

**GOVERNMENT OF INDIA  
PLANNING COMMISSION  
UNIQUE IDENTIFICATION AUTHORITY OF INDIA  
REGIONAL OFFICE DELHI**

**TENDER DOCUMENT**

**FOR REQUIREMENT OF OFFICE SPACE FOR REGIONAL OFFICE DELHI, UIDAI**

Date of Issue of Tender Document	:	25 <sup>th</sup> May 2011
Last Date & Time for Submission of Bids	:	15 <sup>th</sup> Jun 2011
Last Date for Pre-Bid Clarification	:	05 <sup>th</sup> Jun 2011
Date & Time of Opening of Technical Bids	:	At 1615 hrs on 15 <sup>th</sup> Jun 2011
Date & Time of Opening of Commercial Bids	:	At 1100 hrs on 20 <sup>th</sup> Jun 2011



**No. A-110019/14/2011-RO Delhi (UIDAI)  
Government of India, Planning Commission  
Unique Identification Authority of India  
Regional Office, Delhi**

**Notice Inviting Tenders for Office Space**

The Regional Office Delhi, Unique Identification Authority of India (UIDAI) under the Planning Commission requires 8000-10000 sq ft carpet area, in a ready to occupy condition, in Delhi, preferably in the vicinity of its headquarter situated in Jeevan Bharti Building, Connaught Circus, New Delhi, for setting up its Office.

The details of the requirement along with application form can be downloaded from the website [www.uidai.gov.in](http://www.uidai.gov.in). The application duly filled up in the prescribed format is to be submitted at the Regional Office Delhi, UIDAI, Room No. 116, Janpath Hotel, Janpath, New Delhi-110001, by 15<sup>th</sup> Jun 2011 till 1600 hrs. For any queries, the applicant may contact on Ph. 011-23747095 during office hours.

Sd/-  
Assistant Director General

**Government of India, Planning Commission,  
Unique Identification Authority of India,  
Regional Office, Delhi.**

Please read the following contents carefully and follow them while filling up and before submitting the Tender.

**General Instructions:**

1. The Format for Technical Bid and the Format for Commercial Bid (Annexure-B and C respectively) are to be filled up along with enclosures and sealed in separate covers and super-scribed as "Technical Bid" and "Commercial Bid" accordingly. Both the sealed covers are to be placed in one cover super-scribed with "**Tender for Office Space for the Regional Office, UIDAI, Delhi**" and submitted addressed to the **Assistant Director General, Regional Office Delhi, UIDAI, Room No. 116, Janpath Hotel, Janpath, New Delhi – 110001.**
2. The last date and time for submission of the Bids is 15<sup>th</sup> Jun 2011 upto 1600 hours. No bid shall be accepted thereafter.
3. The tenderer will be required to furnish Earnest Money Deposit (EMD) worth Rs. 50,000/- (Rupees Fifty Thousand Only) along with the Technical Bid, in the form of Demand Draft in favour of **Pay & Accounts Officer, UIDAI**, payable at New Delhi. Without the earnest money, the tender will be rejected outright.
4. The Bids will be opened in the presence of the representatives of the Bidders present at the time prescribed. The Covers containing the Technical Bid will be opened at 1615 hours on 15<sup>th</sup> Jun 2011. The Commercial Bid of technically qualified Bidders will be opened at 1100 hours on 20<sup>th</sup> Jun 2011. The qualified Bidders will be informed through post/e-mail/fax/SMS. The Bidders, therefore, shall provide the necessary information for communication.
5. It is to be ensured that complete information is filled up by the Bidders so as to enable evaluation of the Office Space offered. **Only typed offers will be accepted.** Any overwriting and/or alterations will not be accepted. No column should be left blank. Formats submitted with

**incomplete information** and not conforming to the requirements are liable to be rejected.

6. The Bid documents are to be signed by the authorized signatories only.
7. The rates are to be quoted in the Commercial Bid in Indian Rupees only.
8. The detailed layout of the Office Space offered is to be enclosed with the Bid. The details of the Firm/ owner offering Office Space are to be enclosed. The Bank Account Number and the PAN of the owner is to be provided. The legal documents pertaining to the space offered for lease are to be provided.
9. The bid shall be submitted at the given address by hand only. No tender will be accepted by post, fax, e-mail, telex or any other such means.
10. The requirements for office space are given in the Technical Bid Format. The **definition of the Carpet Area** of the property will be as under :-

“In order to have parity of comparison and also for the purpose of payment, only covered floor area of the premises i.e. actual covered floor area (which will be in exclusive possession of the lessee) excluding thickness of the external peripheral walls, dry balcony, flower beds, common areas as entrance lobby, staircases, lifts and sanitary shafts, lift lobbies. Viz. only inside wall to wall of the plastered surfaces measurements will be considered. Walls of thickness exceeding 6” finished thickness (15 cm) and columns exceeding 2.5 sqft finished cross sectional area will be excluded from covered floor area.

The projected niches/cupboard spaces having height less than 7 feet and breadth less than 1 ft 6 inches will not be considered. The actual covered floor area will be measured jointly at the site for calculating the final payment.”

### **Terms & Conditions**

1. The property tax, water tax, etc., levied by the Government are to be borne by the Owner.
2. The lease will be for an initial period of five years and can be extended further with mutual consent of both the parties.
3. Payment of rent will be made on monthly basis to the Owner after deduction of the tax at source (TDS) as applicable from time to time.
4. The standard government terms and conditions for signing of the agreement will be applicable on acceptance of the Offer.

5. Possession of the premise by RO Delhi, UIDAI will be taken within 45 days from the date of signing of agreement by both the parties and the rent shall be payable from that date i.e. the date of possession only.
6. Conditional tender shall not be accepted.
7. The offer should remain valid at least for 180 days from the last date of submission of bids.
8. All payments of rent to the successful bidder shall be made by Accounts Payee Cheque only.
9. Income tax and other statutory clearances shall be obtained by the bidders at their own cost and when required.
10. All disputes will be subject to the jurisdiction of the Courts of New Delhi.
11. Tender shall be rejected because of non-fulfillment of any of the above terms.

### **Procedure of Evaluation of Bids**

1. The Offers given by the Bidders will be evaluated by the Regional Office Delhi, UIDAI, by physical inspection of the premises. The technical evaluation will be done by assigning a weightage to each of the parameters listed in the Office Space Evaluation Format(**Annexure D**). This evaluation would establish the suitability of the office space to the requirement of the Organization.
2. On evaluating the suitability of the Office Space offered by the Owners, the commercial offer will be opened. The Bidders' score will be determined by dividing lowest financial quote arrived on the basis of comparison of financial quote of each of the Owners. For example, if four agencies A, B, C & D have quoted Rs.- 40/-, Rs. 30/-, Rs. 50/- and Rs. 60/- respectively then the Owners' scores will be 75, 100, 60, and 50 respectively  $(30/40) * 100$ ;  $(30/30) * 100$ ;  $(30/50) * 100$ ;  $(30/60) * 100$ ;. The total financial implication along with the maintenance and taxes will be taken into account for evaluation of the Commercial Offer.
3. The suitability of the office space based on the technical bid and evaluation by the UIDAI will be assigned a weightage of 70% and the commercial offer as given by the Bidder will be assigned a weightage of 30% in arriving at the most competitive quote.
4. Regional Office Delhi, UIDAI shall be under no obligation to accept the lowest quotation and reserves the right to reject all or any tender without assigning any reasons thereof.
5. The short-listed bidders will be informed to arrange the physical inspection of the offered premises.

**Government of India, Planning Commission  
Unique Identification Authority of India,  
Regional Office, Delhi**

**List of Enclosures:**

Technical Bids received without these documents are liable to rejection without any reference to the party whatsoever.

1. Demand Draft of Rs. 50,000/- (Rupees Fifty Thousand only) on account of Earnest Money Deposit – EMD.
2. Affidavit from owners and if the tender is submitted by the Power of Attorney Holder an Affidavit from such Power of Attorney Holder regarding accommodation offered for hiring being free from any litigation/liability/pending dues and taxes, electricity bills and approved for training and commercial activities.
3. Attested photocopies/certified true copies of following documents (Originals of these documents/certificated shall be produced at the time of execution of Lease Agreement) :-
  - (a) Title Deed showing the ownership of the premises.
  - (b) Detailed layout of the space offered i.e. floor plan sketch, blue print of building duly attested/certified true copy showing area offered on rent/hire.
4. Details of the Firm/Owner offering space.

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**TECHNICAL BID FORMAT**

1. Name of the Applicant :
2. Designation :  
(whether owner or rep)
3. Full Address :
4. Mobile No. &E-mail ID :
5. Details of Bank Account :
6. PAN No. :
7. Requirement Format for Office Space, Regional Office, Delhi. (Sl No. 3 to 23 may be filled by indicating "Available" or "Agreed")

Sl. No.	Parameters	Requirement	Information/Details offered by the Bidder
1.	Location of the Office Space with complete address.	Prominent Locality; preferably within a radius of 2 Km from the HO UIDAI at JeevanBharti Building, Connaught Circus, New Delhi	
2.	Spatial Extent	8000 to 10,000 Sq Ft of Carpet Area.	
3.	General Layout.	The office space should be laid out in a single floor, should be clean, and well lit with a sober decor with Senior Officers' cabins on one side and work	

		stations and other cabins on the other side. The furniture should be in excellent condition.	
4.	Reception and waiting room.	An attractive and spacious reception area with waiting lounge or room for visitors.	
5.	Air-conditioning.	The place is to be centrally air-conditioned. There should be a facility to operate air-conditioning separately for the server- room and the Officers' rooms.	
6.	Number of Cabins with required furniture.	One large cabin for the DDG with ante room, four medium sized cabins for the ADGs and five cabins for other senior officers; Well furnished with Ergonomic furniture -table, chairs, sofas, storage etc.	
7.	Number of half-cabins	7 half-cabins with table, chair, visitor chairs and storage.	
8.	Number of work stations with chairs.	20-25 work stations in cubicles with ergonomic chairs.	
9.	Conference Hall.	Conference Table and Chairs to accommodate 30-35 Officers; equipped with the required presentation facilities.	
10.	Meeting Rooms, Pantry and Dining Space.	Two meeting rooms accommodating 6-8 Officers. A pantry with a convenient dining space.	
11.	Library and Biometric Lab	One Library with bookshelves and a seating capacity of 6 persons with tables and chairs. A Biometric Lab to accommodate two enrolment stations, two officer, 2-4 visitor chairs and storage.	
12.	Cabins for equipments ; servers; records.	Adequate number of rooms to house the equipments; reprographic machines, records.	



13.	Toilets & Wash Rooms.	Adequate number of toilets; fully functional; with modern fittings; continuous water supply; ventilated and in excellent condition; separate toilets for Officers and staff; separate toilet for ladies.	
14.	Security arrangement.	Round the clock security for the Office.	
15.	Parking facilities provided.	Exclusive parking for 06 four-wheelers and 20 two-wheelers.	
16.	Connectivity.	Voice and Data Ports to all cabins and work stations.	
17.	Power Back-up.	24 hours power back-up through DG set with adequate capacity to cover the normal functioning of the Office.	
18.	Lifts/Stairs/emergency exits.	Functional adequate number of lifts; staircase and emergency exits.	
19.	Water Supply.	24 hours good quality water supply.	
20.	Electricity & Water meters	Pre-installed by the owner.	
21.	Access	The RO Delhi, UIDAI shall have unlimited access to the leased premises 24 hours, 7 days per week.	
22.	Customisation of the officer interior work	RO Delhi shall approve and sanction the layout plan of customisation work of the office interior and also depute a team to inspect the work.	
23.	Common Area Maintenance	Common Area Maintenance will be taken care of by Landlords, which include cleaning & maintaining of	

		Staircase area/ Security of the bldg./ Lifts/ External cleaning & painting / Sewage & plumbing connection/DG set maintenance etc.	
24.	Miscellaneous	RO Delhi, UIDAI shall have the right to apply for Telephone, Internet, Shops and Establishment license and other necessary registrations for the purpose of carrying out its activities. The premises so taken on Lease basis on rental by RO Delhi,UIDAI can be used by any subsidiary office on the above terms and conditions.	

Date :

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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**Government of India, Planning Commission,  
Unique Identification Authority of India,  
Regional Office, Delhi**

**Format for Commercial Bid**

1. Name of the Applicant :
2. Designation :  
(whether owner or rep)
3. Full Address :
4. Mobile No. & E-mail ID :
5. Details of Bank Account :
6. PAN No. :
7. Format for Commercial bid :

<b>Sl. No.</b>	<b>Particulars</b>	<b>Offer by the Bidder</b>
1.	Carpet area offered in square feet	
2.	Lease Period	5 (Five) years from date of occupation.
3.	Rent per square feet per month	
4.	Tax(es)applicable on the rent	
5.	Charges per square feet for the maintenance of common area	
6.	Charges per sq ft for maintenance,	

	repairs, daily wear & tear of furniture, fixtures, wash-rooms etc. in the office area	
7.	Other charges, if any	
8.	Validity of the Offer	180 days
9.	Payment Terms	

Date :

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Government of India, Planning Commission,  
Unique Identification Authority of India,  
Regional Office, Delhi**

**Weightage for Evaluation of Technical Bid**

Sl. No.	Parameters	Requirement	Weightage for Evaluation
1.	Location of the Office Space with complete address.	Prominent Locality; within a radius of 2 Km from the HQ UIDAI at JeevanBharti Building, Connaught Circus, New Delhi	25
2.	Spatial Extent	8000 to 10,000 Sq Ft of Carpet Area.	
3.	General Layout.	The office space should be laid out in a single floor, should be clean, and well lit with a sober decor with Senior Officers' cabins on one side and work stations and other cabins on the other side. The furniture should be in excellent condition.	25
4.	Reception and waiting room.	An attractive and spacious reception area with waiting lounge or room for visitors.	
5.	Air-conditioning.	The place is to be centrally air-conditioned. There should be a facility to operate air-conditioning separately for the server-room and the Officers' rooms.	

6.	Number of Cabins with required furniture.	One large cabin for the DDG with ante room, four medium sized cabins for the ADGs and five cabins for other senior officers; Well furnished with Ergonomic furniture -table, chairs, sofas, storage etc.	15
7.	Number of half-cabins	7 half-cabins with table, chair, visitor chairs and storage.	
8.	Number of work stations with chairs.	20-25 work stations in cubicles with ergonomic chairs.	
9.	Conference Hall.	Conference Table and Chairs to accommodate 30-35 Officers; equipped with the required presentation facilities.	15
10.	Meeting Rooms, Pantry and Dining Space.	Two meeting rooms accommodating 6-8 Officers. A pantry with a convenient dining space.	
11.	Library and Biometric Lab	One Library with bookshelves and a seating capacity of 6 persons with tables and chairs. A Biometric Lab to accommodate two enrolment stations, two officer, 2-4 visitor chairs and storage.	
12.	Cabins for equipments ; servers; records.	Adequate number of rooms to house the equipments; reprographic machines, records.	
13.	Toilets & Wash Rooms.	Adequate number of toilets; fully functional; with modern fittings; continuous water supply; ventilated and in excellent condition; separate toilets for Officers and staff; separate toilet for ladies.	10

14.	Security arrangement.	Round the clock security for the Office.	10
15.	Parking facilities provided.	Exclusive parking for 06 four-wheelers and 20 two-wheelers.	
16.	Connectivity.	Voice and Data Ports to all cabins and work stations.	
17.	Power Back-up.	24 hours power back-up through DG set with adequate capacity to cover the normal functioning of the Office.	
18.	Lifts/Stairs/emergency exits.	Functional adequate number of lifts; staircase and emergency exits.	
19.	Water Supply.	24 hours good quality water supply.	
20.	Electricity & Water meters	To be installed by the owner. Electricity & water consumed will be paid for by the lessee based on actual consumption of units.	
21.	Access	The RO Delhi, UIDAI shall have unlimited access to the leased premises 24 hours, 7 days per week.	
22.	Customisation of the officer interior work	RO Delhi shall approve and sanction the layout plan of customisation work of the office interior and also depute a team to inspect the work.	
23.	Common Area Maintenance	Common Area Maintenance will be taken care of by Landlords, which include cleaning & maintaining of Staircase area/ Security of the bldg./ Lifts/ External cleaning & painting / Sewage & plumbing connection/DG set maintenance etc.	
24.	Miscellaneous	UIDAI, RO Delhi shall have, inter alia as agreed in the intended Lease Agreement,	

		<p>the right to apply for Telephone, Internet, Shops and Establishment license and other necessary registrations for the purpose of carrying out its activities. The premises so taken on Lease basis on rental by UIDAI, RO Delhi can be used by any subsidiary office on the above terms and conditions.</p>	
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