**REQUEST FOR PROPOSAL**

**Instructions to Bidder**

**Vol -I**

**For**

**Selection of Software Solution Provider**

**for**

**Development of**

**State Resident Data Hub**

**Application Framework**

**Unique Identification Authority of India**

**Important information and Dates**

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| --- | --- |
| NIT Number | 11011/06/2011-UIDAI(AEA) |
| Cost of Tender Document | Rs 10,000 |
| Earnest Money Deposit | Rs 2,50,000 |
| Start date of sale of Tender Document | 09/09/2011 |
| Last date to request for clarification | 19/09/2011 |
| Date & Time of Pre Bid Meeting | 23/09/2011 14:30Hrs |
| Last date & time for sale of Tender Document | 10/10/2011 17:00 Hrs |
| Last Date & Time of Submission of Bids. Bids will not be accepted after due date & time. | 11/10/2011 15:00 Hrs |
| Date & Time of opening of Bids – technical | 11/10/2011 16:00Hrs |
| Tender Document can be downloaded from websites from www.uidai.gov.in |  |

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# Section 1 : Invitation to Bid

1. Unique Identification Authority of India (UIDAI) invites proposal from Software Solution providing Agencies **(*Tier I***) empanelled by UIDAI vide Request for Empanelment of Consultants and Software solution providers for providing Application Development and IT Support services for the Development of State Resident Data Hub(SRDH) Application Framework.
2. The Request for Proposal (RFP) consists of 3 Volumes as mentioned below:
   1. Volume I – Instructions to Bidders
   2. Volume II – Scope of Work
   3. Volume III – Standard Form of Contract
3. The response to the RFP should to be submitted on or before 15:00 Hrs of 11/10/2011 at the address for communication given below
4. The Technical proposal and Financial Bid for the description of services are mentioned in this RFP.
5. UIDAI 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 Software Solution Provider Agencies empanelled under Tier-I by UIDAI vide its RFE of Consultants and Software Solution Providers for undertaking Application Development and IT Support services.
7. This ‘Invitation to Bid’ is non-transferable under any circumstances.
8. Address for Communication:

Sameer Gupta

Assistant Director General

Unique Identification Authority of India

Government of India,  
3rd Floor, Tower II,  
Jeevan Bharati Building,  
Connaught Circus,  
New Delhi - 110001.

# Section 2 : Introduction

## 2.1 About SRDH Application Framework

UIDAI envisages to develop a **State Resident Data Hub(SRDH) Application Framework**, which would provide the states with a utility and a placeholder to manage resident data. UIDAI wishes to do this with the help of Software Solution Providers and Consulting organizations empanelled by UIDAI. While the Software Solution Provider is expected to take up the Application framework design and development related activities, consulting organization is expected to provide resources for consulting support during the project execution period. This support includes, but is not limited to, Requirements Analysis, Design Review, Architecture Review, Release Roadmap Planning, Product Roll-out Strategy, Product Deployment Strategy, User-Acceptance Testing(UAT) planning and execution, Institutional Framework Design, etc.

SRDH Application Framework may be used by States and Union Territories to manage resident data in their respective States/Union Territories. Aadhaar enrolment data is expected to become the starting point of resident data hub (master database of residents) in the State. The deployment of SRDH Application Framework in State Data Centers would create an infrastructure for States to manage their data, starting with Aadhaar Enrolment Data, as shown in figure below.

The State Resident data Hub would get enriched once data additional to the Aadhaar enrolment data (from various departments, as well as from other sources) populated in the SRDH.

The agency shall undertake the following key activities:

1. ***Develop and deploy the software*** in line with the detailed scope as defined in this document (Scope of work – Vol II).
2. ***Providing Warranty for a period of six months after deployment***.
3. ***Provide Training to intended users of application***

# Section 3 (Part I) : Instruction to Bidders - Standard

**PART I**

**STANDARD**

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| **Definitions** | (a) “Purchaser” means the Purchaser with which the selected Bidder signs the Contract for the Services. In this project, the ‘Purchaser’ is the UIDAI  (b) “Bidder” means Software Solution Provider Agencies (Tier-I) empanelled with UIDAI vide Request for Empanelment of Consultants and Software solution providers that may provide or provides the Services to the Purchaser under the Contract  (c) “Bid” means the Technical proposal and Financial Proposal.  (d) “Instructions to Bidders” (Section 3 of Volume I of the RFP) 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 Software Solution Provider agency.  (e) “Scope of Work” (SoW) means the Volume II of the RFP which explains the objectives, scope of work, activities, tasks to be performed, and expected results and deliverables of the assignment, respective responsibilities of the Purchaser and the Bidder.  (f) “Standard Contract” means the Volume III of the RFP which provides the standard contract agreement to be signed between the Purchaser and the selected Software Solution provider Agency.  g) “Application Software” means the complete Application Software as envisioned in the SoW and in Volume II of this RFP.  (h) “IT Systems” means all application software, middleware, system software, database, servers, networking, security, storage, and associated hardware etc.  (i) “Assignment / job / work order” means the work to be performed by the Bidder pursuant to the Contract.  (j) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, i.e. the General Conditions (GC), the Special Conditions (SC), and the Appendices.  (k) “Data Sheet” means such part of the Instructions to Bidders used to reflect specific terms and conditions. |
| **1. Introduction** | 1.1 This RFP ( Request for Proposal) is being issued only to the Software solution provider Agencies (Tier-I) empanelled by UIDAI vide Request for Empanelment of Consultants and Software solution providers for Application Development and IT support services and provide implementation support to achieve the intended objective  1.2 Terms & Conditions of Empanelment vide Request for Empanelment (RFE) of Consultants and Software solution providers shall be binding upon the participating bidders of this RFP.  1.3 The Purchaser will select a firm, in accordance with the method of selection specified in the Data Sheet.  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.  1.5 The date, time and address for submission of the bid has been given in Part II Data Sheet  1.6 Interested Bidders are invited to submit a Technical proposal along with Financial Bid for providing services required for the assignment named in the Data Sheet.  1.7 Bidders should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Bidders are encouraged to visit the Purchaser before submitting a proposal and to attend a pre-proposal conference. Attending the pre-proposal conference is optional. Bidders should contact the Purchaser’s representative named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Bidders should ensure that these officials are advised of the visit in advance with adequate time to allow them to make appropriate arrangements.  1.8 The Purchaser is not bound to accept any or all 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.  1.9 The Purchaser will provide at no cost to the Bidders the inputs specified in the Data Sheet |
| **Only one**  **Bid** | 1.10 A Bidder shall only submit one bid. If a Bidder submits or participates in more than one bid, such bids shall be disqualified. |
| **Bid**  **Validity** | 1.11 The Part II Data Sheet to Bidder indicates how long Bidders' bid must remain valid after the submission date. During this period, Bidders shall maintain the availability of Professional staff nominated in the Proposal and fully commit to their financial proposal, unchanged. The Purchaser will make its best effort to complete negotiations within this period. Should the need arise, however, the Purchaser may request Bidders to extend the validity period of their proposals. Bidders who agree to such extension shall ensure that they maintain the availability of the Professional staff nominated in the Proposal and fully commit to their financial proposal, unchanged, or in their confirmation of extension of validity of the Proposal, Bidders could submit new staff in replacement, who would be considered in the final evaluation for contract award. Bidders who do not agree, have the right to refuse to extend the validity of their Proposals, under such circumstances, the Purchaser shall not consider such proposal for further evaluation |
| **Consortium** | 1.12 Consortiums are not empanelled with UIDAI and Consortiums of agencies empanelled with UIDAI are not allowed. |
|  |  |
| **Conflict of**  **Interest** | 1.13 Purchaser requires that Bidders shall provide professional, objective, and impartial advice and at all times hold the Purchaser’s interests paramount, strictly avoid conflicts of interest with other assignments or their own corporate interests and act without any consideration for future work.  1.13.1 Without limitation on the generality of the foregoing, Bidders, and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged under any of the circumstances set forth below: |
| **Conflicting activities** | (i) A firm that has been engaged by the Purchaser to provide goods, works or services other than Application development and IT Support Services for a project, and any of its affiliates, shall be disqualified from providing Application development and IT Support Services related to those goods, works or services. Conversely, a firm hired to provide Application development and IT Support Services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than Application development and IT Support Services resulting from or directly related to the firm’s Application development and IT Support Services for such preparation or implementation. |
| **Conflicting assignments** | 1. A Bidder (including its Personnel and Sub-Contractors) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Bidder to be executed for the same or for another Purchaser. For example, a Bidder hired to prepare Scope of Work for an assignment should not be hired for the assignment in question |
| **Conflicting relationships** | 1. A Bidder (including its Personnel and Sub-Contractors) that has a business or family relationship with a member of the Purchaser's staff who is directly or indirectly involved in any part of (a) the preparation of the Terms of Reference of the Assignment/job, (b) the selection process for such Assignment/job, or (c) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Purchaser throughout the selection process and the execution of the Contract. |
|  | 1.13.2 Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Purchaser, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Bidder or the termination of its Contract.  1.13.3 No agency or current employees of the Purchaser shall work as Bidders under their own ministries, departments or agencies. |
| **Unfair Advantage** | 1.13.4 If a Bidder could derive a competitive advantage from having provided services related to the assignment in question, the Purchaser shall make available to all other Bidders together with this RFP all information that would in that respect give such Bidder any competitive advantage over competing Bidders. The Bidder shall provide details of all other Aadhaar related projects awarded by other implementing agencies. |
| **Fraud and**  **Corruption** | 1.14 It is required that Bidders participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract. The Purchaser:  (a) defines, for the purpose of this paragraph, the terms set forth below as follows:  (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official or members of the Consultancy Evaluation Committee (EC), in the selection process or in contract execution;  (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;  (iii) “collusive practices” means a scheme or arrangement between two or more Bidders with or without the knowledge of the Purchaser, designed to establish prices at artificial, noncompetitive levels;  (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;  (b) will reject a proposal for award, if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question; |
|  | 1.15 The Bidders shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract.  1.16 Bidders shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Bidder is awarded the Contract, as requested in the Financial Proposal submission form (Section 5). |
| **2. Clarification and Amendment of RFP Document** | 2.1 Bidders may request a clarification in the RFP document before the date indicated in the Data Sheet. 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 RFP by issuing an addendum/ corrigendum in writing or by standard electronic means. The addendum/ corrigendum shall be binding on all bidders |
| **3. Preparation of Proposals** | 3.1 The Proposal (see para. 1.4 above), as well as all related correspondence exchanged by the Bidder and the Purchaser, shall be written in English |
|  | 3.2 In preparing their Proposal, Bidders are expected to examine in detail the documents comprising this RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal. The Proposal consists of 2 parts (i) Technical Proposal and (ii) Financial Proposal. |
|  | 3.3 While preparing the Technical Proposal Bidders must give particular attention to the following: |
|  | 1. The estimated tenure of the contract is as shown in the Part II Data sheet.The Proposal shall be based on the number of Professional staff-months or budget estimated by the Bidders. While making the proposal, the Bidder must ensure that it proposes the minimum number and type of experts as sought by the Purchaser, failing which the proposal shall be considered as non-responsive. 2. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position. |
| **Language** | 1. Documents to be issued by the Bidders as part of this assignment must be in English language |
| **Technical Proposal Format and Content** | * 1. Bidders are required to submit the Technical Proposal (TP). The Data Sheet indicates the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.   The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 4). |
|  | 1. For the TP: comments and suggestions on the Scope of Work (SoW) including workable suggestions that could improve the quality/ effectiveness of the assignment; and on inputs and facilities including: administrative support, office space, equipment, data, etc. to be provided by the Purchaser(Form TECH-2 of Section 4). 2. For the TP, a description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-3 of Section 4. The work plan should be consistent with the Work Schedule (Form TECH-7 of Section 4) which will show in the form of a bar chart the timing proposed for each activity. 3. The list of the proposed Professional staff team to be engaged in this assignment by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-4 of Section 4). The proposed staff team must fulfill the qualification and experience as prescribed in the RFE document for empanelment with UIDAI. Any Professional staff having lower qualification or experience as prescribed in this RFP will not be accepted. 4. CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-5 of Section 4). 5. Estimates of the staff input needed to carry out the assignment (Form TECH-6 of Section 4). The staff-months input should be indicated separately in the format. 6. For the TP: a detailed description of the proposed methodology and staffing for training, if the Data Sheet specifies training as a specific component of the assignment. 7. For the TP: a detail of other Aadhaar related projects already undertaken / awarded by other implementing agencies (Form TECH – 10 of Section 4). |
|  | 3.5 The Technical Proposal (Original, Copy and CDs) shall not include any financial information. A Technical Proposal containing financial information shall be declared non responsive. |
| **Preparation of Financial Bid** | 3.6 The preparation of the Financial Bid as well as all related correspondence exchanged by the Bidders and the Purchaser, shall be in English. The Data Sheet indicates the format of the Financial Proposal to be submitted |
|  | 3.7 The Financial Proposal shall be prepared using the attached Standard Forms (Section 5). It shall list all costs associated with the assignment including Total Resource cost (arrived at by reckoning the Man-month rate finalized by UIDAI), Out of pocket expenses cost (which shall not be more than 15 per cent of the total Resource Cost), Cos of Warranty for 6 months and other direct material cost (Bill Of Materials). There should not be any hidden cost in the Financial Bid. If the bidder has used any proprietary / COTS software , the same shall be disclosed in the financial bid and included in the commercials for the purpose of evaluation only. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be summarily rejected  3.8 The Bidders shall submit/ indicate a copy of the Letter of Empanelment / Registration no issued by UIDAI duly indicating the tier.  3.9 The Bidders shall be eligible for bidding provided they fulfill the minimum eligibility criteria (Tier I) as prescribed by the purchaser 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. |
| **Taxes** | 3.10 The Bidder may be subject to local taxes (such as: VAT and Service tax ) on amounts payable by the Purchaser under the Contract. Bidders shall include such taxes in the financial bid. |
|  | 3.11 Bidders should provide the price of their services in Indian Rupees (INR). |
| **Earnest Money Deposit (EMD), and Performance**  **Guarantee.** | 3.12 **Earnest Money Deposit**  I. An EMD of Rs. 2,50,000 in the form of DD drawn in favour of “PAO, UIDAI, New Delhi” payable at New Delhi, must be submitted along with the Bid.  II. Bid not accompanied by EMD shall be rejected as non-responsive.  III. No interest shall be payable by the Purchaser for the sum deposited as earnest money deposit.  IV No bank guarantee will be accepted in lieu of the earnest money deposit.  V The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract. |
|  | 3.13 The EMD shall be forfeited by the Purchaser in the following events:  I. If Bid is withdrawn during the validity period or any extension agreed by the Bidder thereof.  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.  III. If the Bidder tries to influence the evaluation process.  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). |
|  | 3.14 **Tender Document Fees:**  This RFP document is available on the website www.uidai.gov.in in the tenders section and can be downloaded online.  However at the time of submission of the RFP, bidders are required to pay Rs 10,000 towards RFP document fees in the form of a Demand Draft /Bankers’ cheque drawn in favour of “PAO, UIDAI, New Delhi” payable at New Delhi, which is nonrefundable.  Alternatively, the bidders may purchase the hard copy of the RFP document from the UIDAI office at New Delhi up to 17:00 hrs of 10th October, 2011 against payment of Demand Draft/Bankers’ cheque of Rs 10,000. These bidders are not required to furnish this fee again at the time of RFP submission. |
|  | **3.15 Performance Bank Guarantee**   1. 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 a scheduled commercial bank in 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 submitted towards EMD would be returned in original. 2. The format for the Performance Bank Guarantee is the same as the “Format of Bank Guarantee” provided in Vol III – `Standard Contract’ of the RFP |
| **4. Submission, Receipt, and Opening of technical proposal and financial bid** | 4.1 The original Technical proposal and Financial 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. Submission letters for the Technical Proposal and Financial bid should respectively be in the format of TECH-1 of Section 4, and FIN-1 of Section 5, respectively.  4.2 An authorized representative of the Bidders shall initial all pages of the original Technical proposal and Financial Bid. 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 dully authorized to sign. The signed Technical proposal and Financial Bid shall be marked “Original”.  4.3 The Technical Proposal shall be marked “Original” or “Copy” as appropriate. The Technical Proposals shall be sent to the addresses referred to and in the number of copies indicated in the Data Sheet Para 4.3. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original shall prevail.  4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal”. Similarly, the original Financial Bid shall be placed in a sealed envelope clearly marked “Financial Proposal” and the name of the assignment, and with a warning “**Do Not Open With The Technical Proposal**.” The envelopes containing the Technical proposal, Financial Bid, EMD, and Tender Fee shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and be clearly marked “**Do Not Open, Except In Presence Of The Official Appointed, Before 1600 hrs on DD-MM-YYYY**”. The Purchaser 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. |
|  | 4.5 The Bids 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 above. Any bid received by the Purchaser after the deadline for submission shall be returned unopened.  4.6 The Purchaser has constituted a Evaluation Committee (EC) which will carry out the entire evaluation process. |
| **Right to Accept/ Reject the Bid** | 4.7 Purchaser reserves the right to accept or reject any or all Bid and to annul the RFP 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 Evaluation of Technical Proposal and Financial Bids** | 5.1 The Evaluation Committee while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.  5.2 The EC shall evaluate the Technical Proposals on the basis of their responsiveness to the Scope of Work and by applying the evaluation criteria, sub-criteria specified in the Data sheet. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirement indicated in the Data sheet for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. Evaluation of the technical proposal will be done and at this stage the financial bid (proposal) will remain unopened. Bidders shall make presentation to Evaluation Committee which will be evaluated. The qualification of the Bidder and the evaluation criteria for the technical proposal shall be as defined in the Data sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, & particularly the SoW or if it fails to achieve the minimum technical score indicated in the Data Sheet. |
| **Public Opening and Evaluation of Financial Bids** | 5.3 Financial proposals of only those firms who are technically qualified shall be opened publicly on the date & time which will be intimated separately, in the presence of the Bidders' representatives who choose to attend. The name of the Bidders, their technical score (if required) and their financial proposal shall be read aloud.  5.4 The Evaluation Committee will correct any computational errors. 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. In addition to the above corrections, the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, no corrections will be applied to the Financial Proposal in this respect.  5.5 The Contract shall be awarded to the lowest bidder (L1). In case the lowest bidder refuses to accept the award the second lowest bidder shall be given an opportunity to match the L1. 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 forth. |
| **6. Negotiations of terms and conditions of Contract** | 6.1 Negotiations will be held at the address indicated in the Data Sheet. The invited Bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Purchaser proceeding to negotiate with the next-ranked Bidder. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude a Contract. |
| **Technical Terms** | 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Bidder to improve the Scope of Work. The Purchaser and the Bidders will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as “Description of Services”. Special attention will be paid to clearly defining the inputs and facilities required from the Purchaser to ensure satisfactory implementation of the assignment. The Purchaser shall prepare minutes of negotiations which will be signed by the Purchaser and the Bidder. |
| **Financial Terms** | 6.3 The financial negotiations will not involve either the remuneration rates for staff or other proposed unit rates. However after the technical terms are finalized ; if necessary , financial adjustments should be carried out in order to reflect any change due to clarification on any aspect of the technical proposal during the technical negotiations. Under no circumstances, the financial negotiation shall result in an increase in the price originally quoted by the bidder. |
| **Availability of Professional staff/experts** | 6.4 Having selected the Bidder on the basis of, among other things, an evaluation of proposed Professional staff, the Purchaser expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Purchaser will require assurances that the Professional staff will be actually available. The Purchaser will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Bidder may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Bidder within the period of time specified in the letter of invitation to negotiate. |
| **Conclusion of the negotiations** | 6.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Purchaser and the Bidder will initial the agreed Contract. If negotiations fail, the Purchaser will invite the Bidder who bid second lowest to negotiate a Contract. |
| **7 Disqualification** | Purchaser may at its sole discretion and at any time during the evaluation of bid disqualify any bidder , if the bidder:   1. Submitted the bid after the response deadline; 2. Made misleading or false representations in the forms, statements, attachments etc of the documents submitted by the bidder (including , eligibility, technical proposal and financial proposal); 3. 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; 4. Submitted an bid that is not accompanied by required documentation or is non-responsive; 5. Failed to provide clarifications related thereto, when sought; 6. Submitted more than one bid; 7. Was declared ineligible/blacklisted by the Government of India/State/UT Government; 8. Is in litigation with any Government of India/ State / UT Governments . |
| **8. Award of Contract** | 8.1 After completing negotiations the Purchaser shall issue a Letter of Intent to the selected bidder, and promptly notify all bidders who have submitted proposals about the decision taken as 6.5 above The Bidders will sign the contract as per the standard form of contract in Volume III and submit required performance bank guarantee within 10 days of issuance of the letter of intent.  8.2 The Bidder is expected to commence the assignment on the date specified in the Part II Data Sheet. In case the winning Bidder fails to start the work within 15 days of issue of Letter of Intent, then the Purchaser may cancel the award of work and negotiate with the second lowest bidder (L2) for award of work at L1 rates |
| **9. Confidentiality** | 9.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Bidder of confidential information related to the process may result in the rejection of its Proposal. |

Section 3 (Part II) Instruction to Bidders – Data Sheet

**PART II**

**Data Sheet**

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| ***Paragraph***  ***Reference*** |  |
| *1.3* | ***Name and Details of Purchaser:***  *Unique Identification Authority of India*  *Government of India, 3rd Floor, Tower II, Jeevan Bharati Building, Connaught Circus, New Delhi - 110001.*  Email: [sameer.gupta@uidai.gov.in](mailto:sameer.gupta@uidai.gov.in)  Contact Number: +91 8800911066  [www.uidai.gov.in](http://www.uidai.gov.in)  **Method of selection:**  a) Lowest Bid (L1) among the technically qualified bidder. |
| **1.4** | **Name of the assignment**: Development of *State Resident Data Hub(SRDH) Application Framework.* |
| **1.5** | The Bid submission address is:  Sameer Gupta  Assistant Director General  Unique Identification Authority of India  Government of India,  3rd Floor, Tower II,  Jeevan Bharati Building,  Connaught Circus,  New Delhi - 110001.  Technical proposal and Financial Bid in sealed envelopes, EMD, and Tender Fee must be submitted no later than the following date and time:  Date: 11/10/2011  Time: 15:00 Hrs |
| **1.7** | A pre- bid conference will be held: Yes  The conference will be held at *New Delhi*  The Purchaser’s representative is:  Sameer Gupta  Assistant Director General  Unique Identification Authority of India  Government of India,  3rd Floor, Tower II,  Jeevan Bharati Building,  Connaught Circus,  New Delhi - 110001. |
| **1.9** | The Purchaser will provide the following inputs:   * A technical session detailing the scope of work, deliverables, timelines, expectations of the Purchaser, approach, team structure for the development of “ APPLICATION SOFTWARE”, during the pre-proposal conference * Receipt and Clarification of queries. |
| **1.11** | Bids must remain valid for 120 days after the submission date. |
|  |  | |
| **2.1** | Last date by which clarifications may be requested is 19/09/2011.  The address for requesting clarifications is:  Sameer Gupta  Assistant Director General  Unique Identification Authority of India  Government of India, 3rd Floor, Tower II, Jeevan Bharati Building, Connaught Circus, New Delhi - 110001.  Email: [sameer.gupta@uidai.gov.in](mailto:sameer.gupta@uidai.gov.in)  Contact Number: +91 8800911066  www.uidai.gov.in | |
| **3.3 (a)** | The estimated tenure of contract:  Fixed price fixed term contract for a period of 1 year. The contract shall be extensible by 1 year at a time. The price of the extension shall be based on time & material basis. | |
| **3.4** | The formats of the Technical Proposal to be submitted are:  Form Tech 1: Technical Proposal submission form  Form Tech 2: Comments & suggestions on the Terms of Reference and  Inputs & Facilities to be provided by the Purchaser  Form Tech 3: Structure of Technical proposal  Form Tech 4: Team composition and Task Assignments  Form Tech 5: Curriculum vitae (CV) for Proposed Professional Staff  Form Tech 6: Staffing Schedule  Form Tech 7: Work Schedule  Form Tech 8: Comments / modifications suggested on draft contract.  Form Tech 9: Information regarding any conflicting activities and  declaration thereof  Form Tech 10 : Details of other Aadhaar related projects already  undertaken / awarded by other implementing agencies | |
| **3.4 (f)** | Training is a specific component of this assignment: Yes | |
| **3.6** | The formats of the financial bid to be submitted are:  Form Fin 1: Financial Proposal submission form  Form Fin 2 : Summary of Cost  Form Fin 3 : Breakdown of Remuneration  Form Fin 4 : Out of Pocket Expenses  Form Fin 5 : Bill of Material Cost  Form Fin 6 : Cost of Proprietary / COTS software used | |
| **3.7** | There should not be any hidden cost in the Financial Bid. If the bidder has used any proprietary / COTS software , the same shall be disclosed in the financial bid (Fin 6) and included in the commercials for the purpose of evaluation only. | |
| **3.9** | **Eligibility for Submission of Bid**  The Software Solution Provider firms empanelled at Tier I with UIDAI are eligible bidders.  Bidders shall strictly adhere to the Eligibility and shall submit technical proposal and Financial Bids only if they are eligible. The Bidders shall submit a copy of the ‘Letter of Empanelment’ along with the proposal. | |
| **3.11** | Bidder to state all cost in Indian Rupees. | |
| **4.3** | Bidder must submit the following:   1. Original and 1 duplicate hard copy and 3 soft copies (on a non-rewriteable CD) of the Technical Proposal, and 2. Only the Original of the Financial Proposal | |
| **5.2** | Criteria, sub-criteria, and point system for the Detailed Evaluation of Technical Proposals are:  Following outlines the broad parameters based on which evaluation of technical proposals of the bidders shall be carried out by purchaser.  **(i)**   |  |  | | --- | --- | | **Solution Proposed for Application** | **30** |   The solution proposed by the bidder will indicate bidders’ understanding of the application**.** This has to be indicated in Section 4, Form TECH-3 STRUCTURE OF TECHNICAL PROPOSAL of this volume and to be demonstrated by bidder by making presentation before Evaluation Committee. Bidder should submit a copy of this presentation along with Technical bid. Bidder is encouraged to propose innovative solutions and approaches to the Scope of work   |  |  |  | | --- | --- | --- | | **Sl.No** | **Criteria**  **(*purchaser may add additional criteria)*** | **Points** | |  | **Design of Proposed Solution**   1. High performance large scale distributed computing application architecture. 2. High volume light weight ubiquitous on-line application services. 3. Fraud detection architecture and development of fraud rules for e-governance application 4. Design for G2C and G2G monitoring and reporting. 5. Design of cloud based platform 6. Alert and task management services 7. Data security and integrity for transfer of data from field location. | **20** | |  | **Development Approach & Methodology**   1. Use of agile/iterative technique for short duration complex projects 2. Testing and QA in iterative small team development environment 3. Product development approach for e-governance applications 4. Risk mitigation approach to meeting time critical releases. 5. Technical and installation support | **05** | |  | **Project Plan**   1. Project Management Approach 2. Project Plan with Work Breakdown Structure 3. Conformance of Plan with the Timelines specified in RFP 4. Comprehensiveness of the Project Plan w.r.t all activities that need to be undertaken as part of the project | **05** | |  | **Total Score for Criterion (i)** | **30** |   **(ii):**   |  |  | | --- | --- | | **Key professional staff qualifications and competence for the assignment** | **70** |  |  |  |  | | --- | --- | --- | | **Sl.No** | **Key Professional Staff** | **Points** | | 1 | Technology Advisor/ Sr Solution Architect | 15 | | 2 | Solution Architect | 15 | | 3 | Project Manager | 15 | | 4 | Software designer | 10 | | 5 | Tech lead/Sr Developer | 15 | |  |  |  | |  | **Total Score for Criterion (ii)** | **70** |   In **part 5.2 (ii)** the number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:  1) General qualifications 20%  *Sub-criteria*  *a) Educational qualification and training*  *b) Number of years of Software development experience*  *c) Number of years of association with the Software development Organization*  2) Adequacy for the assignment 80%  *Sub-criteria*  *a) Experience as stated in ‘Area of Specific Expertise & Qualification and Professional Experience (Key Position wise)*  *b) Experience in Software development cycle in IT projects (Key Position wise, only if required)*  *c) Adequate involvement in the project*  Total weight: 100%  **Total points for the above criteria (i), (ii) : 100** | |
|  | **Stech = Total points obtained for the above criteria (i), (ii)**  The minimum technical score Stech required to pass is: **70** Points | |
| **5.3** | The Financial Bid Opening Date and Time will be intimated separately. | |
| **5.5** | Contract will be awarded to Lowest (L1) bidder among technically qualified bidders. | |
| **6.1** | Address for contract negotiations:  Address: *UIDAI Headquarter, New Delhi* | |
| **8.2** | Expected date for commencement of services  Date: 1/11/2011 | |

# Section 4: Technical Proposal - Standard Forms

Refer to Reference Paragraph 3.4 of the Data Sheet for format of technical proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

**Technical Proposal**

TECH-1 Technical Proposal Submission Form

TECH-2 Comments or Suggestions on the Terms of Reference and Inputs &Facilities to be provided by the Purchaser

A On the Terms of Reference

B On the Inputs &Facilities

TECH-3 Structure of Technical proposal

TECH-4 Team Composition and Task Assignments

TECH-5 Curriculum Vitae (CV) for Proposed Professional Staff

TECH-6 Staffing Schedule

TECH-7 Work Schedule

TECH-8 Comments/ Modifications Suggested On Draft Contract

TECH-9 Information Regarding any Conflicting Activities & Declarations

TECH-10 : Details of other Aadhaar related projects already undertaken / awarded by other implementing agencies

**Form TECH-1 Technical Proposal Submission Form**

To:

Sameer Gupta

Unique Identification Authority of India

Government of India,  
3rd Floor, Tower II, Jeevan Bharati Building,  
Connaught Circus, New Delhi - 110001.

**Subject:** Submission of the Technical bid for providing Development of SRDH Application Framework.

Dear Sir,

We, the undersigned, offer to provide Development of SRDH Application Framework in accordance with your Request for Proposal dated 09/09/2011 and our Proposal. We are hereby submitting our Proposal, which includes this Technical proposal and the Financial proposal sealed in a separate envelope.

We hereby declare that all the information and statements made in this Technical proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.11 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the Development of SRDH Application Framework not later than the date indicated in Paragraph Reference 8.2 of the Data Sheet.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 120 days as stipulated in the RFP document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form TECH-2 COMMENTS and Suggestions on the Terms of Reference and Inputs & Facilities to be Provided by the Purchaser**

**A - On the Terms of Reference**

[*Suggest and justify here any modifications or improvement to the Scope of Work you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.*]

**B - On Inputs and Facilities**

[*Comment here on inputs and facilities to be provided by the Purchaser according to Paragraph Reference 1.9 of the Part II Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.*]

**Form TECH-3 STRUCTURE OF TECHNICAL PROPOSAL**

[*Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:*

*The Technical Proposal needs to be structured as follows:*

***Section 1: Executive Summary***

*This section should be a succinct statement and executive summary by the Bidder highlighting the key aspects of technical proposal.*

***Section 2: Bidder Profile & Qualifications***

*This section should cover the Bidder’s local presence, the project team composition and relevant experience and the company / companies of the tools and products selected to deliver the Application*

***Section 3: Solution Proposed for Application***

*This section should present Bidders’ proposed solution meeting requirements outlined in RFP Volume II. Bidders are required to present sound, complete, and competent technical architecture solution and are expected to address the various technical parameters mentioned in the para 5.2 of Part II Data Sheet in their proposed solution.* The solution proposed by the bidder will indicate bidders’ understanding of the application and this is to be demonstrated by bidder by making presentation before Evaluation Committee. Bidder should submit a copy of this presentation along with Technical bid. *The section should also include the Bill of Materials (BOM) for all the software and hardware components, products and tools that are proposed for the application development, testing, deployment and maintenance.*

***Section 4: Project Management Plan***

*In this section, Bidders’ should propose the main activities of the project, duration, phasing and interrelations, milestones (including interim approvals by the Purchaser), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the ToR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule.*

***Section 5: Organization & Staffing***

*In this section, Bidders’ should propose the structure and composition of the proposed team. The resource category, their experience and qualification shall be as identified at the time of empanelment with UIDAI. Key emphasis will be on the experience of the Project Management Team, skills and experience of the Architecture & Design Team, skills & experience of the Development Team, and experience of the Quality & Test Team.. The details of these resources shall be given in Form TECH -5*

***Section 6: Quality Assurance, Maintenance, & Support***

*Bidders are required to discuss their Quality Assurance framework and testing plans in details meeting the requirements of this RFP. This section should also present Bidder’s detailed maintenance and support plan for the Application software including detailed information on these plans*

Form TECH-4 Team Composition and Task Assignments

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Resource category, Qualification & experience as prescribed by UIDAI | | | Professional Staff | | | |
| Resource Category | Prescribed Qualifications | Minimum Experience | Name of Staff with qualification and experience | Area of Expertise | Position Assigned | Task Assigned |
| Technology Advisor/ Sr Solution Architect | BE/B Tech /MCA - with specialization in computers | 15 years (with ability to steer the project ab initio) |  |  |  |  |
| Solution Architect | Do | 10 years (Ability to assess project needs in various domains) |  |  |  |  |
| Project Manager | Do | 10 years ( In managing large software development projects) |  |  |  |  |
| Software designer | Do | 5 years (in software designing for large software development projects) |  |  |  |  |
| Tech lead/Sr Developer | Do | 3 years (In software development projects) |  |  |  |  |
| Developer | Do | 1 year (In software development projects) |  |  |  |  |
| Resource for providing training | Do | 1 year (In software development projects) |  |  |  |  |
| Resource for providing implementation support | Do | 1 year (In software development projects) |  |  |  |  |

**Note:** None of the Professional Staffs proposed above should have **Lower Qualification or Experience** as prescribed above.

**Form TECH-5 Curriculum Vitae (CV) for Proposed Professional Staff (only for Indicated Key Professional Staff Members For “ SRDH Application Framework” assignment)**

**1. Proposed Position** [*only one candidate shall be nominated for each position Expert*]:

**2. Name of Firm** [*Insert name of firm proposing the staff*]:

**3. Name of Staff** [*Insert full name*]:

**4. Date of Birth**: **Nationality**:

**5. Education**[*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]:

**6. Total No. of years of experience**:

**7. Total No. of years with the firm**:

**8. Areas of expertise and no. of years of experience in this area (as required for the Profile - mandatory)**:

**9. Certifications and Trainings attended:**

**10. Details of Involvement in Projects (***only if involved in the same)*:

**11. Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]***:**

**12. Membership of Professional Associations:**

**13. Employment Record** [*Starting with present position and last 2 firms, list in reverse order, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [*Year*]: To [*Year*]:

Purchaser:

Positions held:

|  |  |
| --- | --- |
| **14. Detailed Tasks Assigned**  [*List all tasks to be performed under this assignment*] | **15. Relevant Work Undertaken that Best Illustrates the experience as required for the Role (provide maximum of 6 citations of 10 lines each)**  [*Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 14 and as required for the role as listed in ‘List of the key professional positions whose CV and experience would be evaluated’.]*  Name of assignment or project:  Year:  Location:  Purchaser:  Main project features:  Positions held:  Value of Project (approximate value or range value): \_\_\_\_\_\_\_\_\_\_  Activities performed: |

**16. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, from the assignment if engaged.

Date:

*[Signature of staff member or authorized representative of the staff]* *Day/Month/Year*

Full name of authorized representative:

**Form TECH-6 Staffing Schedule**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Name of Staff1** | **Staff input in Months (in the form of a bar chart)2** | | | | | | | | | | | | | **Total staff man-months proposed** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | n | Total |
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| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| N |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  | Total | | | |  |

1. Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category

2 Months are counted from the start of the assignment.

Full time input Part time input

**Form TECH-7 Work Schedule**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Activity**1 | **Months**2 | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **N** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| N |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Purchaser approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

2 Duration of activities shall be indicated in the form of a bar chart.

**Form TECH-8 Comments/ Modifications Suggested On Draft Contract**

*[Here the Bidder shall mention any suggestion / views on the draft contract attached with the RFP document. The Bidder may also mention here any modifications sought by him in the provisions of the draft contract. This information shall be used at the time of the negotiations. However, the Purchaser is not bound to accept any/all modifications sought and may reject any such request of modification.]*

**Form TECH-9 Information Regarding Any Conflicting Activities & Declarations Thereof**

*Are there any activities carried out by your firm or group company or any member of the Consortium which are of conflicting nature as mentioned in para 1.14 of section 2. If yes, please furnish details of any such activities.*

*If no, please certify,*

*We hereby declare that our firm, our associate / group firm are not indulged in any such activities which can be termed as the conflicting activities under para 1.13 of the section 2. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Purchaser which shall be binding on us.*

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

**TECH-10 : Details of Other Aadhaar related projects already undertaken / awarded by other implementing agencies**

[ Here the bidder shall provide the details of all Aadhaar related project already awarded to them by other implementing agencies ]

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Projects | Name of the Implementing Agency | Scope of Work | Period of contract |
|  |  |  |  |
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# Section 5: Financial Proposal - Standard Forms

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

Form Fin 1: Financial Proposal submission form

Form Fin 2 : Summary of Cost

Form Fin 3 : Breakdown of Remuneration

Form Fin 4 : Out of Pocket Expenses (OPE)

Form Fin 5 : Bill of Material Cost

Form Fin 6 : Cost of Proprietary / COTS software used

**Form FIN-1 Financial Proposal Submission Form**

*(To be submitted on the letter head of the bidder)*

To,

Sameer Gupta

Unique Identification Authority of India

Government of India,  
3rd Floor, Tower II, Jeevan Bharati Building,  
Connaught Circus, New Delhi - 110001.

Dear Sir,

Ref: Request for Proposal (RFP) Notification dated 09-09-2011

1. Having examined the RFP document, we, the undersigned, herewith submit our response to your RFP Notification dated 09/09/2011 for Development of SRDH Application Framework, in full conformity with the said RFP document and our technical proposal. Our attached Financial Proposal is for the sum of [Rs……………….Insert amount(s) in words and figures1]. The amount of the local taxes, as identified/estimated is shown in the summary separately.
2. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.11 of the Data Sheet.
3. We would like to declare that we are not involved in any litigation with Central / State/ UT Government in India and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
4. We hereby declare that we have not been blacklisted by any Central/ State/ UT Government.
5. We hereby declare that we have not been charged with any fraudulent activities by any Central/ State/ UT Government.
6. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.
7. 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”.
8. Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below2:

|  |  |  |
| --- | --- | --- |
| Name and Address of Agent | Amount and Currency | Purpose of Commission or Gratuity |
|  |  |  |
|  |  |  |

1. We understand that the UIDAI is not bound to accept any or all bid received in response to this RFP in whole or part.
2. In case we are engaged by the UIDAI as Software Solution Provider Agency, we shall provide any assistance/cooperation required byUIDAI*,* 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.
3. In case we are engaged as Software Solution Provider Agency, we agree to abide by all the terms & conditions of the Contract that will be issued by UIDAI
4. Our correspondence details with regard to this RFP are:

|  |  |  |
| --- | --- | --- |
| **No.** | **Information** | **Details** |
|  | Name of the Contact Person |  |
|  | Address of the Contact Person |  |
|  | Name, designation and contact address of the person to whom all references shall be made regarding this RFP |  |
|  | Telephone number of the Contact Person |  |
|  | Mobile number of the Contact Person |  |
|  | Fax number of the Contact Person |  |
|  | Email ID of the Contact Person |  |
|  | Corporate website URL |  |

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

2 If applicable, replace this paragraph with: “No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution.”

**Form FIN-2 Summary of Costs**

**Financial Proposal for providing Application Development and IT Support Services**

|  |  |
| --- | --- |
| **Item** | **Costs**  **In INR** |
| 1. Total Remuneration Cost[[1]](#footnote-1) \*   (lump –sum cost for providing all the services as per the statement of work in this RFP, exclusive of taxes] |  |
| 1. Towards Out of Pocket expenses (OPE’s)][[2]](#footnote-2) \*\*   ( lump – sum as …% of 1 above) |  |
| 1. Total Cost of Warranty for 6 months after deployment of Application. |  |
| 1. Bill of Material Cost [[3]](#footnote-3) |  |
| 1. Taxes and other duties |  |
| **Total Amount of Financial Proposal for providing Application Development, & IT Support Services (including taxes)** |  |
| 1. *Cost of proprietary / COTS software used (FIN 6)* |  |
| ***Total Amount of Financial Proposal for providing consultancy services (including taxes) ( for evaluation purpose only)*** |  |

\*This includes 30 man days of training resource, who may be utilized as required by the Purchaser.

\*\* Out of Pocket expenses (OPEs) (towards expenses like all travel costs, accommodation expenses etc. and other miscellaneous expenses)

*Note:*

*Cost of proprietary / COTS software used shall be included in the commercials for the purpose of evaluation only.*

**Form FIN-3 Breakdown of Remuneration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name**2 | **Position**3 | **Staff-month Rate (A)**4 | **Proposed total No. of Man-months (B)** | **Total Amount in INR (A\*B)** |
| **Professionals staff** | | | | |
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1 Form FIN-3 shall be filled in for the same Professional (to be indicated by name) and Support Staff (to be indicated by category) listed in Form TECH-6.

2 Professional Staff and Support Staff should be indicated individually;

3 Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-4.

4 Indicate separately staff-month rate as finalized by UIDAI at the time of empanelment

**Form FIN-4 Out of pocket expenses (OPE)**

Out of Pocket expenses will be quoted only for work related travel outside the place of work. It can also include expense toward rent / misc cost etc.

**Total lump –sum cost ………% of total remuneration cost**

**Total lump –sum cost Rs. \_\_\_\_\_\_\_\_\_\_\_\_** Amount in words ( Rupees............................ )

**Form FIN-5Bill of Material[[4]](#footnote-4) COst**

(It will include only such expenses which are directly chargeable to the assignment/job. All material purchased shall be the property of the UIDAI )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Particulars** | **Unit Rate** | **Quantity** | **Amount** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
|  |  |  |  |  |
|  | **Total** |  |  |  |

**Form FIN-6 Cost of Proprietary / COTS software used**

(It will include cost of proprietary / COTS software used by the bidder. This will be used only for the purpose of commercial evaluation. )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Particulars** | **Unit Rate** | **Quantity** | **Amount** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
|  |  |  |  |  |
|  | **Total** |  |  |  |

1. As per FIN 3 [↑](#footnote-ref-1)
2. As per FIN 4 [↑](#footnote-ref-2)
3. As per FIN 5 [↑](#footnote-ref-3)
4. BOM will include the AMC or any O&M Charges as applicable [↑](#footnote-ref-4)