



**Unique Identification Authority of India (UIDAI)**  
**Planning Commission, Government of India**

**REQUEST FOR PROPOSAL (RFP)**

**“Hiring of Services for design and implementation of the GRC Framework and providing Performance Assurance Services for UIDAI”**

**Section IV- Part 1- Pre-Qualification  
Submission Forms**

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## Section IV - Part 1: Pre-Qualification Bid Submission forms

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### Contents of the Part 1: Pre-Qualification Bid Submission forms

Part -1: Pre-Qualification Bid Submission forms contain the following forms which need to be filled and submitted by the Bidders as part of the pre-qualification bid.

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## 1. Pre-Qual Form-1: Pre-Qualification Proposal Submission Form (on company letter head)

To:

**The Deputy Director General (DDG),  
Unique Identification Authority of India (UIDAI),  
9<sup>th</sup> Floor, Tower I, Jeewan Bharti Building, Connaught Place,  
New Delhi 110001.**

Dear Sir:

Sub : **Appointment of Governance, Risk, Compliance and  
Performance Assurance (GRCP) Services Provider**

Ref : Tender No. .... Dated .....

We, the undersigned, offer to provide “Design and implementation of the GRC Framework and providing Performance Assurance Services” to UIDAI in accordance with your Request for Proposal and our Proposal. We are hereby submitting our Proposal, which includes this Pre-Qualification Proposal and a Technical Proposal and a Commercial Proposal sealed in separate envelopes.

We hereby declare that we are submitting our Proposal as a single bidder/consortium. *(In case of consortium please provide name of the consortium member(s))*

We hereby declare that all the information and statements made in this Pre-Qualification Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. We undertake, if our Proposal is accepted, to initiate the “Design and implementation of the GRC Framework and providing Performance Assurance Services” related to the assignment not later than the date indicated in Clause 5 of Section I of this RFP.

We declare and confirm that:

1. We will abide by all the terms and conditions contained in the RFP document.
2. All the details mentioned above are true and correct and if UIDAI observes any misrepresentation of facts on any matter at any stage, UIDAI has the right to reject the proposal and disqualify us from the process.
3. We hereby acknowledge and unconditionally accept that UIDAI can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the Request for Proposal and related documents, in short listing of Agencies.



4. We also acknowledge the information that this response of our Company for the UIDAI process of Request for Proposal is valid for a period of 180 calendar days.
5. We also confirm that we have noted the contents and the various documents forming part of this RFP and have ensured that there is no deviation in filing our offer in response to the tender. UIDAI will have the option to disqualify us in case of any such deviations.
6. We have enclosed a bid security (EMD) in the proforma as per the bid security form in the form of a bank guarantee for a sum of **Rs. 2,00,00,000 (INR Two Crores only)**. This bid security is liable to be forfeited in accordance with the provisions of bid documents.
7. We understand that the EMD furnished by us may be forfeited:
  - a. if we withdraw our participation from the RFP during the period of validity of RFP document; or
  - b. in the case we do not participate in the subsequent Tender process after having been short listed;
8. We are also enclosing the tender document fees of **Rs. 1, 00,000 (INR One Lakh only)** in the form of a Demand Draft.
9. We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee bond in the form prescribed at ..... of **Section IV** and as specified under **Clause ..... of Section III**.
10. We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Company: \_\_\_\_\_

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

Location: \_\_\_\_\_ Date: \_\_\_\_\_

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## 2. Pre-Qual Form-2: Bidder's Organization and Experience

### 2A – Bidder/ Consortium Organization

*[Provide here a brief description of the background and organization of your company/entity and each associate company for this assignment. Also provide a brief description on the ownership details, date and place of incorporation of the company, objectives of the company etc. Apart from this, also provide information on the Annual Turnover of the company for the last 3 financial years as required in the form below]*

Form 2A-1: Details of the Organization - Bidder/ Prime Bidder	
Name	
Date of Incorporation and Constitution of Organization	
Date of Commencement of Business	
Address of the Headquarters	
Address of the Registered Office in India	
Area of expertise with respect to this project	
Contact details (name, address, phone no. and email)	
Name and designation of the person authorized to make commitments to UIDAI	

Form 2A- 1(a): Details of the Organization - Consortium*	
Name	
Date of Incorporation and Constitution of Organization	
Date of Commencement of Business	
Address of the Headquarters	
Address of the Registered Office in India	
Area of expertise with respect to this project	
Contact details (name, address, phone no. and email)	
Name and designation of the person authorized to make commitments to UIDAI	

**\*add forms in case of more than one consortium partner**

<b>Form 2A-2: Financial Information – Bidder/ Prime Bidder</b>			
	<b>FY 2008-09</b>	<b>FY 2009-10</b>	<b>FY 2010-11</b>
Revenue (in INR Crores)			
Profit Before Tax (in INR Crores)			
Revenue from <b>Design and implementation of the GRC Framework</b>			
Other Relevant Information			

<b>Form 2A-2(a): Financial Information – Consortium*</b>			
	<b>FY 2008-09</b>	<b>FY 2009-10</b>	<b>FY 2010-11</b>
Revenue (in INR Crores)			
Profit Before Tax (in INR Crores)			
Other Relevant Information w.r.t. this project			

**\*add forms in case of more than one consortium partner**

**2B – Bidder’s Experience –“Design and implementation of the GRC Framework”**

*[Using the format below, provide information on each assignment for which your company was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out “Design and implementation of the GRC Framework” as requested under this assignment. Bidders should provide all the details (including documentary evidence like copy of Work Order/ Completion Certificate/ Letter of Acceptance from the client, citing the scope of work and contract value of work undertaken by the Bidder) as required in the form. Please provide citations of 2 relevant project citations (with contract value of at least INR 5 crore each) in preceding 5 years, which satisfies the Pre-Qualification Criteria as given in Clause 25.3 in Section II.*

*In case the bidder is not able to submit the Work Order/ Completion Certificate on reasons of Non-Disclosure/ Confidentiality Agreements with client, the bidder shall give the details of the scope of work, components implemented, locations, contract value etc. certified by MD/ CEO/ Functional Director. The verification of these details will be carried out by the Technical Evaluation Committee either by conference call, video conference or any other means as appropriate.*

Assignment name:	Approx. Value of Contract: (Mandatory field) (Mention contract value in INR)
Country: Location within country:	Duration of assignment (months):
Name of Employer:	Total No. of staff-months of the assignment:
Address:	Approx. value of the services provided by your company under the contract (in INR):
Start date (month/year): Completion date (month/year):	Name of senior professional staff of your company involved & functions performed:
Name of associated Bidders, if any:	No. of professional staff-months provided by associated Bidders of the quoted project:
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Company’s Name: \_\_\_\_\_

**2C - Bidder's Experience –“Design,commissioning and operating of 24\*7 Security monitoring operations”**

*[Using the format below, provide information on each assignment for which your company was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out “Design, commissioning and operating of 24\*7 Security monitoring operations” as requested under this assignment. Bidders should provide all the details (including documentary evidence like copy of Work Order/ Completion Certificate/ Letter of Acceptance from the client, citing the scope of work and contract value of work undertaken by the Bidder)as required in the form. Please provide citations of 1 relevant project citations (with contract value of at least INR 10 crore each) in preceding 5 years, which satisfies the Pre-Qualification Criteria as given in Clause 25.3 in Section II.*

*In case the bidder is not able to submit the Work Order/ Completion Certificate on reasons of Non-Disclosure/ Confidentiality Agreements with client, the bidder shall give the details of the scope of work, components implemented, locations, contract value etc. certified by MD/ CEO/ Functional Director. The verification of these details will be carried out by the Technical Evaluation Committee either by conference call, video conference or any other means as appropriate.*

Assignment name:	Approx. Value of Contract: (Mandatory field) (Mention contract value in INR)
Country: Location within country:	Duration of assignment (months):
Name of Employer:	Total No. of staff-months of the assignment:
Address:	Approx. value of the services provided by your company under the contract (in INR):
Start date (month/year): Completion date (month/year):	Name of senior professional staff of your company involved & functions performed:
Name of associated Bidders, if any:	No. of professional staff-months provided by associated Bidders of the quoted project:
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Company's Name: \_\_\_\_\_





### 3. Pre-Qual Form 3: Bid security form

Whereas ----- (hereinafter called 'the bidder) has submitted its bid dated ----- for "Appointment of -----" (hereinafter called "the Bid") to -----

KNOW ALL MEN by these presents that WE ----- of ----- having our registered office at ----- (hereinafter called "the Bank") are bound unto the ----- (hereinafter called "the Purchaser") to the sum of ----- for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this ----- day of ----- 20...

THE CONDITIONS of this obligation are:

1. If the bidder, withdraws its Bid during the period of bid validity specified by the bidder on the Bid Form; or
2. If the bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity,
  - a. fails or refuses to execute the Contract, if required; or
  - b. fails or refuses to furnish the Performance Security, in accordance with the instructions to bidders;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

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(Authorized Signatory of the Bank)



#### 4. Pre- Qual Form 4– General Checklist

S. No.	Checklist item	Yes	No	Remarks/ Reference in the Bidders technical bid										
1	<p>Has a Bank Guarantee for the requisite Bid Security been enclosed with the bid?</p> <p>If yes, please provide the following details of the bank guarantee:</p> <table border="1"> <tr> <td>Name of the Bank</td><td></td></tr> <tr> <td>Value of Bank Guarantee</td><td></td></tr> <tr> <td>Bank Guarantee Number</td><td></td></tr> <tr> <td>Date of issue</td><td></td></tr> <tr> <td>Period of validity</td><td></td></tr> </table>	Name of the Bank		Value of Bank Guarantee		Bank Guarantee Number		Date of issue		Period of validity				
Name of the Bank														
Value of Bank Guarantee														
Bank Guarantee Number														
Date of issue														
Period of validity														
2	Whether the period of validity of the bid is as required in bidding document?													
3	Has a copy of the Notarised Power of Attorney executed by the Bidder in favour of the Principal Officer or the duly Authorized Representative attached with the Technical Bid?													
4	Has the bid been prepared in sufficient details/clarity so as to avoid post Bid opening clarifications/ amendments?													
5	Has the Pre-Qualification bid been submitted in duplicate (Original + 1 Copy), Technical bid been submitted in duplicate (Original + 1 Copy) and double cover (Commercial + Technical), all three covers duly sealed and super-scribed with Bid Number, Bid Submission Date and Bid opening date?													
6	Has it been ensured that there are no over-writings in the bid? Have corrections been properly attested by the person signing the bid?													



# RFP for the Selection of the GRCP-SP

S. No.	Checklist item	Yes	No	Remarks/ Reference in the Bidders technical bid
7	Has a CD-ROM comprising of all documents of the Pre-Qualification and Technical Bid been included as part of respective bids?			
8	Has a copy of the Commercial Bid format WITHOUT price details been included as part of the Technical Bid in MS-Excel format?			
9	Has a copy of the filled up responses to the Minimum Specifications been provided as part of the Technical Bid in MS-Excel format? The file should not be password protected.			
10	In Pre-Qual Form 2, has Bidder profile been filled up for all consortium partners if any, and signed by the Authorized Signatory and Consortium Agreements/ MoUs between Prime Bidder and each Consortium Partner provided?			
11	Has a correct reference to the Technical Bid section/page/chapter been provided for all responses to Technical Evaluation questions?			
12	Has a CD-ROM comprising of all documents of the Technical Bid been included as part of Technical Bid in MS-Word format?			
13	Have the rates, prices and totals, etc. been checked thoroughly before signing the Bid?			
14	Has it been ensured that no commercials have been indicated in the Pre-Qualification and Technical Bid?			
15	Have the soft copies of the Technical and Commercial bids been sealed along with respective hard copies?			
16	Has it been ensured that no commercial items / prices are included in the Technical Bid CD?			