

Request for Quotation (RFQ)

VOLUME I – INSTRUCTION TO BIDDERS

SELECTION OF ENROLMENT AGENCY

Registrar, UIDAI

Food and Civil Supplies Department

Government of Andhra Pradesh

05.12.2011

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1. INVITATION TO BID

To,

Dated: 05.12.2011

1. **Commissioner, Food and Civil Supplies Department, Government of Andhra Pradesh, Hyderabad** in the capacity of Registrar, UIDAI invites Financial Bids from Enrolling Agencies empanelled by UIDAI for **Enrolment of residents for AADHAAR number generation in Municipal areas of Khammam, Karimnagar, Nizamabad, Warangal, Medak, Nalgonda, Mahabubnagar, Kurnool, Y.S.R, Vizianagaram, Visakhapatnam, West Godavari, Krishna, Guntur, Prakasam and S.P.S.Nellore Districts (total 16 districts) in State of Andhra Pradesh**
2. The Request for Quotation (RFQ) consists of 3 Volumes as mentioned below:
 - a. Volume I – Instructions to Bidders and Selection Procedure
 - b. Volume II – Scope of Work
 - c. Volume III – Standard Contract
3. The response to the RFQ should to be submitted on or before **16.12.2011 by 03.00 P.M.** at the address for communication given below
4. The Financial Bid consists of **Sixteen** Schedules. The Bidder may quote for individual Schedules based on the eligibility criteria prescribed for each Schedule in this RFQ.
5. The Registrar, UIDIA and **Commissioner & Ex. Officio Secretary to Government, Food and Civil Department, GoAP, Hyderabad** reserves the right to reject any or all the Bids in whole or part without assigning any reasons.
6. This ‘Invitation to Bid’ is extended only to Agencies empanelled by UIDAI for undertaking demographic and biometric data collection for enrolment of residents.
7. This ‘Invitation to Bid’ is non-transferable under any circumstances.

8. Address for Communication:

**O/o Commissioner of Civil Supplies &
Ex-Officio Secretary to Government,
Consumer Affairs, Food and Civil Supplies Department,
Civil Supplies Bhavan, Somajiguda, Hyderabad – 500082.
Andhra Pradesh, India.
Phone : +91 40 23310462 / 23310617
Fax : 23318456
E-mail: commr_cs@ap.gov.in**

2. INTRODUCTION

2.1 About Food and Civil Supplies Department, Government of Andhra Pradesh and Enrolment of residents for AADHAAR number generation in Municipal areas of Khammam, Karimnagar, Nizamabad, Warangal, Medak, Nalgonda, Mahabubnagar, Kurnool, Y.S.R, Vizianagaram, Visakhapatnam, West Godavari, Krishna, Guntur, Prakasam and S.P.S.Nellore Districts (total 16 districts) in State of Andhra Pradesh

The Commissioner, Food and Civil Supplies Department, Government of Andhra Pradesh is one of the Registrars for the implementation of the UID Project in Andhra Pradesh. The present Project is for carrying out the enrolment functions for the **Demographic and Biometrics of residents** of Municipal areas of Khammam, Karimnagar, Nizamabad, Warangal, Medak, Nalgonda, Mahabubnagar, Kurnool, Y.S.R, Vizianagaram, Visakhapatnam, West Godavari, Krishna, Guntur, Prakasam and S.P.S.Nellore Districts (total 16 districts) in State of Andhra Pradesh **for the issue of Unique Identity Number (AADHAAR Number) by UIDAI, Government of India**

As part of enrollment functions the enrollment agency has to collect the demographic (KYR and KYR+) and biometric data of resident.

KYR data includes the data like Name, Date of birth, date of birth type, gender, marital status, occupation, caste category, disability, educational qualification etc.,

KYR+ data includes Household details like Ration Card No., LPG Connection Particulars, Family Count, Address and individual details like Mobile No. E-mail Id, Bank Account, NREGA Card No. and relationship with the Head of the family.

The biometric data includes iris images of both eyes, all the finger prints and photograph of face.

2.2 About UID Project

The Government of India (GoI) has embarked upon an ambitious initiative to provide a Unique Identification (UID) to every resident of India and has constituted the Unique Identification Authority of India (UIDAI) for this purpose. The timing of this initiative coincides with the increased focus of the GoI on social inclusion and development through

massive investments in various social sector programs, and transformation in public services delivery through e-Governance programs. The UID has been envisioned as a means for residents to easily and effectively establish their identity, to any agency, anywhere in the country, without having to repeatedly produce identity documentation to agencies. More details on the UIDAI and the strategy overview can be found on the website: <http://www.uidai.gov.in>

The widespread implementation of the UID project needs the reach and flexibility to enroll residents across the country. To achieve this, the UIDAI proposes to partner with a variety of agencies and service providers (acting as Registrars, Sub-registrars and Enrolling Agencies) to enroll residents for UID. By participating in enrolling residents, registrars and enrolment agencies across the country would be part of a truly historic exercise, one which can make our welfare systems far more accessible and inclusive of the poor, and also permanently transform service delivery in India.

In this context, the Registrars shall engage enrolment agencies empanelled by UIDAI for carrying out the various functions and activities related to UID enrolment such as setting up of enrolment centers, undertaking collection of demographic and biometric data for UID enrollment and any other data required by the Registrar for the effective implementation of their projects. This Request for Quotation document is intended to invite bids from only those agencies which are empanelled by UIDAI for undertaking demographic and biometric data collection for enrolment of residents.

3. INSTRUCTION TO BIDDERS - STANDARD**PART I****STANDARD**

Definitions	<p>(a) “Purchaser” means the registrar with which the selected Bidder signs the Contract for the Services. In this project, the ‘Purchaser’ is the Registrar, UIDIA and Commissioner & Ex. Officio Secretary to Government, Food and Civil Department, GoAP, Hyderabad</p> <p>(b) “Bidder” means any entity that may provide or provides the Services to the Purchaser under the Contract.</p> <p>(c) “Bid” means the Financial Proposal consisting of one/ multiple Schedules.</p> <p>(d) “Instructions to Bidders” (Section 3 of Volume I of the RFQ) means the document which provides interested Bidders with all information needed to prepare their bids. This document also details out the process for the selection of the enrolling agency.</p> <p>(e) “Scope of Work” (SoW) means the Volume II of the RFQ which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Purchaser and the Bidder.</p> <p>(f) “Standard Contract” means the Volume III of the RFQ which provides the standard contract agreement to be signed between the Registrar and the selected Enrolling Agency.</p> <p>(g) “Schedule” means the financial bid for each Geographical area as specified by the Registrar, at 1.2 of scope of work (volume-II of this RFQ).</p>
1. Introduction	<p>1.1 This RFQ (Request For Quotation) is being issued only to the Enrolling Agencies empanelled by UIDAI for undertaking the Demographic and Biometric data collection of Residents in the State of Andhra Pradesh</p> <p>1.2 All the provisions listed out in the Request for Empanelment (RFE) issued by the UIDAI and Terms & Conditions of Empanelment shall be binding upon the participating bidders of this RFQ.</p> <p>1.3 The Registrar will select a firm, in accordance with the method of selection specified in the Data Sheet.</p> <p>1.4 The name of the assignment/Job has been mentioned in Part II Data Sheet. Detailed scope of the assignment/ job has</p>

	<p>been described in the Scope of Work in Volume II.</p> <p>1.5 The date, time and address for submission of the bid has been given in Part II Data Sheet</p> <p>1.6 Interested Bidders are invited to submit a Financial Bid for providing services required for the assignment named in the Data Sheet.</p> <p>1.7 The Purchaser is not bound to accept any bids, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidders.</p>
Only one Bid	1.8 A Bidder shall only submit one financial bid (can contain multiple Schedules). If a Bidder (single/ consortium partner) submits or participates in more than one bid, such bids shall be disqualified.
Bid Validity	1.9 The Part II Data Sheet to Bidder indicates how long Bidders' bid must remain valid after the submission date.
Consortium	1.10 Only those consortiums which have been empanelled by UIDAI are eligible to submit a consortium bid. In such a case, the lead agency empanelled by UIDAI shall be the lead member of the consortium and shall be responsible and liable to the Purchaser for all aspects of their bid, contract, etc.
Tenure of Contract	1.11 The estimated tenure of the contract shall be provided in Data Sheet Para 1.11
2. Clarification and Amendment of RFQ Document	<p>2.1 Bidders may request a clarification in the RFQ document up to the number of days indicated in the Data Sheet before the bid submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Purchaser's address indicated in the Data Sheet.</p> <p>2.2 At any time before the submission of Bids, the Purchaser may amend the RFQ by issuing an addendum/ corrigendum in writing or by standard electronic means. The addendum/ corrigendum shall be sent to all Bidders and will be binding on them.</p>
3. Preparation of Financial Bid	3.01 The preparation of the Financial Bid as well as all related correspondence exchanged by the Bidders and the Purchaser, shall be in English
	3.02 The Financial Bid shall be prepared using the attached Standard Forms (Section 4, Annexure I and Annexure II of

	<p>Volume I). It shall list all costs associated with the assignment for each Schedule corresponding to the Geographical scope of work. Each Schedule corresponds to a particular geographical area and financial bid for each Schedule shall be treated separately at the time of evaluation. The geographical areas for each Schedule are given in Data Sheet Para 3.2. The financial bid shall not include any conditions attached to it and any such conditional financial bid shall be summarily rejected.</p> <p>3.03 The Bidders shall submit a copy of the Letter of Empanelment / Registration No. issued by UIDAI duly indicating the level and tier as well as the list of States the Bidder is eligible to work in. Non-submission of the letter of empanelment / Registration No. will render the bidder disqualified.</p> <p>3.04 The Bidders shall be eligible for bidding for the various Schedules based on the Eligibility criteria as per Data Sheet Para 3.4. Bidders shall strictly adhere to the Eligibility for different Schedules and shall submit Financial Bids only for those Schedules for which they are eligible. The Purchaser shall verify the contents of the 'Letter of Empanelment' with the list of empanelled agencies provided by UIDAI to check the eligibility of the Bidders for the various Schedules the Bidder has evinced interest in working in.</p>
Taxes	<p>3.05 The Bidder may be subject to local taxes (such as: VAT, Service tax, duties, fees, levies) on amounts payable by the Purchaser under the Contract. Bidders shall include such taxes in the financial bid.</p>
	<p>3.06 Bidders should provide the price of their services in Indian Rupees.</p>
Earnest Money Deposit (EMD), and Performance Guarantee.	<p>3.07 Earnest Money Deposit</p> <p>I. An EMD for an amount equivalent to 5 % of (total number of enrolment stations indicated at Data Sheet Para 3.2 X Rs.1,80,000) subject to a minimum amount of Rs.15,00,000/- and a maximum of Rs.75,00,000/- in the form of DD drawn in favour of Commissioner of Civil Supplies, Government of Andhra Pradesh payable at Hyderabad, must be submitted along with the Bid.</p> <p>II. Bid not accompanied by EMD shall be rejected as non-responsive.</p> <p>III. No interest shall be payable by the Purchaser for the sum deposited as earnest money deposit.</p>

	<p>IV No bank guarantee will be accepted in lieu of the earnest money deposit.</p> <p>V The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract.</p>
	<p>3.08 The EMD shall be forfeited by the Purchaser in the following events:</p> <p>I. If Bid is withdrawn during the validity period or any extension agreed by the Bidder thereof.</p> <p>II. If the Bid is varied or modified in a manner not acceptable to the Purchaser after opening of Bid during the validity period or any extension thereof.</p> <p>III. If the Bidder tries to influence the evaluation process.</p> <p>IV. If the Bidder with the lowest financial quote (L1) withdraws his Bid during finalisation (failure to arrive at consensus by both the parties shall not be construed as withdrawal of Bid by the Bidder).</p>
	<p>3.09 Tender Fees: All Bidders are required to pay Rs. 10,000/- towards Tender Fees in the form of Demand Draft drawn in favor of Commissioner of Civil Supplies, Government of Andhra Pradesh payable at Hyderabad. The Tender Fee is Non-Refundable.</p>
	<p>3.10 Performance Bank Guarantee</p> <p>I. The selected Bidder shall be required to furnish a Performance Bank Guarantee equivalent to 10% of the contract value rounded off to the nearest thousand Indian Rupees, in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favour of Commissioner of Civil Supplies, Government of Andhra Pradesh for the entire period of contract with additional 90 days claim period. The bank guarantee must be submitted after award of contract but before signing of contract. The successful bidder has to renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any. Performance Bank Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the Bidder on any account under the contract. On submission of this performance guarantee and after signing of the contract, demand draft submitted towards EMD would be</p>

	returned in original.
4. Submission, Receipt, and Opening of Bids	4.1 The original Financial Bid shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidders themselves. The person who signed the Bid must initial such corrections.
	4.2 An authorized representative of the Bidders shall initial all pages of the original Financial Bid. The authorization shall be in the form of a written power of attorney accompanying the Financial Bid or in any other form demonstrating that the representative has been duly authorized to sign. The signed Financial Bid shall be marked “ORIGINAL”.
	4.3 The original Financial Bid for each Schedule shall be placed in a separate envelope, sealed and clearly marked “FINANCIAL BID FOR SCHEDULE – ‘N’”. All the sealed original financial bids for each Schedule shall be placed in a outer envelope, sealed and clearly marked “FINANCIAL BID” and the name of the assignment. The envelopes containing the Financial Bid, EMD, and Tender Fee shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and be clearly marked “ DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE 3.00 P.M. on 16-12-2011 ”. The Purchaser shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Bid rejection. If the Financial Bid is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Bid non-responsive.
	4.4 The Bids must be sent to the address/addresses indicated in the Data Sheet and received by the Purchaser no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with para. 2.2. Any bid received by the Purchaser after the deadline for submission shall be returned unopened.
Right to Accept/Reject the Bid	4.5 Purchaser reserves the right to accept or reject any Bid and to annul the RFQ process and reject all such bids at any time prior to award of contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for such decision.
5. Public Opening and Evaluation of Financial Bids	5.1 Financial bids for each Schedule shall be opened publicly on the date & time specified the Data sheet, in the presence of the Bidders' representatives who choose to attend.

	<p>5.2 The name of the Bidders and their financial bid for each Schedule shall be read aloud.</p> <p>5.3 The Purchaser will correct any computational errors for each Schedule. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.</p> <p>5.4 The Contract shall be awarded to the lowest bidder (L1) for each Schedule.</p> <p>5.5 In case, a Bidder emerges as the Lowest Bidder (L1) for multiple schedules, then the Purchaser shall check whether the Bidder has exceeded its available Bid Capacity (as given in Data Sheet Para 5.5 less work awarded by other Registrars) in terms of the cumulative target enrolments to be covered in the multiple schedules.</p> <p>In case a single bidder emerges as the lowest bidder in multiple schedules and the total number of enrolments as per the schedules exceeds the Maximum available bid capacity of the bidder (as prescribed in the Empanelment list of UIDAI less work awarded by other Registrars), then the bidder shall be considered selected in the schedules where he is the lowest bidder and within the Maximum bid capacity limits.</p> <p>In the remaining schedules over and above the lowest bidders Maximum bid capacity, the second lowest bidder shall be given an opportunity to match the L1, provided the L2 bidder also does not exceed its Bid Capacity. If the second lowest bidder does not match the lowest bid, then the offer to match the L1 is given to third lowest bidder and hence forth.</p> <p>The Purchaser shall follow this process till all the Schedules are awarded to Bidders and shall ensure that the Bidders do not exceed the available Bid Capacity (as given in Data Sheet Para 5.5 less work awarded by other Registrars) in terms of the maximum enrolments possible in a year.</p>
<p>6 Disqualification</p>	<p>Purchaser may at its sole discretion and at any time during the evaluation of application, disqualify any applicant, if the applicant:</p> <ul style="list-style-type: none"> (i) Submitted the application after the response deadline; (ii) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements; (iii) Exhibited a record of poor performance such as

		<p>abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;</p> <p>(iv) Submitted an application that is not accompanied by required documentation or is non-responsive;</p> <p>(v) Failed to provide clarifications related thereto, when sought;</p> <p>(vi) Submitted more than one application either as a Single Agency/ Prime Agency/ consortium member;</p> <p>(vii) Was declared ineligible/blacklisted by the Government of India/State/UT Government;</p> <p>(viii) Is in litigation with any Government in India;</p>
7. Award of Contract	<p>7.1 The winning Bidder for each Schedule shall submit a detailed Work Plan detailing out the area to be covered in each month and the timelines for covering the enrolment work in the geographical area. The Work Plan should be inline with the RFQ in terms of deployment of stationary enrolment stations. The Purchaser shall evaluate the same and make necessary modifications which shall be mutually agreed by both parties before issuance of Letter of Intent</p> <p>7.2 The Purchaser shall issue a Letter of Intent to the selected Bidder after mutual acceptance of the Work Plan.</p> <p>7.2 The Bidders will sign the contract as per the standard form of contract in Volume III within 5 days of issuance of the letter of intent.</p> <p>7.3 The Bidder is expected to commence the assignment on the date and at the location specified in the Part II Data Sheet. In case the winning Bidder fails to start the enrolment work within 10 days of issue of Letter of Award of Work/ Letter of Intent, then the Purchaser may cancel the award of work to the lowest bidder and negotiate with the second lowest bidder (L2) for award of work.</p>	
8. Termination of Contract subject to necessary approvals		"Notwithstanding the duration of the contract stated in GC 2.4, the Registrar, without prejudice or liability, reserves the right to terminate the contract for the time period beyond February 29, 2012 in the event necessary approvals for continuation of enrolment are not available to the Registrar"

INSTRUCTION TO BIDDERS – DATA SHEET**PART II****Data Sheet**

Paragraph Reference	
1.3	<p>Name and Details of Purchaser: Registrar, UIDAI and Commissioner of Civil Supplies & Ex-Officio Secretary to Government, Consumer Affairs, Food and Civil Supplies Department, Civil Supplies Bhavan, Somajiguda, Hyderabad – 500082. Andhra Pradesh, India. Phone : +91 40 23310462 / 23310617 Fax : 23318456 E-mail: <u>commr_cs@ap.gov.in</u> Website: <u>www.apcivilsupplies.gov.in</u></p> <p>Method of selection: a) Contract Awarded to the Lowest Bidder (L1) for each Schedule</p>
1.4	<p>Name of the assignment: Enrolment of residents for AADHAAR number generation in Municipal areas of (16) districts namely Khammam, Karimnagar, Kurnool, Krishna, Mahabubnagar, Nalgonda, Visakhapatnam, Vizianagaram, Warangal, S.P.S.Nellore, West Godavari, Guntur, Prakasam, Y.S.R, Medak and Nizamabad in State of Andhra Pradesh</p>
1.5	<p>The Bid submission address is:</p> <p>Commissioner of Civil Supplies & Ex-Officio Secretary to Government, Consumer Affairs, Food and Civil Supplies Department, Civil Supplies Bhavan, Somajiguda, Hyderabad – 500082. Andhra Pradesh, India.</p> <p>Financial Bid in sealed envelopes (containing one or multiple covers depending on the number of Schedules in which the bidder is interested and qualified for bidding), EMD, and Tender Fee must be submitted not later than the following date and time:</p> <p>Date: 16.12.2011 Time: 3.00 P.M.</p>

1.9	Bids must remain valid for 90 days after the submission date.																																													
1.11	The estimated tenure of contract: <u>60 days</u> from the date of agreement or upto 29.02.2012 or the upto last date for acceptance of enrolment packets by UIDAI, Government of India, whichever is earlier.																																													
2.1	Clarifications may be requested not later than <u>6</u> days before submission closing date. The address for requesting clarifications is: Commissioner of Civil Supplies & Ex-Officio Secretary to Government, Consumer Affairs, Food and Civil Supplies Department, Civil Supplies Bhavan, Somajiguda, Hyderabad – 500082. Andhra Pradesh, India. Phone : +91 40 23310462 / 23310617 Fax : 23318456 E-mail: <u>commr_cs@ap.gov.in</u>																																													
3.2	<p>The Schedules and corresponding Geographical areas and Target Population are as given below:</p> <table><tr><th>Sl. No</th><th>Schedule No.</th><th>Geographical Area under the Schedule</th><th>Target approx. Population in Lakhs</th><th>No of Enrolment stations required</th></tr><tr><td>1</td><td>Schedule 1</td><td>Municipal Areas of Vizianagarm District</td><td>3.88</td><td>155</td></tr><tr><td>2</td><td>Schedule 2</td><td>Municipal Areas of Visakhapatnam District</td><td>14.87</td><td>595</td></tr><tr><td>3</td><td>Schedule 3</td><td>Municipal Areas of West Godavari District</td><td>7.70</td><td>308</td></tr><tr><td>4</td><td>Schedule 4</td><td>Municipal areas of Krishna District</td><td>14.80</td><td>592</td></tr><tr><td>5</td><td>Schedule 5</td><td>Municipal areas of Guntur District</td><td>16.56</td><td>662</td></tr><tr><td>6</td><td>Schedule 6</td><td>Municipal areas of Prakasam District</td><td>8.02</td><td>320</td></tr><tr><td>7</td><td>Schedule 7</td><td>Municipal areas of S.P.S.Nellore District</td><td>6.99</td><td>280</td></tr><tr><td>8</td><td>Schedule 8</td><td>Municipal areas of</td><td>10.44</td><td>418</td></tr></table>	Sl. No	Schedule No.	Geographical Area under the Schedule	Target approx. Population in Lakhs	No of Enrolment stations required	1	Schedule 1	Municipal Areas of Vizianagarm District	3.88	155	2	Schedule 2	Municipal Areas of Visakhapatnam District	14.87	595	3	Schedule 3	Municipal Areas of West Godavari District	7.70	308	4	Schedule 4	Municipal areas of Krishna District	14.80	592	5	Schedule 5	Municipal areas of Guntur District	16.56	662	6	Schedule 6	Municipal areas of Prakasam District	8.02	320	7	Schedule 7	Municipal areas of S.P.S.Nellore District	6.99	280	8	Schedule 8	Municipal areas of	10.44	418
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16	Schedule 16	Municipal areas of Khammam District	4.42	177																																										
3.4	<u>Eligibility for Submission of Bids for the different Schedules</u> <table><tr><td>Sl. No</td><td>Schedule No.</td><td>Minimum Technical ‘Level’ Requirement</td><td>Minimum Financial ‘Tier’ Requirement</td></tr><tr><td>1</td><td>Schedules 2,3,4,5,6,,7,8, 9,13 and 15</td><td>T2</td><td>F3 and F4</td></tr><tr><td>2</td><td>Schedule 1,10,11,12,14 and 16</td><td>T2</td><td>F2, F3 and F4</td></tr></table> <p>Bidders shall strictly adhere to the Eligibility for different Schedules and shall submit Financial Bids only for those Schedules for which they are eligible. The Bidders shall submit (i) a copy of the ‘Letter of Empanelment’ and (ii) copies of agreements with other Registrars for enrolments (iii) copy of statement (downloaded from the UIDAI portal) showing the list of active operators and supervisors proposed to be engaged on this work along with the Financial Bid.</p>				Sl. No	Schedule No.	Minimum Technical ‘Level’ Requirement	Minimum Financial ‘Tier’ Requirement	1	Schedules 2,3,4,5,6,,7,8, 9,13 and 15	T2	F3 and F4	2	Schedule 1,10,11,12,14 and 16	T2	F2, F3 and F4																														
Sl. No	Schedule No.	Minimum Technical ‘Level’ Requirement	Minimum Financial ‘Tier’ Requirement																																											
1	Schedules 2,3,4,5,6,,7,8, 9,13 and 15	T2	F3 and F4																																											
2	Schedule 1,10,11,12,14 and 16	T2	F2, F3 and F4																																											
4.3	Bidder must submit the following: a) Only the Original of the Financial Bid. The Financial Bid shall contain one/ multiple Schedules based on the geographical areas where the bidder is interested in working.																																													
5.1	The Bid Opening Date and Time is: Date: <u>16.12.2011</u> Time: 3.00 P.M.																																													

5.5	<p>The Maximum Bid Capacity for the various Financial Capacity ‘TIERS’ is as given below:</p> <table><tr><th>Sl. No</th><th>Financial Capacity ‘TIER’</th><th>Maximum Bid Capacity (maximum enrolments in an year)</th></tr><tr><td>1</td><td>F1</td><td>15 Lakh enrolments</td></tr><tr><td>2</td><td>F2</td><td>35 Lakh enrolments</td></tr><tr><td>3</td><td>F3</td><td>125 Lakh enrolments</td></tr><tr><td>4</td><td>F4</td><td>500 Lakh enrolments</td></tr></table>	Sl. No	Financial Capacity ‘TIER’	Maximum Bid Capacity (maximum enrolments in an year)	1	F1	15 Lakh enrolments	2	F2	35 Lakh enrolments	3	F3	125 Lakh enrolments	4	F4	500 Lakh enrolments
Sl. No	Financial Capacity ‘TIER’	Maximum Bid Capacity (maximum enrolments in an year)														
1	F1	15 Lakh enrolments														
2	F2	35 Lakh enrolments														
3	F3	125 Lakh enrolments														
4	F4	500 Lakh enrolments														
6.1	<p>Expected date and address for contract negotiations: Date:<u>19 .12.2011.</u> Address: Registrar, UIDIA and Commissioner of Civil Supplies & Ex-Officio Secretary to Government, Consumer Affairs, Food and Civil Supplies Department, Civil Supplies Bhavan, Somajiguda, Hyderabad – 500082. Andhra Pradesh, India. Phone : +91 40 23310462 / 23310617 Fax : 23318456</p>															
7.3	<p>Expected date for agreement and commencement of services Date: <u>23. 12 .2011</u> Address: Registrar, UIDIA and Commissioner of Civil Supplies & Ex-Officio Secretary to Government, Consumer Affairs, Food and Civil Supplies Department, Civil Supplies Bhavan, Somajiguda, Hyderabad – 500082. Andhra Pradesh, India. Phone : +91 40 23310462 / 23310617 Fax : 23318456</p>															

4. FINANCIAL BID FORMS

The Financial Bid consists of one Schedule each for each geographical area outlined in Section 1.2 of Volume II. The bidder shall be responsible for doing the necessary background research to understand each geographical area, terrain, population density, urban-rural percentage as well as the infrastructure requirements.

The bidder shall quote the total cost for providing services as per the Scope of Work given in Volume II which shall include the cost for collection of demographic and biometric details of residents as per the requirements of the **Registrar, UIDAI and Commissioner & Ex.Officio Secretary to Government, Food and Civil Department, GoAP, Hyderabad** and UIDAI and the cost for providing other additional services specified in the Scope of Work. The total cost quoted shall be inclusive of all expenses like travel and lodging, cost of setting up enrolment centers and mobile units, cost of transferring data to CIDR / State data centre. taxes and duties.

4.1 Financial Bid Covering Letter

The Bidders shall submit the Financial Bid Covering Letter as given in Annexure I of Volume I.

4.2 Financial Bid Form

The Bidders shall submit the Financial Bid Form as given in Annexure II of Volume I. Financial Bids which are not submitted as per the Financial Bid Form shall be summarily rejected. Any conditional bids shall also be summarily rejected during the evaluation of the financial bids.

Annexure I – Financial Bid Covering Letter

(To be submitted on the Letter head of the applicant)

To,

**Registrar UIDIA and Commissioner of Civil Supplies &
Ex-Officio Secretary to Government,
Consumer Affairs, Food and Civil Supplies Department,
Civil Supplies Bhavan, Somajiguda, Hyderabad – 500082.
Andhra Pradesh, India.**

Dear Sir,

Ref: Request for Quotation (RFQ) Notification **dated 05 .12.2011**

1. Having examined the RFQ document, we, the undersigned, herewith submit our response to your RFQ Notification **dated 05.12.2011** for **Enrolment of residents for AADHAAR number generation in Municipal areas of Khammam, Karimnagar, Nizamabad, Warangal, Medak, Nalgonda, Mahabubnagar, Kurnool, Y.S.R, Vizianagaram, Visakhapatnam, West Godavari, Krishna, Guntur, Prakasam and S.P.S.Nellore Districts (total 16 districts) in State of Andhra Pradesh**, in full conformity with the said RFQ document. (in case of consortium, the names of the consortium partners shall be provided here)
2. We, the undersigned, offer to provide services to **Registrar, UIDAI and Commissioner & Ex. Officio Secretary to Government, Food and Civil Department, GoAP, Hyderabad** for **Enrolment of residents for AADHAAR number generation in Municipal areas of Khammam, Karimnagar, Nizamabad, Warangal, Medak, Nalgonda, Mahabubnagar, Kurnool, Y.S.R, Vizianagaram, Visakhapatnam, West Godavari, Krishna, Guntur, Prakasam and S.P.S.Nellore Districts (total 16 districts) in State of Andhra Pradesh** in accordance with your RFQ.
3. We have read the provisions of the RFQ document and confirm that these are acceptable to us. Hence, we are hereby submitting our Financial Bid.
4. We agree to abide by this RFQ, consisting of this letter, financial bid and all

attachments, for a period of **90** days from the closing date fixed for submission of bid as stipulated in the RFQ document.

5. We hereby declare that we are interested in participating in the following Schedules and have submitted the financial bids for each Schedule specified below:
 - a. Schedule – 1
 - b. Schedule – 2
 - c.
 - d.
 - e. Schedule – 16
6. We would like to declare that we are not involved in any litigation with any Government in India and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
7. We hereby declare that we have not been blacklisted by any Central/ State/ UT Government.
8. We hereby declare that we have not been charged with any fraudulent activities by any Central/ State/ UT Government.
9. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.
10. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act, 1988”.
11. We understand that the **Registrar, UIDAI and Commissioner & Ex. Officio Secretary to Government, Food and Civil Department, GoAP, Hyderabad** is not bound to accept any bid received in response to this RFQ.
12. In case we are engaged by the **Registrar, UIDAI and Commissioner & Ex. Officio Secretary to Government, Food and Civil Department, GoAP, Hyderabad** as an Enrolling Agency, we shall provide any assistance/cooperation required by **Registrar, UIDAI and Commissioner & Ex. Officio Secretary to Government, Food and Civil Department, GoAP, Hyderabad**, UIDAI appointed auditing agencies/ UIDAI officials for performing their auditing and inspection functions. We understand that our non-cooperation for the same shall be grounds for termination of service.
13. In case we are engaged as an Enrolling Agency, we agree to abide by all the terms & conditions of the Contract that will be issued by **Registrar, UIDAI and Commissioner**

& Ex. Officio Secretary to Government, Food and Civil Department, GoAP, Hyderabad.

14. The financial bid includes the cost of setting up and operating ____ stationary enrolment stations, cost of providing additional services and performing all functions as per the scope of work defined in Volume II of the RFQ (provide one statement for each Schedule).
15. The details of Enrolment operators/supervisors proposed to be engaged are given below by the agency (The bidder shall enclose a report downloaded from the UIDAI portal in support of this data). The bidder shall provide the details of operators' equivalent to the number of enrolment stations proposed to be setup. The bidder shall also provide the details of supervisors' equivalent to the number of enrolment centres proposed to be established. A ratio of 5:1 operators to supervisors subject to a minimum of one supervisor per one enrolment centre should be maintained by the Enrolment Agency.

S.No	Name Enrollment Operator/Supervisor	UID

16. The details of the works awarded (district wise) by other Registrars for UID enrolments are as under (bidder shall enclose the copies of contract agreements signed with other Registrars) :

Name of Registrars	District/State or UT	Rate (in Rs.) per enrolment	Period of Contract	No. of Enrolments awarded

Our correspondence details with regard to this RFQ are:

No.	Information	Details
1.	Name of the Contact Person	

2.	Address of the Contact Person	
3.	Name, designation and contact address of the person to whom all references shall be made regarding this RFQ	
4.	Telephone number of the Contact Person	
5.	Mobile number of the Contact Person	
6.	Fax number of the Contact Person	
7.	Email ID of the Contact Person	
8.	Corporate website URL	

We remain,

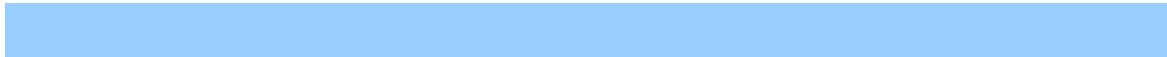
Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____



Annexure II – Financial Bid Form (Illustrative)**SCHEDULE - 1**

Geographical areas covered under Schedule - 1: **Municipal Areas of Vizianagaram District**

Financial Bid for undertaking enrolment activities in the Geographical area covered under Schedule-1:

Item	Costs per each enrollment In INR
Cost* per each successful enrollment (resulting in successful generation of UID) involving capturing demographic and biometric data of residents and transfer of data to CIDR / State data centre and handing over of all the documents collected from residents at the time enrollment to the authorized representative of UIDIA	

* The cost shall include all costs like the equipment costs, manpower costs, logistics for transfer of documents and data to CIDR / State data centre, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.

SCHEDULE - 2

Geographical areas covered under Schedule - 2: **Municipal Areas of Visakhapatnam District**

Financial Bid for undertaking enrolment activities in the Geographical area covered under Schedule-2:

Item	Costs per each enrollment In INR
Cost* per each successful enrollment (resulting in successful generation of UID) involving capturing demographic and biometric data of residents and transfer of data to CIDR / State data centre and handing over of all the documents collected from residents at the time enrollment to the authorized representative of UIDIA	

* The cost shall include all costs like the equipment costs, manpower costs, logistics for transfer of documents and data to CIDR / State data centre, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.

SCHEDULE - 3

Geographical areas covered under Schedule - 3: **Municipal Areas of West Godavari District**

Financial Bid for undertaking enrolment activities in the Geographical area covered under Schedule-3:

Item	Costs per each enrollment In INR
Cost* per each successful enrollment (resulting in successful generation of UID) involving capturing demographic and biometric data of residents and transfer of data to CIDR / State data centre and handing over of all the documents collected from residents at the time enrollment to the authorized representative of UIDIA	

* The cost shall include all costs like the equipment costs, manpower costs, logistics for transfer of documents and data to CIDR / State data centre, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.

SCHEDULE - 4

Geographical areas covered under Schedule - 4: **Municipal Areas of Krishna District**

Financial Bid for undertaking enrolment activities in the Geographical area covered under Schedule-4:

Item	Costs per each enrollment In INR
Cost* per each successful enrollment (resulting in successful generation of UID) involving capturing demographic and biometric data of residents and transfer of data to CIDR / State data centre and handing over of all the documents collected from residents at the time enrollment to the authorized representative of UIDIA	

* The cost shall include all costs like the equipment costs, manpower costs, logistics for transfer of documents and data to CIDR / State data centre, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.

SCHEDULE - 5

Geographical areas covered under Schedule - 5: **Municipal Areas of Guntur District**

Financial Bid for undertaking enrolment activities in the Geographical area covered under Schedule-5:

Item	Costs per each enrollment In INR
Cost* per each successful enrollment (resulting in successful generation of UID) involving capturing demographic and biometric data of residents and transfer of data to CIDR / State data centre and handing over of all the documents collected from residents at the time enrollment to the authorized representative of UIDIA	

* The cost shall include all costs like the equipment costs, manpower costs, logistics for transfer of documents and data to CIDR / State data centre, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.

SCHEDULE - 6

Geographical areas covered under Schedule - 6: **Municipal Areas of Prakasam District**

Financial Bid for undertaking enrolment activities in the Geographical area covered under Schedule-6:

Item	Costs per each enrollment In INR
Cost* per each successful enrollment (resulting in successful generation of UID) involving capturing demographic and biometric data of residents and transfer of data to CIDR / State data centre and handing over of all the documents collected from residents at the time enrollment to the authorized representative of UIDIA	

* The cost shall include all costs like the equipment costs, manpower costs, logistics for transfer of documents and data to CIDR / State data centre, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.

SCHEDULE - 7

Geographical areas covered under Schedule - 7: **Municipal Areas of S.P.S.Nellore District**

Financial Bid for undertaking enrolment activities in the Geographical area covered under Schedule-7:

Item	Costs per each enrollment In INR
Cost* per each successful enrollment (resulting in successful generation of UID) involving capturing demographic and biometric data of residents and transfer of data to CIDR / State data centre and handing over of all the documents collected from residents at the time enrollment to the authorized representative of UIDIA	

* The cost shall include all costs like the equipment costs, manpower costs, logistics for transfer of documents and data to CIDR / State data centre, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.

SCHEDULE - 8

Geographical areas covered under Schedule - 8: **Municipal Areas of Y.S.R District**

Financial Bid for undertaking enrolment activities in the Geographical area covered under Schedule-8:

Item	Costs per each enrollment In INR
Cost* per each successful enrollment (resulting in successful generation of UID) involving capturing demographic and biometric data of residents and transfer of data to CIDR / State data centre and handing over of all the documents collected from residents at the time enrollment to the authorized representative of UIDIA	

* The cost shall include all costs like the equipment costs, manpower costs, logistics for transfer of documents and data to CIDR / State data centre, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.

SCHEDULE - 9

Geographical areas covered under Schedule - 9: **Municipal Areas of Kurnool District**

Financial Bid for undertaking enrolment activities in the Geographical area covered under Schedule-9:

Item	Costs per each enrollment In INR
Cost* per each successful enrollment (resulting in successful generation of UID) involving capturing demographic and biometric data of residents and transfer of data to CIDR / State data centre and handing over of all the documents collected from residents at the time enrollment to the authorized representative of UIDIA	

* The cost shall include all costs like the equipment costs, manpower costs, logistics for transfer of documents and data to CIDR / State data centre, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.

SCHEDULE - 10

Geographical areas covered under Schedule - 10: **Municipal Areas of Mahaboobnagar District**

Financial Bid for undertaking enrolment activities in the Geographical area covered under Schedule-10:

Item	Costs per each enrollment In INR
Cost* per each successful enrollment (resulting in successful generation of UID) involving capturing demographic and biometric data of residents and transfer of data to CIDR / State data centre and handing over of all the documents collected from residents at the time enrollment to the authorized representative of UIDIA	

* The cost shall include all costs like the equipment costs, manpower costs, logistics for transfer of documents and data to CIDR / State data centre, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.

SCHEDULE - 11

Geographical areas covered under Schedule - 11: **Municipal Areas of Nalgonda District**

Financial Bid for undertaking enrolment activities in the Geographical area covered under Schedule-11:

Item	Costs per each enrollment In INR
Cost* per each successful enrollment (resulting in successful generation of UID) involving capturing demographic and biometric data of residents and transfer of data to CIDR / State data centre and handing over of all the documents collected from residents at the time enrollment to the authorized representative of UIDIA	

* The cost shall include all costs like the equipment costs, manpower costs, logistics for transfer of documents and data to CIDR / State data centre, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.

SCHEDULE - 12

Geographical areas covered under Schedule - 12: **Municipal Areas of Medak District**

Financial Bid for undertaking enrolment activities in the Geographical area covered under Schedule-12:

Item	Costs per each enrollment In INR
Cost* per each successful enrollment (resulting in successful generation of UID) involving capturing demographic and biometric data of residents and transfer of data to CIDR / State data centre and handing over of all the documents collected from residents at the time enrollment to the authorized representative of UIDIA	

* The cost shall include all costs like the equipment costs, manpower costs, logistics for transfer of documents and data to CIDR / State data centre, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.

SCHEDULE - 13

Geographical areas covered under Schedule - 13: **Municipal Areas of Karimnagar District**

Financial Bid for undertaking enrolment activities in the Geographical area covered under Schedule-13:

Item	Costs per each enrollment In INR
Cost* per each successful enrollment (resulting in successful generation of UID) involving capturing demographic and biometric data of residents and transfer of data to CIDR / State data centre and handing over of all the documents collected from residents at the time enrollment to the authorized representative of UIDIA	

* The cost shall include all costs like the equipment costs, manpower costs, logistics for transfer of documents and data to CIDR / State data centre, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.

SCHEDULE - 14

Geographical areas covered under Schedule - 14: **Municipal Areas of Nizamabad District**

Financial Bid for undertaking enrolment activities in the Geographical area covered under Schedule-14:

Item	Costs per each enrollment In INR
Cost* per each successful enrollment (resulting in successful generation of UID) involving capturing demographic and biometric data of residents and transfer of data to CIDR / State data centre and handing over of all the documents collected from residents at the time enrollment to the authorized representative of UIDIA	

* The cost shall include all costs like the equipment costs, manpower costs, logistics for transfer of documents and data to CIDR / State data centre, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.

SCHEDULE - 15

Geographical areas covered under Schedule - 15: **Municipal Areas of Warangal District**

Financial Bid for undertaking enrolment activities in the Geographical area covered under Schedule-15:

Item	Costs per each enrollment In INR
Cost* per each successful enrollment (resulting in successful generation of UID) involving capturing demographic and biometric data of residents and transfer of data to CIDR / State data centre and handing over of all the documents collected from residents at the time enrollment to the authorized representative of UIDIA	

* The cost shall include all costs like the equipment costs, manpower costs, logistics for transfer of documents and data to CIDR / State data centre, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.

SCHEDULE - 16

Geographical areas covered under Schedule - 16: **Municipal Areas of Khammam District**

Financial Bid for undertaking enrolment activities in the Geographical area covered under Schedule-16:

Item	Costs per each enrollment In INR
Cost* per each successful enrollment (resulting in successful generation of UID) involving capturing demographic and biometric data of residents and transfer of data to CIDR / State data centre and handing over of all the documents collected from residents at the time enrollment to the authorized representative of UIDIA	

* The cost shall include all costs like the equipment costs, manpower costs, logistics for transfer of documents and data to CIDR / State data centre, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.