

GOVERNMENT OF INDIA

UNIQUE IDENTIFICATION AUTHORITY OF INDIA

**Aadhaar Complex, NTI Layout,
Tata Nagar, Kodigehalli, Bangalore-560092.**

03.02.2017

RFP No. TC/UIDAI/ADMIN/FMS/2016

NOTICE INVITING TENDER

Unique Identification Authority of India (UIDAI), Technology Centre, (Hebbal Data Centre Complex) Bengaluru, invites online bids from eligible bidders for **“Facility Management Services”**.

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

I.	Earnest Money Deposit to be submitted	4,00,000/-
II.	Bid Document Fee to be submitted	250/-
III.	Published date	03.02.2017
IV.	Pre-Bid Meeting	13.02.2017 1500 Hrs
V.	Submission of Clarification, if any	15.02.2017
VI.	Clarification/corrigendum to be uploaded in portal	20.02.2017
VII.	Bid Submission Start Date	21.02.2017
VIII.	Bid Submission End Date	08.03.2017
IX.	Bid Opening Date	09.03.2017
X.	Financial Bid Opening Date	At a later date

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

3. Not more than one bid shall be submitted by one bidder. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to bid for the same contract as separate competitors. A breach of this condition will render the bids of both parties liable to rejection.

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

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

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

Clause 1.2 of Section 1 of RFP.

Assistant Director General (Admn TC),
UIDAI, Bangalore.

**GOVERNMENT OF INDIA,
MINISTRY OF ELECTRONICS & INFORMATION TECHNOLOGY (MEITY),
UNIQUE IDENTIFICATION AUTHORITY OF INDIA,
TECHNOLOGY CENTRE, BENGALURU**

BID DOCUMENT

FOR

Facility Management Services

at

Hebbal Data Centre Complex, Bengaluru

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1 SECTION I – Invitation to Bid

1.1 Preamble

This invitation to bid is for “**Facility Management Services**” in the Data Center complex of Unique Identification Authority of India in Hebbal, Bengaluru(Karnataka) .

a) Bidders are advised to study the Bid document carefully. Online submission of bids shall be deemed to have been done after careful study and examination of the bid document with full understanding of its implications. Offers prepared in accordance with the procedures enumerated in **Clause 1 of Section II** should be submitted online only CPPP website: <https://eprocure.gov.in/eprocure/app> not later than the date and time laid down and at the address given in the **Schedule for Invitation to Bid under Clause 1.2.1**. Tenderer/Contractors are advised to follow the instructions provided in the ‘Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>’. Bid documents may be scanned with **100 dpi with black and white option** which helps in reducing size of the scanned document.

Manual bids shall not be accepted.

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

c) Intending bidders are advised to visit again UIDAI website www.uidai.gov.in and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

d) The Hard Copy of original instruments in respect of cost of tender document, earnest money(EMD), original copy of affidavits, and credit facility certificate must be delivered to the address as mentioned in the Clause 1.2, Section - I on or before bid opening date/time as mentioned in Important Dates section. The Bidder is required to pay **Rs.250/- (Rupees Two Hundred Fifty Only)** towards Bid Document Fee (except those bidders who are registered with the Central Purchase Organisation, National Small Industries Corporation (NSIC) or with the Ministry of Electronics and Information Technology (MeitY), at the time of submission of Bids, in the form of a Bank Demand Draft failing which the Bids submitted by the Bidder shall not be entertained and shall be summarily rejected. The Bank Demand Draft should be drawn on a

Scheduled Bank in favor of “CDDO, RO, UIDAI” and payable at Bengaluru. The Bid Document Fee is non-refundable. Tenderer/bidder shall likely to be liable for legal action for non-submission of original payment instrument like DD etc., against the submitted bid. The Demand Draft attached/submitted as tender fee shall be non-refundable.

e) All Bidders must be submit an EMD (Earnest Money Deposit) / Bid Security of **Rs. 4,00,000/- (Rupees Four Lakh only)** in the form of Bank Demand Draft or proforma of EMD Bank Guarantee as mentioned in Appendix D of section VI or demand draft to be drawn on a Scheduled Bank in favor of “**CDDO, RO, UIDAI**” and payable at **Bengaluru** ,except those bidders who are registered with the Central Purchase Organisation, National Small Industries Corporation (NSIC) or with the Ministry of Electronics and Information Technology (MeitY).

f) The detailed Scope of Work has been included in the RFP for selection of Bidder for “Facility Management Services”. The eligibility criteria for the bidders should be fulfilled for consideration of the bid.

g) The tender fee is non-refundable. The RFP will be available on all working days during office hours till the last date & time of submission of bids.

h) Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

i) This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. UIDAI reserves the right to withdraw RFP at any stage without assigning any reason

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

1.2 Schedule for Invitation to Bid

a)	Name of the Purchaser	The Deputy Director General(Tech Centre) , Unique Identification Authority of India, Aadhaar Complex, NTI Layout,Tata Nagar, Kodigehalli, Bangalore-560092.
b)	Address at which EMD and cost of tender document is to be submitted	The Deputy Director General(Tech Centre) , Unique Identification Authority of India, Aadhaar Complex, NTI Layout,Tata Nagar, Kodigehalli, Bangalore-560092.
c)	Closing Time and Date for receipt of bids	On or before 1500 hours of 08.03. 2017
d)	Name of the Contact Person for any clarification	Section Officer (Admin), Unique Identification Authority of India (UIDAI), DeitY, Govt. of India (Gol), Aadhaar Complex, NTI Layout, Tata Nagar, Bengaluru - 560092 Queries should be submitted via E-mail and by paper copy through post E-mail : praseetha.e@uidai.net.in
e)	Date till which the response to the bid should be valid	180 days from the date of opening of Bids.

1.2.1 Important Dates

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

Activity	Date
Release / Issue of Bid Document	03.02.2017
Pre-Bid Meeting (Venue:- Tech Centre, UIDAI,NTI layout, Tata Nagar, Kodigehalli, Bengaluru -560092)	13.02.2017 at 1500 Hrs
Last date for submission of written queries for clarifications on Bid document	15.02.2017
Clarification to be uploaded on the CPPP Portal	20.02.2017
Last date & time of submission of Bids	08.03.2017 , 1500 Hrs
Opening of Technical Bids	09.03.2017, 1500 Hrs
Opening of Commercial Bids	At a later date

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

1.3 Check list

- a) Please check whether following have been enclosed in the respective covers, namely, Technical Bid and Commercial Bid:
- b) Check list (as in Table-1 and Table-2 below) should be duly filled, signed and scanned and should be made part of Packet – 1 to be uploaded as part of Technical Bid. The Annexures supporting the above list shall be placed in the Packet-1.
- c) Check-list (as in Table-3 below) should be duly filled, signed and scanned and should be made part of the Packet-2 to be uploaded as part of Commercial Bid. The Annexures supporting the above list shall be placed in the Packet-2.

Table - 1

1.3.1 Check List of Eligibility Criteria documents/supporting documents to be uploaded in the Technical Bid

S. No.	Eligibility Criteria	Whether Uploaded(Y/N)
(i)	Signed and scanned copy of Bid Document Fee Demand Draft (of original) in case RFP document is downloaded, else copy of document purchase receipt from UIDAI. (To be enclosed along with the technical bid).	
(ii)	Signed and scanned copy of (EMD) Bid Security (in original) to be enclosed along with the technical bid.	
(iii)	<p>The bidder should be a registered company or partnership firm or sole proprietorship.</p> <p>In case of partnership firms/Sole proprietorship, a scanned copy of the partnership or sole proprietorship agreement, else general power of Attorney (GPA) duly attested by a Notary Public furnished on stamped paper duly signed or affirmed by all the partners admitting execution of the partnership agreement or in case of proprietorship GPA duly affirmed by proprietor .</p> <p>In case of registered company, scanned self attested copy of the certificate of registration of firm should also be enclosed along with the technical bid.</p>	
(iv)	The bidder should not have been blacklisted / under a declaration of ineligibility for corrupt and	

	fraudulent practices with any of the departments of the Central, State Governments and PSUs. The scanned copy of the undertaking from bidder in this regard to be submitted.	
(v)	The Bidder should have office in Bengaluru. Self attested copy of the proof to be enclosed along with the tender.	
(vi)	Bidder should have a valid Sales Tax Number/ VAT Number, Service Tax Registration, PAN/TAN Number and PF code. Self attested copy to be enclosed along with the technical bid.	
(vii)	The bidding Company / Firm / Agency must have a minimum annual average turnover of Rs. 1,50,00,000 (Rupees One Crore Fifty lakh) per year during the last three financial year till year ended on 31.03.2016. Self attested copy of proof to be enclosed along with the technical bid.	
(viii)	Bidding Company/Firm/Agency should be registered with Employees Provident Fund organization (EPFO), Employees State Insurance Corporation (ESIC) under the respective Acts/laws and Labor Commissioner under Contract Labor Act, 1972. Self attested copy of proof to be enclosed along with the technical bid.	
(ix)	<p>The bidder must have completed/executed at least Three (3) works of the value of at least Rs. 30,00,000/- (Rs Thirty Lakh only)</p> <p>From Facility Management (Technical) services in the last 3 financial years. Signed and scanned copy of following shall be uploaded</p> <ol style="list-style-type: none"> Copy of each such purchase order clearly indicating the value of the Order. A certificate in original from the Statutory Auditor/ Chartered Accountant / Company Secretary/ Director of the bidder's company indicating and certifying the value of the components relating to Facility Management services work. A copy of completion certificate from respective customers indicating satisfactory execution of such order/contract /payment milestones of customer. 	

(x)	The bidding agency/firm should have a minimum of 75 employees on their roll. Supporting proof thereof should be attached with the Technical Bid	
(xi)	Income Tax Payment Certificate for last three years as on 31.03.2016. Self-attested copy of proof to be enclosed along with the technical bid	
(xii)	Service Provider Company / Firm/ Agency should have at least five years' experience in providing Facility Management services to reputed Private and/or Public sector companies/banks/Government .Details need to be provided as per Annexe 4.1.5 of Section IV Departments etc.	
(xiii)	Compliance to clause 2.10 of Section II and submission of requisite documents	

Table - 2

1.3.2 Check List of Annexe / Appendix to be uploaded in Technical Bid

S. No.	Description	Whether uploaded (Y/N)
(i)	Signed and Scanned copy of Technical Bid under section 4.1	
(ii)	Signed and Scanned Copy of Bid Particular under Technical Bid (Annexe 4.1.1)	
(iii)	Signed and Scanned Copy of Technical Bid Letter (Annexe 4.1.2)	
(iv)	Signed and Scanned Copy of Requirement for Facility Management Service (Annexe 4.1.3)	
(v)	Signed and Scanned Copy of Details of the past contracts (Annexe 4.1.4)	
(vi)	Signed and Scanned Copy of Project and Manpower Details (Annexe 4.1.5)	

Table – 3

1.3.3 Check List of Annexe / Appendix to be uploaded in the Commercial Bid

S. No.	Description	Whether Uploaded(Y/N)
(i)	Signed and Scanned Copy of Bid Particulars under commercial Bid (Annexe 4.2.1)	
(ii)	Signed and Scanned Copy of Details of consolidated Cost for providing Facility Management services (Annexe 4.2.2) and Annexe 4.2.3	
(iii)	Signed and scanned copy of cost Of Facility Management	

	Services Per Month (to be downloaded online In The Form Of BoQ_ FACILITY MANAGEMENT_HDC.Xls) (Annexe 4.2.3) and uploading the soft copy	
(iv)	Cost Of Manpower For Facility Management Services Per Month (Annexe 4.2.4)	

1.4 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>

1.4.1 Registration

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

1.4.2 Searching for tender documents

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

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

1.4.3 Preparation of bids

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

1.4.4 Submission of bids

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official so as to reach, latest by the last date and time of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as

name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

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

1.4.5 Assistance to bidders

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

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2 SECTION II- Instruction to Bidders

2.1 Procedure for Online Submission of Bids

The tender shall be submitted Online (complete in all respect) must be uploaded on <https://eprocure.gov.in/eprocure/app> in two packets i.e. Two Bid system (Technical Bid and Commercial Bid), and bidder must follow the procedure as detailed in the Clause 1.4 of Section I.

2.1.1 The bid shall be submitted online in –

Packet-1 having viz.,

1. Tender Fee + EMD(copy)+ all documents as per check list in Table-1 and Table-2

Packet-2 having viz.,

1. Financial Bid Submission (All the required supporting as well as Annexure as mentioned in Table – 3 in CHECK LIST section)
2. Duly Filled up schedule of price bid in the form of BOQ_ FACILITY_MANAGEMENT_HDC.xls

2.1.2 All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. All the files mentioned below should be in .PDF format except for the BoQ which should be .xls format.

2.1.3 The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

2.1.4 Original Instruments for EMD (as per Bank Guarantee Format in Appendix B) and Demand Draft for Tender Fee must be submitted on or before the last date of submission of Bids to the address, date and time as mentioned in the Clause 1.2 of Section I. These instruments can also be sent by registered post or can be dropped in the drop box on or before the last date of submission of Bids.

2.2 Cost of Bid Document

- 1 The Bidder is required to pay fee of **Rs.250/- (Rupees Two Hundred Fifty)** for purchase of Bid Document, in the form of a **Bank Demand Draft**. The Bank Demand Draft should be drawn on a Scheduled Bank in favor of “**CDDA, RO, UIDAI**” payable at Bengaluru **except** those bidders who are registered with the Central Purchase Organisation, National Small Industries Corporation (NSIC) or with the Ministry of Electronics and Information Technology (MeitY). The Bid Document Fee is non-refundable.
- 2 The Bidder shall bear all costs associated with the preparation and submission of its bids, including cost of presentation for the purposes of clarification of the bids, if so desired by the

UIDAI. The UIDAI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

3 The Financial Proposal/Commercial bid format as mentioned in **Annexe 4.2.3** of **Section IV** is also provided as BOQ_ FACILITY_MANAGEMENT_HDC.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_ FACILITY_MANAGEMENT_HDC.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered /modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with UIDAI.

2.3 Contents of the Bid Document

- 1 The Schedule of Requirements of the Goods/Services required, Bid procedures and contract terms are prescribed in the Bid Document. The Bid Document includes:
 - a) Section I – Invitation to Bid
 - b) Section II – Instructions to Bidders;
 - c) Section III- General Conditions of Contract;
 - d) Section IV – Contents of the Bid
 - i. Technical Bid
 - ii. Commercial Bid
 - e) Section V- Scope of Work and Schedule of Requirements
 - f) Section VI- Appendices
 - i. Contract Form (Appendix A)
 - ii. Proforma of Bank Guarantee for Contract Performance Security (Appendix B)
 - iii. Locations of UIDAI (Appendix C)
 - iv. Proforma for Bid Security Form (EMD) (Appendix D)
 - v. Undertaking (Appendix E)
 - vi. Detailed Scope of Work (Annexure 1)
 - vii. Details of Equipments, Machineries, fittings, fixtures, Finishes (Annexure 2)
 - viii. Details of Furnitures (Annexure 3)
- 2 The Bidder is expected to examine complete bid document including all instructions, forms, general terms & conditions, and Schedule of requirements in the Bid Document. Failure to furnish all information required by the Bid Document or submission of a bid not substantially responsive to the Bid Document in every respect will be at the Bidder's risk and may result in the rejection of the Bid.
- 3 The RFP, all the corrigendum, Notification of Award/Letter of Intent, Acceptance of award by successful bidder and any other communication issued from publication of RFP and before signing of agreement will be deemed as part of contract agreement

2.4 Clarification of Bid Document

- 1 A prospective Bidder requiring any clarification of the Bid Document may notify the UIDAI in writing at the UIDAI's mail address indicated in Clause 1.2(d) of Section I. The queries must be submitted in Microsoft Excel (Hard copy and Soft copy) format as follows:

Name of Bidder:					
Sr. No	Section No.	Clause No.	Page number in Section	Existing Provision in the Clause	Clarification Sought

- 2 The UIDAI will respond, to request for clarifications of the Bid Document as per format specified in clause 2.4(1) **only**, received not later than the date prescribed by the UIDAI in Section I, Clause 1.2.1 of this Bid document.

2.5 Amendment to the Bid Document

- 1 At any time prior to the last time and date for receipt of bids, the UIDAI, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by an amendment.
- 2 The amendment will be notified by UIDAI and will be binding on all bidders.
- 3 In order to provide prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the UIDAI may, at its discretion, extend the last date for the receipt of Bids.

2.6 Language of Bids

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

2.7 Bid Prices

- 1 The Bidder shall indicate in the proforma prescribed at Annexe 4.2.2 and Annexe 4.2.3 of Section IV, the unit prices and total Bid Prices of the Facility Management services, it proposes to provide under the Contract.
- 2 The unit prices quoted in the above mentioned proforma will be used to calculate charges for 'change orders', if any.

2.8 Firm Prices

- 1 Prices quoted shall not be subject to any upward modifications, on any account whatsoever. The Bidder shall, therefore, indicate the prices in **Annexe 4.2.2 and Annexe 4.2.3 of Section IV**

enclosed with the Bid. The Bid Prices shall be indicated in Indian Rupees (INR) only.

- 2 The Commercial bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out. Such charges should be shown separately in **Annexe 4.2.2 and Annexe 4.2.3 of Section IV.**

2.9 Discount

The Bidders are advised not to indicate any separate discount. Unconditional Discounts, if any, should be merged with the quoted prices. Discount of such type, indicated separately, will not be taken into account for evaluation purpose. However, in the event of such an offer, without considering discount, is found to be the lowest, the UIDAI shall avail such discount at the time of award of contract.

2.10 Bidder Qualification

1. The "**Bidder**" as used in the Bid documents shall mean the one who has signed the Bids. The Bidder may be either registered company or partnership firm or sole proprietorship. Bidder can be a :-
 - (a) Constituted attorney of the registered company or partnership firm or sole proprietorship in which case he/she shall submit a certificate of authority in the form of constituted attorney.
 - (b) The principal officer of the registered company or one of the partners of the company in either case a duly notarized authorization certificate on stamp paper is required to be submitted.
2. It is further clarified that the individual signing the Bid or other documents in connection with the Bid must certify whether he/she signs as constituted attorney or as authorized representative of the company/partnership firm/sole proprietorship.
3. The Bidder shall sign its Bids with the exact name of the Company/partnership firm/ sole proprietorship to whom the bid is to be issued.
4. The Bidder shall clearly indicate their legal constitution and the person signing the Bids shall state his capacity and also source of his ability to bind the Bidder.
5. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the bid. UIDAI may out rightly reject any bid not supported by adequate proof of the signatory's authority

2.11 Bid Security

The bid security may be forfeited, if a Bidder withdraws its bid during the period of bid validity (**Clause 2.12**) specified by the Bidder in the Bid.

2.12 Period of Validity of Bids

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

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

2.13 Headings

Headings of conditions hereto shall not affect the construction thereof.

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

- 1 UIDAI reserves the right to vary the services up to 50% of the Contract value during the Contract **Period**. In case of any increase/ decrease in the manpower, the service charges, if any quoted, shall be correspondingly increased/ decreased on pro-rata basis.
- 2 The UIDAI shall reserve the right, **not to purchase** Facility Management Services quoted by the bidder in this invitation to bid.

2.15 UIDAI's Right to Accept Any Bid or Reject

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

2.16 Conditions for Pre-Qualification of Bidders

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

1. The Bidder should have office in Bengaluru, India.
2. The Bidder should not have been **blacklisted** / under a declaration of ineligibility for corrupt and fraudulent practices with any of the departments of the Central, State Governments and PSUs. Undertaking from bidder in this regard needs to be submitted.
3. Bidder should have a valid Sales Tax Number/ VAT Number, Service Tax Registration, PAN/TAN Number and PF code.
4. Bidder's Company/Firm/Agency should be registered with Employees Provident Fund organization (EPFO), Employees State Insurance Corporation (ESIC) under the respective Acts/laws and Labor Commissioner under Contract Labor Act, 1972.
5. The Service Provider Company / Firm / Agency must have minimum annual average turnover of **Rs.1,50,00,000 (Rupees One Crore Fifty Lakh)** per year during the last three financial year till year ended on 31.03.2016.
6. Bidder Company / Firm/ Agency should have **at least five years' experience** in providing Facility Management services(Technical services)to reputed private and/or public sector companies/banks/Government Departments etc.
7. The bidder must have executed **at least three (3) contracts of Rs. 30,00,000 (Rupees Thirty Lakhs)** for the services of Facility Management in last three year financial year ended on 31.03.2016. For each of such order, the bidder should submit the details as per **Annexe 4.1.4 of section IV**.
8. The bidding agency/firm should have a minimum of 75 employees on their roll.
9. Compliance to clause 2.10 of Section II.

2.17 Late Bids

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

2.18 Modification and Withdrawal of Bids

- 1 The Bidder may modify or withdraw its bid after the Bids' submission (but not later than the last date of submission), provided that written notice of the modification or withdrawal is received by the UIDAI prior to the last date prescribed for receipt of bids.
- 2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and submitted in accordance with the provisions of **Clause 2.1**. A withdrawal notice may also be sent by fax but followed by a signed confirmation copy, post marked not later than the last date for receipt of bids.

2.19 Clarification

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

2.20 Preliminary Examination

- 1 The UIDAI will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required bid security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of the errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
- 3 A bid determined as not substantially responsive will be rejected by the UIDAI and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
- 4 The UIDAI may waive any minor informality or nonconformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

2.21 Contacting the UIDAI

- 1 No Bidder shall contact the UIDAI on any matter relating to its Bid, from the time of the Bid opening to the time the Contract is awarded.
- 2 Any effort by a Bidder to influence the UIDAI's Bid evaluation, Bid comparison or Contract award decisions may result in the rejection of the Bidder's Bid.

2.22 Post Qualification

- 1 The UIDAI will determine to its satisfaction whether the Bidder selected as having submitted

- the best evaluated responsive bid is qualified to satisfactorily perform the Contract.
- 2 This determination will take into account the Bidder's financial, technical, implementation and post-implementation capabilities. It will be based upon an examination of the documentary evidence submitted by the Bidder as well as such other information as the UIDAI deems necessary and appropriate.
 - 3 An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the UIDAI will proceed to the next best evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

2.23 Criteria for Evaluation of Bids

1. Technical Bid Evaluation Criteria

- i. The technical bid should be submitted in form given in Technical Bid at Clause 4.1 of section IV .
- ii. The Technical Bids/Commercial Bids will be opened by a committee authorized by the competent authority at UIDAI. Bidders/Authorised representatives who may wish to be present may attend the same at scheduled time.
- iii. A proposal shall be rejected at this stage if it does not respond to important aspects of the Technical bid clause 4.1 of section IV, and if it fails to achieve the minimum qualification criteria as mentioned in clause 2.10 and clause 2.16 of Section II and reiterated in Technical bid clause 4.1 of section IV.
- iv. Commercial bids shall be taken up only for those bidders who qualify in technical evaluation criteria.

2. Commercial Bid Evaluation Criteria

- i. The Financial Bids of only those bidders will be opened whose Technical Bids found technically suitable and accepted by this Office. To ascertain the authenticity/correctness of the documents/statements submitted/made by bidders along with their technical bid, UIDAI may detail its representative/committee to visit their premises and verify/inspect these documents and establish the veracity of statements made in technical bid. The Financial Bids will be opened in the presence of bidders whose Technical Bids are accepted after scrutinizing technical feasibility criterion and who wish to be present.
- ii. The contract may be awarded to the bidder whose grand total of Annexe under Annexe '4.2.2' (Financial Bid) of section IV will be the lowest (L1) subject to fulfillment of all other conditions stipulated in the tender document.
- iii. Contact value shall be the value discovered under Annexe '4.2.2' (Financial Bid) of section IV for one year.

2.24 Notification of Award

- 1 Prior to the expiration of the period of bid validity, the UIDAI will notify (Notification of Award) the successful Bidder in writing by registered letter or by fax that its bid has been accepted, to be acknowledged in writing by bidder by registered letter within 7 days of receipt of

Notification of Award.

- 2 The notification of award will constitute the formation of the Contract.

2.25 Signing of Contract

- 1 At the same time as the UIDAI notifies (Notification of Award) the successful Bidder that its bid has been accepted, the UIDAI will send the Bidder the Contract Form (**Appendix A of Section VI** provided in the Bid Document, incorporating all agreements between the parties).
- 2 Within **15 days** of receipt of the Contract Form, the successful Bidder shall sign and date the Contract and return it to the UIDAI.

2.26 Performance Security

- 1 Within **15 days** of date of issue of Notification of Award, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Contract Performance Guarantee Bond prescribed at **Appendix B of Section VI**. Details are also mentioned in **Clause 3.35 of Section III**.
- 2 Failure of the successful Bidder to comply with the requirement of **Clause 2.24, 2.25 & 2.26.1** shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD held as bid security, in which event the UIDAI may award the Contract to the next lowest evaluated Bidder or call for new bids.

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3 SECTION III - GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

In this Contract, the following terms shall be interpreted as indicated:

1. **"UIDAI"** means the Unique Identification Authority of India.
2. **"The Purchaser/Owner"** means the Chief Executing Officer (CEO), Unique Identification Authority of India or any other representative authorized by the CEO.
3. **"Purchase Officer"** means the officer signing the acceptance of Bid and includes any officer who has authority to execute the relevant contract on behalf of the Purchaser.
4. **The "Contract"** means the agreement entered into between the Purchaser and the Vendor as recorded in the Contract Form signed by the Purchaser and the Vendor, including all attachments and annexes thereto and all documents incorporated by reference therein.
5. **The "Agency/Vendor/Contractor"** means the person or the firm or the company with whom the contract of the Facility Management Services is entered and shall be deemed to include the Vendor's successors, representatives (approved by the Purchaser), heirs, executors, administrators and permitted assigns, as the case may be, unless excluded by the terms of the contract.
6. **"The Contract Value"** means the price payable to the Vendor under the Contract for the full and proper performance of its contractual obligations;
7. **"The Goods"** mean all of the equipment, hardware, software, machinery, accessories and/or other material which the Vendor is required to maintain the Facility of the Purchaser under the Contract;
8. **"Service"** means Facility Management Services as mentioned in the RFP at different its sections;
9. **"Acceptance of Bid"** means the letter/telex/telegram/fax or any memorandum communicating to the selected Vendor the acceptance of his Bid.
10. **"Supply"** means once the purchaser issues a Purchase Order, the vendor has to provide the Facility Management Services (FMS) within stipulated time.
11. **"Clause"** means a clause of this Contract and the term "Clauses" means more than one clause.
12. **"Calendar Day"** means any day of the calendar month.
13. **"Working Day"** means days of the calendar month excluding Sundays or designated government holidays i.e. gazette holidays.
14. **"Calendar Month"** means any of the twelve months of the Calendar Year.
15. **"Calendar Year"** means a period of twelve consecutive Months according to the Gregorian calendar, commencing with the first day of January and ending with the thirty-first day of December.
16. **"Contract Term"**: means a period of one calendar year counted from the Effective Date.
17. **"Dispute"** means any dispute/ differences/ controversy/ disagreements which arise

"between the parties to this Contract/ Agreement in relation to/ in connection with/ the terms of/ ambit hereof.

18. "Expiry date" means the date on which the terms of the contract which is for a period of one calendar year comes to an end.
19. "Government Authorities" means the Government of India (GOI) and provincial, state or local government in India and any political subdivision thereof
20. "Business Day" means any day that is not a Sunday or a public holiday (as per the official holidays observed by UIDAI).
21. "Notice" means:
 - a. an information, announcement, message, notification, warning etc. which is in writing; or
 - b. a consent, approval or other communication required to be in writing under this Contract.

3.2 Interpretation

In this Contract unless the context otherwise requires:

- i. the headings of the Sections, Clause, Appendices, Schedules, Attachments and Annexures in the Contract are inserted for convenient reference only and shall not affect the meaning and/ or interpretation of this Contract;
- ii. unless otherwise specified a reference to a clause number is a reference to all of its sub-clauses;
- iii. a reference to the singular includes the plural and vice-versa;
- iv. a reference to a gender shall include any other gender;
- v. the word "include" or "including" shall be deemed to be followed by "without limitation" or "but not limited to" whether or not they are followed by such phrases;
- vi. unless categorically specified, reference to a Section, Clause, sub-clause, Appendix, Schedule, Attachment or Annexure shall be to a Section, Clause, Sub-clause, Appendix, Schedule, Attachment or Annexure of this Contract, including any amendments or modifications to the same from time to time;
- vii. all Appendices, Schedules, Annexures and Attachments form an integral part of this Contract/ Agreement. In an event of conflict between any provision of the Clause and any provision of the Appendix, Schedule, Attachment or Annexure, the provision of the Clause shall prevail;
- viii. a reference to a person includes a partnership and a body corporate;
- ix. a reference to any legislation/ regulation having force of law includes legislation/ regulation time to time repealing, replacing, modifying, supplementing or amending that legislation;
- x. where a word or phrase is given a particular meaning it includes the appropriate grammatical forms of that word or phrase which have corresponding meanings.
- xi. in the event of an inconsistency between the terms of this Contract and the Tender and the Bid, the terms hereof shall prevail.

- xii. Any reference to time shall, except where the context otherwise requires and specifies, be construed as a reference to the time in India. Any reference to the Calendar shall be construed as reference to the Gregorian calendar.
- xiii. Unless the context otherwise requires, any period of time referred to shall be deemed to expire at the end of the last day of such period;
- xiv. The rule of construction, if any, that a contract should be interpreted against the parties responsible for drafting and preparation thereof, shall not apply;
- xv. All references to agreements, documents or other instruments include (subject to all relevant approvals) a reference to that agreement, document or instrument as amended, supplemented, modified, substituted, assigned or renovated from time to time.

3.3 Application

These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

3.4 Period of Contract

This contract for “Facility Management Services” at Hebbal Data Centre, Hebbal, Bengaluru, India shall be valid for a total period of 1 (One) Years and will commence within 3 weeks after signing of the contract. UIDAI, however, reserves the right to terminate/curtail the contract at any time before expiry of contract period after giving one month notice to the agency without assigning any reason. The contract may be extended further for a period of 2 (two) year on year on year basis depending on the performance of the vendor and the requirement of UIDAI with same/modified conditions of contract at the sole discretion of UIDAI.

3.5 Standards

1. The goods/spare parts/services supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards, such standard shall be the latest issued by the concerned institution.
2. The Vendor shall ensure that the goods/spare parts/services supplied under the Contract against all purchase orders are of the most recent or current models and incorporate all recent improvements in design and materials without any additional cost to the Purchaser.

3.6 Use of Contract Documents and Information

1. The Vendor shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Vendor in the Performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as it may be necessary for purposes of such performance.
2. The Vendor shall not, without the Purchaser's prior written consent, make use of any

document of information enumerated in Clause 2.3 of Section II except for purposes of performing the Contract.

3. Any document, other than the Contract itself, enumerated in Clause 2.3 of Section II shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the Vendor's performance under the Contract, if so required by the Purchaser.

3.7 Patent Rights

The Vendor shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from the use of the goods/spare parts/services or any part thereof.

3.8 Installation, Commissioning, Testing and Acceptance Tests

1. The Vendor shall be responsible for installation, commissioning and warranty cum support of the goods/spare parts/services.
2. The acceptance test which involves the testing and acceptance of the complete equipment along with software, if any; shall be conducted by the Vendor in the presence of the Purchaser and/or by authorized officials and/or by any other team or agency nominated by the Purchaser.
3. The above test shall demonstrate the satisfactory operation of all supplied/rectified equipment covering full range of the facilities of the equipment. As and when required, simulation equipment shall be provided by the Vendor wherever necessary, to simulate all input and output functions on the test configuration
4. The acceptance test shall be carried out by the Vendor in the presence of the Purchaser or any other person(s) or agency designated by the Purchaser.

3.9 Incidental Services

The Vendor shall be required to provide any or all of the following services without any additional cost to UIDAI:

- i) Installation, testing and commissioning, warranty and support in respect of supplied/rectified Goods.
- ii) Performance or supervision of on-site assembly and start-up of the supplied/rectified Goods;
- iii) Furnishing of tools required for assembly and start-up of the supplied/rectified Goods;
- iv) Furnishing of detailed operations and maintenance manuals for each appropriate unit of the supplied/rectified Goods;

3.10 Warranty

Whenever any existing item acquires its age and is replaced by new item/similar item under this contract; it will be governed by following warranty conditions:

- i. The Vendor warrants that the goods supplied under the contract conform to technical specifications prescribed and shall perform according to the said technical specifications.

- ii. The vendor warrants for a period of 12 months from the date of acceptance of material/stores or date of installation and commissioning, whichever is later, that the material /stores supplied under the contract and each component used in the manufacture thereof shall be free from all types of defects/failures.
- iii. If within the period of warranty, the goods are reported by the Buyer to have failed to perform as per the specifications, the vendor shall either replace or rectify the same free of charge, within a maximum period of 45 days of notification of such defect received by the vendor, provided that the goods are used and maintained by the Buyer. Warranty of the equipment would be extended by such duration of downtime. Record of the down time would be maintained by the user in the logbook. Spares required for warranty repairs shall be provided free of cost by the vendor.
- iv. The vendor also warrants that necessary service and repair back up during the warranty period of the equipment shall be provided by the vendor
- v. The vendor shall associate technical personnel of the Maintenance and Quality Assurance Division of the UIDAI during warranty repair and shall also provide the details of complete defects, reasons and remedial actions for defects.
- vi. If a particular equipment/goods fails frequently and/or, the cumulative down time exceeds 50% of the warranty period, the complete equipment shall be replaced free of cost by the vendor within a stipulated period of 45 days of receipt of the notification from the Buyer.
- vii. Warranty of the replaced equipment would start from the date of acceptance by the Buyer after installation and commissioning.

3.11 Payment

1. **Payment** for providing Facilities Management Services will be released (after deduction of TDS) on satisfactory performance upon completion of a calendar month. It will be mandatory for the Successful Bidder to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/EFT mechanism instead of payment through cheques, wherever feasible. The payment will be made as per the following terms, on production of the requisite documents:
 - a. Given the fact that the successful bidder is under legal obligation to pay due wages as the requirements of law, the successful bidder shall be expected to make payment to the Facility Management Staff under Electronic Fund Transfer System. The successful bidder shall pay for all legal charges/contributions to statutory authorities. Besides that the successful bidder shall be obliged to satisfy empowered officer about continued labour laws compliance as and when required by empowered officer.
 - b. The successful bidder shall raise bill for the services provided for a calendar month within 7 working days of succeeding month of such services. Disputed amount or amount on which clarification is required may be held up till the time matter is sorted out. However, balance amount shall be released.
 - c. Bill should be submitted to the Administration Section, UIDAI Technology Centre, Hebbal, Bengaluru.

- d. Payment from UIDAI shall be made by electronic fund transfer to the Agency's account by NEFT or RTGS for which purpose Agency is required to submit their complete bank details.
- e. It is noteworthy that while considering the attendance and availability of the Facility Management staff, their working hours will also be considered for evaluation and non-compliance with the mentioned hours of work would be penalized.
- f. Penalty would be in terms of part of the salary / payment, which would be deducted and reflected in month's payment.
- g. Compliance to all statutory requirements such as minimum wages, ESI, PF, Bonus etc. of the officials on duty will be borne by successful bidder.
- h. The endeavour shall be made to make the payment to successful bidder within 30 days after submission of the bills by vendor, however it shall not have contractual binding on UIDAI. The vendor should ensure that bills for payment must be submitted with following documents for processing of the bill:
 - (i) ECS Statement duly verified by the bank official for monthly wages payment in the bank account of Facility Management Staff deputed to UIDAI on or before 07th of every month by the agency/contractor (as a proof of compliance to ensure that monthly salary paid is not less than the statutory provision of minimum wages act as applicable in Hebbal, Gurgaon for the respective category of worker).
 - (ii) The payment to the Successful Vendor shall be released only after verification of the contracted service through a checking mechanism enforced by Designate Inspection Committee or Authority or any person nominated by or on behalf of the UIDAI to assess the performance of the successful vendor, both in terms of quantity and quality.
 - (iii) Amount of LD / Risk Expense etc., if any, will be deducted from the billing amount.
 - (iv) All logs/register for duty performed by its staff

2. **Advance Payments:** No advance payment(s) will be made in any case whatsoever.

3.12 Currency of Payment

Payment shall be made in Indian Rupees only.

3.13 Change Orders

1. The Purchaser may at any time, by a written order given to the Vendor pursuant to Clause 3.28, make changes within the general scope of the Contract in any one or more of the services to be provided by the Vendor.
2. If any such change causes an increase or decrease in the cost of, or the time required for, the Vendor's performance of any part of the work under the Contract, whether changed or not changed by the order, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended.
3. UIDAI reserves the right to vary the quantity within the Contract Period, of up to 50% of the

Contract value. In case of any increase/ decrease in quantities of any item, unit rate for item indicated in the contract will be applicable.

4. In case applicable rates for the increase/decrease of an item in question are not available in the Contract, then the equivalent rates may be finalized based on mutually agreed rates by both parties. UIDAI may form a change order committee for this purpose.

3.14 Contract Amendments

Subject to Clause 3.13, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

3.15 Currency of Payment

Payment shall be made in Indian Rupees only.

3.16 OPTION CLAUSE

UIDAI reserves the right to vary the services up to 50% of the Contract value during the Contract Period.

3.17 Assignment

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

3.18 Sub-contracts

Sub contracting done by the vendor under this contract with the approval of UIDAI, shall not relieve the Vendor from any liability or obligation under the Contract.

3.19 Delays in the Vendor's Performance

- 1 Delivery of the Facility Management services and performance of service shall be made by the Vendor in accordance with the Timelines specified by the Purchaser in Clause 5.9 of Section V.
- 2 An un-excused delay by the Vendor in the performance of its delivery obligations shall render the Vendor liable to any or all of the following sanctions: forfeiture of its performance security, imposition of liquidated damages, and/or termination of the Contract for default.
- 3 If at any time during performance of the Contract, the Vendor or its sub-contractor(s) should encounter conditions impeding timely supply of services, the Vendor shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Vendor's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Vendor's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract. If the vendor request to delay the delivery of services and performance of services is not found acceptable to the purchaser, Clause 3.20 would be invoked.

3.20 Liquidated Damages (LD)

1. In the event of the Vendor (successful bidder)'s failure to submit the Bonds, Guarantees and Documents, supply the services etc as specified in this contract, the Purchaser (UIDAI) may, at

his discretion, withhold any payment until the completion of the contract. The PURCHASER (UIDAI) may also deduct from the VENDOR (SUCCESSFUL BIDDER) as agreed, liquidated damages to the sum of 0.5% of the contract value of the delayed/undelivered services mentioned in the Section - IV, V of the RFP for every week of delay or part of a week or pro rata basis, subject to the maximum value of the Liquidated Damages being not higher than 10% of the contract value.

2. If any staff is found absent from the duties without prior permission, an additional penalty @Rs 1000/day may be imposed over and above the LD as mentioned in clause 3.21.1 above which can be deducted from the monthly payment to the bidder.
3. Whenever any unsatisfactory/inadequate/Poor comprehensive Maintenance/Operations or preventive maintenance are found/observed and same is brought to the notice of contractor or his authorized representative through mail/SMS/ letter and if no action is taken within 2 hours, Penalty@Rs10000/day shall be imposed over and above the LD as mentioned in clause 3.21.1 and 3.21.2 above which shall be deducted from the monthly payments due to the bidder.
4. All the incidents must be reported with 30 mins to UIDAI officials. Failing this shall attract the penalty @ Rs500/hour of delay and additional Rs 5000 if not reported within 24 hours, over and above LD penalty as mentioned in clause 3.21.1, 3.21.2 and 3.21.3 above. Consecutive non-reporting of the incident for 3 days shall give right to Purchaser to terminate the contract

3.21 Termination for Default

- 1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Vendor, terminate the Contract in whole or in part by giving 1(One) month notice:
 - a) If the Vendor fails to provide Facility Management services within the time period(s) specified in the Contract, or any extension thereof granted by the Purchaser pursuant to Clause3.20; OR
 - b) The Purchaser has noticed that the Bidder has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.; OR
 - c) The delivery of material / services is delayed due to causes of Force Majeure by more than (01 months) or the delivery of material/spares/parts are of inferior quality and not a OEM/(UIDAI approved) item; OR
 - d) If the Vendor fails to perform any other obligation(s) under the contract; OR
 - e) The Agency (successful bidder) is declared bankrupt or becomes insolvent; OR
 - f) The purchaser is not satisfied with the performance of the bidder or violation of the any of the terms and conditions of the contract
- 2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to Clause 3.22.1 the Purchaser may pay, upon such terms and in such manner as it deems appropriate. However, the Vendor shall continue performance of the Contract to the extent not terminated.

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

3.22 Force Majeure

- 1 Notwithstanding the provisions of Clauses 3.20, 3.21, 3.22 the Vendor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 2 For Purposes of this Clause, "Force Majeure" means an event beyond the control of the Vendor and not involving the Vendor and not involving the Vendor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 3 If a force Majeure situation rises, the Vendor shall promptly, not more than 10 days from its beginning, notify the Purchaser in writing of such conditions and the cause there of. Unless otherwise directed by the Purchaser in writing, the Vendor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

3.23 Termination for Convenience

The Purchaser may by written notice sent to the Vendor, terminate the Contract, in whole or in part at any time of its convenience by giving a prior written notice of Thirty Days (30) days. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective.

3.24 Dispute Resolution

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

4. The Arbitration proceeding shall be governed by the substantive laws of India.
5. The proceedings of Arbitration shall be in English language.
6. Except as otherwise provided elsewhere in the contract if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, at any time in connection with construction, meaning, operation, effect, interpretation or out of the contract or breach thereof the same shall be decided by an Arbitral Tribunal consisting of three Arbitrators. Each party shall appoint one Arbitrator and the Arbitrators so appointed shall appoint the third Arbitrator who will act as Presiding Arbitrator.
7. In case, a party fails to appoint an arbitrator within 30 days from the receipt of the request to do so by the other party or the two Arbitrators so appointed fail to agree on the appointment of third Arbitrator within 30 days from the date of their appointment upon request of a party, the Chief Justice of India or any person or institution designated by him (in case of International commercial Arbitration) shall appoint the Arbitrators/Presiding Arbitrator. In case of domestic contracts, the Chief Justice of the High Court or any person or institution designated by him within whose jurisdiction the subject purchase order/contract has been placed / made, shall appoint the arbitrator/Presiding Arbitrator upon request of one of the parties.
8. If any of the Arbitrators so appointed dies, resigns, incapacitated or withdraws for any reason from the proceedings, it shall be lawful for the concerned party/ arbitrator to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his predecessor had left if both parties consent for the same; otherwise, he shall precede de novo.
9. It is a Scope of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of invocation of arbitration and not thereafter.
10. It is also a Scope of the contract that neither party to the contract shall be entitled for any interest on the amount of the award.
11. The Arbitral Tribunal shall give reasoned award and the same shall be final, conclusive and binding on the parties.
12. The fees of the arbitrator shall be borne by the parties nominating them and the fee of the Presiding Arbitrator, costs and other expenses incidental to the arbitration proceedings shall be borne equally by the parties.
13. Subject to as aforesaid the provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment in lieu thereof shall apply to the arbitration proceedings under this clause.
14. Continuance of the Contract: Notwithstanding the fact that settlement of dispute(s) (if any) under arbitration may be pending, the parties hereto shall continue to be governed by and perform the work in accordance with the provisions under this Contract.

3.25 Applicable Law

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

3.26 Notices

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

3.27 Prices

Prices to be firm: The prices quoted for the Services shall be firm throughout the currency of contract and shall not be subject to any variation.

3.28 Deductions

Payments, as envisaged in Clause 3.12, shall be subject to deductions of any amount, for which the Vendor is liable under the agreement against this Bid.

3.29 Taxes and Duties

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

3.30 Relationship between the parties

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

3.31 Governing Language

The Contract shall be written in the English language. Subject to Clause 3.27, that language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in that same language.

3.32 Services and other conditions

1. The Vendor shall ensure that his employees shall have Identity Cards, provided by the contractor which shall be worn in such a way that it is prominently displayed and visible for any person to identify the individual representing the contractor.
2. The Vendor should abide by and conform to the various provisions in so far as they relate to him as specified in the Contract Labour (R&A) Act, 1970.
3. The Vendor shall indemnify and shall keep the purchaser indemnified against acts of omission or negligence, dishonesty or misconduct of the men engaged for the work and the purchaser shall not be liable to pay for any damages or compensation to such person or to third party.
4. The Vendor shall, at all times, indemnify the purchaser against any claim which could arise

under the workmen's Compensation Act, 1953 and/or under any statutory notification thereof or otherwise in respect of any damages or compensation in consequence of any accident, injury sustained to any of the workmen engaged by the vendor. The vendor shall insure all the employees engaged for this job and such policy shall be produced to the purchaser on demand.

5. In the event of any exigencies, the purchaser shall have discretion to call upon the vendor to provide such additional employees as may be necessary in its opinion for the purpose of effectively carrying out the services contemplated in this agreement.
6. The Vendor shall arrange for the maintenance of all such registers and forms as are statutorily required and/or considered necessary for the efficient performance of the contract.
7. That it shall be clearly agreed and understood by the vendor that all the persons provided shall be the employees of the vendor and all disputes between the vendor and its employees shall have no bearing on the Purchaser. The Purchaser shall not be responsible for any claims made by such persons and shall not be liable to pay any amount to any employee/ex-employee of the vendor. The vendor is fully responsible for disciplined behavior of its workmen. The vendor shall not allow or incite his workers to participate in any trade union activities, agitations in any of the two premises.
8. All damages caused by the Vendor or that of the vendor's employees or arising out of its employee's instruction shall be charged to the vendor and recovered from his dues/bills or adjusted against the performance guarantee.
9. If the performance of any worker/employees is not found satisfactory by the Purchaser, the Vendor will be asked to replace him.
10. The Purchaser or the vendor in case of any failure or omission due to natural calamities, hurricanes or due to any statute or regulations of the government or because of any lock outs, strikes, riots, embargos for any political reasons or otherwise beyond the control of any party including war (whether declared or not) civil war or state of insurrection, will give notice to other party within 10 days of the occurrence of such incident that on account of the above event the notifying party has delayed the performance beyond its reasonable control and it was not due to negligence or default on its part.

3.33 Performance Security

1. Within 15 days of issue of Notification of Award by UIDAI, the successful Vendor shall furnish performance security to the Purchaser, which shall be equal to **10 percent (Ten Percent) of the value of the contract** (as per the clause 2.26, Section 2 under commercial bid evaluation criteria) in the form of a bank guarantee bond from a scheduled bank.
2. The Performance Security Bank Guarantee shall be released on completion of the Contractual Obligations.
3. The performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of Vendor.

4 SECTION IV – CONTENTS OF BIDS

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4 SECTION IV – CONTENTS OF BIDS

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4.1 TECHNICAL BID

S.No	Particulars	To Be filled by Bidder
1	Name of the Bidder/Agency:	
2	Address (with Tel., Mob. No. & e- mail ID):	
3	Nature of the concern : (i.e. Sole Proprietor / Partnership firm or a Limited Company or a Government Department or a Public Sector Organisation)	
4	Registration Number of Bidder/ Concern :	
5	PAN Number of Bidder/ Concern :	
6	Demand Draft / BG No. dated From bank name amounting to Rs. 4,00,000/-(Rupees Four Lakh only) as Earnest Money Deposit (Please attach attested scanned copy)	
7	Demand Draft No dated from bank name amounting to Rs 250/-(Rupees Two hundred and Fifty only) as Tender fees. (Please attach attested scanned copy)	
8	Income Tax Payment Certificate of last three years as on 31.03.2016.	YES / NO
9	Whether firm has provision of uniforms, identity cards	YES/NO
10	Registration Number of ESIC:	
11	Registration Number of EPFO:	
12	Whether the Company owns manpower a minimum of 75?	YES/NO
13	Whether the company has office in Delhi/NCR?	YES/ NO
14	Financial Statement in support Annual Turnover, duly certified by Chartered Accountant for last three FY ending 31.03.2016	YES/ NO
15	Registration number with service tax department	YES/NO
16	The Agency/firm should have Registration and Licence under Contract Labour Act, 1972.	YES/NO
17	Whether firm has completed/executed Facility Management works of Three (3) works of the value of at least Rs. 30,00,000/- (Rs Thirty Lakh	

	only) from facility management services in the last 3 financial years as on 31.03.2016	
18	The bidding Company / Firm / Agency must have a minimum annual average turnover of 1,50,00,000 (Rupees One Crore Fifty lakh only) per year during the last three financial year till year ended on 31.03.2016.	
19	The bidder should not have been blacklisted / under a declaration of ineligibility for corrupt and fraudulent practices with any of the departments of the Central, State Governments and PSUs. Undertaking from bidder in this regard to be submitted. The Bidder should have office in Delhi/NCR.	Not blacklisted/Black listed
20	Bidder should have at least five years' experience in providing Facility Management services to reputed Private and/or Public sector companies/banks/Government be provided as per Annexe 4.1.5 of Section IV	
21	Statement of Deviations, if any; as per clause 2.4(1) of PART - II	
22	<p>The bidder should be a limited registered company or partnership firm or sole proprietorship.</p> <p>In case of partnership firms/Sole proprietorship, a scanned copy of the partnership or sole proprietorship agreement, else general power of Attorney (GPA) duly attested by a Notary Public furnished on stamped paper duly signed or affirmed by all the partners admitting execution of the partnership agreement or in case of proprietorship GPA duly affirmed by proprietor .</p> <p>In case of limited registered company, scanned self attested copy of the certificate of registration of firm should also be enclosed along with the technical bid.</p>	
23.	Compliance to clause 2.10 of Section II and submission of requisite documents	

Note: Supporting documents in r/o above mentioned technical requirement should be self attested, scanned and attached with the technical bid, being mandatory.

1. Any other information important in the opinion of the bidder.

Dated :

At :

(Signature of Bidder with seal of the firm)

BID PARTICULARS FOR Bid No._____

1. Name of the Bidder _____
2. Address of the Bidder _____
3. Name of the Facility Management service provider _____
4. Address of the Facility Management service provider _____

5. Place of Facility Management service provider _____
6. Bidders Proposal Number and date _____
7. Name and address of the officer to whom
all references shall be made regarding
this bid _____

Tel. No._____
Cell No._____
Fax No._____
Email ID._____

Witness :**Bidder :**

Signature ----- Signature -----

Name ----- Name -----

Address ----- Address -----

Date ----- Date -----

Company Seal

4.1.2 TECHNICAL BID LETTER

(Annexe 4.1.2)

To

The Deputy Director General (Tech Centre)
Unique Identification Authority of India (UIDAI)
Aadhaar Complex, NTI Layout, Tata Nagar
Kodigehalli,
Bengaluru,
Karnataka – 560092.

Ref : Bid No. _____

Sir,

We declare:

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

2. We hereby offer to supply the Facility Management Services for 1 year at the contract value and rates mentioned in the **Annexure 4.2.2 and Annexure 4.2.3** of the Commercial Bid.

3. PERIOD OF DELIVERY

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

4. TERMS OF DELIVERY

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

5. We agree to abide by our offer for a period of **180 days** from the last date of submission of bid and that we shall remain bound by a communication of acceptance within that time.
6. We have carefully read and understood the terms & conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to supply of services as per these terms and conditions.
7. Certified that the bidder is :
- a) The Constituted attorney of the company and the person signing the bids is the constituted attorney of the Company.

OR

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

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

9. Self attested scanned copy of Bid Security (**Earnest Money Deposit**) for an amount equal to **Rs. _____ (Rupees _____ only)** is attached in the Cover containing **Technical Bid** in the form of specified in **Clause 2 of Section II. Original has been dispatched/delivered to the address mentioned in clause 1.2 of Section I.**
10. We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and placement of awarding the Contract, shall constitute a binding contract between us.

Dated this day of 2017

Signature of the bidder

Name :
Full Address :
Telephone No. :
Fax No :
E mail ID :

Details of enclosures:

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

4.1.3 DETAILS OF REQUIREMENT FOR FACILITY MANAGEMENT SERVICE (Annexe 4.1.3)

(A) Requirement of Manpower for the services

S.NO	DESIGNATION	DEPARTMENT	QUANTITY	SHIFT
1	MANAGER CUM SUPERVISOR	TECHNICAL SERVICES	1	General Shift(8 hrs/6days per week)
2	ELECTRICIAN	ELECTRICAL	4	24X7, 1 Per Shift of 8 hrs
3	Helper(Electrician)	ELECTRICAL	2	2Shifts ,each shift of 8 hrs/6days per week
4	FIRE TECHNICIAN	FIRE	4	24X7, 1 Per Shift of 8 hrs
5	FIRE OFFICER	FIRE	1	General Shift(8 hrs/6days per week)
5	HVAC/DG Operator	H.A.V.C/DG	2	2Shifts ,each shift of 8 hrs/6days per week
6	HVAC/DG Helper	H.A.V.C/DG	2	2Shifts ,each shift of 8 hrs/6days per week
7	W.T.P/STP OPERATOR	CIVIL	4	24X7, 1 Per Shift of 8 hrs
8	Plumber	CIVIL	1	General Shift(8 hrs/6days per week)
9	CCTV OPERATOR	ELECTRICAL	1	General Shift(8 hrs/6days per week)
10	ACCESS CONTROL /LAN NET WORKING/EPABX/Tel	LAN & NETWORKING	4	24X7, 1 Per Shift of 8 hrs
11	AV (Audio Visual) Operator	AV	1	General Shift(8 hrs/6days per week)
12	IBMS	BMS	4	24X7, 1 Per Shift of 8 hrs
13	Gardener	CIVIL	1	General Shift(8 hrs/6days per week)
14	Master Gardener	CIVIL	1	General Shift(8 hrs/6days per week)
	Total		33	Each shift is of 8 hours daily

Note: Above is minimum manpower to be deployed for Facility Management Services and the cost of above manpower deployment stands included in the cost quoted in Annexe 4.2.2 and annexe 4.2.3, section –IV. However in case, if this strength needs to be increased / decreased, it shall be implemented by vendor accordingly. The implementation cost on account of this increase/decrease shall be levied at the pre-discovered prices as per Annexe 4.2.4, Section – IV.

(B) Stores Consumables Material

1. The material and consumables will consist of consumables for cleaning, basic engineering tools, cleaning equipment and the like. All consumables materials and other related items are to be provided by the contractor and have to be of ISI marked or, where ISI marked items/consumables are not available; the same should be in conformity with the specification/makes keeping in view good quality/standard after discussion and approval of Purchaser.
2. 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.

(C) Machines / equipments (Daily)

List of tentative Machines Required	
S.No.	Item Description
1.	High Pressure Water Jet Machine
2.	Wringer Trolley
3.	Telescopic Pole
4.	Kentucky Mop
5.	Service Trolley
6.	Gadola

(D) List of tentative tools

List of tentative Tools Required	
S.No.	Item Description
1.	Description
2.	Megger (500V)
3.	Tongtester
4.	Screw Spanner
5.	Shimcutter
6.	Digital Thermometer
7.	Bosch drilling machine—½inch
8.	Standard Tools like Spanner sets, Hammer, files, steel rule, screw driver, hacksaw with frames, cutting pliers, testers, measuring tape, etc.
9.	Air Blower
10.	FRP Ladder 6'
11.	Tools Box
12.	Rechargeable Torch Light
13.	First aid box
14.	Safety belts
15.	Ht gloves
16.	Safety shoe
17.	HVAC tool kit
18.	All major Masonry tools such as trowel, hammer, blocking chisel, power saw, levels, nylon or Dacronline, steel square ,chalkline, mixing tools etc.
19.	Multimeter
20.	Brazingtool

21.	Flaring tool
22.	Pipe cutter/tube cutter
23.	Tube press plier
24.	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.
25.	Any other items not prescribed

Note: For Table (C and D), the list is indicative and not exhaustive and it may change based on actual requirement.

Date:

Signature of authorized person

Full Name:

Seal:

Place:

E mail ID:

4.1.4 DETAILS OF THE PAST CONTRACTS OF FACILITY MANAGEMENT (Annexe 4.1.4)

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

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

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

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

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

Date:

Signature of authorized person
Full Name:
Seal:
Place:

4.1.5 PROJECT AND MANPOWER DETAILS

(Annexe 4.1.5)

Details of Projects and Manpower:

Sl No.	Name of the Projects On-going and Completed (with the location details)	Start Date of Project	End Date of Project	Cost of Project (in Rs.)	No. of man power deployed for Facility Management Service

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

Signature of authorized person

Date:
Name:
Place:
Seal:

4.2 COMMERCIAL BID

4.2.1 COMMERCIAL BID LETTER

(Annexe 4.2.1)

To

The Deputy Director General (Tech Centre)
Unique Identification Authority of India (UIDAI)
Aadhaar Complex, NTI Layout, Tata Nagar
Kodigehalli,
Bengaluru,
Karnataka – 560092.

Ref : Bid No. _____

Sir,

We declare:

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

2. We hereby offer to supply the Facility Management Services for 1 year at the Contract value and prices/rates as mentioned in the **Annexe 4.2.2 and Annexe 4.2.3 respectively**, of the Commercial Bid.

3. PERIOD OF DELIVERY

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

4. TERMS OF DELIVERY

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

5. We enclose herewith the complete **Commercial Bid** as required by you. This includes:

S. NO.	CONTENTS
1.	Commercial Bid Letter (Annexe 4.2.1)
2.	Cost for providing Facility Management services (Annexe 4.2.2 – Annexe 4.2.4)

3.	Soft copy and hard copy of Cost Of providing Facility Management (to be downloaded online in The Form Of BoQ_Facility Management_HDC.Xls)
----	-------------------------------------------------------------------------------------------------------------------------------------------

8. We agree to abide by our offer for a period of **180 days** from the last date of submission of the bid and that we shall remain bound by a communication of acceptance within that time.
9. We have carefully read and understood the terms & conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to supply service as per these terms and conditions.
10. Certified that the bidder is :
- c) The Constituted attorney of the company and the person signing the bids is the constituted attorney of the Company.
- OR**
- d) The Principal Officer or his duly Authorized Representative of the Company, and he has the authority to refer to arbitration disputes concerning the business of the Company by virtue of the general power of attorney.
- (**NOTE:** Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the tender document.)
11. Self attested scanned copy of Bid Security (**Earnest Money Deposit**) for an amount equal to **Rs. _____ (Rupees _____ only)** is attached in the Cover containing **Technical Bid** in the form of specified in **Clause 2 of Section II. Original has been dispatched/delivered to the address mentioned in clause 1.2 of Section I.**
12. We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and placement of awarding the Contract, shall constitute a binding contract between us.

Dated this day of 2017

Signature of the bidder

Name :
Full Address :
Telephone No :
Fax No :
Email ID :

Details of enclosures:

- 1.
- 2.
- 3.

4.2.2 Commercial Bid

(Annexe 4.2.2)

Cost for providing Facility Management services

Sl. No.	Details of Scope of work	Contract value - Total cost of Annexe 4.2.3
1.	Carrying out the Facility Management services as per the scope of work/requirement and by deploying appropriate manpower as mentioned in Section V.	Rs. _____
 Contract value Rs. _____ In word (Rupees _____ _____)		

DEDUCTIONS: Income tax as applicable shall be deducted at source. The Service Providing Company/Agency/Firm shall be responsible for meeting out all the tax implications as per Rules of other Government Departments.

Signature of authorized person

Full Name:

Seal:

Place:

Date:

Notes:

1. The rates quoted by the tendering Agency should be inclusive of all taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by the Service providing Company/Agency/Firm during the month.

4.2.3 COST OF FACILITY MANAGEMENT SERVICES (in the form of BOQ Facility Management HDC.xls) (Annexe 4.2.3)

Facility Management Services Costs			
Sl.No	Item Name	Qty.	Rate for one month inclusive of all applicable taxes, duties and Statutory Charges
			(in Rs)
1	2	3	4
1	Comprehensive maintenance & operation and preventive maintenance of Facility management services at Non-Data Centre building of Data Centre Complex at Hebbal, Bangalore, all complete as per scope of work/deliverables, and specifications as mentioned in RFP	1	
	Total in Figure(A)		
	Total in Words(A)		

Note: The quoted monthly rate shall be inclusive of all applicable taxes including service tax and including contribution towards ESI, PF, Gratuity, Bonus, etc. It shall also include cost of training and uniform. Please read section V of RFP carefully before quoting the price.

Signature & seal of the bidder

Name :
Full Address :
Telephone No :
Fax No :
E mail ID :

4.2.4 COST OF MANPOWER FOR FACILITY MANAGEMENT SERVICES PER MONTH
(Annexe 4.2.4)

Manpower Cost				
Sl.No	Item Name	Qty	Rate for one month inclusive all statutory payments like ESI, PF, Gratuity, Bonus, Service Tax etc. (in Rs)	Remarks
1	2	4	5	
1	MANAGER CUM SUPERVISOR	1		<p>For carrying out shift duty of 8 hours/6 days per week, throughout the month.</p> <p>Each shift is of 8 hrs daily</p>
2	ELECTRICIAN	1		
3	Helper(Electrician)	1		
4	FIRE TEC	1		
5	HVAC/DG Operator	1		
6	HVAC/DG Helper	1		
7	W.T.P/STP OPERATOR	1		
8	Plumber	1		
9	CCTV OPERATOR	1		
10	ACCESS CONTROL /LAN NET WORKING/EPABX/Tel	1		
11	AV (Audio Visual) Operator	1		
12	IBMS	1		
13	GARDENER	1		
14	MASTER GARDENER	1		

Note: Cost disclosed under this annexure will not be a part of contract value, however during the execution of contract; if in case, the manpower deployed by vendor is increased/decreased at discretion of UIDAI, then the payment to the vendor for the change in manpower will be governed by the above discovered prices.

Signature & seal of the bidder

Name :
Full Address :
Telephone No :
Fax No :
E mail ID :

5 Section V – scope of work

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5 Section V – scope of work

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5.1 Schedule of Requirements:

1. The office of the Unique Identification Authority of India shall be hiring the Facility Management services for its Non-Data Centre building at Hebbal Data Centre Complex, Hebbal, Bengaluru (Karnataka) for comprehensive operation & maintenance.
2. This document outlines the functional requirements for Facility Management Services of UIDAI, NDC building, HDC. The document broadly covers the background, scope, technical specifications of the requirement from the UIDAI perspective.

5.2 Scope of Work/Deliverables of Facility Management Services

1. Details of Facility Management services in the Non Data Centre building of Hebbal Data Centre Complex shall be comprehensive maintenance, operation and scheduled preventive maintenance as per recommendation of relevant BIS/OEM of the following assets :-
 - i. Utility Building (G)
 - ii. All HT & LT equipment and machinery etc for power supply and distribution network
 - iii. Diesel generating sets and all connected infrastructure
 - iv. Lifts
 - v. Water systems – raw water, drinking water, STP, flush water and sanitation, water tank cleaning, UG Tank
 - vi. Fire fighting system - fire hydrants, smoke detectors, gas suppression & fire extinguishers
 - vii. HVAC systems
 - viii. LV System (IBMS, PA/CCTV/Access control/Telephone/EPABX/Audio Visual System)
 - ix. Network cables
 - x. Civil Assets (Building) maintenance System (Non structural civil works) including horticulture and gardening activities
 - xi. Roof top solar Photo Voltaic power plant and Solar water heater system
 - xii. Furniture both built-in and moveable, venetian blinds etc
2. At no point of time during the currency of contract none of the above assets/facilities shall be rendered unusable due to untimely/inadequate/unsatisfactory/poor facility management services of the /contractor.
3. The detailed Scope of Work is defined in **Annexure-1**
4. The details of toilets, water tanks, MEP equipment etc are detailed in **Annexure-2**
5. The details of Furniture's and fixtures are detailed in **Annexure - 3**

5.3 General Requirements

1. The bidder should have a smart provision of Uniform, equipments and well supervised staff having proper identity Cards
2. It will be the sole responsibility of the bidder to operate & comprehensively maintain the Facilities installed in the Non Data Centre building of UIDAI at Hebbal Data Centre Complex,

Hebbal, Bengaluru, Karnataka. All the required machines / equipments, necessary for operating & maintaining etc. shall be used by the firm in the office on regular basis.

3. The bidder should ensure that they must use brand new machines, of reputed brands, for the mechanized Facility Management services in this office. Failure to do so will result in termination at the contract and the decision of the competent authority of this office shall be final.
4. The bidder should also have in possession of the machineries of the latest brand which have been used for mechanized Facility Management services elsewhere. Supporting proof, thereof, should be attached.
5. The machineries/tools required to be provided by the firm for the mechanized Facility Management services, with the preferred technical details as given at clause 5.7, Section V of this RFP.

5.4 Comprehensive maintenance

This includes all kind of maintenances, major/minor repairs which are necessary for effective operation of the equipment/machinery/tools/plants/engineering assets etc. To execute the comprehensive maintenance, contractor would ensure only OEM/Contractor authorized by OEM are deployed. Contractor may enter into an Annual Maintenance Contract (AMC) with OEM. Quoted rates by contractor should be inclusive of AMC cost, no additional payment would be admissible for AMC.

5.5 Preventive maintenance as per relevant BIS / OEM recommendations-

This includes all kind of scheduled preventive maintenances required as laid down in relevant BIS or are recommended by OEM for satisfactory, healthy and lifelong operation of equipment/machinery/tools/plants (Pl refer Annexure 1 of RFP), to be rendered by Contractor.

5.6 Methodology for accounting Consumables, replacement/repair of material

1. The Contractor (Successful Bidder) is expected to bear the cost of all consumables, replacement/repair of materials, necessitated during comprehensive maintenance or preventive maintenance, 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 replacement/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 Purchaser subject to production of invoice from OEM/ Authorised dealer only. However AMC charges irrespective of cost shall be borne by contractor.
2. Wherever labour component is involved in the repair/replacement, only the cost/charges of material inclusive of taxes shall be reimbursed subject to falling in the category that replacement/repair cost of the material excluding tax is more than Rs. 5000/- in each case or where the monthly limit of Rs. 50,000/- is exhausted. In cases of composite inseparable costs i.e. having labour and material costs, labour component shall be considered as 40% of the total cost excluding all taxes.

3. All material costs which are to be reimbursed to the contractor on account of preceding two clauses shall attract 10% as contractor's profit on the basic cost, excluding any taxes. OEM's/Authorised dealer's invoice is mandatory for claiming reimbursement. Authenticity of invoice and reasonability of claimed rates/value shall be exclusively of contractor. However at any stage if it is observed that either invoice is fake or rates claimed for reimbursement are high in that case UIDAI reserves the right to recover the whole /partial amount and proceed with cancellation of contract without any notice and initiate the legal proceeding against the contractor. All major repairs shall be carried out by OEM/Authorised dealer only.

5.7 Schedule of Requirements (SOR)

Schedule of Requirements should be as below:

(A) Requirement of Manpower for the services

S.NO	DESIGNATION	DEPARTMENT	QUANTITY	SHIFT
1	MANAGER CUM SUPERVISOR	TECHNICAL SERVICES	1	General Shift(8 hrs/6days per week)
2	ELECTRICIAN	ELECTRICAL	4	24X7, 1 Per Shift of 8 hrs
3	Helper(Electrician)	ELECTRICAL	2	2Shifts ,each shift of 8 hrs/6days per week
4	FIRE TECHNICIAN	FIRE	4	24X7, 1 Per Shift of 8 hrs
5	FIRE OFFICER	FIRE	1	General Shift(8 hrs/6days per week)
5	HVAC/DG Operator	H.A.V.C/DG	2	2Shifts ,each shift of 8 hrs/6days per week
6	HVAC/DG Helper	H.A.V.C/DG	2	2Shifts ,each shift of 8 hrs/6days per week
7	W.T.P/STP OPERATOR	CIVIL	4	24X7, 1 Per Shift of 8 hrs
8	Plumber	CIVIL	1	General Shift(8 hrs/6days per week)
9	CCTV OPERATOR	ELECTRICAL	1	General Shift(8 hrs/6days per week)
10	ACCESS CONTROL /LAN NET WORKING/EPABX/Tel	LAN & NETWORKING	4	24X7, 1 Per Shift of 8 hrs
11	AV (Audio Visual) Operator	AV	1	General Shift(8 hrs/6days per week)
12	IBMS	BMS	4	24X7, 1 Per Shift of 8 hrs

13	Gardener	CIVIL	1	General Shift(8 hrs/6days per week)
14	Master Gardener	CIVIL	1	General Shift(8 hrs/6days per week)
	Total		33	Each shift is of 8 hours daily

Note: Above is minimum manpower to be deployed for Facility Management Services and the cost of above manpower deployment stands included in the cost quoted in Annexe 4.2.2 and annexe 4.2.3, section –IV. However in case, if this strength needs to be increased / decreased, it shall be implemented by vendor accordingly. The implementation cost on account of this increase/decrease shall be levied at the pre-discovered prices as per Annexe 4.2.4, Section – IV

(B) Stores Consumables Material

1. The material and consumables will consist of consumables for cleaning, basic engineering tools, cleaning equipment and the like. All consumables materials and other related items are to be provided by the contractor and have to be of ISI marked or, where ISI marked items/consumables are not available, the same should be in conformity with the specification/makes keeping in view good quality/standard after discussion and approval of Purchaser.
2. 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.

(C) Machines / equipments (Daily)

List of tentative Machines Required	
S.No.	Item Description
1.	High Pressure Water Jet Machine
2.	Wringer Trolley
3.	Telescopic Pole
4.	Kentucky Mop
5.	Service Trolley
6.	Gadola

(D) List of tentative tools

List of tentative Tools Required	
S.No.	Item Description
1.	Megger (500V)
2.	Tong tester
3.	Screw Spanner
4.	Shim cutter
5.	Digital Thermometer
6.	Bosch drilling machine–½inch
7.	Standard Tools like Spanner sets, Hammer, files, steel rule, screw driver, hacksaw with frames, cutting pliers, testers, measuring tape, etc.
8.	Air Blower
9.	FRP Ladder 6'
10.	Tools Box
11.	Rechargeable Torch Light
12.	First aid box

13.	Safety belts
14.	HT gloves
15.	Safety shoe
16.	HVAC tool kit
17.	All major Masonry tools such as trowel, hammer, blocking chisel, power saw, levels, nylon or Dacronline, steel square ,chalkline, mixing tools etc.
18.	Multi meter
19.	Brazing tool
20.	Flaring tool
21.	Pipe cutter/tube cutter
22.	Tube press plier
23.	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.
24.	Any other items not prescribed

Note: For Table (C and D), the list is indicative and not exhaustive and it may change based on actual requirement

5.8 Consignee Details

ADG (Administration), UIDAI Hebbal Data Centre, Hebbal, Bengaluru.

5.9 Timelines

1. Service Commencement Schedule

Bidder should commence the Facility Management services within **3 (three) weeks from the date of signing of contract.**

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PROFORMA FOR CONTRACT AGREEMENT

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

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

AND WHEREAS the **Vendor** has agreed to provide Facility Management services as listed in Bid Document No_____, as per the rate(s) given in **the table below mentioned hereinafter.**

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

- A. Bid Document No_____ regarding “Facility Management Services” in the Data Centre Complex of Unique Identification Authority of India in Hebbal, Bengaluru, Karnataka, India, including

(i)	Instruction to Bidders	Section II
(ii)	General Conditions of Contract	Section III
(iii)	Table of Contents	Section IV
(iv)	Scope of Work	Section V
(v)	Location of Services to be provided	Appendix C,

- B. Clarifications issued by the **Purchaser.**

C. Technical and Commercial proposals submitted by the **Vendor**.

D. Order No. _____ dated _____ placed on the **Vendor**.

E. Acceptance of the order vide No. _____ dated _____ by the Vendor.

3. In consideration of the payments to be made by the **Purchaser** to the **Vendor** as hereinafter mentioned, the **Vendor** hereby covenants with the **Purchaser** to provide the services and manpower related to Facility Management and to remedy therein in conformity in all aspects with the provisions of the aforesaid Bid under reference.
4. The **Purchaser** hereby covenants to pay the **Vendor** in consideration of the provision of providing manpower for the Facility Management services as listed in Table below, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Sl. No.	Details of Scope of work	Amount/Rs. per year (lump-sum inclusive of all)
1.	Carrying out the Facility Management work as per the scope of work/requirement and by deploying appropriate manpower as mentioned in Section V.	Rs. _____
Total (per year)		Rs. _____
In word (Rupees _____ _____)		

5. **TOTAL CONTRACT VALUE:** (**Rupees**)

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed and delivered for & on behalf of M/s

Signed, sealed and delivered for and on behalf of Chief Executive Officer (CEO), Unique Identification Authority of India

Signature _____

Signature _____

Name _____

Name _____

Designation _____

Designation _____

Address -----

Address -----

Date -----

Date -----

Place : Hebbal

Place Hebbal

In the presence of:

In the presence of:

Signature -----

Signature -----

Name -----

Name -----

Designation _____

Designation _____

Date -----

Date -----

Place : _____

Place _____

PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE GUARANTEE BOND

Ref : _____

Date _____

Bank Guarantee No. _____

To

**The Deputy Director General (Tech Centre),
Unique Identification Authority of India (UIDAI),
Aadhaar Complex, NTI Lay out, Tata Nagar,
Kodigehalli, Bengaluru
Karnataka – 560092**

Dear Sirs,

1. In consideration of the Unique Identification Authority of India, Government of India, on behalf of the Chief Executing Officer, (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 **“Facility Management Services at Hebbal Data Centre Complex, Bengaluru, Karnataka, India”** and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract not exceeding Rs. (in words & figures).
2. We.....(Name & Address of Bank Branch) having its Head office at (hereinafter referred to as the ‘Bank’, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the amounts due and payable under this guarantee without any demur, reservation, context, recourse or protest and/or without any reference to the Contractor merely on a demand from the Owner stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Owner by reason of breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the Contractor(s)’ failure to perform the said Agreement. Any such

demand made on the Bank shall be conclusive and binding notwithstanding any difference between the Owner and the Contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable till the Owner discharges this guarantee.

3. The Owner shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee, from time to time to extent the time for performance of the Contract by the Contractor. The Owner shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Owner and the Contractor or any other course or remedy or security available to the Owner. The Bank shall not be released of its obligations under these presents by any exercise by the Owner of its liberty with reference to the matters aforesaid or any of them or by reason of any other act of omission or commission on the part of the Owner or any other indulgences shown by the Owner or by any other matter or thing whatsoever which under law would, but for this provision have the effect of relieving the Bank.
4. The Bank also agrees that the Owner at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee the Owner may have in relation to the Contractor's liabilities.
5. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/Service Provider(s).
6. Notwithstanding anything contained hereinabove:
 - (1) Our liability under this guarantee is restricted to Rs. (in words & figures), as per **Clause 3.35 of Section III.**
 - (2) This Bank Guarantee will be valid upto; and
 - (3) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only upon service of a written claim or demand by you on or before

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

WITNESS

.....
(Signature)

.....
(Name)

.....
(Signature)

.....
(Name)

.....
(Official Address)

.....
(Designation with Bank Stamp)

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

Appendix C

Address of the location where services needed to be rendered

S No.	City	Address	Name of Contact Person
1	Hebbal , Bengaluru, Karnataka, India	Unique Identification Authority of India (UIDAI), Aadhaar Complex, NTI Lay out, Tata Nagar, Kodigehalli, Bengaluru, Karnataka – 560092	ADG (Admin) / DD(Admin) Technology Centre 080-23099212 080-23099237

Proforma for bank guarantee for bid security

Ref.....

Bank Guarantee No.....

Date.....

To

**The Deputy Director General (Tech Centre),
Unique Identification Authority of India (UIDAI),
Aadhaar Complex, NTI Lay out, Tata Nagar,
Kodige halli, Bengaluru
Karnataka – 560092**

Dear Sirs,

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

In witness whereof the Bank, through its 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.....

APPENDIX-‘E’

PROFORMA FOR UNDERTAKING BY THE BIDDER

1. I/ We undertake that I/ we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the office of unique Identification Authority of India and shall abide by them.
2. I/ We also undertake that I/ We have understood "Parameters and Technical Specifications for conducting the Work" mentioned in Section IV and Section V of the Tender No. No _____ and shall conduct the work strictly as per these "Parameters and Technical Specifications for conducting the work"
3. I/ We hereby certify that none of my relative(s) as defined in disclaimer clause of Annexure-I is/ are employed in UIDAI office.
4. I/ We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

Dated:
At:

**(Signature of Bidder
with stamps of the firm)**

Detailed Scope of Work

ANNEXURE – ‘1’

1. Area of the Complex and buildings

The total plot area

: **3.02 Acres**

The floor wise area details are given below:

S. No.	Description	Area	Unit
1.	TECH CENTRE BUILDING (G+5)		
1.1.	Basement (One level)	3895	Sq.mt.
1.2.	Ground Floor	2256	Sq.mt.
1.3.	First Floor	1985	Sq.mt.
1.4.	Second Floor	2246	Sq.mt.
1.5.	Third Floor	2302	Sq.mt.
1.6.	Fourth Floor	2246	Sq.mt.
1.7.	Fifth Floor	1731	Sq.mt.
1.8.	UTILITY BUILDING (G)	511	Sq.mt.
	Total	17172	Sq.mt.

2. Working Hours

The working hours of HDC Complex are from 9.30 AM to 6.00 PM with weekly off on Saturdays and Sundays. The office may be open on Saturdays & Sundays with a few officials and Staff working. The contractor is supposed to deploy the manpower as per shifts detailed under clause 15, Annexure 1.

3. General Scope of work for E & M works

- 1) The Contractor shall depute well experienced staff in the relevant field for operation maintenance and scheduled maintenance of electrical services mentioned in Annexure 1 and section 5. The minimum deployment of FMS staff shall be as per shifts detailed under clause 15, Annexure 1.
- 2) The contractor will be responsible for timely payment of wages, ESI & PF etc. to all the workers engaged by the contractor. The contractor will submit the proof of ESI & EPF to Purchaser quarterly. All labour law shall be strictly followed.
- 3) All the installations shall be kept neat and clean and in working order.
 - a. Contractor Carrying out comprehensive maintenance and operation, scheduled preventive maintenance as per recommendation of OEM/BIS of All HT/LT equipment and machinery i.e.

Transformers, DG sets, Circuit breakers, Isolators, cables, ACBs, MCCBs, MCBs, electrical substation, transformers Panel Bus Bar, HT Panel, LT Panel, AMF Panel, capacitor panel, Distribution Panel, 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, battery bank, Solar photo voltaic power system etc. shall be comprehensively maintained and operated. In addition all these equipment shall undergo scheduled maintenance as recommended by BIS/OEM. Contractor shall submit the scheduled maintenance plan within 1 week of acceptance of contract.

- 4) All other good maintenance practices shall be followed.
- 5) Watch and ward of the installations shall also be the responsibility of the Contractor.
- 6) All losses due to theft or pilferage etc. shall be borne by the Contractor.
- 7) The Contractor shall ensure that his staff follows all safety precautions. In case of any mis-happening or injury FM shall be fully responsible for the same.
- 8) Electricity Bills & Waters Bills shall be paid by Purchaser (UIDAI).
- 9) The details of Labour/Technicians deployed on various activities by Contractor shall be submitted daily to Purchaser for information & record by 1000Hrs.
- 10) All internal electrical points including lighting points, fans, switches should be in working order of entire Non DC Building i.e. Basement to 5th floor by Contractor.
- 11) Temperature in AC area should be maintained at suitable temperature as decided by Purchaser.
- 12) CCTV System shall be maintained by Contractor.
- 13) The Contractor should submit Monthly Maintenance Performance Report (MMPR) to UIDAI along with the Artefacts from IBMS System for all Integrated Systems and log sheets & fault registers copies etc. for other Civil/Structural/Networking/AV/CCTV/EPABX and other allied systems/works which are required to be operated and maintained by the agency.

4. HT & LT power supply and distribution

- 1) Carrying out Comprehensive maintenance and Operation, Scheduled preventive maintenance as per recommendation of relevant BIS/Original equipment manufacturer.
in respect of All HT/LT equipment and machinery i.e. Transformers, DG sets, Circuit breakers, Isolators, cables, ACBs, MCCBs, MCBs, electrical substation, transformers Panel Bus Bar, HT Panel, LT Panel, AMF Panel, capacitor panel, Distribution Panel, 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, battery bank, Solar photovoltaic power system etc., in addition co-ordination & getting necessary assistance from statutory authorities in emergency situations shall also be done by contractor.
- 2) Comprehensive maintenance and Operation, scheduled preventive maintenance as per the recommendation of OEM/BIS, 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.
- 3) Replacement of faulty lights and maintenance of other installations on continuous basis both indoor and outdoor.
- 4) Checking the power factor and operating the capacitor bank at >0.95 PF to avoid any penalty.
- 5) Daily checking of the working of UPS, load sharing conditions, maintaining battery bank, reporting faults.

- 6) 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.
- 7) Visual checking of Vacuum circuit Breaker and transformers.
- 8) 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.
- 9) 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.
- 10) 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.
- 11) 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.
- 12) Tightening of wiring wires, checking of conduits and wiring above false ceiling.
- 13) 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.
- 14) 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.
- 15) 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.
- 16) Periodic Checking & Attention of HT & LT cables, Cable Trays, Raceways, earth test records etc.

5. Diesel generating sets

- 1) Carrying out Comprehensive maintenance and Operation, scheduled preventive maintenance as per relevant BIS/OEM recommendation of the DG sets.
- 2) Major breakdowns, A,B, C & D checks on the diesel engine in coordination with OEM during maintenance by them.
- 3) Daily & Weekly trials (no load).cleaning of filters.
- 4) Diesel Stock Monitoring and reporting requirement for fresh stock
- 5) Coordination with officer designated by UIDAI for diesel recoupment with prior approval of authority.
- 6) Operation & Day to Day Maintenance of DG Sets (diesel shall be supplied by the UIDAI) 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, Day Oil Tanks, Underground Fuel Tank, Fuel Transfer Pumps etc.
- 7) Checking & Attention of AMF panel, cleaning, and setting relays for correct sequence, cleaning of relay contacts, testing of AMF panel.
- 8) 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 Contractor.

- 9) 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
- 10) Checking & Attention of the exhaust fans for any noise, balancing works etc.
- 11) Monitoring the consumption of H.S.D and lube oil. Keep a check on the levels of the H.S.D storage tank and individual day tanks daily and report for the same.
 - a. Making necessary arrangement (i/c transportation etc. complete) for filling up of of HSD for operation of DG Sets.
 - b. Standard operating procedure will be prepared and followed as per norms for Disposal of waste & scrap if any.
- 12) Periodic checking and maintenance of All Electrical equipment's and Earthing system as per IS/ National/ International standards as applicable.
- 13) Day to Day Maintenance & Periodic checking of Online Uninterrupted Power Supply System (UPSs) including Batteries/water.

6. Lifts

- 1) Comprehensive maintenance of the lifts and carry out scheduled preventive maintenance as per the recommendation of relevant BIS through OEM.
- 2) Monitoring and day to day maintenance of lifts inside the building, monitoring the regular working of lifts, reporting faults to OEM and coordinating during maintenance by them. Ensuring the rescue of passenger in case of any emergency.
- 3) Record keeping of the maintenance details, getting license renewals from the authorities after approval from Purchaser.
- 4) AMC contracts for the Lifts shall be entered into by the Bidder on behalf of the UIDAI with the prior approval of the UIDAI in writing in whole or part during the contract's tenure.

7. Water systems – raw water, drinking water, STP, flush water and sanitation, water tank cleaning

- 1) Checking & satisfactory operation of water pumps in WTP, R.O. Plant, plant pumps & accessories, water level in the main tanks, overhead tanks etc.. Comprehensively maintain and operate and carry out periodic scheduled preventive maintenance as per relevant BIS/OEM's instructions 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.
- 2) 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.
- 3) Cleaning of all tanks at least once in 6 months and also whenever need arises. The cost of cleaning of water tanks which shall be borne by the Contractor.
- 4) To ensure that all sumps are maintained clean at all times.
- 5) Comprehensive Maintenance of all fittings and fixtures all toilets in the complex as per details attached and to ensure that in all the toilets fittings and fixtures are functional, there are no loose connections, no leakages from toilets either inside or on the outside surfaces . Repair/Replace all damaged / broken or lost fittings within 24 hrs and arrest any minor seepage or leakage in one day and major leakage or seepage in 7 day
- 6) Ensure no foul smell in toilets. Cleaning of external drain periodically.

- 7) Ensuring adequate water supply to various pantries and toilets.
- 8) Day to Day Operation & Maintenance of Water Filtration Plant, Chemical Dosing System & R.O. Plant
- 9) Monitoring and ensuring satisfactory functioning of WTP & STP Plant
- 10) Coordinate with External Contractor and ensure water supply in underground tanks and arranging water from water tanker agencies when there is shortage of raw water supply. Cost of water tankers is to be borne by UIDAI.
- 11) Pumping of water from underground tanks to overhead tanks as per requirement and ensuring continuous supply in the premises.
- 12) Carrying out major/minor repair needed in pipe line requiring modification, welding and re-routing of pipe lines etc, inside HDC complex.
- 13) Maintenance, repair and removal of blockage if any in drains and manholes, the charges to which shall be borne by the Contractor.
- 14) Regular draining out of water collected in the basement drains

8. Fire detection and fire fighting system - fire hydrants, smoke detectors, gas suppression system& fire extinguishers

- 1) Comprehensively maintain and operate and carry out periodic scheduled preventive maintenance as per relevant BIS/OEM's instructions of Fire fighting system(Pumps motors, DG sets etc),fire Hydrant System, hose pipe & nozzle, gas suppression system, fire extinguishers etc.
- 2) Comprehensive maintenance and Operation of Fire Pumps, Valves & other Accessories as per recommendations of the OEM/ Relevant BIS Standards.
- 3) Preventive and minor break down maintenance of pipe lines and distribution valves.
- 4) Actual fire fighting in the event of fire, fire information & reporting to UIDAI and nearest fire station.
- 5) Periodic Checking and maintenance of Portable Fire Extinguishers including refilling as per periodical schedules / as required and Record maintenance.
- 6) Testing of fire fighting system after every 15 days.
- 7) Fire/Smoke Detection/ Fire Alarm System - First line maintenance, responding to fire alarm, checking the reason for alarm and taking corrective action and conducting periodical Fire Evacuation Drills.
- 8) To carry out mock fire drill quarterly as laid down by fire bye laws.

9. HVAC systems

Comprehensively maintain and operate the HVAC system and carry out periodic scheduled preventive maintenance as per relevant BIS/OEM's instructions, International Standards as applicable of the entire HVAC system by the contractor as per details below:

- 1) Monitoring of Chillers
 - i. Day to day operation of Chiller plants and logging the running parameters as per the guide lines of manufacturer.
- 2) Comprehensively maintain and operate the HVAC system and carry out periodic scheduled preventive maintenance as per relevant BIS/OEM's instructions of HVAC:
 - i. Maintaining the temperature as per the designed parameters or as specified by Purchaser
 - ii. Operating of AHU's as and when required
 - iii. Operation of Primary Chilled Water, Secondary Chilled Water& Condenser Water Pumps, Piping, Valves and other Associated Equipments.
 - iv. Regular checking of AHU's (Like checking of bearing, belt and greasing)

- v. Regular checking of chilled water pumps. (Checking of Bearing, gland leaks and greasing)
- vi. Regular checking of drive assembly of pumps.
- vii. Regular electrical termination checks up of AHU's and pump starters and motor.
- viii. Periodic cleaning of AHU filters.
- ix. Periodic cleaning of AHU cooling coils.
- x. Periodic checking of AHU drain.
- xi. Replacement of AHU bearing, shaft, belts as and when required.
- xii. Checking of water level in the expansion tanks.
- xiii. Attending to the A/C breakdown calls in the building.
- xiv. Checking the noise level of A/C equipment.
- xv. Operation & Maintenance of AHUs.
- xvi. Operation & Maintenance of Primary Chilled Water, Secondary Chilled Water & Condenser Water Pumps, VFD Panels, Piping, Valves and other Associated Equipments.
- xvii. Operation and maintenance of the Ventilation fans.
- xviii. Operation & Maintenance of Cooling Towers.
- xix. Regular checking & Attention of Ducting, Insulation, Grills & Diffusers.
- xx. Comprehensively maintain and operation of the HVAC system and carry out periodic scheduled preventive maintenance as per relevant BIS/OEM's instructions

10.LV System (IBMS/PA/CCTV/Access control, Telephone, EPABX, AV (Audio Visual) System)

Comprehensive maintenance & scheduled preventive Maintenance as per the recommendation of BIS/OEM of Intelligent Building Management System, PA, , CCTV System, Access Control System, Telephone & EPABX System and AV (Audio Visual) System.

11.Contractor Network cables

Operation, Maintenance and repair of network cabling/ports/IP schema inside the building for providing LAN connectivity.

12.Civil asset's maintenance

1. Maintenance of building structure by checks of building defects through regular walkthrough and identifying the defects.
2. All (except structural changes/modifications) civil repairs like leakage, replacement/repair of false ceiling, flooring, cracks, replacing glass panels, plumbing and carpentry works and other repairs, touching up painting etc.
3. Monitoring and reporting of major civil works those need to be done.
4. Maintenance of aluminium, wood and glass doors, partitions and windows and repair of handles, locks, lockers, any carpentry work etc.
5. Maintenance of all signage's in the building.
6. Major repairs and material purchases in coordination, approval of Purchaser.
7. **Gardening & Horticulture** : Daily Maintenance of lawns and surroundings, watering of plants, soil maintenance by use of fertilizers etc., preventive measurements against plant diseases using insecticides, pesticides and fungicides, cutting of hedges, cutting/shaping of plants, de-weeding, maintenance of flower beds, removal of garbage etc. Sowing/planting of seasonal plants, preparation of lawns and flower beds etc. all to be done by the agency's own cost; Trimming, Raking, Spiking and Top Dressing; Control of Weeds; Control of humps and hollows provided inside lawns; Pesticides, soil spreading, compost and fertilizing; Watering; Maintenance of Plants, Lawns, Flower Pots, indoor plants etc; Planting of Seasonal Flowers as per the Owner requirements; Replacement of plants & to develop New Lawn in place of Existing Lawn if not maintained properly

by FM Agency (with no extra cost to Owner); Operation and Maintenance of Irrigation System (Sprinkler and Drip irrigation System); Removal of fallen leaves dead plants, broken branches etc.

8. Pest Control in the HDC complex

9. Residual Spraying for control of Mosquitoes, spiders etc. in the Lift Lobbies, AHU Rooms, Electrical Rooms, Basement, Toilets, Staircases, Common areas, All other Service Rooms, Sub-station, security posts etc.
10. Larvicidal Spraying for control of Mosquito & Fly Larvae in Drains Manholes in basement, substation, STP plant, in and around the building and Common areas etc.
11. Daily spraying for control of General pests in and around the building, Lift lobbies, around floor, Main Entrance etc.
12. Rodent control for control of Rats, Mice etc. in entire building including basement, Cable Trenches, Electrical Rooms, AHU Rooms, Substation, All the shafts Rooms Etc.
13. Disinfestations services in and around the building.
14. Honeycomb removal as and when required.
15. All other services not listed in the categories pertaining to the building regarding pest control shall come under the purview of pest control. These activities shall be carried out as & when required but at least once a month and a proper record maintained.

13. Built-in and moveable furniture

Comprehensively maintain all such furniture and carry out repair/replacement whenever need.

14. Maintenance & Operations staff to be deployed

S.NO	DESIGNATION	DEPARTMENT	QUANTITY	SHIFT
1	MANAGER CUM SUPERVISOR	TECHNICAL SERVICES	1	General Shift(8 hrs/6days per week)
2	ELECTRICIAN	ELECTRICAL	4	24X7, 1 Per Shift of 8 hrs
3	Helper(Electrician)	ELECTRICAL	2	2Shifts ,each shift of 8 hrs/6days per week
4	FIRE TECHNICIAN	FIRE	4	24X7, 1 Per Shift of 8 hrs
5	FIRE OFFICER	FIRE	1	General Shift(8 hrs/6days per week)
5	HVAC/DG Operator	H.A.V.C/DG	2	2Shifts ,each shift of 8 hrs/6days per week
6	HVAC/DG Helper	H.A.V.C/DG	2	2Shifts ,each shift of 8 hrs/6days per week
7	W.T.P/STP OPERATOR	CIVIL	4	24X7, 1 Per Shift of 8 hrs
8	Plumber	CIVIL	1	General Shift(8 hrs/6days per week)
9	CCTV OPERATOR	ELECTRICAL	1	General Shift(8 hrs/6days per week)
10	ACCESS CONTROL /LAN NET	LAN & NETWORKING	4	24X7, 1 Per Shift of 8 hrs

	WORKING/EPABX/Tel			
11	AV (Audio Visual) Operator	AV	1	General Shift(8 hrs/6days per week)
12	IBMS	BMS	4	24X7, 1 Per Shift of 8 hrs
13	Gardener	CIVIL	1	General Shift(8 hrs/6days per week)
14	Master Gardener	CIVIL	1	General Shift(8 hrs/6days per week)
	Total		33	Each shift is of 8 hours daily

Note (i) Above is minimum manpower to be deployed for Facility Management Services. In case, if this strength needs to be increased / decreased, it shall be implemented by vendor accordingly. The implementation cost on account of this increase/decrease shall be levied at the pre-discovered prices as per Annexe 4.2.4, Section – IV.

(ii) Manager Cum Supervisor shall keep mobile to receive instructions.

15. Supply of material and consumables:

1. The material and consumables will consist of consumables for cleaning, basic engineering tools, cleaning equipment (on rental basis, if any) and the like. All consumables materials and other related items are to be provided by the contractor and have to be of ISI marked or, where ISI marked items/consumables are not available, the same should be in conformity with the specification/makes keeping in view good quality/standard after discussion and approval of Purchaser.
2. 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.

16. 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. This list is indicative and not exhaustive, contractor shall deploy all kind of tools and machinery required for satisfactory execution of contract, even if the tools and machinery is not listed in the below mentioned list.

S.No	Item Description
1.	Description
2.	Megger(500V)
3.	Tong tester
4.	Screw Spanner
5.	Shim cutter
6.	Digital Thermometer
7.	Bosch drilling machine—½inch

8.	Standard Tools like Spanner sets, Hammer, files, steel rule, screwdriver, hack saw with frames, cutting pliers, testers, measuring tape, etc.
9.	Air Blower
10.	FRP Ladder6'
11.	Tools Box
12.	Rechargeable Torch Light
13.	First aid box
14.	Safety belts
15.	Ht gloves
16.	Safety shoe
17.	HVAC toolkit
18.	All major Masonry tools such as trowel, hammer, blocking chisel, power saw, levels, nylon or Dacronline, steel square, chalk line, mixing tools etc.
19.	Multimeter
20.	Brazing tool
21.	Flaring tool
22.	Pipe cutter/tube cutter
23.	Tube press plier
24.	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.
25.	Any other items not prescribed

17. Inclusion & Exclusion of the services in the rates quoted at Annexure 4.2.2 – 4.2.3:

Inclusions

The bidder while quoting the rates under Annexure 4.2.2 and Annexure 4.2.3, shall consider below mention services in addition to mentioned under section V and Annexure I of this RFP:

1. Replacement of bulbs/ tubes /chokes/starters/ Ballasts for high mast in entire internal & external area.
2. Connectors/ contactors/ lugs/etc.
3. Belts / Bearings / Grease & gland-dori / cotton waste / Silica Gel / etc and all other similar minor items complete.
4. Replacement of damaged toilet fixtures & fittings, broken glass etc.
5. PVC / GI couplings, Conductors, Bends, fuse and other similar minor items
6. Repair & Rewinding of AHU / Ventilation Fans / Pumps / Motors etc.

7. Computer stationary, CD's floppies, audio cassettes as required for IBMS / LV Systems
8. Reception desk.
9. Submission of Daily Position Reports, Failure Investigation Reports, Operation & Maintenance Reports as prescribed by Purchaser.
10. Maintenance Reports, Log Books etc for Operation & Maintenance of Various Systems & Equipments.
11. Maintenance of History books of all equipments.
12. Specialized Tools / Tackles i.e. Chain Pulleys, Telescopic Ladder, portable Hoists (Tractel Machine), Sludge Pumps, OTDR, Welding Generators etc. required for operation and maintenance.
13. In case of shortage of water supply/no supply from Municipal Authority the contractor shall arrange the water tankers & the amount shall be reimburse by the client.
14. All items of work relating to replacement/repair shall be done with the prior concurrence/approval of UIDAI. The quality of material/item shall be same as originally provided by Purchaser or of equivalent make
15. **The Contractor (Successful Bidder) is expected to bear the cost of all consumables, replacement/repair of materials, necessitated during comprehensive maintenance or preventive maintenance, 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 replacement/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 Purchaser subject to production of invoice from OEM/ Authorised dealer only. However AMC charges irrespective of cost shall be borne by contractor.**
16. Wherever labour component is involved in the repair/replacement, only the cost/charges of material inclusive of taxes shall be reimbursed subject to falling in the category that replacement/repair cost of the material excluding tax is more than Rs. 5000/- in each case or where the monthly limit of Rs. 50,000/- is exhausted. In cases of composite inseparable costs i.e. having labour and material costs, labour component shall be considered as 40% of the total cost excluding all taxes.
17. All material costs which are to be reimbursed to the contractor on account of preceding two clauses shall attract 10% as contractor's profit on the basic cost, excluding any taxes. OEM's/Authorised dealer's invoice is mandatory for claiming reimbursement. Authenticity of invoice and reasonability of claimed rates/value shall be exclusively of contractor. However at any stage if it is observed that either invoice is fake or rates claimed for reimbursement are high in that case UIDAI reserves the right to recover the whole /partial amount and proceed with cancellation of contract without any notice and initiate the legal proceeding against the contractor. All major repairs shall be carried out by OEM/Authorised dealer only.

Exclusions

1. Statutory Payment to Govt. Bodies
2. Annual Testing Fee / Rectification charges etc. if any

18.Office space for Contractor

1. An office area of appropriate size shall be provided to Contractor with free water & power.
2. Central store Room for keeping consumables / Tools etc shall be provided by Purchaser

19.List of Equipment

S NO		UNIT	QTY	MAKE
1.	Electrical System			
1.1.	Transformer (1000 KVA)	NO	2	KIRLOSKAR
1.2.	DG set 750kva	NO	1	S & W
1.3.	DG set 500kva	NO	1	S & W
1.4.	CAPACITOR PANEL(350KVAR)	NO	2	TRICOLITE
1.5.	RTCC Panel	NO	2	
1.6.	Main L.T. Panel	NO	1	TRICOLITE
1.7.	Basement Panel	NO	1	TRICOLITE
1.8.	Floor Panels (Ground to Fifth) NDC Building	NO	6	TRICOLITE
1.9.	UPS out put panel	NO	1	TRICOLITE
1.10.	UPS input panel	NO	1	TRICOLITE
1.11.	VTPN UPS panel (Wall Mounted)	NO	6	TRICOLITE
1.12.	Lift Panel	NO	1	TRICOLITE
1.13.	Capacitor Panel (350 KVAR)	NO	2	ADVANCE
1.14.	External Lighting panel	NO	1	TRICOLITE
1.15.	415V, 1600A Bus Duct (3p+N)			GE
1.16.	8 way (4 + 24), Double door DB	NO	17	HAGER
1.17.	12 way (4+36), Double door (Part-C) DB	NO	25	HAGER
1.18.	4 Way (4+12),Double door DB	NO	14	HAGER
2.	Building Management System	LS	1 Job	
3.	PA System	LS	1 Job	
4.	EPABX System	LS	1 Job	
5.	CCTV System	LS	1 Job	
6.	Fire fighting System			
6.1.	Electrical driven pump (7.5 HP)	NO	2	MATHER & PLATT

6.2.	Diesel pump (7.5 HP) & DG Engine	NO	1	MATHER & PLATT
6.3.	Jockey pump (7.5 HP)	NO	1	MATHER & PLATT
7.	UPS System	NO	1	
8.	Lifts			
8.1.	Passenger Lifts- 16 Pax (NDC)	NO	5	Kone
8.2.	Service Lift – 1000KG (NDC)	NO	1	Kone
8.3.	Passenger Lifts- 13 Pax (HDC)	NO	2	Kone
8.4.	Service Lift –1700KG (HDC)	NO	1	Kone
9.	HVAC System			
9.1.	Chiller – 155TR	NO	3	YORK
9.2.	VAV(1600 CFM)	NO	1	JHONSON CONTROL
9.3.	HOT WATER GENERATOR-280 KW	NO	1	RAPIDCOOL
9.4.	PRIMARY PUMPS-336 US GPM (4 KW)	NO	4	ARMSTRONG
9.5.	VAV(3100 CFM)	NO	2	JHONSON CONTROL
9.6.	SECONDARY PUMPS-336 US GPM (15HP)	NO	4	ARMSTRONG
9.7.	VFD PANEL	NO	1	EMATION
9.8.	CONDENSER PUMPS-560 GPM (20HP)	NO	4	ARMSTRONG
9.9.	VAV(4100 CFM)	NO	1	JHONSON CONTROL
9.10.	AXIAL FAN-14000 CFM	NO	15	KRUGER
9.11.	AXIAL FAN-42000 CFM	NO	8	KRUGER
9.12.	AXIAL FAN-4000 CFM	NO	4	KRUGER
9.13.	VAV(1300 CFM)	NO	1	JHONSON CONTROL
9.14.	VAV(1000 CFM)	NO	1	JHONSON CONTROL
9.15.	VAV(1600 CFM)	NO	4	JHONSON CONTROL
9.16.	VAV(1000 CFM)	NO	5	JHONSON CONTROL
9.17.	FCU-3 TR	NO	1	EDGE TECH

9.18.	FCU-1.5 TR	NO	1	EDGETECH
9.19.	AHU-8000 CFM	NO	2	EDGETECH
9.20.	DX Unit-1.5 TR-CCTV & LV Room	NO	2	CARRIER
9.21.	AHU-4900 CFM	NO	1	EDGETECH
9.22.	FCU-3 TR	NO	1	EDGETECH
9.23.	FCU--1.5 TR	NO	3	EDGETECH
9.24.	VAV(550CFM)	NO	11	JHONSON CONTROL
9.25.	AHU-1 (4900 CFM)	NO	1	EDGETECH
9.26.	AHU-2 (8000 CFM)	NO	1	EDGETECH
9.27.	AHU-2 (10660 CFM)	NO	1	EDGETECH
9.28.	FCU-3 TR	NO	3	EDGETECH
9.29.	FCU--1.5 TR	NO	4	EDGETECH
9.30.	VAV (550 CFM)	NO	11	JHONSON CONTROL
9.31.	VAV (1000 CFM)	NO	11	JHONSON CONTROL
9.32.	VAV (3100 CFM)	NO	3	JHONSON CONTROL
9.33.	VAV (4100 CFM)	NO	1	JHONSON CONTROL
9.34.	VAV (1600 CFM)	NO	1	JHONSON CONTROL
9.35.	DX Unit-1.5 TR-Server & LV Room	NO	2	CARRIER
9.36.	DX Unit-3 TR-Server Room	NO	1	CARRIER
9.37.	AHU-2 (10660 CFM)	NO	1	EDGETECH
9.38.	AHU-2 (5500 CFM)	NO	1	EDGETECH
9.39.	AHU-1 (8000 CFM)	NO	1	EDGETECH
9.40.	FCU-3 TR	NO	4	EDGETECH
9.41.	FCU--1.5 TR	NO	3	EDGETECH
9.42.	VAV (1000 CFM)	NO	17	JHONSON CONTROL
9.43.	DX Unit-1.5 TR-LV Room	NO	1	CARRIER

9.44.	VAV (550 CFM)	NO	1	JHONSON CONTROL
9.45.	VAV (4100 CFM)	NO	4	JHONSON CONTROL
9.46.	VAV (1600 CFM)	NO	2	JHONSON CONTROL
9.47.	DX Unit-1.5 TR-LV Room	NO	1	CARRIER
9.48.	AHU-2 (10000 CFM)	NO	1	EDGE TECH
9.49.	AHU-2 (8000 CFM)	NO	1	EDGE TECH
9.50.	AHU -1 (4100 CFM)	No	1	EDGE TECH
9.51.	FCU--3 TR	NO	4	EDGE TECH
9.52.	VAV (4100 CFM)	NO	1	JHONSON CONTROL
9.53.	DX Unit-1.5 TR-LV Room	NO	1	CARRIER
9.54.	VAV (1600 CFM)	NO	1	JHONSON CONTROL
9.55.	AHU-2 (5500 CFM)	NO	1	EDGE TECH
9.56.	FCU--1.5 TR	NO	1	EDGE TECH
9.57.	FCU--3 TR	NO	5	EDGE TECH
9.58.	FCU--1.5 TR	NO	22	EDGE TECH
9.59.	DX Unit-1.5 TR-Maids Room	NO	1	CARRIER
9.60.	AHU -1 (4300 CFM)	NO	1	EDGE TECH
9.61.	DIDW FANS-10000 CFM	NO	3	EDGE TECH
9.62.	DIDW FANS-7000 CFM	NO	2	EDGE TECH
9.63.	SISW FANS-2880 CFM	NO	2	KRUGER
9.64.	DX Unit-3 TR- UPS Room	NO	1	CARRIER
9.65.	DX Unit-2 TR- UPS Room	NO	1	CARRIER
9.66.	HEAT RECOVERY UNIT-8500 CFM	NO	1	ZECO
9.67.	HEAT RECOVERY UNIT-12000 CFM	NO	1	ZECO
9.68.	HEAT RECOVERY UNIT-2000 CFM	NO	1	ZECO
9.69.	COOLING TOWERS	NO	2	BELL

9.70.	HEAT RECOVERY PANEL	NO	3	TRICOLITE
9.71.	OUTDOOR VENTILATION PANEL	NO	1	TRICOLITE
10.	Solar water heating system (500 lpm)	LS	1	PHOTON
11.	Ro system (500 lph capacity)	LS	1	FONTUS
12.	Water Treatment Plant	KL/Sqm /Hr	15	
13.	Sewage Treatment Plant			
13.1.	Soft Water Transfer Pump – 5HP	NO	2	KIRLOSKAR
13.2.	Flushing Water Transfer Pump -5HP	NO	2	KIRLOSKAR
13.3.	Garden Hydrant / Irrigation pump – 7.5HP	NO	2	KIRLOSKAR
13.4.	Filter press feed pump – 1HP	NO	2	KIRLOSKAR
13.5.	Sewage Transfer pumps- 1HP	NO	2	KIRLOSKAR
13.6.	Air Bower- 5HP	NO	2	KIRLOSKAR
13.7.	Sump Pump – 1HP	NO	2	KIRLOSKAR
14.	Solar PV System - 10 Kilo Watt	NO	4	CEL
15.	Audio Visual (AV)	Job	1	
16.	Access Control/IBMS	Job	1	
17.	LAN networking/EPBAX	Job	1	
19	Furniture Built-in/moveable/venetian blinds	Job	1	

Note: List is indicative only. Bidders are requested to visit the site before quoting the price.

1. INTRODUCTION

The details of various utilities listed at sl 19 of Annexure 1 are given in this section.

Note: List is indicative only. Bidders are requested to visit the site with prior appointment before quoting the price.

2. AREA OF THE COMPLEX AND BUILDINGS

The total plot area : **3.02 Acres**

The floor wise area details are given below:

S. No.	Description	Area	Unit
2.	TECH CENTRE BUILDING (G+5)		
2.1.	Basement (One level)	3895	Sq.mt.
2.2.	Ground Floor	2256	Sq.mt.
2.3.	First Floor	1985	Sq.mt.
2.4.	Second Floor	2246	Sq.mt.
2.5.	Third Floor	2302	Sq.mt.
2.6.	Fourth Floor	2246	Sq.mt.
2.7.	Fifth Floor	1731	Sq.mt.
2.8.	UTILITY BUILDING (G)	511	Sq.mt.
	Total	17172	Sq.mt.

3. BASIC FINISHES OF THE BUILDING

The Building façade is consisting of structural glazing and granite dry cladding.

4. ELECTRICAL SYSTEM

ELECTRICAL SYSTEM					
SL	Description	UNIT	Qty	MAKE	LOCATION
1	Transformer (1000 KVA)	NO	2	KIRLOSKAR	EXTERNAL
2	DG set 750KVA	NO	1	S & W	EXTERNAL
3	DG set 500KVA	NO	1	S & W	EXTERNAL
4	BBT 4P 1600AMP	NO	4	VIVID	EXTERNAL
5	BBT 4P 1250AMP	NO	2	VIVID	EXTERNAL
6	BBT 4P 800AMP	NO	2	VIVID	EXTERNAL
7	Main L.T Panel	NO	1	TRICOLITE	EXTERNAL
8	CAPACITOR PANEL(350KVAR)	NO	2	TRICOLITE	EXTERNAL
9	External Lighting panel	NO	1	TRICOLITE	EXTERNAL
10	FIRE FIGHTING PANEL	NO	1	TRICOLITE	STP
11	STP PANEL	NO	1	TRICOLITE	STP
12	WTP PANEL	NO	1	TRICOLITE	STP
13	UPS(200KVA)	NO	3	ADVANCE	BASEMENT
14	UPS OUTPUT PANEL	NO	1	SCHNEIDER	BASEMENT
15	UPS INPUT PANEL	NO	1	TRICOLITE	BASEMENT
16	BASEMENT PANEL	NO	1	TRICOLITE	NDC
17	FLOOR PANELS (GROUND TO FIFTH)NDC BUILDING	NO	6	TRICOLITE	NDC GROUND TO FIFTH
18	VTPN UPS PANEL (WALL Mounted)	NO	6	TRICOLITE	(BASEMENT TO 5TH) NDC BUILDING
19	LIFT PANEL	NO	1	TRICOLITE	NDC TERRACE ELECTRICAL ROOM
20	HEAT RECOVERY PANEL;	NO	3	TRICOLITE	NDC TERRACE
21	HVAC PANEL		1	TRICOLITE	NDC
22	BASEMENT VENTILATION PANEL	NO	1	TRICOLITE	NDC

23	AHU PANEL	NO	1	TRICOLITE	NDC
24	PLUMBING PANEL	NO	1	TRICOLITE	NDC
25	TERRACE VINTILATION PANEL	NO	1	TRICOLITE	NDC
26	CAR PARKING SYSTEM	NO	71	PARKON	BASEMENT
27	LIGHTING ARRESTER	NO	1	LPI	NDEC
28	LIGHTING ARRESTER	NO	1	LPI	DC
29	LIFT PANEL 1A	NO	1	TRICOLITE	DC
30	CHILLER(140TR)	NO	3	CARRIER	NDC
B	DB				
1	8 way (4+24), Double door	No	17	HAGER	NDC
2	12 way (4+36), Double door (Part-C)	NO	25	HAGER	NDC
3	4 way (4+12), Double door	NO	14	HAGER	NDC
C	LUMINARIES				
1	Aviation obstruction light	Nos	2	Wipro	NDC
2	Double T5 lamp of 28 watts. (Wipro cat No. WIF 20228SGW)	Nos	143	Wipro	NDC
3	Bulkhead 9W Wipro cat No. WKP14109	Nos	76	Wipro	NDC
4	WIF20128SGW	Nos	59	Wipro	NDC
5	Surface monted downlight 2 x 18w. Wipro cat no. WVP41218	Nos	89	Wipro	NDC
6	Recessed accent downlight LED lamps. (Wipro cat No. LD35-400- XXX50-XX)	Each	641	Wipro	NDC
7	Recessed light fixture 14w TL5 Wipro cat No. WVF22414SGW	Each	391	Wipro	NDC
8	2 x 28 W Weather Proof Light (Wipro cat No. WIF83228)	Noc	73	Wipro	NDC
9	70W HPSV Lamp. (Wipro cat No.	Each	12	Wipro	NDC

	WWS62071).				
10	Mirror light fixture	Nos	84	Wipro	NDC

5. FIRE FIGHTING SYSTEM

SI	Location	Quantity (Nos.) & Make								
		FHC Door	Hydrant Valve	Branch Pipe	RRL Hose	Hose Reel Drum	Fireman Axe	Sprinkler	Nozzle	Flow Switch
			NEWAGE	NEWAGE	NEWAGE	NEWAGE	NEWAGE	TYCO	HD	SYSTEM SENSOR
1	Basement	1	2	2	4	2	2	284	2	2
1	Ground Floor	2	3	3	4	2	2	209	2	2
1	First Floor	2	3	3	4	2	2	237	2	2
1	Second Floor	2	3	3	4	2	2	327	2	2
1	Third Floor	2	3	3	4	2	2	314	2	2
1	Fourth Floor	2	3	3	4	2	2	212	2	2
1	Service Floor	2	3	3	4	2	2	51	2	2

SI	Location	Quantity (Nos.) & Make										
		Hydrant Valve	Branch Valve	RRL House	Fireman Axe	FHC Cabinet	4-way fire brigade	Electrical Driven pump (7.5 HP)	Diesel Pump (7.5 HP)M	Jockey Pump (7.5 HP)	WTP Pump	STP pump
		NEWAGE	NEWAGE	NEWAGE	NEWAGE	PADMINI	NEWAGE	MATHER & PLATT	MATHER & PLATT	MATHER & PLATT	KIRLOS KAR	KIRLOSK AR/JOHNSON EVEREST
1	External area	12		38	12	19	3					
2	UG tank							2	1	1	8	16
	Total	12		38	12	19	3	2	1	1	8	16

6. WATER TREATMENT PLANT

The capacity of the water treatment plant is 15 KL/Sqm/Hr. The details of major equipment installed are given below:

sl	Pump description	Nos x Capacity	Make
1	Raw Water Filter Pump	2x3HP	KIRLOSKAR
2	Make up Water Pump	2x2HP	KIRLOSKAR
3	Treated Water Transfer Pump	2x5HP	KIRLOSKAR
4	Sump PUMP	2x1HP	KIRLOSKAR

7. SEWAGE TREATMENT PLANT

The capacity of the Sewage treatment plant is 61 KLD. The details of major equipment installed are given below:

sl	Pump description	Nos Capacity	x	Make
1	Soft Water Transfer Pump	2x5HP		KIRLOSKAR
2	Flushing Water Transfer Pump	2x5HP		KIRLOSKAR
3	Irrigation pump	2x7.5HP		KIRLOSKAR
4	Filter press feed pump	2x1HP		KIRLOSKAR
5	Sewage Transfer Pumps	2x1HP		KIRLOSKAR
6	Air Blower	2x5HP		KIRLOSKAR
7	Sump Pump	2x1HP		KIRLOSKAR

8. HVAC SYSTEM

SI	Location	Description	Make	Quantity
1	Ground floor	AHU-2(9500 CFM)	EDGETECH	2
		AHU-1(4900 CFM)	EDGETECH	1
		FCU-3 TR	EDGETECH	1
		FCU-1.5 TR	EDGETECH	2
		DX Unit -1.5 TR-CCTV & LV Room	CARRIER	2
		VAV (1300CFM)	JHONSON CONTROL	1
		VAV(1000CFM)	JHONSON CONTROL	1
		VAV(1600CFM)	JHONSON CONTROL	4
2	First Floor	AHU-1(4900 CFM)	EDGETECH	1
		AHU-2(8000 CFM)	EDGETECH	2
		FCU-3 TR	EDGETECH	1

		FCU--1.5 TR	EDGETECH	3
		DX Unit -1.5 TR -Server Eroom & LV Room	CARRIER	2
		DX Unit -3 TR -Server Room	CARRIER	1
		VAV(550CFM)	JHONSON CONTROL	11
		VAV(1000CFM)	JHONSON CONTROL	5
		VAVA(3100FM)	JHONSON CONTROL	2
		VAV(4100CFM)	JHONSON CONTROL	1
		VAV(1600CFM)	JHONSON CONTROL	1
3	Second Floor	AHU-1(4900 CFM)	EDGETECH	1
		AHU-2(8000CFM)	EDGETECH	1
		AHU-2(10660 CFM)	EDGETECH	1
		FCU-3 TR	EDGETECH	3
		FCU--1.5 TR	EDGETECH	4
		DX UNIT -1.5 TR-LV ROOM	CARRIER	1
		VAV(550CFM)	JHONSON CONTROL	11
		VAV(1000CF)	JHONSON CONTROL	11
		VAV(3100CFM)	JHONSON CONTROL	3
		VAV(4100CFM)	JHONSON CONTROL	1
		VAV(1600CFM)	JHONSON CONTROL	1
4	Third floor	AHU-2 (10660 CFM)	EDGETECH	1
		AHU-2 (5500CFM)	EDGETECH	1
		AHU-1 (8000 CFM)	EDGETECH	1
		FCU-3 TR	EDGETECH	4
		FCU--1.5 TR	EDGETECH	3
		DX UNIT-1.5 TR - LV ROOM	CARRIER	1
		VAV (1000CFM)	JHONSON CONTROL	17
		VAV(550CFM)	JHONSON CONTROL	1
		VAV(1600CFM)	JHONSON CONTROL	2
		VAV(4100CFM)	JHONSON CONTROL	4
5	Fourth Floor	AHU-2 (10000CFM)	EDGETECH	1
		AHU-2 (8000 CFM)	EDGETECH	1
		AHU-1(4300 CFM)	EDGETECH	1
		FCU-3(TR)	EDGETECH	4
		DX Unit-1.5 TR-LV Room	CARRIER	1
		VAV(4100CFM)	JHONSON CONTROL	1

		VAV(1600CFM)	JOHONSON CONTROL	1
6	Fifth Floor	AHU-2(5500 CFM)	EDGETECH	1
		FCU-3 TR	EDGETECH	2
		FCU--1.5 TR	EDGETECH	4
		DX Unit-1.5 TR -Maids Room	CARRIER	
7	Terrace	AHU-1 (4300 CFM)	EDGETECH	1
		DIDW FANS-10000CFM	EDGETECH	3
		DIDW FANS-7000CFM	EDGETECH	2
		SISW FANS-2880 CFM	KRUGER	2
		HEAT RECOVERY UNIT-8500 CFM	ZECO	1
		HEAT RECOVERY UNIT-12000 CFM	ZECO	1
		HEAT RECOVERY UNIT-2000CFM	ZECO	1
		COOLING TOWERS	BELL	3
		RO SYSTEM(500 LPH CAPACITY)	FONTUS	1
		HEAT RECOVERY PANEL	TRICOLITE	3
		OUTDOOR VENTIALTION PANEL	TRICOLITE	1
		LIFT PANEL	TRICOLITE	1
		SOLAR WATER HEATING SYSTEM (500 LPM)	PHOTON	2
8	Basement	CHILLER-155 TR	YORK	3
		PRIMARY PUMPS-336 USGPM	ARMSTRONG	4
		SECONDARY PUMPS-336US GPM	ARMSTRONG	4
		VFD PANEL	EMATION	1
		CONDENSOR PUMPS-560US GPM (20HP)	ARMSTRONG	4
		AXIAL FAN -14000 CFM	KRUGER	15
		AXIAL FAN -42000 CFM	KRUGER	8

9. ACCESS CONTROL SYSTEM

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

Sl. No	Location	Description (Make/Model)/ Quantity (Nos.)							
		Access Intelligent Controller	Smart Card Reader	Single Leaf Lock	Double Leaf Lock	Release to Exit Switch	Break Glass Unit	Magnetic Contact	Power Supply 12V/24 V
		DDS/JET	HID/iclass R10	BEL	BEL				Ctech/S1205 W, S2402 W

1	BASEMENT	1	1	1		1	1	3	1
2	GROUND FLOOR	1	4	3		2	3	5	6
3	FIRST FLOOR	2	8	5	1	4	6	9	2
4	SECOND FLOOR	1	4	3	1	4	4	7	1
5	THIRD FLOOR	3	10	11		9	9	13	3
6	FOURTH FLOOR	1	4	6		4	4	8	1
7	FIFTH FLOOR	1	2	1			1	3	1
8	ENTRY GATE								1
9	NON DC LT ROOM	1	1	1	1	1	1	2	2
10	TERRACE		2	2				2	
8	SERVICE GAT								
9	EXIT GATE								
	TOTAL	11	36	33	3	25	29	52	18

Sl. No.	Location	Description (Make/Model)/ Quantity (Nos.)						
		Workstation	Monitor	Key Board	Mouse	Badge Printer	Web Cam	Boom Barrier
		HP/ Prodesk 4000 series	Compaq/ G9F92AS	HP/ KU1156	HP/ MODGUO	Fargo/ DTC1250e	Logitech/ C270	Magnetic Controls/ AccessPro
1	SECOND FLOOR	1	1	1	1	1	1	
2	ENTRY GATE							2
3	SERVICE GAT							2
4	EXIT GATE							2
	TOTAL	1	1	1	1	1	1	6

10.CCTV SYSTEM

SL. No	Location	Description (Make/Model/quantities)					
		Fixed TYPE Camera	DOME Camera	DOME TYPE CAMERA	PTZ CAMERA	WEATHER PROOF BOX	Joystick Controller
		IXPS1+13V D2.8-12+EH16-MTS	IMSODN10-1V	IMPS-1	SD4E36-PG-E1+IWM	HENSEL	Pelco/KBD5000
1	BASEMENT	1	11		2	2	
2	GROUND FLOOR	3	12	6	1	1	1
3	FIRST FLOOR		8	1			
4	SECOND FLOOR		9	1			
5	THIRD FLOOR		9	1			
6	FOURTH FLOOR		12				
7	SERVICE FLOOR			2			
8	5TH FLOOR		9	1			
9	TERRACE	2		2	1	2	
10	EXTERNAL AREA	40			4	25	
	TOTAL	46	70	14	8	30	1

SL. No.	Location									
		32" color Monitor	WORKS TATION COMPUTER	KEY BOARD	MOUSE	COLOR MONITOR	VIDEO RECORDING & MANAGEMENT S/W 6USER	MAPPING S/W	TV REMOTE	S/W LICENCE OF ALL CAMERA
		PANASONIC 32A300DX	DELL/OPTIPLEX3020	DELL	DELL	DELL	PELCO/ENDURA WS-5+WS-1	PELCO/ENDURA	PANASONIC	PELCO/ENDURA
1	GROUND FLOOR(CCT	12	6	6	6	6	1	1	12	1

	V ROOM)									
	TOTAL	12	6	6	6	6	1	1	12	1

SL. No.	Location	Description(Make/Model/quantity)			
		SYSTEM MANAGER	NETWORK STORAGE(NAS)	DEVICE OF 3RD PARTY CAMERA	SYSTEM MANAGER
		PELCO	PELCO/NSM-5200	PELCO/UDI500	PELCO/SM-5200
1	1ST FLOOR	1	3	7	1
	TOTAL	1	3	7	1

11.Audio Visual (AV) System

MEETING ROOM (1 No in First Floor, 2 Nos in Second Floor and 2 Nos in Third Floor)				
Sl.No	Item Description	Qty.	Make	Model
1	Face Plate with inbuilt connectors at both side of plate	5	Kramer	WXA-H
2	50" Inches Display with wall mount	5	Panasonic	TH50LFE7
3	High speed 10 m (35 ft) standard length- HDMI cable	5	Kramer	C-HM/HM-35
4	High speed 1.8 m (6 ft) standard length- HDMI cable	5	Kramer	C-HM/HM-6
5	1.8 m (6 ft) standard length- VGA/A cable	5	Kramer	VGA-A
6	Cable cubby	2	Kramer	TBUS-1AXL+T1AF-26+TS-2U+WCP+WCP-2
Conference Room (First Floor)				
Sl.No	Item Description	Qty.	Make	Model
1	70 Inches Display Unit	2	Panasonic	TH-70 LF 50W
2	program power-ceiling speaker	6	Apart	CM6T

3	program power-wall mount speaker)	2		OV05T
4	Having 4 nos. HDMI input terminals, 2 nos. OUTPUTS HDMI SWITHER	1	Kramer	VS42HN
5	8 multi-channel amplifier	1	Crown	CT8150
6	Boundary Layer Microphone	9	Shure	395b/c
7	DSP	1	BSS	BLU101
8	Polycom VC unit	1	Polycom	Group 500
9	Audio de-embedder	1	Kramer	FC-46XL
10	Scaling Presentation Switcher (scaler-cum switcher) of having 2 VGA 15-pin input, 2 stereo 3.5mm jack audio input, 4HDMI input, 2HDMI output, standard indicators and control connectors	1	Kramer	VP-444
11	Apple I-Pad with docking station	1	Apple	Air-2
12	Control processor	1	Crestron	CP3
13	High speed 1.8 m (6 ft) standard length (HDMI Cable)	1	Kramer	C-HM/HM-6
14	Standard Speed 10.6 m (35 ft) standard length (HDMI CABLE)	7	Kramer	C-HM/HM-35
15	IR PROBE	4		

Training Room (Third Floor)

Sl.No	Item Description	Qty.	Make	Model
1	5000 ANSI Lumens	2	Panasonic	PT-VW530
2	screen size 109"	2	Da-lite	Cosmopolitan
3	Power amplifier-dual channel	2	Crown	XLS 1000
4	program power-ceiling Speaker	12	Apart	CM6T
5	VGA & stereo audio to HDMI scaler	1	Kramer	VP-425
6	Button Panel controller	1	Crestron	MPC-M10-B-T
7	Having 4 nos. HDMI input terminals, 2nos.	1	Kramer	VS42HN

	or more output terminals			
8	DSP	1	BSS	BLU101
9	HDMI transmitter	1	Kramer	TP-580T
10	HDMI Receiver	1	Kramer	TP-580R
11	Audio de-embedder	3	Kramer	FC-46XL
12	Face Plate	2	Kramer	WXA-H
13	Standard Speed 15.2 m (50 ft) standard length (HDMI Cable)	2	Kramer	C-HM/HM-50
14	Standard Speed 1.8 m (6 ft) standard length HDMI patch cord	9	Kramer	C-HM/HM-6
15	1.8 m (6 ft) standard length m(VGA/A patch cord)	3	Kramer	VGA-A
16	12 U Rack	1	Val rack	12 U
17	IR PROBE	2		
18	Liveliar and Hand held microphone set	1	Shure	BLX 88+BLX2+BLX1+WL93
Board Room (Second Floor)				
Sl.No	Item Description	Qty.	Make	Model
1	6000 Lumen Projector	1	Panasonic	PT-EW730
2	Projector Lift	1	Remaco	PLT-412
3	screen size 123" Diagonal	1	Da-lite	Cosmopolitan
4	program power of 60W (ceiling speaker)	8	Apart	CM6T
5	program power of 50-80W (wall mount speaker)	2	Apart	OVO5T
6	8 multi-channel amplifier	1	Crown	CT8150
7	Boundary Layer Microphone	13	Shure	395b/c
8	dual channel power amplifier	1	Crown	XLS 1000
9	Cable cubby	5	Kramer	TBUS-1AXL+T1AF-26+TS-2U+WCP+WCP-2

10	70 Inches display	2	Panasonic	TH70LF50W
11	DSP	2	BSS	BLU101
12	Polycom VC unit	1	Polycom	Group 500
13	HDMI switcher	1	Kramer	VS88HN
14	VGA SWITCHER	1	Kramer	VP-61XL
15	HDMI transmitter	4	Kramer	TP-580T
16	HDMI Receiver	4	Kramer	TP-580R
17	HDMI audio de-embedder	1	Kramer	FC-46XL
18	scaler	1	Kramer	VP-425
19	Apple I-Pad with docking station	1	Apple	Air-2
20	Control processor	1	Crestron	CP3
21	Wireless presentation device	1	Barco	Click share CSM-1
22	1.8 m (6 ft) standard length (VGA cable)	1	Kramer	VGA-A
23	1.8 m (6 ft) standard length (HDMI CABLE)	13	Kramer	C-HM/HM-6
24	High speed 7.6 m (25 ft) standard length (HDMI CABLE)	3	Kramer	C-HM/HM-25
25	Standard Speed 15.2 m (50 ft) standard length (HDMI CABLE)	2	Kramer	C-HM/HM-50
26	IR PROBE	5		
NDC Building AUDIO VIDEO System accessories like remotes, HDMI & VGA patch Cables are handed over to UIDAI as mentioned below:				
No.	Item Description	Qty	Remarks	
1	Panasonic TV Remotes	7		
2	Frame Switch Remote	4		
3	Projector Remote	1		

4	Screen Remote	2		
5	HDMI Patch Cable 1.8 Mt	11		
6	VGA-A Patch Cable 1.8 Mt	9		
7	USB Patch Cable	1		

12.LIFTS

SL	Description	Location	Capacity	Qty	Make
1	Passenger Lifts	NDC	16 pax	5	KONE
2	Service Lift	NDC	1000 kg	1	KONE
3	Passenger Lifts	NDC	13 pax	2	KONE
4	Service Lift	NDC	1700kg	1	KONE

13.TOILETS

Details of toilets are given below:

Sl. N o.	Location	Quantity (Nos.) / Make & model No.												
		Wash basin	Angle valve	Soap Dispenser	Urinal	Urinal Sensor	Water Closet	Cistern	Health Faucet	Two way bib cock	Paper Holder	Hand Drier	Grab bars	Mirror
		Hindware	Jaquar	Jaquar	Hindware	Jaquar	Hindware	Jaquar	Jaquar	Jaquar	Jaquar	Euronic s	Jaquar	Saint Go bain
		ZEN 10049	VGP8 1053	ACN1 137N	60012	SNR51 087	92028 /9204	CIBW HT318 01011	ALD - 573	FLR50 47N	ACN 1153	EH0 6S	1507	

							3	X			N			
1	Ground floor													
	Toilet T1													
	Male	3	5	3	5	5	2	2	2	1	2	1		3
	Female	3	5	3			2	2	2		2	1		4
	Toilet T2													
	Male	3	5	3	3	3	2	2	2		2	1		4
	Female	2	4	2			2	2	2		2	1		4
	Specially abled	1	2				1	1	1		1		1	1
	Driver's toilet	2	4	2	2	2	2	2	2		2	1		2
2	First floor													
	Toilet T1													
	Male	3	5	3	5	5	2	2	2	1	2	1		3
	Female	3	5	3			2	2	2		2	1		4
	Toilet T2													
	Male	3	5	3	3	3	2	2	2		2	1		4
	Female	2	4	2			2	2	2		2	1		4
	Specially abled	1	2				1	1	1		1		1	1

3	Second floor													
	Toilet T1													
	Male	3	5	3	5	5	2	2	2	1	2	1		3
	Female	3	5	3			2	2	2		2	1		4
	Toilet T2													
	Male	3	5	3	3	3	2	2	2		2	1		4
	Female	2	4	2			2	2	2		2	1		4
	Specially abled	1	2				1	1	1		1		1	1
4	Third floor													
	Toilet T1													
	Male	3	5	3	5	5	2	2	2	1	2	1		3
	Female	3	5	3			2	2	2		2	1		4
	Toilet T2													
	Male	3	5	3	3	3	2	2	2		2	1		4
	Female	2	4	2			2	2	2		2	1		4
	Specially abled	1	2				1	1	1		1		1	1
5	Fourth													

	floor													
	Toilet T1													
	Male	3	5	3	5	5	2	2	2	1	2	1		3
	Female	3	5	3			2	2	2		2	1		4
	Toilet T2													
	Male	3	5	3	3	3	2	2	2		2	1		4
	Female	2	4	2			2	2	2		2	1		4
	Specially abled	1	2				1	1	1		1		1	1
	Total	62	109	57	42	42	47	47	47	5	47	21	5	82

Sl. No.	Description	Make	Model No.	Quantity (Nos.) of V Floor				
				Suite room	Guest rooms	Locker room (Male)	Locker room (Female)	Total
1	Wash basin	Hindware	ZEN 10049	4	19	2	2	27
2	Basin Mixer	Jaquar	SNR51027	4	19	2	2	27
3	Angle valve	Jaquar	VGP81053	4	19	2	2	27
4	Soap Dispenser	Jaquar	ACN1137N	4	19	2	2	27
5	Urinal	Hindware	60012	-	-	6	-	6
6	Urinal	Jaquar	SNR51087	-	-		-	6

	Sensor					6		
7	Water Closet (EWC)	Hindware	92028	4	19	2	2	27
8	Cistern	Jaquar	CIBWHT31801011X	4	19	2	2	27
9	Health Faucet	Jaquar	ALD - 573	4	19	2	2	27
10	Two way bib cock	Jaquar	FLR5047N	-	-	-	-	-
11	Paper Holder	Jaquar	ACN 1153N	4	19	2	2	27
12	Hand Drier	CERA	EH06S	-	-	1	1	2
13	Shower assembly							
	Divertor	Jaquar	FLR 5065K & ALD065	2	19	2	2	25
	Spout	Jaquar	SPJ5429	2	19	2	2	25
	Shower rose	Jaquar	OHS1999	2	19	2	2	25
	Shower arm	Jaquar	SHA479L450	2	19	2	2	25
14	Looking Mirror	Saint Gobain		4	19	3	3	29

Sl. No.	Location of PANTRY	Quantity (Nos.) / Make & model No.	
		Kitchen sink	Sink Mixer
		Jaguar	Jaguar
		ALD-769B	FLR 5039N
1	Ground floor	1	1

2	First floor	1	1
3	Second floor	2	2
4	Third floor	1	1
5	Fourth floor	1	1
	Kitchen	1	1
	Total	7	7

Sl. No.	Location	SANITARY FIXTURES IN THE DATA CENTRE BUILDING : Quantity (Nos.) / Make & model No.												
		Wash basin	Angle valve	Soap Dispenser	Urinal	Urinal Sensor	Water Closet	Cistern	Health Faucet	Two way bib cock	Paper Holder	Hand Drier	Grab bars	Mirror
		Hind ware	Jaquar	Jaquar	Hind ware	Jaquar	Hind ware	Jaquar	Jaquar	Jaquar	Jaquar	Euro nics	Jaquar	Saint Gobain
		ZEN 10049 / 10036	VGP81 053	ACN113 7N	60012	SNR51 087	92028 /9204 3	CIBW HT318 01011 X	ALD - 573	FLR504 7N	ACN 1153N	EH06 S	1507	
1	Ground floor													
	Male	1	1	1	1	1	1	1	1	1	1	1		1
	Female	1	1	1			1	1	1	1	1	1		1
2	First floor													
	Male	2	3	2	2	2	2	2	2	2	2	1		3
	Female	2	2	1			2	2	2	2	2	1		2
	Specially abled	1	1				1	1	1	1	1	1	1	1
3	Second													

	floor													
	Male	1	1	1	1	1	1	1	1	1	1	1		1
	Female	1	1	1			1	1	1	1	1	1		1
4	Third floor													
	Male	2	2	2	2	2	2	2	2	2	2	1		3
	Female	2	2	1			2	2	2	2	2	1		2
	Specially abled	1	1				1	1	1	1	1	1	1	1
	Total	14	15	10	6	6	14	14	14	14	14	10	2	16

14.WATER TANKS

S.No.	Description	Capacity	Quantity (Nos)
1.	Underground Storage Tank	160 KL	1
2.	Underground Fire Water Tank	50 KL	2
3.	Underground Raw Water Tank	65 KL	1
4.	Underground Treated Water Tank	35 KL	1
5.	Overhead Fire water tank	10 KL	3
6.	Overhead Domestic Water tank	10 KL	2
7.	Overhead Flushing Water Tank	10 KL	1
8.	Overhead Soft water tank	10 KL	1
9.	Overhead Soft water tank	5 KL	1
10.	Overhead R.O. Water tank	2 KL	1

Intelligent Building Management System
PA System

EPABX System
LAN networking/EPBAX
RO Plant & STP Plant
Solar Heater plant(500lpm)
Solar Lighting system

Note: List is indicative only. Bidders are requested to visit the site before quoting the price.

DETAILS OF FURNITURE'S

ANNEXURE - '3'

Ground Floor			
No.	Description of Furniture	QTY	Remarks
1	Linear Work station	12	
2	ADG Cabin	3	
3	Elate MB chair	1	
4	Elate visitor chair	2	
5	Smart HB chairs	2	
6	Smart visitor chairs	4	
7	Smart MB chairs	12	
8	Sofa 1 seater	12	
9	Sofa 3 seater	1	
10	Side Table	2	
11	Center Table	3	
12	Storage 750x425x1200ht	16	
13	Guard room table	6	
14	Pantry furniture	1	
First Floor			
No.	Description of Furniture	QTY	Remarks
1	Linear Work station	36	
2	Team Work Station L-shape	40	
3	Half Cabin Type 1	22	
4	ADG Cabin	4	

5	DDG Cabin	1	
6	Meeting Room Table	1	
7	Repro graphic	1	
8	Elate MB chair	4	
9	Elate visitor chair	8	
10	Smart HB chairs	24	
11	Smart MB chairs	139	
12	Smart visitor chairs	48	
13	Sofa 3 seater	6 nos	
14	Side Table	12	
15	Center Table	2	
16	Storage 750x425x1200ht	84	
Second Floor			
No.	Description of Furniture	QTY	Remarks
1	Linear Work station	83	
2	Team Work Station L-shape	49	
3	Half Cabin Type 1	41	
4	Discussion table	3	
5	Meeting Room Table	3	
6	ADG Cabin set	7	
7	DDG & DDG CHAIRMAN set	2	
8	Repro graphic	1	
9	Executive Dining table	3	
10	Executive Dining chairs	24	
11	Define HB chairs	4	

12	Define MB chairs	38	
13	Elate HB chair	7	
14	Elate visitor chair	14	
15	Smart HB chairs	41	
16	Storages 900x1200	5	
17	Smart MB chairs	27	
18	Smart VS chairs	18	
Third Floor			
No.	Description of Furniture	QTY	Remarks
1	Linear Work station	37	
2	Team Work Station L-shape	38	
3	Half Cabin Type 1	22	
4	ADG Cabin	7	
5	Meeting Room Table	3	
6	Repro graphic	1	
7	Elate MB chair	7	
8	Elate visitor chair	14	
9	Smart HB chairs	22	
10	Smart MB chairs	101	
11	Smart visitor chairs	44	
12	Sofa 3 seater	9	
13	Sofa 1 seater	4	
14	Side Table	18	
15	Center Table	1	
16	Storage 750x425x1200ht	91	

17	Storage 900x425x1200ht	12	
18	Storage 1200x425x1200ht	4	
19	Training Table	26	
20	Annex chair	50	
21	Sliding folding partition	1	
Fourth Floor			
No.	Description of Furniture	QTY	Remarks
1	Cafeteria Table 1200x800	18	
2	Cafeteria Table 1800x800	10	
3	PEPPER bottles Red colour	66	
4	PEPPER bottles yellow colour	66	
Fifth Floor			
No.	Description of Furniture	QTY	Remarks
1	Cafeteria Table 1200x800	2	
2	Paper chair yellow colour	4	
3	Paper chair yellow colour	4	
4	Personal Locker 4 Door	14	
5	Personal Locker 2 Door	31	
6	Changing Bench	6	
7	Single Bed	17	
8	Mattress & Pillow	17	
9	Steel Almirah	17	

Other furniture						
No.	Description of Furniture	GF Qty	1F Qty	2F Qty	3F Qty	4F Qty
1	CREDENZA	0	0	4		
2	RECEPTION TABLE	1	1	1	1	1
3	BLACKOUT BLINDS	3	3	9	23	
4	PERFORATED BLINDS	0	45	46	67	
5	PANTRY ROOMS CABINETS	1	1	2	1	
6	COMPACTOR Single Last Drive Cover Unit 3 Bay Type		4			
7	COMPACTOR Single Static Drive Cover Unit 3 Bay Type		4			
8	COMPACTOR Twin Mobile Drive Unit 3 Bay Type		33			

Qualification prescribed for resources to be deployed

Annexure 4

S.NO	DESIGNATION	DEPARTMENT
1	MANAGER CUM SUPERVISOR	TECHNICAL SERVICES
Qualification B. Tech/ BE in Electrical/Mechanical/Electronics engineering from premier institute Experience- More than 10 years of experience with at least 4 years of experience in the following Areas :- a. Hand-On Experience in O&M of large physical infrastructure components of a large Data Centre complex b. Experience in operation and Maintenance of civil, electrical, HVAC, LAN, Safety ,CCTV,CAS,AV and Security system components for a large scale Data Centre complex c. Experience in Operation and Maintenance of integrated Building Management System		
2	ELECTRICIAN	ELECTRICAL
QUALIFICATION: ITI / Diploma in Electrical More than 3 years of experience in the following areas (2 yrs in case of Helper) a. Hand-On Experience in O&M of large physical infrastructure components of Electrical System b. Experience in operation and Maintenance of Diesel Generators, Transformer, Electrical Distribution, Electrical Panel, HT System, LT System, Etc		
3	FIRE OFFICER	FIRE
QUALIFICATION: ITI / Diploma in Fire safety and knowledge on NFPA codes		

<p>More than 3 years of experience in O&M of Fire detection and firefighting and security system of large scale infrastructure (2yrs in case of Technician)</p> <p>a. Hand-On Experience in O&M of large physical infrastructure components like Fire Hydrant etc...</p> <p>b. Experience in conducting fire evacuation drill and providing the training</p> <p>c. Experience in operation and Maintenance of Diesel Generators, Transformer, Electrical Distribution, Electrical Panel, HT System, LT System, Etc</p>		
4	HVAC/DG Operator	HVAC/DG
<p>QULIFICATION:</p> <p>ITI / Diploma in Mechanical/Air-Conditioning</p> <p>More than 3 years of experience in the following areas (2 Yrs in case of Helper)</p> <p>a. Hand-On Experience in O&M of large physical infrastructure components of HVAC/DG System</p> <p>b. Experience in operation and Maintenance of Chiller, CRAC and Comfort Air conditioning and DG components</p>		
7	W.T.P/STP OPERATOR	CIVIL
<p>QUALIFICATION:</p> <p>Diploma/ITI in Civil</p> <p>Experience-</p> <p>More than 5 years of experience in O&M of WTP/STP plants</p>		
8	Plumber	CIVIL
<p>QUALIFICATION:</p> <p>ITI in plumbing</p> <p>Experience-</p> <p>More than 2 years of experience as plumber in any industry</p>		
9	CCTV OPERATOR	ELECTRICAL

QUALIFICATION: Diploma in Electronics/E & TC/ Instrumentation Experience- More than 3 years of experience in the O&M of CCTV system		
10	ACCESS CONTROL /LANNETWORKING/EPABX/Tel	LAN & NETWORKING
QUALIFICATION: Diploma in Electronics/E & TC/ Instrumentation Experience- More than 3 years of experience in the following areas a. Hands-On experience in Access Control/LAN Networking /EPABX /Tel Roles & Responsibility- – Responsible for Operation and maintenance of Access Control/LAN Networking /EPABX /Tel		
11	AV (Audio Visual) Operator	AV
QUALIFICATION: Diploma in Electronics/E & TC/ Instrumentation Experience- More than 3 years of experience in the following areas a. Audio visual system Roles & Responsibility- – Responsible for Operation and maintenance of audio visual system		
12	IBMS	BMS
QUALIFICATION: Diploma in Electronics/E & TC/Instrumentation Experience- More than 3 years of experience in the following areas		

a. Hands-On experience in Integrated Building management system Roles & Responsibility- – Responsible for IBMS Operation and maintenance		
13	Master Gardener/Gardener	CIVIL
QUALIFICATION: Class X Experience- More than 3 years of experience in the following areas (2 Yrs in case of Gardener and 8 th Pass) a. Hands-On experience in managing the land scape structure b. Ability to use wide range of horticulture machinery and power hand tools c. Knowledge of Gardening methods and technics d. Knowledge of usage of pesticides		