

**Government of India**  
**Ministry of Electronics & IT**  
**Department of Electronics & Information Technology (Deity)**  
**UNIQUE IDENTIFICATION AUTHORITY OF INDIA**  
  
Technology Division

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**Notification of Award/Purchase Order**

**File No.:**

**Date:**

**Vendor Name**

**Address**

Kindly Attn:

Subject:

Ref: Tender No. ----- dated \_\_\_\_\_

Sir,

Please refer to the bid document submitted by **Vendor Name** against above referred tender dated \_\_\_\_\_ and post negotiation letter submitted by **Vendor Name** dated -----. UIDAI is placing the order for **Subject** for a period of \_\_\_\_\_ year with effect from the date of activation of services.

The details of the items and costs are as here under:

Sr No	Category	ITEM	QTY	Unit Price Excl Tax	Total Price Excl Tax

**Terms of Payment:**

The payment will be released on quarterly basis to Vendor Name after completion of each quarter after the receipt of invoice and on furnishing the certificate duly recommended by the respective Data Centre in-charge on satisfactory completion of maintenance. The documents to be attached along with the invoice are annexed as Annexure 1, Annexure 2 & Annexure 3 on quarterly basis. All the documents should be duly certified by ADG (**Operations**).

**Performance Guarantee:**

**Vendor name** will submit performance bank guarantee equivalent to 10% of the value of AMC i.e Rs \_\_\_\_\_ valid for - \_\_\_\_\_.

**Liquidated Damages:**

- i. Liquidated damages will be applied if the vendor is not able to start the AMC services within two(2) weeks of the award of contract, the Purchaser shall without prejudice to its other remedies under the Contract, deduct from the liquidated damages, a sum equivalent to the 0.5 percent per day or part thereof from the bill of first quarter, upto maximum deduction of 5% of the bill of first quarter. If delayed for more than five weeks, the Purchaser may consider termination of the Contract.
- ii. SLA related Liquidated Damage will be charged @0.5% for Non-Performance of the services not provided on the items for the period invoices are to be claimed and further as mentioned in Clause 32 of Section III of RFP. The maximum amount of LD will be levied@10% of the value of order.

**Currency of Payment:**

Payment will be made in Indian Rupees only.

**Taxes:**

Taxes will be paid on actual basis on submission of documentary evidences by **Vendor name**.

**Services to be provided:**

As mentioned in the Section-V Scope of work of the RFP.

The other terms and conditions will be as per the bid document .

**Vendor Name** is requested to accept the terms and conditions as stated above within three days of the receipt of this letter and also sign the contract document within 15 days from the receipt of this letter.

**Yours Sincerely,**  
**Deputy Director (Tech)**

**Copy to:**

- i. Name of ADG (Division)
- ii. PS to DDG (Division)
- iii. PS to DDG (Finance), UIDAI Hqr