

D-11018/39/2018/Admin-UIDAI  
UNIQUE IDENTIFICATION AUTHORITY OF INDIA

2<sup>nd</sup> Floor, Tower, Jeevan Bharti Building,  
Connaught Circus, New Delhi 110001

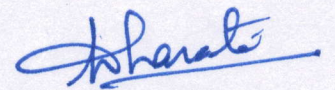
Dated : 20.04.2018

**OFFICE ORDER**

**Subject : NIT for Comprehensive Facility Management Services (FMS) for UIDAI, Headquarter Building, Bangla Sahib Road, New Delhi.**

With reference to this office tender notice No. D-11018/39/2018/Admin-UIDAI dated **20.04.2018** for **Comprehensive Facility Management Services (FMS) for UIDAI, Headquarter Building, Bangla Sahib Road, New Delhi**, tender documents uploaded on the official website of UIDAI ([www.uidai.gov.in](http://www.uidai.gov.in)) & Central Public Procurement Portal (CPPP), it is hereby informed that following table provides information regarding the important dates of the Bid process:

<b>Published Date</b>	20.04.2018 1600 hrs
<b>Pre-Bid Meeting</b>	24.04.2018 1100 Hrs
<b>Submission of Clarification, if any</b>	25.04.2018 1700 Hrs
<b>Clarification / corrigendum to be uploaded on the CPPP Portal, if any</b>	27.04.2018 1700 Hrs
<b>Bid Submission Start Date</b>	28.04.2018 0900 Hrs
<b>Bid Submission End Date</b>	10.05.2018 1700 Hrs
<b>Technical Bid Opening Date</b>	11.05.2018 1100 Hrs
<b>Financial bid opening Date</b>	Will be communicated later.
<b>Validity of bid</b>	90 days from bid closing date



(RATNESH BHARATI)  
DY. DIRECTOR (ADMN.)  
Ph.no23466842

D-11018/39/2018/Admin-UIDAI  
Unique Identification Authority of India  
(Admin Division)

2<sup>nd</sup> Floor, Tower-1,  
Jeevan Bharati Building,  
Connaught Place,  
New Delhi

**Sub: Comprehensive Facility Management Services (FMS) for UIDAI, Headquarter Building, Bangla Sahib Road, New Delhi.**

**SECTION I – Instruction to Bidders**

Unique Identification Authority of India (UIDAI) Headquarter invites tender for **“Comprehensive Facility Management Services (FMS)” for UIDAI, Headquarter Building, Bangla Sahib Road, New Delhi-110001** through CPP Portal.

- 1.1 Bidder(s) are advised to study the Bid document carefully. Online bid Submission 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 the bid should be submitted online only through CPPP website: <https://eprocure.gov.in/eprocure/app> not later than the date and time laid down in the Schedule for Invitation under Clause **1.12**. The Bidders are advised to follow the instructions provided in the ‘Instructions to the Bidder for submission of 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.
- 1.2 Manual bids shall not be accepted.
- 1.3 One bidder or bidders having business relationship shall submit not more than one tender. Under no circumstance will father/mother and his/her son/daughter 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.
- 1.4 The Bidder/s who have downloaded the tender from the UIDAI website [www.uidai.gov.in](http://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 tempered/modified in any manner, **tender will be completely rejected and EMD would be forfeited and bidder(s) is liable to be banned from doing business with UIDAI.**

- 1.5 Intending bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> and UIDAI website [www.uidai.gov.in](http://www.uidai.gov.in) regularly for any corrigendum/addendum/ amendment.
- 1.6 The Hard Copies of the original Financial instruments in respect of '**Tender fee and Earnest Money Deposit (EMD)** must be delivered to the address as mentioned in the bid on or before the date & time of bid submission as mentioned in critical date sheet. In case of failure, Bidder(s) shall be rejected summarily for non-submission of original payment instrument. The Demand Draft submitted for tender fee shall be non-refundable and for EMD/bid security shall be interest free.
- 1.7 The Bids will be opened as per schedule mentioned in the bid and the schedule of Price-Bid will be intimated to technically qualified bidders with the approval of competent authority.
- 1.8 All the Bids must be accompanied by an EMD/Bid Security of an amount of **Rs.30 Lakh- (Rupees Thirty Lakh only)**, in the form of Demand Draft drawn on any Nationalized Bank/ Scheduled Commercial Bank in favour of "UIDAI" and payable at New Delhi, except those who have been exempted as per directive of Govt. of India (enclose certificate as applicable).
- 1.9 The Bidder/s is required to pay **Rs. 1000/- (Rupees One thousand Only)** towards Tender fee, at the time of bid submission, in the form of a Bank Demand Draft drawn on any Nationalized Bank/ Scheduled Commercial Bank in favour of "UIDAI" and payable at New Delhi, except those who have been exempted as per directive of Govt. of India (enclose certificate as applicable).
- 1.10 **The transfer of Bid and subcontracting is not allowed, in case found, the bid/contract will be rejected/cancelled along with forfeiture of EMD/PBG.**
- 1.11 **Schedule for Invitation to Bid:**
  - a. **Name of the Purchaser:**

The CEO, Unique Identification Authority of India,  
Ministry of Electronics & Information Technology,  
Govt. of India (Gol), 2nd Floor, Tower-I, Jeevan Bharti Building,  
Connaught Circus, New Delhi-110001

**b. Addressee and Address:**

The Deputy Director (Admin.)  
UIDAI (UIDAI), Ministry of Electronics & Information Technology,  
Govt. of India (Gol), 2nd Floor, Tower-I, Jeevan Bharti Building,  
Connaught Circus, New Delhi-110001

**c. Name of the Contact Person for any clarification :**

Mr. Ratnesh Bharati, Deputy Director (Admin),  
UIDAI (UIDAI), Ministry of Electronics & Information Technology,  
Govt. of India (Gol), 2nd Floor, Tower-I, Jeevan Bharti Building,  
Connaught Circus, New Delhi-110001

d. Queries should be submitted via E-mail and followed by paper copy by post  
E-mail – ratnesh.bharati@uidai.net.in

1.12 **Important/Critical Dates:** The following table provides information regarding the important dates of the Bid process for this Bid:

CRITICAL DATE SHEET

Published Date & Time	19.04.2018 1500 hrs
Pre-Bid Meeting	24.04.2018 1100 Hrs
Submission of Clarification, if any	25.04.2018 1700 Hrs
Clarification / corrigendum to be uploaded on the CPPP Portal	27.04.2018 1700 Hrs
Bid Submission Start Date	28.04.2018 0900 Hrs
Bid Submission End Date	09.05.2018 1700 Hrs
Technical Bid Opening Date	10.05.2018 1100 Hrs
Financial Bid Opening Date	Will be communicated later.

**Note:** The UIDAI shall not be responsible for delay in online submission of the bid, whatsoever may be the reasons. Also, ensure delivery of the original financial instruments (EMD/Tender Fee/ exemption certificate as per Govt Directions) to the addressee on or before the date & time of bid submission.

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>.

- 1.14 Registration:** The Bidders are required to enrol 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. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 1.15** The 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.
- 1.16** 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.
- 1.17** A bidder should register only one valid DSC. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others, which may lead to misuse. The Bidder then login to the site in a secured manner by entering their user ID/password and the password of the DSC/e-Token.
- 1.18 Searching for tender documents:** 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.
- 1.19** 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 in the tender document.
- 1.20** 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.

- 1.21 Preparation of bids:** The Bidder should take into account any corrigendum published on the tender document before submitting their bids. 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.
- 1.22** The 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.
- 1.23** 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.
- 1.24 Submission of bids:**
- 1.24.1 Bidder should login to 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 date & time. Bidder will be responsible for any delay due to other issues.
- 1.24.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 1.24.3 Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable and enter details of the financial instruments.
- 1.24.4 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, on/before the last date & 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 copies and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.
- 1.24.5 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.

- 1.24.6 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.
- 1.24.7 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.
- 1.24.8 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 1.24.9 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 bid submission with all other relevant details.
- 1.24.10 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.
- 1.24.11 **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 180030702232. Foreign bidder can get help at +91-9263652380.

## SECTION II – Eligibility Criteria & Evaluation of bids

### **1. BIDDER’S QUALIFICATION CRITERIA**

Bidder shall fulfil the following Bidder’s Qualification Criteria

#### **1.1. Experience Criteria/Technical Criteria**

1.1.1. The Bidder shall possess valid ISO 9001, 14001 & OHSAS 18001 certification.

1.1.2. Bidder should have completed in previous Five (5) years ending on 31.03.2017.

- ONE similar work of single contract value **not less Rs.1.50 Cr.**

OR

- TWO similar works with each of single contract value **not less than Rs.1.12 Cr.**

OR

- THREE similar works with each of single contract value **not less than Rs.0.75 Cr.**

Similar work(s) shall mean “Operation & Maintenance of Electrical System, Fire Fighting System, lifts, Air-conditioning System, Sewage treatment plant, Building Management System in a Central Government / State Government/ Central autonomous body/ Central PSU/ Municipal corporations /State PSU/ Railway stations / Government hospitals, Delhi Metro, AAI, DIAL or reputed industrial house”.

1.1.3. The firm should have hired/engaged at least 1000 skilled/semi-skilled / unskilled workers during any of the last three financial years ending on 31.03.2017.

#### **1.2. Financial Criteria**

1.2.1. Bidder should have Annual Turn Over not less than Rs 2.17 Cr. for the last three each Financial Year’s i.e. 2014-2015, 2015-2016 & 2016-2017.

#### **1.3. DOCUMENTS REQUIRED**

- a. Copies of work orders and completion certificates indicating the activities as defined under “similar work”.
- b. Copies of valid ISO 9001, 14001 & OHSAS 18001 certifications.
- c. Documentary evidence (duly signed by bidder or HR Head) against hiring/engagement of at least 1000 skilled / semi-skilled / unskilled workers during any of the last three financial years ending on 31.03.2017.
- d. Proof of Annual Turn Over for each Financial Year’s i.e. 2014-2015, 2015-2016, 2016-2017 along with self certified audited Balance sheet and profit and Loss account for the same period shall also be uploaded on CPPP.



- e. All evidences/documentary proofs in support of bidder's qualification criteria should be signed by the bidder or the authorised signatory before uploading.

1.4. Bidder shall be a single entity (called sole bidder).

## 2. TECHNICAL BID EVALUATION

**The bidders who shall meet the qualification criteria mentioned under clause-1 of Section-II be considered for Technical Evaluation.**

- 2.1. The UIDAI shall follow two bid systems (Technical Bid and Financial Bid) and the same shall be evaluated separately. UIDAI may seek clarification from any or all the Bidders during bid processing, if required.
- 2.2. The tendering evaluation shall be done on weightage with **70% of Technical Evaluation** and **30% of financial evaluation**.
- 2.3. The Technical bid evaluation shall be done based on the criteria mentioned in the following clause.
- 2.4. Each bidder shall be assigned marks out of a total of 100 marks as specified in the below table:

<b>1.</b>	<b>Number of years in Operations</b>	<b>Max 15 Marks</b>
1.1.	Less than 5 years	05 Marks
1.2.	5 – 10 years	10 Marks
1.3.	11 years and above	15 Marks
<b>2.</b>	<b>Turnover (Last Financial Year)</b>	<b>Max 15 Marks</b>
2.1.	Less than 5 crores	05 Marks
2.2.	5 – 50 crores	10 Marks
2.3.	51 crores and above	15 Marks
<b>3.</b>	<b>Number of Manpower on roll</b>	<b>Max 20 Marks</b>
3.1.	Less than 5000	05 Marks
3.2.	5000 - 10000	10 Marks
3.3.	10001 - 15000	15 Marks
3.4.	15001 and above	20 Marks
<b>4.</b>	<b>Quality Related Marks</b>	<b>Max 25 Marks</b>
4.1.	ISO (Less than 5 years)	05 Marks
4.2.	ISO (more than 5 years)	10 Marks
4.3.	SA 8000	05 Marks
4.4.	OHSAS 18001	05 Marks
4.5.	Any other International Accreditation Certificate	05 Marks
<b>5</b>	PowerPoint presentation by qualified bidders based on site visit of UIDAI HQ which would include detailed Scope of Work and to deal with and client feedback.	<b>25 marks (To be allotted by TEC)</b>

- 2.5. A Bidder should secure mandatorily a minimum of 60% marks** (i.e. 60 marks out of total 100 marks as per para-2.4 of Technical Bid Evaluation) in Technical Evaluation to be a qualified bidder for **opening of financial bids**.
- 2.6.** The total marks obtained by a Bidder in the Technical Evaluation (as per para-2.4 of Technical Bid Evaluation) shall be allocated 70% of Technical weightage and the Financial bids shall be allocated 30% of the Financial weightage, and thereby making a total of 100% weightage for the complete bidding.

***Illustration 1 (for Technical Weightage)***

If a Bidder has secured 80 marks out of the total 100 marks in Technical Evaluation after following para-2.4 of Technical Bid Evaluation), his Technical Evaluation value shall be:56 i.e. {80 x 70%}

- 2.7.** The Bidder shall be required to produce the relevant documents in support of para-2.4 of Technical Bid Evaluation signed by the bidder **OR** Authorized Signatory before uploading to CPPP.
- 2.8.** Financial bids of only those bidders will be opened who have qualified in Technical Evaluation. UIDAI shall intimate the bidders, the schedule for the **financial Bid opening**.

**3. FINANCIAL BID OPENING PROCEDURE**

- 3.1.** The Financial Bids of all the technically qualified Bidders shall be opened on the scheduled date & time which should be communicated later.
- 3.2.** Mere becoming the lowest bidder, prior to financial bid scrutiny shall not give any right to the Lowest bidder to claim that he/she is successful in the bidding process. The successful bidder (L1) shall be decided only after following due procedure as explained in para-3.3 below and on approval of competent authority of UIDAI.

**3.3. FINANCIAL BID EVALUATION AND DETERMINATION OF THE SUCCESSFUL BIDDER**

- 3.3.1.** The financial evaluation shall be carried out and financial bids of all the bidders shall be given 30% of weightage.
- 3.3.2.** The Bidder with the lowest bid Prices (L1) shall be assigned full 30 marks (i.e. 30% x100) and his total scores of the bid shall be as per Illustration 2 below:

***Illustration 2***

*If the Bidder at Illustration 1 is L1 Bidder and quoted Rs.100/for being L1, then his total value shall be **86** i.e. (56 Technical Value + 30 Financial Value)*

- 3.3.3. The financial scores of the other bidders (i.e. L2, L3... so on) shall be computed as under and as explained at Illustration 3 below:

$$30 \times \text{Lowest Value (L1 Price)} / \text{Quoted Value (L2 OR L3..)}$$

### ***Illustration 3***

*If the Bidder at Illustration 1 is L2 Bidder and he quoted Rs.125, therefore 30% being the weighted value, the financial scores for L2 shall be computed as under  $30 \times 100$  (lowest pricesL1) / 125 (quoted prices – L2) = 24 (financial score)Therefore L2 Bidder shall have total value of **80** (56 Technical Value + 24 Financial Value)*

- 3.3.4. The Bidders' ranking shall be arranged depending on the marks obtained by each of the bidder both in Technical Evaluation and Financial Evaluation.
- 3.3.5. The Bidder meeting the minimum eligibility criteria and with the highest marks/ rank (i.e. the total of technical evaluation marks and financial evaluation marks) shall be deemed as the successful Bidder and shall be considered eligible L1 Bidder for further process.
- 3.3.6. If there is a discrepancy between words and figures, the amount in words shall prevail.

## SECTION III – Specific Terms and Conditions

### 1. GENERAL

- 1.1. **Read in conjunction with other provision:** Specific Conditions of Contract shall be read in Conjunction with the other conditions of Contract, Schedule of Rates, specification of work, Drawings and any other document forming part of this Contract wherever the context so require.
- 1.2. **Every part Supplementary:** Notwithstanding the sub-division of the document into these separate sections and volumes every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the Contract so far as it may be practicable to do so.
- 1.3. The “Engineer-in-Charge” shall mean the authorized representative of UIDAI.

### 2. SCOPE OF WORK

- 2.1. **Refer Section-IV for scope of work.**

### 3. LOCATION OF WORK:

- 3.1. The work shall be carried out at UIDAI Head Quarter Building, Bangla Sahib Road, New Delhi

### 4. HANDING OVER OF SITE:

- 4.1 The site shall be handed over to the contractor in neat and tidy condition along with all operation & Maintenance manuals after a joint inspection.

### 5. MOBILIZATION ADVANCE

- 5.1. No mobilization advance and secured advance against materials shall be paid to the contractor.

### 6. BASIC GUIDELINES W.R.T SHIFT DUTIES AND OTHER ISSUES:

- 6.1. No workman shall leave the site without handing over duties to his/her reliever or proper permission of authorized representative of UIDAI.
- 6.2. Contractor has to ensure presence of 100 % strength of manpower as per the bid. No worker shall leave the site without proper handing/taking over of duties or without proper permission from authorized representatives.
- 6.3. Contractor has to provide reliever for the person who is on leave / absent from duties. If a person is absent for more than 7days, in such case the contractor has to provide the replacement, in addition, deduction shall also be made for absentee period from the monthly bills as defined in the penalty clause of this bidding document.

- 6.4. The contractor has to make arrangement for additional staff after normal working hours or on overtime for attending breakdown/repairs/as & when required, the same shall be treated as part of the scope of work of this contract with no additional cost.
- 6.5. The contractor will be fully responsible for any consequences & claims under the law arising out of any accident caused by the workmen to the equipment / property/ personnel of UIDAI / engineer- incharge etc. Contractor shall also be responsible for any claim by third party i.e. due to loss of life / injury / property etc. as a result of accident caused by their workmen.

## **7. SCOPE OF SUPPLY**

- 7.1. All tools/tackles/consumables etc. required for successful operation and maintenance shall be in the scope of FM agency. UIDAI shall not supply any tools/tackles/consumables etc.
- 7.2. UIDAI reserves the right to reduce or obliterate any item/work/service from the scope of work even without giving any explanation for the same.

## **8. SUPPLY OF OTHER UTILITIES**

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

## **9. CONTRACT PERIOD /TIME OF COMPLETION**

- 9.1. The Contract shall be initially for a period of 03 (THREE) YEARS and further extendable on the same rate (of 3<sup>rd</sup> year) with the consent of contractor, subject to satisfactory performance (during the last three years) and administrative convenience of UIDAI. It is further clarified that any such extension shall be done only at the option of UIDAI and the Contractor shall have no right to claim/demand any extension.
- 9.2. Maximum lead time of 07 (Seven) days shall be given to the Contractor before deployment of personnel at site. The bidder must familiarize himself fully with the installations (at no extra cost to UIDAI) before taking over existing assets installed in New Office Complex, Bangla Sahib Road, New Delhi. The Contractor shall also prepare OEM spare list and a list of all usable spare available for the equipment, for which maintenance is in scope of Contractor at the time of taking over.

## **10. FACTORS TO BE CONSIDERED FOR PRICING**

- 10.1. The following items are included in the quoted rate and no separate payment shall be tenable to the FM agency/contractor:
- a. Salary of all workmen including facility manager and supervisors.
  - b. ESI Payment
  - c. Bonus Payment

- d. PF Payment
  - e. Leave salary per month basis.
  - f. Charge for Uniform during Summer & Winter and Shoes
  - g. Laundry Charges for the Uniforms
  - h. Conveyance Paid to and from the work place.
  - i. Cost of providing reliever.
- 10.2. No variation in minimum wages shall be paid during the contract period and quoted rates are deemed to be inclusive any such variation.

## **11. IN THE EVENT THAT THE CONTRACT IS NOT RENEWED OR IS TERMINATED**

- 11.1. The Contractor shall furnish UIDAI with a detailed handing over plan and schedule at least one (1) months prior to the effective date of the termination. The handing over plan and the detailed schedule shall be subject to UIDAI approval.
- 11.2. The Contractor shall be responsible to conduct a detailed handover of the complete system to the next Contractor during last one (1) month of the contract. The handover shall be conducted concurrently with the ongoing normal support required of the Contractor without affecting the maintenance of a service level. Similarly, if the Contractor is asked to take over the maintenance of a system, he is to work with the previous maintenance personnel to understand the system. The taking over of the system shall be conducted concurrently with the ongoing normal maintenance support required of the Contractor without affecting the maintenance service level.
- 11.3. Proper documents will be exchanged between both the parties (UIDAI and the Contractor) at the beginning of the contract and during handing over of the job on expiry of the contract and/or on termination. These documents will clearly indicate the details of the state of equipments, the inventory and asset details; the knowledge base, drawings, O&M Manuls, and the data transferred etc. when placed under the services of the vendor and at the time of handing over. The documents will be duly signed by the authorized representatives of UIDAI and the Contractor.

## **12. SERVICES**

- 12.1. All the services in general shall be provided as stipulated under Scope of Work/ Schedule of Rates, given in the Tender Documents herewith.

## **13. HOLIDAYS**

- 13.1. According to UIDAI requirement, the manpower to be deputed on holidays may change. Therefore, the Contractor has to cooperate on such issues.
- 13.2. Definition of Holiday: Holidays, declared by UIDAI in a calendar year for Delhi

**14. CONTRACTOR'S OBLIGATION.**

14.1. The following facilities shall be provided by the Contractor to its staff working at the site without any extra cost to UIDAI. It is deemed that cost towards these facilities is already included in the quoted price by bidders.

- i) PPE (Personnel Protective Equipments) etc.
- ii) Tools and Tackles etc
- iii) Ladders / Stools etc

14.2. The Contractor shall:

- a) Ensure that its Facility Manager/Supervisors are equipped with mobile phones.
- b) Provide a roster chart giving service wise deployment plan.
- c) Maintain all plants and machineries on regular basis and shall arrange for all durables, consumables, tools, equipments & machinery required for the maintenance work.
- d) Contractor shall provide uniforms and shoes to all workmen, suitable for summer and winter season. Following items are to be provided to each and every workman in a year:

- Two Sets of trousers,
- Two sets of cotton shirts
- One pair of safety shoes of Bata or Liberty make and
- One pullover before onset of winter.
- ID Cards for the manpower deployed.

Colour of the uniform to be decided mutually between Contractor & UIDAI. Before issuing uniform, it is the responsibility of Contractor to get the approval regarding the quality of uniform by Engineer-In-Charge.

- e) Contractor has to ensure that all his staffs attend duty in proper uniforms. Cost of uniform shall be considered to be included in the quoted rate and no separate payment towards this account is tenable.

14.3. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.

14.4. Staff deployed by the Contractor shall perform their duties at the premises of UIDAI with due diligence and take all precautions to avoid any loss or damage to the Government property/ person.

- 14.5. Be it private or public areas, security personnel of the UIDAI shall have the authority to frisk the staff of the Contractor while entering or leaving the premises of the UIDAI.
- 14.6. The Contractor shall ensure regular and effective supervision of the personnel deployed by him.
- 14.7. Contractor has to submit documentary evidences along with monthly invoice towards depositing of PF and ESI payment against each workman.
- 14.8. Payment to workmen to be paid either by Cheque or through electronic transfer to all workmen by 7th of each calendar month. Documentary evidence towards payment to be attached along with monthly invoice.
- 14.9. The Contractor shall ensure that its employee(s)/ labourers refrain from smoking / consuming alcohol and other intoxicant substance or carrying any inflammable substances etc., inside the premises. If anybody found to be consuming alcohol or any other intoxicating substance or carrying any inflammable substance, forthwith he/ she shall be expelled from the complex and shall be barred to enter again. Contractor at its own discretion shall arrange alternative workman within 24 Hrs, failing which penalty shall be imposed as per the terms and conditions as already specified in the bid.
- 14.10. Coordination with other agencies: Contractor shall be responsible for proper coordination with other agencies operating at the site of work so that work may be carried out concurrently, without any hindrance to others. UIDAI shall resolve disputes, if any, in this regard, and his decision shall be final and binding on the Contractor.
- 14.11. Conduct, discipline and sanctioning of leave: The contractor being the employer of the workmen shall be exclusively responsible to control day to day conduct and discipline of the workmen so as to maintain congenial working environment in UIDAI premises. The contractor shall be responsible to control leave of the workmen and provide replacement for leave/absence

**15. PERSONNEL/MANPOWER**

- 15.1. The Contractor shall deploy competent, skilled and trained personnel having following minimum requirements to perform services under this agreement. All personnel shall carry proper identity cards and shall be dressed in uniform with badges displaying their name and designations at all times while on duty. The staff shall maintain discipline and conform to office etiquette. UIDAI may at any time instruct to remove undesirable staff of the Service provider at their sole discretion. The UIDAI can also verify the qualification of the deputed staff in line with the guidelines provided in Scope of Works. No child labour will be permitted.



## **16. PENALTY**

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

**17. PAYMENT TERMS**

- 17.1. Payment shall be made within 15 days of submission of monthly bill (to be submitted in duplicate), if the same is found in order. Income tax & other statutory fee etc. shall be deducted from the bill as per Govt. guidelines.
- 17.2. The UIDAI shall not be liable to pay any claims whatsoever other than the monthly bills for the services rendered as per the item rate mentioned in SOR. UIDAI reserves the right to reject the bills in the event of non- fulfilment of statutory obligation of PF contribution, ESI contribution, GST, labour welfare fund etc under the various laws.

**18. WAGES AND INCENTIVES**

- 18.1. Contractor understands constitutional obligations of principal employer. Accordingly, the Contractor shall ensure payment of Minimum wages + fixed allowance to the Employees

**19. INSURANCE:**

- 19.1. The Contractor shall have insurance policies in respect of workmen engaged by him for providing services under this Contract at his own cost and initiative take out and maintain at all times until the expiry/ termination of the Contract, in order to keep himself as well UIDAI fully indemnified from and against all claims whatsoever including but not limited to those arising out of the provisions contained in Workmen's Compensation Act, 1923. Should the Contractor fail to take insurance as provided for in the foregoing paragraph, UIDAI shall be entitled (but without any obligation to do so) to take such insurance at the cost and expense of the Contractor and without prejudice to any other rights or remedies of UIDAI in this behalf, to deduct the sum(s) incurred thereof from any amounts due to the Contractor. Contractor shall at his own expenses carry and maintain insurance with reputable insurance companies to the satisfaction of UIDAI as follows:

**19.1.1. Employees State Insurance Act.**

The Contractor agrees to and does hereby accept full and exclusive liability for the compliance with obligations imposed by the Employees State Insurance Act, 1948, as amended from time to time and the Contractor further agrees to defend, indemnify and hold UIDAI harmless from any liability or penalty which may be imposed by Central, State or local authority by reason of any asserted violation by Contractor or sub-Contractor of the Employees' State Insurance Act. 1948, and its amendments and also from all claims, suits or proceedings that may be brought of by reason of the work provided for by this contract whether brought by employees of the Contractor, the sub-Contractor or his employees by third parties or by Central or State Govt. authority or any administrative sub-division thereof, or other local authorities.

The Contractor agrees to fill in with Employees' State Insurance Corporation, the Declaration Forms and all forms which may be required in respect of the Contractor's or sub-Contractor's employees. Who are employed in the work provided for or those covered by ESI from time to time under the Agreement. The Contractor shall deduct and secure the agreement of the sub-Contractor to deduct the employees' contribution as per the first Schedule of the Employee's State Insurance Act from wages and affix the Employee's Contribution card at wages payment intervals. The Contractor shall remit and secure the agreement of the sub-Contractor to remit to account of Employee's State Insurance Corpn. The employer's contribution as required by the Act, the term employer being understood as the Contractor.

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

**19.1.2. Workman's Compensation & Employer's Liability Insurance**

Insurance shall be affected for all the Contractor's employees engaged in the performance of this contract to provide Workman's Compensation and responsibility insurance.

**19.1.3. Any other Insurance required under Law or Regulations or by UIDAI.**

Contractor shall also carry and maintain any and all other insurances which may be required under any law or regulations from time to time. He shall also carry and maintain any other insurance which may be required by UIDAI.

**20. SAFETY REGULATIONS**

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

20.2. The Contractor shall observe and abide by all fire and safety regulations. The Contractor's staff shall abide by the existing security and safety rules/ regulations/ precautions as per instruction issued to them from time to time by UIDAI. The Contractor and its staff may also be required to pledge secrecy and non-divulgence of the nature of the work of UIDAI that may prejudice the interests of UIDAI. Contractor shall also ensure to engage persons by him whose character and antecedents have been got verified by the contractor & police authorities and furnish a certificate, in a form and manner prescribed by UIDAI.

20.3. The Contractor undertakes to ensure due and complete compliance with all laws, regulation, rules etc. whether of the Central Government or the State Government or of any other competent authority applicable to the workmen employed or whose services are otherwise availed of by the Contractor whether in connection with the construction work at the site or otherwise. The UIDAI shall have the right to inspect the records maintained by the Contractor concerning such workmen from time to time and the Contractor shall whenever required by the UIDAI produce such records as the UIDAI may call upon the Contractor to produce for the UIDAI inspection in order to ascertain whether or not the requirements of all such laws, regulations, rules etc. have been complied with by the Contractor. In the event of any contravention of such laws, regulations, rules etc. coming to light whether as a result of such inspection or to otherwise the UIDAI shall have the right to require the Contractor to effect such compliance within such time as the UIDAI prescribe in that behalf and in the event of the Contractor failing to effect such compliance within the time prescribed by the UIDAI then the UIDAI shall without prejudice to his other rights be entitled to withhold from the amount payable to the Contractor any amount payable to the workmen under any such laws, regulations or rules and to make payment thereof to the workmen. The UIDAI shall also have in that event the right to terminate the contract with immediate effect and to exercise powers reserved to the UIDAI under the contract as a result of termination.

## **21. TAXES & DUTIES**

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

### **21.2. Statutory Variation**

No variation on account of taxes and duties, statutory or otherwise, shall be payable to Contractor except for the following:

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

### **21.3. New Taxes & Duties**

Any new taxes, duties, cess, levies notified or imposed after the due date of submission of last/final price bid but before the contractual date of completion

of work shall be to UIDAI 's/UIDAI's account. These shall be reimbursed against documentary evidence.

However, if such new taxes are in substitution of other taxes, same shall be considered on merit of each case.

**22. FIRM PRICE**

22.1. The contracted prices shall be firm and fixed for the entire Contract Period and no escalation in prices on any other account shall be admissible to the contractor.

**23. CONTRACT PERFORMANCE BANK GUARANTEE / SECURITY DEPOSIT**

23.1. The Contractor shall within 15 days of award (i.e. issue of FOA / LOA), deposit with the UIDAI an interest free Security Deposit (SD) for an amount equivalent to 10% of the annual contract value in the form of Bank draft/ Pay Order/ Bank Guarantee (BG). If the Security Deposit is submitted in the form of Bank Guarantee, the bank guarantee towards security deposit shall be from a Scheduled Bank and kept valid till 6 months beyond the expiry of the contract period.

**24. FORM OF CONTRACT PERFORMANCE BANK GUARANTEE**

24.1. The 'FORM OF CONTRACT PERFORMANCE BANK GUARANTEE' attached with the bidding document

## SECTION IV – Scope of Work

### 1. INTRODUCTION

The facility management services shall be provided for the following office complex:

**UIDAI Head Quarter Building  
Bangla Sahib Road, New Delhi.**

### 2. SCOPE OF WORK

The scope of work envisaged in this tender for **UIDAI Head Quarter Building** is given below:

**A. OPERATION** – operation of all services/systems/equipment shall start from date of award of contract.

**B. MAINTENANCE FOR 1<sup>st</sup> Year:**

- The periodic maintenance of all services/systems/equipment are not included in the scope of FM agency during the 1<sup>st</sup> year. However, operation, all other checks/inspections etc on daily basis have been deemed to be included in the scope of FM agency for smooth operation of services/systems. However, comprehensive maintenance of the following is included in the scope of FM agency w.e.f date of award of contract:
  - Audio Visual Equipments [Projectors/Screens/HD video Conferencing system, Audio Conferencing System].
  - Servers/Computers/Laptops/ Scanners/ Printers/Photocopiers which have been shifted from old office [APPROX. Servers-9, Computers-250, Laptops-150, Scanners-4, Printers-150, Photocopiers-15, may increase/ decrease as per requirement of UIDAI]

#### **2.1 COMPREHENSIVE OPERATION AND MAINTENANCE FOR 2<sup>ND</sup> YEAR ONWARDS:**

- The comprehensive maintenance of all systems/services/equipment installed in the building except the exclusions as defined in the clause no.**2.1.6 below** are deemed to be included the scope of FM agency,
- Comprehensive operation and maintenance of the following but not limited to :-
  - a) Main Building ( G+9) except House Keeping
  - b) STP ( from 2<sup>nd</sup> year onwards)
  - c) UG Tank
  - d) HT Room
  - e) Guard Rooms
  - f) HT & LT power supplies and Distributions
  - g) Diesel generating sets

- h) Lifts
- i) Water systems – raw water, drinking water, flush water and sanitation, water tank cleaning
- j) Fire fighting systems - fire hydrants, smoke detectors & fire extinguishers, Fire Alarm & Public addressing System
- k) Air conditioning systems ( VRF system)
- l) LV Systems (Access Control System, Building Management System, CCTV System, Data Networking including Network Hardware/cables (LAN/WAN, EPABX including telephones instruments/cables) etc.
- m) Façade Cleaning and Maintenance of Façade Cleaning System/equipment.
- n) Building maintenance
- o) Audio Visual Equipments– Projectors/Screens/HD video Conferencing system, Audio Conferencing System etc.
- p) Comprehensive AMC of Servers/Computers/Laptops/Scanners/Printers/Photocopiers (APPROX. Servers-9, Computers-250, Laptops-150, Scanners-4, Printers-150, Photocopiers-15, may increase/ decrease as per requirement of UIDAI)
- q) Comprehensive AMC of all above equipments with OEM (Original Equipment Manufacturer) only.

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

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

2.1.3. The rates quoted by Vendor shall include all liabilities such as supervision, wages, overtime, leave, bonus, increment, retrenchment compensation, insurance and all other statutory payments, including providing of tools and tackles under contractor's scope of supply, overheads, profits etc. for which no extra payment whatsoever will be made by UIDAI.

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

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

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

- Housekeeping
- Manning of fire control room
- Maintenance of horticulture
- Rooftop Solar Power Plant

- Security Gadgets such as X-ray baggage scanner, DFMD, handheld metal detector, boom barrier, etc.
- Automated Car parking system at 1<sup>st</sup> floor.
- **Periodic Maintenance of all equipment except Audio Visual Equipments (Projectors/Screens/HD video Conferencing system, Audio Conferencing System etc.) and Servers/Computers/Laptops/Scanners/ Printers/Photocopiers (APPROX. Servers-9, Computers-250, Laptops-150, Scanners-4, Printers-150, Photocopiers-15, may increase/ decrease as per requirement of UIDAI) during the 1st year of AMC.**
- **Operation and Maintenance of STP during the 1<sup>st</sup> Year of AMC**

## 2.2 Area of the Complex and buildings

The total plot area is 1.099 Acres, the scope of work includes operation and comprehensive maintenance of the followings:

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

## 2.3 Complex Working Hours

The working hours of office are from 9.30 AM to 6.00 PM with weekly off on Sundays. However, the office may be open on Sunday as per the requirement.



## **2.4 Civil & Finishing works**

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

## **2.5 General Scope of work for E & M works**

- a. The agency shall depute well experienced staff in the relevant field for maintenance of electrical services. The minimum deployment for three shifts.
- b. The contractor/Facility Management (FM) agency will be responsible for timely payment of wages, ESI & PF etc to all the workers engaged by the contractor/FM agency. The contractor/FM agency will submit the proof of ESI & EPF to UIDAI quarterly. All labour law shall be strictly followed.
- c. All the installations shall be kept neat and clean and in working order.
- d. It will be responsibility of FM agency to ensure immediate operation of the DG Set in case of power failure.
- e. Mobile oil and filters of DG Set should be changed at least once within 6 months or after running of 250 Hrs., whichever is earlier & nothing extra shall be paid on this account.
- f. All other good maintenance practices shall be followed.
- g. Watch and ward of the installations shall also be the responsibility of the FM agency.
- h. All losses due to theft or pilferage etc. shall be borne by the FM agency.
- i. The FM agency shall ensure that his staffs follow all safety precautions. In case of any mishappening or injury FM shall be fully responsible for the same.
- j. Electricity Bills & Waters Bills shall be paid by UIDAI.
- k. The details of Labour/Technicians deployed on various activities by FM shall be submitted daily to UIDAI for information & record.
- l. Office complaints & lighting etc. of all electrical points should be in working order of entire office building at all floors/locations.
- m. Temperature in AC area should be maintained at suitable temperature as decided by UIDAI.
- n. CCTV System will be operated by CISF & maintained by FM Agency.
- o. Fire Control Room shall be manned separately by UIDAI & FM agency shall carry out the comprehensive maintenance only.
- p. Minimum required E&M staff for electrical accessories i.e. DG sets, AC plants, pumps, lifts etc. services per day on three shift basis.

## **2.6 HT & LT power supply and distribution**

- a) Operation & Preventive maintenance shall be carried out as per specification/ recommendation of Original equipments manufacturers.
- b) Preventive and break down maintenance and record keeping etc. in respect of electrical substation, transformers Panel Bus Bar, HT Panel, LT Panel, AMF Panel, capacitor panel, Distribution Panel etc. Electrical Control Panel room including maintenance of switch gears, panels for AC, garden light and lift room, water pump and power factor panels, UPS, earthing system etc., and co-ordination & getting necessary assistance from statutory authorities in emergency situations.
- c) Preventive and breakdown maintenance, record keeping etc., of Distribution Boards For AC, light and power and MCBs on all floors Maintenance of lighting, power points, switches, fans, water pumps, motors etc.
- d) Replacement of faulty lights and maintenance of other installations on continuous basis both indoor and outdoor.
- e) Checking the power factor and operating the capacitor bank for PF correction to avoid any penalty.
- f) Daily checking of the working of UPS, load sharing conditions, maintaining battery bank, reporting faults.
- g) Visual inspection of HT & LT panels every day, cleaning of panel, recording of various data including; voltage, power, energy at different areas. Periodic checking of protection relays for correct operation, tripping etc.
- h) Visual checking of Vacuum circuit Breaker and transformers.
- i) Visual inspection of main L.T. panel and capacitor panel, checking of breaker operation, replacement of any blown control fuses/ indicating lamps, recording readings of voltmeter, ammeter, KWH meter, etc. Cleaning of panel and periodic checking of relays for proper tripping.
- j) Visual checking and regular cleaning of all distribution boards, checking of proper operation of MCB's, tightening of any loose contacts and wires, replacement of faulty MCB's / ELCB's etc.
- k) Visual checking feeder pillars and cables, cleaning of feeder cables, checking and tightening of loose connections, replacement of lamps in street lighting poles, garden lighting, façade lighting, Checking of Cables & Cable Trays and Necessary Attention etc.
- l) Physical checking and Attention of bus duct and bus risers for loose connections, cleaning of bus ducts, checking of bus duct insulation by instruments, fire barriers, etc., tightening of nuts and bolts for incoming and outgoing, checking of hot spots in bus ducts and cables.
- m) Tightening of wiring wires, checking of conduits and wiring above false ceiling.
- n) Watering of earth pits, checking of earth resistance by instruments, tightening of all nuts and bolts and cleaning of all joints, Checking & Attention of Earthing System.
- o) Ensuring continuity of power of 11KV system and switching ON and OFF the breaker in case of tripping and power failure. Liaisons with local electrical authorities for continuation of power and checking and preparation of bills distribution.

- p) Ensuring Availability & Reliability of 415 V Power Supply to All Occupants as well as to the Common Services including all E&M Systems. Attention of All Breakdowns & Restoration of Power Supply in the minimum possible time.
- q) Periodic Checking & Attention of HT & LT cables, Cable Trays, Raceways etc.

## 2.7 Diesel generating sets

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

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

### 2.8.1. Electrical System

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

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

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

#### 2.8.2. UPS

- i) Operation of UPS systems comprising of UPS panels with SVR Panels, AC Distribution Boards & battery Banks & maintenance of AC Distribution Boards.
- ii) UPS power points at walls, floors and other places i.e. 6 A & 16 A switches and sockets etc. including UPS distribution network, DP switches, MCBs, Industrial sockets.

- iii) Cleaning of battery terminals, application of Petroleum Jelly on battery terminals, tightening of inter connections etc. for all the UPS systems as mentioned elsewhere.
- iv) Maintaining logbook for recording the on/ off operations and input/ output parameters i.e. voltage, current, frequency etc.
- v) It shall be the responsibility of contractor to monitor the function, healthiness & operational parameters of the UPS systems. Any abnormality or defect noticed should be immediately brought to the notice of engineer in charge.
- vi) Specialized repairs by OEM shall be provided to the UPS systems as & when required.
- vii) Logging of complaint & follow up with the OEM.
- viii) Operation timings of UPS systems shall be as per direction of engineer in charge.

### **2.8.3. DG Set**

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

### **2.9. Works which are required to be carried out on WEEKLY BASIS for Electrical System/UPS/DG Sets**

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

## **2.10. Works which are required to be carried out on MONTHLY BASIS for Electrical System/UPS/DG Sets**

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

## **2.11. Documentations**

- i) Ensure proper functioning & correct readings of Electrical meters. Daily recording of meters shall be undertaken. Log sheet to be made with consultation with Engineer-In-Charge for recording of electrical data shift-wise. It is the responsibility of the contractor to maintain all the data in soft form, shift wise on monthly basis.
- ii) All standard formats recommended by Equipment manufacturers are to be followed & maintained.
- iii) A proper record of diesel consumption shall be maintained by the operator and same shall be reviewed by the contractor's supervisor before submission to Engineer-in-charge.
- iv) Generating Equipment History – Contractor shall maintain equipment failure report, service reports, maintenance cost and related information.

## **2.12. Lifts**

- a) Monitoring and day to day maintenance of lifts inside the building, operating (Switching on & off) lifts and as per instructions of the office, monitoring the working of lifts, reporting faults to the AMC provider and coordinating during maintenance by them.

- b) Record keeping of the maintenance details, getting license renewals from the authorities after approval from UIDAI. Statutory fee shall be reimbursed by UIDAI.
- c) Annual Maintenance Contract of the Lifts and Liasoning with AMC Vendor and Day to Day execution of AMC shall be the responsibility of the FM Agency.
- d) Adequate number of operators shall be made available for each shift.

**2.13. Water systems – raw water, drinking water, flush water and sanitation, water tank cleaning**

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

- q) Regular draining out of water collected in the drains of underground plant room.
- r) Proper maintenance of tap sensors and replacement of batteries as required during operation. No separate payment shall be made on this account.
- s) Maintenance of Irrigation System for Horticulture.
- t) Maintenance of Rain water harvesting pit.

#### **2.14. Fire fighting system - fire hydrants, smoke detectors & fire extinguishers**

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

#### **2.15. Air conditioning systems**

- a. Operation & Maintenance to be carried out as per the Original Equipment manufacturers recommendations/ Relevant National/ International Standards and bidder shall also enter into Annual Maintenance Contract for Air Conditioning System (VRF).
- b. FM agency shall enter into AMC with OEM of VRV system provided in the building. Liasoning with AMC Vendor/Contractor/FM agency and Day to Day execution of AMC shall be the responsibility of the FM Agency.
- c. Attending complaints of systems which include routine as well as breakdown maintenance of all the system.



- d. Vendor shall supply minimum following consumables & general spares / items for smooth operation of all the system and the rates quoted by them should be inclusive of following items :-
- Refrigerant Gas
  - Lubricating oil for compressor systems
  - Packing /Couplings/gaskets/insulation material/other general spares.
  - All electrical spares e.g. Fuses / Relays, contactors, Condensers etc.
  - Indoor units Filter /Belts / Bearings / Valves / Other spares etc.
- e. All tools & tackles, manpower, transportation and other resources required for executing the job shall be in the scope of the contractor. No extra charges will be paid by the UIDAI regarding tools & tackles, manpower, transportation etc.
- f. Spares of compressor, control panel card, Software etc. which may be required during maintenance of the all the system will have to be supplied by the contractor as per instruction of the Authority.
- g. The Vendor has to maintain a maintenance register during each visit mentioning what kind of job has been done during that visit. Contractor also has to provide maintenance report.
- h. Maintaining the temperature as per the designed parameters or as specified by UIDAI
- i. Operating of AHU's as and when required
- j. Regular checking of AHU's (Like checking of bearing, belt and greasing)
- k. Regular electrical termination checks up of AHU's and pump starters and motor.
- l. Periodic cleaning of AHU filters.
- m. Periodic cleaning of AHU cooling coils.
- n. Periodic checking of AHU drain.
- o. Replacement of AHU bearing, shaft, belts as and when required.
- p. Checking of water level in the expansion tanks.
- q. Attending to the A/C breakdown calls in the building.
- r. Checking the noise level of A/C equipment.
- s. Operation & Maintenance of AHUs.
- t. Operation and maintenance of the Ventilation fans.
- u. Regular checking & Attention of Ducting, Insulation, Grills & Diffusers.
- v. **Monthly Maintenance :-**
- Maintenance of all filters, fans, diffusers, cooling coils, Refrigerant Gas make up etc.
  - Tightening of belts, foundation bolts of equipment, alignment of belt pulleys and couplings.
  - Examining indoor/outdoor units & operating linkage for smoothness.
  - To check the gland /seal, coupling of units.
  - To check the safety controls mechanical, Electrical/ Electronics and inter-locking of the various equipments.

- To check all piping/insulation/proper positioning/damage and rectifying the same where ever required.
- Inspect/check entire line for leakage and rectification of leakage, if any.
- To check and lubricant (if required) the bearing of the fans/motors and keep the proper record.
- To check the foundation bolts of the units/motors and to take the necessary action if required.
- Check the quantity of Air flow from various out lets in each room/ Area as per drawings and do adjustment of dampers etc as and when required.
- Check the performance of equipment of VRF plant for proper functioning
- Any other job required to be attended during course of Checking and to keep the plant in perfectly working conditions.

w. **Quarterly Maintenance:**

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

NOTE: All the equipments/installations shall always be kept in good and trouble free operating conditions. All the required record for break-downs/repairs and maintenance etc. shall be maintained in the form of history books and logbooks etc. as per directions. All the maintenance works shall be carried out in accordance with the manufacturer's specifications and instructions of UIDAI/Engineer- In – Charge or his representative.

All the general & special tools, tackles required for proper maintenance and repairs/break down etc, shall be arranged by the contractor at his own cost.

The rates shall be all inclusive of establishment as well as spares and consumables as per schedule of work. The contractor is required to assess the probable quantity of all types of spares and consumables likely to be

required for replacement for keeping all the installations in good working conditions and include the lump sum cost of these spares & consumables. Nothing extra on any account shall be payable over and above the approved all-inclusive comprehensive rates of the contract. The consumables and spares shall be of best standard quality purchased from the original manufactures or authorized dealers only and shall be approved by the UIDAI/Engineer-In-Charge before use. UIDAI may direct the contractor to use consumables of its choice from the listed/approved vendors. All spares and consumables shall be arranged by the contractor for which nothing extra shall be payable. A list shall be prepared by the Contractor for major & minor spares consumables and the decision of UIDAI/Engineer – In – Charge regarding the major /minor consumables shall be final. Replaced parts/ spares, used brunt oil etc will be property of vendor. It is his responsibility to disposed of immediately.

### **2.16. LV System**

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

### **2.17. Network cables**

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

### **2.18. Façade Cleaning**

- a) Cleaning of Structural glazing, Glasses, ACP cladding, Granite cladding shall be done once a month with necessary arrangement taking all precautionary measures ensuring safety of workers.
- b) The building is equipped with façade cleaning system. The agency shall arrange items/tools, etc. if required.

### **2.19. Building maintenance**

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

### **2.20. AMC of E&M equipments**

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

### **2.21. Providing workforce**

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

S.No	Designation	Quantity	Minimum Education Qualification	Remarks
1.	TECHNICAL MANAGER	1	B.Tech/B.E. with 7 years of Experience in similar work	_____
2.	TECHNICAL SUPERVISOR-ELECTRICAL	3	Diploma in required Field with 4 years of Experience in similar work.	Supervisor
2.1.	Electrician	9	Diploma in required Field with 2 years of experience or ITI with 3 years of experience in relevant field.	Skilled
2.2.	D.G. OPERATOR	3	Diploma in required Field with 2 years of experience or ITI with 3 years of experience in relevant field.	Skilled
2.3.	Fire Technician	3	Diploma in required Field with 2 years of experience or ITI with 3 years of experience in relevant field.	Skilled
2.4.	FIRE Technician Helper	3	Diploma in required Field with 1 year of experience or ITI with 2 years of experience in relevant field.	Semi-skilled
2.5.	LIFT OPERATOR	2	Diploma in required Field with 2 years of experience or ITI with 3 years of experience in relevant field.	Skilled
2.6.	CCTV/LV System Operator (Lighting Control, CCTV, Data Networking, Access Control, EPABX System, Fire alarm & P.A. IBMS, AV Equipment, Computers, Laptops & Servers, Gas flooding System)	5	Diploma in required Field with 2 years of experience or ITI with 3 years of experience in relevant field.	Skilled
3.	TECHNICAL SUPERVISOR-H.V.A.C	1	Diploma in required Field with 4 years of Experience in similar work	Supervisor
3.1.	A.C TECHNICIAN	3	Diploma in required Field with 2 years of experience or ITI with 3 years of experience in relevant field.	Skilled
3.2.	A.C ASSISTANT	3	Diploma in required Field with 2 years of experience or ITI with 3 years of experience in relevant field.	Skilled

S.No	Designation	Quantity	Minimum Education Qualification	Remarks
4.	TECHINICAL SUPERVISOR-CIVIL	1	Diploma in required Field with 4 years of Experience in similar work	Supervisor
4.1.	CARPENTER	1	12 <sup>th</sup> Pass with experience of 2 years in relevant field.	Skilled
4.2.	S.T.P OPERATOR*	3	Diploma in required Field with 2 years of experience or ITI with 3 years of experience in relevant field.	Skilled
4.3.	FITTER	2	Diploma in required Field with 2 years of experience or ITI with 3 years of experience in relevant field.	Skilled
4.4.	FITTER – HELPER	2	10 <sup>th</sup> Pass with 1 year experience in relevant field.	Semi-Skilled
4.5.	PLUMBER	1	Diploma in required Field with 2 years of experience or ITI with 3 years of experience in relevant field.	Skilled
4.6.	PLUMBER – HELPER	1	10 <sup>th</sup> Pass with 1 year experience in relevant field.	Semi-Skilled
4.7.	SEWER MAN	1	10 <sup>th</sup> Pass with 1 year experience in relevant field.	Semi-Skilled
	<b>TOTAL</b>	<b>48</b>		

**\* Deployment would be required from 2<sup>nd</sup> year onwards**

Deployment Schedule:

S. NO	Designation	A ( 6AM to 2PM)	B (2PM to 10 PM)	C (10PM to 6 AM)	General (0930 AM TO 0530 PM)	Total
1.	TECHNICAL MANAGER				1	1
2.	TECHNICAL SUPERVISOR-ELECTRICAL	1	1	1		3
2.1.	Electrician	3	3	3		9
2.2.	D.G. OPERATOR	1	1	1		3
2.3.	Fire Technician	1	1	1		3
2.4.	FIRE Technician Helper	1	1	1		3
2.5.	LIFT OPERATOR				2	2

S. NO	Designation	A (6AM to 2PM)	B (2PM to 10 PM)	C (10PM to 6 AM)	General (0930 AM TO 0530 PM)	Total
2.6.	CCTV/LV System Operator (Lighting Control, CCTV, Data Networking, Access Control, EPABX System, Fire alarm & P.A. IBMS, AV Equipment, Computers, Laptops & Servers, Gas flooding System)	1	1	1	2	5
3.	TECHNICAL SUPERVISOR- H.V.A.C				1	1
3.1.	A.C TECHNICIAN	1	1	1		3
3.2.	A.C ASSISTANT	1	1	1		3
4.	TECHNICAL SUPERVISOR- CIVIL				1	1
4.1.	CARPENTER				1	1
4.2.	S.T.P OPERATOR*	1	1	1		3
4.3.	FITTER				2	2
4.4.	FITTER – HELPER				2	2
4.5.	PLUMBER	1				1
4.6.	PLUMBER – HELPER				1	1
4.7.	SEWER MAN				1	1
	<b>TOTAL</b>					<b>48</b>

\* Deployment would be required from 2<sup>nd</sup> year onwards

#### 2.22. Supply of material and consumables:

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

#### 2.23. Tentative list of Engineering tools/Masonry Tools/ PPEs

The tentative list of tools to be deployed is given below and cost towards this shall be deemed to be included in the quoted monthly rate.

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

## 2.24. Inclusion & Exclusion of the services:

### 2.24.1. Inclusions

The following are deemed to be **included** in the scope of services of FM agency:

- a) Replacement of bulbs/ tubes /chokes/starters/ Ballasts for high mast in entire internal & external area.
- b) Cost of liaison for renewal of statutory approvals, however, statutory fee shall be reimbursed as per actual basis.
- c) Connectors/ contactors/ lugs/etc



- d) Belts / Bearings / Grease & gland-dori / cotton waste / Silica Gel / etc and all other similar minor items complete.
- e) Replacement of damaged toilet fixtures & fittings, broken glass etc.
- f) PVC / GI couplings, Conductors, Bends, fuse and other similar minor items
- g) Repair & Rewinding of AHU / Ventilation Fans / Pumps / Motors etc (After Warranty Period).
- h) Computer stationary, CD's floppies, audio cassettes as required for BMS / LV Systems
- i) Submission of Daily Position Reports, Failure Investigation Reports, Operation & Maintenance Reports as prescribed by UIDAI.
- j) Maintenance Reports, Log Books etc for Operation & Maintenance of Various Systems & Equipments.
- k) Maintenance of History books of all equipments.
- l) Specialized Tools / Tackles i.e. Chain Pulleys, Telescopic Ladder, portable Hoists (Tractel Machine), Sludge Pumps, OTDR, Welding Generators etc. required for operation and maintenance.
- m) In case of shortage of water supply/no supply from Municipal Authority the FM agency shall arrange the water tankers & the amount shall be reimbursed by the UIDAI.
- n) All items of work relating to replacement/repair shall be done with the prior concurrence/approval of Engineer Incharge. The quality of material/item shall be same as originally provided by UIDAI or of equivalent make
- o) The FM agency is expected to bear the cost of replacement/repair of materials up to a maximum of Rs. 50,000/- per month subject to the condition that cost of each item is less than Rs. 5000/- in each case. Where the cost of item to be replaced/repair is more than Rs. 5000/- in each case or where the monthly limit of Rs. 50,000/- is exhausted, the excess amount shall be reimbursed by the UIDAI.

- p) However no replacement/repair shall be done by the FM agency during the defect liability period. The defect liability period of one year will tentatively start w.e.f 1<sup>st</sup> May, 2018. During this period EIL/construction agency (M/s Parnika) will address the repair/replacement, if any. However, if any fault/damage is due to the mishandling, shall be borne by FM Agency.
- q) Wherever the replacement/repair is necessitated due to negligence/carelessness on the part of the FM agency, in such cases, the total cost of replacement/repair shall be borne by the FM agency & it shall not be included in the monthly limit of Rs. 50,000/-. The discretion of Engineer In-charge (Authorized Representative of UIDAI) in this regard shall be final & binding.

#### **2.24.2. Exclusions**

- a) Capital Equipments Replacement / Major Repair of items not covered in comprehensive AMC beyond the cost of 6 lakh per annum.
- b) Equipment in consultation with UIDAI
- c) Cost of Diesel of running DG sets shall be borne by UIDAI on reimbursement basis
- d) Statutory Payment to Govt. Bodies for NOC/renewals.
- e) GST

#### **2.25. Office space for FM Agency**

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

### 3. DETAILS OF UTILITIES IN THE UIDAI HQ BUILDING

#### GENERAL

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

#### BASIC FINISHES OF THE BUILDING

The Building façade is consisting of Exterior Paint, ACP Cladding, structural glazing, spider glazing and granite dry cladding.

##### a. Staircase, Lift Lobby & Toilets

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

**b. Ground floor**

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

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

**c. Third floor**

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

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

**d. Fourth Floor**

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

11.	ADG-2	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
12.	ADG-2	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
13.	ADG-3	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
14.	Central Registry	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
15.	Open Office Space	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
16.	Sr PAO	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles

**e. Fifth Floor**

S.No.	DESCRIPTION	FLOORING	SKIRTING	WALL / COLUMNS	FALSE CEILING
1.	ADG-1	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
2.	DDG Toilet at Grid 2-2'/A-A'	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
3.	Pantry-1	Antiskid vitrified tiles	NA	Antiskid vitrified tiles	Gypsum
4.	Conference Room	Antiskid vitrified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
5.	Electrical room	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
6.	AHU	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
7.	UPS Room	Kota stone	Kota stone	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles



8.	Spare Room	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
9.	Pantry-2	Antiskid vitrified tiles	NA	Antiskid vitrified tiles	Gypsum
10.	DDG Toilet at Grid 21-21'/A-A '	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
11.	Store	Antiskid vitrified tiles	Antiskid vitrified tiles	Acrylic emulsion paint	Gypsum+ Acoustical Mineral Fiber Tiles
12.	DDG-1	Antiskid vitrified tiles	Antiskid vitrified tiles	Veneer + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
13.	PS	Antiskid vitrified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
14.	ADG-2	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
15.	ADG-3	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
16.	ADG-4	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
17.	Open Office Space	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
18.	ADG-5	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
19.	ADG-6	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
20.	ADG-7	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
21.	DDG-2	Antiskid vitrified tiles	Antiskid vitrified tiles	Veneer + Glass	Gypsum+ Acoustical Mineral Fiber Tiles

**f. Sixth Floor**

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

S.No.	DESCRIPTION	FLOORING	SKIRTING	WALL / COLUMNS	FALSE CEILING
14.	ADG-5	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
15.	ADG-6	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
16.	Open Office Space	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
17.	Training Room	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
18.	Fire Refuge Area	Antiskid vitrified tiles	Antiskid vitrified tiles	Acrylic emulsion paint	ACP

**g. Seventh Floor**

S.No.	DESCRIPTION	FLOORING	SKIRTING	WALL / COLUMNS	FALSE CEILING
1.	ADG-1	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
2.	DDG Toilet at Grid 2-2'/A-A '	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
3.	Pantry-1	Antiskid vitrified tiles	NA	Antiskid vitrified tiles	Gypsum
4.	Conference Room	Antiskid vitrified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
5.	Electrical room	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
6.	AHU	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
7.	ADG-2	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles

S.No.	DESCRIPTION	FLOORING	SKIRTING	WALL / COLUMNS	FALSE CEILING
8.	MSP Head	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
9.	Pantry-2	Antiskid vitrified tiles	NA	Antiskid vitrified tiles	Gypsum
10.	DDG Toilet at Grid 21-21'/A-A '	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
11.	Store	Antiskid vitrified tiles	Antiskid vitrified tiles	Acrylic emulsion paint	Gypsum+ Acoustical Mineral Fiber Tiles
12.	DDG-1	Antiskid vitrified tiles	Antiskid vitrified tiles	Veneer + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
13.	PS	Antiskid vitrified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
14.	ADG-3	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
15.	ADG-4	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
16.	MTO/ASO	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
17.	Doctor's Room	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
18.	Ladies Rest Room	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
19.	Open Office Space	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
20.	ADG-5	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
21.	ADG-6	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
22.	PS	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
23.	DDG-2	Antiskid vitrified tiles	Antiskid vitrified tiles	Veneer + Glass	Gypsum+ Acoustical Mineral Fiber Tiles

**h. Eighth Floor**

<b>S.No.</b>	<b>DESCRIPTION</b>	<b>FLOORING</b>	<b>SKIRTING</b>	<b>WALL / COLUMNS</b>	<b>FALSE CEILING</b>
1.	ADG-1	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
2.	DDG Toilet at Grid 2-2'/A-A '	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
3.	Pantry-1	Antiskid vitrified tiles	NA	Antiskid vitrified tiles	Gypsum
4.	Conference Room	Antiskid vitrified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
5.	Electrical room	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
6.	AHU	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
7.	SOC Room	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
8.	Panel Room	Antiskid vitrified tiles	Antiskid vitrified tiles	Acrylic emulsion paint	Gypsum
9.	Store	Antiskid vitrified tiles	Antiskid vitrified tiles	Acrylic emulsion paint	Gypsum
10.	Pantry-2	Antiskid vitrified tiles	NA	Antiskid vitrified tiles	Gypsum
11.	Gents Toilet at Grid 21-21'/A-A '	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
12.	Ladies Toilet at Grid 21-21'/A-A '	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
13.	DDG	Antiskid vitrified tiles	Antiskid vitrified tiles	Veneer + Glass	Gypsum+ Acoustical Mineral Fiber Tiles

S.No.	DESCRIPTION	FLOORING	SKIRTING	WALL / COLUMNS	FALSE CEILING
14.	PS	Antiskid vitrified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
15.	ADG-2	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
16.	ADG-3	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
17.	MTO	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
18.	Spare Room	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
19.	Open Office Space	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
20.	NOC Room	Carpet	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
21.	Board Room	Carpet	Laminate	Veneer+Fabric+Glass	Gypsum+ MetalTiles+Wooden Venner

**i. Ninth Floor**

S.No.	DESCRIPTION	FLOORING	SKIRTING	WALL / COLUMNS	FALSE CEILING
1.	CEO Rest Room	Carpet	Carpet	Wall paper+ glass	Gypsum+ Acoustical Mineral Fiber Tiles
2.	Toilet at Grid 2-2'/A-A '	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
3.	Pantry-1	Antiskid vitrified tiles	NA	Antiskid vitrified tiles	Gypsum
4.	Executive Dining	Italian Marble	Italian Marble	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles

S.No.	DESCRIPTION	FLOORING	SKIRTING	WALL / COLUMNS	FALSE CEILING
5.	Electrical room	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
6.	AHU	Kota stone	Kota stone	Acrylic emulsion paint	Acrylic emulsion paint
7.	Waiting Area	Carpet	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
8.	Control Room	Antiskid vitrified tiles	Antiskid vitrified tiles	Acrylic emulsion paint	Gypsum
9.	Pantry-2	Antiskid vitrified tiles	NA	Antiskid vitrified tiles	Gypsum
10.	Gents Toilet at Grid 21-21'/A-A '	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
11.	Ladies Toilet at Grid 21-21'/A-A '	Antiskid vitrified tiles	No skirting	Antiskid vitrified tiles	Gypsum
12.	CEO	Carpet	Veneer	Veneer+Wall paper+Glass	Gypsum+ Acoustical Mineral Fiber Tiles
13.	PS	Antiskid vitrified tiles	Laminate	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
14.	Waiting Area	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
15.	OSD	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
16.	PSO	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
17.	Reception+ Waiting	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
18.	Video Conference Room	Antiskid vitrified tiles	Antiskid vitrified tiles	Laminate + Glass	Gypsum+ Acoustical Mineral Fiber Tiles
19.	Pre Function	Carpet	Laminate	Laminate+ glass	Gypsum+ Acoustical Mineral Fiber Tiles
20.	Board Room	Italian Marble	Italian Marble	Veneer+Fabric+Glass	Gypsum+ MetalTiles+Wooden Venner

**ELECTRICAL SYSTEM**

<b>S NO</b>		<b>UNIT</b>	<b>Quantity</b>	<b>MAKE</b>	<b>LOCATION</b>
1.	Transformer (750 KVA)	No.	2	VOLTAMP	Ground Floor (Transformer Room)
2.	RTCC Panel	No.	2	VOLTAMP	Ground Floor (Transformer Room)
3.	DG set 750kva	No.	2	Sudhir	EXTERNAL
4.	Battery Charger	No.	1	VOLSTAT ELECTRONICS	-
5.	Batteries	Set	01	Amara Raja	-
6.	1250A FP Isolator Panel	No.	1	ADVANCE	EXTERNAL
7.	11KV Five VCB Panel Board	No.	1	ADVANCE	Ground Floor (HT Panel Room)
8.	Main MV Panel	No.	1	ADVANCE	Ground Floor (LT Panel Room)
9.	1250 Amp TPN Bus Duct(Sandwich Type)	Mtr.	50	ADVANCE	Ground Floor (Transformer & LT Room)
10.	1250AmpTPN Bus Duct Adaptor Box(Sandwich Type)	No.	4	ADVANCE	Ground Floor (Transformer & LT Room)
11.	Capacitor Panel (200KVAR)	No.	2	ADVANCE	Ground Floor (LT Panel Room)
12.	Smoke Extraction Panel	No.	1	ADVANCE	Ground Floor
13.	Power Distribution Panel	No.	2	ADVANCE	Terrace
14.	UPS Panel	No.	2	ADVANCE	Fifth Floor (UPS Room)
15.	Floor Panel	No.	16	ADVANCE	Ground Floor to Ninth Floor (Electrical Shaft ST-1 & ST-3)
16.	Lift Panel	No.	1	ADVANCE	Terrace
17.	Water Supply & Drain Pump and Controls	No.	1	ADVANCE	Pump Room
18.	Load Managing Panel for DG Sets	No.	1	ADVANCE	Ground Floor (LT Panel Room)
19.	BSNL Floor Panel	No.	1	ADVANCE	Second Floor
20.	125A TPN (with 100A FP MCCB) Tap Off Box	No.	18	ADVANCE	Ground Floor to Ninth Floor (Electrical Shaft ST-1 & ST-3)
21.	630A TPN End Feed Box	No.	2	ADVANCE	Ground Floor
22.	630A TPN Rising Main (Sandwich Type)	Mtr.	74.3	ADVANCE	Ground Floor to Ninth Floor



S NO		UNIT	Quantity	MAKE	LOCATION
23.	UPS 120KVA	No.	2	NUMERIC	FIFTH FLOOR
24.	UPS 30KVA	No.	2	NUMERIC	EIGHTH FLOOR
<b>B</b>	<b>DB/MCB/MCCB</b>				
1.	2 + 6way / 8way Double Door	Nos.	8	SCHINEIDER	Ground Floor to Ninth Floor
2.	4 way (4+12), Double door	Nos.	7	SCHINEIDER	Ground Floor to Ninth Floor
3.	6 way (4+18), Double door	Nos.	6	SCHINEIDER	Ground Floor to Ninth Floor
4.	8 way (4+24), Double door	Nos.	67	SCHINEIDER	Ground Floor to Ninth Floor
<b>C</b>	<b>LUMINARIES</b>				
1.	LED 6W	Each	135	Wipro	Ground Floor to Ninth Floor
2.	LED 15W	Each	294	Wipro	Ground Floor to Ninth Floor
3.	LED 11W	Each	1066	Wipro	Ground Floor to Ninth Floor
4.	LED Strip Light of 4.8W Per	Each	150	Wipro	Ground Floor to Ninth Floor
5.	LED 7W	Each	55	Wipro	Ground Floor to Ninth Floor
6.	LED 15W	Each	136	Wipro	Ground Floor to Ninth Floor
7.	2x28W box type Light	Each	123	Wipro	Ground Floor to Ninth Floor
8.	bulkhead 9W CFL	Each	99	Wipro	Ground Floor to Ninth Floor
9.	1x28W T5 Light	Each	747	Wipro	Ground Floor to Ninth Floor
10.	2"X2" LED 35W-36W LED	Each	99	Wipro	Ground Floor to Ninth Floor
11.	Solar street light ,21W and 100Ah tubular lead-acid battery mounted on a 6.0m height Octagonal galvanized pole	Each	18	Philips	EXTERNAL
12.	45W LED gate Light	Each	6	Philips	EXTERNAL
13.	33W LED Street light	Each	18	Philips	EXTERNAL
14.	8W LED Bollard Light	Each	2	Philips	EXTERNAL
15.	2.2W LED Wall Light	Each	4	Philips	EXTERNAL
16.	42W LED Landscape Post Top Light with 3 Mtr High Pole	Each	5	Philips	EXTERNAL
17.	Aviation obstruction light	Each	2		Terrace

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

### FIRE FIGHTING SYSTEM

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

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

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

Sl. No.	Location	Hydrant Valve	Branch Pipe	RRL Hose	Fireman Axe	FHC cabinet	4-way fire brigade	Draw out	Electrical driven pump (75 HP)	Diesel pump (79 HP)	Jockey pump (7.5 HP)
		NEWAGE	NEWAGE	NEWAGE	NEWAGE	PADMINI	NEWAGE	NEWAGE	KIRLOSKAR	KIRLOSKAR	KIRLOSKAR
1	External Area	7	7	14	7	7	1	1			
2	UG tank								2	1	2
	<b>Total</b>	<b>7</b>	<b>7</b>	<b>14</b>	<b>7</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>

Total MS Piping laid – 5650 Meters (Approx.)

#### SEWAGE TREATMENT PLANT

The capacity of the Sewage treatment plant is 25 KLD. The details of major equipment installed are given below:

Domestic Transfer Pump : 2x7.5HP  
 Treated Water Transfer Pump : 2x7.5HP  
 Raw Sewage pump : 2x1HP  
 Sludge Recirculation pump : 2x1HP  
 Filter press feed pump : 2x1HP  
 Filter feed pump : 2x1HP  
 Air Blower : 2x5HP  
 Sump Pump : 4X3HP

Make of the aforesaid pumps is KIRLOSKAR

### HVAC SYSTEM

Following Equipments (Including accessories) installed at different floors of building

Sl.No.	Location	Description	Make	Quantity (Nos.)
<b>1</b>	<b>Ground Floor</b>	IDU-1.28TR	DAIKIN	1
		IDU-6.36TR	DAIKIN	1
		IDU-1.2TR	DAIKIN	2
		IDU-3.2TR	DAIKIN	1
		AXIAL FAN-2000CFM	KRUGER	3
<b>2</b>	<b>First Floor</b>	AXIAL FAN-2500CFM	KRUGER	1
		AXAIL FAN-3500CFM	KRUGER	7
		AXIAL FAN-4200CFM	KRUGER	1
		AXIAL FAN-3100CFM	KRUGER	2
		AXIAL FAN-3200CFM	KRUGER	1
		MOTORIZED DAMPER	AIRFLOW	10
<b>3</b>	<b>Second Floor</b>	AXIAL FAN-4800CFM	KRUGER	2
		AXIAL FAN-3100CFM	KRUGER	2
		AXIAL FAN-7200CFM	KRUGER	2
		MOTORIZED DAMPER	AIRFLOW	6
<b>4</b>	<b>Third Floor</b>	AHU-1675/900 CFM	ZECO EDGETECH	1
		IDU-1.28	DAIKIN	1
		IDU-7.96	DAIKIN	2
		IDU-6.36	DAIKIN	1
		IDU-4.6	DAIKIN	3
		IDU-3.2	DAIKIN	1
		IDU-2.0	DAIKIN	1
		AXIAL FAN-7200CFM	KRUGER	2
		AXIAL FAN-4200CFM	KRUGER	2
		MOTORIZED DAMPER	AIRFLOW	5

Sl.No.	Location	Description	Make	Quantity (Nos.)
		DRAIN PUMP	AIRCON	3
<b>5</b>	<b>Fourth Floor</b>	AHU-2225/900 CFM	ZECO	1
		IDU-2.0	DAIKIN	1
		IDU-7.96	DAIKIN	3
		IDU-6.36	DAIKIN	1
		IDU-4.6	DAIKIN	1
		AXIAL FAN-7200CFM	KRUGER	2
		AXIAL FAN-4800CFM	KRUGER	2
		AXIAL FAN-3100CFM	KRUGER	2
		MOTORIZED DAMPER	AIRFLOW	7
		DRAIN PUMP	AIRCON	4
<b>6</b>	<b>Fifth Floor</b>	AHU-2400/900 CFM	ZECO	1
		IDU-2.0	DAIKIN	1
		IDU-7.96	DAIKIN	2
		IDU-6.36	DAIKIN	2
		IDU-4.6	DAIKIN	2
		IDU-2.6	DAIKIN	1
		AXIAL FAN-8100CFM	KRUGER	2
		AXIAL FAN-4800CFM	KRUGER	2
		AXIAL FAN-3100CFM	KRUGER	2
		MOTORIZED DAMPER	AIRFLOW	7
		DRAIN PUMP	AIRCON	4
<b>7</b>	<b>Sixth Floor</b>	AHU-2400/900 CFM	ZECO	1
		IDU-2.0	DAIKIN	1
		IDU-7.96	DAIKIN	1
		IDU-6.36	DAIKIN	4

Sl.No.	Location	Description	Make	Quantity (Nos.)
		IDU-2.6	DAIKIN	1
		AXIAL FAN-7200CFM	KRUGER	2
		AXIAL FAN-4800CFM	KRUGER	2
		MOTORIZED DAMPER	AIRFLOW	5
		DRAIN PUMP	AIRCON	5
<b>8</b>	<b>Seventh Floor</b>			
		AHU-2225/900 CFM	ZECO	1
		IDU-2.0	DAIKIN	3
		IDU-1.3	DAIKIN	11
		IDU-3.2	DAIKIN	2
		IDU-1.6	DAIKIN	1
		IDU-2.6	DAIKIN	5
		IDU-1.0	DAIKIN	2
		AXIAL FAN-4200CFM	KRUGER	2
		AXIAL FAN-8100CFM	KRUGER	1
		MOTORIZED DAMPER	AIRFLOW	4
<b>9</b>	<b>Eighth Floor</b>			
		AHU-2225/900 CFM	ZECO	1
		IDU-2.0	DAIKIN	4
		IDU-1.3	DAIKIN	4
		IDU-3.2	DAIKIN	7
		IDU-2.6	DAIKIN	2
		IDU-1.0	DAIKIN	2
		IDU-4.0	DAIKIN	2
		AXIAL FAN-4800CFM	KRUGER	2
		AXIAL FAN-4600CFM	KRUGER	1
		MOTORIZED DAMPER	AIRFLOW	4
<b>10</b>	<b>Ninth Floor</b>			
		AHU-2225/900 CFM	ZECO	1
		IDU-1.6	DAIKIN	1

Sl.No.	Location	Description	Make	Quantity (Nos.)
		IDU-1.3	DAIKIN	3
		IDU-3.2	DAIKIN	5
		IDU-2.6	DAIKIN	4
		IDU-1.0	DAIKIN	1
		IDU-4.0	DAIKIN	4
		AXIAL FAN-4800CFM	KRUGER	
		AXIAL FAN-4600CFM	KRUGER	
		MOTORIZED DAMPER	AIRFLOW	
<b>11</b>	<b>Terrace Floor</b>	AXIAL FAN-24000CFM	KRUGER	6
		AXIAL FAN-4600CFM	KRUGER	1
		AXIAL FAN-3100CFM	KRUGER	1
		AXIAL FAN-4200CFM	KRUGER	1
		AXIAL FAN-9000CFM	KRUGER	1
		OUTDOOR UNITS	DAIKIN	56
<b>12.</b>	<b>Pump room</b>			
		AXIAL FAN-7200CFM	KRUGER	1
		AXIAL FAN-4600CFM	KRUGER	1
		AXIAL FAN-3100CFM	KRUGER	1
<b>13.</b>	<b>Electrical Panels</b>			

## ACCESS CONTROL SYSTEM

Following Equipments (Including accessories) installed at different floors:

Sl. No.	Location	Description (Make/Model)/ Quantity (Nos.)							
		ACCESS CONTROL SYSTEM CONTROLLER(ACS)	SMART CARD	SMART CARD READER(CR)	BIOMETRIC SMART CARD READER(BR)	Access Control System Server Software	Smart Card Photo ID Printing Modules	MAGNETIC LOCK DOUBLE LEAF (EML)	MAGNETIC LOCK SINGLE LEAF (EML)
		DDS/JET D4 IP/N-2M+EXT 84	HID/I Class 2K	HID/R-10	HID/6180 BxR	DDS/AMADEUS 5	HID/Fargo DTC1250e	BEL/1200-LED	BEL/600-LED
1	GROUND FLOOR	4		-	8	1	1	5	3
2	FIRST FLOOR	-		3	-	-	-	3	-
3	SECOND FLOOR	-		3	-	-	-	3	-
4	THIRD FLOOR	2		6	-	-	-	5	1
5	FOURTH FLOOR	2		7	-	-	-	4	3
6	FIFTH FLOOR	2		7	-	-	-	4	3
7	SIXTH FLOOR	2		7	-	-	-	5	2
8	SEVENTH FLOOR	2		7	-	-	-	4	3
9	EIGHTH FLOOR	3		7	2	-	-	6	3
10	NINTH FLOOR	3		7	-	-	-	6	1
11	TERRACE	-		3	-	-	-	3	-
	<b>TOTAL</b>	<b>20</b>	<b>1000</b>	<b>57</b>	<b>10</b>	<b>1</b>	<b>1</b>	<b>48</b>	<b>19</b>



Sl. No.	Location	Description (Make/Model)/ Quantity (Nos.)							
		PUSH BUTTON (PB)	MAGNETIC CONTACT (MC)	8 CORE X 0.2 SQMM CU. UNAR. SHIELDED CABLE	2 CORE X 1.5 SQMM CU. UNAR. SHIELDED CABLE	POWER SUPPLY MODULE FOR EM LOCK	COMPUTER HARDWARE	UIDAI WORK STATION	SQL SERVER
		Keyway/ABK-801B	Honeywell/7939WG-WH	Polycab	polycab	12V/24V	Dell/T20	Dell/Optiplex	
1	GROUND FLOOR	8	13	180	540	6	1	1	1
2	FIRST FLOOR	3	6	148	444	2	-	-	-
3	SECOND FLOOR	3	6	100	300	-	-	-	-
4	THIRD FLOOR	6	11	234	661	4	-	-	-
5	FOURTH FLOOR	7	11	282	763	4	-	-	-
6	FIFTH FLOOR	7	11	276	743	4	-	-	-
7	SIXTH FLOOR	7	12	249	668	4	-	-	-
8	SEVENTH FLOOR	7	11	239	600	4	-	-	-
9	EIGHTH FLOOR	9	15	249	669	6	-	-	-
10	NINTH FLOOR	7	13	200	600	6	-	-	-
11	TERRACE	3	6	100	300	-	-	-	-
	<b>TOTAL</b>	<b>67</b>	<b>115</b>	<b>2,257</b>	<b>6,288</b>	<b>40</b>	<b>1</b>	<b>1</b>	<b>1</b>

**CCTV SYSTEM**

Following Equipments (Including accessories) installed at different locations:

Sl. No.	Location	INDOOR DOME CAMERA	BULLET CAMERA	PTZ CAMERA	NETWORK ATTACHED STORAGE (NAS)	VIDEO RECORDING & MANAGEMENT SOFTWARE	Workstation	40" LCD panel
		PELCO/IMP221 -1IS	PELCO/IBP221 -IR	PELCO/P1220 - ESR1+WMVE-SR+PA101	PELCO/NSM5200 -00-US+SM5200-04-US	PELCO/WS5200 -5	DELL/OPTIPLEX 9020	PHILIPS/40PFL375 0
		NOS.	NOS.	NOS.	SET	NOS.	SET	SET
1	EXTERNAL	0	31	5				
2	GROUND FLOOR	13	0	0	4	1	3	6
3	FIRST FLOOR	3	0	0				
4	SECOND FLOOR	3	0	0				
5	THIRD FLOOR	9	0	0				
6	FOURTH FLOOR	9	0	0				
7	FIFTH FLOOR	9	0	0				
8	SIXTH FLOOR	9	0	0				
9	SEVENTH FLOOR	9	0	0				
10	EIGHTH FLOOR	11	0	0				
11	NINTH FLOOR	9	0	0				
9	TERRACE	4	3	1				
	<b>TOTAL</b>	<b>88</b>	<b>34</b>	<b>6</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>6</b>

Sl. No.	Location	24 PORT POE SWITCH	CAT6 CABLE	9 U RACK	42 U RACK	6 MTR HEIGHT POLE	HDPE PIPE40mm	IP 54 ENCLOSURE FOR EXTRNAL POLE PT 240VAC/24VDC
		CISCO/SG 300-28P	LEGRAND/6327 24	RITTAL/9790763	RITTAL/9005-9788172			
		NOS.	MTR	NOS.	NOS.	NOS.	MTR	NOS.
1	EXTERNAL	2	2000	1		20	1500	20
2	GROUND FLOOR	2	310	0	1			
3	FIRST FLOOR	0	460	0				
4	SECOND FLOOR	0	439	0				
5	THIRD FLOOR	1	525	1				
6	FOURTH FLOOR	1	421	1				
7	FIFTH FLOOR	1	445	1				
8	SIXTH FLOOR	1	456	1				
9	SEVENTH FLOOR	1	500	1				
10	EIGHTH FLOOR	1	600	1				
11	NINTH FLOOR	1	500	1				
9	TERRACE	0	400	0				
	<b>TOTAL</b>	<b>11</b>	<b>7056</b>	<b>8</b>	<b>1</b>	<b>20</b>	<b>1500</b>	<b>20</b>

## DATA NETWORKING SYSTEM

Following Equipments (Including accessories) installed at different floors:

Floor	4Pair CAT 6 Cable	Rack 15U	Rack 42U	LIU 24 port	Jack Panel for Voice Digital	Jack Panel for Data Point	Jack Panel for Wi-Fi & Printer Point	Cable manager	L3-(Core) Switch	L3-24 Port (Distribution) Switch	L2-48 Port (Access) Switch	L2-24 Port (Access) Switch	POE Switch 24 Port for Voice Digital	Wi-Fi with controller	Router	Firewall
	LEGRAND	LEGRAND	LEGRAND	LEGRAND	LEGRAND	LEGRAND	LEGRAND	LEGRAND	CISCO	CISCO	CISCO	CISCO	CISCO	CISCO	CISCO	CISCO
EXTERNAL	500															
GROUND FLOOR	3500	1	0	1	1	1	1	4	0	2	0	1	1	3	0	0
FIRST FLOOR	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SECOUND FLOOR	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
THIRD FLOOR	6334	2	0	1	1	4	1	7	0	2	2	0	1	5	0	0
FOURTH FLOOR	9378	1	1	9	1	5	2	22	2	2	2	1	1	5	2	2
FIFTH FLOOR	8000	2	0	1	1	5	2	9	0	2	2	1	1	6	0	0
SIXTH FLOOR	8000	2	0	1	1	4	2	8	0	2	2	0	1	6	0	0
SEVENTH FLOOR	8000	2	0	1	1	5	2	9	0	2	2	1	1	6	0	0
EIGHT FLOOR	8000	2	0	1	1	5	2	9	0	2	2	1	1	7	0	0
NINTH FLOOR	8000	2	0	1	1	4	1	7	0	2	2	0	1	7	0	0
<b>TOTAL</b>	<b>60212</b>	<b>14</b>	<b>1</b>	<b>16</b>	<b>8</b>	<b>33</b>	<b>13</b>	<b>75</b>	<b>2</b>	<b>16</b>	<b>14</b>	<b>5</b>	<b>8</b>	<b>45</b>	<b>2</b>	<b>2</b>

## FIRE & PA SYSTEM

Following Equipments (Including accessories) installed at different floors:

Floor Location	Multisensor detector	Manual Pull Station	Fault isolator	Control modules	Control relay modules	Response Indicator	Directional Sounders	Strobe Lights Cum Hooter	8 channel digital voice evacuation	Digital Audio Amplifier	Ceiling Mounted speakers	Wall Mounted speakers	Telephone Jack	Telephone Handset	Fire Alarm Control Panel	GUI software	Repeater Panel	Annunciator	Mimic Panel	2C X 1.5SQMM CU. STP PVC FRLS
	EDWARDS/SIGA+SIGASB	EDWARDS/SIGA 278	EDWARDS/SIGAIM	EDWARDS/SIGACC1	EDWARDS/SIGACR	AGNI/AD-301	NOTIFIER/PF-24V	EDWARDS/G1RF-HDVM	EDWARDS/3-ASU	EDWARDS/SIGA-AA50/3-ZA40B/3-ZA20B	EDWARDS/GCF-S7	EDWARDS/G4RF-S7	EDWARDS/6833-4	EDWARDS/6830-3	EDWARDS/EST3	EDWARDS/FIREWORKS	EDWARDS/3-6ANN+6ANN/B+3-LCDXL1	EDWARDS/3-12SG	EDWARDS/FW-22 LCD WTS FIREWORKS	POLYCAB
	EACH	EACH	EACH	EACH	EACH	EACH	EACH	EACH	EACH	EACH	EACH	EACH	EACH	SET	NOS.	NOS.	EACH	NOS.	NOS.	MTR.
Ground Floor	69	3	4	3	4	33	3	3	1	1	24	6	3	5	1	1	1	1	1	900
First Floor	36	3	2	3	14	0	3	3	0		2	6	3			0	0		0	1200
Second Floor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1600
Third Floor	89	3	6	3	4	47	3	3	0		43	0	3			0	0		0	1600
Fourth Floor	89	3	4	3	4	40	3	3	0		41	0	3			0	0		0	1600
Fifth Floor	80	3	4	3	4	40	3	3	0		43	0	3			0	0		0	1600
Sixth Floor	76	3	3	3	4	37	3	3	0		37	0	3			0	0		0	1600
Seventh	94	3	4	3	4	55	3	3	0		39	0	3			0	0		0	1600

Floor Location	Multisensor detector	Manual Pull Station	Fault isolator	Control modules	Control relay modules	Response Indicator	Directional Sounders	Strobe Lights Cum Hooter	8 channel digital voice evacuation	Digital Audio Amplifier	Ceiling Mounted speakers	Wall Mounted speakers	Telephone Jack	Telephone Handset	Fire Alarm Control Panel	GUI software	Repeater Panel	Annunciator	Mimic Panel	2C X 1.5SQMM CU. STP PVC FRLS
	EDWARDS/IGA+SIGASB	EDWARDS/IGA 278	EDWARDS/SIGAIM	EDWARDS/SIGACC1	EDWARDS/SIGACR	AGNI/AD-301	NOTIFIER/PF-24V	EDWARDS/G1RF-HDVM	EDWARDS/3-ASU	EDWARDS/IGA-AA50/3-ZA40B/3-ZA20B	EDWARDS/GCF-S7	EDWARDS/G4RF-S7	EDWARDS/6833-4	EDWARDS/6830-3	EDWARDS/EST3	EDWARDS/FIREWORKS	EDWARDS/3-6ANN+6ANN/B+3-LCDXL1	EDWARDS/3-12SG	EDWARDS/FW-22 LCD WTS FIREWORKS	POLYCAB
	EACH	EACH	EACH	EACH	EACH	EACH	EACH	EACH	EACH	EACH	EACH	EACH	EACH	SET	NOS.	NOS.	EACH	NOS.	NOS.	MTR.
Floor																				
Eight Floor	118	3	4	3	4	53	3	3	0		53	0	3			0	0		0	1900
Ninth Floor	93	3	4	3	4	57	3	3	0		40	0	3			0	0		0	1800
Terrace & STP	17	4		4	4		3	3			3		4							150
<b>TOTAL QTY</b>	<b>761</b>	<b>31</b>	<b>35</b>	<b>27</b>	<b>25</b>	<b>362</b>	<b>30</b>	<b>30</b>	<b>1</b>	<b>1</b>	<b>325</b>	<b>12</b>	<b>31</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>15550</b>

**EPBAX SYSTEM**

Following Equipments (Including accessories) installed at different floors:

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

### LIGHTING CONTROL SYSTEM

Following Equipments (Including accessories) installed at different floors:

		Dali Controller	6 button Keypad	Communication Module	Multifunction Sensor	Power Supply Booster	Network Gateway	PIR Sensor(Standalone)	2Cx1.5sqmm Cu. Wire	KNX Cable
		ABB	ABB	ABB	ABB	ABB	ABB	ABB		
	Floor Location	NOS.	NOS.	NOS.	NOS.	NOS.	NOS.	NOS.	Mtr	Mtr
1	Ground Floor	0	0	0	0	0	0	0	0	0
2	First Floor	0	0	0	0	0	0	0	0	0
3	Second Floor	0	0	0	0	0	0	0	0	0
4	Third Floor	2	6	6	7	2	1	1	559.5	300
5	Fourth Floor	1	5	5	6	1	0	1	392.5	300
6	Fifth Floor	2	10	10	11	2	1	2	796	300
7	Sixth Floor	2	10	10	11	2	1	1	669	300
8	Seventh Floor	2	11	11	12	2	1	2	650	300
9	Eight Floor	2	7	7	10	2	1	3	725	350
10	Ninth Floor	3	8	8	10	3	1	3	725	350
	<b>TOTAL QTY</b>	<b>14</b>	<b>57</b>	<b>57</b>	<b>67</b>	<b>14</b>	<b>6</b>	<b>13</b>	<b>4517</b>	<b>2200</b>



## BUILDING MANAGEMENT SYSTEM

Following Equipments (Including accessories) installed at floors:

S/n	Item Description	Make	Qty
1	Central Control work Station	DELL	1 Lot
2	GUI Based Software	Schneider	1Lot
3	Integrator	Schneider	1Lot
4	DDC Controller	Schneider	1Lot
5	Supervisory Control Unit	Schneider	1Lot
6	Portable Operator Terminals	Schneider	1Lot
7	Sensor	Schneider	56 Nos.
8	Switches	Schneider	62Nos.
9	2C x 1.0sqmm Cu. Signal Cable	Polycab	6000RM
10	2C x 1.5sqmm Cu. Communication Cable	Polycab	1500RM

### LIFTS

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

### WATER TANKS

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

5.	Overhead Domestic Water tank	5 KL	2
6.	Overhead Flushing Water Tank	5 KL	2

**DETAIL OF CP & SANITARY FITTINGS etc.**

S.No.	Description	UoM	Make	Approx. Quantity (Nos)
1.	Water Closets	No.	Hindware	52
2.	Urinal Basin	No.	Hindware	24
3.	Wash Basin	No.	Hindware	5
4.	SS Sink	No.	JAYNA	14
5.	CP Fittings - Pillar cock & basin mixer	No.	Jaquar	61
6.	CP Fittings - Long body bib cock	No.	Jaquar	14
7.	CP Fittings - Shower assembly	No.	Jaquar	3
8.	CP Fittings - Angle valves	No.	Jaquar	139
9.	Bottle trap	No.	Jaquar	100
10.	Sink mixer	No.	Jaquar	14
11.	Urinal sensor	No.	Jaquar	3
12.	Toilet paper holder	No.	Jaquar	53
13.	Health faucet	No.	Jaquar	53
14.	Soap dispenser	No.	Jaquar	46
15.	Hand Drier	No.	Jaquar	32
16.	Water Cooler – Storage Capacity 40 Litres	No.	Voltas	2
17.	Water Cooler – Storage Capacity 80 Litres	No.	Voltas	13
18.	Kent Elite RO purifier having purification capacity 50 litre/hr	No.	Kent	2
19.	Kent Elite II RO purifier having purification capacity 100 litre/hr	No.	Kent	13

**AUDI VISUAL EQUIPMENT**

<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Make</b>	<b>Model No.</b>
1	PROJECTORS AND DISPLAYS				
1.1	Projector				
1.1.1	Projector	Nos.	1	PANASONIC	PT-RZ570
1.1.2	Projector	Nos.	3	PANASONIC	PT-RW330
1.2	Displays				
1.2.1	75" Display Panel	Nos.	1	PANASONIC	TH-75EF1W
1.2.2	65" Display Panel	Nos.	22	PANASONIC	TH-65EF1W
1.2.3	55" Display Panel	Nos.	25	PANASONIC	LH55RM1DX
1.2.4	42" Display Panel	Nos.	15	PANASONIC	LH43RM1DX
1.3	Motorized Projector Lift				
	Motorized Projector Lift	Nos.	4	DRAPER/DA-LITE/ BRONX/ XLT/REMACO	-
1.4	Motorized Projection Screen				
a	Screen size 150" Diagonal or Above	Nos.	1	BRONX/DALITE/DRAPER/REMC O	-
b	Screen size 135" Diagonal or Above	Nos.	3	BRONX/DALITE/ DRAPER/REMC O	-
1.5	Swivel type mounting kit for Display				
1.5.1	Standard Wall Mount Installation Kit with bracket with angular adjustments for HDTV	Nos.	54	NB, BTech, Chief, Peerless	-

Item No.	Description	Unit	Quantity	Make	Model No.
1.5.2	Standard. Low Level Flat Screen Floor Stand, up to 65" display panel, Weight capacity 70kg	Nos.	4	NB, BTech, Chief, Peerless	-
1.5.3	Universal ceiling Display Mount, up to 55" display panel, Weight capacity 68kg	Nos.	1	NB, BTech, Chief, Peerless	-
2.0	AUDIO COMPONENT				
2.1	Ceiling Speakers				
2.1.1	Ceiling Speakers	Nos	36	TOA	F-2322C
2.1.2	Wall mount Speakers	Nos	2	TOA	F2000BT
2.2	Power Amplifier				
2.2.1	Mixer Power Amplifier	Nos.	2	TOA	A2120
2.2.2	Multi channel Amplifier	Nos.	2	TOA	DA250D
2.3	Microphone				
2.3.1	Boundary Layer and Gooseneck Microphone	Nos.	7	SHURE	MX395B/C
2.3.2	Lavelier and Hand held microphone set				
a	Lavelier and Hand held microphone set	Nos.	3	AKG	WMS450
b	Lavelier and Hand held microphone set	Nos.	4	AKG	WMS450
2.4	Digital Signal processor				
2.4.1	Digital Signal processor				
a	16 balanced microphone / line input and output	Nos.	1	QSC	Core 110F
b	8 balanced microphone / line input and output	Nos.	2	QSC	Core 110F

Item No.	Description	Unit	Quantity	Make	Model No.
3.0	VIDEO CONFERENCING EQUIPMENT				
3.1	VIDEO CONFERENCING EQUIPMENT	Nos.	15	PANASONIC	KX-VC1300SX
3.2	VIDEO CONFERENCING EQUIPMENT	Nos.	3	PANASONIC	KX-VC1300SX
3.3	Secondary Camera	Nos.	3	PANASONIC	KX-VD151
4.0	SWITCHING SYSTEM				
4.1	Digital Modular Switcher				
4.1.1	Digital Madular Matrix Switcher, Modular Design, 8 Input & 8 Output frame	Nos.	1	KRAMER	VS-1616
4.1.2	Input Cards: Combine / Combination of 8 HD Base T input port, HDMI 1.4; DVI and HDCP	Nos.	1	KRAMER	HDBTA-IN2-F16
4.1.3	Combine / Combination of HDMI1.4 and HDCP compliant 8 channel HDBaseT Output board	Nos.	1	KRAMER	HDBTA-OUT 2-F16 + PSE -1
4.2	Multiformat Matrix Switcher				
4.2.1	Multiformat Matrix Switcher	Nos.	2	KRAMER	VP-778 + PSE-1
4.3	Multiformat Transmitter and Reciever				
4.3.1	Multiformat Transmitter: 1 HDMI, 1 VGA, 1 Audio	Nos.	14	KRAMER	WP-20
4.3.2	HDMI Reciver	Nos.	12	KRAMER	TP-580RXR
4.4	Distribution Amplifier				
4.4.1	Distribution Amplifier	Nos.	4	KRAMER	VM-2UHD
5.0	Wireless Conference System				
5.1	Central Unit	Nos.	4	TOA	TS800

Item No.	Description	Unit	Quantity	Make	Model No.
5.2	Chairman Microphone Unit, with gooseneck microphone, min 450 mm length	Nos.	8	TOA	TS801+TS904+BP-900
5.3	Delegate Microphone Unit, with gooseneck microphone	Nos.	42	TOA	TS802+TS904+BP-900
5.4	Wireless Conference System: Omnidirectional antenna, Triple band 2.4 / 5.2 / 5.8 MHz	Nos.	8	TOA	TS-905
5.5	Wireless Conference System: Charging and transport case for up to Microphone units	Nos.	4	TOA	BC-900*7
6.0	Desktop Connection Interface				
	Desktop Connection Interface	Nos.	20	KRAMER	TBUS 203 XL
7	Control System				
7.1	Enterprise-class control system	Nos.	2	KRAMER	SL-280
7.2	Touch Panel: 10" Active Matrix Display, 1200x800 Resolution	Nos.	3	KRAMER	KT-10
7.3	Programmable 8 Port Relay Module	Nos.	3	KRAMER	FC-7P
8	Wireless presentation system				
	Wireless presentation system	Nos.	2	BARCO/KRAMER	-
9	CABLES & ACCESSORIES				
9.1	VGA Cable				
9.1.1	3', 15-pin HD (M) to 15-pin HD (M)	Nos	56	KRAMER	C-MGMA/MGMA-3
9.1.2	50', 15-pin HD (M) to 15-pin HD (M)	Nos	23	KRAMER	C-GMA/GMA-50
9.2	HDMI Cable				

Item No.	Description	Unit	Quantity	Make	Model No.
9.2.1	Cables & Connectors: 3', Standard HDMI (M) to HDMI (M) Cable	Nos.	62	KRAMER	C-HM/HM-3
9.2.3	Cables & Connectors: 50', HDMI (M) to HDMI (M) Cable	Nos.	27	KRAMER	C-HM/HM-50
9.3	Cat 6 Cable				
	4 pair CAT6 STP cable	Meter	700	KRAMER	-
9.4	Speaker Cable				
	Speaker Cable	Meter	250	KRAMER	-
9.5	Microphone Cable				
	Microphone Cable	Meter	250	KRAMER	-
9.6	Connector and Accessories Set				
	Connector and Accessories Set	Set	26	KRAMER	-
9.7	Wireless Presentor				
	Wireless Presentor	Nos.	2	KRAMER	VIA GO + VIA PAD
10	AV Rack				
	AV Rack				
a	12U Rack	Nos.	1	VALRACK/NETRACK/ BRONX	-
b	20U Rack	Nos.	2	VALRACK/NETRACK/ BRONX	-
11	Audio Conferencing System	LS	1	UNIFY/XOP NETWORKS/CUBES/AVAYA/PAN ASONIC/POLYCOM	-

**SECTION V – Schedule of Rates**

Item No.	Item Description	UoM	Quantity	Rate (per month)	Amount(INR)
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>(3*4)</b>
1.	Providing Manpower for operation of UIDAI HEAD QUARTER Building as per scope of work, including maintenance of all equipment except periodic maintenance, as per scope of work and direction of Engineer – In – Charge.				
1.1.	1 <sup>st</sup> Year	Month	12		
2.	Comprehensive Operation and maintenance of UIDAI HEAD QUARTER Building including periodic maintenance & AMCs as per scope of work and direction of Engineer – In – Charge.				
2.1	2 <sup>nd</sup> Year	Month	12		
2.2	3 <sup>rd</sup> Year	Month	12		
	<b>Total (1+2)</b>				

**Notes:**

1. Payments shall be made by the Owner as per the terms and conditions of the Tender Document.
2. The rates quoted shall be inclusive of all charges including contribution towards ESI, PF, Gratuity, Bonus, Substitutes etc including cost of training and uniform.
3. The quoted rate shall be inclusive of all applicable taxes except GST, which shall be paid as per actual against receipt of Tax Invoice and proof of payment of GST to Govt.



**CONTRACT/AGREEMENT FOR SUCCESSFUL BIDDER****CONTRACT/AGREEMENT NO ..... - DATED.....**

THIS AGREEMENT is made on ..... between Deputy **Director (Admin), Unique Identification Authority of India** (hereinafter referred to as "UIDAI, HQ " which expression unless excluded or repugnant to the context be deemed to include his successors and assigns), and whose principal place of office is at UIDAI, HQ Building, Bangla Sahib Road, behind Kali Mandir, Gole Market, New Delhi-110001 of the One Part,

AND

M/s \_\_\_\_\_ is having its registered office at \_\_\_\_\_ (Hereinafter referred to as "the Contractor") which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Facility Management Services to UIDAI, HQ .

NOW THIS AGREEMENT WITNESSTH as follows:

- I. WHEREAS the UIDAI, HQ invited bids through open tender, vide Notice Inviting Tender No. \_\_\_\_\_ dated \_\_\_\_\_ for "**Comprehensive Facility Management Services (FMS) for UIDAI, Headquarter Building, Bangla Sahib Road, New Delhi**".
- II. AND WHEREAS the Contractor submitted his bid in accordance with the procedure mentioned along with the bid documents and represented therein that it fulfils all the requirements and has resources and competence to provide the requisite services to the UIDAI, HQ .
- III. AND WHEREAS the UIDAI, HQ has selected M/s \_\_\_\_\_ as the successful bidder ("the contractor") pursuant to the bidding process and negotiation of contract prices, awarded the Letter of Acceptance (LoA) No \_\_\_\_\_ dated \_\_\_\_\_, to the Contractor for a total sum of \_\_\_\_\_ (Rupees \_\_\_\_\_ Only) for providing **Comprehensive Facility Management Services (FMS) for UIDAI, Headquarter Building, Bangla Sahib Road, New Delhi**.
- IV. AND WHEREAS the UIDAI, HQ desires that the **Comprehensive Facility Management Services** (as defined in the Bidding Document) be provided, performed, executed and completed by the Contractor, and wishes to appoint the Contractor for carrying out such services.
- V. AND WHEREAS the Contractor acknowledges that the UIDAI, HQ shall enter into contracts with other contractors / parties for the Comprehensive Facility Management Services of its premises in case the Contractor falls into breach of the terms and conditions as stipulated in the Tender Document and shall waive its claim whatsoever in this regard,

- VI. AND WHEREAS the terms and conditions of this Contract have been fully negotiated between the UIDAI, HQ and the Contractor as parties of competent capacity and equal standing.
- VII. AND WHEREAS the Contractor has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for providing Comprehensive Facility Management Services (FMS) for UIDAI, Headquarter Building, Bangla Sahib Road, New Delhi, failing which the Contractor is liable to be terminated at any time, without assigning any reasons by the UIDAI, HQ .
- VIII. AND WHEREAS the Contractor shall be responsible for payment of PF, ESI, GST, etc with the respective Authority/Department. The documentary proof of the same must be submitted within one month of payment of particular bill for the same charged in the said bill
- IX. AND WHEREAS the UIDAI, HQ and the Contractor agree as follows:
- (i) In this Agreement (including the recitals) capitalized words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
  - (ii) The following documents shall be deemed to form and be read and construed as part of this Agreement. (This Agreement shall prevail over all other Contract documents):-
    - a. The Letter of Acceptance (LoA) issued by the "UIDAI, HQ Notice to Proceed (NTP) issued by the UIDAI, HQ .
    - b. The complete Bid, as submitted by the Contractor.
    - c. The Addenda, if any, issued by the UIDAI, HQ .
    - d. Any other documents forming part of this Contract Agreement till date (Performance Bank Guarantee, Bank Guarantee) Charges - Schedule annexed to this Article of Agreement and Supplementary Agreements executed from time to time.
    - e. Any changes/modifications/amendments required to be incorporated in the Contract Agreement at a later stage shall be discussed and mutually agreed by both the parties and such supplementary agreements shall be binding on both the parties and shall from the part of this contract agreement.
- X. The Contract shall be governed by and construed in accordance with the laws of India. Each Party hereby submits to the jurisdiction as set out in the Dispute Resolution Procedure in the Conditions of Contract.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of India on the day\_\_\_\_\_, month\_\_\_\_\_ and year\_\_\_\_\_ .

Signed on behalf of the Contractor

Signed on Behalf of

Admin Division

Unique Identification Authority of India of

**(Authorised Signatory)**

**(Authorised Signatory)**

**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

**Deputy Director (Admin),  
UIDAI Headquarter, New Delhi**

Dear Sir,

1. In consideration of the Unique Identification Authority of India, Ministry of Electronics & Information Technology (MeitY), 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 **"Comprehensive Facility Management Services (FMS) for UIDAI, Headquarter Building, Bangla Sahib Road, 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:
  - a. Our liability under this guarantee is restricted to Rs. .... (in words & figures), as per **Clause 23 of Section III.**
  - b. This Bank Guarantee will be valid upto .....; and
  - c. We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only upon service of a written claim or demand by you on or before .....

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

**WITNESS**

.....	.....
(Signature)	(Signature)
.....	.....
(Name)	(Name)
.....	.....
(Official Address)	(Designation with Bank Stamp)

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

**Comprehensive Maintenance Services (CMS) for Hardware  
(IT Peripherals)**

1. The CMS hereunder covers corrective maintenance and free replacement of defective components in the PCs, Laptops, Servers, printers, LAN, WAN, nodes, Firewall, Routers, Switches, Scanners, EPABX, UPS, Battery Banks, wiring and Fixtures, etc., included under this tender. The CMS shall be comprehensive in nature and replacement of spares shall also include items like Hard Disk, Printer Head etc. excluding items of consumable nature (Printer cartridges & toners, Laptop batteries, fuser assembly, licence software).
2. The AMC shall consist of configuration and preventive & corrective maintenance of PCs, Laptops, Servers, printers, LAN, WAN, nodes, Firewall, Routers, Switches, Scanners, EPABX, UPS, Battery Banks, wiring and Fixtures, etc. **The maintenance of equipments cover all the part of PCs, operating systems, network operating system, formatting of server and PCs, removal of viruses and installation of necessary software applications, etc.**
3. The contractor shall maintain the equipments in good working condition during the contract period and shall correct the fault and failures, repair or replace worn or defective parts of the equipments during normal working hours of the office, where the equipments is installed.
4. Unserviceable parts will be handed over to UIDAI and the same shall be replaced at no extra cost with brand new parts of equivalent or superior specification.
5. The contractor shall ensure that the full configuration of the equipment is in proper working condition, after repair and maintenance.
6. UIDAI reserve the right to change the equipments at locations, if and when situation demands. UIDAI also reserve the right to upgrade the IT infrastructure to meet its changing needs, as and when required.
7. The fault shall be rectified within the same working day, as far as possible and in no case shall exceed 8 working hours, from the time of reporting of failure/defect. Failure/defect shall be rectified so as to make available a perfectly working PC / Printer along with the peripherals. In case, failed component or as replacement, till the time the equipment is repaired to the satisfaction of the UIDAI. In case it is not possible to repair the system within 8 working hours of complaint, a replacement shall be provided but the original shall be returned at the earliest within one week, duly rectifying the fault. Such replacement shall be of equivalent or higher configuration.
8. In case the guaranteed repair time not being met, the following penalty shall be levied:
  - a. Beyond 8 working hours (first day of receipt of complaint) and up to 16 working hours (2 days of receipt of complaint), the penalty shall be Rs. 2000/- (Two Thousand only) per day/device such as PC/Printer/ Laptop/Scanner/Photocopier in

question. A PC/Printer/Laptop/ Scanner/ Photocopier would be deemed to be down even if a peripheral attached to it i.e. floppy drive or hard disk is down.

- b. Beyond 16 working hours, the penalty shall be Rs. 4000/-(Four thousand only)/device per day, with all other conditions remaining identical as at above clause-8a.
  - c. Beyond 8 working hours (first day of receipt of complaint) and up to 16 working hours (2 days of receipt of complaint), the penalty shall be Rs. 5000/-(Two Thousand only) per day/LAN devices such as Firewall, Router, Switches, Wireless Controller, NMS, etc in question. A Firewall, Router, Switches, Wireless Controller, NMS, etc would be deemed to be down even if a peripheral attached to it i.e. floppy drive or hard disk is down
  - d. Beyond 16 working hours, the penalty shall be Rs. 10000/-(Ten thousand only)/device per day, with all other conditions remaining identical as at above clause-8d.
9. However, in case a working replacement is made within the above mentioned time, no penalty shall be levied for a period of one week. In case, the system is not returned duly rectifying the fault, within one week, above mentioned penalty at Rs. 40000/- per day shall be chargeable, from 8<sup>th</sup> day onwards.
  10. The contractor shall ensure that the equipment is in good working condition and is with full configuration while handing over at the end of the CMS.
  11. The contractor shall attend the corrective and preventive maintenance of the equipment at least once a quarter at all locations. The preventive maintenance of the systems should cover essential aspects like floppy drive head cleaning, printer head cleaning, checking system performance, virus scanning and cleaning, checking hard disk for inconsistent cluster, defragmenting and running scan disk, replacement of printer gears and knob, if required.
  12. No freight of any sort is admissible, for moving the equipments.
  13. UIDAI expects the service provider to provide support in all IT related areas. In case of problems, he must provide immediate and timely solution to the problem.
  14. The Service engineers posted at the site shall man the help-desk and other services. The help-desk shall be operated from the office of the IT centre. One of them needs to be nominated as the coordinator for the project.
  15. The coordinator will be the single point contact for the purpose of the contract. The coordinator must have adequate administrative and management experience in addition to the skill set required for solving the problems.
  16. Help desk will work in close co-ordination with UIDAI current and future warranty/ Other service providers and their resident engineers. Help desk will be responsible for follow up with these agencies/ engineers ensuring timely action.

17. The maintenance contract will include necessary repairs to the installed systems and replacement of defective/damaged parts, components and other accessories free of cost.
18. The contractor will supply and replace genuine and quality spare parts free of cost except consumables (cartridges, ribbon etc). The replaced spare parts used for replacement should have warranty for some minimum periods.
- a. The details of spare parts removed and replaced shall be duly entered into register and signed by both clients and contractor's agents. This agreement include all the component of computers & peripheral e.g. CPU, Monitor, Printer, Key Board, Mouse, Modem and scanner.
  - b. The maintenance services will be provided on all working days from 10.00 hrs. to 18.00 hrs. (Monday to Friday) or as and when required. Provision of availability of service engineers on Saturdays, Sundays or other holidays should be made in case of exigency.
  - c. The Contractor shall repair/ replace parts at the sites of the UIDAI only. If the fault is of serious nature and requires the support of the Repair Centre of the Contractor, thereby necessitating shifting of the equipment, the Contractor shall attend to shifting/transportation, installation, re-installation, loading of the software packages (both the system software and application software, if any) at no additional cost to the UIDAI.
  - d. For preventive maintenance each server, printer and PC must be attended at least once in a quarter. Apart from consumables (printer cartridges, laptop batteries, DVDs/CDs, floppies, ribbons, Fuser assembly, ADF, papers) and licensed software all other replacements if needed would be the responsibility of the Contractor. Items which are not explicitly mentioned in the scope of work enclosed, if those items are needed to be repaired/replaced, these would be done at extra cost on actual basis. Taking of backup will be the responsibility of the Contractor but possible recovery on best effort basis after crashes will be their responsibility.
19. Provision of Licensed ***Antivirus would not be the responsibility of the Contractor but preventing virus attacks and cleaning systems after such attacks would be their responsibility. In case of any confusion about the scope of work, decision of UIDAI would be final. They would also be required to check optimum bandwidth utilization, collusion, data loss over the network, if any.***
- i. Complaints for PCs and peripherals will have to be rectified on Next Business Day (NBD) basis after complaint being logged whereas for the server the problem has to be rectified on the same day. Servers, active components of network (switches, Firewalls, Wireless Controllers, NMS and routers,) and line printers which are used for heavy printing like payroll, MIS would be termed as severity Class A where response time should be less than 1 hour and have to be rectified on the same day. Severity Class A cannot be left for the next day under any circumstances. Severity Class B is certain set of PCs and peripherals which do not adversely impact the working of items under Severity Class A. Here the response time would be a maximum of 4 hours and resolution time would be Next Business Day (NBD). In case of confusion regarding items falling under Class A or Class B, decision of UIDAI would be final. For this, Contractors may have to keep some inventory of hardware available with them for which space would be provided here.

- ii. Tagging of assets has to be done by the Contractor in consultation of UIDAI preferably within 15 days of award of work. Accordingly, the configuration details should be entered into Complaint software.

20. At the time of taking over the machines under CMS, the Contractor should take note of the following:

- a. Machines which are working and current (P-III and above and printers & Celerons less than 5 years old from procurement date are defined as current) will straight away come into CMS from the date of signing of contract.
- b. Machines which are working and obsolete (more than 5 years old from procurement date are defined as obsolete) will also straight away come into the purview of CMS. However during any subsequent problems with these machines, if the spare parts are not available, Admin Div would process the machines for condemnation.
- c. For the machines which are non-working but current, Contractor will advise the parts to be repaired/ replaced so as to make these machines functional. Admin Div will get these repairs/replacements done on their cost from the Contractor for which payment on actual basis would be made. After these repairs/replacements, the machines would come under CMS.
- d. AMC will cover the entire configurations of the machine which may include CD/DVD writers. At the time of taking over of the assets under CMS, responsibility of CMS of these functional parts automatically get transferred to the Contractor.
- e. Non working and obsolete machines would not be covered under AMC and would be advised for condemnation.
- f. Maintenance of all the records pertaining to these would be the responsibility of the Contractor.