

**A-11016/87/2013/UIDAI/Adm**  
**GOVERNMENT OF INDIA**  
**PLANNING COMMISSION**  
**UNIQUE IDENTIFICATION AUTHORITY OF INDIA**

**TENDER DOCUMENT**

**For hiring of Taxi services**  
**(Large, Mid and Small Segment)**  
**to the Unique Identification Authority of India**

Date of issue of Tender Document : 14-11-2013

Last Date & time for submission of Tender Document : up to 1500 hours on 05.12.2013

Last date for pre –bid clarification : 30.11.2013

Date & time for opening of Tender Document / Technical bid : At 1530 hours on 05.12.2013

Financial Bid of eligible Tenderers : At later date

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No. File No. A-11016/87/2013/UIDAI/Adm  
Government of India  
Planning Commission  
Unique Identification Authority of India

2<sup>nd</sup> Floor, Tower I, Jeevan Bharati Building,  
Connaught Circus New Delhi 110001,  
Dated : 14 November 2013

**TENDER NOTICE**

1. Sealed tenders are invited under **Two Bid System** i.e. (**Part-I Technical Bid and Part-II Financial Bid**) from reputed, experienced and financially sound Taxi service providers to provide rental taxis to UIDAI Headquarters at Delhi. The UIDAI will empanel two agencies for providing the services. The contract will be initially for a period of two year from the date of awarding of the contract which may be extended further for a period of one year depending upon the requirement and administrative convenience of UIDAI. The quantum of requirement of vehicles 07 Large Segment, 02 Mid Segment and 23 Small Segment on a monthly basis which may increase or decrease during the period of contract.
2. **The tender document can be downloaded from the website of UIDAI at <http://uidai.gov.in> and <http://www.uidai.nic.in>.** Those who download the tender document from website should enclose an additional DD for Rs.1000/- in favour of "PAO, UIDAI", payable at New Delhi.
3. The interested Agency may put the tender document complete in all respects along with **Earnest Money Deposit (EMD) of Rs.3,00,000** (Rupees Three lakh only) refundable without interest, in the form of demand draft / Pay Order drawn in favour of Pay and Accounts Officer, UIDAI New Delhi up to **1500 hours on 05.12.2013** in the tender box kept on the Reception Counter of UIDAI, Second Floor, Tower I, Jeevan Bharati Building, Connaught Circus New Delhi 110001. The tenders will not be accepted beyond the stipulated date and time under any circumstances what so ever.
4. **The Technical bid shall be opened on the same day at 1530 hours** in the conference room of office of UIDAI, Second floor, Tower I, Jeevan Bharati Building, Connaught Circus New Delhi 110001 in the presence of the representative of firms who wish to be present. At the first instance the technical bids shall be analyzed by a technical committee constituted for the purpose. At the second stage financial bids of only technically acceptable offers shall be opened at later date. The scheduled time and venue for opening the financial bids will be communicated to only those firms/agencies whose technical bids are found in order.
5. The UIDAI reserves the right to cancel the tender at any time or amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason, thereof.

(Manoj Kumar)  
Deputy Director (Adm)  
Tower - 1, 2<sup>nd</sup> floor  
Jeevan Bharthi Building  
New Delhi- 110001  
Tel : 011-23466842

## A. 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 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 every respect will be at the bidder's risk and may result in the rejection of the bid.
2. The interested Agency may put the tender document **complete in all respects along with Earnest Money Deposit (EMD) of Rs. 3,00,000 (Rupees Three lakh only) with Technical bid up to 1500 hours on 05.12.2013 in the Tender Box kept at the Reception Counter of UIDAI, Second Floor, Tower-I, Jeevan Bharati Building, Connaught Circus, New Delhi-110001.**
3. The various crucial dates relating to “**Tender for hiring of taxi services**” are cited as under :
  - a) Date of issue of Tender Document : 14.11.2013
  - b) Last Date & time for submission of Tender Document : up to 1500 hours on 05.12.2013
  - c) Last date for pre –bid clarification : 30.11.2013
  - d) Date & time for opening of Tender Document
    - i) Technical bid : At 1530 hours on 05.12.2013
    - ii) Financial Bid of eligible Tenderers : At later date

(\*As the responses as mentioned in (C) will be released on e-mail, bidders are required to provide the necessary information for communication and check the website [www.uidai.gov.in](http://www.uidai.gov.in))

### e) Bid Submission

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

EN-01- " Tender for hiring of taxi services to UIDAI – EMD and Tender Fee".

EN-02 - "Tender for hiring of taxi services to UIDAI - Technical Bid" as per Annexure-A.

EN-03 - "Tender for hiring of taxi services to UIDAI - Financial Bid" as per Annexure-B.

\* The Envelop EN-01 must contain demand draft for EMD and Tender Fee.

\* The envelope EN-02 must also contain the document in support of the Technical/eligibility criteria as mentioned above. The technical bid should be submitted in form given in Annexure-A alongwith 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 photo copies of RCs and any other information sought for in the last section of the Annexure-A.

\* The envelop EN-03 must contain the financial bid as peer Annexure-B. 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 of taxi services to UIDAI" due on 05.12.2013 at 1500 hrs and addressed to :

Deputy Director (Admn)  
Government of India, Planning Commission  
Unique Identification Authority of India  
Second floor, Tower-II, Jeevan Bharati Building  
Connaught Circus, New Delhi-110001.

(b) 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 bidder should deposit Earnest Money Deposit (EMD) of Rs.3,00,000/- (Rupees Three lakh only) refundable in the form of Demand Draft/Pay order payable to Pay & Accounts Officer, UIDAI, New Delhi. The bid without EMD shall be rejected and no correspondence will be entertained on this subject.

#### 5. **Bid validity**

The bid shall be valid for a period of Two year from the date of opening of the tenders.

#### 6. **Bank Guarantee**

The successful tenderer (s) will have to deposit Performance Bank Guarantee of Rs. 10,00,000/- (Rupees Ten lakhs only) by a reputed Bank. The amount of PBG shall be divided in proportionate to the work order between two empanelled contractors. The performance bank guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the firm. In case the contract is further extended

beyond the initial period, the performance bank guarantee will have to be accordingly renewed by the successful tenderer (s).

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

8. **Signing of Bid:**

Individual signing the bid or other document connected with contract must specify whether he sign as :

(i) A 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.

(ii) Director or principal office duly authorized by the Board Directors of the Company, if it is a Company.

(iii) 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 alongwith the eligibility bid.

(iv) 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.

(v) A person signing the bid form or any documents forming part of the bid 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, UIDAI may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

(vi) The bidder should sign and affix his/his firm's stamp at each page of the bid and all its Annexure.

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, 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 UIDAI website 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 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 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 tenderers will be opened who will qualify pre-bid technical qualification. The scheduled time and venue etc. will be communicated to only those agencies whose technical bids are found in order.

13. The UIDAI reserves the right to cancel/accept all bids in full / part without assigning any reason.

14. The successful tenderer will be informed of the acceptance of their tender by registered post.

15. The bidding firm has to give a self certified certificate that it 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 will be allowed to withdraw its bids after technical bids have been opened. If any firm 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 / taxi, the contract is liable to be cancelled alongwith forfeiture of performance security and other consequential action such as blacklisting as deemed appropriate.

## B. TECHNICAL ELIGIBILITY CRITERIA

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

- A. The Registered Office of the Agency should be located either in Delhi/New Delhi. **An attested copy of the registration certificate of offices in Delhi/NCR shall be enclosed.**
- B. In case of partnership firms, **a copy of the partnership agreement**, or general power of Attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- C. The Agency must have a minimum of three years experience in supplying taxis to reputed private companies/Public Sector Companies/Banks /Central and State Government Departments. Proof of satisfactory performance of at least two contracts relating to supplying of taxi services to Central Government/State Governments/ PSUs/Bank/reputed private firms in last three years along with attested copies of the supply order should be enclosed.
- D. The Agency should have had a minimum annual turnover of **Rs. 2.0 crore each year during last three financial years i.e.2010-11, 2011-12, 2012-13. 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 2011-12, 2012-13 and 2013-2014.**
- E. The Agency should have its own Bank Account. **Certified copy of the account maintenance for the last three years** issued by the Bank shall be enclosed.
- F. Certified **copy of the PAN card** shall be attached with the Bid document.
- G. The Agency (not individual) should be **registered with Service Tax departments**. Certified copy of the registration shall be attached with the Bid document.
- H. The Agency must have a **minimum of 60 small, mid or/and large segment fleet** of commercial taxi cars registered in its name in Delhi or NCR. **A list of such vehicles with registration details** should be attached with the bid. The list should also indicate the date of registration of the car. The Agency must **own 35 commercial taxi not more than two years** old as on tender opening date. List explained above should indicate these 35 vehicles separately. UIDAI may ask the agency to produce the original RCs at the examination of technical bid.
- I. A list of vehicles for each category with the fuel type should be also provided.



- J. The agency must attach proof of successful and satisfactory completion of atleast three contracts/works each amounting to atleast Rs 50.00 Lakh per annum or 2 work amounting to Rs 75 Lakh each or 1 work amounting to Rs 1.50 Crore per annum during the last five years from the tender opening date. The certificate should be from prominent organizations (Government organizations / PSUs/ Banks reputed private firms).
- K. Self Certificate that the firm has not been blacklisted by any Central Government Department/Ministries/PSUs/Banks, etc. should be enclosed.
- L. 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 ignored and EMD/Performance security forfeited.

## **C. CRITERIA FOR EVALUATION OF TENDER**

- a. EN-01 is the first envelope to be opened on the specified date and time in the presence of bidder's representatives (one from each bidder). EN-02 of only those bidders whose EMD is in order shall be opened in the same session. Bids not accompanying with the prescribed EMD not be considered.
- b. 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 document, 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.
- c. EN-03 Financial bid shall be opened only for the technically accepted bidders on a date and time duly notified and in the presence of the bidders' representatives. The rates quoted by various bidders shall be read out in this session if so desired by the representatives. The financial bids shall be evaluated by a duly constituted Financial Evaluation Committee (FEC).
- d. In order to have a single rate index for evaluating and comparing the tenders of different tenders for different categories of vehicles, the UIDAI has assigned weightages to each category on the basis of the estimation of the share of the vehicles required in each category and other parameters. Accordingly the following formula will be used to arrive at a single figure:

### **Over all consolidated Rate Index**

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

Over all consolidated Rate Index =  $\{[M1*(0.30)+ M2*(0.25)+M3*(0.45) * (0.85)] + \{D1*(0.40) + D2* (0.35) + D3*(0.25) * (0.10)\} + \{O1* (0.30)+ O2*(0.25)+O3*(0.45) * (0.05)\}$

Where

M1 = Average Monthly Rate for Category 1

M2 = Average Monthly Rate for Category 2

M3 = Average Monthly Rate for Category 3

D1 = Average Daily Rate for Category 1

D2 = Average Daily Rate for Category 2

D3 Average Daily Rate for Category 3

and

O1 = Average Outstation Rate for Category 1

O2 = Average Outstation Rate for Category 2

O3 = Average Outstation Rate for Category 3

And \* is used as the symbol for multiplication.

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

Suppose the Average Monthly Rates for each category (Category 1,2 and 3) are Rs 25000, 30000, 40000 respectively, the average daily rates arrived at in stage 1 for three categories (1, 2 and 3) are Rs 1000, 1200 and 1500 respectively the Outstation Rates for each category (category 1,2 and 3) are Rs 10, 15, 20 respectively. Then the Overall Consolidated Rate Index will be:

$$\begin{aligned} &= \{(25000*0.30+30000*0.25+40000*0.45)*0.85\} + \{(1000*0.40+1200*0.35+1500*0.25) * 0.10\} + \{(10*0.30+15*0.25+20*0.45)*0.05\} \\ &= (7500+7500+18000)*0.85 + (400+420+375)*0.10 + (3+3.75+9)*0.05 \\ &= (33000)*0.85 + (1195)*0.10 + (15.75) * 0.05 \\ &= 28050+119.50+0.79 \\ &= 28170.29 \end{aligned}$$

Rate quoted for Extra KM beyond 2500 Km, extra hour beyond 300 hrs and night charges will not be considered for evaluation. Payment for extra day, Km and hour has been separately indicated in the proforma for financial bid at Para 1.1, 1.2 and 1.3.

e. UIDAI shall have a panel of 2 (two) bidders. For this LQ2 will be asked to match the rates of LQ1. If agreed, LQ2 bidder will also be placed on the panel along with LQ1. If LQ2 does not agree, opportunity will be given to LQ3 bidder and so on. If none of the other bidders agree to match LQ1 rates then LQ1 alone shall be on the panel. The work order will be distributed in the ratio of 60:40 between the two empanelled agencies.

f. 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 tenders besides forfeiting the EMD.

g. UIDAI 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's action and without assigning any reasons.

h. The decision of UIDAI 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 tenders in future for a period of at least three years.

i) When deemed necessary, UIDAI 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.

j) UIDAI may waive any min or informality or non-conformity or irregularity in a bid, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

## D. TERMS AND CONDITIONS OF THE CONTRACT

1. The contract will be valid for a period of two years from the date of awarding of the contract which may be extended for a further period of 1 year on the same rates or revised rate and same terms and conditions depending upon the requirement and administrative convenience of UIDAI. The UIDAI, 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 Office. 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 Office.
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. Taxis supplied should be of **Jan, 2013 make or later** 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. Clean seat covers
  2. Quality radio music system
  3. Reading lamp
  4. Tissue paper box
  5. Car perfume
  6. Mobile charger
  7. Seat Belts (Front Rear)
  8. Umbrella during Monsoon
  9. Clean floor Mats
6. Firms should have sufficient numbers of drivers having experience of driving in Delhi
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 firm should ensure that the drivers employed hold valid driving license, are well

trained, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as security instructions.

9. Each driver employed by the firm must have a cell-phone duly activated.
10. Each driver should wear uniform while on duty.
11. No mileage will be allowed for lunch/tea of the driver. Driver should carry his lunch.
12. A list of drivers who would be deployed on duty along with their valid driving license nos. has to be provided to the Unique Identification Authority of India. No driver should be changed unless the officer to whom the driver reports is apprised.
13. 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.
14. Declaration from the transporter on their letter-head stating that the drivers provided are of Good Character, vetted by police for security, have valid driving license and are aware of the roads of Delhi will be provided to the Office of the unique Identification Authority of India.
15. The firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office.
16. The firm should have a provision to take bookings 24 x 7
17. The firm should be experienced in providing fleets for events, delegations, meetings and conferences etc.
18. "Full Day" would imply a run of the Taxi upto 100 kms and 12 hours duration.
20. Full month would imply 2500Kms and 25 days upto 300 hours
21. The rates once finalized will be reviewed after period of six month on account of increase / decrease of fuel prices and equal weightage will be given to hike in CNG and Diesel price while reviewing the rates .
22. Any overtime arising due to breakdown of vehicle supplied by Agency shall be on his account and shall not be charged to UIDAI
23. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per govt. instructions and the log book shall be submitted to the concerned officer in UIDAI regularly for scrutiny.
24. A vehicle will be allowed for booking only in condition when the Milo meter is sealed. If during the running of the vehicle it is found that the Milo meter is unsealed then forfeiture of hiring charges and a penalty as fixed by UIDAI will be imposed.
25. The time and mileage shall be taken in to account from the reporting time at the

appointed place (both at the time of reporting and closing). There will be no dead mileage. In other words to and fro journeys from the taxi stand to the reporting place and releasing place to taxi stand will not be counted for computing the mileage or time.

26. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and drivers should not be changed unless so requested for by the UIDAI. The vehicle must be available at any time of days as desired by the UIDAI.
27. 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.
28. The liability of the UIDAI will be limited to the hiring charges agreed in the contract.
29. No additional terms & conditions over and above the conditions stipulated above shall be entertained by UIDAI
30. Actual parking charges/Toll charges will be payable along with the monthly bills, only upon submission of the parking bills/toll receipts etc.
31. The agency will be responsible for compliance of all statutory provisions related to minimum Wages, etc. in respect of the drivers deployed by it. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes applicable to the drivers deployed by them in this Office.
32. While the Office of the unique Identification Authority of India has a regular requirement for hiring taxis, it shall have the right not to utilize the services at all at any time for any period without giving any notice. The office will also reserve the right to hire taxis from any other provider of such services even during the period of contract.
33. In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Department in that event and the Security Deposit in the form of Performance Bank Guarantee shall be encashed
34. The Bank Guarantee can be forfeited by order of the Competent Authority of the Office of the unique Identification Authority of India in the event of any breach or negligence or non-observance of any terms/conditions of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bank Guarantee as may be considered by the Office of the unique Identification Authority of India as sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.
35. In case of frequent change of vehicle in respect of a particular officer, one day amount will be deducted for every second change.
36. The agencies empanelled are ordinarily expected to meet the requirement of vehicle on Daily hire option to UIDAI. Failure to provide the vehicles on request, necessary penalty (as per penalty clause) would entail for refusal / non-adherence on each occasion.

## E: PENALTY CLAUSE

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

| Sl No | Problem   | Penalty  | Remarks  |
|-------|---|--|--|
| i)    | Late arrival<br>a) By 30 Minutes<br>b) 30 Minutes and beyond or does not turn up                                  | a) Rs 100.00<br>b) Rs 200.00   | 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. |
| ii)   | Failure to provide alternative arrangement within one hour of vehicle breakdown                                   | a) 500/-   | Rental charges for the day will also not be paid   |
| iii)  | Non functioning of AC in Car  | a) 500/- per day   | The officer should mentioned in Log Sheet about Non functioning of AC  |
| iv)   | Unclean Vehicle or seat covers/smell in the vehicle   | a) Rs 50 for the 1 <sup>st</sup> day<br>b) Rs 200 per day for 2 <sup>nd</sup> consecutive day and beyond | The officer should mentioned in Log Sheet or written complain  |
| 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 Office & officers to whom vehicle is attached         | b) Rs 500/-  | i) On each occasion<br>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 delhi.  | a) Rs 200/- per day  | Driver to be changed by the contractor.  |
| viii) | Failure to provide vehicle on daily basis on request  | Rs 500/-   | On each occasion   |
| viii) | Non-compliance of any other terms & Conditions  | a) Rs 500/- for Ist Instance<br>b) Rs 1000/- for 2 <sup>nd</sup> Instance.                               | For each violation per vehicle.  |

**F : Terms of payment:**

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
2. All payments shall be made by ECS / e-payment only.
3. Office of the Unique Identification Authority of India shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
4. 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.
5. Payments, subject to Tax Deduction at Source (TDS) shall be process within 21 days of the submission of the complete documents.
6. 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. If car registration number found of before Jan, 2013, appropriate penalty will be deducted from the bill.
7. 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(Adm) , UIDAI, HQ or any other officer authorized for this purpose by the competent authority, for payment.
8. Compensation/recovery due to increase in fuel price will be reviewed by UIDAI after the satisfactory completion of one year from the date of award of contract.



**ANNEXURE-A****PROFORMA FOR TECHNICAL BID/BIDDER ELIGIBILITY**

| <u>Sl No</u> | <u>Particulars</u>  |  |
|--------------|---|--|
| i)           | Name of the Agency  |  |
| ii)          | Nature of the concern : (i.e Proprietor or Partnership of firm)   | _____<br>Copy attach (page no )                                |
| iii)         | Full Address  |  |
| iv)          | Mobile No and E-mail ID   |  |
| v)           | Registration No of the 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 along with supply order copies. | Attach as per format at "A"<br>Page _____to _____              |
| viii)        | Financial turnover of the Agency for financial year 2010-2011, 2011-12 and 2012-2013)                             | Attach financial statement certified by the CA (page no _____) |
| ix)          | Income Tax Returns for Assessment year 2011-2012, 2012-2013 and 2013-2014   |  |
| x)           | Certified copy of the account maintenance for the last three years  | Attach copy<br>(Page No _____)                                 |

|             |  |  |
|-------------|--|--|
| <u>xi)</u>  | Self Certificate for non blacklisting. | Attach Certificate as per format "B" (Page no _____) |
| <u>xii)</u> | Details of Taxi/cars                   | Attach as per format at "C" (page no _____)          |
| <u>Xii)</u> | PAN Number                             | Yes/No, if Yes attach photocopy (Page No _____)      |

### DECLARATION

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor/Director/authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

SEAL

## Annexure-B

### PROFORMA FOR FINANCIAL BID

Name of the Agency:

#### **1.1 Table-A - Daily Option:**

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

|                  |                                       | <b>A</b>  | <b>B</b>                                | <b>C</b>                                 |
|------------------|---------------------------------------|---|---|--|
| Category         | Make                                  | Rate for full day (12 hrs and 100 Kms) - In Rs. per day | Extra per Km beyond 100 Kms (Rs Per Km) | Extra per Hrs beyond 12 hrs (Rs per hrs) |
| D-1 (Daily rate) | Indica, Wagon R, Santro or equivalent |   |   |  |
| D-2              | Swift Dzire or Indigo or similar      |   |   |  |
| D-3              | Honda City or SX4 or Similar          |   |   |  |

#### **1.2 Table-B - Monthly Option**

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

|                      | <b>A</b>                              | <b>B</b>   | <b>C</b>                                  | <b>D</b>                                 | <b>E</b>                                 |
|----------------------|---------------------------------------|--|---|--|--|
| Category             | Make                                  | 2500 Kms and 25 days per month and upto 300 hrs (In Rs. per month) | Extra per day beyond 25 days (Rs per day) | Extra per Km beyond 2500 Km (Rs. per Km) | Extra per hr beyond 300 hrs (Rs. per hr) |
| M -1 (Monthly Rates) | Indica, Wagon R, Santro or equivalent |  |   |  |  |
| M-2                  | Swift Dzire or Indigo or similar      |  |   |  |  |
| M -3                 | Honda City or SX4 or Similar          |  |   |  |  |

### **1.3 Table-C – Out Station Option**

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

|                           |                                       | <b>A</b>    | <b>B</b>      |
|---------------------------|---------------------------------------|-------------|---------------|
| Category                  | Make                                  | Rate Per Km | Night Charges |
| O-1<br>(Out Station rate) | Indica, Wagon R, Santro or equivalent |             |               |
| O-2                       | Swift Dzire or Indigo or similar      |             |               |
| O-3                       | Honda City or SX4 or Similar w        |             |               |

1. Compensation/recovery clause on account of variation in fuel prices

To take care of price variation in fuel (diesel/CNG) the price compensation/recovery will be as per following formula: % compensation/recovery  
$$=(F1/F0-1)*100*0.35$$

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

Signature of Tenderer :  
(with Stamps of the firm)

Name of Authorized Signatory :

SEAL

## Format "A"

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

| Sl No | Details of client along with address, telephone number | Amount of contract (per annum) | Duration of Contract |    | Copy enclosed in Page No |
|-------|--|--------------------------------|----------------------|----|--------------------------|
|       |  |                                | From                 | To |                          |
| i)    |  |                                |                      |    |                          |
| ii)   |  |                                |                      |    |                          |
| iii)  |  |                                |                      |    |                          |
| iv)   |  |                                |                      |    |                          |
| v)    |  |                                |                      |    |                          |
| vi)   |  |                                |                      |    |                          |

**Format "B"**

**(On letterhead of firm)**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/s (name & address of firm) is neither blacklisted by any Government Department nor any criminal case is registered against the firm.

**Name & signature of Proprietor/authorized signatory**

**Format "C"**

**DETAILS OF TAXI/CARS (Minimum 60 cars registered in bidders own name)**

| S.No. | Registration No. | Make | Model | Year | Fuel Type<br>(Diesel/Petrol<br>/CNG) | Photocopy<br>of RC Copy<br>(Yes/No) , if<br>Yes pl<br>mentioned<br>Page no. |
|-------|------------------|------|-------|------|--------------------------------------|---|
| 1     |                  |      |       |      |                                      |   |
| 2     |                  |      |       |      |                                      |   |
| 3     |                  |      |       |      |                                      |   |
| 4     |                  |      |       |      |                                      |   |
| 5     |                  |      |       |      |                                      |   |
| 6     |                  |      |       |      |                                      |   |
| 7     |                  |      |       |      |                                      |   |
| 8     |                  |      |       |      |                                      |   |
| 9     |                  |      |       |      |                                      |   |
| 10    |                  |      |       |      |                                      |   |
| 11    |                  |      |       |      |                                      |   |
| ....  |                  |      |       |      |                                      |   |





