRAMER	-
9	Cables & Accessories				
9.1	Vga Cable				
9.1.1	3', 15-Pin HD (M) To 15-Pin HD (M)	Nos	56	KRAMER	C-MGMA/MGMA-3
9.1.2	50', 15-Pin HD (M) To 15-Pin HD (M)	Nos	23	KRAMER	C-GMA/GMA-50
9.2	Hdmi Cable				
9.2.1	Cables & Connectors: 3', Standard HDMI (M) To HDMI (M) Cable	Nos.	62	KRAMER	C-HM/HM-3
9.2.3	Cables & Connectors: 50', HDMI (M) To HDMI (M) Cable	Nos.	27	KRAMER	C-HM/HM-50
9.3	Cat 6 Cable				

	4 Pair CAT6 STP Cable	Meter	700	KRAMER	-
9.4	Speaker Cable				
	Speaker Cable	Meter	250	KRAMER	-
9.5	Microphone Cable				
	Microphone Cable	Meter	250	KRAMER	-
9.6	Connector And Accessories Set				
	Connector And Accessories Set	Set	26	KRAMER	-
9.7	Wireless Presenter				
	Wireless Presenter	Nos.	2	KRAMER	VIA GO + VIA PAD
10	Av Rack				
	Av Rack				
A	12u Rack	Nos.	1	VALRACK/NETRACK/ BRONX	-
B	20u Rack	Nos.	2	VALRACK/NETRACK/ BRONX	-
11	Audio Conferencing System	LS	1	UNIFY/XOP NETWORKS/CUBES/AVAYA/PANASONIC/POLYCOM	-

SECTION III – Special Conditions of the Contract

3. General:

- 3.1 **Read in conjunction with other provision:** Specific Conditions of Contract shall be read in Conjunction with the other conditions of Contract, Schedule of Rates, specification of work, Drawings and any other document forming part of this Contract wherever the context so require.
- 3.2 **Every part Supplementary:** Notwithstanding the sub-division of the document into these separate sections and volumes every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the Contract so far as it may be practicable to do so.
- 3.3 The “Engineer-in-Charge” shall mean the authorized representative of UIDAI.
- 3.4 **LOCATION OF WORK:** The work shall be carried out at UIDAI Head Quarter Building, Bangla Sahib Road, New Delhi.
- 3.5 **HANDING OVER OF SITE:** The site shall be handed over to the Service Provider in neat and tidy condition along with all operation & Maintenance manuals after a joint inspection along with UIDAI Authorised Representative/ Facility Manager (UIDAI) & present technical team.
- 3.6 **MOBILIZATION ADVANCE:** No mobilization advance and secured advance against materials shall be paid to the Service Provider.
- 3.7 **BASIC GUIDELINES W.R.T SHIFT DUTIES AND OTHER ISSUES:**
- 3.7.1 No workman shall leave the site without handing over duties to his/her reliever or proper permission of authorized representative of UIDAI.
- 3.7.2 Service Provider has to ensure presence of 100 % strength of manpower as per the bid. No worker shall leave the site without proper handing/taking over of duties or without proper permission from authorized representatives.
- 3.7.3 Service Provider has to provide reliever for the person who is on leave /absent from duties. If a person is absent for more than 7days, in such case the Service Provider has to provide the replacement, in addition, deduction shall also be made for absentee period from the monthly bills as defined in the penalty clause of this bidding document.
- 3.7.4 The Service Provider has to make arrangement for additional staff after normal working hours or on overtime for attending breakdown/repairs/as & when required, the same shall be treated as part of the scope of work of this contract with no additional cost.
- 3.7.5 The Service Provider will be fully responsible for any consequences & claims under the law arising out of any accident caused by the workmen to the equipment / property/ personnel of UIDAI / Engineer- in-Charge etc. Service Provider shall also be responsible for any claim by third party i.e. due to loss of life / injury / property etc. as a result of accident caused by their workmen.
- 3.8 **SCOPE OF SUPPLY:**
- 3.8.1 All tools/tackles/consumables etc. required for successful operation and maintenance shall be in the scope of CFM agency. UIDAI shall not supply any tools/tackles/consumables etc. UIDAI shall supply only items which are new requirement, Permanent in nature or any such requirements which arise due to breakdown, replacement or worn out due to continuous operations/ Natural calamity.
- 3.8.2 UIDAI reserves the right to reduce or obliterate any item/work/service from the scope of work even without giving any explanation for the same.
- 3.9 **SUPPLY OF OTHER UTILITIES:** An office area of appropriate size shall be provided to CFM agency with free water & power. Central store Room for keeping consumables / Tools etc. shall be provided by UIDAI

- 3.10 **CONTRACT PERIOD /TIME OF COMPLETION:** The Contract shall be initially for a period of 03 (THREE) YEARS and further extendable on the same rates, terms and conditions with the consent of Service Provider for a further period of one year, subject to satisfactory performance (during the last three years) and administrative convenience of UIDAI. It is further clarified that any such extension shall be done only at the discretion of UIDAI and the Service Provider shall have no right to claim/demand any extension.
- 3.10.1 Maximum lead time of 07 (Seven) days shall be given to the Service Provider before deployment of personnel at site. The bidder must familiarize himself fully with the installations (at no extra cost to UIDAI) before taking over existing assets installed in New Office Complex, Bangla Sahib Road, New Delhi. The Service Provider shall also provide petty cash for consumables list of all consumables is available for the equipment, for which maintenance is in scope of Service Provider at the time of taking over.
- 3.11 **FACTORS TO BE CONSIDERED FOR PRICING:**
- 3.11.1 The following items are included in the quoted rate and no separate payment shall be tenable to the CFM agency/Service Provider:
- a. Salary of all workmen including facility manager of the service provider and supervisors.
 - b. ESI Payment.
 - c. Bonus Payment.
 - d. PF Payment.
 - e. Leave salary per month basis.
 - f. Charge for Uniform during Summer & Winter and Shoes.
 - g. Laundry Charges for the Uniforms.
 - h. Conveyance Paid to and from the work place.
 - i. Cost of providing reliever.
- 3.11.2 No variation in minimum wages shall be paid by UIDAI during the contract period and quoted rates are deemed to be inclusive any such variation which are required to be paid by CFM agency.
- 3.12 **IN THE EVENT THAT THE CONTRACT IS NOT RENEWED OR IS TERMINATED:**
- 3.12.1 The Service Provider shall furnish UIDAI with a detailed handing over plan and schedule at least one (1) months prior to the effective date of the termination.
- 3.12.2 The handing over plan and the detailed schedule shall be subject to UIDAI approval.
- 3.12.3 The Service Provider shall be responsible to conduct a detailed handover of the complete system to the next Service Provider during last one (1) month or lesser period of the contract. The handover shall be conducted concurrently with the ongoing normal support required of the Service Provider without affecting the maintenance of a service level. Similarly, if the Service Provider is asked to take over the maintenance of a system, he is to work with the previous maintenance personnel to understand the system. The taking over of the system shall be conducted concurrently with the ongoing normal maintenance support required of the Service Provider without affecting the maintenance service level. During the such handing over and taking over, no payment will be made to the new contractor however full payment as per existing terms and conditions will be made to the existing contractor. The New contractor will be paid as per terms and conditions of this bid only from the date of successful take over and independent running of the services as per this bid.
- 3.12.4 Proper documents will be exchanged between both the parties (UIDAI Authorised Representative/ Facility Manager and the Service Provider) at the beginning of the contract and during handing over of the job on expiry of the contract and/or on termination. These documents will clearly indicate the details of the state of equipments, the inventory and asset details; the knowledge base, drawings, O&M Manuals, and the data transferred etc. when placed under the services of the vendor

and at the time of handing over. The documents will be duly signed by the authorized representatives of UIDAI and the Service Provider.

- 3.13 **SERVICES:** All the services in general shall be provided as stipulated under Scope of Work/ Schedule of Rates, given in the Tender Documents herewith.
- 3.14 **HOLIDAYS:** According to UIDAI requirement, the manpower to be deputed on holidays may change. Therefore, the Service Provider has to cooperate on such issues.
- 3.14.1 Definition of Holiday: Holidays, declared by UIDAI in a calendar year for Delhi
- 3.15 **CONTRACTOR'S OBLIGATION:**
- 3.15.1 The following facilities shall be provided by the Service Provider to its staff working at the site without any extra cost to UIDAI. It is deemed that cost towards these facilities is already included in the quoted price by bidders.\
- a) PPE (Personnel Protective Equipments) etc.
 - b) Tools and Tackles etc.
 - c) Ladders / Stools etc.
 - d) Covid protection items to deployed staff of the agency
- 3.15.2 The Service Provider shall:
- a. Ensure that its Technical Manager/ Technical/ Shift Supervisors are equipped with mobile phones.
 - b. Prepare and provide a roster chart in consent with UIDAI Authorised Representative/ Facility Manager giving service wise deployment plan.
 - c. Maintain all plants and machineries on regular basis and shall arrange for all durables, consumables, tools, equipments & machinery required for the maintenance work.
 - d. Service Provider shall provide uniforms and shoes to all workmen, suitable for summer and winter season. Following items are to be provided to each and every workman in a year:
 - Two Sets of trousers.
 - Two sets of cotton shirts.
 - One pair of safety shoes of Bata or Liberty make and
 - One pullover before onset of winter.
 - ID Cards for the manpower deployed.
 - e. Colour of the uniform to be decided mutually between Service Provider & UIDAI. Before issuing uniform, it is the responsibility of Service Provider to get the approval regarding the quality of uniform by UIDAI/ Engineer-In-Charge.
 - f. Service Provider has to ensure that all his staffs attend duty in proper uniforms. Cost of uniform shall be considered to be included in the quoted rate and no separate payment towards this account is tenable.
- 3.15.3 The Service Provider shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.
- 3.15.4 Staff deployed by the Service Provider shall perform their duties at the premises of UIDAI with due diligence and take all precautions to avoid any loss or damage to the Government property/ person.
- 3.15.5 Be it private or public areas, security personnel of the UIDAI shall have the authority to frisk the staff of the Service Provider while entering or leaving the premises of the UIDAI.
- 3.15.6 The Service Provider shall ensure regular and effective supervision of the personnel deployed by him.
- 3.15.7 Service Provider has to submit documentary evidences along with monthly invoice towards depositing of PF and ESI payment against each workman.

- 3.15.8** Payment to workmen to be paid either by Cheque or through electronic transfer to all workmen by 7th of each calendar month. Documentary evidence towards payment to be attached along with monthly invoice.
- 3.15.9** The Service Provider shall ensure that its employee(s)/ labourers refrain from smoking /consuming alcohol and other intoxicant substance or carrying any inflammable substances etc., inside the premises. If anybody found to be consuming alcohol or any other intoxicating substance or carrying any inflammable substance, forthwith he/ she shall be expelled from the complex and shall be barred to enter again.
- 3.15.10** Service Provider at its own discretion shall arrange alternative workman within 24 Hrs, failing which penalty shall be imposed as per the terms and conditions as already specified in the bid.
- 3.15.11** Coordination with other agencies: Service Provider shall be responsible for proper coordination with other agencies operating at the site of work so that work may be carried out concurrently, without any hindrance to others. UIDAI shall resolve disputes, if any, in this regard, and his decision shall be final and binding on the Service Provider.
- 3.15.12** Conduct, discipline and sanctioning of leave: The Service Provider being the employer of the workmen shall be exclusively responsible to control day to day conduct and discipline of the workmen so as to maintain congenial working environment in UIDAI premises. The Service Provider shall be responsible to control leave of the workmen and provide replacement for leave/absence.
- 3.16** **PERSONNEL/MANPOWER:** The Service Provider shall deploy competent, skilled and trained personnel having following minimum requirements to perform services under this agreement. All personnel shall carry proper identity cards and shall be dressed in uniform with badges displaying their name and designations at all times while on duty. The staff shall maintain discipline and conform to office etiquette. UIDAI may at any time instruct to remove undesirable staff of the Service provider at their sole discretion. The UIDAI can also verify the qualification of the deputed staff in line with the guidelines provided in Scope of Works. No child labour will be permitted.
- 3.17** **WAGES AND INCENTIVES:** Service Provider understands constitutional obligations of principal employer. Accordingly, the Service Provider shall ensure payment of Minimum wages + fixed allowance to the Employees as per GoI guidelines from issued time to time.
- 3.18** **INSURANCE:**
- 3.18.1** The Service Provider shall have insurance policies in respect of workmen engaged by him for providing services under this Contract at his own cost and initiative taken out and maintain at all times until the expiry/ termination of the Contract, in order to keep himself as well UIDAI fully indemnified from and against all claims whatsoever including but not limited to those arising out of the provisions contained in Workmen's Compensation Act, 1923. Should the Service Provider fail to take insurance as provided for in the foregoing paragraph, UIDAI shall be entitled (but without any obligation to do so) to take such insurance at the cost and expense of the Service Provider and without prejudice to any other rights or remedies of UIDAI in this behalf, to deduct the sum(s) incurred thereof from any amounts due to the Service Provider. Service Provider shall at his own expenses carry and maintain insurance with reputable insurance companies to the satisfaction of UIDAI as follows:
- 3.18.1.1** **Employees State Insurance Act:** The Service Provider agrees to and does hereby accept full and exclusive liability for the compliance with obligations imposed by the Employees State Insurance Act, 1948, as amended from time to time and the Service Provider further agrees to defend, indemnify and hold UIDAI harmless from any liability or penalty which may be imposed by Central, State or local authority by reason of any asserted violation by Service Provider or sub-Contractor of the Employees' State Insurance Act. 1948, and its amendments and also from all claims, suits or proceedings that may be brought of by reason of the work provided for by this contract whether brought by employees of the Service Provider, the sub-Contractor or his employees by third

parties or by Central or State Govt. authority or any administrative sub-division thereof, or other local authorities.

The Service Provider agrees to fill in with Employees' State Insurance Corporation, the Declaration Forms and all forms which may be required in respect of the Service Provider's or sub-Contractor's employees. Who are employed in the work provided for or those covered by ESI from time to time under the Agreement.

The Service Provider shall deduct and secure the agreement of the sub-Contractor to deduct the employees' contribution as per the first Schedule of the Employee's State Insurance Act from wages and affix the Employee's Contribution card at wages payment intervals. The Service Provider shall remit and secure the agreement of the sub-Service Provider to remit to account of Employee's State Insurance Corpn. The employer's contribution as required by the Act, the term employer being understood as the Service Provider.

The Service Provider agrees to maintain all cards and records as required under the Act in respect of employees and payments. Any expenses, incurred for making contributions or maintaining records by Service Provider shall be to the Service Provider's account. UIDAI shall retain such sum as may be necessary from the total contract value until the Service Provider shall furnish satisfactory proof that all contributions as required by the Employees State Insurance Act, 1948, and its amendments from time to time have been paid.

3.18.1.2 Workman's Compensation & Employer's Liability Insurance: Insurance shall be affected for all the Service Provider's employees engaged in the performance of this contract to provide Workman's Compensation and responsibility insurance.

3.18.1.3 Any other Insurance required under Law or Regulations or by UIDAI: Service Provider shall also carry and maintain any and all other insurances which may be required under any law or regulations from time to time. He shall also carry and maintain any other insurance which may be required by UIDAI.

3.19 SAFETY REGULATIONS:

3.19.1 In respect of all staff, directly or indirectly employed in the work for the performance of Service Provider's part of this agreement, the Service Provider shall at his own expense arrange for all the safety provisions as per safety codes of CPWD, Indian Standards Institution, the Electricity Act, and such other Acts as applicable.

3.19.2 The Service Provider shall observe and abide by all fire and safety regulations. The Service Provider's staff shall abide by the existing security and safety rules/regulations/ precautions as per instruction issued to them from time to time by UIDAI. The Service Provider and its staff may also be required to pledge secrecy and non-divulgence of the nature of the work of UIDAI that may prejudice the interests of UIDAI.

3.19.3 Service Provider shall also ensure to engage persons by him whose character and antecedents have been got verified by the Service Provider & police authorities and furnish a certificate, in a form and manner prescribed by UIDAI.

3.19.4 The Service Provider undertakes to ensure due and complete compliance with all laws, regulation, rules etc. whether of the Central Government or the State Government or of any other competent authority applicable to the workmen employed or whose services are others wise availed of by the Service Provider whether in connection with the construction work at the site or otherwise. The UIDAI shall have the right to inspect the records maintained by the Service Provider concerning such workmen from time to time and the Service Provider shall whenever required by the UIDAI produce such records as the UIDAI may call upon the Service Provider to produce for the UIDAI inspection in order to ascertain whether or not the requirements of all such laws, regulations, rules etc. have been

complied with by the Service Provider. In the event of any contravention of such laws, regulations, rules etc. coming to light whether as a result of such inspection or to otherwise the UIDAI shall have the right to require the Service Provider to effect such compliance within such time as the UIDAI prescribe in that behalf and in the event of the Service Provider failing to effect such compliance within the time prescribed by the UIDAI then the UIDAI shall without prejudice to his other rights be entitled to withhold from the amount payable to the Service Provider any amount payable to the workmen under any such laws, regulations or rules and to make payment thereof to the workmen. The UIDAI shall also have in that event the right to terminate the contract with immediate effect and to exercise powers reserved to the UIDAI under the contract as a result of termination.

3.20 **TAXES & DUTIES:**

3.20.1 The quoted rate shall be inclusive of all applicable taxes except GST, which shall be paid as per actual against receipt of Tax Invoice and proof of payment of GST to Govt.

3.20.2 Statutory Variation: No variation on account of taxes and duties, statutory or otherwise, shall be payable to Service Provider except for the following:

a) **GST:** If after the due date of submission of last price bid and up to the contractual completion period, any increase/decrease occurs in the applicable rate of GST, the variation in such GST shall be to UIDAI's account and shall be adjusted (increase/decrease) to / from the Service Provider's invoices based on the documentary evidence.

b) **New Taxes & Duties:** Any new taxes, duties, cess, levies notified or imposed after the due date of submission of last/final price bid but before the contractual date of completion of work shall be to UIDAI's account. These shall be reimbursed against documentary evidence. However, if such new taxes are in substitution of other taxes, same shall be considered on merit of each case.

3.21 FIRM PRICE: The contracted prices shall be firm and fixed for the entire Contract Period and no escalation in prices on any other account shall be admissible to the Service Provider.

3.22 CONTRACT PERFORMANCE BANK GUARANTEE / SECURITY DEPOSIT: The Service Provider shall within 21 working days from the date of receiving of the notification of award, deposit with the UIDAI an interest free Security Deposit (SD) for an amount equivalent to 3% (Three) of the annual contract value in the form of a Performance Bank Guarantee (PBG) or e-PBG issued by a Commercial Bank, in the proforma provided at Annexure-IV in the Bid Document and shall be valid for 60 days beyond the contract validity period.

3.23 FORM OF CONTRACT PERFORMANCE BANK GUARANTEE: The 'FORM OF CONTRACT PERFORMANCE BANK GAURNTEE' attached with the bidding document as **Annexure-IV**

Section-IV (Payments)

- 4. PAYMENT TERMS:** Payment shall be made within 15 days of submission of monthly bill (to be submitted in duplicate), if the same is found in order. Income tax & other statutory fee etc. shall be deducted from the bill as per Govt. guidelines.
- 4.1 The UIDAI shall not be liable to pay any claims whatsoever other than the monthly bills for the services rendered as per the item rate mentioned in SOR. UIDAI reserves the right to reject the bills in the event of non- fulfilment of statutory obligation of PF contribution, ESI contribution, GST, labour welfare fund etc under the various laws.
- 4.2 The Payments to the Service Provider will be made monthly on the basis of the bill and as per the services provided by the Service Provider.
- 4.3 Monthly bills shall be submitted by 10th day of every month in duplicate as specified in contract and duly certified by the designated officer of UIDAI HQ. The copy of **GST** paid challan for the previous month/quarter as the case should be produced along with the bills for payment including a certificate that ensures payment of wages to the deployed personnel.
- 4.4 The copy of certificate indicating all the employees of the Service Provider have been paid the wages as per minimum wages act will also be attached in the bill.
- 4.5 Challan of GST, ESI, EPF, proof of payment of wages in Bank account through electronic mode and undertaking stating that all statutory obligations are complied with should also be enclosed with the monthly bill.
- 4.6 All payments to Service Provider shall be made subject to deduction of TDS (Tax deduction at Source) as per the income-Tax Act, 1961 and other taxes if any as per Government of India rules made applicable from time to time.

Section-V (Penalties)

5. PENALTY:

- 5.1 The Service Provider/CFM agency shall disburse salary to its deployed manpower inclusive of DA, if any, latest by 7th of every month, failing which UIDAI can impose penalty of Rs. 2000/- per day from 7th-10th day, Rs. 5000/- from 10th to 15th & Rs. 10000/- from 15th to 20th of the month and further failure the contract shall liable to be terminated. Security Deposit/ Performance Bank Guarantee shall be forfeited and Bank guarantee will be encashed. The UIDAI will have right to appoint any other agency for the manpower services at the risk and cost of the Service Provider/CFM agency.
- 5.2 If anybody found to be consuming alcohol or any other intoxicating substance or carrying any inflammable substance, forthwith he/ she shall be expelled from the complex and shall be barred to enter again. Service Provider at its own discretion shall arrange alternative workman within 24 Hrs. In addition to this a penalty of Rs.10000/- per case shall be imposed and deducted from monthly bills.
- 5.3 Whenever and wherever it is found that the assigned work is not performed upto the entire satisfaction of the UIDAI, it will be brought to the notice of Service Provider/CFM agency by the representative of UIDAI and if no action is taken immediately or the time specified by the UIDAI, penalty of Rs.5000/- per day per complaint can be imposed by invoking penalty clause. In case deficiencies persist & Service Provider/CFM agency is fined more than three times a month action to terminate the contract may be initiated at the discretion of Engineer Incharge.
- 5.4 The Service Provider/CFM agency has to maintain adequate number of manpower as per this contract and also arrange a pool of standby manpower / supervisor. If the required number of workers/supervisors /managers are less than the minimum specified number as mentioned in the contract, a penalty of Rs.1000/- per absentee per day can be deducted from the bill(s)
- 5.5 In case the Service Provider/CFM agency fails to fulfil the minimum statutory requirements (ESIC/EPF) as per the conditions of the tender document and fails to produce the concerned documents, it shall be treated as breach of the Contract and the Service Provider/CFM agency is liable to be blacklisted by the UIDAI, in addition to forfeiting of Performance Security Deposit.
- 5.6 In case of breach of any conditions of the contract and for all types of losses caused including excess cost due to hiring manpower services in the event of Service Provider/CFM agency failing to provide requisite number of manpower, the UIDAI shall make deductions at double the rate of hiring rate on prorata basis from the bills preferred by the Vendor or that may become due to the Vendor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the UIDAI.
- 5.7 **UIDAI reserves the right to impose Penalty in following cases:-** The following penalties may be imposed on the Service Provider, if services are not satisfactory, on the recommendations of the Officer In-charge of contract. The cumulative penalties shall be compiled and the amount deducted from the payment of monthly bills submitted by the Service Provider:

Sr. No.	Types of Service Deficiency/ Default	Severity Level	Penalty Rs.
a.	Non-Deployment of the Manpower (per day) against absentee.	1	Rs. 1000/-
b.	Poor services (per occasion per day per floor)	1	Rs. 1000/-
c.	Personnel not in proper uniform (per person/day)	1	Rs. 1000/-
d.	Misbehavior by personnel per occasion in addition to removal	2	Rs. 5000/-
e.	Non Working of any item covered in the contract per occasion per floor	2	Rs. 5000/-

Pre-Qualification Criteria (ANNEXURE-I)

Sr. No.	Particulars	Details/ Page No.
1.	Name of the Firm	
2.	Contact Person Name & Designation	
3.	Registered/Postal Address	
4.	Telephone/Mobile No.	
5.	E-mail ID	
6.	Bid Security Declaration (Annexure-V) as per clause 1.8 & 1.34.13	
7.	Bidder shall be a single entity (called sole bidder) {Enclose self attested copy of Registration Certificate of Firm}as per clause 1.34.1	
8.	The bidders should have registered office in NCT of Delhi (Enclose self attested evidence in support of address like Certificate of Incorporation/GST Registration/Labour License etc.) as per clause 1.34.2	
9.	The bidder should have registration of PAN (Enclose self attested copy) as per clause 1.34.3	
10.	The bidder should have registration of GST (Enclose self attested copy) as per clause 1.34.3	
11.	The bidder should have registration of ESI (Enclose self attested copy) as per clause 1.34.3	
12.	The bidder should have registration of EPF (Enclose self attested copy) as per clause 1.34.3	
13.	The bidder should have Labour registration (Enclose self attested copy) as per clause 1.34.3	
14.	<p>The bidder should have completed following works in last Five financial years ending on 31.03.2022 (i.e. FY 2017-18 to FY 2021-22) as per clause 1.34.4: -</p> <ul style="list-style-type: none"> • One similar work of single contract/work order value not less than 80% of the estimated cost of bid. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Two similar works with each of single contract/work order value not less than 50% of the estimated cost of bid. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Three similar works with each of single contract/work order value not less than 40% of the estimated cost of bid. <p>Note: Similar work shall mean "Operation & Maintenance of Electrical System, Fire Fighting System, lifts, Air-conditioning System, Sewage treatment plant, Building Management System in a Central Government/State Government/Central autonomous body/Central</p>	

	<p><i>PSU/Municipal corporations/State PSU/Railway stations/ Government hospitals, Delhi Metro, or reputed industrial house etc”</i></p> <p>The bidder should furnish Copies of contracts/work orders/documentary evidence of successful execution/ completion certificates duly certified by respective departments in support of their eligibility as per Para 1.34.4 above, in support of Past Experience of Similar Services along-with names, address and contact details of clients with this bid for verification by the Buyer as per Clause 1.34.5.</p>	
15.	The Bidder Should Furnish Proof of average Annual Turnover which should not be less than Rs. Seven Crore Only for the last three Financial Year's i.e. 2019-20, 2020-21 & 2021-22 duly certified by CA as per clause 1.34.6.	
16.	The Bidder Should Furnish Proof of IT returns, audited Balance sheet and profit and Loss account for the last three Financial Year's i.e. 2019-20, 2020-21 & 2021-22 duly certified by CA as per clause 1.34.6.	
17.	The bidder should furnish self certified copy of Bank account details/ copy of cancelled cheque as per clause 1.34.7	
18.	The bidder should furnish copy of latest annual GST return for FY ending on 31.03.2021 (Form GSTR-9) duly certified by CA as per clause 1.34.8	
19.	Declaration (Annexure VI) as per clause 1.34.9	
20.	Undertaking/certificate (Annexure VII) as per clause 1.34.10	
21.	The Bidder shall possess valid ISO 9001, ISO 14001, ISO/IEC 20000:1, ISO/IEC 27001 and OHSAS 45001 certifications. Self Attested Copies to be furnished as per clause 1.34.11	
22.	The firm should have hired/engaged at least 1000 skilled/semi-skilled/unskilled workers during any of the last three financial years ending on 31.03.2022. Documentary evidence (duly signed by bidder or HR Head) should be furnished in this regard) as per clause 1.34.12.	

I/We undertake that none of my close relatives is directly or indirectly related to UIDAI; no FIR has been registered under criminal offence and has never been blacklisted by Any Govt./PSU/Reputed Pvt. Institution/Organization.

Signature with Seal

Schedule of Rates (ANNEXURE-II)

Sr. No.	Item Description	Unit of Measurement (UoM)	Quantity	Rate (per month) incl. GST	Total Amount (INR) incl. GST
	1	2	3	4	(3*4)
1.	Providing Manpower & Comprehensive Operation and maintenance of UIDAI HEAD QUARTER Building including periodic maintenance & AMCs as per scope of work as per Section-II (Scope of Work) and other conditions in the bid.	Month	36		

Notes:

1. Payments shall be made by the Owner as per the terms and conditions of the Bid Document.
2. The rates quoted shall be inclusive of all charges including contribution towards ESI, PF, Gratuity, Bonus, Substitutes etc including cost of training and uniform and other statutory obligations.
3. The quoted rate shall be inclusive of all applicable taxes incl. GST.

Signature with Seal

Annexure-III**Draft Contract Agreement**

(To be executed on Rs. 100/- stamp Papers)

This Agreement is made at New Delhi on the _____ day of _____ 2022 between Deputy Director (Admin), UIDAI Headquarter, Unique Identification Authority of India, Bangla Sahib Road, Behind Kali Mandir, Near Gole Market, New Delhi-110001 on Behalf of CEO, UIDAI hereinafter called "the UIDAI" of the one part and _____ (Name of Vendor/Service Provider) (Registered Address of Vendor/Service Provider) _____ (authorized vide **(details of authority letter)**) of _____ hereinafter called "the Service Provider" of the other part.

Whereas the UIDAI is desirous that certain Works should be executed viz. "**Comprehensive Facility Management Services (CFMS) in UIDAI HQ**" at Unique Identification Authority of India, Headquarter (UIDAI, HQ) (as described on these bidding documents) hereinafter called "the Works" and has accepted a bid by the Service Provider for the execution and completion of such works and the remedying of defects therein. NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read / construed as part of this Agreement, viz:
 - Letter of Award and Acceptance
 - Bid Information Sheet
 - Bid information and Instructions to Bidders
 - Bid Evaluation
 - Special Conditions of Contract (SCC)
 - GeM Bid ID.....
3. In consideration of the payments to be made by the UIDAI to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the UIDAI to execute and complete the works w.e.f.** _____ to _____ and remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The UIDAI hereby covenants to pay the Service Provider in consideration of the execution and completion of the works and the remedying of defects therein, the list of rate Contract enclosed (Annexure) with the letter of award subject to such additions thereto or deductions there from as may be made under the provisions of the Contract at the times and in the manner prescribed in the Contract.
5. Jurisdiction of Court: The Courts at Delhi/ New Delhi shall have the exclusive jurisdiction to try all disputes arising out this agreement between the parties.

IN WITNESS WHEREOF the parties hereto have caused their respective Common Seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year first above written.

For and on behalf of the Service Provider

Signature of the authorized official

Name of the official

Stamp/Seal of the Service ProviderFor and on behalf of the UIDAI (HQ)

Signature of the authorized official

Name of the official

Stamp/Seal of the UIDAI

SIGNED, SEALED AND DELIVERED

By the said _____

By the said _____

Name _____ on behalf of

Name _____ on behalf

The Service Provider in the presence of:

the UIDAI in the presence of:

Witness _____

Witness _____

Name _____

Name _____

Address _____

Address _____

Note: **Blanks to be filled by the UIDAI at the time of finalization of the Form of Agreement.

Annexure-IV**PERFORMANCE BANK GUARANTEE****(To be stamped in accordance with Stamp Act)****The non-judicial stamp paper should be in the name of issuing Bank**

Ref.....

Bank Guarantee No.....

Date.....

To,

**Unique Identification Authority of India,
Bangla Sahib Road, Behind Kali Mandir,
Near Gole Market, New Delhi-110001**

Dear Sirs,

- In consideration of the Unique Identification Authority of India, Ministry of Electronics & Information Technology, Government of India, on behalf of the CEO, UIDAI, (hereinafter referred to as the "Owner" which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s..... with its Registered/Head office at (hereinafter referred to as the "Service Provider" which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a Contract by issue of Notification of award No..... dated and the same having been acknowledged by the Service Provider, resulting in a Contract, bearing No..... dated.....valued at.....for **"Comprehensive Facility Management Services (CFMS) in UIDAI HQ"** and the Service Provider having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract of Rs. (in words &figures).
- We.....
(Name & Address of Bank Branch) having its Head office at
..... (hereinafter referred to as the "Bank", which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the amounts due and payable under this guarantee without any demur, reservation, context, recourse or protest and/or without any reference to the Service Provider merely on a demand from the Owner stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Owner by reason of breach by the said Service Provider(s) of any of the terms or conditions contained in the said Agreement or by reason of the Service Provider(s)' failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive and binding notwithstanding any difference between the Owner and the Service Provider or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable till the Owner discharges this guarantee.
- The Owner shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee, from time to time to extent the time for performance of the Contract by the Service Provider. The Owner shall have the fullest liberty, without affecting this guarantee, to postpone from

time to time the exercise of any powers vested in them or of any right which they might have against the Service Provider, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Owner and the Service Provider or any other course or remedy or security available to the Owner. The Bank shall not be released of its obligations under these presents by any exercise by the Owner of its liberty with reference to the matters aforesaid or any of them or by reason of any other act of omission or commission on the part of the Owner or any other indulgences shown by the Owner or by any other matter or thing whatsoever which under law would, but for this provision have the effect of relieving the Bank.

4. The Bank also agrees that the Owner at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Service Provider and not withstanding any security or other guarantee the Owner may have in relation to the Service Provider's liabilities.
5. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/Service Provider(s).
6. Notwithstanding anything contained hereinabove:
 - a. Our liability under this guarantee is restricted to Rs. (in words & figures) being the 3% of the value of the contract/notification of award.
 - b. This Bank Guarantee will be valid upto; and
 - c. We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only upon service of a written claim or demand by you on or before

In witness whereof the Bank, through its authorised officer, has set its hand and stamp on this.....day of.....20.....at.....

Witness

(Signature)

(Signature)

(Name)

(Name)

(Official Address)

Attorney as per

(Designation with Bank Stamp) Power of Attorney No.....

Dated.....

Annexure-V**BID SECURITY DECLARATION**

(The Bidder shall fill in this Form in accordance with the instructions indicated on its letterhead)

Dated:

To

**Dy. Director (Admin),
4th floor, UIDAI Headquarter Building,
Bangla Sahib Road, Behind Kali Mandir,
Near Gole Market, New Delhi-110001**

Ref: Bid document No. _____ dated _____

Sir/Madam,

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bid must be supported by a Bid Security Declaration.

I/ We accept that I/We may be disqualified from bidding for any contract with UIDAI for a period of 3 years from the date of opening of Bid, if I/We are in a breach of any obligation(s) under the bid conditions, because I/We:

- a. Have withdrawn/modified/amended, impairs or derogates from the bid; or
- b. After having been notified of the acceptance of our bid by the Competent Authority within the period of bid validity:
 - (i) Fail or refuse to furnish a Performance Security in accordance with the Conditions of the Bid Document of Bid No.....
 - OR**
 - (ii) Fail or withdraw or refuse to sign the contract
 - OR**
 - iii) Submits False information/declaration

I/We understand that this Bid-Security Declaration shall cease to be valid, if contract is not awarded to us, upon:

- a) Our receipt of your notification to us of the name of the successful bidder or
- b) Twenty -eight days after the expiration of the validity of our Bid or any extension to it.

We are submitting this Bid Security Declaration in the name of M/s.....Dated on ____day of _____

For and on behalf of M/s. _____

Address:

Signature

Name

In the capacity of

DULY AUTHORISED TO SIGN THE BID

ANNEXURE 'VI'**DECLARATION**

I, _____ Son/Daughter/Wife of Shri/Smt. _____ Proprietor / Director / authorized signatory of the Service Provider mentioned above, is competent to sign this declaration and execute this bid document;

I have carefully read and understood all the terms and conditions of the bid and undertake to abide by;

The information /documents furnished along with the bid 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 bid at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of authorized person

Place:

Full Name:

SEAL

Annexure-VII**Undertaking**

1. I/ We undertake that I/we have carefully studied all the terms and conditions given in the bid and understood all the requirements/conditions of the proposed Comprehensive Facility Management Service at UIDAI HQ and shall abide by.
2. I/We hereby certify that none of my relative (s) is employed in UIDAI office.
3. I/We hereby certify that my firm neither has been blacklisted by any Government Department nor any criminal case has been registered against the firm or its owner/partners anywhere in India.
4. I/We further undertake that all the information/documents uploaded in online bidding process are true and correct in all respect and I/we hold the responsibility of the same.

(Signature of Authorized Person)

Date:

Full Name:

Place:

Company's Seal:

Annexure-VIII**Comprehensive Maintenance Services (CMS) for Hardware (IT Peripherals)**

1. The CMS hereunder covers maintenance of all components in the PCs, Laptops, printers, LAN, WAN, nodes, Firewall, Scanners, EPABX, UPS, wiring and Fixtures, etc., included under this tender. The CMS shall be comprehensive maintenance & repair excluding items of consumable nature (Printer cartridges & toners, Laptop batteries, fuser assembly, licence software & its updates) & replacement of items like Hard Disk, Printer Head etc.
2. The CMS shall consist of configuration and preventive & corrective maintenance of PCs, Laptops, printers, LAN, WAN, nodes, Scanners, EPABX, UPS, Battery Banks, wiring and Fixtures, etc. The maintenance of equipments for PCs, operating systems, network operating system, formatting of PCs, removal of viruses and installation of necessary basic software applications, etc.
3. The Service Provider shall maintain the equipments in good working condition during the contract period and the fault & failures, any repair or replace or defective parts of the equipments should be carried out immediately & if required, during non working hours also.
4. Unserviceable parts will be handed over to UIDAI
5. The Service Provider shall ensure that the full configuration (Hardware Part) of the equipment is in proper working condition, after repair and maintenance.
6. UIDAI reserve the right to change the equipments at locations, if and when situation demands. UIDAI also reserve the right to upgrade the IT infrastructure to meet its changing needs, as and when required.
7. The fault shall be rectified within the same working day, as far as possible and in no case shall exceed 8 working hours, from the time of reporting of failure/defect. Failure/defect shall be rectified so as to make available a perfectly working PC / Printer along with the peripherals. In case, failed component or as replacement, till the time the equipment is repaired to the satisfaction of the UIDAI.
8. In case the guaranteed repair time not being met, the following penalty can be levied but subject to supply of consumable by UIDAI in given time frame:
 - a) Beyond 24 hours from receipt of complaint, the penalty shall be **1000/- (One Thousand only)** per day/device such as PC/Printer/ Laptop/Scanner in question. A PC/Printer/Laptop/Scanner would be deemed to be down even if a peripheral attached to it i.e. floppy drive or hard disk is down.
9. The Service Provider shall ensure that the equipment is in good working condition and is with full configuration while handing over at the end of the CMS.
10. The Service Provider shall attend the corrective and preventive maintenance of the equipment at least once a quarter at all locations as per yearly PPM calendar provided by UIDAI. The preventive maintenance of the systems should cover essential aspects like floppy drive head cleaning, printer head cleaning, checking system performance, virus scanning and cleaning, checking hard disk for inconsistent cluster, defragmenting and running scan disk, replacement of printer gears and knob, if required.
11. No freight of any sort is admissible, for moving the equipments.
12. UIDAI expects the service provider to provide support in all IT related areas. In case of problems, he must provide immediate and timely solution to the problem.
13. The Service engineers posted at the site shall linkup himself with Central Helpdesk/Central Facility Complaint Registration Helpdesk and must maintain complaint register and job card and same to be putup for periodic inspection to concerned in charge of UIDAI.
14. The representative nominated by UIDAI will be the single point contact for the purpose of the contract. The concerned representative of UIDAI must have adequate administrative and management experience in additional to the skill set required for solving the problems.
15. The details of spare parts removed and replaced shall be duly entered into register/job card and signed by both clients and Service Provider's Technical Manager.

- a. The maintenance services will be provided on all working days from 10.00 hrs. to 18.00 hrs. (Monday to Saturday) or as and when required. Provision of availability of service engineers on Saturdays, Sundays or other holidays should be made as per PPM/routine schedules.
 - b. The Service Provider shall repair/ replace parts at the sites of the UIDAI only. If the fault is of serious nature and requires the support of the Repair Centre of the Service Provider, thereby necessitating shifting of the equipment, the Service Provider shall attend to shifting/transportation, installation, re-installation, loading of the system software at no additional cost to the UIDAI.
 - c. For preventive maintenance all IT equipments must be attended at least once in a quarter. Apart from consumables (printer cartridges, laptop batteries, DVDs/CDs, floppies, Fuser assembly, ADF, papers) and licensed software all other replacements if needed would be the responsibility of the Service Provider. Items which are not explicitly mentioned in the scope of work enclosed, if those items are needed to be repaired/replaced, these would be done at extra cost on actual basis. Taking of backup will be the responsibility of the Service Provider but possible recovery on best effort basis after crashes will be their responsibility.
16. Provision of Licensed Antivirus would not be the responsibility of the Service Provider but cleaning the systems after such attacks would be their responsibility. In case of any confusion about the scope of work, decision of UIDAI would be final.
- i. Tagging of assets has to be done by the Service Provider in consultation of UIDAI preferably within 15 days of award of work. Accordingly, the configuration details should be entered into Complaint software.
17. At the time of taking over the machines under CMS, the Service Provider should take note of the following:
- a. Machines which are working and current (P-III and above and printers & Celerons less than 5 years old from procurement date are defined as current) will straight away come into CMS from the date of signing of contract.
 - b. Machines which are working and obsolete (more than 5 years old from procurement date are defined as obsolete) will also straight away come into the purview of CMS. However during any subsequent problems with these machines, if the spare parts are not available, Admin Div would process the machines for condemnation.
 - c. For the machines which are non-working but current, Service Provider will advise the parts to be repaired/ replaced so as to make these machines functional. Admin Div will get these repairs/replacements done on their cost from the Service Provider for which payment on actual basis would be made. After these repairs/replacements, the machines would come under CMS.
 - d. CMS will cover the entire configurations of the machine which may include CD/DVD writers. At the time of taking over of the assets under CMS, responsibility of CMS of these functional parts automatically get transferred to the Service Provider.
 - e. Non working and obsolete machines would not be covered under AMC and would be advised for condemnation.
 - f. Maintenance of all the records pertaining to these would be the responsibility of the Service Provider