

D-19013/01/2016-UIDAI
UNIQUE IDENTIFICATION AUTHORITY OF INDIA

2nd Floor, Tower I, Jeevan Bharti Building,
Connaught Circus, New Delhi 110001

Dated : 13th Feb., 2018

NOTICE

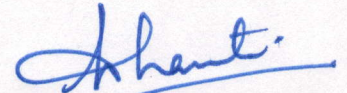
**Subject:-e-Procurement of “Stationery items” UIDAI HQ building
through CPP Portal.**

An RFP is floated vide notice No. D-19013/01/2016-UIDAI dated 13/02/2018 for e-Procurement of “Stationery items” through CPP Portal (www.eprocurement.gov.in) for UIDAI HQ building. Accordingly, bid is uploaded on CPP Portal and the official website of UIDAI (www.uidai.gov.in). The important dates of the Bid submission are as under:

Published Date	13/02/2018 at 1600 hrs
Pre-Bid Meeting	16/02/2018 at 1600 hrs
Submission of Clarification, if any	20/02/2018 at 1100 hrs
Clarification / corrigendum to be uploaded on the CPPP Portal, if any	23 /02/2018 at 1700 hrs
Bid Submission Start Date	24/02/2018 at 1100 hrs
Bid Submission End Date	01/03/2018 at 1100 hrs
Technical bid opening Date	08/03/2018 at 1600 hrs
Financial bid opening Date	will be intimated later

Note:

- i. The Bidder shall visit UIDAI premise (2nd floor, Jeevan Bharati Building Tower 1) from 20.02.2018 to 22.02.2018 (14.30 hrs to 16.00 hrs) to inspect the actual samples in compliance to bid clause 5.1
- ii. For any query/clarification, send mail to ratnesh.bharati@uidai.net.in



(RATNESH BHARATI)
DY.DIRECTOR (ADMN.)
Ph.no.23466842

D-19013/01/2016-UIDAI

Online-NIT for Procurement of “Stationery items”

at

UNIQUE IDENTIFICATION AUTHORITY OF INDIA

New Delhi-110001

2018

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(Ratnesh Bharati)
Deputy Director (Admin)
Tel No. 011-23466842,
Website: www.uidai.gov.in

SECTION I - Invitation to Bid

This invitation to online bid is for “**Procurement of “Stationery items” at UIDAI Headquarter, New Delhi**”.

- 1.1 Bidders are advised to study the Bid document carefully. Online 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. Bid offers prepared in accordance with the procedures enumerated in **Clause 2.1** should be submitted online only through CPPP website: <https://eprocure.gov.in/eprocure/app> not later than the date and time laid down at the address given in the **Schedule for Invitation to Bid under Clause 1.12**. The bidders/Contractors are advised to follow the instructions provided in the Instructions to the bidders/Contractors 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.**

Manual bids shall not be accepted.

- 1.2 Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- 1.3 The bidder, who has downloaded the tender from the UIDAI website www.uidai.gov.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with UIDAI.
- 1.4 Intending bidders are advised to visit again UIDAI website www.uidai.gov.in and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of bid for any corrigendum / addendum/ amendment.
- 1.5 Bids will be opened as per date/time as mentioned in the **Clause 1.12(c)** After online opening of Technical-Bid, the results of their qualification as well Price-Bid opening will be intimated later.
- 1.6 The bidder shall be required to submit **Earnest Money Deposit (EMD)** of Rs. 40000/- (Forty Thousand Only) in the form of DD/Pay Order in favor of “UIDAI”, Payable at New Delhi, **failing which the Bid submitted by the Bidder shall not be entertained and shall be summarily rejected.**
- 1.7 The Bidder is required to pay **Rs. 100/-** (Rupees One Hundred Only) towards “**Tender Fee**”, at the time of submission of Bids, in the form of a Demand Draft/Pay Order, **failing which the Bid submitted by the Bidder shall not be entertained and shall be summarily rejected.** The “Tender Fee” is non-refundable.

1.8 The Bank Demand Draft should be drawn from a Scheduled Bank in favour of “UIDAI” and payable at **New Delhi. The Bid Document Fee or Tender Fee is non-refundable. Scanned copy of the original instrument/s shall be uploaded.**

1.9 The Hard Copy of original instruments in respect of cost of tender (**Tender Fee**) document, bid Security/earnest money deposit (**EMD**), original copy of affidavits, and credit facility certificate should be delivered to the address as mentioned in the **Clause 1.12** on or before bid opening date/time as mentioned in critical date sheet. In case of failure, it will be sole responsibility of the bidders at his/her risk and responsibility, and such bids shall be rejected summarily.

1.10 Exemption regarding Tender Fee and EMD is applicable as per Govt. norms.

1.11 The Bid Document is not transferable.

1.12 Schedule for Invitation to Bid

a) Name of the Purchaser:

The CEO, UIDAI, Unique Identification Authority of India, Ministry of Electronics & Information Technology, Govt. of India (GoI), 3rd Floor, Tower II, Jeevan Bharati Building, Connaught Circus, New Delhi– 110001.

b) Name of the Contact Person for any clarification :

Sh. Ratnesh Bharati, Deputy Director (Admin),
Tel (O): 011-23466842

Unique Identification Authority of India (UIDAI),

2nd Floor, Tower I, Jeevan Bharati Building,
Connaught Circus, New Delhi– 110001

Queries, if any, should be submitted via E-mail to ratnesh.bharati@uidai.gov.in

c) **Important Dates:**

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

CRITICAL DATE SHEET

Published Date	13/02/2018 at 1600 hrs
Pre-Bid Meeting	16/02/2018 at 1600 hrs
Submission of Clarification, if any	20/02/2018 at 1100 hrs
Clarification / corrigendum to be uploaded on the CPPP Portal, if any	23 /02/2018 at 1700 hrs
Bid Submission Start Date	24/02/2018 at 1100 hrs
Bid Submission End Date	01/03/2018 at 1100 hrs
Technical bid opening Date	08/03/2018 at 1600 hrs
Financial bid opening Date	will be intimated later

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

1.13 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>

i. Registration

- a) 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 Enrolment” on the CPP Portal which is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) 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.
- d) 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.
- e) 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” to others, which may lead to misuse.
- f) 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.

ii. Searching for tender documents

- a. 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.
- b. 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.

- c. 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.

iii. Preparation of bids

- a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. 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.
- c. 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.
- d. 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 repeatedly. This will lead to a reduction in the time required for bid submission process.

iv. Submission of bids

- a. 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.
- b. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c. Bidder has to select the payment option as “**offline**” to pay the “Tender Fee” / “EMD” as applicable and enter details of the instrument. Scan the original instruments and upload.
- d. Bidder should prepare “EMD” as per the instructions specified in the tender document. The original financial instruments should be posted/couriered /given in person to the concerned official, on or before the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, sent physically, should tally with the details available in the scanned copy and the data entered during bid submission. Otherwise, the uploaded bid will be rejected.
- e. 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.

- f. 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.
- g. All the documents to be 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.
- h. 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.
- i. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- j. 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.
- k. 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.

v. Assistance to bidders

- a. 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.
- b. 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.

SECTION II- Instruction to Bidders

2.1 Online Bids Submission Process

- 2.1.1 The bid shall be submitted Online (complete in all respect) must be uploaded on <https://eprocure.gov.in/eprocure/appas> in **Two packets i.e. Two bids (technical bid and price bid)**, and bidder must follow the procedure as detailed in the Clause 1.13 (iv).
- 2.1.2 The bid shall be submitted online in “**Packet-1**” consisting Two parts (Part I & Part II) and “**Packet -2**” consisting Bill of Quantity(BOQ) in excel sheet viz.,

Packet 1

- Part I –Tender Fee + EMD (scanned copies of original instruments to be uploaded)
- Part II – Annexure ‘A’, Annexure ‘C’ and all other requisite documents as per bid duly signed by the authorized signatory, shall be uploaded.

Packet 2

- Price Schedule/BOQ in the form of BOQUIDAISTATIONERY.xls

- 2.1.2 All the attachments duly signed by the authorized signatory should be uploaded in *.PDF format except the “**Price Schedule/BoQ**” which should be *.xls format viz **BOQUIDAISTATIONERY.xls** (Format given in Annexure B).
- 2.1.3 The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.
- 2.1.4 The bidders whosoever intents to bid online implies that he or she has accepted all the terms and conditions given in the online bid on CPP Portal.

2.2 Commercial/Price Bid

- 2.2.1 The item-wise rates shall be quoted in “**Price Schedule/ BOQ**” in Excel Sheet provided as “**BOQUIDAISTATIONERY.xls**” at <https://eprocure.gov.in/eprocure/app>. The Bidders are advised to download this “**BOQUIDAISTATIONERY.xls**” as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. The Bidder shall not tamper/modify downloaded “**Price Bid Template**” in any manner. In case, if the same is found to be tempered/modified in any manner, bid shall be completely rejected and EMD would be forfeited and the bidder is liable to be banned from doing business with UIDAI.
- 2.2.2 The Bidder shall prepare the bid based on details provided in the Bid documents. Bidder shall carry out the detailed study of the facilities in accordance with the requirements of the Bid document and it shall be the responsibility of the Bidder to fully meet all the requirements of the Bid document. If during a detailed study any upward revisions of the specifications and sizes given in the Bid document are to be made to meet the requirements of Bid document, all such changes shall be carried out within the lump sum contract price without any impact to the UIDAI.

2.3 Firm Prices

- 2.3.1 Prices offered/quoted should be firm and final, shall not be increased on any account whatsoever except the statutory requirements (GST).
- 2.3.2 The Commercial bid should clearly indicate the price including 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 except GST which will be paid extra as applicable from time to time.

2.4 Discount

- 2.4.1 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.

2.5 Bid Security/Earnest Money Deposit (EMD)

- 2.5.1 The Bidder shall furnish, as part of its bid, a bid security (EMD) as mentioned in **Clause 1.6**.
- 2.5.2 The bid security is required to protect the UIDAI against the risk of Bidder's conduct, which would warrant the security's forfeiture, pursuant to **Clause 2.5.7**.
- 2.5.3 The bid security shall be denominated in Indian Rupees, and shall be in the form of a Bank Guarantee issued by a Scheduled Bank, in the proforma provided at **Annexure 'E'** in the Bid Document and shall be valid for **60 days** beyond the bid validity period.
- 2.5.4 Any bid not secured in accordance with Clauses 1.6 & 1.7 would be rejected by the UIDAI as non-responsive.
- 2.5.5 The successful Bidder's bid security will be discharged upon the Bidder executing the Contract, pursuant to Clause 2.14.3 and furnishing the performance security, pursuant to Clause 2.16 with no interest liability .
- 2.5.6 The bid security of the non-qualified bidders will be returned within a week after finalization of the bid with no interest liability.
- 2.5.7 The bid security may be forfeited:
 - a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder in the Bid; or
 - b) In the case of a successful Bidder, if the Bidder fails:
 - (i) to sign the Contract in accordance with Clause 2.15;
 - (ii) to furnish performance security in accordance with Clause 2.16.

2.6 Period of Validity of Bids

- 2.6.1 Bids shall remain valid for 90 days from the date of bid opening prescribed by the UIDAI in clause 1.12(c). A bid valid for a shorter period may be rejected by the UIDAI as non-responsive.
- 2.6.2 In exceptional circumstances, the UIDAI may ask the Bidder to extend the validity of the Bid. The validity of bid security provided under above Clause shall also be suitably extended. However, the Bidder shall not be permitted to modify its bid.

2.7 Format and Signing of Bid

- 2.7.1 All attachments as per bid including Annexure 'A' & Annexure 'C' shall be signed and stamped by the authorized signatory duly approved from HR / legal Cell of the bidder, shall be accepted.
- 2.7.2 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder. The Authorized signatory shall duly sign corrections, if any.

2.8 Terms and Conditions of Bidders

- 2.8.1 Printed terms and conditions (General Conditions) of the Bidders will not be considered as forming part of their Bids.
- 2.8.2 Bids with any deviations from the specifications as mentioned in the Section III – Schedule of Requirements shall not be accepted.

2.9 Address for Correspondence

The Bidder shall designate the official address, place, and email to make official correspondences by the UIDAI.

2.10 Opening of Bids by UIDAI

- 2.10.1 Online bids (complete in all respect) received along with requisite “**Tender Fee and EMD**” in the form of BG/Demand Draft (Physically)/valid & genuine exemption certificate, if any, will be opened as per schedule mentioned in the Clause 1.12(c).
- 2.10.2 Bid received without EMD/Tender fee/ Valid & genuine exemption certificate as per Govt. Norms, may be rejected straight way. The original instruments of EMD and Tender Fee should reach this office on or before the last date of bid submission as mentioned in the Clause 1.12(c).
- 2.10.3 A duly constituted committee will open the bids received on or before the due date and time.

2.11 Criteria for Evaluation of Bids

- 2.11.1 A duly constituted committee will open the bids received on or before the due date and time.
- 2.11.2 The bids complying all the terms and conditions given in the bid would be considered as technically qualified bid.
- 2.11.3 Evaluation of the bid will be online and offline both by a duly constituted committee in UIDAI, and outcome duly approved will be uploaded as per the online process.
- 2.11.4 The item-wise offered price uploaded in “**Price Schedule/BOQ**” as per the given format in excel sheet, shall be considered for the purpose of commercial evaluation. Mathematical/Calculation error, if any, shall be rectified before commercial evaluation.
- 2.11.5 The bidder with lowest qualifying commercial bid (L1) will be awarded the work.
- 2.11.6 If the quoted price ties, the preference would be given to the bidder having maximum number of performance certificates for the similar works executed during last three financial years, would be given priority.

2.12 UIDAI's Right to Vary Scope of Contract at the time of Award

- 2.12.1 The UIDAI has the right to increase or decrease the scope of the work by 30% of the contractual value or as per actual consumption, within the **Contract Period**.

2.12.3 UIDAI has Right to Accept/Reject Any Bid or All the Bids.

- 2.12.4 The UIDAI reserves the right to accept any bid, and to annul the Bid process and reject all bids at any time prior to award of Contract, without assigning any reasons and incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s).

2.13 Clarification

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

2.14 Notification of Award

- 2.14.1 Prior to expiry of bid validity/extended period, the UIDAI will notify the successful Bidder in writing by registered letter or by fax or email, to be confirmed in writing by registered letter, that its bid has been accepted.

- 2.14.2 The notification of award will constitute the formation of the Contract.
- 2.14.3 Upon furnishing of the performance bank guarantee (PBG: 10% of the contractual value) by the successful Bidder in pursuant to Clause 2.16, the UIDAI will promptly notify each unsuccessful Bidder and will discharge its bid security/EMD in pursuant to Clause 2. 5.

2.15 Signing of Contract

- 2.15.1 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 (**Annexure ‘D’**) provided in the Bid Document, incorporating all agreements between the parties).
- 2.15.2 Within **15 days** of receipt of the Contract Form, the successful Bidder shall sign and date the Contract and return it to the UIDAI. The EMD will be forfeited and would be blacklisted for three years for doing the business in UIDAI.

2.16 Performance Security

- 2.16.1 Within **21 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 valid for a period of 60 days beyond the contractual period, prescribed at **Annexure ‘E’**.
- 2.16.2 Failure of the successful Bidder to comply with the above requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.
- 2.16.3 In case of termination of contract due to non-compliance of the terms and conditions, the PBG will be forfeited.

2.17 Bidders’ Eligibility Criteria:-

Prospective Bidders shall submit duly signed and stamped Tender Document (amendments, if any) by the Authorized signatory with the following documents:

- 2.17.1 The bidder should be a Proprietor/Firm/Partnership/company registered under the Indian Companies Act 1956/2013.
- 2.17.2 Registered office/branch office in the jurisdiction of NCT Delhi (enclose self-attested copy of evidence).
- 2.17.3 **Similar Work Experience :** The bidder should have atleast any Two (2) supply orders of stationery from any Central or State Organizations/PSU/ Autonomous Body/Institution/Corporation/Establishment/Pvt. Reputed Agency, having executed contract value of Minimum Rs. 1.00 Lakh under Single Work order/Contract Agreement on Notarized Stamp, during last three Financial years ending on 31.03.2017 (2014-15, 2015-16 and 2016-17). Enclose self attested copies of evidences.

2.17.4 **Performance Certificate:** The Technical Bid should be accompanied by at least any two certificates confirming satisfactory supply of Stationery items in any Central or State organizations/ PSU/ Autonomous body/ Institution/ Corporation/ Establishment/Pvt. reputed Agency during last three years ending on 31.03.2017 (2014-15, 2015-16 and 2016-17).

2.17.5 P.A.N. Number in the name of the Bidder

2.17.6 GST Registration in the name of Bidder.

2.17.7 Undertaking in favor of compliance towards Income Tax Returns for last three financial years i.e. 2014-2015 to 2016-2017.

2.17.8 Letter of authorization in favor of the person signing/uploading the bid and represent his/her company for this contract.

(N.B.: Self-certified copies as proof shall to be attached.)

UIDAI, HQ reserves the right to verify/confirm all original documentary evidence submitted by the bidder in support of above-mentioned clauses of eligibility criteria.

2.18 Rejection Criteria

2.18.1 Commercial Rejection Criteria

The following vital commercial conditions should be strictly complied. Failure, if any may invite the bid rejection:

- a. Offers of the following kinds will be rejected:
 - i. Offers made without Bid Security and Tender Fee.
 - ii. Offers made through Email.
 - iii. Offers, which do not confirm unconditional validity of the bid for 90 days from the date of opening of bid.
 - iv. Offers where prices are not firm during the entire duration of the Contract and / or with any qualifications.
 - v. Offers, which do not conform to UIDAI's price bid format.
 - vi. Any other criteria, which UIDAI seems fit to reject.
 - vii. Bids NOT submitted as per the specified format and nomenclature will be out rightly rejected.
 - viii. Ambiguous and Duplicated bids will be out rightly rejected.
 - ix. Any alteration / overwriting / cutting in the bid should be duly countersigned else, it will be out rightly rejected.

- b. Bidder shall quote rates including all applicable taxes and duties except GST which will be paid extra as applicable time to time.
- c. Conditional bid, if any, shall not be accepted.

2.19 Cost of Bid Document

- 2.19.1 The Bidder is required to pay **Rs. 100/- (Rupees One Hundred Only)** towards Tender 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” and payable at **New Delhi. The Tender Fee is non-refundable.**
- 2.19.2 The Bidder shall bear all costs associated with the preparation and submission of its bids, including cost of presentation for the purposes of clarification of the bids, if so desired by the UIDAI.
- 2.19.3 The UIDAI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

2.20 Documents required as under:

2.20.1 For Technical Bid:

- a. The bidder shall scan and upload the original instruments in respect of **Tender Fee & bid Security/earnest money deposit (EMD)** as a part of online bid submission and Hard copy of Original instruments should be received in accordance to **bid clause 1.6 and 1.7.**
- b. The Bidder shall scan & upload the original **Annexure ‘A’** and all other requisite documents duly filled & signed by the authorized signatory as per bid.
- c. The Bidder shall scan & upload the original **Annexure ‘C’** duly signed by the authorized signatory as a part of online bid submission.

2.20.2 For Financial Bid:

- a. The bidder shall fill up all the offered rate/price carefully in “**Price Schedule/BOQ**” in the form of “**BOQUIDAISTATIONERY.xls** ” and should “**upload**” as a part of financial bid submission, format attached as **Annexure ‘B’**.

Section III - Schedule of Requirement (SoR)

UIDAI, Headquarter, New Delhi intends to engage the suppliers for “Stationery items”.

3.1 TECHNICAL SPECIFICATIONS & TENTATIVE SCHEDULE OF REQUIREMENT:

Stationery Items:

Sl.no	Name of Stationery Item	Preferred Make/brand or equivalent	Unit	Count in one Unit	Annual Qty* to be purchased
	a	b	c	d	e
1.	Ball Pen 045	Reynolds /Rorito/ equivalent	1Pkt.	10 Pcs.	375 pkt.
2.	Racer Gel	Reynolds/ Rorito/ equivalent	1 pkt	10 Pcs.	300 Pkt.
3.	Uniball UB 150 Eye Pen	Mitubishi Pencil Co./ equivalent	1Pkt.	12 Pcs.	175 Pkt.
4.	Pen H-Tech V5	Luxor /equiv.	1Pkt	12 Pcs.	150 Pkt
5.	Cello Tape 1 inch	Wonder/ equivalent	1 Pc	15 Mtr.	150 Pcs.
6.	Cello Tape 2 inch	Wonder/ equivalent	1Pc.	30 Mtr.	160 Pcs.
7.	Brown Tape 2 inch	Wonder/ equivalent	1Pc.	30 Mtr.	75 Pcs.
8.	Correction Fluid Pen	Kores/ equivalent	1Tube	Tube	300 Pcs.
9.	Duster Yellow (50cmx40cm)	Good Quality	1Dozen.	12 Pcs	50 Dozen
10.	Envelop White (11x5) 75 GSM with printed Text as per sample	Good Quality	1Pkt.	250 Pcs.	300 Pkt.
11.	Envelop White (A4 Size) 75 GSM with printed Text as per sample	Good Quality	1Pkt.	50 Pcs.	300 Pkt.
12.	Paper Cutter	Ikon/ equivalent	1Pc.	1Pc.	30 Pcs.
13.	Eraser	Natraj/ equivalent	1Pkt.	20 Pcs.	25 Pkt.
14.	File Cover with printed Text (As per Sample)	Good Quality	1Pc.	1Pc.	4300 Pcs.
15.	File Board with cloth band No.31	Neelgagan/ equivalent	1Pc.	1Pc.	4300 Pcs.
16.	Flag (1”X3”) 40X3 Colours	Oddy re stick/ equivalent	1Pkt.	150 Pcs.	500 Pkt.
17.	Gem/U Clip (Plastic coated)	Globe/ equivalent	1Pkt.	50 Pcs.	375 Pkt.

18.	Glue Stick 15 gms.	Kores/ equivalent	1Box	20 Pcs.	52 Box
19.	Fevicol 20 ml tube	Pidilite / equivalent	1Tube	1 Tube	100 Tube
20.	Highlighter	Luxor/ equivalent	1Pkt	5 Pcs.	130 Pkt.
21.	Single Punch (SHP-20)	Kangaroo/ equivalent	1Pc.	1Pc.	120 Pcs.
22.	Green Note Sheet 90 GSM	Neelgagan/ equivalent	1Pad	100 Leaves	450 Pcs.
23.	Photo Copy Paper A 4 Size- 75 GSM	Century Star/ equivalent	1Ream	500 Sheets	3500 Ream
24.	Photo copy Paper Legal Size- 75 GSM	Century Star/ equivalent	1Ream	500 Sheets	40 Ream
25.	Post It Pad 3X4	Oddy re stick/ equivalent	1 Pc.	100 sheets	500 Pcs.
26.	Pencil Ordinary	Nataraj/ equivalent	1Pkt.	10 pcs.	300 Pkt.
27.	Pencil Short Hand	Apsara/ equivalent	1Pkt.	10 pcs.	100 Pkt.
28.	Register 4 qr.	Neelgagan equivalent	1Pc.	1Pc.	300 Pcs.
29.	Register 8 qr.	Neelgagan/ equivalent	1Pc.	1Pc.	400 Pcs.
30.	Stapler HD-45	Kangaroo/ equivalent	1Pc.	1Pc.	150 Pcs.
31.	Stapler HD-10 D	Kangaroo/ equivalent	1Pc.	1Pc.	200 Pcs.
32.	Stapler Pin 24/6	Kangaroo/ equivalent	1Box	20 Pkt.	25 Box
33.	Stapler Pin No.10	Kangaroo/ equivalent	1Box	20 Pkt.	30 Box
34.	Short Hand Note Book	Swastic/Neelgagan/ equivalent	1Pc.	200 sheets	375 Pcs.
35.	Scale 12"	Kebica/ equivalent	1Pkt.	10 pcs.	5 pkt.
36.	Sharpener	Nataraj/ equivalent	1Pkt.	20 pcs.	25 pkt.
37.	Tag White	Good quality	1Bundle	10 pc	20 bundles
38.	Tissue Paper 200X200 mm, 100 PullsX2 ply,	Wintex /Fresia/Defodil/ equivalent	1Box	200 sheets	1600 Box
39.	Pen Drive 64 GB	sandisk/ equivalent	1Pc.	1Pc.	25 Pcs.
40.	Pen Drive 32 GB	sandisk/ equivalent	1Pc.	1Pc.	35 Pcs.
41.	Pen Drive 16 GB	Sandisk/ equivalent	1Pc.	1Pc.	120 Pcs.
42.	Pen Drive 08 GB	Sandisk/ equivalent	1Pc.	1Pc.	25 Pcs.
43.	Glossy Paper	JK/Citizen/ equivalent	1Pkt.	50 sheets	100 pkt.
44.	Note Pad (Spiral)	Swastic/Aero/ equivalent	1Pc.	50 sheets	3000 Pcs
45.	Slip pads with logo	Swastik/Aero/ equivalent	1 pc.	20 sheets	3000 Pcs
46.	Pencil Cell AA &AAA	Duracell/ equivalent	1Pc.	1Pc.	500 Pcs.
47.	Permanent Marker	Luxor / equivalent	1Pkt.	10 pcs.	18 pkt.
48.	Plastic Folder L-Shape	Solo/Neelgagan/ equivalent	1Pkt.	10 folder	600 pkt.
49.	Button Folder	Solo/ Neelgagan/ equivalent	1Pkt.	10 folder	300 Pkt.
50.	Scissors	Saya/Kangaroo/kores/ equivalent	1Pc.	1Pc.	125 Pcs.

51.	White Board Marker	Camlin/Luxor/ equivalent	1Pkt	10 pcs.	18 Pkt.
52.	Index File Folder	Neelgagan / equivalent	1Pc.	1Pc.	75 pcs.
53.	Binder Clip-25 mm	Saya/ equivalent	1Pkt.	12 pcs.	175 pkt
54.	Tumbler Pen Stand	Kebica/ equivalent	1Pc.	1Pc.	40 pcs.
55.	Double Punch DP-52	Kangaroo/ equivalent	1Pc.	1Pc.	20 pcs.
56.	Section Diary Register – 8 gr.	Lotus/Neelgagan/ ABD/equivalent	1Pc.	1Pc.	50 pcs.
57.	Peon Book	Neelgagan/Neeraj/ equivalent	1Pc.	1Pc.	50 pcs.
58.	Dak Pad	Neelgagan/ equivalent	1Pc.	1Pc.	50 Pcs.
59.	Calculator – 12 Digit CT-555 N	Citizen/ equivalent	1Pc.	1Pc.	50 Pcs.
60.	Jute Folder with logo	Good Quality	1 Pc.	1 Pc.	1000 pcs

*Quantity mentioned above is tentative and may vary depending upon actual consumption.

- 3.2 No items are allowed to be taken out without proper Gate Passes issued by the Deputy Director (Admin) or Nodal Officer for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
- 3.3 The regularity of performances of the supplies shall be the essence of this agreement and shall form a central factor of this agreement. The Supplier/shall take all possible steps to maintain its performance as determined by the UIDAI, HQ from time to time. A committee constituted by Admin Div shall review the performance in every three months, relating to supply of Stationery items for its quality& quantity. The committee would also look into the complaints, feedback/ suggestions for improvements of the supplies, etc.
- 3.4 If the UIDAI notices that the supplier/s have been negligent, careless in rendering the said supplies, the same shall be communicated immediately to the supplier, who will take corrective steps immediately to avoid recurrence of such incidents, and report to the Deputy Director(Admin),UIDAI.
- 3.5 All Stationery items shall be supplied at UIDAI Headquarter premise with no extra cost.

SECTION IV - GENERAL CONDITIONS OF CONTRACT

4. General Terms and Conditions of Tender: The Bidder is required to give confirmation of their acceptance of the General Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder/s (i.e. Supplier/s in the Contract) as selected by the UIDAI. Failure to do so may result in rejection of the Bid submitted by the Bidder/s.

4.1 **Law:** This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Laws of India. The bidder and the vendor in the provision of its services under the contract shall be governed at all times by the provisions of Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 and the regulations framed thereunder as amended from time to time. Notwithstanding anything contained therein, if the bidder/vendor contravenes any provisions of Aadhaar Act, 2016 and the regulations framed thereunder, as applicable to the services rendered under this RFE/Contract, the bidder/vendor shall be liable to applicable penal provisions prescribed therein, in addition to, the penalties/provisions provided in this RFE/contract.

4.2 **Effective Date of the Contract:** The contract will be valid initially for a period of one year with effect from date of award of the contract. However, the contract may be extended further up to a period of two years on year to year basis on mutual consent at the same rates, terms and conditions as in the present contract subject to satisfactory performance. The grant of extension of contract will be at the sole discretion of the competent authority of UIDAI, Headquarter.

a. **Penalty for use of Undue influence:** The Supplier/s undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the UIDAI or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Supplier/s or any one employed by him or acting on his behalf (whether with or without the knowledge of the Supplier/s) or the commission of any offers by the Supplier/s or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the UIDAI to cancel the contract and all or any other contracts with the Supplier/s and recover from the Supplier/s the amount of any loss arising from such cancellation. A decision of the UIDAI or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Supplier/s. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Supplier/s towards any officer/employee of the UIDAI or to any other person in a position to influence any officer/employee of the UIDAI for showing any favour in relation to this or any other contract, shall render the Suppliers to such liability/ penalty as the UIDAI may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the UIDAI.

- 4.3 **Non-disclosure of Contract documents:** Except with the written consent of the UIDAI/ Supplier/s, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
- 4.4 **Liquidated Damages:** In the event of failure of the Supplier/s to submit the Bonds, Guarantees and Documents, supply as specified in this contract, the UIDAI may, at his discretion, withhold any payment until the completion of the contract. The UIDAI may also deduct from the Supplier/s as agreed, **liquidated damages** to the sum of **0.5% of the contract price of the delayed/undelivered supplies mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed service.**
- 4.5 **Termination of Agreement:** Without prejudice to what is contained hereinabove, UIDAI, Headquarter shall at its sole and absolute discretion, be entitled to terminate this agreement by giving one month's prior notice in writing of the intention to terminate without specifying any reason(s) without assigning any reason and without payment of any compensation, if :
- 4.5.1 in the opinion of UIDAI (which shall not be called in question by the supplier/s and shall be binding on him/them) the supplier/s fails or refuses to implement this agreement to UIDAI's satisfaction, and/or
- 4.5.2 the supplier/s commits a breach of any terms and conditions of this agreement, and/or
- 4.5.3 the supplier/s is adjudged an insolvent or a compromise is entered by him with his creditors or if distress or execution or other process is levied upon or receiver is appointed of any part of the assets or property of Vendor, and/or
- 4.5.4 for any reason whatsoever, the Vendor becomes disentitled in law to perform his obligations under this agreement, and/or
- 4.6 There is no variation in the ownership/partnership or management of the supplier/s or his business without prior intimation in writing to UIDAI of such variation.
- 4.7 If, UIDAI, Headquarter notices that the Supplier/s has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- 4.7.1 **Events upon Termination:** In the event of termination of this agreement for any reason whatsoever, the Vendor/or persons employed by him shall not be entitled for any sum or sums whatsoever from UIDAI by way of compensation, damages or otherwise except for the accrued payments till the end date of this Agreement. On termination of the contract, the supplier/s shall take steps to withdraw all the services provided in a smooth and orderly manner.
- 4.7.2 **Governing Law and Jurisdiction:** This Agreement shall be construed and

interpreted in accordance with and governed by the laws of India, and the courts of Delhi where UIDAI has its headquarter shall have exclusive jurisdiction over matters arising out of or relating to this Agreement.

4.8 Force Majeure

Notwithstanding the provisions of tender, the Supplier/s shall not be liable for forfeiture of its performance security, Penalties or termination for default, if and to the Tender document for a security services at UIDAI, HQ 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.

4.8.1 For purpose of this clause, "Force majeure" means an event beyond the control of the Supplier/s and not involving the Supplier/s's fault or negligence and not foreseeable, either in its sovereign or contractual capacity. Such events may include but are not restricted to Acts of God, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes etc. Whether a "Force majeure" situation exists or not, shall be decided by UIDAI, HQ and its decision shall be final and binding on the Supplier/s and all other concerned.

4.8.2 In the event that the Supplier/s is not able to perform his obligations under this contract on account of force majeure, he will be relieved of his obligations during the force majeure period. In the event that such force majeure extends beyond **05 working Days**, UIDAI HQ has the right to terminate the contract in which case, the contractual guarantees and warranties shall be refunded to him.

4.8.3 If a force majeure situation arises, the Supplier/s shall notify UIDAI, HQ in writing promptly, not later than **2 days** from the date such situation arises. The Supplier/s shall notify UIDAI, HQ not later than **2 days** of cessation of force majeure conditions. After examining the cases, UIDAI HQ shall decide and grant suitable additional time for the completion of the Work, if required.

4.9. Termination for Insolvency

UIDAI, HQ may at any time terminate the Contract by giving written notice to the Supplier/s, if he/she becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier/s, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to UIDAI, HQ.

4.10 Notice:-

All notices, requests, claims, demands and other communications between the parties shall be in writing and shall be given (i) by delivery in person or by registered mail, (iii) postage prepaid, or (iv) by facsimile or (v) by electronic mail to the address of the party specified in this Agreement or such other address as either party may specify in writing.

All notices shall be effective upon (i) receipt by the party to which notice is given, or (ii) on the fifth (5th) day following mailing, whichever occurs first.

4.11 **Dispute Resolution:** In case of any dispute between the Vendor and UIDAI arising out of or in relation to this Agreement, the dispute shall be referred to a sole Arbitrator to be appointed by UIDAI and the decision of such Arbitrator shall be conclusive and binding on

both the parties. The arbitration proceedings shall be held in English language and the venue shall be in Delhi and shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time. The Courts of Delhi will have jurisdiction over all legal disputes under this Agreement.

4.12 **Transfer and Sub-letting:** The Supplier/s has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

4.13 **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

4.14 **Taxes and Duties:** The price shall include all applicable taxes, duties, levies, etc. **excluding GST which will be paid extra as applicable time to time.**

4.15 **Fall Clause**

Fall clause is a price safety mechanism in rate contracts. The fall clause provides that if the rate contract holder reduces its price or sells or even offers to sell the rate contracted goods following conditions of sale similar to those of the rate contract, at a price lower than the rate contract price, to any person or organization during the currency of the rate contract, the rate contract price will be automatically reduced with effect from that date for all the subsequent supplies under the rate contract and the rate contract amended accordingly. Other parallel rate contract holders, if any, are also to be given opportunity to reduce their price as well, by notifying the reduced price to them and giving them 15 (fifteen) days" time to intimate their revised prices, if they so desire, in sealed cover to be opened in public on the specified date and time and further action taken as per standard practice. On many occasions, the parallel rate contract holders attempt to grab more orders by unethical means by announcing reduction of their price (after getting the rate contract) under the guise of Fall Clause. This situation is also to be dealt with in similar manner as mentioned earlier in this paragraph. It is, however, very necessary that the purchase organizations keep special watch on the performance of such rate contract holders who reduce their prices on one pretext or other. If their performances are not up to the mark, appropriately severe action should be taken against them including deregistering them, suspending business deals with them, terminating the contract, etc.

Section-V - Special Conditions of Contract (SCC)

5. Special Conditions of contract

- 5.1 **The Bidder shall visit UIDAI premise (2nd floor, Jeevan Bharati Building Tower 1) to inspect the actual samples including specifications prior to submission of bids and a certificate (Annexure 'C') shall be attached in this regard.**
- 5.2 The Supplier/s shall supply all items mentioned under **Stationery items** in original and genuine, and shall compliance to all statutory obligations towards Taxes & duties enforceable by Government from time to time, however the offered rate/amount of shall remain fixed and will not increase in any case during the currency of the contract except statutory obligations which will be paid as per actual.
- 5.3 **UIDAI HQ shall issue a monthly purchase order or as and when required as per the requirement of UIDAI HQ and supplier would supply within five working days on receipt of the PO.**
- 5.4 **Tax Deducted at Source (TDS)** as applicable shall be deducted as per governing rules.
- 5.5 **Payment Terms:**
- 5.5.1 The UIDAI shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
- 5.5.2 No Payment shall be made in advance to neither the [Supplier/s](#) nor any loan from any bank or financial institution be recommended on the basis of work award.
- 5.5.3 Payment will be processed only after confirmation of PBG from the issuing bank.
- 5.5.4 Payments for Stationery items will be made on submission of Invoice/Bill duly completed in all respect and certified by SO (Admin-I) UIDAI HQ on monthly basis.
- 5.5.5 All payment shall be made by ECS/e-payment only and UIDAI shall be at liberty to withhold any of the payment in full or in part subject to recovery of penalties as mentioned in **clause 5.6**.
- 5.5.6 There shall be no increase in rates payable to the "Supplier/s" during the Contract period except reimbursement of the statutory obligation revised by the Government.
- 5.6 **Deductions:**
- 5.6.1 Supplier/s shall ensure that all the Stationery items supplied as per the contractual terms & conditions, deviation in quality and quantity towards supply of any items, shall invite a penalty of Rs.500/- per order, shall be

deducted from the monthly bills due for payment and shall replace the item/s free of cost with the requisite quality.

- 5.6.2 Supplier/s shall ensure no delays/default towards timely supply of Stationery items. In case of failure, a penalty of Rs. **500/-** (Rupees five Hundred) per day per order shall be deducted from the monthly bills due for payment. In such cases, UIDAI is also free to purchase the items which the supplier has failed to supply in due time, from open market and the difference, if any, would be recovered from the bills due or by en-cashing PBG.
- 5.6.3 Supplier/s shall ensure no delays / defaults in statutory compliance towards taxes & duties as applicable, failing which a penalty of Rs **2000/-** (Two Thousand only) may be imposed for every default and shall ensure the compliance within a week time with submission of evidence to UIDAI. Failure, if any, may lead to cancellation of the contract.

F.No. D-19013/01/2016-UIDAI

Unique Identification Authority of India

Annexure 'A'

Technical Bid for Stationery items for UIDAI, HQ

Sr. No.	Particulars	Details
	Name	
	Complete Address	
	Email ID	
	Website, If any	
	Phone Nos./Mobile No.	
	Contact Person	
	Name:	
	Designation:	
	Phone No./Mobile No:	
	E-mail address	
1	Tender Fee of Rs. 100/- in the form of Demand Draft/Banker's Cheque from any Scheduled Bank of India.	<i>Amount:</i> Enclosed: Yes/No
2	EMD of Rs. 40,000/- in the form of Demand Draft/Banker's Cheque from any Scheduled Bank of India	<i>Amount:</i> Enclosed: Yes/No
3	Authorization letter for signing the bid document in the form of Board Resolution/Power of Attorney duly attested by the Company Secretary. In Case of Partnership/Proprietary Firm authorization letter should be signed by all partners/proprietor.	Enclosed: Yes/No
4	Registration Certificate of Proprietor/Agency/Firm/Partnership Company under company act 1956/2013 (Enclose Self Attested copy)	Enclosed: Yes/No
5	Similar Work Experience: Enclose self attested copies of at least any two supply orders from any Central or State organizations/PSU/Autonomousbody/institution/corporation/establishment/Pvt.reputed Agency, having contract/ executed value of Min. Rs. 1.0 Lakh under Single supply Order/Contract Agreement, atleast two during last three financial years (2014-15, 2015-16 and 2016-17).	<i>Amount:</i> Enclosed: Yes/No
6	Performance certificate: enclose self attested copies of atleast any two certificates confirming satisfactory supply of Stationery items to any Central or State organizations/ PSU/ Autonomous body/institution/corporation/ establishment/ Pvt. reputed Agency during last three (3) financial years (2014-15, 2015-16 and 2016-17).	Enclosed: Yes/No
7	PAN/TAN Card (Enclose Self attested copy)	Enclosed: Yes/No

8	GST Registration (Enclose Self attested copy)	Enclosed: Yes/No
9	Undertaking in favour of compliance towards Income Tax Return for last three financial years i.e. 2014-15 to 2016-17 and the latest GST return .	Enclosed: Yes/No
10	Undertaking/certificate to the effect that it has not been blacklisted/no criminal cases pending against the entity by and no near relative declaration (Annexure 'C').	Enclosed: Yes/No
11	Registered Main/Branch office in the jurisdiction of the NCT, Delhi (Enclose Self attested copy of evidence)	Enclosed: Yes/No
12	Bank A/C details of the Supplier/s(enclose Self Attested Copy)	Enclosed: Yes/No

14. Details of the major contracts handled by the Bidder Company/firm/Vendor from any Central or State organizations/PSU/Autonomous body/ institution/corporation/establishment/Pvt. reputed Agency during the last three years by enclosing self-attested copies of work orders:

Sr. No.	Name of the Organization	Contact No. of the client Organization	Financial Year	Duration of Contact		Annual Contract Value (In Lakh)	(Enclose copies of work order and completion certificate from clients)
				From date	To date		
1			2014-15				
2			2015-16				
3			2016-17				

Signature of authorized person

Date:

Name:

Place:

Seal

Unique Identification Authority of India

(to be submitted online in BOQUIDAISTATIONERY.xls)

Annexure 'B'

Price Schedule

Stationery items

Sl.no	Name of Stationery Item	Preferred Make/brand or equivalent	Unit	Count in one Unit	Annual Qty* to be purchased	Unit Price (in Rs.)	GST (in Rs.)	Total Price inclusive all (in Rs.)	Total Price inclusive all in words (in Rs)
	a	b	c	d	e	f	g	h =(f+g)*e	i
1.	Ball Pen 045	Reynolds /Rorito/ equivalent	1Pkt.	10 Pcs.	375 pkt.				
2.	Racer Gel	Reynolds/ Rorito/ equivalent	1 pkt	10 Pcs.	300 Pkt.				
3.	Uniball UB 150 Eye Pen	Mitubishi Pencil Co./ equivalent	1Pkt.	12 Pcs.	175 Pkt.				
4.	Pen H-Tech V5	Luxor /equiv.	1Pkt	12 Pcs.	150 Pkt				
5.	Cello Tape 1 inch	Wonder/ equivalent	1 Pc	15 Mtr.	150 Pcs.				
6.	Cello Tape 2 inch	Wonder/ equivalent	1Pc.	30 Mtr.	160 Pcs.				
7.	Brown Tape 2 inch	Wonder/ equivalent	1Pc.	30 Mtr.	75 Pcs.				
8.	Correction Fluid Pen	Kores/ equivalent	1Tube	Tube	300 Pcs.				
9.	Duster Yellow (50cmx40cm)	Good Quality	1Dozen.	12 Pcs	50 Dozen				

10.	Envelop White (11x5) 75 GSM with printed Text as per sample	Good Quality	1Pkt.	250 Pcs.	300 Pkt.				
11.	Envelop White (A4 Size) 75 GSM with printed Text as per sample	Good Quality	1Pkt.	50 Pcs.	300 Pkt.				
12.	Paper Cutter	Ikon/ equivalent	1Pc.	1Pc.	30 Pcs.				
13.	Eraser	Natraj/ equivalent	1Pkt.	20 Pcs.	25 Pkt.				
14.	File Cover with printed Text (As per Sample)	Good Quality	1Pc.	1Pc.	4300 Pcs.				
15.	File Board with cloth band No.31	Neelgagan/ equivalent	1Pc.	1Pc.	4300 Pcs.				
16.	Flag (1"X3") 40X3 Colours	Oddy re stick/ equivalent	1Pkt.	150 Pcs.	500 Pkt.				
17.	Gem/U Clip (Plastic coated)	Globe/ equivalent	1Pkt.	50 Pcs.	375 Pkt.				
18.	Glue Stick 15 gms.	Kores/ equivalent	1Box	20 Pcs.	52 Box				
19.	Fevicol 20 ml tube	Pidilite / equivalent	1Tube	1 Tube	100 Tube				
20.	Highlighter	Luxor/ equivalent	1Pkt	5 Pcs.	130 Pkt.				
21.	Single Punch (SHP-20)	Kangaroo/ equivalent	1Pc.	1Pc.	120 Pcs.				
22.	Green Note Sheet 90 GSM	Neelgagan/ equivalent	1Pad	100 Leaves	450 Pcs.				
23.	Photo Copy Paper A 4 Size-75 GSM	Century Star/ equivalent	1Ream	500 Sheets	3500 Ream				
24.	Photo copy Paper Legal Size- 75	Century Star/ equivalent	1Ream	500 Sheets	40 Ream				

	GSM								
25.	Post It Pad 3X4	Oddy re stick/ equivalent	1 Pc.	100 sheets	500 Pcs.				
26.	Pencil Ordinary	Nataraj/ equivalent	1Pkt.	10 pcs.	300 Pkt.				
27.	Pencil Short Hand	Apsara/ equivalent	1Pkt.	10 pcs.	100 Pkt.				
28.	Register 4 qr.	Neelgagan equivalent	1Pc.	1Pc.	300 Pcs.				
29.	Register 8 qr.	Neelgagan/ equivalent	1Pc.	1Pc.	400 Pcs.				
30.	Stapler HD-45	Kangaroo/ equivalent	1Pc.	1Pc.	150 Pcs.				
31.	Stapler HD-10 D	Kangaroo/ equivalent	1Pc.	1Pc.	200 Pcs.				
32.	Stapler Pin 24/6	Kangaroo/ equivalent	1Box	20 Pkt.	25 Box				
33.	Stapler Pin No.10	Kangaroo/ equivalent	1Box	20 Pkt.	30 Box				
34.	Short Hand Note Book	Swastic/Neel gagan/ equivalent	1Pc.	200 sheets	375 Pcs.				
35.	Scale 12"	Kebica/ equivalent	1Pkt.	10 pcs.	5 pkt.				
36.	Sharpener	Nataraj/ equivalent	1Pkt.	20 pcs.	25 pkt.				
37.	Tag White	Good quality	1Bundle	10 pc	20 bundles				
38.	Tissue Paper 200X200 mm, 100 PullsX2 ply,	Wintex /Fresia/Defo dil/ equivalent	1Box	200 sheets	1600 Box				
39.	Pen Drive 64 GB	sandisk/ equivalent	1Pc.	1Pc.	25 Pcs.				
40.	Pen Drive 32 GB	sandisk/ equivalent	1Pc.	1Pc.	35 Pcs.				

41.	Pen Drive 16 GB	Sandisk/ equivalent	1Pc.	1Pc.	120 Pcs.				
42.	Pen Drive 08 GB	Sandisk/ equivalent	1Pc.	1Pc.	25 Pcs.				
43.	Glossy Paper	JK/Citizen/ equivalent	1Pkt.	50 sheets	100 pkt.				
44.	Note Pad (Spiral)	Swastic/Aero / equivalent	1Pc.	50 sheets	3000 Pcs				
45.	Slip pads with logo	Swastic/Aero / equivalent	1 pc.	20 sheets	3000 Pcs				
46.	Pencil Cell AA &AAA	Duracell/ equivalent	1Pc.	1Pc.	500 Pcs.				
47.	Permanent Marker	Luxor / equivalent	1Pkt.	10 pcs.	18 pkt.				
48.	Plastic Folder L- Shape	Solo/Neelgagan/ equivalent	1Pkt.	10 folder	600 pkt.				
49.	Button Folder	Solo /Neelgagan/ equivalent	1Pkt.	10 folder	300 Pkt.				
50.	Scissors	Saya/Kangaroo/kores/ equivalent	1Pc.	1Pc.	125 Pcs.				
51.	White Board Marker	Camlin/Luxor/ equivalent	1Pkt	10 pcs.	18 Pkt.				
52.	Index File Folder	Neelgagan / equivalent	1Pc.	1Pc.	75 pcs.				
53.	Binder Clip-25 mm	Saya/ equivalent	1Pkt.	12 pcs.	175 pkt				
54.	Tumbler Pen Stand	Kebica/ equivalent	1Pc.	1Pc.	40 pcs.				
55.	Double Punch DP- 52	Kangaroo/ equivalent	1Pc.	1Pc.	20 pcs.				
56.	Section Diary Register – 8 qr.	Lotus/Neelgagan/ ABD/equival	1Pc.	1Pc.	50 pcs.				

		ent							
57.	Peon Book	Neelgagan/Neeraj/equivalent	1Pc.	1Pc.	50 pcs.				
58.	Dak Pad	Neelgagan/equivalent	1Pc.	1Pc.	50 Pcs.				
59.	Calculator – 12 Digit CT-555 N	Citizen/equivalent	1Pc.	1Pc.	50 Pcs.				
60.	Jute Folder with logo	Good Quality	1 Pc.	1 Pc.	1000 pcs				
					Total				

* Quantity mentioned above is tentative and may vary depending up on actual consumption.

Note:

1. All rates will be quoted in Rupees up to two decimal figures, only.
2. Total Composite Price must be quoted both in figure and in words.
3. Printing shall be done in single colour, however colour & content may vary for different items and will be communicated at the time of purchase order.
4. For the Quantity in each unit, Technical Specifications & Schedule of Requirement (Section-II) may be referred.
5. It is mandatory to quote rate for all items, mentioned in Price Schedule. In case, rates of all items are not quoted by the bidder, bid will be liable to rejection.
6. No overwriting, corrections, interlineations, etc. are permitted in the Financial Bid. If found, bid shall liable to be rejected.
7. Quoted amount shall be inclusive of all taxes & duties applicable.

(.....)

Signature of

In capacity of.....

Date:

Place:

(Duly authorised to sign the bid for and on behalf of.....)

Seal:

F.No. D-19013/01/2016-UIDAI
Unique Identification Authority of India

Annexure 'C'

Undertaking

1. I/ We undertake that I/we have carefully studied all the terms and conditions given in the bid and understood the parameters of the proposed work of the office of Unique Identification Authority of India and shall abide by them.
2. I/We hereby certify that none of my relative (s) is employed in UIDAI office.
3. I/We hereby certify that my firm neither has been blacklisted by any Government Department nor any criminal case has been registered against the firm or its owner/partners anywhere in India.
4. I/We further undertake that the information given in the bid on the CPP Portal this tender are true and correct in all respect and we hold the responsibility for the same.
5. I have visited the UIDAI premise on (date) and have understood the stationery requirement of UIDAI as per the samples inspected.

(Signature of Authorized Person)

Date:

Full Name:

Place:

Company's Seal:

F.No. D-19013/01/2016-UIDAI
Unique Identification Authority of India

Annexure 'D'

Draft Contract Agreement

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

This Agreement is made at New Delhi on the _____ day of _____ 2016 between Deputy Director (Admin), UIDAI Headquarter, 2nd Floor, Tower-1, Jeevan Bharati Building, Connaught Circus, New Delhi on Behalf of CEO, UIDAI hereinafter called "the UIDAI" of the one part and _____ (Name of Vendor/Supplier) (Address _____ of _____ Vendor/Supplier) _____ of _____ hereinafter called "the Supplier" of the other part.

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

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

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

For and on behalf of the Supplier
(Headquarter)

For and on behalf of the UIDAI

Signature of the authorized official

Signature of the authorized official

Name of the official

Name of the official

Stamp/Seal of the Supplier

Stamp/Seal of the UIDAI

SIGNED, SEALED AND
DELIVERED

By the said _____

By the said

Name _____ on behalf of
Of

Name _____ on behalf

the Supplier in the presence of:

the UIDAI in the presence of:

Witness _____

Witness _____

Name _____

Name _____

Address _____

Address _____

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

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, Government of India 3rd Floor,
Tower II, Jeevan Bharati Building,
Connaught Circus, New Delhi-110001**

Dear Sirs,

1. In consideration of the Unique Identification Authority of India, Department of Electronics & Information Technology, Government of India, on behalf of the CEO, UIDAI, (hereinafter referred to as the „Owner“ which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s..... with its Registered/Head office at (hereinafter referred to as the “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 **“Supply of Stationery Items at Unique Identification Authority of India (UIDAI) Headquarter, New Delhi.”** 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 not withstanding 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) being the 10% of the value of the contract/notification of award.
 - (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)

(Designation with Bank Stamp) Power of Attorney No.....
Attorney as per
Dated.....