

**GOVERNMENT OF INDIA  
PLANNING COMMISSION  
UNIQUE IDENTIFICATION AUTHORITY OF INDIA**

**TENDER DOCUMENT**

**For providing rental Taxi services  
to the Unique Identification Authority of India  
by a reputed Taxi service provider**

Date of issue of Tender Document : From 31st July 2010

Last Date & time for submission of Tender Document : up to 1500 hours on 20<sup>th</sup> August 2010

Last date for pre -bid clarification : 17<sup>th</sup> August 2010

Date & time for opening of Tender Document:

Technical bid : At 1530 hours 20th August 2010

Financial Bid of eligible Tenderers : At later date

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No. File No. A-11016/87/2010-ADM  
Government of India  
Planning Commission  
Unique Identification Authority of India

Third Floor, Tower II, Jeevan Bharati Building,  
Connaught Circus New Delhi 110001,  
31st July, 2010.

**TENDER NOTICE**

1. Sealed tenders are invited under **Two Bid System** i.e. (**Part-I Technical Bid and Part-II Financial Bid**) from reputed, experienced and financially sound Taxi service providers to provide rental taxis to UIDAI Headquarters at Delhi. The contract will be initially for a period of one year and is likely to commence from the date of signing of agreement which may be extended further for a period of one year depending upon the requirement and administrative convenience of UIDAI. The quantum of requirement of vehicles may increase or decrease during the period of contract.
2. **The tender document can be downloaded from the website of UIDAI at <http://uidai.gov.in> and <http://www.uidai.nic.in>**
3. The interested Agency may put the tender document complete in all respects along with **Earnest Money Deposit (EMD) of Rs. 50,000** (Rupees Fifty Thousand only) refundable without interest, in the form of demand draft / Pay Order drawn in favour of Pay and Accounts Officer, UIDAI New Delhi up to **1500 hours on 20<sup>th</sup> August 2010** in the tender box kept on the Reception Counter of UIDAI, Third Floor, Tower II, Jeevan Bharati Building, Connaught Circus New Delhi 110001. The tenders will not be accepted beyond the stipulated date and time under any circumstances what so ever.
4. **The Technical bid shall be opened on the same day at 1530 hours** in the conference room of office of UIDAI, Third Floor, Tower II, Jeevan Bharati Building, Connaught Circus New Delhi 110001 in the presence of the representative of firms who wish to be present. At the first instance the technical bids shall be analyzed by a technical committee constituted for the purpose. At the second stage financial bids of only technically acceptable offers shall be opened at later date. The scheduled time and venue for opening the financial bids will be communicated to only those firms/agencies whose technical bids are found in order.
5. The UIDAI reserves the right to cancel the tender at any time or amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason, thereof.

## A. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The Unique Identification Authority of India ( UIDAI), an attached office of the Planning Commission, New Delhi, requires the services of reputed well established and financially sound taxi service provider Company/Firm/ Agency (hereinafter referred to as Agency) to provide rental commercial taxi services for its Headquarters at Delhi
2. The contract will be initially for a period of one year and is likely to commence from the date of signing of the agreement which may be extended for a further period of one year depending upon the requirement and administrative convenience of UIDAI. The UIDAI, however, reserves right to terminate/curtail the contract at any time after giving one week's notice to the selected service providing Agency without assigning any reason.
3. The interested Agency may put the tender document **complete in all respects along with Earnest Money Deposit (EMD) of Rs. 50,000 (Rupees Fifty thousand only) with Technical bid up to 1500 hours on 20<sup>th</sup> August 2010 in the Tender Box kept at the Reception Counter of UIDAI, Third Floor, Tower-II, Jeevan Bharati Building, Connaught Circus, New Delhi-110001.**
4. The various crucial dates relating to **"Tender for Providing taxi services to UIDAI"** are cited as under :
  - a) Date of issue of Tender Document: From 31st July 2010
  - b) Last date and time for submission of Tender Document:  
Up to 1500 hours on 20<sup>th</sup> August 2010
  - c) Last date for receiving written queries for clarification on the bid document :  
Up to 17<sup>th</sup> August 2010
  - d) Release of responses to clarification\* : On 18<sup>th</sup> August 2010
  - e) Date and time for opening of
    - i. Technical Bid : At 1530 hours on 20th August 2010
    - ii. Financial Bid : At later stage
5. The tender shall be accepted under **Two Bid System**. The interested agencies are advised to submit two separate sealed envelopes super scribing **"Technical Bid for Providing Taxi services to UIDAI"** and **"Financial Bid for Providing Taxi Services to UIDAI"**. Both sealed envelopes should be kept in a third bigger sealed envelope super scribing **"Tender for Providing Taxi Services to UIDAI"**.
6. **Technical Bid of the agency must necessarily be accompanied with Earnest Money Deposit (EMD) of Rs. 50,000 (Rupees Fifty Thousand only), refundable (without interest), in the form of Demand Draft / Pay Order**

**drawn in favour of Pay & Accounts Officer, UIDAI, New Delhi failing which the tender shall be rejected summarily.**

7. The bids shall be valid for a period of one year from the date of opening of the tenders.
8. The successful tenderer will have to deposit Performance Security Deposit of Rs.3, 00,000 (Rupees three Lakhs Only) in the form of A/C Payee demand draft or bank guarantee issued by a reputed Bank or Fixed Deposit Receipt (FDR) made in the name of the Agency **but hypothecated to the Pay & Accounts Officer, UIDAI, New Delhi** covering the period of contract. The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the firms. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the successful tenderer.
9. The tendering Agency are required to enclose duly attested photocopies of the following documents along with the Technical Bid, **failing which their bids shall be summarily/outrightly rejected and will not be considered any further**
  - a. Registration Certificate as tour/taxi service operator.
  - b. **Copy of PAN card**
  - c. Copy of the IT return filed for the last three financial years; i.e.2007-08,2008-09,2009-10
  - d. Copy of the Service Tax registration certificate;
  - e. Proof of the service tax paid during last three financial years
  - f. Copies of at least 2 contracts awarded by the Central Government/State Government/PSUs/ Bank/reputed private firms during last three years to be reckoned w.e.f. tender opening date.
  - g. Certified copy of banker certificate of A/c maintenance for the last three financial years
  - h. Copy of the Turnover statement of last three financial years i.e. 2007-08, 2008-09, 2009-10 duly certified by Chartered Accountant.

**10. Conditional bids shall not be considered and will be outrightly rejected in very first instance.**

11. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In no case should there be any change in the format of the financial bid. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be attested by the person authorized to sign the tender bids.
12. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the

general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

13. In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm
14. It is to be ensured that the complete information as required by this office may be furnished by the bidders in the prescribed format. Formats submitted with incomplete information and not conforming to the requirements are liable to be rejected.
15. Each page of the tender should be signed by the tenderer or by his authorized signatories with seal of the agency.
16. The Technical bid shall be opened on the scheduled date and time (At 1530 on 20th August, 2010), in the conference room of office of UIDAI, Third Floor, Tower II, Jeevan Bharati Building, Connaught Circus, New Delhi 110001, in the presence of the representatives of the Agency, if any, who wish to be present at the time of opening the tender.
17. The Financial Bid of only those tenderers will be opened who will qualify pre-bid technical qualification. The scheduled time and venue etc. will be communicated to only those agencies whose technical bids are found in order.
18. The UIDAI reserves the right to cancel all bids without assigning any reason.
19. The successful tenderer will be informed of the acceptance of their tender by registered post.

## B. TECHNICAL BID QUALIFICATION CRITERIA

The tendering Agency must fulfill the following technical specifications in order to be eligible for technical evaluation of the bid described in detail in Section D & E:

- A. The Registered Office of the Agency should be located either in Delhi/New Delh. **An attested copy of the registration certificate of offices in Delhi/NCR shall be enclosed.**
- B. In case of partnership firms, **a copy of the partnership agreement**, or general power of Attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- C. The Agency must have a **minimum of three years experience** in supplying taxis to reputed private companies/Public Sector Companies/Banks /Central and State Government Departments. **Proof of atleast two (2) contracts relating to supplying of taxi services to Central Government/State Governments/ PSUs/Bank/reputed private firms in last three years along with attested copies of the supply order.**
- D. The Agency should have had a minimum annual turnover of **Rs. 1.5 crore each year during last three financial years i.e.2007-08, 2008-09, 2009-10. A copy of turn over statement duly certified by the C.A must be enclosed with the tender document.**
- E. The Agency should have its own Bank Account. **Certified copy of the account maintenance for the last three years** issued by the Bank shall be enclosed.
- F. Certified **copy of the PAN card** shall be attached with the Bid document.
- G. The Agency (not individual) should be **registered with Service Tax departments**. Certified copy of the registration shall be attached with the Bid document.
- H. The Agency must have a **minimum of 40 small, mid or/and large segment fleet** of commercial taxi cars registered in its name/ in the name of business associates in Delhi or NCR. **A list of such vehicles with registration details** should be attached with the bid. The list should also indicate the date of registration of the car. The Agency or its registered business partners must **own 25 commercial taxi not more than two years** old as on tender opening date. List explained above should indicate these 25 vehicles separately. UIDAI may ask the agency to produce the original RCs at the examination of technical bid.
- I. A list of vehicles for each category with the fuel type should be also provided.
- J. The agency must attach proof of successful and satisfactory completion of atleast three contracts/works each amounting to atleast Rs 50.00 Lakh or 2 work amounting to Rs 75 Lakh each or 1 work amounting to Rs 1.50 Crore during the last five years from the tender opening date. The certificate should

be from prominent organizations (Government organizations / PSUs/ Banks reputed private firms).

## C. CRITERIA FOR EVALUATION OF TENDER

### 1. Technical bid evaluation :

The evaluation of Technical bid will be done by considering the parameters listed in the technical bid form. Parameters at Sl No. 1 to 13 (tabulated in Section D) are essential in order to be eligible as already stated in Section B and only that Agency who meet the requirements and provide documentary proof of the same will be considered for financial evaluation.

### 2. Financial Bid Evaluation

In order to have a single rate index for evaluating and comparing the tenders of different tenders for different categories of vehicles, the UIDAI has assigned weightages to each category on the basis of the estimation of the share of the vehicles required in each category and other parameters.

Accordingly following formula will be used to arrive at a single figure:

#### 2.1 Over-all Consolidated Rate Index

At this stage the average rates for each category and both options (monthly or daily) shall be used to compute the aggregate index for all categories and options. The formula for this one will be as below:

$$\text{Over-all Consolidated Rate Index} = [M_1*(0.55) + M_2*(0.05) + M_3*(0.40)]*(0.90) + [D_1*(0.45) + D_2*(0.25) + D_3*(0.25) + D_4*(0.05)]*(0.1)$$

Where

$M_1$  = Average Monthly Rate for Category 1

$M_2$  = Average Monthly Rate for Category 2,

$M_3$  = Average Monthly Rate for Category 3,

And

$D_1$  = Average Daily Rate for Category 1

$D_2$  = Average Daily Rate for Category 2,

$D_3$  = Average Daily Rate for Category 3,

$D_4$  = Average daily rate for Category 4 (Innova)

And \* is used as the symbol for multiplication.

Example is given below to clarify the working of this formula:

Suppose the Average Monthly Rates for each category (Category 1, 2 and 3) are Rs. 25,000, 30,000, 40,000 respectively and the average daily rates arrived at in stage I for three categories (1, 2 and 3) are Rs. 1000, 1200, 1500 and 1600 respectively. Then the Over-all Consolidated Rate Index will be:



$$\begin{aligned}
&= [25000 \times .57 + 30000 \times .08 + 40000 \times .35] \times .90 + [1000 \times .45 + 1200 \times .25 + 1500 \times .25 + 1600 \times .05] \times 0.1 \\
&= [14250 + 2400 + 14000] \times .90 + [450 + 300 + 375 + 80] \times 0.1 \\
&= [30650] \times .90 + [1205] \times 0.1 \\
&= 27585 + 120.5 = 27705.5
\end{aligned}$$

2.2. Rate quoted for Extra KM beyond 2500 KM and extra hour beyond 300 hours will not be considered for evaluation. Payment for extra day, KM and hour has been separately indicated in the proforma for financial bid at Para 1.1. and 1.2.(Page 12).

2.3 The contract shall commence from the date of consent of the firm to the terms and conditions. To begin with, the contract will be for 6 months, extendable up-to one year if performance/service is found satisfactory on review after six months. The contract so awarded can be terminated by the Office of the unique Identification Authority of India at any time without notice or conveying any reasons thereof.



	last 3 Financial Years	Agency's IT return of last three years.
11	Number of Vehicles registered with the agency.	Attach list of vehicles with the RC number and date to indicate less than 2 year old vehicles Attach list of vehicles with fuel to be used
12	Details of major contracts handled in last three years	Attach in Annexure -A
13	Certificate of satisfactory performance from the organization to whom the service was provided.	Attach attested copies of the appreciation letters from the organizations to whom service was provided.

Signature of authorized person

Date:

Name:

Place:

Seal :

### DECLARATION

1. I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_ Proprietor/Director/authorized signatory of the Agency 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. 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.

Signature of authorized person

Date:

Full Name:

Place:

## E. PROFORMA FOR FINANCIAL BID

### SCHEDULE A: Daily Option:

Rate (all inclusive including all taxes and levies except service tax & parking charges) for Taxis as indicated below:

		A
Sl. No.	Make	Rate for full day (12 hrs and 100 Kms) (In Rs per day)
1.	Indica or Wagon R or similar	
2.	Swift Dzire or Indigo or similar	
3.	Honda City or SX 4 or similar	
4.	Toyota Innova or similar	

### SCHEDULE B: Monthly option:

Rates (all inclusive including all taxes and levies except service tax & parking charges) of taxis on monthly basis:

		A	B	C	D
Sl. No	Make	2500 kms and 25 days per month and Upto 300 hrs (In Rs per month)	Extra per KM Beyond 2500 KM (Rs per KM)	Extra per hour Beyond 300 hrs (Rs per hr)	
1.	Indica, Wagon R, or similar				
2.	Swift Dzire or Indigo or similar				
3.	Honda City or SX 4 or similar				

**Note:**

1. Extra hour/day/km in monthly option (schedule B) will be compensated as follows:
  - 1.1 Extra for days exceeding 25 days use will be as follow (with duty upto 12hours): Rs Per day= Column B/25
  - 1.2 The payment for extra KM beyond 2500 KM and extra hour beyond 300 hrs will be based on the average of all the quoted rates of valid tenderers against these items (Refer Schedule B of Monthly Option, Column C and Column D). This will be the basis of reimbursement if the quoted rate of the lowest tenderer is higher than the average

quoted rate. In case the quoted rate of L1 tender is lower then reimbursemet will be made on the quoted rate.

**2. Compensation/recovery clause on account of variation in fuel prices:**

To take care of price variation in fuel (diesel/petrol/CNG) the price compensation/recovery will be as per following formula:  $\% \text{ compensation/recovery} = 1/2 * (F1/F0 - 1) * 100$

- Where F1 is the minimum price of petrol/diesel/CNG cost during the month to which the bill will relate.
- F0 is petrol/diesel/CNG cost as on the Tender opening date
- -/+ indicates recovery and compensation respectively.
- % compensation/recovery will be on the accepted rate for various category of vehicles indicated in Schedule A & B and item 1.2 of Schedule B
- The rate payable for extra KM (beyond 2500 KM) will be adjusted based on the %age compensation/recovery as indicated above.

**Signature of Tenderer:** \_\_\_\_\_

**(with stamps of the firm)**

Name of Authorized Signatory \_\_\_\_\_

Seal:

## F. TERMS AND CONDITIONS

### General

1. The contract will be initially for a period of one year and is likely to commence from the date of signing of the agreement which may be extended for a further period of 1 year on the same rates, terms and conditions depending upon the requirement and administrative convenience of UIDAI. Any further extension (beyond 2 Years) can be considered on mutually agreed terms and condition. The UIDAI, however, reserves the right to terminate/curtail the contract at any time after giving one week's notice without assigning any reason.
2. Taxis to be provided by the Contractor should be in perfectly sound working condition and suitable for use by Senior Officers.
3. Taxis supplied should be fitted with all modern features .
4. Taxies supplied should not be more than 2 years old as on date of contract. The firm should specify the numbers of such vehicles enclosing copies of their RC. The successful firm should ensure that only such taxis are deputed in this office.
5. The approximate requirement of vehicles will be 27 with a variation of  $\pm 15\%$ . The segment wise approximate number is indicated below:

<b>Make</b>	<b>Requirement</b>
Indica, Wagon R, or similar	18
Swift Dzire or Indigo or similar	2
Honda City or SX 4 or similar	7

6. The vehicles should require to be comprehensively insured.
7. The vehicles will have to be fitted /provided with the following additional accessories/utilities.
  1. Clean seat covers
  2. Quality radio music system
  3. Reading lamp
  4. Tissue paper box
  5. Car perfume
  6. Mobile charger
  7. Seat Belts (Front Rear)
  8. Umbrella during Monsoon
8. Firms should have sufficient numbers of drivers having experience of driving in Delhi
9. Only such Taxi Operators may apply whose Taxis have been duly authorized by the concerned RTO for use as public transport and who have telephone connections available at their Premises/Garage/Stands from where such taxis are to be operated and can be

requisitioned by the Office of the Unique Identification Authority of India.

10. The firm should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as security instructions.
11. Each driver employed by the firm must have a cell-phone duly activated.
12. Each driver should wear uniform while on duty.
13. No mileage will be allowed for lunch/tea of the driver. Driver should carry his lunch.
14. A list of drivers who would be deployed on duty along with their valid driving license nos. has to be provided to the Unique Identification Authority of India. No driver should be changed unless the officer to whom the driver reports is apprised.
15. The firm should inform in advance the bio- data of all drivers who would be deployed on duty to the Unique Identification Authority of India.
16. Declaration from the transporter on their letter-head stating that the drivers provided are of Good Character, vetted by police for security, have valid driving license and are aware of the roads of Delhi will be provided to the Office of the unique Identification Authority of India.
17. The firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office.
18. The firm should have a provision to take bookings 24 x 7
19. The firm should be experienced in providing fleets for events, delegations, meetings and conferences etc.
20. "Full Day" would imply a run of the Taxi upto 100 kilometers and 12 hours duration.
21. Full month would imply 2500 kms and 25 days upto 300 hours
22. Rates once finalized will be fixed at least for a period of one year and used as base rate in case of Upward/downward change in rates in fuel prices.
23. Any complaint from the users regarding poor upkeep, maintenance, non availability of above accessories or any misbehavior of the driver would attract a cut from the bill for that day(s) on pro rata basis @ 25% in the first instance, 50% in the second instance and removal of driver and/or vehicle from the fleet on the third instance either from per day rate or on pro rata basis.
24. Any overtime arising due to breakdown of vehicle supplied by Agency shall be on his account and shall not be charged to UIDAI
25. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per govt. instructions and the log book shall be submitted to the concerned officer in UIDAI regularly for scrutiny.

26. A vehicle will be allowed for booking only in condition when the Milo meter is sealed. If during the running of the vehicle it is found that the Milo meter is unsealed then forfeiture of hiring charges and a penalty as fixed by UIDAI will be imposed.
- 27. The time and mileage shall be taken in to account from the reporting time at the appointed place (both at the time of reporting and closing). There will be no dead mileage. In other words to and fro journeys from the taxi stand to the reporting place and releasing place to taxi stand will not be counted for computing the mileage or time.**
28. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and drivers should not be changed unless so requested for by the UIDAI. The vehicle must be available at any time of days as desired by the UIDAI.
29. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of similar make as replacement immediately.
30. The liability of the UIDAI will be limited to the hiring charges agreed in the contract.
31. No additional terms & conditions over and above the conditions stipulated above shall be entertained by UIDAI
32. Actual parking charges will be payable along with the monthly bills, only upon submission of the parking, bills.
33. The agency will be responsible for compliance of all statutory provisions related to minimum Wages, etc. in respect of the drivers deployed by it. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes applicable to the drivers deployed by them in this Office.
34. While the Office of the unique Identification Authority of India has a regular requirement for hiring taxis, it shall have the right not to utilize the services at all at any time for any period without giving any notice. The office will also reserve the right to hire taxis from any other provider of such services even during the period of contract.
35. For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Office of the unique Identification Authority of India. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
36. In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Department in that event and the Security Deposit in the form of Performance Bank Guarantee shall be encashed
37. The Bank Guarantee can be forfeited by order of the Competent Authority of the Office of the unique Identification Authority of India in the event of any breach or negligence or non-observance of any terms/conditions of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bank Guarantee as may be considered by the Office of the unique Identification Authority of



India as sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

**Terms of payment:**

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
2. The contractor shall submit the bill at each stage/in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
3. All payments shall be made by ECS/cheque only.
4. Office of the Unique Identification Authority of India shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
5. The term 'payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
6. Wherever applicable all payments will be made as per schedule of payments to be decided in the agreement.
7. TDS as applicable will be recovered from the bill.

Details of major contracts with Central Government/State Governments/PSUs/ Reputed Private Firms handled by the tendering Agency for providing hiring of taxi services during the last three years in the following format (attested copies of the last three years work award may be enclosed):

S. No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. Lakh per year)	Duration of Contract	
			From	To
1.				
2.				
3.				

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

