

SECTION-V

ANNEXURES

- I. Financial Bid Covering Letter**
- II. Financial Bid Form**
- III. Standard Contract Form**
- IV. Form of Bank Guarantee Bond**
- V. Dispatch Manifest**
- VI. Format of attempted delivery intimation**

ANNEXURE – I**FINANCIAL BID COVERING LETTER**

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

To,

(Address)

Ref: Request for Proposal (RFP) Notification No. _____ dated _____

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our response to your RFP Notified vide F.No. _____ dated _____ for UIDAI Project, in full conformity with the said RFP document.
2. We, the undersigned, offer to provide services to UIDAI for carrying out the services for the Project UIDAI in accordance with your RFP.
3. We have read the provisions of the RFP document and confirm that these are acceptable to us. Hence, we are hereby submitting our Financial Bid.
4. We agree to abide by this RFP, consisting of this letter, financial bid and all requisite supporting documents, for a period of 90 days from the closing date fixed for submission of bid as stipulated in the RFP document.
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 UIDAI is not bound to accept any bid received in response to this RFP.
12. In case we are engaged by the UIDAI for executing the services, we shall provide any assistance/cooperation required by UIDAI/ auditing agencies appointed by it/ 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 a Supplier, we agree to abide by all the terms & conditions of the Contract that will be issued by UIDAI.
14. The financial bid includes the cost of providing additional services and performing all functions as per the scope of work defined in section III of the RFP.
15. Our correspondence details with regard to this RFP are:

No.	Information	Detail
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	
4.	Telephone number of the Contact	
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 as well as initials*]:_____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

ANNEXURE – II**FINANCIAL BID FORM**

(To be submitted separately for each Delivery state within the common envelope containing Financial Bid)

Reference: RFP document F.No. _____ Dated _____

Delivery State: _____

- Financial Bid indicating the total per unit cost of delivery of ONE Aadhaar Document that will be charged to UIDAI (inclusive of all statutory taxes and duties etc.) for the services required by the UIDAI is given below. The 'Cost' is also inclusive of all taxes, such as, but not limited to, VAT, Service tax, duties, fees, levies etc. on amounts payable by the Purchaser under the Contract.

Item	Average weights	Cost in INR (Two decimal places only)	Cost in INR (Two decimal places only)
For all the activities related to, but not limited to, the requirements given in Section-III 'Scope of Work, Deliverables and SLAs' of RFP.			
(i) For Document weighing up to 10 Grams,	50 % (Fifty percent)		
(ii) For Documents weighing above 10 Grams up to 30 Grams.	30 % (Thirty percent)		
(iii) For Documents weighing above 30 Grams up to 50 Grams.	20 % (Twenty percent)		

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firm: _____

ANNEXURE – III**STANDARD CONTRACT FORM**

THIS AGREEMENT is made on this _____ day of _____ 2012, between Assistant Director General of Unique Identification Authority of India (UIDAI) (Hereinafter called “the Purchaser”) which expression shall unless repugnant to the context thereof include his successors, heirs, assigns, of the one part,

and

_____ (Name of Authorized Signatory) of _____ (Name and Address of the firm/agency) (Hereinafter called “the Supplier”) which expression shall unless repugnant to the context thereof include his successors, heirs, assigns, of the other part.

WHEREAS the Purchaser had invited bids for certain Services, viz., “RFP for _____” vide their bid document number F.No. _____ dated _____.

AND WHEREAS various applications were received pursuant to the said bid.

AND WHEREAS the Purchaser has accepted a bid by the Supplier for the supply of those Services at the rate of Rupees _____ (hereinafter “the Contract Price”):

And in pursuance of having accepted the said bid the parties have agreed to enter into this agreement. We understand that all the conditions of the RFP, including those on allocation of volume, will be binding on us.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
2. The following documents (collectively referred to as “Contract

Documents”) shall be deemed to form and be read and construed as part of this Agreement, viz.:

- a) Section-III Scope of Work, Deliverables and SLAs
- b) Section –IV Conditions of Contract
- c) Bank Guarantee

3. The mutual rights and obligations of the Purchaser and the Supplier shall be as set forth in the Contract, in particular:

- a) The Supplier shall carry out the Services in accordance with the provisions of the Contract; and
- b) The Purchaser shall make payments to the Supplier in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[name of Purchaser]*

[Authorized Representative]

For and on behalf of *[name of Supplier]*

[Authorized Representative]

ANNEXURE – IV**FORM OF BANK GUARANTEE BOND**

1. In consideration of the President of India (hereinafter called 'the Government') having agreed to exempt _____ (hereinafter called the said Supplier(s)] from the demand, under the terms and conditions of an Agreement dated _____ made between _____

And _____

for _____ (hereinafter called 'the said Agreement'), of security deposit for the due fulfillment by the said Supplier(s) of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs. _____ (Rupees _____ Only)

We, _____ (hereinafter referred (*indicate the name of the bank*) to as 'the Bank') at the request of _____ [supplier(s)] do hereby undertake to pay to the Government an amount not exceeding Rs. _____ against any loss or damage caused to or suffered or would be caused to or suffered by the Government by reason of any breach by the said Supplier(s) of any of the terms or conditions contained in the said Agreement.

2. We _____ (*indicate the name of the bank*) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Government by reason of breach by the said supplier(s) of any of the terms or conditions contained in the said Agreement or by reason of the supplier (s)' failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.

3. We undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the supplier(s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the supplier(s) shall have no claim against us for making such payment.

4. We, _____ (indicate the name of bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till _____ Office/Department/Ministry of _____ certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said supplier (s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the _____ we shall be discharged from all liability under this guarantee thereafter.

5. We, _____ (indicate the name of bank) further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said supplier (s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said Supplier (s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Supplier (s) or for any forbearance, act or omission on the part of the Government or any indulgence by the Government to the said Supplier (s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Supplier(s).

7. We, _____ (indicate the name of bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Government in writing.

8. Dated the _____ day of _____ for _____ (indicate the name of the Bank).

ANNEXURE – V**DISPATCH / DELIVERY MANIFEST****DATE OF PICK-UP:** _____

SL No	UIDAI REFERENCE NUMBER	CITY	PIN CODE	BAR CODE	SIGNATURE OF RECEPIENT WITH NAME AND DATE

ANNEXURE – VI**ATTEMPTED DELIVERY INTIMATION FORMAT****INTIMATION**

To

Shri/Smt. _____

Sir/Madam,

I had brought a Aadhaar Document No. _____ (Mention Booking Bar code here) today at _____ hours for delivery.

However, as there was no one at your address to take delivery, the document could not be delivered.

A second attempt of delivery of this Aadhaar Document would be made on _____(date) between _____(hours) to _____(hours).

In case the Aadhaar Document could not be delivered even on this second attempt, the document would remain in the following delivery centre till _____(date). You may collect the Aadhaar Document from the delivery centre. This Aadhaar Document, if not claimed, would, thereafter, be returned.

Name of the Delivery Centre: _____

Address of the Delivery Centre: _____

Telephone no.: _____

Business hours of the Delivery Centre: _____

COLLECTION PROCEDURE:

The Aadhaar document may be collected by Addressee Resident or from the Delivery Centre submitting the copy of proof of identity showing the residential address where the Aadhaar Document is to be delivered.

Alternatively the Aadhaar document may also be collected by the Resident's authorized representative by submitting an authorization letter along with a copy of proof of the Resident's as well as his/ her identity.