



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

TENDER DOCUMENT

Requirement for Office Space for the office of UIDAI –R.O. Delhi

- 1) Date of Issue : 29.09.2010
- 2) Last Date & time for submission of Tender Document : up to 1600 hours on 08.10.2010
- 3) Last date for pre –bid clarification : 06 .10.2010
- 4) Date & time for opening of Tender Document:
 - a) Technical bid : After 16:00 hours on 08 .10. 2010
 - b) Commercial Bid of eligible Tenderers : To be intimated at a later date



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

Notice for Requirement of Office Space

The Unique Identification Authority of India (UIDAI), under the Planning Commission requires around 8000-10000 sq ft of office space, in a ready to occupy condition, in Delhi, preferably in the vicinity of its headquarter at Connaught Circus, for setting up its Regional Office.

The details of the requirement along with application form can be downloaded from the website www.uidai.gov.in. The application duly filled up in the prescribed format is to be submitted at the Headquarter of UIDAI, Tower-1, 2nd floor Jeevan Bharti Building, Connaught Circus, New Delhi-110001, by 08/10/2010 till 1600 hrs. For any queries, the applicant may contact Ph. No. 011-47312865 during office hours.

Sd/-
Assistant Director General



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

Instructions to the Bidders

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

1. The Format for Office Space (Technical Bid) and the Format for Commercial Offer (Commercial Bid) as given below as Annexure - B and C respectively, are to be filled up along with the enclosures and sealed in separate covers and super-scribed as "Technical Bid" and "Commercial Bid" accordingly. Both the sealed covers are to be put in one cover super-scribed with "**Tender for Office Space for the UIDAI, Regional Office, Delhi**" and submitted addressed to the **Assistant Director General, (Regional Office, Delhi), UIDAI, Tower I, 2nd Floor, Jeevan Bharti Building, Parliament Street New Delhi – 110001.**
2. The last date and time for submission of the Bids is 08.10.2010 upto 1600 hours.
3. The tenderer will be required to furnish **Earnest Money Deposit (EMD)** worth Rs. 20,000/- to be placed in the Technical Bid envelope, in the form of Demand Draft in favour of **Pay & Accounts Officer, UIDAI**, payable at New Delhi. Without the earnest money the tender shall be outrightly rejected.
4. The Bids will be opened in the presence of the representatives of the Bidders who are present at the time prescribed. The Covers containing the **Technical Bid** will be opened on 08.10.2010 after 1600 hours. **The Commercial Bid** of the Technically qualified Bidders will be intimated at a later date. The qualified Bidders will be informed through post/e-mail vide ID : mahmood@uidai.gov.in. 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. Typed offers will be accepted. Overwriting, alterations will not be considered. 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 Indian Rupees only and have to be valid up to 120 days.
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. No tender will be accepted by fax, e-mail, telex or any other such means.
10. The property tax, water tax, etc., levied by the Government are to be borne by the Owner.
11. The lease will be for an initial period of five years.
12. Payments of rent for the leased property will be made monthly to the Owner after deduction of the tax at source (TDS) as applicable from time to time.

13. The standard government terms and conditions for signing of the agreement will be applicable on acceptance of the Offer.
14. The Offers given by the Bidders will be evaluated by the Regional Office, UIDAI, by physical inspection of the premises. The evaluation will be done by assigning a weightage to each of the parameters listed in the Office Space Evaluation Format. This evaluation would establish the suitability of the Office space to the requirement of the Organization.
15. 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 escalation, maintenance and taxes will be taken into account for evaluation of the Commercial Offer.
16. 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.
17. Possession of the premise by UIDAI, Regional Office, Delhi will be within 30 days from the signing of agreement and rent shall be payable from that date.
18. Tender shall be rejected because of non-fulfilment of any of the above terms.
19. UIDAI shall be under no obligation to accept the lowest quotation and also reserves the right to reject all or any tender without assigning any reason thereof.
20. All disputes will lie within the jurisdiction of NCR, Delhi.



Annexure - B

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

Requirement Format (Technical Bid) for Office Space, Regional, Office, Delhi.

Sl. No.	Parameters	Requirement	Information/Details offered by the bidders
1.	Location of the Office Space with complete address.	Prominent Locality; preferably within the radius of 2 Km from UIDAI headquarter office.	
2.	Spatial Extent.	8,000 to 10,000 square feet.	
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 a very good condition.	
4.	Reception and waiting room.	An attractive and spacious reception area with waiting space 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 (DDG and ADGs).	
6.	Number of Cabins with required furniture.	One large cabin for the DDG with ante room, four medium sized cabins for the ADGs, five cabins for other senior officers; Well furnished; ergonomic furniture.	
7.	Number of work stations with chairs.	20-25 work stations in cubicles with ergonomic chairs.	
8.	Conference Hall.	Conference Table and Chairs to accommodate 12-15 Officers; equipped with the required presentation facilities.	
9.	Meeting Rooms, Pantry and Dining Space.	At least two meeting rooms would be required each accommodating 6-8 Officers. A pantry and a conveniently located dining space.	
10.	Cabins for equipment; servers; records.	Adequate number of rooms to house the equipment; reprographic machines, records.	
11.	Toilets & Wash Rooms.	Adequate number of toilets; fully functional; with modern fittings; water supply; ventilated and in good condition; separate toilets for Officers and staff; separate toilet for ladies.	

12.	Security arrangement.	Round the clock security for the Office.	
13.	Parking facilities provided.	Exclusive parking for 6 four wheelers and 20 two wheelers.	
14.	Connectivity.	Voice and Data Ports to all cabins and work stations.	
15.	Power Back-up.	24 hours power back-up through DG set with adequate capacity to cover the functioning of the Office.	
16.	Lifts/Stairs/emergency exits.	Functional adequate number of lifts; staircase and emergency exits.	
17.	Water Supply.	24 hours good quality water supply.	

Signature



List of Enclosure:

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

1. Demand draft of Rs. 20,000/- (Rupees Twenty thousand only) on account of Earnest Money Deposit – EMD.
2. Affidavit from owners and if 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.

Attested photocopies/certified true copies of following documents are required to be annexed with the Technical Bid. Originals of these documents/certificated shall be produced at the time of execution of Lease Agreement.

1. Title Deed showing the ownership of the premises.
2. Floor plan Sketch, Blue print of building duly attested/certified true copy showing area offered on rent/hire.



Annexure-C

Government of India, Planning Commission,
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Regional Office, Delhi.

Format for Commercial Offer (Commercial Bid)

Sl. No.	Particulars	Offer by the Bidder
1.	Area Offered in Square Feet	
2.	Lease Period	
3.	Rent per square feet per month	
4.	Taxes applicable on the rent	
5.	Maintenance charges per square feet	
6.	Other charges, if any	
7.	Validity of the Offer	
8.	Payment Terms	



Annexure - D

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Unique Identification Authority of India
Regional Office, Delhi

Sl. No.	Parameters	Requirement	Weightage for evaluation
1.	Location of the Office Space with complete address.	Prominent Locality; preferably within a radius of 2 Km from UIDAI headquarter office .	25
2.	Spatial Extent.	8,000 to 10,000 square feet.	
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 a very good condition.	25
4.	Reception and waiting room.	An attractive and spacious reception area with waiting space 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 (DDG and ADGs).	
6.	Number of Cabins with required furniture.	One large cabin for the DDG with ante room, four medium sized cabins for the ADGs, five cabins for other senior officers; Well furnished; ergonomic furniture.	15
7.	Number of work stations with chairs.	20-25 work stations in cubicles with ergonomic chairs.	

8.	Conference Hall.	Conference Table and Chairs to accommodate 12-15 Officers; equipped with the required presentation facilities.	15
9.	Meeting Rooms, Pantry and Dining Space.	At least two meeting rooms would be required each accommodating 6-8 Officers. A pantry and a conveniently located dining space.	
10.	Cabins for equipment; servers; records.	Adequate number of rooms to house the equipment; reprographic machines, records.	
11.	Toilets & Wash Rooms.	Adequate number of toilets; fully functional; with modern fittings; water supply; ventilated and in good condition; separate toilets for Officers and staff; separate toilet for ladies.	10
12.	Security arrangement.	Round the clock security for the Office.	10
13.	Parking facilities provided.	Exclusive parking for 6 four wheelers and 20 two wheelers.	
14.	Connectivity.	Voice and Data Ports to all cabins and work stations.	Essential Parameters. No weightage is given. Proposals without these basic facilities will be rejected.
15.	Power Back-up.	24 hours power back-up through DG set with adequate capacity to cover the functioning of the Office.	
16.	Lifts/Stairs/emergency exits.	Functional adequate number of lifts; staircase and emergency exits.	
17.	Water Supply.	24 hours good quality water supply.	

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