

**GOVERNMENT OF INDIA  
MINISTRY OF ELECTRONICS & INFORMATION TECHNOLOGY  
UNIQUE IDENTIFICATION AUTHORITY OF INDIA  
Aadhaar Complex, NTI Layout,  
Tata Nagar, Kodigehalli, Bengaluru - 560092.**

**22.12.2017**

**RFP No. TC-UID/Admin/Tender-HK/116/Blr/2017**

**NOTICE INVITING TENDER**

Unique Identification Authority of India (UIDAI), Technology Centre, Bengaluru, invites online bids from eligible bidders for **“Request for Proposal for hiring of Housekeeping Services”**.

The RFP documents may be downloaded from UIDAI Website <https://uidai.gov.in/uid-tender> (for reference only) and CPP portal <https://eprocure.gov.in/eprocure/app>.

I.	Earnest Money Deposit to be submitted	Rs.1,20,000/- ( Rupees One lakh Twenty thousand only)
II.	Bid Document Fee to be submitted	Rs. 250/- ( Rupees Two hundred and fifty only)
III.	Published date	22.12.2017
IV.	Pre-Bid Meeting	28.12.2017 ; 3.00 p.m
V.	Last date for submission of queries, if any	29.12.2017; 3.00 p.m
VI.	Response of queries /corrigendum to be uploaded in portal	02.01.2018; 10.00 a.m
VII.	Bid Submission Start Date	03.01.2018 ; 03.00 p.m
VIII.	Bid Submission End Date	22.01.2018; 03.00 p.m
IX.	Technical Bid Opening Date	23.01.2018: 03.00 p.m
X.	Financial Bid Opening Date	At a later date

2. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Bidders are advised to follow the instructions provided in the 'Instructions to the Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

3. Not more than one bid shall be submitted by one bidder. 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 contract as separate competitors. A breach of this condition will render the bids of both parties liable to rejection.

4. Bidder who has downloaded the RFP from the UIDAI website <http://uidai.gov.in/uid-tender> or Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the RFP form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, Bid will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with UIDAI.

5. Based on queries received from prospective bidders, if required, UIDAI may amend the RFP/issue corrigendum. Bidders are advised to visit again UIDAI website <https://uidai.gov.in/uid-tender> and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of RFP for any corrigendum/addendum/amendment.

6. The Hard copy of original instruments in respect of cost of RFP document fee and earnest money shall be submitted on or before the last date of submission.

Sd/-  
Assistant Director General (Admn TC),  
UIDAI, Bengaluru.

**Bid No.TC-UID/ADMIN/TENDER-HK/116/BLR/2017**

# **Request for Proposal**

**FOR**

## **Housekeeping Services**

**December, 2017**

**UNIQUE IDENTIFICATION AUTHORITY OF INDIA,  
Ministry of Electronics & Information Technology (MeitY)  
GOVERNMENT OF INDIA,  
TECHNOLOGY CENTRE, BENGALURU, KARNATAKA  
INDIA**

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## CHECK LIST

### 1. Check List of documents/supporting documents to be enclosed in the Bid -

S. No.	Pre-Qualification Condition	Whether Enclosed (Y/N)
(i)	Bid Document Fee Demand Draft (in original)	
(ii)	Bid Security (in original) of the prescribed amount and validity pursuant to Clause 10 of Section II	
(iii)	The bidder should not have been <b>blacklisted</b> / under a declaration of ineligibility for corrupt and fraudulent practices with any of the departments of the Central, State Governments and PSUs. Undertaking from bidder in this regard to be submitted.	
(iv)	The Bidder should have office in Bengaluru, Karnataka, India.	
(v)	Bidder should have a valid GST Registration, PAN/TAN Number and PF Code.	
(vi)	The Service Provider Company / Firm / Agency must have a minimum turnover of <b>Rs.50,00,000/- (Rupees Fifty Lakh only)</b> per year during the last three financial year till year ended on 31.03.2017.	
(vii)	Service Provider Company/Firm/Agency should be registered with Employees Provident Fund organization (EPFO) and Employees State Insurance Corporation (ESIC) under the respective Acts/laws.	
(viii)	Service Provider Company / Firm/ Agency should have <b>at least five years</b> experience in providing Housekeeping services to reputed private and/or public sector companies/banks/Government Departments etc. Details need to be provided as per <b>Annexure 4.1.5 of Section IV</b> .	

(ix)	The bidder must have executed at least three (3) contracts of <b>at least Rs. 20,00,000 (Rupees Twenty Lakhs) per annum</b> from the services of Housekeeping for the financial year ended on 31.03.2017 for reputed . For each of such order, the bidder should submit the details as per Annexure <b>4.1.5 of Section IV</b> .	
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**Important Note: This list should be duly filled, signed and uploaded.**

**Check List of Annexure to be enclosed in Technical Bid**

(i) **Section IV** comprising of :

S. No.	Description	Whether Enclosed (Y/N)
(i)	Bid Particulars (Annexure 4.1.1)	
(ii)	Technical Bid Letter (Annexure 4.1.2)	
(iii)	Manpower Required for Housekeeping Service (Annexure 4.1.3)	
(iv)	Features of Premises(Annexure 4.1.4)	
(v)	Details of the past contracts (Annexure 4.1.5)	
(vi)	Project and Manpower Details (Annexure 4.1.6)	
(vii)	Details of Scope and Schedule of work (Annexure 4.1.7)	

**Important Note:**

- a) **This list should be duly filled, signed and uploaded.**
- b) The Annexures supporting the above list shall also be uploaded.

**2. Check List of Annexure to be enclosed in the Commercial Bid**

S. No.	Description	Whether Enclosed (Y/N)

(i)	Commercial Bid Letter (Annexure 4.2.1)	
(ii)	Details of Cost for providing housekeeping services (Annexure 4.2.2)	

**Important Note:**

- a) The Annexures supporting the above list shall be uploaded.

## SECTION I – Invitation to Bid

This invitation to bid is for “**Housekeeping Services**” in the office of Unique Identification Authority of India in Technology Center, Bengaluru, Karnataka, India.

1.1 Bidders are advised to study the Bid document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the bid document with full understanding of its implications. Sealed offers prepared in accordance with the procedures enumerated in **Clause 1 of Section II** should be uploaded not later than the date and time laid down at the address given in the **Schedule for Invitation to Bid under Clause 1.4 (Section I)**

1.2 All Bids must be accompanied by an **EMD (Earnest Money Deposit) / Bid Security of Rs. 1,20,000/- (Rupees One Lakh Twenty Thousand Only) in the form of Bank Demand Draft or proforma of EMD Bank Guarantee as mentioned in Appendix D of section VI** or demand draft to be drawn on a Scheduled Bank in favour of “**UIDAI Regional Office, Bengaluru**” and payable at **Bengaluru**.

1.3 The Bid Document is not transferable.

### 1.4 Schedule for Invitation to Bid

a) Name of the Purchaser:

**Deputy Director General, Tech Centre  
Unique Identification Authority of India,  
Ministry of Electronics & Information Technology,  
Government of India,  
Aadhaar Complex,  
Tatanagar, Kodigehalli,  
Bengaluru, Karnataka, India- 560 092.**

b) Addressee and Address at which the documents are to be submitted:

**Assistant Director General (Administration),  
UIDAI Technology Center,  
Ministry of Electronics & Information Technology (MeitY),  
GOVERNMENT OF INDIA,  
Aadhaar Complex,  
Tatanagar, Kodigehalli,  
Bengaluru, Karnataka, India- 560 092.**

c) Latest Time and Date for receipt of bids

**On or before 1500 hours of 22 January, 2018.**

d) Place, Time and date of **Opening of Technical Bids**



**UIDAI Technology Centre,  
Aadhaar Complex,  
Tatanagar, Kodigehalli,  
Bengaluru, Karnataka, India- 560 092.**

**At 1500 hours of 23 January, 2018.**

e) Name of the Contact Person for any clarification :  
**Shri. Shaikh Azharuddin,  
Deputy Director (Admin)  
Unique Identification Authority of India (UIDAI),  
Queries should be submitted via E-mail – sheikh.azharuddin@uidai.net.in**

f) Date till which the response to the bid should be valid :

**180 days from the last date of submission of bids.**

g) **Important Dates :**

The following table provides information regarding the important dates of the Bid process for this Bid:

<b>Activity</b>	<b>Date</b>
Bid submission start date	03.01.2018
Last date of submission of Bids	22.01.2018
Opening of Technical Bids	23.01.2018
Opening of Financial Bids	At a later date

1.5 The Bidder is required to pay **Rs.250/- (Rupees Two Hundred Fifty Only)** towards Bid Document Fee, at the time of submission of Bids, in the form of a Bank Demand Draft

**failing which the Bids submitted by the Bidder shall not be entertained and shall be summarily rejected.** The Bank Demand Draft should be drawn on a Scheduled Bank in favor of “**UIDAI Regional Office Bengaluru**” and payable at **Bengaluru**. **The Bid Document Fee is non-refundable.**

**Note : The Purchaser shall not be responsible for non-receipt / non-delivery of the Bid documents due to any reason whatsoever.**

## SECTION II- Instruction to Bidders

### 2.1 Procedure for Submission of Online Bids on CPP Portal

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

#### 2.1.1 Registration

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### 2.1.2 Searching for tender documents

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### 2.1.3 Preparation of bids

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### 2.1.4 Submission of bids

- 1) 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.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official so as to reach, latest by the last date and time of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **2.1.5 Assistance to bidders**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Bidders can get help at +91-7878007972, +91-7878007973

#### **2.2 Procedure for Online Submission of Bids**

The tender shall be submitted Online (complete in all respect) must be uploaded on <https://eprocure.gov.in/eprocure/app> in two packets i.e. Two Bid system (Technical Bid and Commercial Bid), and bidder must follow the procedure as detailed in the Clause 2.1 of Section II.

##### **2.2.1 The bid shall be submitted online in –**

**Packet-1** having the following

Tender Fee + EMD (copy) + all documents as per check list

**Packet-2**

Financial Bid Submission ( Duly filled up schedule of price bid in the form of BoQ)

- 2.2.2 All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. All the files

mentioned below should be in .PDF format except for the BoQ which should be .xls format.

- 2.2.3 The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.
- 2.2.4 Original Instruments for EMD (as per Bank Guarantee Format in Appendix B) and Demand Draft for Tender Fee must be submitted on or before the last date of submission of Bids to the address, date and time as mentioned in the Clause 1.2 of Section I. These instruments can also be sent by registered post or can be dropped in the drop box on or before the last date of submission of Bids.

## 2.2 Cost of Bid Document

The Bidder is required to pay **Rs.250/- (Rupees One Hundred Only)** towards Bid Document Fee, at the time of submission of Bids, in the form of a Bank Demand Draft **failing which the Bids submitted by the Bidder shall not be entertained and shall be summarily rejected.** The Bank Demand Draft should be drawn on a Scheduled Bank in favor of “**UIDAI Regional Office, Bengaluru**” and payable at **Bengaluru.**

**The Bid Document Fee is non-refundable.**

## 2.3 Contents of the Bid Document

2.3.1 The Schedule of Requirements of the housekeeping services required, Bid procedures and contract terms are prescribed in the Bid Document. In addition to the **Section I – Invitation to Bid**, the Bid Document includes:

- a) **Section II** – Instructions to Bidders;
- b) **Section III**- General Conditions of Contract;
- c) **Section IV** – Contents of the Bid
  1. **Technical Bid**
  2. **Commercial Bid**
- d) **Section V**- Scope of Work and Schedule of Requirements
- e) **Section VI**- Appendices
  - i. Contract Form (**Appendix A**)
  - ii. Proforma of Bank Guarantee for Contract Performance Security (**Appendix B**)
  - iii. Location of UIDAI (**Appendix C**)
  - iv. Proforma of Bank Guarantee for EMD (**Appendix D**)

2.3.2 The Bidder is expected to examine all instructions, forms, general terms & conditions and Schedule of requirements in the Bid Document. Failure to furnish all information required by the Bid Document or submission of a bid not substantially responsive to the Bid Document in every respect will be at the Bidder's risk and may result in the rejection of the Bid.

2.3.3 Bid Documents, Request for proposal are all part of the contract.

## **2.4 Amendment of Bid Document**

At any time prior to the last time and date for receipt of bids, the UIDAI, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by an amendment.

## **2.5 Language of Bids**

The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and the UIDAI, shall be written in the English language, provided that any printed literature furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

## **2.6 Bid Prices**

2.6.1 The Bidder shall indicate in the proforma prescribed at **Annexure 4.2.2 of Section IV**, the unit prices and total Bid Prices of the Housekeeping services, it proposes to provide under the Contract.

2.6.2 The unit prices quoted in the above mentioned proforma will be used to calculate charges for "change orders", if any.

## **2.7 Firm Prices**

2.7.1 Prices quoted shall not be subject to any upward modifications, on any account whatsoever. The Bidder shall, therefore, indicate the prices in **Annexure 4.2.2 of Section IV** enclosed with the Bid. The Bid Prices shall be indicated in Indian Rupees (INR) only.

2.7.2 The Commercial bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out. Such charges should be shown separately in **Annexure 4.2.2 of Section IV**.

## **2.8 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 award of contract.

## **2.9 Bidder Qualification**

2.9.1 The "**Bidder**" as used in the Bid documents shall mean the one who has signed the Bids. The Bidder may be either the Constituted attorney of the company or the Principal Officer or his duly Authorized Representative, in which case he/she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, be furnished and signed by the Bidder.

2.9.2 It is further clarified that the individual signing the Bid or other documents in connection with the Bid must certify whether he/she signs as:

a) Constituted attorney of the company.

**OR**

b) The Principal Officer or his duly Authorized Representative of the company, in which case he/she shall submit a certificate of authority on behalf of the company.

The Bidder shall sign its Bids with the exact name of the Company to whom the contract is to be issued. The Bids shall be duly signed and sealed by an executive officer of the Bidder's organization. Each bid shall be signed by a duly authorized officer executed under seal.

The Bidder shall clearly indicate their legal constitution and the person signing the Bids shall state his capacity and also source of his ability to bind the Bidder.

The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the bid. UIDAI may out rightly reject any bid not supported by adequate proof of the signatory's authority

## **2.10 Bid Security**

The bid security may be forfeited, if a Bidder withdraws its bid during the period of bid validity (**Clause 2.11**) specified by the Bidder in the Bid.

## **2.11 Period of Validity of Bids**

2.11.1 Bids shall remain valid for **180 days** after the last date of bid submission as prescribed by the UIDAI. A bid valid for a shorter period may be rejected by the UIDAI as non-responsive.



2.11.2 In exceptional circumstances, the UIDAI may ask the Bidder to extend the validity of the Bid.

## **2.12 Headings**

Headings of conditions hereto shall not affect the construction thereof.

## **2.13 UIDAI's Right to Vary Scope of Contract at the time of Award**

2.13.1 Accordingly, the UIDAI reserves the right to place repeat order(s) within the

**Contract Period**, of up to 50% of the Contract value. In case of any increase/decrease in the manpower, the service charges, if any quoted, shall be correspondingly increased/ decreased on pro-rata basis.

2.13.2 The UIDAI shall reserve the right, **not to purchase** Housekeeping Services quoted by the bidder in this invitation to bid.

## **2.14 UIDAI's Right to Accept Any Bid or Reject**

The UIDAI reserves the right to accept the bid, and to annul the Bid process and reject the bid at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder of the grounds for the UIDAI's action.

## **2.15 Conditions for Pre-Qualification of Bidders**

The Bidder Company / Firm / Agency should fulfill the following pre-qualification specifications:

- i. The Bidder should have office in Bengaluru, Karnataka, India.
- ii. The Bidder should not have been **blacklisted** / under a declaration of ineligibility for corrupt and fraudulent practices with any of the departments of the Central, State Governments and PSUs. Undertaking from bidder in this regard needs to be submitted.
- iii. Bidder should have a valid Sales Tax Number (GST), PAN/TAN Number and PF code.
- iv. Bidder's Company/Firm/Agency should be registered with Employees Provident Fund organization (EPFO) and Employees State Insurance Corporation (ESIC) under the respective Acts/laws.
- v. The Service Provider Company / Firm / Agency must have a minimum turnover of **Rs.50,00,000/- (Rupees Fifty Lakh only)** per year during the last three financial year till year ended on 31.03.2017.

- vi. Bidder Company / Firm/ Agency should have **at least five years' experience** in providing Housekeeping services to reputed private and/or public sector companies/banks/Government Departments etc.
- vii. The bidder must have executed **at least three (3) contracts of Rs. 20,00,000 (Rupees Twenty Lakhs only)** per annum from the services of Housekeeping and for the financial year ended on 31.03.2017. For each of such order, the bidder should submit the details as per **Annexure 4.1.5 of section IV.**

## **2.16 Late Bids**

Any bid received by the UIDAI after the last date and time for receipt of bids prescribed by the UIDAI, pursuant to **Clause 1.4(c) Section I**, will be rejected and/or returned unopened to the Bidder.

## **2.17 Modification and Withdrawal of Bids**

2.17.1 The Bidder may modify or withdraw its bid after the Bids" submission (but not later than the last date of submission), provided that written notice of the modification or withdrawal is received by the UIDAI prior to the last date prescribed for receipt of bids.

2.17.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and submitted in accordance with the provisions of **Clause 2.1 of Section II**. A withdrawal notice may also be sent by fax but followed by a signed confirmation copy, post marked not later than the last date for receipt of bids.

## **2.18 Clarification**

When deemed necessary, the UIDAI may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the Bid submitted or price quoted.

## **2.19 Preliminary Examination**

2.19.1 The UIDAI will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required bid security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

2.19.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of the errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

2.19.3 A bid determined as not substantially responsive will be rejected by the UIDAI and

may not subsequently be made responsive by the Bidder by correction of the nonconformity.

2.19.4 The UIDAI may waive any minor informality or nonconformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

## **2.20 Contacting the UIDAI**

2.20.1 No Bidder shall contact the UIDAI on any matter relating to its Bid, from the time of the Bid opening to the time the Contract is awarded.

2.20.2 Any effort by a Bidder to influence the UIDAI's Bid evaluation, Bid comparison or Contract award decisions may result in the rejection of the Bidder's Bid.

## **2.21 Post Qualification**

2.21.1 The UIDAI will determine to its satisfaction whether the Bidder selected as having submitted the best evaluated responsive bid is qualified to satisfactorily perform the Contract.

2.21.2 This determination will take into account the Bidder's financial, technical, implementation and post-implementation capabilities. It will be based upon an examination of the documentary evidence submitted by the Bidder as well as such other information as the UIDAI deems necessary and appropriate.

2.21.3 An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the UIDAI will proceed to the next best evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

## **2.22 Criteria for Evaluation of Bids**

### **2.22.1 Technical Bid Evaluation Criteria**

<b>Sl. No.</b>	<b>Parameters</b>	<b>Marks</b>
1.	No.of Orders executed during last 5 years	20
2.	Annual Turnover of the firm	15
3.	Number of years of experience in providing similar type of Housekeeping services.	20

4.	Manpower on bidder's payroll	20
5.	Number of Satisfactory reference checks	25

**Minimum score of 70 is a must to open the Financial Bid.**

This is for qualification only and will have no bearing on determining L1 bidder. Bidder with the maximum number of orders (minimum criteria is defined in **Clause 2.15**) will be awarded maximum number of marks (25) and other bidders will get proportionate marks.

Bidder should submit details as per **Annexure 4.1.5 of Section IV** for parameters 1 and 5 in the above table.

Similarly, bidder with maximum turnover i.e parameter 2 (minimum criteria is defined in **Clause 2.15**), maximum number of years of experience in similar services i.e parameter 3 (minimum criteria is defined in **Clause 2.15**), and bidder with maximum manpower on bidder's payroll i.e parameter 4 (as a part of manpower bidder should submit the details as mentioned in **Annexure 4.1.6 of Section IV**) will be awarded maximum marks and the consecutive lower bidders will get the proportionate marks.

- a. A proposal shall be rejected at this stage if it does not respond to important aspects of the Technical bid, and if it fails to achieve the minimum technical score.
- b. Commercial bids shall be taken up only for those bidders who meet the minimum technical score criteria.

**2.22.2 Commercial Bid Evaluation Criteria**

Determination of the lowest commercial bid will be based on the Lowest Commercial Quoted Value by the Bidder i.e. on (L1) basis.

**2.23 Notification of Award**

2.23.1 Prior to the expiration of the period of bid validity, the UIDAI will notify the successful Bidder in writing by registered letter or by fax, to be confirmed in writing by registered letter, that its bid has been accepted.

2.23.2 The notification of award will constitute the formation of the Contract.

**2.24 Signing of Contract**

2.24.1 At the same time as the UIDAI notifies the successful Bidder that its bid has been accepted, the UIDAI will send the Bidder the Contract Form (**Appendix A of Section VI** provided in the Bid Document, incorporating all agreements between the parties).

2.24.2 Within **15 days** of receipt of the Contract Form, the successful Bidder shall sign and date the Contract and return it to the UIDAI.

**2.25 Performance Security**

2.25.1 Within **10 days** of the receipt of notification of award from the UIDAI, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Contract Performance Guarantee Bond prescribed at **Appendix B of Section VI**. Details are also mentioned in **Clause 3.24 of Section III**.

2.25.2 Failure of the successful Bidder to comply with the requirement of **Clause 2.25** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the UIDAI may award the Contract to the next lowest evaluated Bidder or call for new bids.

## SECTION III - GENERAL CONDITIONS OF CONTRACT

### 3.01 Period of Contract

This contract for “**Housekeeping Services**” at Technology Center, Bengaluru, Karnataka, India shall be valid for a total period of **1 (One) Year** and will commence from date of signing of the contract. UIDAI, however, reserves the right to terminate/curtail the contract at any time before expiry of contract period after giving **one month notice** to the agency without assigning any reason. The contract may be extended on yearly basis for a maximum period of **2 (Two Years)** depending on the performance of the bidder and the requirement of UIDAI with same/modified conditions of contract at the sole discretion of UIDAI. (Total 3 Years)

### 3.02 Payment

The payment would be released on monthly basis on production of invoices and on satisfactory completion of services.

### 3.03 Currency of Payment

Payment shall be made in Indian Rupees only.

### 3.04 Repeat Orders

The UIDAI may at any time, can order upto 50% of the services under the present contract within contract period or six month from the date of supply/successful completion of the contract, the cost, terms and conditions remaining the same. It will be entirely the discretion of the Purchaser to exercise this option or not.

### 3.05 Contract Amendments

Subject to **Clause 3.07**, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

### 3.06 Assignment

The Vendor shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent. The permission, if any, of the purchaser has to be taken within **15 days of award** of the contract.

### 3.07 Sub-contracts

No subcontracting will be allowed.

### **3.08 Delays in the Vendor's Performance**

3.08.1 Delivery of the Housekeeping services and performance of service shall be made by the Vendor in accordance with the Timelines specified by the Purchaser in **Clause 3 of Section V**.

3.08.2 An un-excused delay by the Vendor in the performance of its delivery obligations shall render the Vendor liable to any or all of the following sanctions: forfeiture of its performance security, imposition of liquidated damages, and/or termination of the Contract for default. In case of default by vendor, UIDAI may also get the work done by third party at the risk and cost of vendor.

3.08.3 If at any time during performance of the Contract, the Vendor or its sub-contractor(s) should encounter conditions impeding timely supply of services, the Vendor shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Vendor's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Vendor's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract. If the vendor request to delay the delivery of services and performance of services is not found acceptable to the purchaser, **Clause 3.08.2** would be invoked.

### **3.09 Liquidated Damages**

The Bidder is liable to be imposed a penalty as per table below, for poor service/delivery, inadequate staff, etc. subject to maximum deduction of **10% liquidated damages** from the monthly bill . Once the maximum is reached, the Purchaser may consider termination of the Contract.

<b>Sr. No.</b>	<b>Types of Service Deficiency/ Default</b>	<b>Severity Level</b>	<b>Penalty Rs.</b>
01	Non-Deployment of the Manpower (per day)	1	Rs. 300/-
02	Poor housekeeping services, improper upkeep or cleaning (per day)	2	Rs. 2,000/-

### **3.10 Termination for Default**

3.10.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Vendor, terminate the Contract in whole or in part by giving **1(One) month** notice:

- (a) If the Vendor fails to provide Housekeeping services within the time period(s) specified in the Contract, or any extension thereof granted by the Purchaser pursuant to **Clause 3.08**; OR

- (b) The Purchaser has noticed that the Bidder has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (c) The bidder is delayed due to causes of Force Majeure by **more than 1(One) month**; OR
- (d) If the Vendor fails to perform any other obligation(s) under the contract.

3.10.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to **Clause 3.10.1** the Purchaser may pay, upon such terms and in such manner as it deems appropriate. However, the Vendor shall continue performance of the Contract to the extent not terminated.

3.10.3 In case the Bidder withdraws or the UIDAI Technology Centre terminates the contract for violation of terms and conditions and/or deficiency in services during the period of contract, the additional expenses in hiring a new contractor on temporary arrangement till the time of appointing a regular contract through a tender process, will be adjusted against payments to be made.

### **3.11 Force Majeure**

3.11.1 Notwithstanding the provisions of **Clauses 3.08, 3.09, 3.10** the Vendor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

3.11.2 For Purposes of this Clause, "Force Majeure" means an event beyond the control of the Vendor and not involving the Vendor and not involving the Vendor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

3.11.3 If a force Majeure situation arises, the Vendor shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Vendor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

### **3.12 Termination for Convenience**

The Purchaser may by written notice sent to the Vendor, terminate the Contract, in whole or in part at any time of its convenience after giving **1(One) month** notice. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of work under the



Contract is terminated, and the date upon which such termination becomes effective.

### 3.13 Dispute Resolution

**If during** the subsistence of this Contract or thereafter any dispute between the Parties hereto arising out of or in connection with the validity, interpretation, implementation, material breach or any alleged material breach of any provision of this Contract or regarding any question, including as to whether the termination of this Contract by one Party hereto has been legitimate, the Parties hereto shall endeavor to settle such dispute amicably and/or by Conciliation to be governed by the Arbitration and Conciliation Act, 1996 or as may be agreed to between the Parties. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts; which attempt shall continue for not less than thirty (30) days, gives thirty (30) days notice to refer the dispute to arbitration to the other Party in writing.

- 3.13.02 The Arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996.
- 3.13.03 The Arbitration proceedings shall be held in Bengaluru, Karnataka, India.
- 3.13.04 The Arbitration proceeding shall be governed by the substantive laws of India.
- 3.13.05 The proceedings of Arbitration shall be in English language.
- 3.13.06 Except as otherwise provided elsewhere in the contract if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, at any time in connection with construction, meaning, operation, effect, interpretation or out of the contract or breach thereof the same shall be decided by an Arbitral Tribunal consisting of three Arbitrators. Each party shall appoint one Arbitrator and the Arbitrators so appointed shall appoint the third Arbitrator who will act as Presiding Arbitrator.
- 3.13.07 In case, a party fails to appoint an arbitrator within 30 days from the receipt of the request to do so by the other party or the two Arbitrators so appointed fail to agree on the appointment of third Arbitrator within 30 days from the date of their appointment upon request of a party, the Chief Justice of India or any person or institution designated by him (in case of International commercial Arbitration) shall appoint the Arbitrators/Presiding Arbitrator. In case of domestic contracts, the Chief Justice of the High Court or any person or institution designated by him within whose jurisdiction the subject purchase order/contract has been placed / made, shall appoint the arbitrator/Presiding Arbitrator upon request of one of the parties.
- 3.13.08 If any of the Arbitrators so appointed dies, resigns, incapacitated or withdraws for any reason from the proceedings, it shall be lawful for the concerned party/ arbitrator to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his predecessor had left if both parties consent for the same, otherwise, he shall proceed de novo.

- 3.13.09 It is a scope of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of invocation of arbitration and not thereafter.
- 3.13.10 It is also a scope of the contract that neither party to the contract shall be entitled for any interest on the amount of the award.
- 3.13.11 The Arbitral Tribunal shall give reasoned award and the same shall be final, conclusive and binding on the parties.
- 3.13.12 The fees of the arbitrator shall be borne by the parties nominating them and the fee of the Presiding Arbitrator, costs and other expenses incidental to the arbitration proceedings shall be borne equally by the parties.
- 3.13.13 Subject to as aforesaid the provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment in lieu thereof shall apply to the arbitration proceedings under this clause.
- 3.13.14 Continuance of the Contract: Notwithstanding the fact that settlement of dispute(s) (if any) under arbitration may be pending, the parties hereto shall continue to be governed by and perform the work in accordance with the provisions under this Contract.

### **3.14 Applicable Law**

The Contract shall be governed by and construed in accordance with the laws of India.

### **3.15 Notices**

- 3.15.1 Any notice by one party to the other pursuant to the Contract shall be sent in writing or by email and confirmed in writing to the address specified for that purpose in the contract.
- 3.15.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

### **3.16 Price Fall**

- 3.16.1 The prices charged for the services supplied under this contract by the Vendor shall in no event exceed the lowest price at which the Vendor sells the Services or offers to sell Services of identical description to any persons/organizations including the Purchaser or any department of the Central or State Government or any statutory undertaking of the Central or State Govt., as the case may be, during the currency of the contract.

3.16.2 If any time during the contract period the Vendor reduces the sale price, sells or offers to sell such Services to any person/organization including the purchaser or any department of State or Central Govt. or any department. of a State Govt. for statutory undertaking of the Central or State Govt. as the case may be at a price lower than the price chargeable under the contract, he shall forthwith notify such reduction of sale or offer to sell to the purchaser and the price payable under the contract for the Services supplied after the date of coming into force of such reduction or sale or offer to sell shall stand correspondingly reduced.

3.16.3 Prices shall remain firm and shall not be subject to any upward revision on any account whatsoever throughout the currency of contract except in case of revision of minimum wages by Government of India. The Purchaser, however, reserves the right to review and negotiate the charges payable for Services at the beginning or at any time, whichever is earlier, to incorporate downward revisions as applicable and necessary.

### **3.17 Prices**

**Prices to be firm:** The prices quoted for the Services shall be firm throughout the currency of contract and shall not be subject to any variation. Except in case of revision of minimum wages by Government of India.

### **3.18 Deductions**

Payments, as envisaged in **Clause 3.02**, shall be subject to deductions of any amount, for which the Vendor is liable under the agreement against this Bid.

### **3.19 Taxes and Duties**

The Vendor shall be entirely responsible for all taxes, duties, license fees etc., incurred until performance of the contracted services to the Purchaser. If there is any reduction/ increase in duties and taxes due to any reason whatsoever, after Notification of Award, the same shall be passed on to the Purchaser/Vendor.

### **3.20 Relationship between the parties**

Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between UIDAI and the bidder and/or its personnel. The bidder, subject to this Contract, has complete charge of the personnel and sub-contractors, if any, performing the Services and shall be fully responsible for the Service performed by them or on their behalf hereunder.

### **3.21 Governing Language**

The Contract shall be written in the English language. Subject to **Clause 3.14**, that language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in that same language.

### **3.22 Services and other conditions**

3.23.01 The Bidder shall ensure that his employees shall have Identity Cards, provided by the contractor which shall be worn in such a way that it is prominently displayed and visible for any person to identify the individual representing the contractor. The bidder shall deployed their employees after police verification only and a copy of the samve should be submitted to UIDAI.

3.23.02 **UIDAI Technology Centre, Bengaluru shall provide the Housekeeping consumables.**

3.23.03 The Bidder should abide by and conform to the various provisions in so far as they relate to him as specified in the Contract Labour (R&A) Act, 1970.

3.23.04 The Bidder shall indemnify and shall keep the purchaser indemnified against acts of omission or negligence, dishonesty or misconduct of the men engaged for the work and the purchaser shall not be liable to pay for any damages or compensation to such person or to third party.

3.23.05 The Bidder shall, at all times, indemnify the purchaser against any claim which could arise under the workmen's Compensation Act, 1953 and/or under any statutory notification thereof or otherwise in respect of any damages or compensation in consequence of any accident, injury sustained to any of the workmen engaged by the bidder. The bidder shall insure all the employees engaged for this job and such policy shall be produced to the purchaser on demand.

3.23.06 In the event of any exigencies, the purchaser shall have discretion to call upon the bidder to provide such additional employees as may be necessary in its opinion for the purpose of effectively carrying out the services contemplated in this agreement.

3.23.07 The bidder shall arrange for the maintenance of all such registers and forms as are statutorily required and/or considered necessary for the efficient performance of the contract.

3.23.08 That it shall be clearly agreed and understood by the bidder that all the persons provided shall be the employees of the bidder and all disputes between the bidder and its employees shall have no bearing on the Purchaser. The Purchaser shall not be responsible for any claims made by such persons and shall not be liable to pay any amount to any employee/ex-employee of the

bidder. The bidder is fully responsible for disciplined behavior of its workmen. The bidder shall not allow or incite his workers to participate in any trade union activities, agitations in any of the two premises.

- 3.23.09 All damages caused by the bidder or that of the bidder's employees or arising out of its employee's instruction shall be charged to the bidder and recovered from his dues/bills or adjusted against the performance guarantee.
- 3.23.10 If the performance of any worker/employees is not found satisfactory by the Purchaser, the Bidder will be asked to replace him.
- 3.23.11 The UIDAI Technology Centre or the bidder in case of any failure or omission due to natural calamities, hurricanes or due to any statute or regulations of the government or because of any lock outs, strikes, riots, embargos for any political reasons or otherwise beyond the control of any party including war (whether declared or not) civil war or state of insurrection, will give notice to other party within 15 days of the occurrence of such incident that on account of the above event the notifying party has delayed the performance beyond its reasonable control and it was not due to negligence or default on its part.

### **3.24 Performance Security**

- 3.24.1 Within **10 days** after the receipt of notification of award of the Contract from the Purchaser, the successful Vendor shall furnish performance security to the Purchaser, which shall be equal to **10 percent (Ten Percent)** of the value of the contract in the form of a bank guarantee bond from a scheduled bank.
- 3.24.2 The Performance Security Bank Guarantee shall be released on completion of the **Contractual Obligations**.
- 3.24.3 The performance security should remain valid for a period of **60 days** beyond the date of completion of all contractual obligations of Vendor.

**SECTION IV- CONTENTS OF BIDS**

**Annexure 4.1.1**

**TECHNICAL BID**

**BID PARTICULARS FOR Bid No. \_\_\_\_\_**

- 1. Name of the Bidder \_\_\_\_\_
  - 2. Address of the Bidder \_\_\_\_\_
  - 3. Name of the housekeeping service provider \_\_\_\_\_
  - 4. Address of the housekeeping service provider \_\_\_\_\_
  - 5. Place of housekeeping service provider \_\_\_\_\_
  - 6. Bidders Proposal Number and date \_\_\_\_\_
  - 7. Name and address of the officer to whom  
all references shall be made regarding  
this bid \_\_\_\_\_
- Tel. No. \_\_\_\_\_  
Cell No. \_\_\_\_\_  
Fax No. \_\_\_\_\_

<b>Witness :</b>		<b>Bidder :</b>	
Signature	-----	Signature	-----
Name	-----	Name	-----
Address	-----	Address	-----
-			
Date	-----	Date	-----

**Company Seal**

**Technical Bid Letter**

To

**The Assistant Director General (Administration),  
Unique Identification Authority of India (UIDAI)  
UIDAI Technology Center  
Aadhaar Complex, NTI Layout,  
Tata Nagar, Kodigehalli  
Bengaluru, Karnataka, India-560092.**

**Ref : Bid No. \_\_\_\_\_**

Sir,

We declare:

- (i) That we are provider of Housekeeping Services.
- (ii) That we/our principals are equipped with adequate manpower required for Housekeeping and that our establishment is open for inspection by the representatives of the Unique Identification Authority of India.

2. We hereby offer to supply the Housekeeping Services at the prices and rates mentioned in the **Annexure 4.2.2** of the Commercial Bid.

**3. PERIOD OF DELIVERY**

We do hereby undertake that, in the event of acceptance of our bid, the housekeeping services shall be made as stipulated in the schedule to the Bid Document and that we shall perform all the incidental services.

**4. TERMS OF DELIVERY**

The prices quoted are inclusive of all charges in the UIDAI at the location as mentioned in **Appendix C**.

5. We agree to abide by our offer for a period of **90 days** from the last date of submission of bid and that we shall remain bound by a communication of acceptance within that time.

6. We have carefully read and understood the terms & conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to supply of services as per these terms and conditions.

7. Certified that the bidder is :

a) The Constituted attorney of the company and the person signing the bids is the constituted attorney of the Company.

**OR**

b) The Principal Officer or his duly Authorized Representative of the Company, and he has the authority to refer to arbitration disputes concerning the business of the Company by virtue of the general power of attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the tender document.)

**8** Bid Security (**Earnest Money**), in original, for an amount equal to **Rs.** \_\_\_\_\_ (**Rupees** \_\_\_\_\_ **only**) is enclosed in the Cover containing **Technical Bid** in the form of specified in **Clause 1.2 of Section I**.

**9.** We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and placement of awarding the Contract, shall constitute a binding contract between us.

Dated this day of \_\_\_\_\_ 2017

**Signature of the bidder**

**Name** :  
**Full Address** :  
**Telephone No** :  
**Fax No** :

**Details of enclosures:**

- 1.**
- 2.**
- 3.**
- 4.**



**Details of Manpower Required for Housekeeping Service**

(A) **Service Required**  
Housekeeping Service

(B) **Requirement of Manpower for the services**

<b>Sr. No.</b>	<b>Description</b>	<b>No. of Resources (min)</b>	<b>Qualification / Experience (min)</b>	<b>Work Timing</b>	<b>Work days / week</b>
01	Supervisors (Housekeeping)	02(Two)	Graduate in any discipline/Housekeeping Management with minimum three years post qualification work experience.	Mon – Fri (0830 - 1800) Sat(1000-1300)	06
02	Housekeeping Staff	18 (Eighteen)	One year work experience.	Mon – Fri (0800 - 1730) Sat(1000-1300)	06

### Salient features of the premises

Premises current / proposed usages are as under:

#### A. TECHNOLOGY CENTRE BUILDING

	Flo3or/ Level	Type of Usage	Cabins (Nos.)	Cubicles (Nos.)	Toilets (Nos.)	Open Area (approx.Sq M)	Total covered Area (sq. mtrs)
01	Basement – Multi level	Car Park	0	0	1		2150
02	Ground Floor	Reception & Security	6	0	3	300	2150
03	First Floor						
04	Second Floor	Office space	16	134	5		2150
05	Third Floor	Office space	9	157	5		2150
06	Fourth Floor	Cafeteria and Gym	0	0	5	900	2150
07	Fifth Floor	CISF Common Area	18	0	20	900	2150
	<b>TOTAL</b>						

#### B. DATA CENTRE BUILDING

	Floor/ Level	Type of Usage	Cabins (Nos.)	Cubicles (Nos.)	Toilets (Nos.)	Open Area (approx.) Sq mtrs	Total covered Area (sq. mtrs)
01	Ground	Utility	3	0	2	1200	12093
02	First	HD and VHD	2	31	2	1300	12763
03	Second	MD	1	0	3	1200	13543
04	Third	Future expansion and store			2	14500	
05	Fourth	Terrace				14000	
	<b>TOTAL</b>				9		

#### C. OTHER

Lift lobbies and Façade Area (13000 sq. mtrs. approx.).

**Details of the past contracts of Housekeeping**

Give details of the major similar contracts handled by the tendering Company/Firm/Agency on behalf of Government Departments, PSUs and other Private sector, during the last **3(three)** years in the following format.

*(Also attach attested copies from various clients that will be considered as reference checks).*

Sl. No.	Details of client along with address, telephone and Fax numbers	Amount of Contract. (Rs. in Lakh)	Duration of Contract. Form	Duration of Contract. To

(If the space provided is insufficient, a separate sheet may be attached.)

**Note:** UIDAI can contact the clients to confirm the references provided.

Date:

Signature of authorized person

Full Name:

Seal:

Place:

### Project and Manpower Details

#### Details of Projects and Manpower:

Sl No .	Name of the Projects On-going and Completed (with the location details)	Start Date of Project	End Date of Project	Cost of Project (in Rs.)	No. of Supervisor	Housekeeping Boys

**Note:** If required purchaser will visit the project site to verify.

Signature of authorized person

Date:

Place:

Name:

Seal:

## Scope and Schedule of work

WORK SCHEDULE			
S. No.	Area & Activity	Frequency	
1	<b>Office Area – 1<sup>st</sup>, 2<sup>nd</sup> &amp; 3<sup>rd</sup> floors , open area and parking area</b>		
	Dust Bin Cleaning	Daily	
	Sweeping & Mopping of floors	Daily / Hourly basis at ground floor.	
	Cleaning of Tables, Chairs, Workstations, Storage, Computers	Daily	
	Cleaning of phones	Daily	
	Cleaning of partitions	Weekly	
	Cleaning of Window edges	Daily	
	Cleaning of Carpet area	Weekly( With Vacuum Cleaner)	
	Cob Web removal	Weekly	
	Removal of Stains	Weekly	
	Open area garden maintenance	Daily	
	2	<b>Cleaning of Ground floor common area</b>	
		Cleaning of staircases, corridor, railings and lifts	Thrice a day
Cleaning of electrical fittings		Once in fortnight	
Cleaning of doors, windows, glass, walls, skirting, doormats and carpets		Once in a week	
Stains, spills, footmarks on floor		Immediately	
3	Reception area 4 <sup>th</sup> & 5 <sup>th</sup> Floor	Daily	
	Cleaning of Cafeteria	Thrice a day	
	Cleaning of CISF common area	Daily	
4	<b>Car parking area &amp; Outside Common Area</b>	Daily	
5	<b>Toilets in building premises</b>		
	Cleaning of toilets	Daily/ Hourly basis	
	Cleaning of washbasins	Daily/ Hourly basis	
	Check working of exhaust fans	Daily	
	Cleaning of Dustbins	Hourly	
	Cleaning of Floors	Hourly	
6	Changing toilet rolls, Towels	Hourly	
	<b>Data Centre</b>		
	Stair case cleaning	Daily	
7	Washroom cleaning	Hourly	
	Lift Lobby	Twice in a day	
7	<b>Façade cleaning of Tech centre and Data Centre Building</b>	<b>Twice in a year</b>	

### Commercial Bid Letter

To

**The Assistant Director General (Administration),  
Unique Identification Authority of India (UIDAI)  
UIDAI Technology Center  
Aadhaar Complex, NTI Layout, Tata Nagar, Kodigehalli  
Bengaluru, Karnataka, India-560092.**

**Ref : Bid No. \_\_\_\_\_**

Sir,

We declare:

- (i) That we are provider of Housekeeping Services.
  - (ii) That we/our principals are equipped with adequate manpower required for Housekeeping and that our establishment is open for inspection by the representatives of the Unique Identification Authority of India.
2. We hereby offer to supply the Housekeeping at the prices and rates mentioned in the **Annexure 4.2.2** of the Commercial Bid.
  3. **PERIOD OF DELIVERY**  
  
We do hereby undertake that, in the event of acceptance of our bid, the housekeeping services shall be made as stipulated in the Schedule to the Bid Document and that we shall perform all the incidental services.
  4. **TERMS OF DELIVERY**  
  
The prices quoted are inclusive of all charges in the UIDAI at the location as mentioned in **Appendix C**.
  5. We enclose herewith the complete **Commercial Bid** as required by you. This includes:

S. NO.	CONTENTS
1.	Commercial Bid Letter (Annexure 4.2.1)
2.	Cost for providing housekeeping Services (4.2.2)

8. We agree to abide by our offer for a period of **180 days** from the last date of submission of the bid and that we shall remain bound by a communication of acceptance within that time.
9. We have carefully read and understood the terms & conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to supply service as per these terms and conditions.
10. Certified that the bidder is :

- c) The Constituted attorney of the company and the person signing the bids is the constituted attorney of the Company.
- d) The Principal Officer or his duly Authorized Representative of the Company, and he has the authority to refer to arbitration disputes concerning the business of the Company by virtue of the general power of attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the tender document.)

11. Bid Security (**Earnest Money**), in original, for an amount equal to **Rs. \_\_\_\_\_** (**Rupees \_\_\_\_\_ only**) is enclosed in the Cover containing **Technical Bid** in the form of specified in **Clause 1.2 of Section I**.
12. We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and placement of awarding the Contract, shall constitute a binding contract between us.

Dated this day of                      2017

**Signature of the bidder**

**Name**                      :  
**Full Address**            :  
**Telephone No** :  
**Fax No**                      :

**Details of enclosures:**

- 1.
- 2.
- 3.

**Commercial Bid**

(To be uploaded as BoQ)

**Tender Inviting Authority: UNIQUE IDENTIFICATION AUTHORITY OF INDIA, TECHNOLOGY CENTER, BENGALURU****Name of work: Hiring of Housekeeping Services****Contact No :**

Name of the Bidder/Bidding Firm/Company :											
<b>PRICE SCHEDULE</b>											
(This BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)											
<b>NUMBER #</b>	<b>TEXT #</b>	<b>TEXT #</b>	<b>NUMBER #</b>	<b>TEXT #</b>	<b>NUMBER #</b>	<b>NUMBER #</b>	<b>NUMBER #</b>	<b>NUMBER #</b>	<b>NUMBER #</b>	<b>NUMBER #</b>	<b>TEXT #</b>
<b>Sl.No</b>	<b>Item Description</b>	<b>Item Code/Matry ke</b>	<b>Quantity</b>	<b>Units</b>	<b>Estimated Rate in Rs. P</b>	<b>BASIC RATE in figures/ Staff/Month To be entered by the Bidder in Rs. P</b>	<b>Total Service Tax (Per item) in RS.P</b>	<b>Any Other Charges (Per item) in Rs. P</b>	<b>Total Amount without Taxes in RS.P</b>	<b>Total Amount with Taxes &amp; Other charges in RS. P</b>	<b>Total Amount In Words</b>
1	2	3	4	5	6	7	8	9	10	11	12
1	Hiring of Housekeeping										
1.01	Supervisor		2								
1.02	Housekeeping Staff		18								
1.03	Façade Cleaning		2								
<b>Total in Figures</b>											
<b>Quoted Rate in Words</b>											



## SECTION V- Scope of Work and Schedule of Requirements

### 1. Services to be provided

#### 1.1 Nature of Services

- (a) The Bidder shall arrange for performance upkeep including sweeping, washing, cleaning of furniture and fixture, windows, windows glasses, doors, Carpets, Chairs, sofa sets windscreens, Venetian blinds, false ceiling polishing of metal surfaces. The bidder shall ensure that even those areas of premises shall be well maintained and cleaned, which are not in immediate use and / or are vacant. The bidder shall ensure cleaning of toilets and urinals.
- (b) The Bidder shall arrange for upkeep of entire complex including furniture and fixtures at the frequency / interval as is specified in the Work Schedule as mentioned in **Clause 2**.
- (c) The Bidder shall ensure excellent standard of housekeeping, cleanliness and maintenance of the entire complex / premises by employing sufficient number of skilled/unskilled personnel but in any case not less than the numbers mentioned in **Clause 3**. The hours of work of personnel are also indicated in the **Clause 3** but may be altered by UIDAI at its sole discretion.
- (d) Disposal of all garbage/wastes (with segregation of the waste into two separate bins- one for dry waste and another wet waste), shall be the responsibility of the bidder to arrange. The Bidder shall ensure that the garbage is picked before 9.15 A.M. positively leaving no chance for complaint.
- (e) In the areas in the office which are to be cleaned daily i.e. Monday to Friday, the initial cleaning operation in all aspects shall be completed and made fit to use by 9:00a.m. All periodical operations shall be executed continuously till the closing time i.e. 6:00 p.m.
- (f) The Bidder shall ensure to display a workflow chart of the duties to be performed by its personnel from morning till evening, i.e. as per the specified duty time of the Contract. All the activities shall be listed on the Chart and signed by the concerned personnel as a token of the job having being completed or attended to.
- (g) The Bidder will be responsible for promptly attending to all service complaints / requirements within the purview of the contract.

- (h) The Bidder shall also arrange, shining of brass plates, other brass plates used and other name plates also.
- (i) The Bidder will have to do the work related to the upkeep and maintenance of entire premises for services of sweeping, mopping, dusting, cleaning and other maintenance services if required such as Electrical, Sanitary & Plumbing, Masonry, Carpentry, Welding work, Pests control services etc.
- (j) Any short supply or inadequacy with regard to manpower and equipment employed by the Bidder shall be viewed seriously and shall attract SLA penalties as mentioned **Clause 3.09 of Section III**.
- (k) The schedule of weekly and fortnightly cleaning operations to be undertaken shall be submitted to the designated officer on the last working day of the previous month and the Bidder shall strictly adhere to the schedule. All weekly and fortnightly cleaning operations (other than dust removal on records through vacuum cleaning) shall be undertaken on Saturdays and holidays or at the convenience of the officer occupying the chamber.
- (l) The Bidder shall provide Identity Cards to all its personnel (including sub-contractor's personnel) and ensure that these personnel wear the said IDs in such a way that it is prominently displayed and visible for any person to identify the individual representing the Bidder.
- (m) The housekeeping supervisors shall be available in the UIDAI Technology Centre building premises from 8.30 a.m. to 6.00 p.m. on Monday till Friday and 10:00 a.m. to 1:00 p.m. on Saturdays (mentioned in **Clause 3**). They shall be in-charge for the overall act of cleaning/pantry services in respect of the buildings and should monitor all jobs throughout the day and all the employees/workers must be at his disposal. A time chart of the cleaning work undertaken at the common toilets shall be exhibited at the rear side of the toilet door and shall have the initials of the house keeper and the supervisor as a mark of having completed the cleaning operation.
- (n) The employees/workers of the bidder will have no right to claim with the UIDAI Technology Centre or to claim absorption on completion of the above contract scheme.
- (o) If in the opinion of UIDAI, the Bidder engages inadequate number of employees or does not execute the work in a satisfactory manner or in accordance with the terms and conditions of the contract, UIDAI may, at its sole discretion and without any written notice to the Bidder, get the work done through any third party Bidder, and recover the entire cost thereof from the Bidder's payment(s) and/or any other security available with it.

- (p) The Bidder shall provide defined uniform (to be pre-approved by UIDAI) to all its personnel (including sub-contractor's personnel) and ensure that these personnel wear the said uniform at all times when they are on the premises and for carrying out the services. The personnel should present themselves clean and tidy.
- (q) In the event of any exigencies, UIDAI shall have discretion to call upon the Bidder to provide such additional personnel as may be necessary for the purpose of effectively carrying out the services contemplated in this agreement.
- (r) The Bidder and the employees engaged by the Bidder will follow the entry and exit procedures of the purchaser as may be determined by the purchaser from time to time.

## 1.2 Scope of Cleaning Works

### (a) Daily Cleaning

#### **Sweep Clean:**

- Sweep and clean all floor areas.
- Damp moping of tiles, vitrified floors, staircases, elevators, floors, side walls and podium entrance areas.
- Floors shall be free of dirt, mud, sand, footprints, liquid spills and other debris.
- Chairs, trash, receptacles and easily movable items shall be moved to clean underneath.
- During inclement weather, the frequency may be higher. When completed the floors and halls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue or any evidence of dirt remaining or standing water.
- After sweeping all vitrified floors, area would be machine scrub cleaned.

#### **Drycleaning / Vaccuming:**

- Vacuuming all carpets runners and carpet protectors so that they are free of dirt, mud, etc.
- When completed, the area should be free of all litter, lint, loose soil and debris.
- Any chairs, trash, receptacles and easily movable items shall be moved to clean underneath and then replaced in the original position.

**Washroom cleaning (to be carried out on hourly basis):**

- Thorough cleaning and sanitization of toilets, bathrooms, wash basins and shower facilities.
- All surfaces shall be free of grime, soap, mud and smudges.
- Cleaning of mirrors, glass windows, glass doors etc.

**Trash removal:**

- Emptying all waste paper baskets from all floors and washing or wiping them clean with damp cloth, replacing plastic waste paper basket lining and returning items where they were located.
- All waste from waste paper baskets will be collected and deposited in the buildings waste container or as directed by UIDAI Authorities.
- Dry and wet garbage would be segregated and dumped into designated area.

**Glass surface cleaning:**

- All glasses at the entrance door of the premises would be cleaned using damp and dry method.
- Glass table tops, cabin doors, cabin partitions and glass accessories would also be cleaned.
- Removal of grease marks or finger prints on glass counters and partitions. This cleaning is done using approved all purpose cleaner and lint free cloth or paper towels.

**Spot carpet cleaning:**

- Spot clean carpets whenever necessary to remove spots using appropriate products, chemicals etc.

**Damp and dry cleaning:**

- Wipe clean all white boards of meeting rooms, conference rooms, work stations etc.
- Wipe clean all table tops of workstations, cubicle and other furniture and fixtures.

**(b) Weekly Cleaning****Deep Cleaning:**

- Ceiling, walls, partitions etc.
- Toilets and washrooms.

**Window glass cleaning:**

- Interior and exterior glasses will be cleaned on both sides, throughout the building (except external façade of glass walls).
- Dusting windows sills and blinds.

**Sanitizing:**

- **Office desk paper bins** would be cleaned and sanitized.
- All washrooms dustbins would be thoroughly cleaned and sanitized.
- All telephone instruments would be sanitized using disinfectants.
- Waste bins from pantry/canteen areas would also be thoroughly cleaned and sanitized with disinfectants.
- Thorough washing of all walls and doors of toilet with appropriate detergent and disinfectant.

**Polishing:**

- All the door/window handles/knobs, other brass fittings and items/statues, planners etc. are required to be polished and kept in shining condition.

**(c) Fortnightly Cleaning:**

**Dusting and wiping:**

- Dusting and wiping light fixtures. When completed, the light fixtures should be free from dirt, grim, dust and marks.
- Applying metal polishes to accessories or door/window handles, hand railings, lift walls etc. where applicable.

**Scrubbing:**

- Scrubbing of all floor areas with scrubbing machines.

**(d) Other Tasks:**

- Sweeping, mopping, machine scrubbing of all specified floors.
- Removing all garbage and replace cleaned bins. Garbage will be taken to the designated site from where the contractor will arrange for its disposal.
- Wipe/clean of all glass doors and windows regularly.
- Maintain high standards of cleanliness and hygiene at all assigned areas throughout the premises.

**1.3 Other Works**

- 1.3.1 The Bidder's supervisory staff should be available at site every day during office hours as mentioned in **Clause 3**. In case of emergency complaints, the Bidder is to ensure rectification of defects immediately.

1.3.2 The Bidder will immediately attend the complaint and complete the same on its receipt on the same day.

1.3.3 The Bidder will have to maintain all types of records for consumption and receipt of material as desired by UIDAI and instructions issued from time to time in this regard should be complied with by the Bidder.

## 2 Scope and Schedule of work

WORK SCHEDULE		
S. No.	Area & Activity	Frequency
<b>1</b>	<b>Office Area – 1<sup>st</sup>, 2<sup>nd</sup> &amp; 3<sup>rd</sup> floors , open area and parking area</b>	
	Dust Bin Cleaning	Daily
	Sweeping & Mopping of floors	Daily / Hourly basis at ground floor.
	Cleaning of Tables, Chairs, Workstations, Storage, Computers	Daily
	Cleaning of phones	Daily
	Cleaning of partitions	Weekly
	Cleaning of Window edges	Daily
	Cleaning of Carpet area	Weekly( With Vacuum Cleaner)
	Cob Web removal	Weekly
	Removing of Stains	Weekly
	Open area garden maintenance	Daily
<b>2</b>	<b>Cleaning of Ground floor common area</b>	
	Cleaning of staircases, corridor, railings and lifts	Thrice a day
	Cleaning of electrical fittings	Once in fortnight
	Cleaning of doors, windows, glass, walls, skirting, doormats and carpets	Once in a week
	Stains, spills, footmarks on floor	Immediately
	Reception area	Daily
<b>3</b>	<b>4<sup>th</sup> &amp; 5<sup>th</sup> Floor</b>	
	Cleaning of Cafeteria	Thrice a day
	Cleaning of CISF common area	Daily
<b>4</b>	<b>Car parking area &amp; Outside Common Area</b>	Daily
<b>5</b>	<b>Toilets in building premises</b>	
	Cleaning of toilets	Daily/ Hourly basis
	Cleaning of washbasins	Daily/ Hourly basis
	Check working of exhaust fans	Daily
	Cleaning of Dustbins	Hourly
	Cleaning of Floors	Hourly

	Changing toilet rolls, Towels	Hourly
<b>6</b>	<b>Data Centre</b>	
	Stair case cleaning	Daily
	Washroom cleaning	Hourly
	Lift Lobby	Twice in a day
<b>7</b>	<b>Façade cleaning of Tech Centre and Data Centre</b>	<b>Twice in a year</b>

### 3 Schedule of Requirements (SOR)

Schedule of Requirements should be as below:

#### 3.1 Service Required

Housekeeping Service

#### 3.2 Requirement of Manpower for the services

Sr. No.	Description	No. of Resources (min)	Qualification / Experience (min)	Work Timing	Work days / week
1	Supervisors (Housekeeping)	02(two)	Graduate in any discipline/Housekeeping Management with minimum three years post qualification work experience.	Mon – Fri (0830 - 1800) Sat(1000-1300)	06
02	Housekeeping Staff	18 (Eighteen)	One year work experience.	Mon – Fri (0800 - 1730) Sat(1000-1300)	06

### 4 TIMELINES

#### 4.1 Service Commencement Schedule

Bidder should commence the housekeeping services within **3 (three) weeks from the date of issue of Purchase Order.**

## SECTION VI- APPENDICES

### Appendix A

#### CONTRACT

THIS AGREEMENT made this \_\_\_ day of ..... between Unique Identification Authority of India, Tech Centre, Bengaluru (hereinafter referred to as “**the Purchaser**”) which expression shall unless repugnant to the context or meaning thereof mean and be deemed to include its authorized representatives and permitted assigns of the FIRST PART and ..... having its Office at ..... (hereinafter referred to as “**the Vendor**”) which expression shall unless excluded by or repugnant to the context, includes their Heirs, Executors, Administrators, Legal Representatives and permitted Assigns of the SECOND PART.

**WHEREAS Purchaser** is desirous of entering into a contract for providing Housekeeping services along with Incidental Services with the **Vendor**, for the Technology Centres of Unique Identification Authority of India in Bengaluru, Karnataka, India, and has accepted to pay to the **Vendor** the contract amount for provisioning of manpower of housekeeping services at a total cost not exceeding..... (**Rupees .....**) (hereinafter referred to as "the Contract Price").

**AND WHEREAS** the **Vendor** has agreed to provide housekeeping services as listed in Bid Document No \_\_\_\_\_, as per the rate(s) given in **the table below mentioned hereinafter.**

#### **NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:

**A.** Bid Document No \_\_\_\_\_ regarding “Housekeeping” in the Data Centres of Unique Identification Authority of India in Bengaluru, Karnataka, India, including

- (i) Instruction to Bidders
- (ii) General Conditions of Contract
- (iii) Scope of Work
- (iv) Location of Services to be provided

**Section II**  
**Section III**  
**Section V**  
**Appendix C**



- B. Clarifications issued by the Purchaser.**  
**C. Pre-Qualification, Technical and Commercial proposals submitted by the Vendor.**  
**D. Order No. \_\_\_\_\_ dated \_\_\_\_\_ placed on the Vendor.**  
**E. Acceptance of the order vide No. \_\_\_\_\_ dated \_\_\_\_\_ by the Vendor.**

3. In consideration of the payments to be made by the **Purchaser** to the **Vendor** as hereinafter mentioned, the **Vendor** hereby covenants with the **Purchaser** to provide the services and manpower related to housekeeping and to remedy therein in conformity in all aspects with the provisions of the aforesaid Bid under reference.

4. The **Purchaser** hereby covenants to pay the **Vendor** in consideration of the provision of providing manpower for the housekeeping services as listed in Table below, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

**PRICE SCHEDULE**

Sl.No	Item Description	Item Code/Make	Quantity	Units	Estimated Rate in Rs. P	BASIC RATE in figures/ Staff/Month To be entered by the Bidder in Rs. P	Total Service Tax (Per item) in RS.P	Any Other Charges (Per item) in Rs. P	Total Amount without Taxes in RS.P	Total Amount with Taxes & Other charges in RS. P	Total Amount In Words	
1	2	3	4	5	6	7	8	9	10	11	12	
1	Hiring of Housekeeping											
1.01	Supervisor		2									
1.02	Housekeeping Staff		18									
1.03	Facade Cleaning		2									
<b>Total in Figures</b>												
<b>Quoted Rate in Words</b>												

- Copy of the Govt. order on Minimum wages as on date should be enclosed.
- The Sum of a) Total rates of taxes, service charges for 20 Housekeeping personnel and b) Total rates for facade cleaning (twice for year) will be considered for determining L1 Bidder.

Signature -----

Name -----

Designation \_\_\_\_\_

Address -----

Date -----

Place : Bengaluru

Signature -----

Name -----

Designation \_\_\_\_\_

Address -----

-

Date -----

Place Bengaluru

**In the presence of:**

Signature -----

Name -----

Designation \_\_\_\_\_

Date -----

Place : Bengaluru

**In the presence of:**

Signature -----

Name -----

Designation \_\_\_\_\_

Date -----

Place Bengaluru

**Appendix B**

**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  
Ministry of Electronics & Information Technology (MEITY),  
Government of India,  
Technology Center, Aadhaar Complex,  
NTI Layout, Tata Nagar, Kodigehalli  
Bengaluru, Karnataka, India-560092**

Dear Sirs,

In consideration of the Unique Identification Authority of India, Ministry of Electronics and Information Technology (Miety), Govt of India, on behalf of the President of India, (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 "Contractor" 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 Contractor, resulting in a Contract, bearing No..... dated.....valued at.....for **"Housekeeping Services at Bengaluru, Karnataka, India"** and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract not exceeding Rs. .... (in words & figures).

2. 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 Contractor 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 Contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the Contractor(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 Contractor 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.

3. 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 Contractor. 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 Contractor, 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 Contractor 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 Contractor and notwithstanding any security or other guarantee the Owner may have in relation to the Contractor'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:
  - (1) Our liability under this guarantee is restricted to Rs. .... (in words & figures), as per **Clause 3.24 of Section III**.
  - (2) This Bank Guarantee will be valid upto .....; and
  - (3) 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)  
Bank Stamp)

.....  
(Designation with

Attorney as per  
Power of Attorney  
No.....  
Dated.....  
...

## Appendix C

### Location where Housekeeping Services to be provided

The supply and installation shall happen at the following locations:

<b>S No.</b>	<b>City</b>	<b>Address</b>	<b>Name of Contact Person</b>
	HEBBAL (BENGALURU)	UIDAI Technology Centre Aadhaar complex NTI Layout, Tata Nagar, Kodigehalli, Bengaluru-560092	Shri. Shaikh Azharuddin Deputy Director, UIDAI Technology Centre, NTI Layout, Tata Nagar, Kodigehalli, Bengaluru- 560092 Ph: 08023099212

**Appendix D**

**BANK GUARANTEE FOR EMD**

**(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  
UIDAI Technology Center  
Aadhaar Complex, NTI Layout,  
Tata Nagar, Kodigehalli  
Bengaluru, Karnataka, India-560092**

Dear Sirs,

1. In accordance with Invitation to Bid for “**Housekeeping services**” under your Specification No..... M/s..... having its Registered/Head Office at..... (hereinafter called the „Bidder”) wish to participate in the said Bid or..... and you, as a special favour have agreed to accept an irrevocable and unconditional Bank Guarantee for an amount of..... valid upto ..... on behalf of Bidder in lieu of the Bid deposit required to be made by the Bidder, as a condition precedent for participation in the said Bid.
2. We, the ..... Bank at ..... (local address) having our Head office at ..... guarantee and undertake to pay immediately on demand by Unique Identification Authority of India, Ministry of Electronics & Information Technology, Government of India on behalf of the President of India, the amount of ..... (in words & figures) without any reservation, protest, demur and recourse. Any such demand made by said “Owner” shall be conclusive and binding on us irrespective of any dispute or difference raised by the Bidder.
3. This guarantee will not be discharged due to the change in the constitution of the Bank or the Supplier(s)/Service Provider(s).
4. Notwithstanding anything contained hereinabove:
  - (1) Our liability under this guarantee is restricted to Rs. .... (in words & figures).
  - (2) This Bank Guarantee will be valid upto .....; and
  - (3) 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)

.....

(Name)

.....

(Official Address)

.....

(Signature)

.....

(Name)

.....

(Designation with Bank Stamp)

Attorney as per

Power of Attorney No.....

Dated.....