

**4/84/2013-Admin**  
**GOVERNMENT OF INDIA**  
**UNIQUE IDENTIFICATION AUTHORITY OF INDIA**  
**REGIONAL OFFICE, MUMBAI**  
**TENDER DOCUMENT**

**Hiring of Vehicles(Monthly, Daily and Outstation basis) for UIDAI, Regional Office, Mumbai.**

Date of issue of Tender Document	:	05-02-2016
Last date for pre –bid clarification	:	Up to 15:00 Hrs on 15-02-2016
Last Date & time for submission of Tender Document	:	Up to 15:00 hours on 26-02-2016
Date & time for opening of Tender Document / Technical bid	:	At 16:00 hours on 26-02-2016
Financial Bid opening	:	Will be scheduled and intimated accordingly.

**(B V Jichkar)**  
**Deputy Director (Admin)**  
**UIDAI, R.O, Mumbai**

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**(B V Jichkar)**  
**Deputy Director (Admin)**  
**UIDAI, R.O, Mumbai**

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**TENDER DOCUMENT**

7<sup>th</sup> Floor, MTNL Exchange Building,  
G.D. Somani Marg, Cuffe Parade, Mumbai – 05.

Dated: \_\_\_\_\_

**Notice Inviting Tender for Hiring of Taxi Services**

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 firms/agencies to provide commercial Vehicles to UIDAI Regional Office at Mumbai for their geographical jurisdiction (for travelling in the State of Maharashtra, Gujarat, Goa, UT of Daman and Diu and UT of Dadra Nagar Haweli). **The UIDAI, R.O, Mumbai will award the contract to the successful bidder for providing the services.** The contract will be initially for a period of one year from the date of awarding of the contract which may be extended further for a period of two years on year to year basis depending upon the requirement and administrative convenience of UIDAI, R.O, Mumbai. The Schedule of Vehicle Requirement includes Package-I and Package-II i.e. **Package-I:** 01(**One**) vehicle of “**C-Segment**” **Engine from 1490 CC to 1800 CC** (Like Skoda-Rapid/Volkswagen- Vento/Honda City or equivalent) and **Package-II:** 05 (**Five**) vehicles of “**B-Segment**” **Engine from 1190 CC to 1290 CC**” (Like Maruti-Swift Dzire/Fiat-Punto EVO/Tata-Manza or equivalent) under Monthly, Daily and outstation options. The requirement of vehicles under Package-I and Package-II may increase or decrease during the period of contract based on the actual requirement. Above mentioned brand name is for illustrative purpose only.
2. **The tender document may be downloaded from our official website [uidai.gov.in](http://uidai.gov.in)/Central Public Procurement Portal ([eprocure.gov.in](http://eprocure.gov.in)).** The interested Firm/Agency may download the tender document from websites.
3. The interested Firm/Agency may participate for **Package-I** or **Package-II** or **both** in a single tender document. The Firm/Agency may drop the tender document completed in all respects along with **Earnest Money Deposit (EMD) of Rs. 20000/- (Twenty Thousand) for Package-I and Rs. 50000/- (Fifty Thousand) for Package-II** refundable without interest, in the form of demand draft / Pay Order drawn in favor of “**DDO, UIDAI, R.O, Mumbai**” up to **15:00 hours on 26/02/2016** in the tender box kept on the Reception Counter of UIDAI, Regional Office, 7<sup>th</sup> Floor, MTNL Exchange Building, Cuffe Parade, Mumbai - 05. 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 26/02/2016 at 16:00 hours** in the conference room of UIDAI, Regional Office, 7<sup>th</sup> Floor, MTNL Exchange Building, Cuffe Parade, Mumbai – 05, in presence of the authorized representative of firms who wish to be present. At the first instance the technical bids shall be scrutinized by a technical committee constituted for the purpose. At the second stage financial bids of only technically qualified 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, R.O, Mumbai reserves the right to cancel the tender at any stage without assigning any reason, thereof.

**(B V Jichkar)**  
**Deputy Director (Admin)**  
**UIDAI, R.O, Mumbai**

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**PART – I- GENERAL INSTRUCTIONS FOR TENDERERS**

1. Bidders are advised to study the bid document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of all instructions, eligibility, forms, terms and conditions, and requirement specifications in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in all respect will be at the bidder's risk and may result in the rejection of the bid.

2. The interested Firm/Agency may participate for **Package-I** or **Package-II** or **both** in a single tender document. The Firm/Agency may drop the tender document completed in all respects along with Earnest Money Deposit (EMD) of Rs. **20000/-** for **Package-I** and Rs. **50000/-** for **Package-II** (refundable without interest) up to 15:00 Hrs. on 26/02/2016 in the Tender box kept at the Reception Counter of UIDAI, Regional Office, 7<sup>th</sup> Floor, MTNL Exchange Building, Cuffe Parade, Mumbai - 05.

3. The various crucial dates relating to “**Tender for hiring of Vehicles**” are cited as under :

- |    |                                                          |   |                                 |
|----|----------------------------------------------------------|---|---------------------------------|
| a) | Date of issue of Tender Document                         | : | 05-02-2016                      |
| b) | Last date for pre –bid clarification                     | : | 15-02-2016                      |
| c) | Last Date & time for submission of Tender Document       | : | Up to 15:00 Hrs. on 26-02-2016  |
| d) | Date & time for opening of Tender Document Technical bid | : | At 16:00 Hrs. on 26-02-2016     |
| e) | Financial Bid of eligible bidders accordingly            | : | Will be scheduled and intimated |
| f) | <b>Bid Submission</b>                                    |   |                                 |

i) The Bid must be submitted in three separate inner covers, which should be addressed to Deputy Director (Admin), UIDAI, R.O, Mumbai. These covers should be superscripted as under and should be sealed separately.

**EN-01- “Tender for hiring Vehicles -2016 for UIDAI, R.O, Mumbai – EMD”.**

This Envelope must contain separate demand drafts for Package-I (EMD-Rs. 2 0000/- (Twenty thousand)) or Package-II (EMD of Rs. 50000/- (Fifty Thousand)) or both. The bid without EMD will be rejected at the time opening of bids.

**EN-02- " Tender for hiring taxi service-2016 for UIDAI, R.O, Mumbai - Technical Bid" as per Annexure-A.**

This envelope must contain the document in support of the Technical eligibility criteria as mentioned above. The technical bid should be submitted in the form given in Annexure-A along with registration particulars, copy of PAN number issued in favour of the firm, full details of the number of Taxis registered in the name of the bidder or his firm with attested photo copies of Registration Certificates and any other information sought for in the last section of the Annexure-A.

**EN-03 - "Tender for hiring taxi service-2016 for UIDAI, R.O, Mumbai - Financial Bid" as per Annexure-B.**

This envelope must contain the financial bid as per Annexure-B in separate sealed envelope for Package-I and Package-II . The price quoted shall be firm and final for the entire contract period.

The outer cover in which these three sealed covers are placed should be superscripted "Tender for hiring taxi service-2016 for UIDAI, R.O, Mumbai" and addressed to:

**Deputy Director (Admin)**  
**7<sup>th</sup> Floor, MTNL Exchange Building,**  
**G.D. Somani Marg, Cuffe Parade, Mumbai – 05.**

**ii)** The offers submitted by telex/telegram/fax/email or any manner other than specified above shall not be considered. No correspondence will be entertained on this matter.

**4. Earnest Money Deposit (EMD)**

The bidders have to submit separate Earnest Money Deposit (EMD) for **Package-I (Rs. 20000/-)** and **Package-II (Rs. 50000/-)** refundable without interest in the form of Demand Draft/Pay order payable to DDO, UIDAI, RO, Mumbai. The bidders may participate for **Package-I** or **Package-II** or **both** in a single tender document with the relevant EMD. If the Firm/Agency is interested to participate for both packages, have to submit separate EMD for both packages to avoid rejection. Bids not accompanying with the prescribed EMD of respective package will be rejected and no correspondence will be entertained on this subject.

**5. Bid validity**

The bid shall be valid for a period of 180 days from the date of opening of the tenders.

**6. Bank Guarantee**

The Firms/Agencies (Successful Bidders) will be required to furnish package wise Performance Bank Guarantee (PBG) by way of Bank Guarantee through a Public Sector Bank or a private sector bank authorized to conduct government business for a sum equal to **10 % of the Contractual value within 30 days** of signing of the contract **valid for a period of 60 (Sixty) days beyond contractual period**. In case the contract is further extended beyond the initial period of one year, the PBG will have to be accordingly renewed by the successful bidder.

**7.** Conditional bids shall not be considered and will be out rightly rejected in very first instance.

**8. Signing of Tender:** Individual signing the tender or other documents connected with contract must specify whether he signs as:-

- a) "Sole proprietor" of the Concern or constituted attorney of such sole proprietor.
- b) Partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- c) Director or principal officer duly authorized by the Board or Directors of the Company, in case of Registered Company under the law of land.

N.B.

- i. 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 of 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.
- ii. 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.
- iii. A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the Regional Office, Mumbai of the Unique Identification Authority of India may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- iv. The bidders should sign and affix his/her firm's stamp at each page of the tender and all its **Annexure (A and B)** as the acceptance of the offer by the bidder will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT.** (This sub-clause will not be applicable in cases where signing of a separate agreement is considered by the Regional Office, Mumbai, Unique Identification Authority of India necessary)

9. 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.

10. At any time prior to the last date for receipt of bids, UIDAI, R.O, Mumbai may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or as per the decisions taken in the pre-bid meeting, modify the Tender Document by an amendment. The amendment will be notified on our official website and Central Public Procurement Portal, will be binding on the prospective bidders. In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, UIDAI, R.O, Mumbai may, at its discretion, extend the last date for the receipt of Bids. No bid may be modified subsequent to the last date for receipt of bids. No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the Bidder in the Bid. Withdrawal of a bid during this interval shall result in forfeiture of Bidder's EMD.

11. The Bidder shall bear all costs associated with the preparation and submission of its bid. UIDAI, RO, Mumbai will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process.

12. The Financial Bid of only those bidders will be opened who will qualify technically. The scheduled time and venue etc. will be communicated only to those Technically qualified bidders.

13. The UIDAI, R.O, Mumbai reserves the right to cancel/accept all bids in full/part without assigning any reason.
14. The successful bidders will be informed of the acceptance of their tender by registered post/e-mail.
15. The bidding firms/agencies have to submit a self-certified certificate (As per format –B) that his/her firm has not been blacklisted by any Central Government Department/PSU/Bank etc. If it is subsequently found out that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents, etc. the earnest money will be forfeited and the bid/contract will be rejected/cancelled.
16. No bidding Firm/Agency will be allowed to withdraw its bid after technical bids have been opened. If any Firm/Agency intends to withdraw after opening of technical bids its EMD will be forfeited.
17. If after award of the contract, the successful bidder fails to provide required number of vehicles / taxis, the contract is liable to be cancelled along with forfeiture of performance security (PBG) and other consequential action such as blacklisting as deemed appropriate.

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**PART – II- TECHNICAL ELIGIBILITY CRITERIA**

The tendering Firm/Agency must fulfill the following technical specifications in order to be eligible for technical evaluation of the bid described in detail in Section **Part-V**.

- A. The Registered Office of the Firm/Agency should be located **in the District-Mumbai City. An attested copy of the registration certificate of office in Mumbai 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 Firm/Agency must have a minimum of three years of experience in supplying taxis to reputed private companies/Public Sector Companies/ Banks /Central and State Government Departments. Proof of satisfactory performance of at least two contracts relating to supplying of Vehicles to Central Government/State Governments/PSUs/Bank/reputed private firms in last three years from **2012-13 to 2014-15** along with attested copies of the supply order should be enclosed.
- D. **The Firm/Agency should have had a minimum annual turnover of Rs. 25 Lakhs for Package-I and Rs 50 Lakhs for Package-II and Rs 75 Lakhs for both the Packages** for each year during last three financial years i.e. 2012-13, 2013-14 and 2014-15. A copy of turn over statement duly certified by the Chartered Accountant must be enclosed with the tender document and copy of Income Tax return for the assessment year i.e. 2013-14, 2014-2015 and 2015-16 also be enclosed.
- E. The Firm/Agency should have its own Bank Account. **Certified copy of the** Bank Account Statement for the last three years issued by the Bank shall be enclosed.
- F. **Certified copy of PAN card** shall be attached with the Bid document.
- G. The Firm/Agency (not individual) should be **registered with Service Tax Authority**. Certified copy of the registrations shall be attached with the Bid document.
- H. The Firm/Agency must have a fleet of **minimum of 2 vehicles under Package-I and 6 vehicles under Package-II** of commercial taxi registered in its own name in Mumbai. **A list of such vehicles containing Type of vehicle (C/B Segment), Make & Model, type of fuel and date of registration with attested copy RCs** should be attached with the bid. UIDAI, R.O, Mumbai may ask the Firm/Agency to produce the original Registration Certificates at the examination of technical bid.
- I. Self-Certificate (As per format – B) that the firm has not been blacklisted by any Central Government Department/Ministries/PSUs/Banks, etc. should be enclosed.
- J. If it is found that the information/certificates furnished by the participating firm is incorrect/wrong or bogus, the firm shall be blacklisted and its bids will be rejected and EMD/Performance security will be forfeited.



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**PART – III- CRITERIA FOR EVALUATION OF TENDER**

- i. EN-01 is the first envelope to be opened on the specified date and time in the presence of bidder's authorized representatives (one from each bidder). EN-02 of only those bidders whose **package wise EMD** found in order shall be opened in the same session. Bids not accompanying with the prescribed EMD of respective package will be rejected.
- ii. The contents of EN-02 (bidder's eligibility) shall be passed on to a duly constituted Technical Evaluation Committee (TEC) for evaluation. The TEC would scrutinize the bids with respect to the eligibility conditions specified in the tender documents, may call for additional information from the bidders or may visit the bidders' offices for verification. Additional information if called for must be submitted in the time period given by the TEC, failing which the bid shall be rejected.

After opening of the technical bid, the cars offered for hire on monthly basis with their drivers shall be presented by the bidder before the Technical evaluation committee (TEC) for inspection, test driving (unless the car offered is brand new) and interview with the drivers. The bidder should be present with vehicles for inspection along with the Drivers within three (03) working days from the date of issue of letter for inspection of vehicles, failing which, the bidder will be technically disqualified.

And only if the monthly cars and their drivers are found conforming to all the conditions of this bid document by TEC then the bidder will be considered eligible for opening of financial bid.

- iii. EN-03 Financial bid shall be opened only for the technically qualified bidders on a date and time duly notified and in the presence of the bidders' authorized representatives. The rates quoted by various bidders shall be read out in this session if so desired by the authorized representatives. The financial bids shall be evaluated by a duly constituted Financial Evaluation Committee (FEC).
- iv. The tender will be evaluated package wise and will be awarded accordingly to the successful bidders.

**Package-I: 01(One) vehicles of “C-Segment” Engine from 1490 CC to 1800 CC”**  
(Like Skoda-Rapid/Volkswagen-Vento/Honda City or equivalent)

**Package-II: 05(Five) vehicles of “B-Segment” Engine from 1190 CC to 1290 CC”** (Like Maruti-Swift Dzire/Fiat-Punto EVO/Tata-Manza or equivalent)

- v. In order to have a single rate index for evaluating and comparing the tenders of different bidders for different options i.e. Monthly, Daily and outstation, the UIDAI, R.O, Mumbai has assigned weightages to each option on the basis of the estimation of the share of the vehicles required in each package and other parameters. Accordingly the following formula will be used to arrive at a single figure:

**(a) Package-I (Over all consolidated Rate Index):** At this stage the rates for all the three options (monthly, daily and Outstation) including rate for extra Kilometre, extra Hour and night halt shall be used to compute the aggregate index. The formula for this one will be as below:

**Note-Assumptions for evaluation purpose only,**

**(i) Monthly Option: - 100 km as extra Kms, 20 hrs as extra hrs and one night halt have been taken into account.**

**(ii) Daily Option: - 10 km and 2 hrs have been taken into account as Extra Km and Extra Hrs respectively.**

**(iii) Outstation Option:- 300 Kms running per day and one Night halt.**

**Over all consolidated Rate Index (OCRI) =**

$$[\{M1 * (0.85)\} + \{D1 * (0.10)\} + \{O1 * (0.05)\}]$$

Where

**Monthly options for “C-Segment” vehicles:**

$$M1 = E + (100 \times G) + (20 \times H) + NM1$$

**Daily options for “C” Segment Vehicles:**

$$D1 = F + (10 \times G) + (2 \times H)$$

**Outstation option for “C” segment Vehicles**

$$O1 = 300 \times J + NO1$$

**Abbreviations:**

<b>“C- Segment” vehicle Rates</b>	
Monthly	E
Daily	F
Extra Km	G
Extra Hr.	H
Rate per Km - Out station	J
Night Halt Monthly	NM1
Night Halt Outstation	NO1

**(b) Package-II (Over all consolidated Rate Index):** At this stage the rates for all the three options (monthly, daily and Outstation) including rate for extra Kilometre , extra Hour and night halt shall be used to compute the aggregate index. The formula for this one will be as below:

**Note-Assumptions for evaluation purpose only,**

- (i) Monthly Option:** - 100 km as extra Kms, 20 hrs as extra hrs and one night halt have been taken into account.
- (ii) Daily Option:** - 10 km and 2 hrs have been taken into account as Extra Km and Extra Hrs respectively.
- (iii) Outstation Option:-** 300 Kms running per day and one Night halt.

**Over all consolidated Rate Index (OCRI) =**

$$[\{M2 * (0.85)\} + \{D2 * (0.10)\} + \{O2 * (0.05)\}]$$

Where

**Monthly options for “B-Segment” Vehicles:**

$$M2 = P + (100 \times R) + (20 \times S) + NM2$$

**Daily options for “B” Segment Vehicles:**

$$D2 = Q + (10 \times R) + (2 \times S)$$

### Outstation option for “C” segment Vehicles

$$O2 = 300 * T + NO2$$

#### Abbreviations:

<b>“B- Segment” vehicle Rates</b>	
Monthly	P
Daily	Q
Extra Km	R
Extra Hr.	S
Rate per Km - Outstation	T
Night Halt Monthly	NM2
Night Halt Outstation	NO2

#### **Note: Refer Finalised bid Proforma at Annexure-B**

- vi. The contract may be awarded package wise to the bidder whose **Overall Consolidated Rate Index (OCRI) of Annexure ‘B’** will be the lowest subject to fulfillment of all other conditions stipulated in the tender document.
- vii. Any attempt by any bidder to bring pressure of any kind, may disqualify the bidder for the present tender and the bidder may be liable to be debarred for three years from bidding for future UIDAI, R.O, Mumbai tenders besides forfeiting the EMD.
- viii. UIDAI, R.O, Mumbai reserves the right to accept any bid, and to cancel/abort the Tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders, of any obligation to inform the affected Bidder or Bidders of the grounds for UIDAI, R.O, Mumbai’s action and without assigning any reasons.
- ix. The decision of UIDAI, R.O, Mumbai arrived at as above will be final and no representation of any kind will be entertained on the above. Any attempt by any bidder to bring pressure of any kind, may disqualify the bidder for the present tender and the bidder may be liable to be debarred from bidding for UIDAI, R.O, Mumbai tenders in future for a period of at least three years.
- x. When deemed necessary, UIDAI, R.O, Mumbai may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the tender submitted or price quoted. Also, it will not imply that bidder's bid has been selected for processing.
- xi. The contract shall commence from the date of acceptance of the terms and conditions by the successful bidder. Initially, **the contract will be valid for one year and further extendable up to two years on year to year basis on mutual consent subject to the performance/services are found satisfactory on review after one year.**

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**Part-IV – GENERAL CONDITIONS OF TENDER ENQUIRY**

The Bidder is required to submit package wise written confirmation of his/her acceptance of the Conditions of the Tender mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. successful bidder in the Contract) as selected by the Purchaser (UIDAI, R.O, Mumbai). Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The package wise contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

2. **Effective Date and period of the Contract:** The package wise contract shall come into effect on the date of signing the contract by both the parties (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract. The contract shall initially be effective for a period of one year, extendable to further two years on year to year basis, subject to satisfactory performance of the Firm/Agency (successful bidder).

3. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. **The provisions of “Arbitration and Conciliation Act 1996” shall be applicable.**

4. **Penalty for use of Undue influence:** The Firm/Agency (successful bidder) undertakes that he/she has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Purchaser (UIDAI, R.O, Mumbai) or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Firm/Agency (successful bidder) or any one employed by him or acting on his behalf (whether with or without the knowledge of the Firm/Agency (successful bidder)) or the commission of any offers by the Firm/Agency (successful bidder) or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Purchaser (UIDAI, R.O, Mumbai) to cancel the contract and all or any other contracts with the Firm/Agency (successful bidder) and recover from the Firm/Agency (successful bidder) the amount of any loss arising from such cancellation. A decision of the Purchaser (UIDAI, R.O, Mumbai) or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Firm/Agency (successful bidder). Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Firm/Agency (successful bidder) towards any officer/employee of the Purchaser (UIDAI R.O, Mumbai) or to any other person in a position to influence any officer/employee of the Purchaser (UIDAI, R.O, Mumbai) for showing any favor in relation to this or any other contract, shall render the Firm/Agency (successful bidder) to such liability/ penalty as the Purchaser (UIDAI, R.O, Mumbai) may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank

Guarantee and refund of the amounts paid by the Purchaser (UIDAI, R.O, Mumbai).

5. **Agents/Firm/Agency Commission** : The Firm/Agency (successful bidder) shall confirm and declare to the Purchaser (UIDAI, R.O, Mumbai) that the Firm/Agency (successful bidder) is the original Service provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Firm/Agency (successful bidder); nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Firm/Agency (successful bidder) agrees that if it is established at any time to the satisfaction of the Purchaser (UIDAI, R.O, Mumbai) that the present declaration is in any way incorrect or if at a later stage it is discovered by the Purchaser (UIDAI, R.O, Mumbai) that the Firm/Agency (successful bidder) has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Firm/Agency (successful bidder) will be liable to refund that amount to the Purchaser (UIDAI, R.O, Mumbai). The Firm/Agency (successful bidder) will also be debarred from entering into any Contract with the Government of India for a minimum period of five years. The Purchaser (UIDAI, R.O, Mumbai) will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Firm/Agency (successful bidder) who shall in such an event be liable to refund all payments made by the Purchaser (UIDAI, R.O, Mumbai) in terms of Contract along with interest at the rate of 2% per annum above the lending rate of GoI to States/UTs (Presently 8.75%). The Purchaser (UIDAI, R.O, Mumbai) will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

6. **Access to Books of Accounts** : In case it is found to the satisfaction of the Purchaser (UIDAI, R.O, Mumbai) that the Firm/Agency (successful bidder) has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Firm/Agency Commission and penalty for use of undue influence, the Firm/Agency (successful bidder), on a specific request of the Purchaser (UIDAI, R.O, Mumbai), shall provide necessary information/ inspection of the relevant financial documents/ information.

7. **Non-disclosure of Contract documents**: Except with the written consent of the Purchaser (UIDAI, R.O, Mumbai)/ Firm/Agency (successful bidder), other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

8. **Liquidated Damages** : In the event of the Firm/Agency (successful bidder)'s failure to submit the Bonds, Guarantees and Documents, supply the services and conduct trials, installation of equipment, training, etc as specified in this contract, the Purchaser (UIDAI, R.O, Mumbai) may, at his discretion, withhold any payment until the completion of the individual contract. The PURCHASER (UIDAI, R.O, Mumbai) may also deduct from the FIRM/AGENCY (SUCCESSFUL BIDDER) as agreed, liquidated damages to the sum of 0.5% of the package wise contract price of the delayed/undelivered services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed Services. The LD cannot exceed the amount stipulated in the package wise contract.

9. **Termination of Contract** : The Purchaser (UIDAI, R.O, Mumbai) shall have the right to terminate package wise contract in part or in full in any of the following cases with one month notice in advance :-

(a) The delivery of the material/services is delayed for causes not attributable to Force Majeure for more than one week after the scheduled date of delivery.

(b) The Firm/Agency (successful bidder) is declared bankrupt or becomes insolvent.

(c) The delivery of material / services is delayed due to causes of Force Majeure by more than two weeks provided Force Majeure clause is included in contract.

(d) The Purchaser (UIDAI, R.O, Mumbai) has noticed that the Firm/Agency (successful bidder) has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.

(e) As per decision of the Arbitration Tribunal.

(f) The purchaser (UIDAI, R.O, Mumbai) is not satisfied with the performance of the Firm/Agency (successful bidders) or violation of the any of the terms and conditions of the contract.

10. **Notices:** Either party may serve a prior notice of not less than 90 days for termination of the contract. Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail/email, addressed to the last known address of the party to whom it is sent.

11. **Transfer and Sub-letting:** The Firm/Agency (successful bidder) has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

12. **Patents and other Industrial Property Rights:** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Firm/Agency (successful bidder) shall indemnify the Purchaser (UIDAI, R.O, Mumbai) against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Firm/Agency (successful bidder) shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

13. **Amendments:** No provision of present package wise contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

13. **Taxes and Duties – The Contract is all inclusive**

14. **Performance Guarantee:** The Firm/Agency (Successful Bidder) will be required to furnish a package wise Performance Bank Guarantee by way of Bank Guarantee through a Public Sector Bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd. or HDFC Bank Ltd.) for a sum **equal to 10 % of the Contract value within 30 days of signing of the contract valid for a period of 60 days beyond period of contract.**

15. **Option Clause (where applicable):** UIDAI, R.O, Mumbai shall reserve the right to increase or decrease the services of original contracted quantity.

16. **Repeat Order Clause (where applicable) – Not Applicable**

17. **Tolerance Clause (where applicable) – Not Applicable**

18. **Payment Terms** – Payment for providing Vehicles will be made on satisfactory performance upon completion of a calendar month on discovered price basis of the accepted package wise bid price on submission of Bill/Invoice by successful bidder. It will be mandatory for the Successful Bidder to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/EFT mechanism instead of payment through cheque, wherever feasible. The payment will be made as per the following terms, on production of the requisite documents:

- (a) The payment to the service provider shall be made as per actual and not exceeding quoted price (supported by ECS statement duly verified by bank official).
- (b) The Firm/Agency (successful bidder) shall raise bill for the services provided for a calendar month within seven working days of succeeding month of such services. Disputed amount or amount on which clarification is required may be held up till the time matter is sorted out. However, balance amount shall be released by due date.
- (c) Bill should be submitted to the Administration Division, UIDAI, R.O, Mumbai.
- (d) Payment from UIDAI, R.O, Mumbai shall be made by electronic fund transfer to the Firm /Agency's account by NEFT or RTGS for which purpose Firm/Agency is required to submit their complete bank details.
- (e) Penalty would be in terms of part of the payment, which would be deducted and reflected in the respective month's payment.

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

20. **Paying Authority:**

**DDO, UIDAI, Regional Office,  
7<sup>th</sup> Floor, MTNL Exchange Building,  
GD Somani Marg, Cuffe Parade, Mumbai - 05.**

The payment of bills will be made on submission of the following documents, whichever applicable, by the Firm/Agency (successful bidder) to the Paying Authority along with the bill:

- i. Ink-signed copy of contingent bill of Agency (successful bidder).
- ii. Ink-signed copy of Commercial invoice/bill of Agency (successful bidder).
- iii. Copy of Contract with U.O. number and date of IFA's concurrence, where required under delegation of powers.
- iv. Performance Bank guarantee / Indemnity bond where applicable.
- v. Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in contract).
- vi. Any other document / certificate that may be provided for in the contract.
- vii. User Acceptance, where applicable.

21. **Risk & Expense clause –**

- (a) Should the services or any installment thereof not be delivered within the time or time specified in the contract documents, or if defective delivery is made in respect of the services or

any installment thereof, the Purchaser (UIDAI, R.O, Mumbai) shall, after granting the Firm/Agency (successful bidder) 05 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, declare the contract as cancelled either wholly or to the extent of such default.

(b) Should the services or any installment thereof not performed in accordance with the specifications / parameters provided by the FIRM/AGENCY (SUCCESSFUL BIDDER) during the check proof tests to be done in the PURCHASER (UIDAI, R.O, Mumbai)'s premises, the PURCHASER (UIDAI, R.O, Mumbai) shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

(c) Any excess of the purchase price or value of any Services procured from any other Firm/Agency as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the FIRM/AGENCY (SUCCESSFUL BIDDER). Such recoveries shall not exceed **10%** of the value of the contract.

22. **Force Majeure:**

Should any Force Majeure circumstances arise, each of the contracting party shall be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within two weeks of its occurrence informs the other party in writing. Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this contract.

23. **Inspection Authority:**

The mode of Inspection will be Departmental Inspection/User Inspection/Joint Inspection/Self-certification.

24. The prospective bidder may inspect all the Office Premises before bidding.

**(BV Jichkar)**  
**Deputy Director (Admin)**  
**UIDAI Regional Office,**  
**Mumbai**



**4/84/2013-Admin**  
**UNIQUE IDENTIFICATION AUTHORITY OF INDIA**  
**REGIONAL OFFICE, MUMBAI**

**PART - V- TERMS AND CONDITIONS OF THE CONTRACT**

1. The contract will be valid for a period of one year from the date of awarding of the contract which may be extended for a further period of two years on year to year basis on the same rates or revised rate and the same terms and conditions depending upon the requirement and administrative convenience of UIDAI, R.O, Mumbai. The UIDAI, R.O, Mumbai however, reserves the right to terminate/curtail the contract at any time after giving one month notice without assigning any reason.
2. The contract can be short closed on account of unsatisfactory services upon performance review by the Competent Authority in UIDAI, R.O, Mumbai. The unsatisfactory service shall mean and include noncompliance and non-fulfillment of any of the contractual obligations by the service Provider and/or poor performance and violation of any of the terms and conditions of the tender. Contract and failure on its part to correct the discrepancies/shortcoming brought to its notice in writing by the competent authority of UIDAI, R.O, Mumbai.
3. Taxis provided by the Contractor(s) should be in perfectly sound working condition and should have decent interiors with other necessary accessories as defined in the contract. Registration/make of Taxis supplied shall be of **Jan 2015 and onwards** as on date of award of contract. The firm should specify the numbers of such vehicles enclosing copies of their RC in the name of the bidder.
4. The vehicles should require to be comprehensively insured in compliance of the provisions of **Motor Vehicle Act**.
5. The vehicles will have to be fitted /provided with the following additional accessories/utilities.
  1. Tool box & *Stepney*
  2. First aid box and torch
  3. Good and clean seat covers, floor mats, etc.
  4. Good Quality music system with AM/FM radio
  5. Reading lamp
  6. Tissue paper box
  7. Car perfume
  8. Mobile charging facility in the car
  9. Seat Belts (Front and Rear seats)
6. Firms/Agency should have sufficient numbers of drivers having experience of driving in Mumbai.
7. 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/Stand from where such taxis are to be operated and can be requisitioned by the Office of the Unique Identification Authority of India.
8. The Monthly hired vehicle can be used for travel to outstation anywhere in the geographical jurisdiction of UIDAI Regional Office Mumbai.
9. The firm/agency 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.

10. Each driver employed by the firm must have a cell-phone duly activated.
11. Each driver should wear uniform while on duty.
12. No mileage will be allowed for lunch/tea of the driver. Driver should carry his lunch.
13. 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 user officers to whom the driver reports is apprised.
14. 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.
15. 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 Mumbai will be provided to the Unique Identification Authority of India.
16. The Agency/Firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office and also provide the complete details of the relationship manager who would be responsible to take care of UIDAI, R.O, Mumbai requirement/account.
17. The Agency/Firm should have a provision to take bookings 24 x 7
18. The firm/agency should be experienced in providing fleets for events, delegations, meetings and conferences etc.
19. "Full Day" would imply a run of the Taxi up to 100 kms and 12 hours duration.
20. Full month would imply 2500 Kms and 25 days up to 300 hours.
21. Any overtime arising due to breakdown of vehicle supplied by Firm/Agency shall be on his account and shall not be charged to UIDAI, R.O, Mumbai.
22. 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 users/officers in UIDAI, R.O, Mumbai regularly for scrutiny.
23. 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, R.O, Mumbai will be imposed.
24. The time and mileage shall be taken into 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.
25. Once the hiring of vehicles commences from a particular Firm/Agency, the vehicles and drivers

should not be changed unless so requested for by the UIDAI, R.O, Mumbai. The vehicle must be available at any time of days as desired by the UIDAI, R.O, Mumbai.

26. 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.

27. The liability of the UIDAI, R.O, Mumbai will be limited to the hiring charges agreed in the contract.

28. No additional terms & conditions over and above the conditions stipulated above shall be entertained by UIDAI, R.O, Mumbai.

29. Actual parking charges/Toll charges will be payable along with the monthly bills, only upon submission of the parking bills/toll receipts etc

30. The Firm/Agency will be responsible for compliance of all statutory provisions related to minimum Wages, etc. in respect of the drivers employed by it. The tendering Firm/Agency will be fully responsible for payment of wages and other dues and compliance of all labor laws, welfare schemes applicable to the drivers deployed by them in UIDAI, R.O, Mumbai.

31. While 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.

32. 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 en-cashed.

33. The Bank Guarantee can be forfeited by order of the Competent Authority of 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 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.

34. In case of vehicle change more than once in a month in respect of a particular user/officer without prior permission of user/officer, amount equivalent to one day hiring charge (i.e.1/25<sup>th</sup>) will be deducted for each unauthorized change.

35. The successful bidder is expected to meet the requirement of vehicles on Daily hire option to UIDAI, R.O, Mumbai. Failure to provide the vehicles on request would amount to unsatisfactory rendering of service and such cases will be dealt with as per **clause 31** above.

36. The whole responsibility of chauffeur, fuel and maintenance will be undertaken by the successful bidder at his/her own cost for which UIDAI, R.O, Mumbai will be paying monthly rental as agreed in the contract.

37. Successful Bidder is required to undertake and ensure complete preventive and breakdown

maintenance of the vehicles as per Manufacturer's defined/recommended maintenance Schedule.

38. Successful bidder must ensure periodic replacement of Battery & Tyres as per Manufacturer's specifications.

39. The successful bidder shall be required to undertake complete management of an accident case including insurance settlements, claims process management and all activities associated thereto.

#### 40. PENALTY CLAUSE

Penalty will be levied, for the violation of terms & condition of the contract in the following manner:

Sr No	Problem	Penalty	Remarks
i)	Late arrival a) By 30 Minutes b) 30 Minutes and beyond or does not turn up	a) Rs 100.00 b) Rs 300.00	The officer concerned, depending upon the urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the contractor within 48 hours of such incidence. If the contractor fails to meet this obligation, an amount equivalent to one day hiring (i.e.1/25 <sup>th</sup> ) will be deducted from the bill in addition to the penalty specified.
ii)	a) Failure to provide alternative arrangement within one hour of vehicle breakdown b) Failure to provide vehicle for whole day in monthly option.	a) 500/- b) 1000/-	The officer concerned, depending upon the urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the contractor within 48 hours of such incidence. If the contractor fails to meet this obligation, an amount equivalent to one day hiring (i.e.1/25 <sup>th</sup> ) will be deducted from the bill in addition to the penalty specified.
iii)	Non functioning of AC in Car	a) 500/- per day	The user officer should mention in Log Sheet regarding Non functioning
iv)	Unclean Vehicle or seat covers/smell in the vehicle	a) Rs 100 for the 1 <sup>st</sup> day b) Rs 200 per day for 2 <sup>nd</sup> consecutive day and beyond	The user officer should mention in Log Sheet or through written complaint to DD(Admin), UIDAI, R.O, Mumbai.
v)	Irregularities such as overwriting, forged entries etc. in the duty slips (to be maintained in prescribed format)	a) Rs 500/-	On each occasion

vi)	Changes of vehicle/driver without prior intimation of UIDAI R.O, Mumbai & officers to whom vehicle is attached	b) Rs 500/-	i) On each occasion ii) Removal of driver and/ or vehicle from the fleet on more than three instances.
Vii)	Driver"s behavior and poor knowledge about route of Mumbai.	Rs 100/- per day	Driver to be changed by the contractor.
viii)	Failure to provide vehicle on daily basis/ on request.	Rs 1000/-	On each occasion
ix)	Non-compliance of any other terms & Conditions	a) Rs 500/- for 1 <sup>st</sup> Instance b) Rs 1000/- for 2 <sup>nd</sup> Instance.	For each violation per vehicle.
x)	Driver's Misbehavior such as abusing, physical intimidation or similar with the user or under the influence of any intoxicant.	Immediate replacement of Driver	
xi)	Excess claim of mileage	Rs.1000/- on 1st instance Rs5000/- on 2nd instance	Termination of vehicle on 3rd Instance
xii)	Meter tampering resulting in fast meter	Rs.1000/- on 1st instance Rs5000/- on 2nd instance	Termination of vehicle on 3rd Instance

**41. Terms of payment:**

- i. 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.
- ii. All payments shall be made by ECS / e-payment only.
- iii. Office of the Unique Identification Authority of India, R.O, Mumbai shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
- iv. 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.
- v. Payments, subject to Tax Deduction at Source (TDS) shall be process within 21 days of the submission of the complete documents.
  - vi. Duly signed bills in triplicate shall be submitted along with the daily log book/duly slips of Taxi/car's usage signed by the officer who used the vehicle. The car registration number should be mentioned on bill.
  - vii. Bills for supply of vehicles for a month along with certificate/log sheet of the number of hours and the mileage (Kms run during the month by the official) will be submitted by 7<sup>th</sup> of the following month to the Deputy Director (Admin), UIDAI, R.O, Mumbai or any other officer authorized for this purpose by the competent authority, for payment.

42. **Compensation/recovery:**

1. **Compensation/recovery clause on account of variation in fuel prices on quarterly basis:-**To take care of price variation in fuel (Diesel/CNG/Petrol), the price compensation/recovery will be as per the following formula:

$$\% \text{ compensation/recovery} = (F1/F0-1)*100*0.20$$

- Where F1 is the minimum price of diesel/CNG/Petrol cost during the month to which the bill will relate.
- F0 is diesel/CNG/Petrol cost; **as on the Tender opening date.**
- -/+ indicates recovery and compensation respectively.
- % compensation/recovery will be on the accepted rates for "C" (Package-I) and "B" (Package-II) segments of vehicles indicated.

**(Note: If there is decrease in Fuel Price, formula will indicate negative figure which means the deduction shall be done from the Bill)**

2. The service provider shall submit supplementary bill for reimbursement toward increase in Fuel price on a monthly basis by 20<sup>th</sup> of the following month. This supplementary bill is to be supported with proof of fuel price prevailing on the 1st of month for which the bill pertains.

43. **Rollover of unused Kilometers**

**Shortage in utilizing the contractual 2500 Kms per month in any particular month will be adjusted over a period of subsequent three months but within the contract period.**

**4/84/2013-Admin**  
**UNIQUE IDENTIFICATION AUTHORITY OF INDIA**  
**REGIONAL OFFICE, MUMBAI**  
**PROFORMA FOR TECHNICAL BID/BIDDER ELIGIBILITY**

Sl No	Particulars	
i)	Name of the Firm/Agency	
ii)	Nature of the concern : (i.e. Proprietor or Partnership of firm etc)	_____
		Copy attach (Page No _____ )
iii)	Full Address	
iv)	Mobile No and E-mail ID	
v)	Registration No of the Firm/Agency	Attach attested copy of the Registration (Page No. _____)
vi)	Service Tax Registration No	Attach attested copy of the Registration (Page No _____)
vii)	Details of major contracts handled satisfactorily performance in last three years from 2012-13 to 2014-15 along with copies of supply orders.	Attach as per format at "A" Page _____ to _____
viii)	Financial turnover of the Firm/Agency for financial year 2012-13, 2013-2014 and 2014-15	Attach financial statement certified by the CA (Page No _____)
ix)	Income Tax Returns for Assessment year 2013-2014, 2014-2015 and 2015-16	
x)	Certified copy of the Bank account Statement for the last three years from 2012 to 2015.	Attach copy (Page No _____)
xi)	Self Certificate for Non-blacklisting.	Attach Certificate as per format "B" (Page no _____)
xii)	Details of Taxi/cars	Attach as per format at "C" (Page No __)
Xii)	PAN Number	Yes/No, if Yes attach photocopy (Page No _____)

### **DECLARATION**

1. I, \_\_\_\_\_ son / Daughter / Wife of Shri \_\_\_\_\_ proprietor / Director / Authorised signatory of the firm / 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 act that furnishing of any false information / fabricated document would lead to rejection of my tender at any state besides liabilities towards prosecution under appropriate law.

Signature of authorised person

Date:

Place:

SEAL



**4/84/2013-Admin**  
**UNIQUE IDENTIFICATION AUTHORITY OF INDIA**  
**REGIONAL OFFICE, MUMBAI**

**PROFORMA FOR FINANCIAL BID**

Name of the Firm / Agency :

**Package- I:**

01 (One) vehicle of “C” - **Segment** Engine from **1490 CC to 1800 CC** (Like Skoda – Rapid / Volkswagen – Vento / Honda City or equivalent)

**Monthly Option (M1):** Rates per vehicle (inclusive of all taxes and levies except service tax and parking, toll charges) for taxis on monthly basis:-

		1	2	3	4
Category	Make / Model	Rate for 2500 Kms and 25 days per month and upto 300 hrs (in Rs.)	Rate for each Km run beyond 2500 Kms (in Rs.)	Rate for each Extra hour beyond 300 Hrs (in Rs.)	Rate for each Night halt on outstation visit
<b>“C”- Segment</b>	Like Skoda – Rapid / Volkswagen – Vento / Honda City or equivalent	<b>E= _____</b>	<b>G= _____</b>	<b>H= _____</b>	<b>NM1= _____</b>

**Daily option (D1):** Rates per vehicle (inclusive of all taxes and levies except service tax and parking, toll charges) for Taxis indicated below:

		1	2	3
Category	Make / Model	Rate for Full day (12 Hrs and 100 Kms) (in Rs.)	Rate for each Extra Km run beyond 100 Kms (in Rs.)	Rate for each Extra hour beyond 12 Hrs (in Rs.)
<b>“C”- Segment</b>	Like Skoda – Rapid / Volkswagen – Vento / Honda City or equivalent	<b>F= _____</b>	<b>G= _____</b>	<b>H= _____</b>

Signature of the Bidder : (with stamp of the firm)

Name of Authorised Signatory : Seal

**4/84/2013-Admin**  
**UNIQUE IDENTIFICATION AUTHORITY OF INDIA**  
**REGIONAL OFFICE, MUMBAI**

**PROFORMA FOR FINANCIAL BID**

**Out station option (01):** Rates per vehicle (inclusive of all taxes and levies except service tax and parking, toll charges) for Taxis indicated below:

		1	2
Category	Make / Model	Rate for Out station per Km (Rs.)	Night Charges (Rs.)
<b>"C"- Segment</b>	Like Skoda – Rapid / Volkswagen – Vento / Honda City or equivalent	<b>J = _____</b>	<b>N01= _____</b>

Signature of the Bidder : (with stamp of the firm)

Name of Authorised Signatory : Seal

**4/84/2013-Admin**  
**UNIQUE IDENTIFICATION AUTHORITY OF INDIA**  
**REGIONAL OFFICE, MUMBAI**

**PROFORMA FOR FINANCIAL BID**

Name of the Firm / Agency :

**Package- II:**

05 (Five) vehicle of “B” - Segment Engine from 1190 CC to 1290 CC (Like Maruti – Swift / Fiat – Punto EVO / Tata-Manza or equivalent)

**Monthly Option (M2):** Rates per vehicle (inclusive of all taxes and levies except service tax and parking, toll charges) for taxes on monthly basis:-

		1	2	3	4
Category	Make / Model	Rate for 2500 Kms and 25 days per month and upto 300 hrs (in Rs.)	Rate for each Km run beyond 2500 Kms (@ per Km)	Rate for each Extra hour beyond 300 Hrs (@ per Hr)	Rate for each Night Halt for outstation visit
<b>“B”- Segment</b>	Like Maruti – Swift Dzire / Fiat – Punto EVO / Tata-Manza or equivalent	<b>P= _____</b>	<b>R= _____</b>	<b>S= _____</b>	<b>NM2= _____</b>

**Daily option (D2):** Rates per vehicle (inclusive of all taxes and levies except service tax and parking, toll charges) for Taxis indicated below:

		1	2	3
Category	Make / Model	Rate for Full day (12 Hrs and 100 Kms) (in Rs.)	Rate for each Extra Km run beyond 100 Kms (in Rs.)	Rate for each Extra hour beyond 12 Hrs (in Rs.)
<b>“B”- Segment</b>	Like Maruti – Swift Dzire / Fiat – Punto EVO / Tata-Manza or equivalent	<b>Q= _____</b>	<b>R= _____</b>	<b>S= _____</b>

Signature of the Bidder : (with stamp of the firm)

Name of Authorised Signatory : Seal

**ANNEXURE - B**

**4/84/2013-Admin**  
**UNIQUE IDENTIFICATION AUTHORITY OF INDIA**  
**REGIONAL OFFICE, MUMBAI**

**PROFORMA FOR FINANCIAL BID**

**Out station option (02):** Rates per vehicle (inclusive of all taxes and levies except service tax and parking, toll charges) for Taxis indicated below:

		1	2
Category	Make / Model	Rate for Out station per Km (Rs.)	Night Charges (Rs.)
<b>"B"- Segment</b>	Like Maruti – Swift Dzire / Fiat – Punto EVO / Tata-Manza or equivalent	<b>T = _____</b>	<b>NO2= _____</b>

Signature of the Bidder: (with stamp of the firm)

Name of Authorised Signatory: Seal

**FORMAT – “A”**

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

Sr. No	Details of client along with address, telephone number	Amount of Contract (per annum)	Duration of Contract		Copy enclosed in Page No.
			From	To	
1)					
2)					
3)					

Signature of Bidder : (with Stamps of the firm)

Name of the Authorised Signatory : SEAL

**(on Letterhead of the Firm)**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/s (Name & Address of the firm) is neither blacklisted by any government department nor any criminal case is registered against the firm.

**Name & Signature of Proprietor / Authorised Signatory**

**Package- I**

Details of Taxis / Cars – minimum 02 Vehicles of “C”- Segment Engine from 1490 CC to 1800 CC registered in bidders own name:-

<b>Sr.No</b>	<b>Engine CC</b>	<b>Registration Certificate</b>	<b>Make</b>	<b>Model</b>	<b>Year</b>	<b>Fuel Type (Diesel / Petrol / CNG)</b>	<b>Photocopy of RC copy attached (Yes / No).  If Yes , Please mention Page no.</b>

Signature of Bidder : (with Stamps of the firm)

Name of the Authorised Signatory : SEAL

**Package- II**

**Details of Taxis / Cars – minimum 06 Vehicles of “B”- Segment Engine from 1190 CC to 1290 CC registered in bidders own name:-**

<b>Sr.No</b>	<b>Engine CC</b>	<b>Registration Certificate</b>	<b>Make</b>	<b>Model</b>	<b>Year</b>	<b>Fuel Type (Diesel / Petrol / CNG)</b>	<b>Photocopy of RC copy attached (Yes / No).  If Yes , Please mention Page no.</b>

Signature of Bidder : (with Stamps of the firm)

Name of the Authorised Signatory : SEAL



**AUTHORIZATION FOR ATTENDING BID OPENING**

**Subject: Authorization for attending bid opening on \_\_\_\_\_ (Date) in the tender of**

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The following person is hereby authorised to attend the bid operating for the tender mentioned above in behalf of \_\_\_\_\_(Bidder) in order of preference given below:-

---

Name of the authorised representative

Specimen Signature

---

Signatures of bidder or  
Officer authorised to sign the bid documents on behalf of the bidder.

**NOTE:**

1. Only authorised representatives will be permitted to attend bid opening.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.