

Request for Quotation (RFQ)

VOLUME II – SCOPE OF WORK

RFQ FOR SELECTION OF ENROLMENT AGENCY FOR ARUNACHAL PRADESH

**Directorate of Economics & Statistics
Government of Arunachal Pradesh**

2nd May 2011

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1. SCOPE OF WORK

The scope of work of the Enrolling Agency (EA) is defined below

1. Functional scope
2. Geographical scope

1.1 Functional scope

The functional scope of this engagement shall include all the steps from setting up an enrolment station/center for enrolment of residents for the UID Project up to providing requisite MIS reports to Registrar and UIDAI on enrolments completed on a daily basis till the whole enrolment operation for the targeted population is completed. The functional scope shall also include the collection of demographic details as per the KYR+ data requirements of Government of Arunachal Pradesh. The Enrolling Agency shall also be responsible for delivering additional services as required by the Registrar through this RFQ.

1.1.1 Procure Biometric Devices as per UIDAI Specifications

The enrolling agency should procure camera and biometric devices (for fingerprint and iris capture), used for capture of biometric data at the enrolling station, which conform to UIDAI specifications and certified by UIDAI appointed agencies.

1.1.2 Setting up of Enrolment Stations and Enrolment Centre

The number of enrolment stations/ centers and the duration shall be decided by the Registrar taking into account a number of factors like population density, geographical and topographical features, accessibility etc. The Annexure III of this document provides minimum number of Enrolment Stations the Enrolment agency is expected to set up based on

1. Population to be covered
2. Density of population and
3. Maximum distance between two enrolment centers

The Annexure III provides the **MINIMUM** number and locations of stationary enrolment centers to be available for enrolment operation. The exact catchment area of the stationary

enrolment centre as well as exact location and catchment area for the mobile enrolment station shall be finalized by the registrar in consultation with the Enrolment agency. A stationary enrolment centre in this context would mean an enrolment centre that shall be available at a particular location and address for the complete tenure of the project to complete enrolment of the population in the catchment area assigned. The Registrar may decide to provide the facilities to house the stationary enrolment centre at these locations. A mobile enrolment station in this context would mean an enrolment station housed in a mobile vehicle with facilities as defined in this section and shall move around in the catchment area (locality) assigned until the enrolment of the target population in the locality is completed.

The process for setting up Enrolment centre, enrolment stations and the enrolment process flow is detailed out in Annexure I at the end of this document. The minimum facilities in the setup are as below.

a. Setting up of Enrolment station

Enrolment Station refers to an individual enrolment booth/enclosure inside the Enrolment Centre. The capture of Demographic and Biometric data is done in this Station.

- i. An enrolment station including a mobile enrolment station shall be equipped with all the necessary machinery which include

Mandatory Requirements	
A	
A.1	Laptop/Desktop available(The minimum system , Windows Operating System requirement are defined in Aadhaar Installation Setup Manual ; 4 USB /USB hub for connecting biometric devices)
A.2	UIDAI software installed, tested, configured, registered with CIDR as per installation and configuration manual
A.3	List of Introducers loaded on laptop
A.4	UIDAI standards compliant Iris capture devices duly certified by STQC (make & model)
A.5	UIDAI standards compliant finger print capture devices duly certified by STQC (make & model)
A.6	UIDAI standards compliant digital camera as per UIDAI specifications.
A.7	White back ground screen, non reflecting, opaque, ~3ft wide, and with stand ,available for taking photographs
A.8	Extra monitor for residents to verify their data (15-16" with a resolution above 1024x768)

A.9	All devices as per UIDAI standards
A.10	Working of all equipment at every station tested
A.11	Memory Stick for data transfer (4 GB pen drive sufficient for 1 centre/day i.e. ~5 stations. Enrolment Centre should maintain a stock of 20 days)
A.12	Printer (A4 laser printer; must print photo with good quality receipt)
A.13	Printer Paper(Inventory for 5 stations for 10 days ~ 20 rims)
A.14	Anti Virus / Anti Spyware checks
A.15	Data Card /Internet connectivity for Enrolment Client to be online every 24-48 hrs
A.16	All Operators and Supervisors enrolled into AADHAAR and registered with CIDR
A.17	The pre-enrolment data from the Registrars, if used, is available for import on laptops
A.18	KYR+ software for capturing the KYR+ fields is configured and tested
A.19	Scanner
A.20	Sponge for wetting and hand-cleaning cloth available

b. Setting up of Enrolment Centre

Enrolment Centre refers to the premises located in the area where the enrolment is being carried out. The location for the enrolment center and number of enrolment stations per center shall be determined by the Enrolling agency and approved by the Registrar.

The process for setting up Enrolment centre is defined in ‘**Set up Enrolment centre sub process flow**’ in Annexure I at the end of this Volume II. The minimum facilities in the setup are as below.

The enrolment plan and schedule for the center shall be prepared by the Enrolment Agency and shared with the registrar. One Enrolment Centre can host a single or multiple Enrolment Stations. Following are the specifications for a stationary/mobile enrolment center.

	Mandatory Requirements
B	Enrolment Centre
B.1	Backup power supply (generator) of 2 KVA capacity for every five enrolment stations kept in a centre
B.2	Fuel to run the generators

B.3	Printed enrolment forms for filling data available in sufficient numbers, if used
B.4	Bubble packed, water resistant, envelopes (CD mailer) for pen drive transfer to CIDR via India Post (2 Envelopes/day/centre. Enrolment Centre should maintain a minimum stock of 20 days)
B.5	Preprinted pre-addressed labels for envelopes (2 /day/centre. Enrolment Centre should maintain a minimum stock of 20 days)
B.6	Photocopier for Xerox of resident's PoI, PoA documents
B.7	Data Backup of each station at least twice a day on an external hard disk (backup should be maintained for a minimum period of 60 days).
B.8	Adequate lighting, fans & power points for plugging various biometric devices available
B.9	Local authorities informed of enrolment schedule
B.10	Introducers informed of enrolment schedule
B.11	Banner for the Enrolment Centre placed at entrance
B.12	Posters depicting enrolment process in English & the local language present in visible places
B.13	Grievance handling Helpline Number and other important numbers displayed prominently inside/outside the enrolment centre
B.14	The User Manual of the software available for ready reference & operators aware of the same
B.15	Ink pad for taking thumb impressions on consent where resident/introducer is unable to sign
B.16	Scanner
B.17	External Hard disk for taking backup

Other Requirements at Enrolment Centre are listed as below:

Desired		
C Other Logistics		
C.1	Mobile phone/ Land phone/Internet available for immediate communication with UIDAI /Registrars etc	
C.2	Extension box for Power Cord	
C.3	Water, soap and towel for cleaning hands	
C.4	Drinking water facility available	
C.5	Sufficient number of tables and chairs for enrolment station operators	
C.6	Chairs/benches available in shade for waiting enrollees	
C.7	Hall / room spacious & furniture organized to minimize movement of enrollee while capturing biometric information	
C.8	At least one station is suitable for physically challenged, pregnant women, women with infants and elderly enrollees. This station is clearly marked with a visible banner.	
C.9	Carry cases for all devices available	
C.10	Material for cleaning biometric instruments and laptops as specified by device manufacturers	

C.11	A separate enclosure to enrol “purdah-nasheen” women available	
C.12	Sufficient no. of operators available for job rotation & preventing operator fatigue	
C.13	Lady operators / volunteers to assist women enrollees	
C.14	Security arrangement in place to stop enrollees from carrying bags / suitcases or any other material into the enrolment centres	
C.15	A ramp is provided for disabled and old age people	
C.16	First aid kit available	
C.17	ORS kit available for areas in extreme heat conditions	
C.18	GPS Receiver (USB/built in)	
Enrolment Center - Health & Safety Considerations		
D.1	All the electrical equipment are properly earthed	
D.2	All wiring on the floor or along the walls properly insulated	
D.3	Wiring required for the generator backup and for connecting the various devices used for enrolment neatly organized	
D.4	Fuel for generator or any other inflammable material stored away from the enrolment area	
D.5	Fire safety equipment available handy	
D.6	Power generator kept sufficiently away from the enrolment stations	
D.7	Local Emergency Help numbers available at the center & operators aware of the same	

- i. An enrolment center shall be manned by a supervisor and technical personnel in addition to the operators at the enrolling stations. A ratio of 5:1 operators to supervisors as well as operators to technical staff subject to a minimum of one supervisor per one enrolment centre should be maintained by the Enrolment Agency.
- ii. The premises of the enrolment center are expected to be provided by the Government authorities wherever available. However the enrolling agency shall ensure required infrastructure like connectivity, power (if not already available) etc with the help of the local body authorities. In cases where such facilities are not available, the enrolling agency shall be responsible for providing alternate arrangements like power generator etc.
- iii. An area in the enrolment center shall be clearly demarcated for enrollees waiting to be enrolled and facilities for seating should be provided.
- iv. In case of mobile enrolment centers/stations also, the decision on frequency/period of availability shall be decided by the Registrar based on density of population, geographical terrain etc.

- v. Key figures on the enrolment stations/centers are provided separately in Annexure III of this document.

1.1.3 Hire & Train Manpower for Enrolment

Hiring Manpower:

The Enrolling Agency shall hire manpower to operate the enrolment station/center as per the guidelines prescribed by UIDAI. The Registrar may help the enrolment agency in identifying and recruiting few people for operator roles in each district. However the training and payment to these resources would be the enrolment agency's responsibility.

- i. Operator: The enrolling agency shall hire manpower (operator) to execute enrolment at the enrolment stations as per the criteria provided below
 - 1. The operator should have passed Matriculation
 - 2. The operator should have a basic understanding of operating a computer and should be comfortable using the computer.
 - 3. The operator should have undergone training on the various equipment and -devices to be used during enrolment.
 - 4. The operator should have passed the Operator test for UID enrolment and certified from a testing and certifying agency authorized by UIDAI.
- ii. Supervisor: The enrolling agency shall hire Supervisors to supervise enrolment at the enrolment centers as per the criteria provided below
 - 1. The supervisor shall preferably a graduate
 - 2. The supervisor shall have a good understanding and experience in using a computer.
 - 3. The supervisor should have undergone training on the various equipment and - devices to be used during enrolment.
 - 4. The operator should have passed the Supervisor test and certified from a testing and certifying agency authorized by UIDAI.
- iii. Technical personnel : The enrolling agency shall hire Technical personnel to provide technical support during enrolment at the enrolment centers as per the criteria provided below

1. The Technical personnel shall be a Graduate and have a certification/experience on hardware/software trouble shooting and maintenance
 2. The Technical personnel shall have a good understanding and experience in using a computer.
 3. The Technical personnel should have undergone training on the various equipment and -- devices to be used during enrolment.
 4. The Technical personnel should have passed the Technical personnel test and certified from a testing and certifying agency authorized by UIDAI.
- iv. Induction training: After hiring the personnel as described above, the Enrolment Agency should impart induction training on the various activities involved in the enrolment process to enable them to understand and adjust to the local situation. The induction training is to be given just before actual deployment of the personnel for enrolment operations and shall be compulsory. The period of induction training shall be from 10 to 15 days.

Training of Manpower:

The EA shall identify resources to employ in the Enrolment operations, get them trained and certified and then deploy them on the enrolment stations. UIDAI shall empanel training institutes to impart training in UIDAI prescribed enrolment operations. EAs may opt for engaging specialized training agencies (only those who have been empanelled with UIDAI) for providing training to its enrollment personnel. However the enrolling agencies may also train their own manpower subject to certain conditions as prescribed below.

1. The training schedule and content shall be as prescribed by UIDAI on its website.
2. The enrollment agency may prefer to have master trainers onboard. Master trainers shall be identified by the enrollment agency from its pool of trainers and get them trained by UIDAI/ its representative as per its schedule. Master trainers shall train the trainers.
3. The enrollment agency shall have the requisite number of trainers for training its personnel. Trainers have to be trained by the Master trainers and should have passed the certification exam.
4. The training and enrolment operations shall be separate activities.

5. Duration of the training will vary depending on the category/ level of the participant and shall be prescribed by UIDAI on its website.
6. The enrolling agency providing in-house training shall translate the training material into local language and hand it over to the course participants.
7. The enrollment agency shall ensure the availability of the requisite infrastructure for imparting training which shall include
 - a. Availability of at least two sets of the equipment and gadgets listed in 1.1.2.a above.
 - b. Certified trainers
8. The size of a batch for training shall not exceed 40 per batch.
9. The training schedule and contents for training shall be defined by UIDAI/its representative.
10. The manpower trained by the Enrolling Agency/Empanelled training agency shall be considered qualified only after passing the Certifying test conducted by a Testing and Certifying Agency authorized by UIDAI. Therefore the agency shall coordinate with the testing agency for testing and certifying its trainees.
11. The agency shall be subject to process audits for training from time to time by UIDAI/ its representative.

Indicative training modules and duration is provided in Annexure III B of Volume II. Alternatively an individual can undergo self training based on the content provided on the UIDAI website and attend the certification test. Upon successful certification the individual is deemed competent to perform in the role he is certified and can be hired by the Enrolment agencies for enrolment operations.

1.1.4 Conduct Enrolment Operations as per Standard Processes specified by UIDAI/Registrar

Prior to the commencement of the Enrolment operations the Enrolment Agency shall work closely with the local governing bodies, key introducers in publicizing the UID, its importance and schedule for UID registration in that location. During the enrolment operation also publicity and awareness shall be done in coordination with the local authorities to encourage UID registrations. All content and material for such publicity will be jointly worked by UIDAI/Registrar and shall conform to specifications laid down by UIDAI.

UIDAI has defined clear-cut standard processes for enrolment as mentioned hereunder.

The Enrolment Agencies would use the software provided by the UIDAI/Registrar for the collection of demographic data and the biometric data. The software will be supported by a User Manual. The Registrar will provide pre enrolled data to agencies.

Step 1a: Collect demographic data after due verification as prescribed by UIDAI

Please refer to Annexure I of Volume II for detailed standards and guidelines for demographic data collection. Please refer to Resident Enrolment Process document for the detailed process flow and description of capturing Demographic and Biometric data capture.

Step 1b: Collect demographic data after due verification as prescribed by Registrar

Apart from the KYR fields the enrolment agency is required to collect additional data known as the KYR+ fields. The list of KYR+ fields to be collected is as mentioned below –

1. MNREGA Job Card Number
2. EPIC Number
3. Ration card Number
4. Gram Panchayat Name

However, this list is tentative, and may undergo some modifications before the start of the enrolment process. The software for collection of KYR+ data is to be provided by the Enrolment Agency.

Step 2: Collect Biometric data from the enrollees as prescribed by the UIDAI.

Please Refer to Annexure I of Volume II for detailed standards and guidelines for capture of Biometric data.

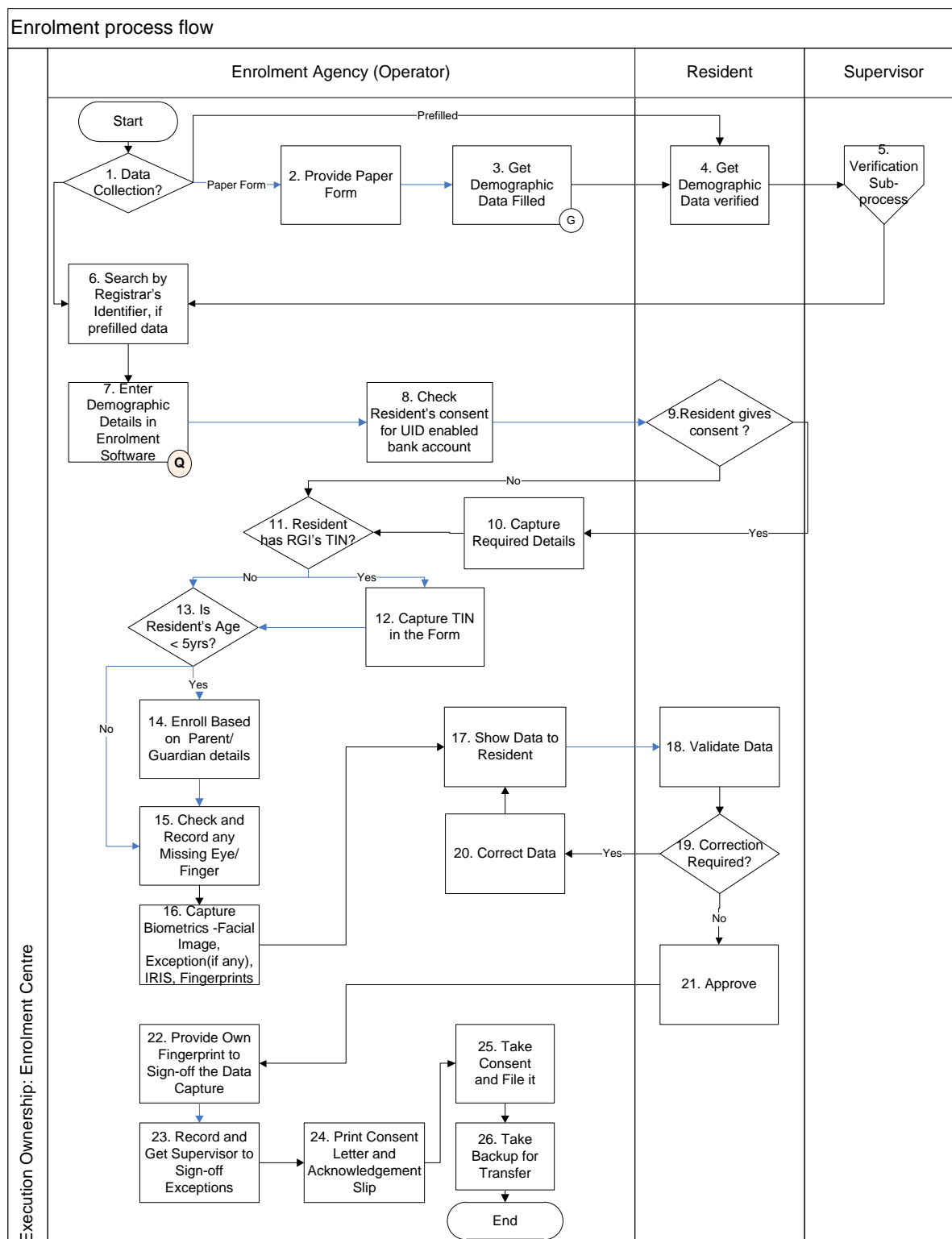
Step 3: Get consent letter and generate acknowledgement receipt.

After the demographic and biometric details are captured the enrolment operator shall show the demographic data to the enrollee and get his consent. If needed any corrections are made to the data and signed off by the operator by providing his finger prints. All exceptions need to be signed off by the Supervisor. A consent letter has to be printed and the signature/thumb impression of the enrollee obtained and the letter filed. An acknowledgement receipt is simultaneously printed and which is provided to the enrollee as a reference.

Step 4: Data backup and transfer:

The data thus collected would be transmitted to the UIDAI for a process of de-duplication and allotment of the AADHAAR Number. The printing of enrolment forms for collection of KYR and KYR+ data, along with the acknowledgements/ receipts shall be done by the bidder in the format prescribed by UIDAI/Registrar. Hard drives or Data sticks may be used for data transfer. The format for KYR+ will be decided by Registrar in discussion with the Enrolment Agency.

Please refer to the Guidelines for enrolment for detailed process flows of the various activities in the Enrolment process as prescribed by UIDAI. Process flow for Enrolment operations is as given below:



1.1.5 Send Enrolment Data to Registrar

The enrolment agency is required to send the enrolment data to UIDAI according to the following timelines

1. Enrolments done from 1st of the month to 15th of the month should be sent by 20th day of the month.
2. Enrolments done from 16th of the month to the last day of the month should be sent by 5th day of the following month.

The enrolment agency is required to send the enrolment data to Directorate of Economics & Statistics according to the following timeline –

1. All digitized enrolment data including KYR data, KYR+ data and scanned copies of accompanying documents of enrolments done between 1st and 15th of the month need to be sent by 20th of the month.
2. Physical photocopies of accompanying documents for enrolments done between 1st and 15th of the month need to be sent by 30th day of the month.
3. All digitized data including KYR data, KYR+ data and scanned copies of accompanying documents of enrolments done between 16th day and last day of the month need to be sent by 5th day of the following month.
4. Physical photocopies of accompanying documents for enrolments done between 16th and last day of the month need to be sent by 15th day of the following month.

The UIDAI will separately prescribe the methods by which the data has to be transferred to the Authority for storage in Central Identities Data Repository (CIDR). The guidelines from UIDAI will relate to the transfer of data into specific memory devices and transporting them through a secure network or physically by the postal or courier services to the address which will be specified. The enrolling agencies are therefore advised to obtain these instructions before they proceed to collect the demographic and Biometric Data of the willing enrollees. The UIDAI will also issue separate instructions on the form of capture and storage for the PoI and PoA documents. UIDAI will make arrangements to store the documents; till such time Registrar / EAs need to maintain the documents.

1.1.6 Additional Services to be provided by the Enrolment Agency

- **KYR+ Software**

Based on the applications which are being planned to be made UID enabled, some more data fields apart from the KYR fields need to be captured during enrolment. These data fields are known as KYR+ data fields. In order to capture these data KYR+ software needs to be designed and integrated. The selected Enrolment Agency would be required to develop the KYR+ software and integrate it. The KYR+ software needs to be developed according to the KYR+ requirements of Directorate of Economics and Statistics. Enrolment agency can take advice from UIDAI technology team in this regards. The KYR+ software will become the property of the Registrar after completion of project.

- **Scanning and Printing of documents**

The enrolment agency is required to provide scanned copies and photocopies of the documents provided by each resident during enrolment. The scanned copies need to be maintained in a well organized and indexed manner. EAs will be responsible for availability of physical enrolment forms at the enrolment centre.

1.1.7 Privacy & Security

Enrolling agencies are responsible to make sure that the data is kept in a very secure and confidential manner and under no circumstances, shall they neither use the data themselves nor part with the data to any other agency other than the UIDAI and / or Registrar in case of KYR+ data. Mechanisms to ensure the same have to be put in place by the Enrolling agency and shall be subject to audit by UIDAI/Registrar/their representative from time to time.

1.1.8 Provide Electronic MIS Reports on Enrolment Status Daily

Operator shall send enrollment statistics on enrolment status to Registrar/UIDAI on a daily basis. The formats and contents of the MIS reports shall be decided by the UIDAI/Registrar.

1.2 Geographical Scope

The geographical scope of work for enrolment operations shall include the following areas that shall be catered to by the Enrolment agency by setting up stationary/ mobile enrolment stations as specified in Annexure III of Volume II. The geographical locations/area and the target population for that geographical location/area to be catered to by the Enrolment Agency is as follows:

State Wide Roll Out				
Schedule	Composing Districts	Population (Census 2001)	Estimated Current Population	Minimu Target Population
Schedule 1	Tawang	38294	48634	34044
	West Kameng	74599	94741	66319
	East Kameng	57179	72618	50833
	Kurung Kumey	42518	53998	37799
	Papum Pare (Including Capital Complex)	122003	154944	108461
	Upper Subansiri	55346	70290	49203
	Lower Subansiri	55726	70773	49542
	East Siang	87397	110995	77697
	West Siang	103918	131976	92384
	Upper Siang	33363	42372	29661
	Lohit	125086	158860	111202
	Dibang Valley	7272	9236	6466
	Lower Dibang Valley	50448	64069	44849
	Anjaw	18441	23421	16395
	Changlang	125422	159286	111501
	Tirap	100326	127415	89191
	Total		1393628	975547

* Current population is estimated using a decadal growth rate of 27% as per Census 2001

It is to be noted that the minimum target population to be covered is 70% of each of the districts, including a minimum of 60% population of each village.

1.3 Service Levels

T0 = Day of signing the contract

SLAs for time bound implementation of the project

Criteria	Timelines	Penalty
Submission of detailed implementation plan	14 days after announcement of winning Bidder	Rs.2000 per day delay
Commencement of enrolment activities at initial selected locations	T0 + 30	Rs.2000/- per station per day delay
Set up of Enrolment centers and commencement of enrolment activities in subsequent weeks as per approved work-plan	---	Rs 2000/- per station per day delay
Completion of successful enrolments according to weekly timeline as per approved work-plan.	---	Rs.20/- * no. Of enrolments short of the target
Completion of successful enrolments resulting in generation of UID for 70% of the population of each district and 60% for each village.	T0 + 500	Rs 2000/- per week delay

SLAs related to qualification of resources

Resource name	Desired Designation	Penalty
Project Manager	Should be a graduate with minimum 4 years of work experience of which 3 years should be as a Project Manager.	Rs.30000/- if the desired criteria is not met.
Replacement of resource	If the criterion is not met, the resource has to be replaced within a week.	Rs.10000/- per day after 1 week.

SLAs for quality of enrolment

Criteria	Penalties
Material Breach	Breach is defined as any deviation from the UIDAI specified and certified devices. Any kind of breach should be rectified within 24 hours of its reporting. Failure to do so shall make the contract liable to be cancelled on the sole discretion of the Government.
Penalty for rejection of enrolment which would include but not limited to the following – <ul style="list-style-type: none">• poor data quality• non compliance with UIDAI standards• data entry error	Rs 20 per record rejected. MIS report from UIDAI and EA will provide evidence for this.

Operational SLAs

Parameters	Timelines	Penalty
Dispatch of enrolment data to UIDAI	Data to be sent to UIDAI according to the following timelines - <ul style="list-style-type: none"> • data collected from 1st day of month to 15th day of the month to be sent by 20th day of the month • data collected from 16th day of month to last day of the month to be sent by the 5th day of the following month. 	Rs 2000 per day of delay per centre.
Dispatch of enrolment data to Nodal Agency	The enrolment agency is required to send the enrolment data to Directorate of Economics & Statistics according to the following timeline – <ol style="list-style-type: none"> 1. All digitized enrolment data including KYR data, KYR+ data and scanned copies of accompanying documents of enrolments done between 1st and 15th of the month need to be sent by 20th of the month. 2. Physical photocopies of accompanying documents for enrolments done between 1st and 15th of the month need to be sent by 30th day of the month. 3. All digitized data including KYR data, KYR+ data and scanned copies of accompanying documents of enrolments done between 16th day and last day of the month need to be sent by 5th day of the following month. 4. Physical photocopies of accompanying documents for enrolments done between 16th and last day of the month need to be sent by 15th day of the following month. 	Rs 2000 per day of delay per centre.
Submission of MIS	To be sent each week. Current week's report to be sent on the following Wednesday	Rs 1000 per day delay per enrolment station

SLAs during maintenance

Parameters	Penalty
Audit non-conformance in security breach	Termination of contract. Legal action to be taken against the agency.

1.4 Roles and Responsibilities

The roles and responsibilities of the various parties involved in the Enrolment process are defined below:

Enrolment Agency	<ul style="list-style-type: none"> • Procure certified biometric devices • Procure other hardware and infrastructure for enrolments • Ensure enrolment software is installed on required laptops / desktops • Ensure pre enrolment data is loaded on enrolment stations laptop, where applicable. Ensure KYR+ software integration is done and tested. • Ensure UIDAI processes and standards are followed • Assist Registrar develop enrolment schedules • Work closely with the Registrar in enrolment publicity and awareness at grass-root level • Ensure availability of certified operators and supervisors at enrolment centres • Ensure adequate stationary and other logistics available at centre • Ensure adequate backup arrangement at enrolment centre • Take remedial / corrective action in case of process / quality deviations and grievances addressal • Installation and configuration of Aadhaar Enrolment Client • Avail Enrolment auth user and auth code and Register Enrolment Client • Maintain credentials of Operators and Supervisors and share Operator ,Supervisor enrolment ID/UID with CIDR • Load pre-enrolment residents data on enrolment stations laptop, where applicable and test KYR+ application integration • Setup enrolment station • Supervise enrolment process • Handle issues and concerns of operators and residents • Ensure checklists are filled and signed • Ensure audit feedback, if any, incorporated in process
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	<ul style="list-style-type: none"> • Manage data export to memory stick and data backup to external hard disk. Take enrolment data to a designated location for transfer to CIDR / Registrar • File, back up and store enrolment data as per UIDAI guidelines • Ensure safe handling and storage of documents and transfer of same to Registrar. / UIDAI • Verify PoI, PoA, DoB documents in case of document based verification. • Capture demographic and biometric data • Capture demographic and biometric data • Handle exception cases during capture of data • Obtain consent for enrolment and make corrections in data recorded, if required • Provide acknowledgement slips to Residents • Store Consent Letter, PoI, PoA for Registrar/UIDAI till handed over
Registrar	<ul style="list-style-type: none"> • Audit of Enrolment Centres' readiness • Audit of enrolment agency processes and their effectiveness • Verify PoI, PoA, DoB documents in case of document based verification. Alternatively, if due to any constraints, the Registrars need to appoint somebody else, they can do so even from amongst EA operators/supervisors. • Define enrolment plan including locations and timeframe • Identify suitable locations for setting up enrolment centres • Setup mechanism for document verification either by Registrar's own personnel or by EA Supervisor/Personnel. • Ensure pre-enrolment data, where applicable, is available to Enrolment Agency • Ensure list of Introducers is available with their demographic, biometric details and UID numbers • Ensure communication reaches the target beneficiaries / residents • Provide template for paper-based enrolment form containing KYR and KYR+ fields • Setup mechanism for periodic process and data quality audit

UIDAI	<ul style="list-style-type: none"> • Make Enrolment software available • Make process documents available • Empanel Enrolment Agencies to facilitate speedy on-boarding of Enrolment Agencies by Registrars • Facilitate certification of biometric devices • Provide training content • Appoint a training and certification agency and provide testing content to this agency • Provide required standards and guidelines • Vet awareness and publicity content • Provide solution for document storage (Registrar/EA should store the documents safely till the time UIDAI makes arrangement for document storage)
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1.5 Timelines

Schedule No.	Districts	Total Estimated Population	Minimum Target Population	Start Date of Enrolment	End Date of Enrolment
Schedule 1	All 16 districts	1393628	975547	1 st July, 2011	13 th December, 2012

1.6 Payment to the Enrolment Agency

Payments shall be made to the Enrolment Agency by the Registrar based on the number of successful UID generation as confirmed by the reports from UIDAI. This payment shall be subject to adherence to the Service Level Agreements. Payments would be made after receipt of funds to State Govt. from UIDAI.

Annexure I – Guidelines for Enrolment

1. Guidelines for Enrolment of Residents

The guideline document for the enrolment of residents covers the following:

- a) Process Overview
- b) Pre-Requisites for Enrolment
- c) Roles and Responsibilities
- d) Setup of Enrolment Centre
- e) Resident Enrolment Process Flow and Description
- f) Capture of Demographic and Biometric Data
- g) Verification procedure
- h) KYR Standards for collection demographic data
- i) Documents for Verifying PoI, PoA and DoB
- j) Guidelines for capturing Demographic data
- k) Biometric Data Capture Standards
- l) Detailed guidelines for collection of Biometric data
- m) Handling of Exceptions
- n) Enrolment Centre Beginning of Day(BOD) and End of Day(EOD) activities
- o) Checklist for Setting up of Enrolment Centre

The latest version of the Resident Enrolment Process is uploaded on the UIDAI website and the bidders may download the same from the UIDAI website (<http://uidai.gov.in/>) from the 'UIDAI Documents' section.

Annexure II – Specification and Formats for capture of KYR+ Information

The following are the KYR+ fields that have been identified by Government of Arunachal Pradesh. **These fields are subject to change before the start of the enrolment process. However, efforts shall be made not to increase the number of fields by more than 10-20%.** The software for collection of KYR+ data shall be provided by Enrolment Agency. The format for collection of KYR+ field will be decided later after discussion with selected Enrolment Agency.

The Proposed KYR+ fields are –

1. MNREGA Job Card No.
2. EPIC No.
3. Ration Card No.
4. Gram Panchayat Name

Annexure III – Indicative Number of Enrolment Centers & Training Requirements

A. Indicative Number of Stationary* Enrolment Centers and Centers based on Population to be covered

The following table lists the locations at which stationary enrolment centers are to be **mandatorily** put up by the enrolment agency.

Name of Districts	Location of permanent enrolment centres
West Kameng	Bomdila
	Thrizino
	Kalaktang
East Kameng	Seppa
	Chayangtajo
	Seijosa
Papum Pare And Capital	Naharlagun
	Itanagar
	Yupia
	Sagalee
Lower Subansiri	Ziro
	Raga
	Yachuali
Tawang	Tawang
	Lumla
	Jang
Kurung Kumey	Koloriang
	Palin
Anjaw	Hawai
	Hayuliang
Changlang	Changlang
	Miao
Dibang Valley	Anini
	Etalin
East Siang	Pasighat
	Boleng
Lohit	Tezu
	Namsai
Lower Dibang Valley	Roing

	Dambuk
Tirap	Khonsa
	Deomali
	Longding
	Kanubari
Upper Siang	Tuting
	Mariyang
	Yingkiong
Upper Subansiri	Nacho
	Daporijo
West Siang	Mechuka
	Llikabali
	Aalo

The minimum no. of stationary enrolment centers including the above mentioned centers is specified in the table below-

Sl. No	Item	Number
1	Total Minimum Number of Stationary Enrolment Centers	60

** Stationary Enrolment Centers: Refers to enrolment centers which are set up at a fixed location like schools, panchayat offices, auditorium etc for a minimum pre-defined time*

*** Mobile Enrolment Stations: Refers to enrolment station housed in mobile vehicles like vans, mini-buses etc. Considering the terrain of Arunachal Pradesh, the mobility of the station could be done in any suitable way and not necessarily using vans or mini-buses.*

B. Indicative Training Design Structure - details of training modules & their duration (in days)

Module Name & course Duration	Master Trainer	Enrolment Operator	Supervisor	Technical Support	Registrar Representative
UIDAI Overview	0.5	0.5	0.5	0.5	1
Introduction to UIDAI enrolment process	0.5	1	1	0.5	
Basics on Hardware devices (Biometric, camera, PC etc)	0.5	0.5	0.5	0.5	0.5
Working with the bio metric devices	0.5	1	1	0.5	
UID Client Application Software	1.5	2	2	2	0.5
Trouble Shooting on UID Client Application Software and Biometric devices	0.5	0.5	0.5	1	
Setting up an Enrollment center	0.5	---	1	1.5	
Enrollment Centre Management	0.5	---	0.5	0.5	0.5
Exception Handling	0.5	1	1	0.5	
Soft Skills - Interaction with Residents / Senior Residents, Grievance handling,, Crowd handling etc	1	1.5	1.5	0.5	0.5
Training Delivery Techniques	1.5	---	---	---	
Total	8	8	9.5	8	3