



No-UID/Admin/OAE/05/2016
UIDAI Technology Centre
Government of India
Ministry of Communications & IT
Department of Electronics & Information Technology (Deity)
Unique Identification Authority of India (UIDAI)

TENDER DOCUMENT

Rate Contract for Supply of Housekeeping Consumables/General Items to the Unique Identification Authority of India, Technology Centre.

| | |
|--|-----------------------------------|
| Date of issue of Tender Document | 02.03.2016 |
| Last Date & Time for submission of tender Document | 18.03.2016 until 15:00 hrs |
| Last Date for pre-bid clarification | 04.03.2016 |
| Date & Time for opening Technical Bid | 18.03.2016 @ 16:00 hrs |
| Financial Bid for eligible Tenderers | At a later date. |

No-UID/Admin/OAE/05/2016
GOVERNMENT OF INDIA
UNIQUE IDENTIFICATION AUTHORITY OF INDIA

UIDAI Technology centre
Aadhaar Complex, NTI Layout,
Tata Nagar, Kodigehalli,
Bangalore-560092,
Dated:

TENDER NOTICE

Subject:RATE CONTRACT FOR HOUSEKEEPING CONSUMABLES

1. Sealed tenders are invited under two bid system(Technical & Financial bid)from established miscellaneous housekeeping Consumables/General items supplier Firms/Agencies/Companies for entering into Rate Contract to supply housekeeping Consumables/General Items on regular basis to Unique Identification Authority of India, UIDAI Technology Centre, Aadhaar Complex ,NTI Layout, Tata Nagar,Kodigehalli,Bangalore-560092, 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 1year, 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 1.00PM 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 housekeeping Consumables/General Items supplier Firms/Agencies/Companies, before quoting their rates in respect of housekeeping Consumables/ General Items as per specifications given in the Financial Bid of the tender document, may visit Unique Identification Authority of India, Technology Centre, Aadhaar Complex, NTI Layout, Tata Nagar, Kodigehalli, Bangalore-560092 for pre bid enquiry from 02.03.2016 to 04.03.2016 (from 2.30PM to 5.00PM)on any working day, if all the terms and conditions as mentioned in the Tender Notice are acceptable.
4. The bid duly complete in all respects along with the Earnest Money Deposit(EMD) of Rs.10,000/-(Rupees Ten Thousand only) by way of Demand Draft/Banker's 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 super scribing as "Tender for Rate Contract for supply of housekeeping Consumables/General Items" and addressed Assistant Director General (Admin), Unique Identification Authority of India, UIDAI Technology Centre, Aadhaar Complex,NTI Layout, Tata Nagar,Kodigehalli,Bangalore-560092,may be dropped in the tender box kept at the Entry Gate area of Unique Identification Authority of India, UIDAI Technology Centre, Aadhaar Complex,NTI Layout, Tata Nagar,Kodigehalli,Bangalore-560092,lates by 1500 hours on or before **18.03.2016 at 15.00 hrs**. 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 **18.03.2016 @ 16:00 hrs at 1100 hrs** by a Committee constituted by this office, in office of Unique Identification Authority of India, Technology Centre, Aadhaar Complex, NTI Layout, Tata Nagar, Kodigehalli, Bangalore-560092, 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.100/- (non-refundable) in cash or DD in favour of "**CDDO, UIDAI Bengaluru**" or downloaded from the website www.uidai.gov.in. Those who download the tender document from website should enclose a DD for Rs 100/- (non-refundable) in favour of "**CDDO, UIDAI Bengaluru**", along with their tender bid in the Cover-I "Technical Bid. The bids without tender document fee will be rejected.

GENERAL INSTRUCTIONS FOR THE TENDERING COMPANY/FIRM/AGENCY

1. The tendering Firm/Agency/Company must fulfil the following specifications/conditions:
 - a) 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.
 - b) 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 housekeeping consumables.
 - c) The housekeeping Consumables/General Items supplying company/Firm/Agency should be a reputed housekeeping Consumables/General Items supplier having at least two years' experience for supply of housekeeping Consumables/General Items to Central Government Ministers/Departments/Public Sector under-takings etc. Proof of experience certificate, not older than one year from the Govt. Ministries/Departments/PSU should be enclosed.
 - d) The tendering Firm/Agency/Company are also required to submit sample of each item (only housekeeping Consumables/General Items) along with their Technical bid, and the rates for each housekeeping Consumables/General 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.
 - e) The tendering Firm/Agency/Company is 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 be liable for rejection. In case, any item is not quoted, the highest quote among the bidders, quoted for that particular item, will be considered.
 - f) The tendering Firm/Agency/Company should submit a 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-scribbling "technical Bid for supply of Housekeeping consumables/General Items' (Cover-1) and "Financial Bid for supply of Housekeeping consumables/general Items' (Cover-2). Both sealed envelopes should be kept in a third bigger sealed envelope super-scribed with the words "Tender for Rate Contract to supply Housekeeping Consumables/general Items".**
 - g) 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/Department/PSU with whom, it had contract for supply of housekeeping consumables/general items/PSU with whom, it has contract for supply of housekeeping, consumables/general items etc. during the last five years nor has it been penalized by such offices/ organizations for supply of poor/spurious items etc.

GENERAL TERMS & 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 elected firm(s). The contract may be extendable for another period of 1 year on the same terms and conditions or with some addition/deletion/modification mutually agreed upon by the successful housekeeping consumables/general items and other items supplier firm/ Agency/Company and the Unique Identification Authority of India.
2. The selected tendering Firm/Agency/Company services would be required to supply the housekeeping Consumables /General items on regular basis to Unique Identification Authority of India, Technology Centre, Aadhaar Complex, Tatanagar, Kodigehalli Bangalore-560092 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.
3. 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 arrangements for supply of the desired items, even at short notice.
4. 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 is to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quantity etc. the same shall be replaced by the selected firm (s) immediately for which no extra payment shall be made.
5. Liquidated damages: Any delay in supply of the items. Replacement of defective items within stipulated delivery period it is treated as delayed supply and 0.5% of LD will be levied for every week delay up-to maximum of 5%.
6. 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.
7. 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 authorised signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be sole responsibility of the tendering Firm. Agency/Company. The bill shall be raised indicating permissible taxes separately.
8. 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 items are found of poor quality /different specifications ,it would be deemed to be breach of terms of contract, the contract shall be cancelled and performance security shall stand forfeited.
9. 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 request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.

10. The selected firms(s) shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency /lies 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 housekeeping Consumables /General Items on the basis of procurement /supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
11. The conditional /incomplete bids shall not be considered and shall be declared un-responsive.
12. All entries in the tender form should be legible and filled clearly in 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.
13. The tender documents should be sealed and clearly super scribed with the words .Tender for rate contract to supply housekeeping Consumables /General Items.'

Eligibility Evaluation Criteria

The tendering Firm /Agency/Company must fulfil the following specifications (all documentary Profs, self-attested, are required to be submitted along with the technical bid):

- (a) 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.
- (b) The tendering Firm/ Agency/ Company should have its own Bank Account, TIN Number. Self-attested copy of the same should be enclosed.
- (c) The housekeeping Consumables /General items tendering Firm/ Agency/Company should be a reputed & financially sound housekeeping Consumables/ General Item's supplier having two years' experience and expertise in supplying miscellaneous stationery items to Central Government Ministries /Departments /Public Sector Undertakings. Prof of experience in the form of copy of certificates obtained from Govt. Dep't. Etc. should be enclosed .(Copy of Income Tax Return for the last two years shall be also be enclosed with the Technical Bid.)
- (d) 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.
- (e) The tendering Firm/ Agency/Company should submit a certificate, along with its Technical bid, indicating that their representative has already shown the sample of housekeeping Consumables /General/ Items to UIDAI and the rates for each housekeeping Consumables /General 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.
- (f) The tendering Firm/Agency /Company are advised in their own interest to quote their rates for all the items is as per the specifications indicated in the Financial Bid falling which highest quote of that particular item, among the bidders, will be considered.
- (g) The Earnest Money Deposit of Rs. 10,000 (Rupees Ten 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 .
- (h) The successful tendering Firm/ Agency/Company shall have to deposit a Performance Security of Rs. 25,000/- . 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.
- (i) 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/organization for supply of poor/spurious housekeeping Consumables/General Items etc.
- (j) 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 food quality product and UIDAI Tech Centre shall determine if the quality is good.
- (k) The tendering Firm/Agency/Company are advised in their own interest to submit he desired papers/ documents with their bids as per the specifications indicated in Check list failing which their bids shall be declared un-responsive.
- (l) The estimated requirement for month is only an anticipation and UIDAI does not give any commitment for procuring the quantity given in the estimation.

- (m) Commercial evaluation would be done based on total expenditure incurred to procure all the above requirements for a month.
- (n) 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 Housekeeping Consumables/General Items in UIDAI Tech Centre is Dettol Hand wash 25 numbers, Collin 5 numbers, Harpic 20 numbers and Dettol Liquid 10 numbers. Bidder A has quoted Rs.64/- for 225 ml of Dettol Hand Wash, Rs.59/- for 500ml of Collin, Rs 58/- for 700ml of Harpic and Rs. 74/- for 500ml of Dettol Liquid. Then the total cash out flow would be.

$$(64 \times 25) + (59 \times 5) + (58 \times 20) + (74 \times 10)$$

$$1600 + 295 + 1160 + 740$$

$$= \text{Rs. } 3795 \text{ per month}$$

Bidder b has quoted Rs. 64/- for 225 ml of Dettol Hand Wash, Rs.59/- for 500ml of Collin, Rs. 58/- for 700ml of Harpic and Rs. 74/- for 500 ml of Dettol Liquid.

$$(62 \times 25) + (52 \times 5) + (56 \times 20) + (72 \times 10)$$

$$1550 + 260 + 1120 + 720$$

$$= \text{Rs. } 3650 \text{ per month}$$

In this case the total cash flow is Rs. 3795/-, if the material is procured from Bidder A and Rs. 3650/- 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 or both the vendors will be finalized and the discretion lies with the purchaser.

“Special Terms and Conditions ”.

1. 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 housekeeping Consumables/General Items
2. The Competent Authority Unique Identification Authority of India reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents if doing so is in the interest of UIDAI Technology Centre.
3. The Tender should be dropped only in the designated tender box kept at the Reception of Unique Identification Authority of India, Technology Centre, Aadhaar Complex, NTI Layout, Tata Nagar, Kodigehalli, Bangalore-560092. The closing time and date for acceptance of tenders shall be 1500 hours on/before by **18.03.2016**. No tender received later the stipulated date & time or form other modes/ Place shall be entertained & shall be declared un-responsive.
4. The tenders will be opened on **18.03.2016 at 1600 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.
5. 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.
6. 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.
7. 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.
8. The rate submitted by the tendering Firm/Agency/Company should not be higher than the rates at which the housekeeping Consumables/General 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 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.
9. The tendering Firm/Agency/Company should have its own Bank name and account number should be intimated to Section Office (Admin), Unique Identification Authority of India to which all payments for supply of housekeeping Consumables/General Items will be made through ECS transfer in case of the successful bidder.

CERTIFICATE

1. I, _____ Son/ Daughter/ Wife of Shri _____ Proprietor/ Director/ authorised 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 Housekeeping Consumables to Unique Identification Authority of India, Technology Centre, Aadhaar Complex, NTI Layout, Tata Nagar, Kodigehalli, Bangalore-560092 and the rates of each Housekeeping 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 housekeeping Consumables/General Items etc. during the last five years nor has been penalised by such Offices/organisations for supply of poor/spurious Housekeeping consumables etc.

Signature of authorised person

Date:
Place:

Full Name:
Seal:

TECHNICAL BID

| SNo | Particulars | | |
|-----|--|----------------|------------------------|
| 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) |
| | | | |
| | | | |

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)

| S No | 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 authorised person

Date:
Place:

Full Name:
Seal:

FINANCIAL BID

HOUSEKEEPING CONSUMABLES/GENERAL ITEMS

| S NO | Item and Description | Specification | Estimated requirement for a month |
|-------------|-----------------------------|----------------------|--|
| 1 | Acid | Litre | 10 |
| 2 | Brooms | | 5 |
| 3 | Colin | | 20 |
| 4 | Dettol Hand Wash | 1 litre | 20 |
| 5 | Dettol Liquid | 1 litre | 30 |
| 6 | Garbage Bag Big | | 12 |
| 7 | Garbage Bag Small | | 12 |
| 8 | Wet Mop / Refill | | 5 |
| 9 | Harpic | 1 litre | 30 |
| 10 | Z-Fold | | 30 |
| 11 | Lizol | 1 Litre | 10 |
| 12 | Odonil | | 20 |
| 13 | Pantry Tissue | | 30 |
| 14 | Phenol | | 50 |
| 15 | Premier Tissue | | 10 |
| 16 | Room Freshener | | 20 |
| 17 | Scotch Brite | | 10 |
| 18 | Floor Squeezers(Steel) | | 2 |
| 19 | Soap Oil | Litres | 50 |
| 20 | Checked Cloth/ Glass Cloth | | 48 |
| 21 | Yellow Cloth | | 48 |
| 22 | Toilet Roll | | 500 |
| 23 | Urinal Cake | | 100 |
| 24 | Vim Drop | 500 ml | 10 |
| | | | |
| | | | |
| | | | |

CHECK LIST

DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL BID

1. Documentation fee of Rs.100 /- 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 Tender documents.
4. Self-attested copy of proof of Office Address;
5. Self-attested 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 Housekeeping items, as mentioned Financial bid, placed in the Store Room of Unique Identification Authority of India, Technology Centre, Aadhaar Complex, NTI Layout, Tata Nagar, Kodigehalli, Bangalore-560092 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 envelopessuper scribing "Technical Bid for supply of housekeeping consumables/general items and "Financial Bid for supply of housekeeping consumables/general items Both sealed envelopes should kept in a third bigger sealed envelope super-scribed with the words "Tender rate contract to supply housekeeping Consumable/General Items"