**Tender No. TC-UID/Admin/OAE-2 Vol-1/05/2012-13**

**GOVERNMENT OF INDIA**

**PLANNING COMMISSION**

**UNIQUE IDENTIFICATION AUTHORITY OF INDIA**

**TENDER DOCUMENT**

**Rate Contract for Supply of Stationery items**

**to the Unique Identification Authority of India, Technology Centre.**

|  |  |
| --- | --- |
| Date of issue of Tender Document | : 17.05.2013 |
| Last Date & time for submission of Tender Document | :10.06.2013 UP TO 1500 HOURS |
| Last date for pre –bid clarification | : 21.05.2013 UP TO 1700 HOURS |
| Date & time for opening of Technical Bid | : 11.06.2013 AT 1530 HOURS |
| Financial Bid of eligible Tenderers | : To be informed at a later date |

**No -UID/Admin/OAE-2 Vol-1/05/2012-13**

**GOVERNMENT OF INDIA**

**PLANNING COMMISSION**

**UNIQUE IDENTIFICATION AUTHORITY OF INDIA**

Ist Floor Office-II, “Salarpuria Touchstone”

Marathahalli Sarjapur Outer Ring Road,

Bengaluru- 560 103,

Dated: 17th May 2013

**TENDER NOTICE**

**SUBJECT: RATE CONTRACT FOR STATIONERY**

1. Sealed tenders are invited under two bid system (**Technical & Financial bid**)from established miscellaneous Stationery supplier Firms/Agencies/Companies for entering into Rate Contract to supply stationery items on regular basis to Unique Identification Authority of India, Ist Floor Office-II, “Salarpuria Touchstone” Marathahalli Sarjapur Outer Ring Road, Bengaluru- 560 103, for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm (s) and may be extendable for maximum period of 2 years, not more than a year at a time, on review of satisfactory performance.

2. Complete tender document may be obtained in person from the undersigned on any working day from 9.00 AM to 1.00 PM from the date of publication of the Tender Notice. The tender notice may also be downloaded from this office web-site (<http://www.uidai.gov.in>).

3. The interested Stationery/toner/general items supplier Firms/Agencies/Companies, before quoting their rates in respect of stationery items as per specifications given in the Financial Bid of the tender document, may visit Unique Identification Authority of India, , Ist Floor Office-II, “Salarpuria Touchstone” Marathahalli Sarjapur Outer Ring Road, Bengaluru- 560 103, for pre-bid enquiry from 17.05.2013 to 22.05.2013 (from 2.30 PM to 5.00 PM) on any working day, if all the terms and conditions as mentioned in this Tender Notice are acceptable.

4. The bid duly complete in all respects along with the Earnest Money Deposit (EMD) of Rs. 6,000/- (Rupees Six thousand only) by way of Demand Draft/Bankers’Cheque in the name of CDDO, UIDAI, RO Bengaluru, should be enclosed in the sealed Cover-I marked as “Technical Bid’’. Another sealed Cover-II should be marked as `Financial Bid’. Both Cover-I “Technical Bid’’ and Cover-II ``Financial bid’’ submitted in the prescribed form should be enclosed in a separate sealed cover superscribing as “Tender for Rate Contract for supply of stationery and general items” and addressed Assistant Director General (Admn), Unique Identification Authority of India, , Ist Floor Office-II, “Salarpuria Touchstone” Marathahalli Sarjapur Outer Ring Road, Bengaluru- 560 103,, may be dropped in the tender box kept at the Entry Gate area of Unique Identification Authority of India, , Ist Floor Office-II, “Salarpuria Touchstone” Marathahalli Sarjapur Outer Ring Road, Bengaluru- 560 103, latest by **1500 hours on or before 10.06. 2013**. The outer and inner envelopes must indicate the name and address of the bidder. The tender shall not be accepted beyond the stipulated date and time under any circumstance whatsoever.

5. The Technical bid will be opened on **11.06.2013 at 1530** hrs by a Committee constituted by this office, in office of Assistant Director General (Admn), Unique IdentificationAuthority of India, , Ist Floor Office-II, “Salarpuria Touchstone” Marathahalli Sarjapur Outer Ring Road, Bengaluru- 560 103, in the presence of the representatives of firms/Agencies/Companies who wish to be present. The date and time for opening of financial bids of the technically qualified tenderers shall be communicated separately at later stage to be decided by this office.

6. The Competent Authority in Unique Identification Authority of India, reserves the right to cancel the tender at any time or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the quotation will not be entertained.

7. Bidders shall not be permitted to withdraw their tender till the finalization of the tendering process/award of contract to firm (s).

8. The tender document containing above chapters can be obtained from the undersigned by remitting an amount of Rs. 250/- (non-refundable) in cash or DD in favour of **“CDDO, UIDAI RO Bengaluru”** or downloaded from the website www.uidai.gov.in. Those who download the tender document from website should enclose a DD for Rs 250/- (nonrefundable) in favour of **“CDDO, UIDAI RO Bengaluru”,** , along with their tender bid in the Cover-I “Technical Bid.

Sd/-

**(K.Venkat Rao)**

**Assistant Director General (Admn)**

**Chapter – I**

**GENERAL INSTRUCTIONS FOR THE TENDERING COMPANY/FIRM/AGENCY**

1. The tendering Firm/Agency/Company must fulfill the following specifications/conditions:
2. The Registered Office or Branch Office of the Company/Firm/Agency should be located in Bangalore and a person should be available on all working days between 9.00 AM to 5.30 PM. The firm should provide a mobile phone to such a person at its own cost & the number shall be given to the concerned dealing Assistant of this office.
3. The tendering Firm/Agency/Company should have its own Bank Account, TAN/TIN Number and shall be registered with Sales Tax departments. The tendering Firm/Agency/ Company, to whom the tender shall be awarded, will be required to submit their bank account number so that the payment shall be transferred electronically in its respective bank accounts. No payment through cheque/bank draft shall be made by the UIDAI Technology Centre for supply of stationery items on order etc.
4. The Stationery supplying company/Firm/Agency should be a reputed stationery supplier having at least two years experience for supply of stationery items to Central Government Ministries/ Departments/ Public Sector under-takings etc. Proof of experience certificate, not older than one year from the Govt. Ministries /Departments /PSU should be enclosed.
5. The tendering Firm/Agency/Company are also required to submit sample of each item (only stationery & General items) along with their Technical bid, and the rates for each stationery items should have been quoted in the Financial bid accordingly. The bidders should also enclose a duly stamped signed copy of the Terms and conditions of the tender documents conveying acceptance thereof.
6. The tendering Firm/Agency/Company are advised in their own interest to quote their rates for all the items as per the specifications indicated in Financial Bid. Those firms not quoting rates for all the items shall not be entertained and would liable to be rejected. In case, any item is not quoted, the highest quote among the bidders, quoted for that particular item, will be considered.
7. The Earnest Money Deposit (EMD) of Rs. 6,000 (Rupees fifteen thousand only), refundable (without interest), should necessarily be accompanied with the technical bid of the agency/firm/company in the form of Pay Order/Banker’s Cheque drawn in favour of CDDO, UIDAI RO, Bengaluru failing which the bids of the defaulting firm/agency shall be declared un-responsive. **No Tender will be accepted without EMD at any circumstances**. The EMD shall stand forfeited in the event of Agency firm / company does not accept

the offer letter for supply of the Stationery items.

1. The tendering Firm/Agency/Company should submit self attested copy of the Income Tax Returns for the last two financial years.(h) **The tender should be submitted under two bid system. The Interested tendering Firm/Agency/Company are advised to submit two separate envelopes super-scribing “Technical Bid for supply of Stationery Items’ (Cover-I) and “Financial Bid for supply of Stationery items’ (Cover-II). Both sealed envelopes should be kept in a third bigger sealed envelope super-scribed with the words “Tender for Rate Contract to Supply Stationery”.**
2. The tendering Firm/Agency/Company should give a self certificate stating in clear and un-ambiguous language that it has neither been black listed by any of the Govt. Ministries/Departments/PSU with whom, it had contract for supply of stationery items etc. during the last five years nor has it been penalized by such offices/organizations for supply of poor/spurious stationery items etc.

**Chapter -2**

**Terms and Conditions**

1. The Rate contract shall be for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm(s). The contract may be extendable for a maximum period of 2 years (not more than one year at a time), on the same terms and conditions or with some addition/deletion/modification mutually agreed upon by the successful stationery and other items supplier firm/Agency/Company and the Unique Identification Authority of India.

1. The selected tendering Firm/Agency/Company services would be required to supply the stationery items on regular basis to Unique Identification Authority of India, Ist Floor Office-II, “Salarpuria Touchstone” Marathahalli Sarjapur Outer Ring Road, Bengaluru- 560 103 on all working days between 9.00 AM to 5.30 PM. No separate charges, whatsoever, for delivery of goods would be paid by this office.
2. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items, even at short notice.
3. Order for items shall be placed on requirement basis and its delivery must be ensured within three days of receipt of the supply order. Bills in triplicate for the items supplied by the selected firm(s) should be raised for payment. Payment shall be released only after it is ensured that the items/quantity of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced by the selected firm (s) immediately for which no extra payment shall be made.
4. Liquidated damages: Any delay in supply of the items/replacement of defective items with in stipulated delivery period it is treated as delayed supply and 0.5% of LD will levied for every week delay upto maximum of 5%.
5. Unique Identification Authority of India, Technology Centre shall be the sole authority to cancel/amend any order, as per requirement, and also to place order for supply of items beyond office hours/holidays/ place of supply for which, no additional payment shall be made.
6. The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be the sole responsibility of the tendering Firm/Agency/Company. The bill shall be raised indicating permissible taxes separately.
7. The tendering Firm/Agency/Company shall be bound by the details furnished by him/her to the Unique Identification Authority of India while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/ different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall stand forfeited.
8. The rate quoted by the selected tendering Firm/Agency/ Company, and as approved by the Unique Identification Authority of India, Technology Centre shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
9. The selected firm(s) shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency/ies without prior written consent of the Unique Identification Authority of India, Technology Centre . If it is found that the firm has given sub-contract for supply of stationery items on the basis of procurement/ supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
10. The conditional/incomplete bids shall not be considered and shall be declared un-responsive.
11. All entries in the tender form should be legible and filled clearly in the prescribed Financial Bid Form only. If the space furnishing the information is found insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting or other than issued forms is permitted in the bid forms. In such cases, the tender shall be declared un-responsive.
12. The tender documents should be sealed and clearly super-scribed with the words. ‘Tender for rate contract to supply stationery’.

**Eligibility/ Evaluation Criteria**

3. The tendering Firm/Agency/Company must fulfill the following specifications (all documentary proofs, self attested, are required to be submitted along with the technical bid):

1. The Registered Office or Branch Office of the tendering Firm/Agency/Company should be located in Bangalore . The tendering Firm/Agency/Company should submit a proof of its office address.
2. The tendering Firm/Agency/Company should have its own Bank Account, TIN Number. Self attested copy of the same should be enclosed.
3. The Stationery tendering Firm/Agency/Company should be a reputed & financially sound stationery supplier having two years experience and expertise in supplying miscellaneous stationery items to Central Government Ministries/Departments/Public Sector Undertakings. Proof of experience in the form of copy of certificates obtained from Govt. Deptt. etc. should be enclosed. (Copy of Income Tax Return for the last two years shall be also be enclosed with the Technical Bid).
4. The Firm/Agency/Company should have an annual turnover for not less than Rs.10 Lakh. Copy of

stipulated proof may also be enclosed with Technical bid.

1. The tendering Firm/Agency/Company should submit a certificate, along with its **Technical bid**, indicating that their representative has already shown the sample of stationery items to UIDAI and the rates for each stationery items have been quoted in the **Financial bid** accordingly. The tendering Firm/Agency/Company should also enclose a duly stamped signed copy of the Terms & Conditions of the tender documents with Technical bid conveying acceptance thereof.
2. The tendering Firm/Agency/Company are advised in their own interest to quote their rates for

all the items in as per the specifications indicated in the Financial Bid failing which highest quote rate of that particular item, amongst the bidders, will be considered.

1. The Earnest Money Deposit of Rs. 6,000 (Rupees Six thousand only), refundable (without interest), should be necessarily accompanied with the technical bid of the tendering Firm/Agency/Company in the form of Pay Order/Banker’s Cheque drawn in favour of CDDO, RO Bangalore , failing which the tender shall be declared un-responsive.
2. The successful tendering Firm/Agency/Company shall have to deposit a Performance Security of Rs. 30,000/-. The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the firms including warranty obligations. In case, the contract is further extended beyond the initial period of one year, the Performance Security shall have to be accordingly renewed by the successful tendering Firm/Agency/Company. Earnest Money Deposit shall be refunded to the successful bidder on receipt of performance security.
3. The tendering Firm/Agency/Company should give a self certificate stating in clear and un-ambiguous language that it has neither been black listed by any of the Govt. inistries/Departments/PSU with whom, it had contract for supply of stationery items etc. during the last five years nor has it been penalized by such offices/organization for supply of poor/spurious stationery items etc.
4. Details regarding quality, brand, specification etc. have been given against various items in the Financial Bid. Rates should strictly be quoted accordingly. Items where brand has not been indicated, rates should be quoted for good quality product and UIDAI, TC shall determine if the quality is good.
5. The tendering Firm/Agency/Company are advised in their own interest to submit the desired papers/documents with their bids as per the specifications indicated in Check list failing which their bids shall be declared un-responsive.
6. Commercial evaluation would be done based on total expenditure incurred to procure all the above requirements for a month.
7. L1 will be arrived at, by calculating the total cash outflow for procuring all the above items at the tentative quantity mentioned for one month as per the rates quoted by the bidder.

**For Example:**

Assuming that the total requirement of stationery in UIDAI Tech Centre is 10 pens, 10 markers, 20 pencils and 2 reams of paper(A4 size). Bidder A has quoted Rs. 5/- for a unit of pen, Rs.10/- per unit of marker, Rs. 2/- per pencil and Rs.50/- per ream of paper. Then the total cash out flow would be.

(5x10)+(10x10)+(20x2)+(50x2)

50 + 100 + 40 + 100

= Rs.290 per month

Bidder B has quoted Rs.4/- for a unit of pen, Rs.9/- per unit of marker, Rs. 2.50/- per pencil and Rs. 50/- per ream of paper.

(4x10)+(9x10)+(2.50x2)+(50x2)

40 + 90 + 50 + 100

= Rs.280 per month

In this case the total cash flow is Rs.290/-, if the material is procured form Bidder A and Rs.280/- if the material is procured from B. Hence B is identified as L1. In case of a tie between two bidders, the bidder who has more experience contracts with government departments would be given preference both the vendors will be finalized and the discretion les with the purchaser.

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**“General Terms and Conditions”.**

1. If a tendering Firm/Agency/Company decides to withdraw from the bidding before the financial bids are opened, the UIDAI shall have the authority to forfeit the Rs. 6,000/- (Rupees Six thousand only) deposited with the technical bid.
2. Unique Identification Authority of India shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for stationery items.
3. The Competent Authority Unique Identification Authority of India reserves the right to relax/withdraw/relax any of the terms and conditions mentioned in the tender documents if doing so is in the interest of the UIDAI Technology Centre.
4. The Tender should be dropped only in the designated tender box kept at the Reception of UIDAI of Unique Identification Authority of India, Ist Floor Office-II, “Salarpuria Touchstone” Marathahalli Sarjapur Outer Ring Road, Bengaluru- 560 103. The closing time and date for acceptance of tenders shall be 1500 hours on/ before by 31.05.13 No tender received later the stipulated date & time or from other modes/place shall be entertained & shall be declared un-responsive.
5. The tenders will be opened on the 03.06.2013 at 15:30 hours in the presence of such tendering Firm/Agency/Company or their authorized representatives who wish to be present at the time of opening of bids.
6. The UIDAI reserves the right to place an order for supply of any items mentioned in the Financial Bid or otherwise, to any other firm(s) in emergency/unavoidable situation.
7. This office shall have the full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
8. The contract will be valid from the date; it is awarded/formalities completed. This office will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed shall be required to be rectified and compliance reported. This office reserves the right to suo-moto terminate the contract by giving one month’s notices at any point of time.
9. The rate submitted by the tendering Firm/Agency/Company should not be higher than the rates at which the stationery items are being supplied by it to other govt. Ministries/Departments. If subsequently it is found that the firm has supplied stationery items at higher rates to the Unique Identification Authority of India, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs. 1000/- on firm on such occasion and shall be doubled on subsequent occasions.
10. The tendering Firm/Agency/Company should have its own Bank Account, TIN Number. Self attested copy of the same should be enclosed. The Bank name and account number should be intimated to Section Officer (Admin), Unique Identification Authority of India to which all payments for supply of Stationery items will be made through ECS transfer in case of the successful bidder.

**Chapter - 3**

**TECHNICAL BID**

|  |  |  |  |
| --- | --- | --- | --- |
| SN | Particulars | To be filled by the Tenderer | |
| 01 | Name of the Supplier Company/Agency/Firm |  | |
| 02 | Name of the Proprietor |  | |
| 03 | Full Address of Registered Office of the Agency/Firm |  | |
| 04 | Contact No. & Fax No. of the firm/Agency |  | |
| 05 | Banker of Firm/Agency with full Address & Telephone No. |  | |
| 06 | Bank A/c No. of Firm/Agency for e-payment |  | |
| 07 | TIN/TAN No. of the Firms/Agency (Attach  Copy) |  | |
| 08 | Details of Tender Fee and EMD |  | |
| 09 | Financial Turnover of the bidder for the last two years(Stipulated proof required) | Financial Year | Turnover (Rs. in lakh) |
| 2011-12 |  |
| 2012-13 |  |

10. Details of major contracts handled by the tendering company/firm/agency for the last two years in the following format (Attach self attested copy)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | Details of client along with address, contact No. & Fax No. | Amount of Contract (Rs. in lakh | Duration of Contract | |
|  |  |  | From | To |
| 01 |  |  |  |  |
| 02 |  |  |  |  |
| 03 |  |  |  |  |

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

Signature of authorized person

Date Name:

Place Seal of the Agency

**CERTIFICATE**

**1.** I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Son / Daughter / Wife of Shri

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Proprietor / Director/authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;

**2.** I have carefully read and understood all the terms and conditions of the tender and undertake to

abide by them;

**3.** I, do hereby certify that the representative of the firm has shown the sample of stationery items to Unique Identification Authority of India, Ist Floor Office-II, “Salarpuria Touchstone” Marathahalli Sarjapur Outer Ring Road, Bengaluru- 560 103 and the rates of each stationery items, have been quoted in the Financial Bid accordingly.

**4.** The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**5.** I, do hereby certified that the our firm has neither been blacklisted to by any of the Govt., Ministries/Departments/PSUs/PSU Banks with which the firm had contracted for supply of stationery items etc. during the last five years nor has been penalized by such Offices/organizations for supply of poor/spurious stationers items etc.

Signature of authorized person

Date: Full Name:

Place: Seal :

**Financial Bid**

**Stationery and General Items**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No | Articles | Unit | Rate per unit  (in Rs.) Excluding  Taxes | Tentative consumption per month |
| 1 | Binder Clip 25 mm (SDI) | Dozen |  | 4 |
| 2 | Binder Clip 41mm | Dozen |  |
| 3 | Ball pen Montex Jotter | One Packet of 10 pens |  | 120 |
| 4 | Gel Pen Adgel Achiever | One Packet of 10 pens |  |
| 5 | Cello Tape 1 inch (15 mtr) | One Piece |  | 5 |
| 6 | Cello Tape 2 incl (30mtr) | One Piece |  |
| 7 | Correcting fluid with thinner (Kores) (pen type) | Box of 1 fluid & 1 thinner |  | 5 |
| 8 | Duster white | Dozen |  | 3 |
| 9 | Envelop white (11x5)-75 GSM | Box of 250 Envelops |  | 4 Boxes |
| 10 | Eraser (Natraj) | Bos of 20 Pieces |  | 1 Boxes |
| 11 | Flag (1”X3”) 50x3 colours | Packet of 150 sheets |  | 25 |
| 12 | Glue Stick (Kores) – 15 grams | Box of 20 Pieces |  | 20 |
| 13 | Highlighter (Luxor) | Packet of 5 pieces |  | 10 |
| 14 | Photocopy paper (A-4) size)-75 gsm-JK brand | One Ream |  | 120 |
| 15 | Photocopy paper (A-3) size)-75 gsm-JK brand | One Ream |  | 1 |
| 16 | Plastic Folder (Tranparent, Ltype)- Sole | One Folder |  | 75 |
| 17 | Permanent Marker (OHP & CD)  BM-30 | Packet of 10 Pens |  | 10 |
| 18 | Pencil Ordinary (Natraj) | Packet of 10 pencils |  | 2 Boxes |
| 19 | Stapler Pin (Kangaroo No.10- IM) | Packet of 20 Boxes |  | 5 Boxes |
| 20 | Sharpener (Natraj) | Packet of 20 pieces |  | 3 |
| 21 | Pencil Cell AAA (Duracell) | Dozen |  | 30 |
| 22 | Pencil Cell AA (Duracell) | Dozen |  |  |
| 23 | DVD-R with cover | Packet of 05 pcs |  | 150 |
| 24 | CD-R with cover | Packet of 05 pcs |  | 60 |
| 25 | Attendance Register |  |  | 6 |
| 26 | Brown Tape (wide) |  |  | 10 |
| 27 | Brown Tape (small) |  |  |
| 28 | File outer covers |  |  | 10 |
|  |  |  |  |  |

Signature & Seal of Bidder/Authorize representative

Date:

**CHECK LIST**

**DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL BID**

1. E. M. D. OF Rs. 6,000/- (Additional amount of Rs.250/- would be paid by way of D.D. in case Tender Document downloaded from UIDAI website)

2. Self attested duly stamped/ filled Technical bid Form.

3. Self attested duly stamped copy of the Tender documents.

4. Self Attested copy of proof of Office Address.

5. Self certified copy of the Bank account No ;

6. Self attested copy of TIN Number allotted to the agency;

7. Self attested copy of the last year’s IT return filed by the agency;

8. Self attested copy of a certificate indicating that his representative has already inspected the stationery items, as mentioned Financial Bid, placed in the Stores Room of Unique Identification Authority of India, Ist Floor Office-II, “Salarpuria Touchstone” Marathahalli Sarjapur Outer Ring Road, Bengaluru- 560 103,and the rates for each items have been quoted, accordingly.

9. Self attested copy of two years experience certificate obtained from Govt. Deptt. /PSU.

10. Self attested duly stamped copy of Certificate indicating of non black listing;

11. Additional

**The tender should be submitted under two bid system. The Interested firms/agencies are advised to submit two separate envelopes superscribing “Technical Bid for supply of Stationery and other Items’**

**and “Financial Bid for supply of Stationery and other items’. Both sealed envelopes should be kept in a third bigger sealed envelope super-scribed with the words “Tender rate contract to supply stationery”.**