



Request for Quotation (RFQ)

VOLUME I – INSTRUCTION TO BIDDERS SELECTION OF ENROLMENT AGENCIES FOR RAJASTHAN UID PROJECT

NIT Number	F5(446)/DoIT/Tech/10/256
Cost of Tender Document	Rs 10,000.00
Earnest Money Deposit	Rs 45.00 Lacs
Start date of sale of Tender Document	27/01/2011
Date & Time of Pre Bid Meeting	03/02/2011 16.00 Hrs
Date & Time of Submission of Bids	28/02/2011 16.00 Hrs
Date & Time of opening of Bids	28/02/2011 16.30 Hrs
Place of Sale of Tender Document	Office of the Commissioner , IT&C
Tender Document can be downloaded from websites from 27/01/2011	www.rajasthan.gov.in www.dipronline.org www.uidai.gov.in

**Department of Information Technology &
Communication, Government of Rajasthan**

January 2011

Table of Contents

1. INVITATION TO BID	3
2. INTRODUCTION	5
2.1 About Enrollments of Residents in Rajasthan	5
2.2 About UID Project	5
3. INSTRUCTION TO BIDDERS - STANDARD	7
4. INSTRUCTION TO BIDDERS – DATA SHEET	24
5. FINANCIAL BID FORMS.....	28
5.1 Financial Bid Covering Letter	28
5.2 Financial Bid Form	28
Annexure I – Financial Bid Covering Letter	29
Annexure II – Financial Bid Form.....	32
Annexure III – Bid Checklist	35
Annexure IV – Pre-Bid Query Format.....	36

1. INVITATION TO BID

Dear Bidders,

Dated: 27/01/2011

1. Department of Information Technology & Communication (DoIT&C) invites Financial Bids from Enrolling Agencies empanelled by UIDAI for carrying out the enrolment functions for the UID Project for Government of Rajasthan
2. This 'Invitation to Bid' is extended only to F3 and F4 Financial category of Agencies empanelled by UIDAI for undertaking demographic and biometric data collection for enrolment of residents.
3. 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
4. Bidders can download the RFQ document for free from portals <http://www.rajasthan.gov.in> or <http://www.uidai.gov.in> or <http://www.dipronline.org>
5. The response to the RFQ should be submitted on or before date **as given in data sheet** at the address for communication given below
6. The Financial Bid consists of Fourteen bids one each for 14 regions. The Bidder may quote for individual region based on the eligibility criteria prescribed for each region in this RFQ.
7. DoIT&C, Rajasthan reserves the right to reject any or all the Bids in whole or part without assigning any reasons.
8. This 'Invitation to Bid' is non-transferable under any circumstances.
9. Address for Communication:

Mr.Sanjay Malhotra, IAS
Secretary and Commissioner,
Department of Information Technology & Communication (DoIT&C)
IT Building, Yojana Bhawan, Tilak Marg
C-Scheme, Jaipur-302005 (Raj), INDIA
Phone: 91(141) 2222011, 5153225
Fax: 91(141) 2224855
Email: uid@rajasthan.gov.in

Definitions and Acronyms

AADHAAR	Brand name associated with UID.
Authentication	The process of verifying the UID number of a resident with reference to his biometrics.
Biometric Data	Refers to the facial image, iris scan and fingerprints collected by the Enrollment Agency from the enrollees based on the standards prescribed by the UIDAI
CIDR	Central Identity Repository owned and maintained by UIDAI which receives all enrolment data for de-duplication and generation of unique identity numbers.
Demographic Data	Refers to the personal information collected or verified by the Enrollment Agency based on the data fields prescribed by the UIDAI
DoIT & C	Department of Information Technology and Communication, Government of Rajasthan
Enrolling Agency/ Enrollment Agency (EA)	The Agency appointed by the Registrar for collection of the Demographic and Biometric data in the area assigned by the Registrar. The terms Enrolling Agency and Enrollment Agency used interchangeably and mean the same.
Enrollment	Refers to the exercise of collection of demographic data after verification, collection of biometrics, and the allocation of the UID number after de-duplication.
Enrollment Center (EC)	Refers to the premises located in the area where the enrollment is being carried out. One Enrollment Center can host multiple Enrollment Stations.
Enrollment Station (ES)	Refers to an individual enrollment booth/enclosure inside the Enrollment Center. The capture of Demographic and Biometric data is done in this Station.
Introducer	A person who is authorized to introduce a resident who does not possess any supporting documents in order to help them establish ID
KYR	Know Your Resident
KYR+	Details for Verification beyond identification (KYR)
PoA	Proof of Address
PoI	Proof of Identity
Registrar	The Agency of State Government with whom the UIDAI has entered into a Memorandum of Understanding for covering issues related to the implementation of the UID Project. DoIT & C, GoR is one of the Registrars for UID Project in Rajasthan.
Sub-Registrar	The Agency of State Government at district level who will be responsible for implementation of the UID Project at district level. District Collector (D.C.) of respective districts will act as Sub-Registrar for the purpose of this RFQ
UID	Unique Identification
UIDAI	Unique Identification Authority of India

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.

2.2 About Enrollments of Residents in Rajasthan

Government of Rajasthan is committed towards the success of the Unique Identification (UID) project, and envisages the enrolment of residents during each phase to be completed in eighteen months to the maximum extent possible. Department of IT&C have been designated as one of the Registrars for the UID project. The administrative head of the revenue districts (District Collectors/ Magistrates) of Rajasthan have been identified as the Sub-registrars of the UID project who will be in charge of the enrolment process in their respective revenue districts.

Enrolment process involves carrying out various functions and activities related to UID enrolment including but not limited to setting up of enrolment centers, undertaking collection of demographic and biometric data for UID enrollment and any other data required by the Registrar.

2.2.1 Implementation Strategy and Approach

State consists of 33 districts which have been clubbed in group of 2 or 3 districts each to come out with 14 regions for enrolment process. Enrolment will be carried out in two phases i.e. Phase I and Phase II. Different districts and regions will be taken up in different phases as mentioned in subsection 7 of Instruction to Bidders (Section 3, Volume I of RFQ). Bidder's who will be awarded regions containing Phase I districts will be required to start enrolment in these districts in Phase I. Remaining districts will be taken up in Phase II.

The Phase I is expected to yield multiple benefits including:

- a. Stabilization of UID and KYR, KYR+ software
- b. Stabilization of other structures like training & certifying agencies, support agency, audit Agency
- c. Finalization of process and documentation

Phase II will start after 3 months from date of issuance of Letter of Intent or a milestone of 2.5 lakh enrollments combined is reached in Phase I districts, whichever is earlier.

2.2.2 Special Nature of Project

UID project is a unique initiative of Government of India due to its scale of implementation, novelty of concept and methodology. Such unique initiative may come across unforeseen situations which require exceptional measures to handle them. **Joint Working Group (JWG)** constituted by government of Rajasthan via order No. F6(25) AR/G.III/2009 dated 09/2010 may change general scope, provisions and conditions of this RFQ in such exceptional situations and at any stage during the project duration including any extension period.

3. INSTRUCTION TO BIDDERS - STANDARD

PART I

STANDARD

Definitions	<p>(a) “Tenderer” means the Registrar who will select from the Bidders, agencies to fulfil the services as required for the project.</p> <p>(b) “Bidder” means any entity that may provide or provides the Services to the Registrar/Sub-Registrar under the Contract.</p> <p>(c) “Bid” means the Financial Proposal consisting of one/ multiple Regions.</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) “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 Registrar/Sub-Registrar, UIDAI and the Bidder.</p> <p>(f) “Standard Contract” means the Volume III of the RFQ which provides the standard contract agreement to be signed between the Sub-Registrar and the selected Enrolling Agency.</p> <p>(g) “Region” means the group containing 2 or 3 districts each as specified by the Registrar in this RFQ. Rajasthan has been subdivided in to fourteen individual regions for purpose of Bidding.</p>
--------------------	--

1. Introduction	<p>1.1 This RFQ (Request For Quotation) is being issued only to F3 and F4 Financial category of Agencies empanelled by UIDAI for undertaking demographic and biometric data collection for enrolment of residents.</p> <p>1.2 All the provisions listed out in the Request for Empanelment (RFE) issued by the UIDAI and Terms & Conditions of Empanelment shall be binding upon the participating bidders of this RFQ.</p> <p>1.3 The Tenderer will select a firm, in accordance with the method of selection specified in subsection 5 of “Instructions to Bidders” (Section 3 of Volume I of the RFQ).</p> <p>1.4 The name of the assignment/<i>Job Selection of Enrolment Agencies for Rajasthan UID Project</i> has been mentioned in Part II of Data Sheet. Detailed scope of the assignment/ job has been described in the Scope of Work in Volume II.</p> <p>1.5(a) The date, time and venue for Pre-bid meeting has been given in Part II Data Sheet</p> <p>1.5(b) 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 Tenderer 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 to the Bidders.</p>
Only one	1.8 A Bidder shall only submit one financial bid (can contain

Bid		bids for multiple Regions). If a Bidder (single/ consortium partner) submits or participates in more than one bid, such bids shall be disqualified.
Bid Validity	1.9	Part II Data Sheet to Bidder indicates how long Bidders' bid must remain valid after the submission date. In exceptional circumstances, the Registrar may request the Bidder(s) for an extension of the period of validity. The request and the responses thereto shall be made in writing (or by fax). The validity of EMD shall also be suitably extended.
Consortium	1.10	Only those consortiums which have been empanelled by UIDAI are eligible to submit a consortium bid. In such a case, the lead agency empanelled by UIDAI shall be the lead member of the consortium and shall be responsible and liable to the Tenderer for all aspects of their bid, contract, etc.
Tenure of Contract	1.11	The tenure of the contract shall be provided in Data Sheet
2. Clarification and Amendment of RFQ Document	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 Tenderer's address indicated in the Data Sheet.
	2.2	At any time before the submission of Bids, the Tenderer may amend the RFQ by issuing an addendum/ corrigendum in writing or by standard electronic means. The addendum/ corrigendum shall be binding on bidders.
3. Preparation of Bid	3.1	The preparation of the Bid as well as all related correspondence exchanged by the Bidders and the Tenderer,

	shall be in English
	<p>3.2 The Bidders shall submit a 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 in. Non-submission of the letter of empanelment / Registration no. will render the bidder disqualified.</p> <p>3.3 Financial Bid: It shall be prepared using the attached Standard Forms (Section 5, Annexure I and Annexure II of Volume I). It should include all costs associated with the assignment for each Region. Each Region corresponds to a particular geographical area. Financial bid for each Region shall be treated separately at the time of evaluation but allocation of regions will be made on the basis of allocation algorithm as detailed in subsection 5.4 of instruction to bidders (Section 3, Volume I of RFQ). The geographical areas for each Region are given in Data Sheet Para 3.3. The financial bid shall not include any conditions attached to it and any such conditional financial bid shall be summarily rejected.</p> <p>3.4 The Bidders shall be eligible for bidding for the various Regions based on the Eligibility criteria as per Data Sheet Para 3.4. The Tenderer 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 Regions the Bidder has evinced interest in working in.</p> <p>3.5 The bidder can bid either 1 region or up to a maximum of 14 regions, but will be assigned one region or maximum two regions in special circumstances as discussed in</p>

	subsection 5.4(i) of instruction to bidders (Section 3, Volume I of RFQ). Registrar will assign work to the successful bidders on the basis of algorithm described in subsection 5.4 of instruction to bidders (Section 3, Volume I of RFQ).
Taxes	3.6 The Bidder may be subject to local taxes (such as: VAT, Service tax, duties, fees, levies) on amounts payable by the Registrar/Sub-Registrar under the Contract. Bidders shall include such taxes in the financial bid.
	3.7 Bidders should provide the price of their services in Indian Rupees.
Earnest Money Deposit (EMD), and Performance Bank Guarantee.	<p>3.8 Earnest Money Deposit</p> <p>I. An EMD of Rs. <u>Forty Five Lakhs</u>, (Rs. 45,00,000/-) in the form of DD drawn in favour of Secretary and Commissioner, Department of IT&C, Rajasthan payable at Jaipur, must be submitted along with the Bid.</p> <p>II. Bid not accompanied by EMD shall be rejected as non-responsive.</p> <p>III. No interest shall be payable by the Tenderer for the sum deposited as earnest money deposit.</p> <p>IV No bank guarantee will be accepted in lieu of the earnest money deposit.</p> <p>V The EMD of the successful bidders would be returned back within one month of receipt of confirmation of payment of performance bank guarantee (as detailed in subsection 3.11 below) from the respective Sub-Registrars</p> <p>VII The EMD of the unsuccessful bidders would be returned</p>

	<p>back.</p> <p>VIII The EMD of the reserve bidder would be retained till bid validity date.</p>
	<p>3.9 The EMD shall be forfeited by the Tenderer 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 Tenderer 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>3.10 Tender Fees:</p> <p>All Bidders are required to pay Rs. Ten Thousand only (Rs. 10,000/-) towards Tender Fees in the form of Demand Draft drawn in favour of Secretary and Commissioner, Department of IT&C, Rajasthan payable at Jaipur. The Tender Fee is Non-Refundable.</p>
	<p>3.11 Performance Bank Guarantee</p> <p>I. The selected Bidder shall be required to furnish a Performance Bank Guarantee equivalent to 5% (Five Percent) of the contract value (rounded off to the nearest thousand Indian Rupees) calculated based on the population figure quoted in the Data sheet for the respective District, in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favour of District Collector/ Magistrate (Administrative head of the District) 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</p>

		<p>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.</p>
<p>4. Submission, Receipt, and Opening of Bids</p>	4.1	<p>The Bid shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidders themselves. The person who signed the Bid must initial such corrections.</p>
	4.2	<p>An authorized representative of the Bidders shall initial all pages of the original and duplicate Financial Bids. The authorization shall be in the form of a written power of attorney accompanying the Financial Bid or in any other form demonstrating that the representative has been duly authorized to sign.</p>
	4.3	<p>Two copies of the Financial Bids, clearly marked “ORIGINAL” and “DUPLICATE”, shall be submitted. The original Financial Bid for each Region shall be placed in a separate envelope, sealed and clearly marked “FINANCIAL BID FOR REGION – ‘N’”. All the sealed original financial bids for each Region shall be placed in an outer envelope, sealed and clearly marked “ORIGINAL FINANCIAL BID” and the name of the assignment. Same procedure should be followed for Duplicate Financial Bid.</p> <p>The separate envelopes containing Original Financial bids, duplicate financial bids, letter of empanelment from UIDAI, Tender document duly signed & sealed, Cover Letter, EMD, and Tender Fee shall be placed into an outer envelope and</p>

		sealed. This outer envelope shall bear the submission address and be clearly marked “ DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE 16:30 hrs on 28/02/2011 ”. The Tenderer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Bid rejection. If the Financial Bid is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Bid non-responsive.
	4.4	The Bids must be sent to the address/addresses indicated in the Data Sheet and received by the Tenderer 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 under “Instructions to Bidders” (Section 3 of Volume I of the RFQ) . Any bid received by the Tenderer after the deadline for submission shall be returned unopened.
Right to Accept/Reject the Bid	4.5	Tenderer 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 to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for such decision.
5. Public Opening and Evaluation of Bids	5.1	Bid for each Region shall be opened publicly on the date & time specified the Data sheet, in the presence of the Bidders' 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) will be considered for evaluation. The name of the Bidders and their financial bid for each

	<p>Region shall be read aloud.</p> <p>5.3 The Tenderer will correct any computational errors for each Region. 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.</p> <p>5.4 Evaluation Process:</p> <p>Registrar aims at awarding contracts for all 14 regions such that no bidder is assigned more than one region (except in special condition as discussed in section i below where a bidder may be assigned maximum two regions). First condition ensuring award of contract to all regions or possible regions as per following algorithm will be considered final.</p> <ol style="list-style-type: none"> Bidder who will exceed their Maximum Bid Capacity as given in Data Sheet Para 5.5 for particular region will not be considered for bid evaluation in that region. The lowest of all rates received for each region will be set as L1 Contract Rate (LCR) for that particular region. Acceptance of LCR for each region will be taken from bidders who have participated in Bid (for any region) The bidders who have submitted bid for that region initially and who accept the LCR are ranked (bid rank) according to the initial bids received as L2, L3 and so on. If there is more than one bidder with same rates, bid rank i.e. L1, L2, L3 and so on is decided on lottery. Bid rank of bidders who accept LCR and have not submitted bid initially for that region (initially submitted bid for other regions), will be determined through lottery and they will be placed after original bidders for that region in bid
--	--

(Name & Signature of Bidder along with Seal)

rank.

- e. Region rank will be decided by arranging regions in descending order of product of population and LCR. i.e. Rank 1 will be given to the region having highest product of LCR and population. In case of tie, region with higher population will be placed first.

Example: Rank after applying above criteria

Region Rank	Region	Population	LCR	LCR * Population
1	4	665	22	14630
2	3	678	20	13560
3	2	334	15	5010
4	5	236	21	4956
5	1	255	10	2550

- f. Thus a matrix will be formed having all regions arranged according to region rank i.e. rank 1 to 14, and bidders arranged according to bid rank i.e. L1 to Ln for each region.

Example: Bidder A, B, C, D, E & F are arranged according to Bid Rank for each Region.

	Region Rank -->	1	2	3	4	5
Bid Rank ↓	1	A	A	C	B	F
	2	B	C	B	C	E
	3	E	B		A	A
	4		F		F	
	5					
	6					

- g. Now process through following steps to reach desired solution.

Begin: Select region with region rank 1. Go to step 1.

	<p>Step 1: If available lock L1 of region being selected and if rank of region being selected matches maximum region rank go to End else go to step 2; else go to step 3.</p> <p>Step 2: Move to next available region as per increasing region rank. Mark this region as highest region reached. Go to step 1.</p> <p>Step 3: Move back to available previous region and unlock previously locked bidder for that region and go to step 4 else go to step 5.</p> <p>Step 4: Lock next available bidder in bid rank and go to step 2 else go to step 3.</p> <p>Step 5: Remove highest reached region from matrix if region rank is less than maximum region rank considered for bidding process and construct the matrix afresh.</p> <p>End : Desired solution for allocation of regions to bidders has been reached. Allocate locked bidders to respective regions.</p> <p>Note:</p> <p><i>Locking of bidder:</i> Bidder will be temporarily assigned the region and omitted from rest of the regions. Such omission of a bidder may result in automatic shifting up of other bidders in bid rank order.</p> <p><i>Unlocking of bidder:</i> Region temporarily assigned to the bidder will be unassigned. He will be re-included in all the regions from which he was omitted at time of locking. Such unlocking may result in automatic shifting</p>
--	--

down of other bidders in bid rank order.

h. Example 1: Scenario illustrating above algorithm

Matrix has been built as discussed in subsection 5.4 (e).

	Region Rank -->	1	2	3	4	5
Bid Rank ↓	1	A	A	C	B	F
	2	B	C	B	C	E
	3	E	B		A	A
	4		F		F	
	5					
	6					

In above example A, C, B, F and E have been awarded regions with rank 1,2,3,4 and 5 respectively as per above algorithm.

Example 2: Scenario illustrating condition where bidders exhaust for region rank 3 in temporary locking.

	Region Rank -->	1	2	3	4	5
Bid Rank ↓	1	A	A	C	B	F
	2	B	C	A	C	E
	3	E	B		A	A
	4		F		F	
	5					
	6					

C and A have been exhausted when we reach region ranked 3. We will move back to region ranked 2 and lock B instead of C. Now we will lock bidder C, F and E with region ranked 3,4 and 5 respectively. Thus arriving at a solution as illustrated in following table.

	Region Rank -->	1	2	3	4	5
Bid Rank	1	A	A	C	B	F

		2	B	C	A	C	E
		3	E	B		A	A
		4		F		F	
		5					
		6					

Example 3: Scenario illustrating condition where no solution is possible due to exhaustion of bidder in region rank 3.

	Region Rank -->	1	2	3	4	5
<div> <div>Bid Rank</div> <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> </div> </div>	1	A	B	A	B	F
	2	B	A			E
	3					A
	4					
	5					
	6					

Here we will remove region ranked 3 from bidding process and run algorithm again for remaining regions as illustrated below.

	Region Rank -->	1	2	4	5
<div> <div>Bid Rank</div> <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> </div> </div>	1	A	B	B	F
	2	B	A		E
	3				A
	4				
	5				
	6				

Again bidder gets exhausted for region rank 3 in new matrix. We will remove region rank 3 from bidding process and run algorithm again for remaining regions as illustrated below.

	Region Rank -->	1	2	5
<div> <div>Bid Rank</div> <div> <div>1</div> <div>2</div> </div> </div>	1	A	B	F
	2	B	A	E

		3			A
		4			
		5			
		6			

A, B, and F will be awarded contracts for regions ranked 1, 2 and 5 respectively.

Algorithm will be run again for schedule rank 3 and 4 subjected to condition that a bidder may be allotted maximum two regions.

	Region Rank -->	3	4
Bid Rank <---	1	A	B
	2		
	3		
	4		
	5		
	6		

Thus bidder A will be allotted regions ranked 1 and 3 while bidder B will get regions ranked 2 and 4. Region rank 5 will be allotted to bidder F.

i. If regions could not be allotted during first round of algorithm due to exhaustion of bidders, algorithm will be run again for un-allotted regions **subjected to condition that a bidder may be allotted maximum two regions** and his bid capacity permits allotting two regions. However if a region could not be allotted even after such round, rebidding will be done for that particular schedule.

j. Now run the above algorithm again to select reserve enrolment agency by removing bidders who have already been awarded contract. If above algorithm could not

	select reserve bidder for a region, rebidding will not be done for the same.
6 Disqualification	<p>Tenderer 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"> (i) Submitted the application after the response deadline; (ii) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements; (iii) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years; (iv) Submitted an application that is not accompanied by required documentation or is non-responsive; (v) Failed to provide clarifications related thereto, when sought; (vi) Submitted more than one application either as a Single Agency/ Prime Agency/ consortium member; (vii) Was declared ineligible/blacklisted by the Government of India/State/UT Government/UIDAI; (viii) Is in litigation with any Government in India;
7. Award of Contract	<p>7.1 Project will be carried out in two phases i.e. Phase I and Phase II. Learning from Phase I will be incorporated in the phase II. Districts and Regions will be taken in different phases as following.</p>

	21 days of issue of Letter of Award of Work. In case the winning Bidder fails to start the enrolment work within specified time, then the Tenderer may cancel the award of work and negotiate with the reserve bidder for award of work.
8. Termination of Contract subject to necessary approvals	"Notwithstanding the duration of the contract stated in GC 2.4, the Registrar/Sub-registrar, without prejudice or liability, reserves the right to terminate the contract for the time period beyond 31/03/2012 in the event necessary approvals for continuation of enrolment are not available to the Registrar"

4. INSTRUCTION TO BIDDERS – DATA SHEET

Paragraph Reference	Item
1.3	Name and Details of Tenderer: Mr.Sanjay Malhotra, IAS Secretary and Commissioner, DoIT&C IT Building, Yojana Bhawan Tilak Marg, C-Scheme Jaipur-302005 (Raj), INDIA Phone: 91(141) 2222011, 5153225 Fax: 91(141) 2224855 Email : uid@rajasthan.gov.in
1.4	Name of the assignment: Selection of Enrolment Agencies for Rajasthan UID Project, GoR
1.5 (a)	Pre-bid Venue address is: Conference Hall, GF IT Building, Yojana Bhawan Tilak Marg, C-Scheme Jaipur-302005 (Raj), INDIA Phone: 91(141) 2222011, 5153225 Fax: 91(141) 2224855 *Please mail your prebid queries in format as specified in Annexure IV to uid@rajasthan.gov.in
1.5 (b)	The Bid submission address is: Secretary and Commissioner, DoIT&C IT Building, Yojana Bhawan Tilak Marg, C-Scheme Jaipur-302005 (Raj), INDIA Phone: 91(141) 2222011, 5153225 Fax: 91(141) 2224855 Email :uid@rajasthan.gov.in Financial Bid in sealed envelopes as described in subsection 4 under “Instructions to Bidders” (Section 3 of Volume I of the RFQ), EMD, and Tender Fee must be submitted no later than the date and time given in

	datasheet section 5.1 (important dates in the project).																																																																			
1.9	Bids must remain valid for 270 days after the submission date.																																																																			
1.11	The estimated tenure of contract: Period of 18 months from date of issue of work order , which can be extended by the Registrar/sub-registrar if needed based on same terms and conditions																																																																			
2.1	Clarifications may be requested not later than <u>5</u> days before submission date. The address for requesting clarifications is: Mr.Sanjay Malhotra, IAS Secretary and Commissioner, DoIT&C IT Building,Yojana Bhawan Tilak Marg, C-Scheme Jaipur-302005 (Rajasthan) Email : uid@rajasthan.gov.in																																																																			
3.3	<p>The Regions and corresponding Geographical areas and Target Population are as given below:</p> <table><tr><th>Region No</th><th>District</th><th>Area in sq. km</th><th>Estimated Population 2011</th><th>Region Population Total</th><th>Region Area Total</th></tr><tr><td rowspan="2">1</td><td>Sri Ganganagar</td><td>7,984</td><td>2,181,297</td><td></td><td></td></tr><tr><td>Hanumangarh</td><td>12,650</td><td>1,850,439</td><td>4,031,736</td><td>20,634</td></tr><tr><td rowspan="2">2</td><td>Churu</td><td>16,830</td><td>2,345,197</td><td></td><td></td></tr><tr><td>Bikaner</td><td>27,284</td><td>2,040,927</td><td>4,386,124</td><td>44,114</td></tr><tr><td>3</td><td>Jaipur</td><td>11,143</td><td>6,401,026</td><td>6,401,026</td><td>11,143</td></tr><tr><td rowspan="2">4</td><td>Jhunjhunun</td><td>5,928</td><td>2,332,776</td><td></td><td></td></tr><tr><td>Sikar</td><td>7,732</td><td>2,788,800</td><td>5,121,576</td><td>13,660</td></tr><tr><td rowspan="2">5</td><td>Dausa</td><td>3,432</td><td>1,605,493</td><td></td><td></td></tr><tr><td>Alwar</td><td>8,380</td><td>3,647,954</td><td>5,253,447</td><td>11,812</td></tr><tr><td rowspan="2">6</td><td>Karauli</td><td>5,524</td><td>1,474,575</td><td></td><td></td></tr><tr><td>Bharatpur</td><td>5,066</td><td>2,561,281</td><td></td><td></td></tr></table>	Region No	District	Area in sq. km	Estimated Population 2011	Region Population Total	Region Area Total	1	Sri Ganganagar	7,984	2,181,297			Hanumangarh	12,650	1,850,439	4,031,736	20,634	2	Churu	16,830	2,345,197			Bikaner	27,284	2,040,927	4,386,124	44,114	3	Jaipur	11,143	6,401,026	6,401,026	11,143	4	Jhunjhunun	5,928	2,332,776			Sikar	7,732	2,788,800	5,121,576	13,660	5	Dausa	3,432	1,605,493			Alwar	8,380	3,647,954	5,253,447	11,812	6	Karauli	5,524	1,474,575			Bharatpur	5,066	2,561,281		
Region No	District	Area in sq. km	Estimated Population 2011	Region Population Total	Region Area Total																																																															
1	Sri Ganganagar	7,984	2,181,297																																																																	
	Hanumangarh	12,650	1,850,439	4,031,736	20,634																																																															
2	Churu	16,830	2,345,197																																																																	
	Bikaner	27,284	2,040,927	4,386,124	44,114																																																															
3	Jaipur	11,143	6,401,026	6,401,026	11,143																																																															
4	Jhunjhunun	5,928	2,332,776																																																																	
	Sikar	7,732	2,788,800	5,121,576	13,660																																																															
5	Dausa	3,432	1,605,493																																																																	
	Alwar	8,380	3,647,954	5,253,447	11,812																																																															
6	Karauli	5,524	1,474,575																																																																	
	Bharatpur	5,066	2,561,281																																																																	

		Dhaulpur	3,033	1,198,586	5,234,442	13,623
	7	Kota	5,443	1,912,025		
		Baran	6,992	1,245,390		
		Jhalawar	6,219	1,438,806	4,596,221	18,654
	8	Sawai Madhopur	4,498	1,361,687		
		Bundi	5,550	1,173,426		
		Tonk	7,194	1,477,020	4,012,133	17,242
	9	Ajmer	8,481	2,659,442		
		Nagaur	17,718	3,382,778	6,042,220	26,199
	10	Bhilwara	10,455	2,454,798		
		Chittaurgarh	10,856	2,198,486	4,653,284	21,311
	11	Pali	12,387	2,218,875		
		Jodhpur	22,783	3,518,634		
		Jaisalmer	38,428	619,550	6,357,059	73,598
	12	Sirohi	5,136	1,037,495		
		Jalor	10,640	1,766,251		
		Barmer	28,387	2,395,123	5,198,869	44,163
	13	Rajsamand	3,860	1,203,177		
		Udaipur	13,419	3,209,994	4,413,171	17,279
	14	Dungarpur	3,770	1,350,213		
		Banswara	5,037	1,830,429		
		Pratapgarh	4,118	861,471	4,042,113	12,925

Note: All figures are to assist bidder and bidder should cross check above figures from other references. Population growth rate of 0.2% per annum from 2001 census data has been taken to reach 2011 population.

3.4

Eligibility for Submission of Bids for the different Regions

Sl. No	Region No.	Minimum Technical 'Level' Requirement	Minimum Financial 'Tier' Requirement
1	All Regions	T1	F3

Bidders shall strictly adhere to the Eligibility for different Regions and shall submit Financial Bids only for those Regions for which they are eligible. The Bidders shall submit a copy of the 'Letter of Empanelment' along with the Financial Bid.

(Name & Signature of Bidder along with Seal)

	For all regions, only those bidders who have been empanelled by UIDAI for Rajasthan as F3 & above category agencies are eligible for submission of bids.																											
4.3	<p>Bidder must submit the following:</p> <ul style="list-style-type: none">a) Original and Duplicate of the Financial Bid. The Financial Bid shall contain one/ multiple Regions based on the geographical areas where the bidder is interested in working.b) UIDAI empanelment letterc) EMDd) Tender Feee) Other documents as required by this RFQ																											
5.1	<p>Important Dates in the project:</p> <table><tr><th>No</th><th>Description</th><th>Tentative Dates</th></tr><tr><td>1.</td><td>Release of RFQ</td><td>27/01/2011</td></tr><tr><td>2.</td><td>Pre-bid conference date time</td><td>03/02/2011, 16.00 Hrs</td></tr><tr><td>3.</td><td>Last date for submission of Prebid queries</td><td>03/02/2011, 16.00 Hrs</td></tr><tr><td>4.</td><td>Release of pre-bid minutes</td><td>10/02/2011</td></tr><tr><td>5.</td><td>Bid Closing date and time</td><td>28/02/2011, 16.00 Hrs</td></tr><tr><td>6.</td><td>Opening of Financial bids</td><td>28/02/2011, 16.30 Hrs</td></tr><tr><td>7.</td><td>Issue of LOI to successful bidders</td><td>14/03/2011 (Approximate)</td></tr><tr><td>8.</td><td>Issue of Work Order by Sub-Registrar</td><td>To be communicated to successful bidder</td></tr></table>	No	Description	Tentative Dates	1.	Release of RFQ	27/01/2011	2.	Pre-bid conference date time	03/02/2011, 16.00 Hrs	3.	Last date for submission of Prebid queries	03/02/2011, 16.00 Hrs	4.	Release of pre-bid minutes	10/02/2011	5.	Bid Closing date and time	28/02/2011, 16.00 Hrs	6.	Opening of Financial bids	28/02/2011, 16.30 Hrs	7.	Issue of LOI to successful bidders	14/03/2011 (Approximate)	8.	Issue of Work Order by Sub-Registrar	To be communicated to successful bidder
No	Description	Tentative Dates																										
1.	Release of RFQ	27/01/2011																										
2.	Pre-bid conference date time	03/02/2011, 16.00 Hrs																										
3.	Last date for submission of Prebid queries	03/02/2011, 16.00 Hrs																										
4.	Release of pre-bid minutes	10/02/2011																										
5.	Bid Closing date and time	28/02/2011, 16.00 Hrs																										
6.	Opening of Financial bids	28/02/2011, 16.30 Hrs																										
7.	Issue of LOI to successful bidders	14/03/2011 (Approximate)																										
8.	Issue of Work Order by Sub-Registrar	To be communicated to successful bidder																										
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																										

5. FINANCIAL BID FORMS

The Financial Bid consists of one Region each for each geographical area outlined in Section 1.2 of Volume II. 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 Department of IT&C, Rajasthan 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 and State data centre / other vault location, Taxes and duties.

5.1 Financial Bid Covering Letter

The Bidders shall submit the Financial Bid Covering Letter as given in Annexure I of Volume I.

5.2 Financial Bid Form

The Bidders shall submit the Financial Bid Form 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 summarily rejected during the evaluation of the financial bids.

Annexure I – Financial Bid Covering Letter

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

To,
Secretary and Commissioner, DoIT&C
IT Building, Yojana Bhawan
Tilak Marg, C-Scheme
Jaipur-302005 (Rajasthan)

Dear Sir,

Ref: Request for Quotation (RFQ) Notification dated 27-01-2011

1. Having examined the RFQ document, we, the undersigned, herewith submit our response to your RFQ Notification dated 27/01/2011 for Selection of Enrolment Agency for UID Enrolment Project in Rajasthan, in full conformity with the said RFQ document. (in case of consortium, the names of the consortium partners shall be provided here)
2. We, the undersigned, offer to provide services to Department of IT&C, Rajasthan for carrying out the enrolment functions for the Selection of Enrolment Agency for UID Project for Government of Rajasthan 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 270 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 Regions and have submitted the financial bids for each Region specified below:
 - a. Region – 1
 - b. Region –
 - c.
 - d. Region – 14

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 *Department of IT&C, Rajasthan* is not bound to accept any bid received in response to this RFQ.
12. In case we are engaged by the *Department of IT&C, Rajasthan* as an Enrolling Agency, we shall provide any assistance/cooperation required by *Department of IT&C, Rajasthan, Sub-Registrars*, UIDAI appointed auditing agencies/ 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 an Enrolling Agency, we agree to abide by all the terms & conditions of the Contract that will be issued by Department of IT&C, Rajasthan
14. The financial bid includes the cost of setting up and operating enrolment stations(including stationary, permanent and mobile enrolment stations) as specified in RFQ, cost of providing additional services and performing all functions as per the scope of work defined in Volume II of the RFQ (provide one statement for each Region).
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

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

REGION - 1

Geographical areas covered under Region - 1:

Financial Bid for undertaking enrolment activities as per Region-1:

<i>Item</i>	<i>Costs In INR</i>
Total Cost* for undertaking demographic and biometric enrolment activities (Collection of KYR and KYR +), scanning and indexing of required documents and transfer of data to CIDR and State data centre and per enrolment	

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

REGION - 2

Geographical areas covered under Region - 2:

Financial Bid for undertaking enrolment activities as per Region-2:

<i>Item</i>	<i>Costs In INR</i>
Total Cost* for undertaking demographic and biometric enrolment activities (Collection of KYR and KYR +), scanning and indexing of required documents and transfer of data to CIDR and State data centre and per enrolment	

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

REGION - 'N'

Geographical areas covered under Region - 'N':

Financial Bid for undertaking enrolment activities as per Region-N:

<i>Item</i>	<i>Costs In INR</i>
Total Cost* for undertaking demographic and biometric enrolment activities (Collection of KYR and KYR +), scanning and indexing of required documents and transfer of data to CIDR and State data centre and per enrolment	

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

Annexure III –Bid Checklist

S. No.	List of Documents	Whether enclosed (Yes or No)	Annexed as (Page No.)
1.	Cover Letter		
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 in		
3.	Tender document duly signed & sealed in token of acceptance of terms and conditions of the tender		
4.	Financial bid signed and sealed by the bidder as described in subsection 4.3 of Instruction to bidders (Section 3, Volume I of RFQ)		

Annexure IV – Pre-Bid Query Format

Bidders are required to submit their queries/doubts in following format

S.No.	Agency Name	Section/ clause no.	Page and Volume	Existing Clause in RFQ	Clarification sought
1.					
2.					
3.					