

**Request for Quotation (RFQ)  
“ On Line”**

**VOLUME I – INSTRUCTION TO BIDDERS**

**SELECTION OF ENROLMENT AGENCY  
FOR GUJARAT**

**Gujarat Social Infrastructure Development Board  
Society (GSIDBS)**

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## 1. INVITATION TO BID

To,

Dated: 9<sup>th</sup> September, 2011

1. Gujarat Social Infrastructure Development Board Society(GSIDBS) invites Financial Bids from Enrolling Agencies empanelled by UIDAI for carrying out the enrolment functions for the UID Project in Gujarat
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 and time for ***Submission of Bids*** at the address for communication given below
4. The Financial Bid consists of **27** Schedules (refer Annexure V of this document). The Bidder may quote for individual Schedules based on the eligibility criteria prescribed for each Schedule in this RFQ.
5. The *Gujarat Social Infrastructure Development Board Society (GSIDBS)* 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 **F4 & F3** category of Agencies which are **T1 & T2** compliant, empanelled by UIDAI for undertaking demographic and biometric data collection for enrolment of residents in Gujarat.

7. This ‘Invitation to Bid’ is non-transferable under any circumstances.

8. Address for Communication:

***Shri G.K.Vyas***

*Member Secretary,*

*Gujarat Social Infrastructure Development Board Society  
(GSIDBS)*

*Directorate of Economics & Statistics*

*Second Floor, Old Building*

*Near Police Bhavan, Sector-18.*

*Gandhinagar-382010*

*Gujarat*

9. The important dates related to the selection process are

<b><u>Event</u></b>	<b><u>Target Dates</u></b>
Release of RFQ :	9 <sup>th</sup> September, 2011
Last date for submission of Pre-bid queries :	16 <sup>th</sup> September, 2011 (upto 17.00 hrs.)
Pre-Bid Conference :	20 <sup>th</sup> September, 2011 (at 15.00 hrs. )
Issue of Pre-Bid Clarifications :	21 <sup>th</sup> September, 2011
Last date of submission of online tenders :	29 <sup>th</sup> September, 2011 (upto 17.00 hrs.)
Physical submission of documents :	On or before 1 <sup>st</sup> October, 2011 (upto 16.00 hrs.)
Opening of primary documents for scrutiny :	3 <sup>rd</sup> October, 2011 from 12.00 hrs. onwards
Opening of Financial Bids :	3 <sup>rd</sup> October, 2011 (at 15.00 hrs.)
Issue of Letter of Intent (LoI) :	10 <sup>th</sup> October, 2011

## 2. INTRODUCTION

### 2.1 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.

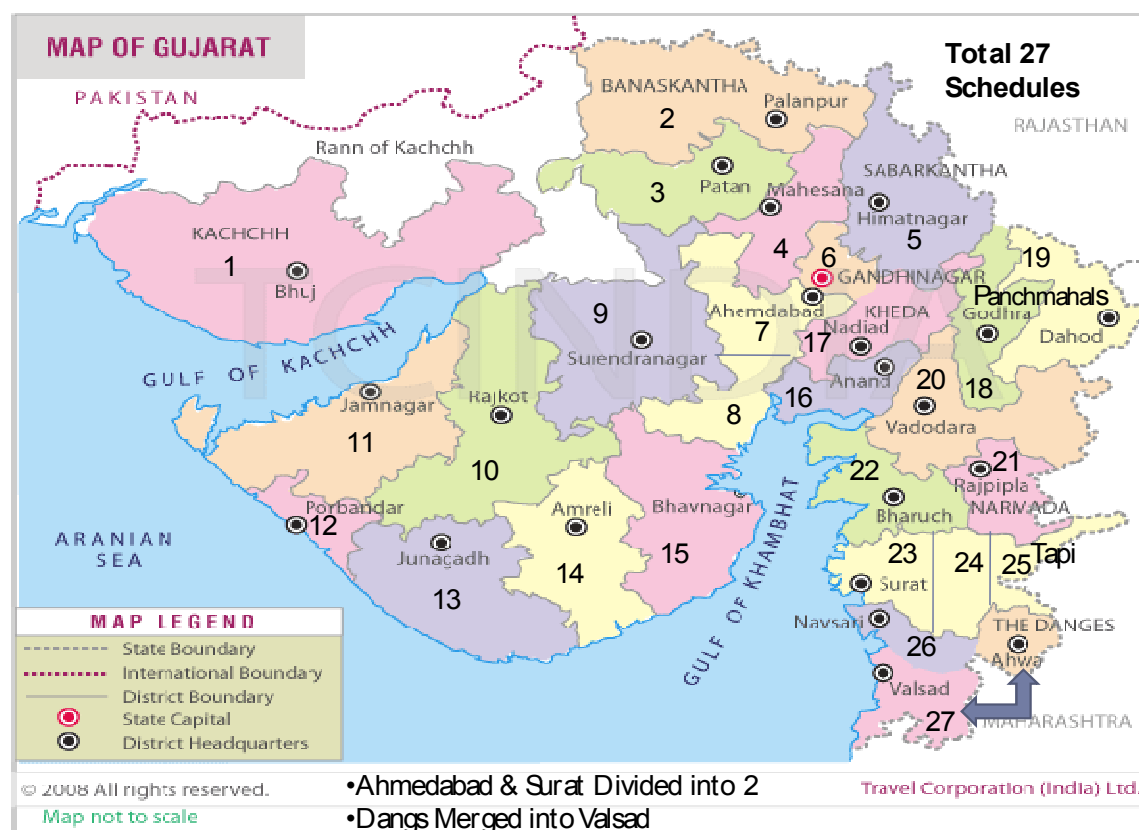
In this context, the Registrars shall engage enrolment agencies empanelled by UIDAI for carrying out the various functions and activities related to UID enrolment such as setting up of enrolment centers, undertaking collection of demographic and biometric data for UID enrollment and any other data required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

## 2.2 About Enrolment of Residents in Gujarat

Government of Gujarat (GoG) is committed towards the success of the UID Project and envisages the enrolment of residents by 31<sup>st</sup> May 2012. General Administration Department (Planning) has been designated as Nodal Agency for the implementation of the project and Gujarat Social Infrastructure Development Board Society (GSIDBS) is appointed as Registrar for the project.

## 2.3 Enrolment Strategy of Government of Gujarat (GoG)

GoG has decided to adopt a sweep approach for UID (Aadhaar) enrolment across the State. The enrolment process has been segregated into 27 schedules. With each district considered as a schedule, except for Ahmedabad district & Surat district which have been divided into 2 schedules each and Dangs district has been merged into Valsad district as shown in the map below and detailed in Annexure V of this document.



*Please find the details of schedules in Annexure- V*

## 2.4 Focus Area

Priority for enrolment should be given to rural poor in the State with the focus on remote/developing (backward) talukas. The Cowlagi Committee set up by Government of Gujarat in the year 2004 has ranked the talukas based on 44 socio-economic indicators as shown below:

Sectors	No. of Indicators
Demography ,Rural families living below poverty line	7
Basic Amenities	4
Agriculture & allied sectors	9
Industry	6
Roads & Transport	4
Education	6
Health	4
Infrastructure (Commercial)	4

Based on the above socio economic indicators; 225 Talukas of Gujarat have been categorized in four category as indicated below :

Category	No. of Talukas	No of Wards
Highly Developed Talukas and Municipal Corporations ( category A)	35	215 (8 municipal corporations)
Developed Talukas ( category B)	81	=
Less Developed Talukas ( category C)	68	=
Under Developed Talukas ( category D)	41	=

***District wise segregation of Talukas & Maps of Talukas as per development is given at Annexure V & Annexure VI respectively.***

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

<b>Definitions</b>	<p>(a) “Purchaser” means the registrar with which the selected Bidder signs the Contract for the Services. In this project, the ‘Purchaser’ is the Gujarat Social Infrastructure Development Board Society (GSIDBS)</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) “Registrar” means (i) GSIDBS at the State level (ii) District Collector at the District level and Municipal Commissioner in the Municipal Corporation areas.</p> <p>(f) “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>(g) “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>
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	<p>(h) “Schedule” means the financial bid for each Geographical area as specified by the Registrar.</p> <p>(i) “Successful Generation of UID” means UID generated as per report from CIDR (Central ID Repository) and sanction order from UIDAI, Head Office, New Delhi duly verified by GSIDBS or its authorised representative.</p>
<b>1. Introduction</b>	<p>1.1 This RFQ ( Request For Quotation) is being issued only to <b>F4 &amp; F3 category</b> of Enrolling Agencies which are <b>T1 &amp; T2 compliant</b>, empanelled by UIDAI for undertaking the Demographic and Biometric data collection of Residents in the State of Gujarat</p> <p>1.2 All the provisions listed out in the Request for Empanelment (RFE) issued by the UIDAI and Terms &amp; 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 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</p>

<b>Only one Bid per schedule</b>	1.8	A Bidder shall submit only one financial bid for each schedule. If a Bidder submits or participates in more than one bid in any schedule, than all such multiple bids submitted by the bidder for that schedule shall be disqualified.
<b>Bid Validity</b>	1.9	The Part II Data Sheet to Bidder indicates how long Bidders' bid must remain valid after the submission date.
<b>Consortium</b>	1.10	No Consortium is permitted to submit the bid
<b>Tenure of Contract</b>	1.11	The estimated tenure of the contract shall be provided in Data Sheet Para 1.11
<b>2. Clarification and Amendment of RFQ Document</b>	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.
	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. Such addendum/corrigendum shall form part of this bid
<b>3. Preparation of Financial Bid</b>	3.1	The preparation of the Financial Bid as well as all related correspondence exchanged by the Bidders and the Purchaser, shall be in English
	3.2	The Financial Bid shall be prepared using the attached Standard Forms (Section 4, Annexure I and Annexure II of 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>3.3 The Bidders shall submit a self certified 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. <b>Non-submission of the letter of empanelment / Registration no. will render the bidder disqualified.</b></p> <p>3.4 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>								
<b>Taxes</b>	3.5 The Bidder may be subject to all 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.								
	3.6 Bidders should provide the price of their services in Indian Rupees.								
<b>Earnest Money Deposit (EMD), and Performance Guarantee.</b>	<p>3.7 <b>Earnest Money Deposit</b></p> <p>I. An EMD as prescribed in table below shall be submitted in the form of DD payable at <i>Gandhinagar</i> or Irrevocable Bank Guarantee valid for a period of 180 days in favour of <b><i>Gujarat Social Infrastructure Development Board Society (GSIDBS)</i></b> along with the bid.</p> <table border="1"> <tr> <td>Bidding upto 7 schedules</td><td>Rs 75 lakhs</td></tr> <tr> <td>Bidding upto 14 schedules</td><td>Rs 90 lakhs</td></tr> <tr> <td>Bidding upto 21 schedules</td><td>Rs 105 lakhs</td></tr> <tr> <td>Bidding upto 27 schedules</td><td>Rs 120 lakhs</td></tr> </table>	Bidding upto 7 schedules	Rs 75 lakhs	Bidding upto 14 schedules	Rs 90 lakhs	Bidding upto 21 schedules	Rs 105 lakhs	Bidding upto 27 schedules	Rs 120 lakhs
Bidding upto 7 schedules	Rs 75 lakhs								
Bidding upto 14 schedules	Rs 90 lakhs								
Bidding upto 21 schedules	Rs 105 lakhs								
Bidding upto 27 schedules	Rs 120 lakhs								

	<p>II. Bid not accompanied by EMD or insufficient 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. The EMD of the unsuccessful bidders would be returned back generally within 45 days of signing of the contract by successful bidders.</p>
	<p>3.8 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>V. If the bidder is found to be involved in corrupt practice of fraud etc.</p>
	<p><b>3.9 Tender Fees:</b> All Bidders are required to pay Rs. 10,000/- (Rs Ten Thousand) towards Tender Fees in the form of Demand Draft drawn in favour of <i>Gujarat Social Infrastructure Development Board Society (GSIDBS)</i> payable at <i>Gandhinagar</i>. The Tender Fee is Non-Refundable.</p>
	<p><b>3.10 Performance Bank Guarantee</b></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</p>

		<p>a Nationalized Bank or ICICI, IDBI, Axis or HDFC Bank only in favor of <i>Gujarat Social Infrastructure Development Board Society (GSIDBS)</i> 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/Bank Guarantee submitted towards EMD would be returned in original.</p>
<b>4. Submission, Receipt, and Opening of Bids</b>	<p>4.1 An authorized representative of the Bidders shall initial all pages of the Bid. The authorization shall be in the form of a written power of attorney or in any other form demonstrating that the representative has been duly authorized to sign. The bidder shall not submit financial bid in physical form. However, all other documents shall have to be submitted in physical form before date and time given in the Data sheet.</p> <p>4.2 The physical documents shall be placed in a separate envelope, sealed and clearly marked. Name of the agency, Tender Documents for Selection of Enrolment Agency for UID enrolment, Govt. of Gujarat “BID”. The envelopes containing the, EMD, Tender Fee and letter of Empanelment issued by UIDAI shall be placed into an outer envelope along with Each page of Tender document duly signed &amp; sealed in token of acceptance of terms and conditions of the tender and sealed. This outer envelope shall bear the submission address and be clearly marked <b>“DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED,”</b>. The Purchaser shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as</p>	

		stipulated. This circumstance may be case for Bid rejection. If the EMD , Tender Fee and letter of Empanelment issued by UIDAI is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Bid non-responsive.
	4.3	The physical documents 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.
<b>Right to Accept/ Reject the Bid</b>	4.4	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 or obligation of the affected applicant(s) or any obligation to inform the affected applicant(s) of the reasons for such decision.
<b>5. Public Opening and Evaluation of Financial Bids</b>	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' Authorized representatives who choose to attend.
	5.2	Financial bids of only those bidders who have met prequalification criteria (agencies empanelled with UIDAI in F3 and F4 categories which are T1 & T2 compliant) will be considered for evaluation. The name of the Bidders and their financial bid for each Schedule shall be displayed “On-Line”.
	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.

**5.4 Evaluation Process :**

The Purchaser aims at awarding contracts for all 27 schedules such that no bidder is assigned generally more than four schedules, subject to other terms & conditions. However, Empowered Committee constituted by Government of Gujarat vide GR No UID-102009-UOR-45-S (Part-I) dated 03/09/2011 reserves the right to award contract for more than four schedules to any bidder.

- a. 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) in terms of the cumulative target enrolments to be covered in the multiple schedules.
- b. In case a single bidder emerges as the lowest bidder in more than four schedules and the total number of cumulative enrolments of all such schedules where bidder is L1, exceeds the Maximum available bid capacity of the bidder (as given in Data Sheet Para 5.5), then the bidder shall be selected for the schedules where the amount of bid quote is the lowest in the ascending order.
- c. In the remaining schedules, where the lowest bidder cannot be considered due to limitation of 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 so on.
- d. The Purchaser shall follow this process till all the Schedules are awarded to Bidders and shall ensure that the Bidders do not exceed the

	<p>available Bid Capacity (as given in Data Sheet Para 5.5) in terms of the maximum enrolments possible in a year.</p> <p>5.5 In any of the cases, if the contract of a selected agency is terminated due to non performance or any other reason as provided in the bid document/Empanelment Conditions , then the other agencies working in the same Region shall be given an opportunity to accept the work at the same L1 price. In case there are more than one willing agency (among the agencies working in the same REGION) to take up the work, then the work shall be divided in equal proportion (to the extent possible) among these agencies. In case there is no willing agency (among the agencies working in the same REGION) to take up the work, then offer would be made to agencies working in other REGIONS in the state. In the event there is no agency in the state willing to take up the work a fresh tender shall be floated for that work.</p> <p>5.6 Any decision taken by the Empowered Committee in the evaluation process and awarding of the contracts shall be final and binding to Purchasers and all bidders.</p>
<p><b>6 Disqualification</b></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"> <li>(i) Submitted the application after the response deadline;</li> <li>(ii) Bid not accompanied by EMD or insufficient EMD shall be rejected as non-responsive.</li> <li>(iii) Bid not accompanied by tender fee or insufficient tender fee.</li> <li>(iv) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;</li> <li>(v) Exhibited a record of poor performance such as</li> </ul>



	<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>(vi) Submitted an application that is not accompanied by required documentation or is non-responsive;</p> <p>(vii) Failed to provide clarifications related thereto, when sought;</p> <p>(viii) Submitted more than one application either as a Single Agency/ Prime Agency;</p> <p>(ix) Declared ineligible/blacklisted by the Government of India/State/UT Government;</p> <p>(x) Is in litigation with Government of India or Government of Gujarat;</p> <p>(xi) Already awarded UID work by other registrars to the extent of max bid capacity set out by UIDAI.</p> <p>(xii) Ceases to be empanelled agency by UIDAI.</p>
<b>7. Award of Contract</b>	<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. Monthly work plan shall prioritize the coverage of under developed and less developed talukas. Monthly work plan be submitted at least 10 days in advance for concurrence. The Work Plan should be in line 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. The work plan shall include schedule no, tentative population to be covered, total registered operators and kits available and monthly targets for that month</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</p>

	<p>form of contract in Volume III within 15 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 30 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>
<b>8. Miscellaneous</b>	<p>Notwithstanding anything mentioned in this RFQ, as the financial benefits from UIDAI to State Government for enrolment is only till 31st March 2012, Govt. of Gujarat without prejudice or liability reserves the right to terminate this Contract from 1st April 2012.</p>

**4. INSTRUCTION TO BIDDERS – DATA SHEET****PART II :Data Sheet**

<b>Paragraph Reference</b>	
<b>1.3</b>	<p><b>Name and Details of Purchaser:</b></p> <p><i><b>Shri G.K.Vyas</b></i>  <i>Member Secretary,</i>  <i>Gujarat Social Infrastructure Development Board Society (GSIDBS)</i>  <i>Directorate of Economics &amp; Statistics</i>  <i>Second Floor, Old Building</i>  <i>Near Police Bhavan, Sector-18.</i>  <i>Gandhinagar-382010</i>  <i>Gujarat</i></p> <p><b>Method of selection:</b></p> <p>a) Contract Awarded to the bidder at the lowest cost (L1) for each Schedule as per the procedure prescribed in clause 5.</p> <p>b) Online Submission of Financial bids</p>
<b>1.4</b>	<p><b>Name of the assignment:</b> <i>Selection of Enrolment Agencies for Govt. of Gujarat</i></p>
<b>1.5</b>	<p>The Bid submission address is:</p> <p><i><b>Shri G.K.Vyas</b></i>  <i>Member Secretary,</i>  <i>Gujarat Social Infrastructure Development Board Society (GSIDBS)</i>  <i>Directorate of Economics &amp; Statistics</i>  <i>Second Floor, Old Building</i>  <i>Near Police Bhavan, Sector-18.</i>  <i>Gandhinagar-382010</i>  <i>Gujarat</i></p> <p>All physical documents in sealed envelopes (EMD, Tender Fee, letter of empanelment issued by UIDAI and tender document duly signed &amp; sealed must be submitted no later than the following date and time:</p> <p>Date: <b>1<sup>st</sup> October, 2011</b>  Time: <b>16:00 hrs.</b></p>

1.6	Bids must remain valid for 120 days after the submission date and can be extended on mutual consent.										
1.7	<p>The estimated tenure of contract: as below</p> <p>Phase I from October 2011 to 31<sup>st</sup> May 2012 Phase II from 1<sup>st</sup> June 2012 to December 2012</p> <p>This can be extended by the Registrar if needed based on same terms and conditions</p>										
2.1	<p>Clarifications may be requested not later than <b>16<sup>th</sup> September, 2011</b></p> <p>The pre-bid conference will be held in the committee room of GSIDBS on <b>20<sup>th</sup> September, 2011 at 15:00 hrs</b> at below mentioned venue :</p> <p style="text-align: center;"><i>Gujarat Social Infrastructure Development Board Society (GSIDBS) Directorate of Economics &amp; Statistics Second Floor, Old Building Near Police Bhavan, Sector-18. Gandhinagar-382010 Gujarat</i></p> <p>The queries must be submitted in the following format only to be considered for clarification:</p> <table><tr><th>Sr. No.</th><th>Section No.</th><th>Clause No.</th><th>Reference/ Subject</th><th>Clarification Sought</th></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table> <p>The queries not adhering to the above mentioned format shall not be responded.</p> <p>The address for requesting clarifications is: <a href="mailto:statenodalofficer@gmail.com">statenodalofficer@gmail.com</a> or</p>	Sr. No.	Section No.	Clause No.	Reference/ Subject	Clarification Sought					
Sr. No.	Section No.	Clause No.	Reference/ Subject	Clarification Sought							

	<p><b>Shri G.K.Vyas</b> Member Secretary, Gujarat Social Infrastructure Development Board Society (GSIDBS) Directorate of Economics &amp; Statistics Second Floor, Old Building Near Police Bhavan, Sector-18. Gandhinagar-382010 Gujarat</p>								
3.2	<p>The Schedules and corresponding Geographical areas and Target Population are as given below: Refer to Annexure IV &amp; Annexure V</p>								
3.4	<p><b><u>Eligibility for Submission of Bids for the different Schedules</u></b></p> <table><tr><th>Sl. No</th><th>Region No.</th><th>Minimum Technical ‘Level’ Requirement</th><th>Minimum Financial ‘Tier’ Requirement</th></tr><tr><td>1</td><td>All Schedules</td><td>T1</td><td>F3</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 a copy of the ‘Letter of Empanelment’ along with the Financial Bid.</p>	Sl. No	Region No.	Minimum Technical ‘Level’ Requirement	Minimum Financial ‘Tier’ Requirement	1	All Schedules	T1	F3
Sl. No	Region No.	Minimum Technical ‘Level’ Requirement	Minimum Financial ‘Tier’ Requirement						
1	All Schedules	T1	F3						
4.3	<p>Bidder must submit the following:</p> <ul style="list-style-type: none"><li>a) UIDAI empanelment letter</li><li>b) EMD</li><li>c) Tender Fee</li><li>d) Tender document duly signed &amp; sealed</li><li>e) Annexure III of Volume I</li><li>f) Other documents as required by this RFQ</li></ul>								
5.1	<p>The Bid Opening Date and Time is: Date: <b>3<sup>rd</sup> October, 2011</b> Time: <b>12:00 hrs</b> Venue: Gujarat Social Infrastructure Development Board Society (GSIDBS) Directorate of Economics &amp; Statistics Second Floor, Old Building Near Police Bhavan, Sector-18. Gandhinagar-382010 Gujarat</p>								

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														
7.3	<p>Expected date for commencement of services Enrolment of Residents should start not later than 1<sup>st</sup> November,2011</p>															

## **5. FINANCIAL BID FORMS**

The Financial Bid consists of one Schedule each for each geographical area outlined in Annexure V of Volume I. 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, Gujarat Social Infrastructure Development Board Society (GSIDBS) 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.

### **5.1 Financial Bid Covering Letter**

The Bidders shall attach the Financial Bid Covering Letter “On-Line” as given in Annexure I of Volume I.

### **5.2 Financial Bid Form**

The Bidders shall submit the Financial Bid Covering letter as given in Annexure I and Financial Bid Form “ON-LINE” 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 rejected during the evaluation of the financial bids. The Financial Bid covering letter and Financial bids has to be submitted “ON-LINE” on [www.nprocure.com](http://www.nprocure.com). The bidder has to obtain Digital Signature & comply with the necessary formality before submission of the Financial Bid “ON-LINE”.



**Annexure I – Financial Bid Covering Letter**

**“PLEASE ATTACH ON-LINE ONLY”**

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

To,

***Shri G.K.Vyas***  
*Member Secretary,*  
*Gujarat Social Infrastructure Development Board Society (GSIDBS)*  
*Directorate of Economics & Statistics*  
*Second Floor, Old Building*  
*Near Police Bhavan, Sector-18.*  
*Gandhinagar-382010*  
*Gujarat*

Dear Sir,

Ref: Request for Quotation (RFQ) Notification dated

1. Having examined the RFQ document, we, the undersigned, herewith submit our response to your RFQ Notification dated 9<sup>th</sup> September, 2011 for selection of enrolment Agency for UID project in Gujarat, in full conformity with the said RFQ document.
2. We, the undersigned, offer to provide services to *Gujarat Social Infrastructure Development Board Society (GSIDBS)* for carrying out the enrolment functions for enrolment of residents of Gujarat for UID 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 120 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. Schedule – N
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 *Gujarat Social Infrastructure Development Board Society (GSIDBS)* is not bound to accept any bid received in response to this RFQ.
12. In case we are engaged by the Gujarat Social Infrastructure Development Board Society (GSIDBS) as an Enrolling Agency, we shall provide all assistance/cooperation required by Gujarat Social Infrastructure Development Board Society (GSIDBS) and or UIDAI appointed auditing agencies, officials and authorised persons 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 Gujarat Social Infrastructure Development Board Society (GSIDBS)
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.
15. The details of the work award by other Registrars for UID enrolments are as under :

Name of Registrars	Period of Contract	No. of Enrolments awarded	Max bid capacity as determined by UIDAI

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

**“PLEASE SUBMIT ON-LINE ONLY”**

### Financial Bid for undertaking enrolment activities

Total Cost\* per successful UID number generated for undertaking demographic and biometric enrolment activities (Collection of KYR and KYR +) and transfer of data to CIDR / State data centre and other services as prescribed in the scope of work

Schedule No	Name of Schedule	Cost in INR in Figures	Cost in INR in Words
Schedule 1	Kutch		
Schedule 2	Banaskantha		
Schedule 3	Patan		
Schedule 4	Mahesana		
Schedule 5	Sabarkantha		
Schedule 6	Gandhinagar		
Schedule 7	Ahmedabad-A		
Schedule 8	Ahmedabad-B		
Schedule 9	Surendranagar		
Schedule 10	Rajkot		
Schedule 11	Jamnagar		
Schedule 12	Porbandar		
Schedule 13	Junagadh		
Schedule 14	Amreli		
Schedule 15	Bhavnagar		
Schedule 16	Anand		
Schedule 17	Kheda		
Schedule 18	PanchMahals		
Schedule 19	Dohad		
Schedule 20	Vadodara		

Schedule 21	Narmada		
Schedule 22	Bharuch		
Schedule 23	Surat –A		
Schedule 24	Surat-B		
Schedule 25	Tapi		
Schedule 26	Navsari		
Schedule 27	Valsad & Dangs		

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

*Note:*

- 1. The Contract Value shall be computed as: Total Cost of the Schedule as per the Financial Bid x Target population for the Schedule*
- 2. No other cost shall be payable to the enrolment agency except what has been mentioned above*

### Annexure III - Bid Checklist

<b>S. No.</b>	<b>List of Documents</b>	<b>Whether enclosed (Yes or No)</b>	<b>Annexed as (Page No.)</b>
1.	Covering Letter duly filled in with required details of the bidder		
2.	Copy of the Letter of Empanelment and Registration no (if issued) by UIDAI duly indicating the level and tier as well as the list of States the Bidder is eligible to work (self certified)		
3.	Each page of Tender document duly signed & sealed in token of acceptance of terms and conditions of the tender		
4.	Details of Earnest Money Deposited		
5.	Details of Tender fees Deposited		

### Annexure IV – Districts of Gujarat, Population & Enrolment Stations Required

The table below gives details about the population of the various districts and the population density. The no. of stations required to be placed by EA to cover the population in the estimated time are indicated below

<b>District</b>	<b>Region</b>	<b>Population</b>	<b>Population density per sq. km.</b>	<b>No. of Enrolment stations required</b>
Kutch	North Gujarat	2,090,313	46	235
Banaskantha	North Gujarat	3,116,045	290	260
Patan	North Gujarat	1,342,746	234	120
Mahesana	North Gujarat	2,027,727	462	170
Sabarkantha	North Gujarat	2,427,346	328	200
Gandhinagar	North Gujarat	1,387,478	660	120
Ahmedabad	Central Gujarat	7,208,200	890	600
Surendranagar	Saurashtra	1,755,873	167	150
Rajkot	Saurashtra	3,799,770	339	320
Jamnagar	Saurashtra	2,159,130	153	180
Porbandar	Saurashtra	586,062	255	50
Junagadh	Saurashtra	2,742,291	310	230
Amreli	Saurashtra	1,513,614	205	130
Bhavnagar	Saurashtra	2,877,961	288	240
Anand	Central Gujarat	2,090,276	711	175
Kheda	Central Gujarat	2,298,934	541	190
PanchMahals	Central Gujarat	2,388,267	458	200
Dahod	Central Gujarat	2,126,558	582	180



<b>District</b>	<b>Region</b>	<b>Population</b>	<b>Population density per sq. km.</b>	<b>No. of Enrolment stations required</b>
Vadodara	South Gujarat	4,157,568	551	350
Narmada	South Gujarat	590,379	214	50
Bharuch	South Gujarat	1,550,822	238	130
The Dangs	South Gujarat	226,769	129	20
Navsari	South Gujarat	1,330,711	602	110
Valsad	South Gujarat	1,703,068	561	140
Surat	South Gujarat	6,079,231	1376	500
Tapi	South Gujarat	806,489	249	65
<b>Gujarat</b>		<b>60,383,628</b>	<b>308</b>	<b>5115</b>

### Annexure V – Details of Various Schedules

Schedule	District	Taluka	Category
Schedule 1	Kutch	Rapar	D
		Lakhpat	
		Abdasa	C
		Bhachau	
		Nakhatrana	
		Anjar	B
		Mandvi	
		Mundra	
		Bhuj	
		Gandhidham	
			A
Schedule 2	Banaskantha	Vav	D
		Tharad	
		Amirgadh	
		Kankrej	
		Deodar	
		Danta	
		Bhabhar	
		Dhanera	C
		Deesa	
		Vadgam	B
		Dantiwada	
		Palanpur	A
Schedule 3	Patan	Santalpur	D
		Sami	
		Radhanpur	C
		Harij	
		Sidhpur	B
		Patan	
		Chanasma	
			A
Schedule 4	Mahesana		D
		Satlasana	C
		Becharaji	B
		Kheralu	
		Vadnagar	
		Kadi	A
		Unjha	
		Visnagar	
		Vijapur	
		Mahesana	

Schedule 5	Sabarkantha		D
		Khedbrahma	C
		Meghraj	
		Vijaynagar	
		Malpur	
		Bhiloda	B
		Talod	
		Dhansura	
		Bayad	
		Vadali	
		Idar	A
		Prantij	
		Modasa	
		Himatnagar	
Schedule 6	Gandhinagar		D
			C
		Dehgam	B
		Mansa	A
		Kalol	
		Gandhinagar	
Schedule 7	Ahmedabad-A	Barwala	D
		Mandal	C
		Detroj - Rampura	
		Viramgam	B
		Sanand	
		Daskroi	A
		Ahmadabad City Wards(1-32)	
Schedule 8	Ahmedabad-B		D
		Bavla	C
		Dhandhuka	
		Ranpur	
		Dholka	B
		Ahmadabad City (Wards 33-64)	A
Schedule 9	Surendranagar	Chotila	D
		Sayla	
		Dasada	C
		Muli	
		Chuda	
		Halvad	
		Lakhtar	
		Limbdi	
		Dhrangadhra	B
		Wadhvan	
			A

Schedule 10	Rajkot		D
		Maliya	C
		Jasdan	
		Jamkandorna	
		Tankara	B
		Wankaner	
		Kotda Sangani	
		Morvi	
		Paddhari	
		Rajkot	
		Lodhika	
		Gondal	
		Upleta	
		Dhoraji	A
		Jetpur	
Schedule 11	Jamnagar	Kalyanpur	D
		Bhanvad	C
		Okhamandal	
		Khambhalia	
		Lalpur	B
		Jodiya	
		Kalavad	
		Jam Jodhpur	
		Jamnagar	
		Dhrol	
			A
Schedule 12	Porbandar		D
		Ranavav	C
		Kutiyana	
		Porbandar	B
			A
Schedule 13	Junagadh		D
		Una	C
		Mangrol	
		Malia	
		Sutrapada	
		Bhesan	B
		Visavadar	
		Talala	
		Kodinar	
		Vanthali	
		Mendarda	
		Keshod	
		Manavadar	A
		Junagadh	
		Patan - Veraval	

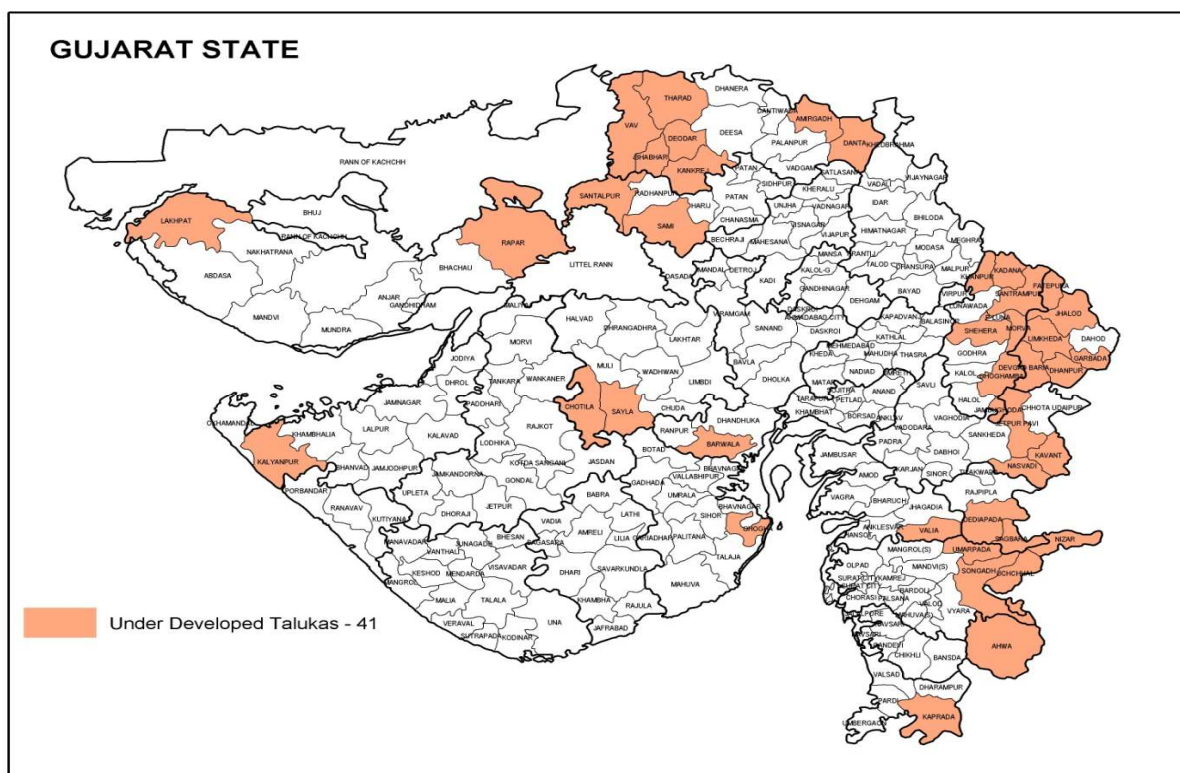
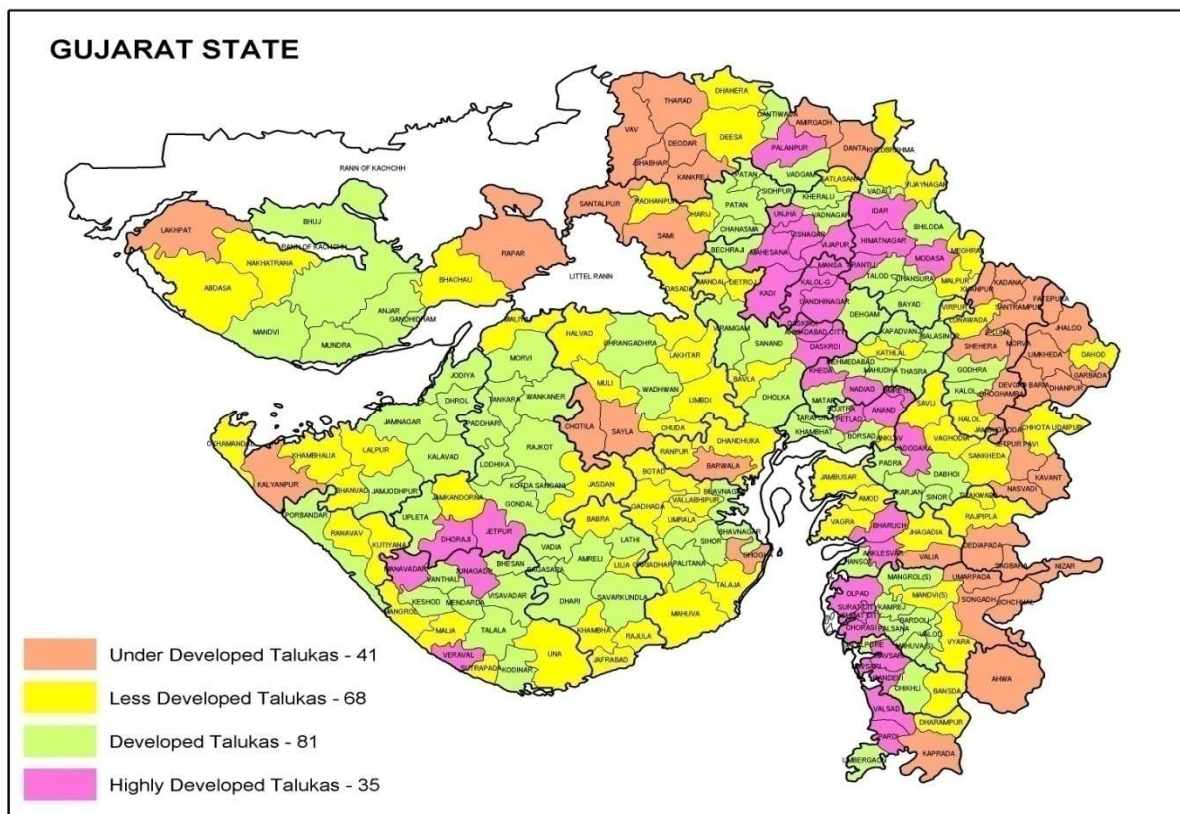
Schedule 14	Amreli		D
		Babra	C
		Khambha	
		Jafrabad	
		Lilia	
		Rajula	
		Kukavav Vadia	B
		Lathi	
		Savar Kundla	
		Amreli	
		Bagasara	
		Dhari	
			A
Schedule 15	Bhavnagar	Ghogha	D
		Botad	C
		Vallabhipur	
		Gadhada	
		Umralla	
		Gariadhar	
		Talaja	
		Mahuva	
		Sihor	B
		Palitana	
		Bhavnagar	
			A
Schedule 16	Anand		D
		Anklav	C
		Tarapur	B
		Khambhat	
		Sojitra	
		Borsad	
		Umreth	A
		Petlad	
		Anand	
Schedule 17	Kheda		D
		Kathlal	C
		Virpur	
		Kapadvanj	B
		Balasinor	
		Mehmedavad	
		Matar	
		Mahudha	
		Thasra	
		Kheda	A
		Nadiad	

Schedule 18	Panchmahals	Morva (Hada)	D
		Ghoghamba	
		Khanpur	
		Kadana	
		Santrampur	
		Shehera	
		Jambughoda	
		Lunawada	C
		Halol	
		Godhra	B
		Kalol	
			A
Schedule 19	Dahod	Fatepura	D
		Jhalod	
		Garbada	
		Dhanpur	
		Limkheda	
		Devgadbaria	
		Dohad	
			C
			B
			A
Schedule 20	Vadodara	Kavant	D
		Nasvadi	
		Jetpur-Pavi	
		Chhota Udaipur	C
		Savli	
		Vaghodiya	
		Sankheda	
		Dabhoi	
		Sinor	B
		Padra	
		Karjan	
		Vadodara	A
Schedule 21	Narmada	Dediapada	D
		Sagbara	
		Tilakwada	C
		Nandod	
			B
			A
Schedule 22	Bharuch	Valia	D
		Jambusar	C
		Amod	
		Vagra	
		Jhagadia	
		Hansot	B
		Bharuch	A
		Anklesvar	

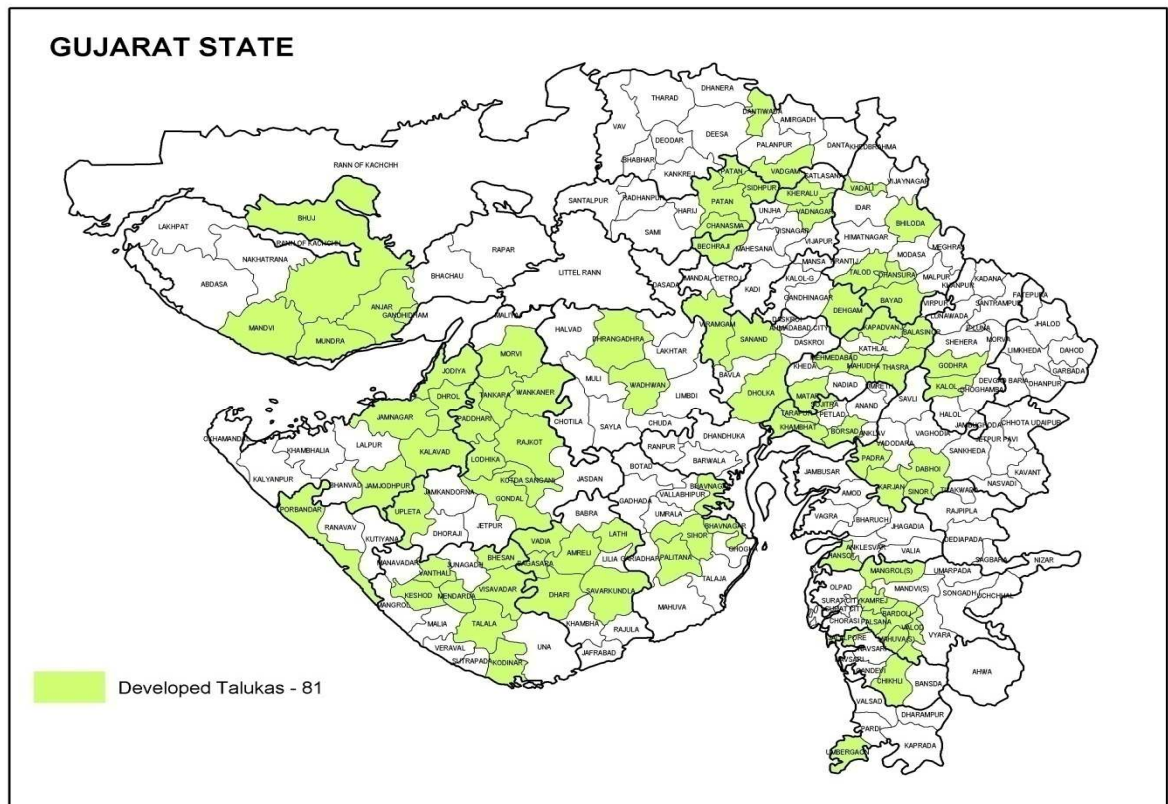
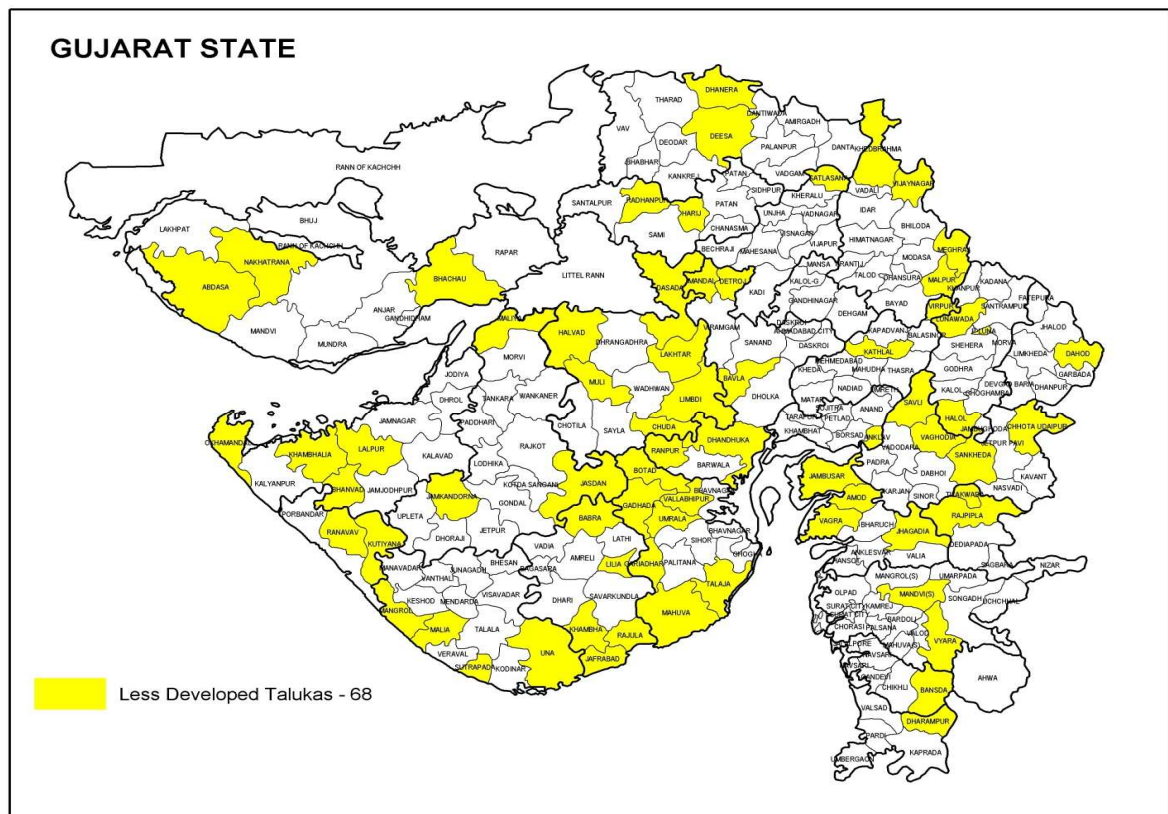
Schedule 23	Surat A	Umarpada	D
		Mandvi	C
		Mahuva	B
		Bardoli	
		Mangrol (surat)	
		Surat City Wards (1-19)	A
Schedule 24	Surat B		D
			C
		Kamrej	B
		Palsana	
		Olpad	A
		Chorasi	
		Surat City Wards (20-38)	
Schedule 25	Tapi	Uchchhal	D
		Nizar	
		Songadh	
		Vyara	C
		Valod	B
			A
Schedule 26	Navsari		D
		Bansda	C
		Jalalpore	B
		Chikhli	
		Gandevi	A
		Navsari	
Schedule 27	Valsad & Dangs	The Dangs	D
		Kaparada	
		Dharampur	C
		Umbergaon	B
		Pardi Rural	A
		Valsad	

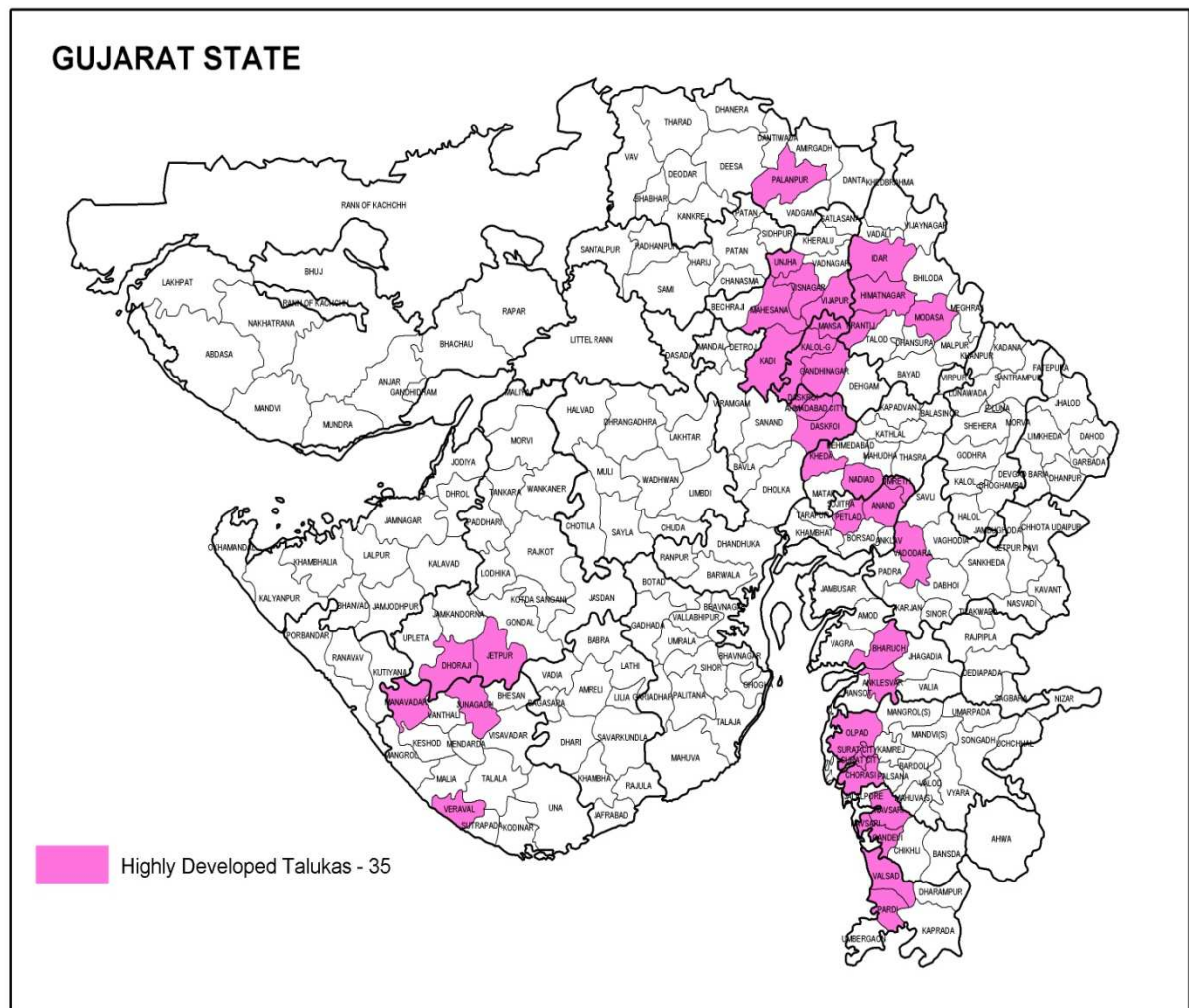
Category of Talukas	Development
D	Under Developed
C	Less Developed
B	Developed
A	Highly Developed

## Annexure VI – Maps of Talukas as per Development









## **Annexure VII – Form of Irrevocable Bank Guarantee for EMD**

**The Bank Guarantee (BG) shall be issued by Nationalized Bank or ICICI/IDBI/HDFC/AXSIS banks only.**

In Consideration of Gujarat Social Infrastructure Development Board Society, having its office at Bureau of Economics and Statistics (Old Building) , Near Police Bhavan, Gandhinagar Pin - (Gujarat) [herein after called the said “Purchaser”] from the demand, under the terms and conditions of the tender for REQUEST FOR QUOTATION( RFQ) for selection of ENROLMENT AGENCY FOR GUJARAT.

1. We.....(indicate the name of the bank) at the request of M/s ..... having its registered office at.....(Herein after called the said “Bidder”) undertake to pay the Purchaser an amount not exceeding Rs.....(Rupees.....only) as an Earnest Money Deposit[EMD] towards fulfillment of terms and conditions of the said RFQ till the agreement with successful Bidder is/are executed.

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 “Purchaser” stating that the amount claimed is due by way of loss or damage caused to or suffered by the Purchaser by reason of breach by the said “Bidder” of any of the terms or conditions contained in the said RFQ or by reason of the Bidder’s failure to execute the Agreement. Any such demand made on the Bank shall be conclusive evidence 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.....(Rupees..... only)

3. We undertake to pay to the purchaser any money so demanded notwithstanding any dispute or disputes raised by the Bidders 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 there under and the Bidder shall have no claim against us for making such payment.

4. We, .....(indicate the name of the Bank) further agree that the guarantee herein shall remain in full force and effect during the period that would be taken for the performance of the terms and conditions of RFQ and that it shall continue to be enforceable till all dues of the Purchaser under or by virtue of the order to execute Agreement have been fully paid and its claims satisfied or discharged or till Purchaser certifies that the terms and conditions of the said RFQ have been fully and properly carried out by the said Bidder and accordingly discharged 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 there after.

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

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Bidder.

7. We, .....(indicate the name of bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Purchaser in writing and this Bank guarantee is Irrevocable.

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

Dated this ..... day of ..... 2011 at

..... WITNESS

.....  
.....

(Signature)

.....

(Signature)

.....

(Name)

.....

.....

(Name)

(Official address)

.....

(Signature)

.....

(Name)

.....

(Official address)

(Designation with bank stamp)

Attorney as Power of Attorney

No.....Dt.