

Government of India
Ministry of Electronics and Information Technology
Unique Identification Authority of India (UIDAI)
(Administration Division)

No: G-14012/20/2018-UIDAI/Accounts

Dated:-07.02.2019

Sub: Limited tender for Supply, Installation, Testing and Commissioning of Tally Server 9 Software at **UIDAI, Headquarter, New Delhi** including AMC of three Years.

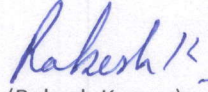
The Unique Identification Authority of India (UIDAI) invites sealed Bids for Supply, Installation, Testing and Commissioning of **One Tally Server 9 Software** at 4th Floor, Aadhaar, UIDAI HQ at Gole Market New Delhi 110001.

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|--|--|
| Date of issue of tender | 07.02.2019. |
| Last Date and time of accepting the tender | 22.02.2019, 3.00 PM |
| Opening of Techno-commercial bid | 22.02.2019, 4.00 PM |
| Tender Fee | ₹ 100/- to be submitted in the form of DD/Pay Order in favor of "UIDAI", payable at New Delhi. |
| EMD | ₹ 15000/- to be submitted in the form of DD/Pay Order in favor of "UIDAI", Payable at New Delhi. |
| PBG | 10% of Contract value |
| Bid Validity | 45 days from opening of bid |

Note: Bid may be downloaded from www.uidai.gov.in/eprocure.gov.in. Bids submitted without Tender fee & EMD shall be rejected summarily.

SCOPE OF THE WORK:

- Supply, Installation, Testing and Commissioning of **One Tally Server 9 Software** at UIDAI Headquarter, New Delhi with Multiple users (Minimum 30) across all the offices of UIDAI (Regional Offices) and related services for a period of One Year including Software upgradation/Training.
- Two years (2) Annual Maintenance Contract for product support at site & offsite, Telephonic support and Tally Net Subscription for Multiple users (Minimum 30) after completion of one Year.


(Rakesh Kumar)
Deputy Director (Admin)
Tel: 011-23478556

Terms and conditions for bidders

1. Bidders Eligibility:-

- 1.1 The bidder must possess a valid certification/license from OEM with 5(Five) Star rating distributor/dealer/Channel Partner based in Delhi.
 - 1.2 The bidder should have executed at least two similar work orders within last three Years prior to the date of Bid submission in any of the Govt/Semi Govt. Departments/Autonomous institutions/Universities/ Public Sector Undertaking of the Government of India or any other State Government (Enclose client certificate/Copy of Purchase Order/final payment particulars).
 - 1.3 Bidder should not have been blacklisted by any Central/State Government or Central/State Govt. PSU or other institution in India. An undertaking to this effect shall be submitted by the bidder.
2. The bidder shall bear all costs associated with the preparation and submission of the bids and UIDAI, HQ in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
3. Bidders shall submit the following documents:
- a. Bid Security (EMD) of Rs. 15,000/- (Rupees Fifteen thousand only) and Tender Fee of Rs. 100/-(Rupees One Hundred only) in the form of DD (Demand Draft) issued by any Nationalized bank in favour of "UIDAI" payable at New Delhi.
 - b. Exemption of Tender fee & EMD would be applicable to those bidders who have MSME Registration/Start-up Registration with Department of Industrial Policy and Promotion (DIPP) as per GFR-2017.
 - c. Self-attested copy of the GST/PAN of the Bidder.
 - d. Self attested copy of letter/certificate/undertaking from OEM (Original Equipment Manufacturer) authorizing the Bidder as 5(Five) Star rating distributor/dealer/Channel Partner valid for a period of at least three Years from the last date of bid submission.
 - e. Self attested copy of valid proof of Office Address/ Service Centre in Delhi.
4. The last date of submission of bids will be on **22.02.2019 at 3.00 PM** and the bid will be opened on the same day at 4.00 PM. Interested bidder or their representatives may attend at their own expenses, if desire so. The bid security of the unsuccessful bidder shall be returned within a week time after finalization of the contract.
5. The Validity of bids shall be 45 days from the date of bid submission.
6. Any tender not accompanied by Bid Security/Tender fee shall be rejected **OR** relevant certificate to claim exemption as per Govt. Norms.
7. Conditional bids will be summarily rejected.
8. Bid Security shall be forfeited if the bidder withdraws his/her bid prior to the date of Bid Opening.

9. All rates shall be quoted separately for each component of the Software inclusive of all taxes & duties.
10. The bidder shall submit the bid signed on each page along with requisite documents as specified in the tender document including **"EMD & Tender Fee"** in a sealed envelope superscripted **"Supply & installation of Tally Server 9 Software in UIDAI HQ"** and shall be addressed to SO (Admin II) at 4th Floor, Aadhaar UIDAI HQ, New Delhi-110001. Bids submitted late shall not be entertained.
11. The bidders qualifying the eligibility criteria will be considered for financial evaluation. The Bidder quoting the overall lowest price will be awarded the work. If there is a tie (overall quoted), in such case, preference will be given to the bidder executing max volume of work (in amount) within last three Years prior to the date of Bid submission, UIDAI may seek clarification at any stage of the bidding. Decision of UIDAI shall be final and no representation shall be entertained.
12. The contract will be awarded to the firm/agency quoting the overall lowest price ("X" + "Y") which is referred under techno-commercial bid at Sr. No.10 (3).
13. A sum of 10% of the total contractual values will be kept as performance guarantee. The successful bidder shall be required to furnish the performance bank guarantee from any Nationalised Bank/ Cash/Demand Draft to Deputy Director (Admin) within seven days of the receipt of the offer. The performance guarantee shall be returned after 60 days of completion of the **contractual** period without any interest.
14. The bidder shall supply the software within a period of 07 days after acceptance of the work order.
15. The supplier will install and Test the software for all the Multiple Users throughout UIDAI Offices from the installation site (UIDAI HQ) within 15 days of the supply of the software.
16. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the contract within the time frame.
17. Payment for Supply, Installation, Testing and Commissioning shall be within a week after receiving certificate of successful execution from user wing (DDO/ADG-Account) and submission of bills complete in all respect.
18. Payment of AMC would be made within a week time after interval of Six months with certification of satisfactory performance from the user wing and submission of bills complete in all respect.
19. Any other information/details may be obtained from Sh. Mohit K Goyal, SO (Admin), at 4th Floor, Aadhaar UIDAI HQ, Gole market New Delhi-110001 on any working day between 10:00 A.M. to 5:00 P.M. Interested parties may, if they so desire, visit the site personally on all working days.
20. The competent authority of UIDAI headquarter reserves the right to reject any bid or all bids without assigning any reason.

21. **Liquidated Damages (LD):** If the contractor is unable to complete the supply within the stipulated time limit, UIDAI at its discretion may allow additional time as justified with/without penalty and without altering terms and conditions of the bid. In the event of failure of the contractor to complete the supply within the stipulated time or the extended time, UIDAI has the right to impose Liquidated Damages @ 1.0% of the Contractual Value per week or part of the week. The Contractor's liability for delay, however, shall not exceed 10% of the total contract value.
22. The successful bidder shall extend the services as per the requirement of users during the currency of AMC and shall attend the fault within three hours after reporting. In case of failure, UIDAI may impose a penalty of Rs. 500/- for each three hours delay, it would become double after 12 Hrs and UIDAI may cancel the AMC if the fault continues beyond 48 Hrs or have a right to repair from outside at the cost of successful Bidder. In case of AMC cancellation, UIDAI will recover all dues by encashing PBG.
23. Violation of any terms & condition during warrantee period may invite forfeiture of performance of Bank Guarantee.
24. All the disputes are within the jurisdiction of Delhi.



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Techno-Commercial Bid**For Supply, Installation, Testing & Commissioning of Tally Server 9 Software
(UIDAI HQ New Delhi)**

1. Name of the Firm/Agency: _____
2. Name of proprietor: _____
3. Full Address of Reg. Office: _____
4. (Attach Copy of Registered Office
with Contact particulars such as _____
as Tel/Fax no, Mob, Mail, etc.) _____
5. Self attested & Valid copy of Authorized Dealer/ OEM certificate _____
6. Self attested copy of PAN/GST registration _____
7. Self attested copy of Bank A/C details of the Firm/Agency _____
8. Details of EMD & Tender Fee: _____
9. Volume of Business conducted during last three Years prior to the date of Bid submission
in reference to Para 11 under scope of work:
 - a. Volume of Business in 1st Year: Rs. _____
 - b. Volume of Business in 2nd Year: Rs. _____
 - c. Volume of Business in 3rd Year: Rs. _____

**10. Quoted Rates for supply and Installation of Tally Server 9 Software with 3 Years AMC of
product support at site.**

| S.No | Specification | Basic Cost (a) | Applicable GST (b) | Total Cost (in Figure) (a+b) | Total Cost in Words |
|------|---|--------------------------|------------------------------|--|---------------------------|
| 1 | Cost of Supply, Installation, Testing and Commissioning of One Tally Server 9 Software at UIDAI Headquarter, New Delhi with Multiple users (Minimum 30) and related services for a period of One Year including Software upgradation | | | "X" | |
| 2 | Cost of Two years (2) Annual Maintenance Contract for product support at site & offsite, Telephonic support and Tally Net Subscription for Multiple users (Minimum 30). | | | "Y" | |
| 3 | Overall Quoted Price (1+2) | | | "X"+"Y" | |

Signature of the Bidder/authorized person

Date:

Name:

Place:

Seal

Undertaking

To
Deputy Director (Admin),
4th Floor, Aadhaar
UIDAI HQ, Gole Market,
New Delhi-110001

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I also certify that I have not been blacklisted by any Government agency during past three years.
4. I declare that no agent, middleman, of any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. It further confirms and declares that no agency commission or any payment, which may be construed as an agency commission, has been or will be paid and that the tender price will not include any such amount. If the Department subsequently finds to the contrary, the Department reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the bidder to be null and void.

(Signature of the Bidder)

Name:

Address:

Tele.No