

Unique Identification Authority of India (UIDAI)

Planning Commission, Government of India

Reference Number: D-28016/35/11-Tech



REQUEST FOR PROPOSAL (RFP)

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

August 24, 2012



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

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

Section I- Invitation to Bid

Section I – Invitation to bid

1. This invitation to Bid is for “Appointment of ‘Governance, Risk, Compliance and Performance – Service Provider (GRCP-SP)’ to design and implement the Governance, Risk and Compliance (GRC) Framework and provide Performance Assurance Services” for Unique Identification Authority of India.
2. Bidders are advised to study the Bid Document carefully.
3. Submission of Bid shall be deemed to have been done after careful study and examination of the Bid Document with full understanding of its implications.
4. Sealed offers prepared in accordance with the procedures enumerated in **Clause 1 of Section II** should be submitted to UIDAI not later than the date and time laid down, at the address given in the **Schedule for Invitation to Bid under Clause 5 below**. This Bid document is not transferable.

5. Schedule for Invitation to Bid

- a) Name of the Purchaser:

The President of India acting through the Director General,
Unique Identification Authority of India, Planning Commission,
Government of India

- b) Addressee and Address at which Bids to be submitted:

Assistant Director General (Technology)
Unique Identification Authority of India (UIDAI),
Planning Commission, Govt. of India (GoI),
9th Floor, Tower I, Jeevan Bharati Building,
Connaught Circus, New Delhi – 110001

- c) Latest time and date for receipt of Bid

On or before 1500 hours on 04 October 2012

- d) Place, Date and Time of opening of Technical Bids:

Unique Identification Authority of India (UIDAI),
Planning Commission, Govt. of India (GoI),
9th Floor, Tower I, Jeevan Bharati Building,
Connaught Circus,
New Delhi – 110001

At 1530 hours IST on 04 October 2012

- e) Name of the contact person for any clarification :

Mr. Rajan Saxena,
Assistant Director General (Technology)
Unique Identification Authority of India (UIDAI),

Queries should be submitted via E-mail and followed by paper copy in post.

E-mail – gprc@uidai.gov.in and copy to adgrshq@gmail.com

- f) Date till which the response to the Bid should be valid:

180 days from the date of opening of Pre-Qualification Proposal

- g) Important dates :

The following table provides information regarding the important dates of the bid process for this Bid:

| S.No | Activity | Proposed Date and Time |
|------|---|---------------------------|
| 1 | Release of RFP to bidders | 24-08-2012 |
| 2 | Submission of Pre-Bid Queries | 31-08-2012 by 5 p.m. |
| 3 | Pre-Bid Meeting and Presentation by MSP | 04-09-2012 at 10:30 a.m. |
| 4 | Release of Pre-Bid Clarifications to Bidders | 10-09-2012 |
| 5 | Submission of Bids | 04-10-2012 by 3:00 p.m. |
| 6 | Opening of Bids | 04-10-2012 at 3:30 p.m. |
| 7 | Notification of Pre-Qualification Evaluation results to bidders | 15-10-2012 |
| 8 | Opening of Technical Proposal | 18-10-2012 at 2:30 p.m. |
| 9 | Technical Presentation by Bidders | 05-11-2012 and 06-11-2012 |
| 10 | Notification of Technical Evaluation results to bidders | 09-11-2012 |
| 11 | Opening of Financial Bids | 12-11-2012 at 3 p.m. |
| 12 | Contract Signing | 26-11-2012 |
| 14 | Project Start Date | 27-12-2012 |

Note: The Purchaser shall not be responsible for non-receipt / non-delivery of the complete Bid documents due to any reason whatsoever.

6. A non-refundable Tender fee of Rs. 1,00,000/- (INR One Lakh Only) shall be paid in the form of a Demand Draft drawn in favor of **“PAO, UIDAI”** and payable at **New Delhi**.
7. The Bidder is required to pay **Rs. 2,00,00,000/- (INR Two Crores Only)** towards Bid Security (EMD) in the form of a Bank Guarantee failing which the bid submitted by the bidder shall be rejected. The Bank Guarantee should be drawn in favor of **“PAO, UIDAI”** and payable at **New Delhi**.
8. The project shall consist of 2 phases:
 - a) Design and Implementation Phase – Duration of this phase shall be 24 weeks from the date of contract signing and this phase shall end with the ‘Go-Live’ of the STARMC including Forensics Lab
 - b) Operations Phase: Duration of this phase shall be 7 years from the ‘Go-Live’ date



RFP for the Selection of the GRCP-SP

9. **Contents of the RFP document:** This RFP document contains the sections as outlined in the table below.

| S. No | Section Name | Description |
|-------|--|---|
| 1 | Section I – Invitation to Bid | This section provides an overview of the structure of the RFP document. It also summarizes key bid process dates and guidelines for bid submission. |
| 2 | Section II – Instruction to Bidders | This section details the procedures for preparation and submission of bids, bid evaluation and key aspects of consortium and contract award. |
| 3 | Section III – Draft General Conditions of Contract | <p>This section provides the various draft conditions of the contract to be signed between UIDAI and the selected bidder. The key contents of this section are:</p> <ul style="list-style-type: none">- Definitions and interpretations- Conditions precedent to award of contract- Obligations of the Purchaser, GRCP-SP and its consortium partners- Various contract performance conditions such as key Performance Measurements, Intellectual Property Rights, Indemnification, Confidentiality and Termination. |
| 4 | Section III - A – Draft Service Level Agreements | <p>This sub-section provides details of the service levels expected to be delivered by the GRCP-SP including the SLA Principles, the framework and classification of various SLA types.</p> <p>This section also details the various guidelines for administration of SLAs and guidelines for controlling the SLA changes during the tenure of the GRCP-SP's contract.</p> |
| 5 | Section IV - Bid Submission Formats | The formats for submission of information to UIDAI are specified in this section. The formats are classified into Pre-Qualification Bid formats, Technical Bid formats and Commercial bid formats. |
| 6 | Section V - Terms of Reference | The terms of reference section outlines the background to the project, Scope of Work, and the role of GRCP-SP in the UID ecosystem. |
| 7 | Annexures | Details the requirements of the tools to be deployed by the GRCP-SP and the Bill of Material (BoM) to be procured by the GRCP-SP |