



**GOVERNMENT OF INDIA  
UNIQUE IDENTIFICATION AUTHORITY OF INDIA  
OFFICE OF THE DEPUTY DIRECTOR GENERAL  
REGIONAL OFFICE, RANCHI**

**No: UIDAI/RO-RNC/PA System/2014-15/**

**Date: 18.07.2014**

**NOTICE INVITING TENDER - 03/2014**

**FOR**

**Supply, Installation and commissioning of PA system at Conference Hall of  
UIDAI, Regional office, Ranchi.**

**LAST DATE FOR SUBMISSION OF TENDER : 14-08-2014**

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Sealed Tenders are invited for Supply, Installation and commissioning of PA system at Conference Hall of UIDAI, Regional office, Ranchi, First Floor, RIADA Central Building, Namkum Industrial Area, Near Lowadih Chowk, Namkum, Ranchi-834010.

The bidders are requested to go through the tender enquiry document carefully, which will form part of the contract. The bidders should furnish all the information asked for, sign all the pages and submit the bid to the Deputy Director (Admn.), UIDAI RO, First Floor, RIADA Central Building, Namkum Industrial Area, Near Lowadih Chowk, Namkum, Ranchi-834010.

**Contact Person : Sh. Satyendra Choudhary**

**Phone : 0651-2460359**

**e-mail : [satyendra.choudhary@uidai.net.in](mailto:satyendra.choudhary@uidai.net.in)**

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<b>Particulars</b>	<b>Due Date</b>
Date of publication of tender	<b>18.07.2014</b>
Last date for tender related enquiries	<b>11.08.2014</b>
Last Date & Time for Submission of Tenders	<b>14.08.2014 at 1600 hrs</b>
Time & Date of Opening Tenders	<b>14.08.2014 at 1630 hrs</b>
Opening of Financial Bid	<b>Later date</b>

## **TENDER NOTICE FOR PA System FOR UIDAI**

**ON BEHALF** of Unique Identification Authority of India, Planning Commission sealed tenders under **two-bid** system are invited from reputed and experienced agencies for supply and installation of P.A. System at the address given below:

**UIDAI RO, First Floor,  
RIADA Central Building,  
Namkum Industrial Area,  
Near Lowadh Chowk,  
Namkum, Ranchi-834010.**

The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing “Technical Bid” and Sealed Cover-II containing “Financial Bid” should be placed in a third sealed cover super scribed “**Tender for supply and installation of P.A. system for UIDAI**” and should reach the office of :

**Assistant Director General (Adm.),  
UIDAI RO, First Floor,  
RIADA Central Building,  
Namkum Industrial Area,  
Near Lowadh Chowk,  
Namkum, Ranchi-834010**

on or before **14.08.2014**, 1600 hrs.

The bids shall be opened on the same day at 1630 hrs at office of the **Assistant Director General (Adm.), UIDAI RO, First Floor, RIADA Central Building, Namkum Industrial Area, Near Lowadh Chowk, Namkum, Ranchi-834010** in the presence of bidders or their authorized representatives.

The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement are to be downloaded from UIDAI website [www.uidai.gov.in](http://www.uidai.gov.in).

The bidders are required to pay tender document fee of Rs.100/- in the form of DD drawn on any Nationalized Bank in the favour of “**CDDO, UIDAI RO Ranchi**”, payable at Ranchi, along with their tender bid in the Cover-I “Technical Bid”. Besides, the bidders are required to remit EMD of Rs.2000/- in the form of Demand Draft drawn on any Nationalized Bank in favour of “**CDDO , UIDAI RO Ranchi**” payable at Ranchi.

Any further clarifications and/or corrigendum(s) shall be communicated through Admin. Division on the UIDAI website [www.uidai.gov.in](http://www.uidai.gov.in).

Before submission of tender, agencies, if required, can visit the office premises with the permission of the authorized UIDAI officials during office hours (except Saturday & Sunday).

## **SCOPE OF WORK:**

Supply, installation and commissioning of the following item at Conference Hall of UIDAI, Regional office, Ranchi.

SN	Particulars	Quantity
1	Table top Low Profile Mike with Switch	08
2	8 Channel Mixer	01
3	240 Watt Mixing Amplifier	01
4	Two way Pro Sound Speaker 15 Watt	04
5	Wire, Jack, connectors, cabinet, cable etc.	01 set

## **GENERAL INFORMATION FOR SUBMISSION OF BIDS :**

### **1. Technical Bid & Financial Bid:**

- a. The interested supplier are required to submit the technical and financial bid separately in the format enclosed. The bids in sealed Cover-I containing “Technical Bid” and sealed Cover-II containing “**Financial Bid**” should be placed in a third sealed cover super scribed “**Tender for P.A. System**” should reach UIDAI on or **before 14.08.2014, 1600 hrs**. The bids shall be opened on the same day at 1630 hrs in presence of the bidders or their authorized representatives who choose to remain present.
- b. All the pages of the tender should be signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
- c. A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.

### **2. EMD Details:**

**The bidder shall pay Bid Security (EMD) of Rs.2000/- and tender document fee of Rs.100/- along with the technical bid by Demand Draft in favour of “CDDO, UIDAI RO Ranchi” drawn on any Nationalized Bank and payable at Ranchi. Bids received without this shall stand rejected and shall not be considered. The EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the contract.**

### **3. Rejection of offer:**

The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract.

### **4. Security Deposit:**

- a. As a guarantee towards due performance and compliance of the contract work, the successful bidder will deposit an amount equal to 5% of Contract value towards Security Deposit in form of performance bank guarantee from any Nationalized Bank valid for 90 days beyond the date of expiry of the contract.

- b. The EMD deposited by successful bidder will be adjusted towards Security deposit as demanded above. If the successful bidder fails to furnish the difference amount between Security Deposit and EMD within 15 (fifteen) days after the issue of Letter of Award of Work, his bid security (EMD) shall be forfeited unless extension of time has been granted by UIDAI.

**5. Bid Validity:**

The bid shall be valid and open for acceptance of the Competent Authority of UIDAI for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and/withdrawal of tender on any ground by successful bidder shall be entertained.

**6. Evaluation of the offer:**

After evaluation, the work shall be awarded normally to the bidder fulfilling all the conditions and who has quoted the lowest rate after complying with the provisions of Minimum Wages Act. In case two or more agencies are found to have quoted the same rates, the competent Officer authorized by UIDAI shall cancel the tender and will decide for re-tender.

**7. Rate: All inclusive rate**

The rate quoted should be consolidated and inclusive of all taxes.

**8. Termination of the contract:**

DDG, UIDAI Regional Office-Ranchi reserves the right to accept or reject any or all bids without assigning any reasons. DDG, UIDAI also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

**9. Penalty:**

In case of non-compliance of the above terms and conditions of contract, a penalty may be levied on the basis of certificate signed by the Controlling Officer, Regional Office, Ranchi. The penalty will be decided by the competent authority.

**10. Completion Period :**

Work should be completed within a month from the issuance of work order.

**11. Warranty/Guarantee :**

The products to be supplied must have comprehensive 3 years warranty/Guarantee

**ELIGIBILITY CRITERIA:**

A. The Bidder should possess the valid license as authorized dealer/supplier for the said items.

B. The bidder should have an office in Ranchi.

**PART-I**

**PROFORMA FOR TECHNICAL BID**

**(In separate sealed Cover-I super scribed as Technical Bid)**

<b>SN</b>	<b>Description</b>	<b>Remarks</b>
1	Name of Firm	
2	Registration No	
3	Pan No	
4	Annual Turn Over	
5	Experience	
6	Registration no. of Service Tax	
7	Certificate of ISO	
8	Original Equipment Manufacturer/Dealership Certificate	
9	Brand and Make of Item to be supplied	

**Declaration by the Tenderer:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**Encls:**

**1. DD No.** \_\_\_\_\_

**2. Terms & Conditions (each page must be signed and sealed)**

**3. Financial Bid.**

**(Signature of Tenderer with seal)**

**Name :** .....

**Seal :** .....

**Address :** .....|

.....

**Phone No (O) :** .....

**Fax No (O) :** .....

**PART-II****PROFORMA FOR FINANCIAL BID  
(In sealed Cover-II super scribed “Financial Bid”)****Name of work : Supply and Installation of PA System at Conference Hall of UIDAI,  
Regional office, Ranchi**

<b>SN</b>	<b>Particulars</b>	<b>Quantity</b>	<b>Rate (in Rupees and in words)</b>	<b>Total Amount (in Rs)</b>
1	Table top Low Profile Mike with Switch	08		
2	8 Channel Mixer	01		
3	240 Watt Mixing Amplifier	01		
4	Two way Pro Sound Speaker 15 Watt	04		
5	Wire Jack connectors cabinet cable etc.	01 set		
6	Installation & Commissioning charges			
<b>Add VAT/Service Tax</b>				
<b>Total Amount (in Rs)</b> <b>(All inclusive amount to be quoted)</b>				

Note:

- i) No other charges would be payable by Client
- ii) There would be no increase in rates during the Contract period.



**Declaration by the Bidder:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**(Signature of Bidder with seal)  
Authorized Signatory with**

**signature and seal .....**

**Address : .....**

**Phone No (O) : .....**

**Fax No : .....**

**E-mail : .....**

**Place & Date : .....**