Request for Quotation (RFQ)

VOLUME I – INSTRUCTION TO BIDDERS

SELECTION OF ENROLMENT AGENCY

Commissioner Basti Division State of UP

<Tender Number-428/Aadhaar Pro./D.D.S.T./2014-15/>
<Date-: 08-12-2014>

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1. INVITATION TO BID

To, Dated: <Insert Date>

1. *Commissioners* (herein after referred to as "Registrar") invite Bids from Enrolling Agencies empanelled by UIDAI for carrying out the enrolment functions in various districts of Commissionerate of **Basti**.

2. The Request for Quotation (RFQ) consists of 3 Volumes as mentioned below:
   a. Volume I – Instructions to Bidders and Selection Procedure
   b. Volume II – Scope of Work
   c. Volume III – Standard Contract

3. The Bid consists of - **3** schedules for –**3** districts in –Commissionerate of **Basti** The Bidder may quote for individual Schedules based on the eligibility criteria prescribed for each Schedule in this RFQ.

4. The Government of Uttar Pradesh/ Registrar reserves the right to reject any or all the Bids in whole or part without assigning any reasons.

5. This 'Invitation to Bid' is extended only to Enrolling Agencies empanelled by UIDAI for undertaking demographic and biometric data collection for enrolment of residents.

6. This 'Invitation to Bid' is non-transferable under any circumstances.

7. The response to the RFQ should be submitted on or before ***<Insert last date and time for Submission of Bids>*** at the following address:

To,

Divisional commissioner **Dated: <Insert Date>**

Basti Division,

Basti

2. INTRODUCTION

2.1 About Planning Department, Government of UP/ Nodal & Coordinating Department, UIDAI Project

Planning Department, Government of **Uttar Pradesh (herein after referred to as "Nodal Department")** is the **Nodal & Coordinating Department** for Aadhaar Enrollment in **State of Uttar Pradesh**. **Commissioners of Administrative Divisions are Registrars for the Aadhaar Enrolments in Uttar Pradesh. Commissioners of administrative division shall invite Bids**. **The Bids will be submitted to the Registrar i.e. Commissioner in whose jurisdiction respective district falls. Registrars i.e. commissioners of all administrative division shall evaluate Bids, select EA and enter into agreements with Enrolling Agencies.** The UIDAI project in **State of Uttar Pradesh** was implemented through NPR under RGI and some Non-State Registrars earlier. The enrollment done by these agencies is roughly 5.49 Cr. Now the project will be implemented by **Government of Uttar Pradesh** through Commissioners to enroll the balance residents of **State of Uttar Pradesh** as per UIDAI standards and guidelines. **However** ongoing enrollment by Non State Registrar will continue as usual.

2.2 About UID Project

The Government of India (GOI) has embarked upon an ambitious initiative to provide a Unique Identification (called Aadhaar) 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 Aadhaar 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

To ensure the widespread implementation of the UID project needs the reach and flexibility to enroll residents across the country. To achieve this, the UIDAI proposes to partner with a variety of agencies and service providers (acting as Registrars, Sub-registrars and Enrolling Agencies) to enroll residents for UID. By participating in enrolling residents, registrars and enrolment agencies across the country would be part of a truly historic exercise, one which can make our welfare systems far more accessible and inclusive of the poor, and also permanently transform service delivery in India.

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

3. INSTRUCTION TO BIDDERS

3.1 PART I - STANDARD

Definitions	(a) "Purchaser" means divisional commissioner **Basti** who is registrar for aadhaar enrolment in commissionerate of Basti. (b) "Bidder" means any entity that may provide or provides the Services to the Purchaser under the Contract. (c) "Bid" includes the technical BID and Financial Bid consisting of one/ multiple Schedules. (d) EA means enrolling agency. (e) "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. (f) Registrar means Divisional Commissioner. (g) Joint Registrar means District magistrate. (h) "Scope of Work" (SoW) means the Volume II of the RFQ which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Purchaser and the Bidder. (i) "Standard Contract" means the Volume III of the RFQ which provides the standard contract agreement to be signed between the Registrar and the selected EA. (j) "Schedule" means the financial bid for each District as specified by the Registrar.
1. Introduction	1.1 This RFQ (Request For Quotation) is being issued only to the EA's empanelled by UIDAI for undertaking the Demographic and Biometric data collection of Residents in the commissionerate of **Basti** of state of Uttar Pradesh for Aadhaar enrolments. 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. 1.3 The Registrar 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 have been given in Part II Data Sheet. 1.6 Interested Bidders are invited to submit a Bid for providing services required for the assignment named in the Data Sheet. 1.7 The Purchaser is not bound to accept any Bids, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidders.
	Only one Bid	1.8 A Bidder shall only submit one Bid (can contain multiple Schedules). If a Bidder (single/ consortium partner) submits or participates in more than one Bid, such Bids shall be disqualified.
	Bid Validity	1.9 The Part II Data Sheet to Bidder indicates how long Bidders' Bid must remain valid after the submission date.
	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 EA empanelled by UIDAI shall be the lead member of the consortium and shall be responsible and liable to the Purchaser for all aspects of their bid, contract, etc.
	Tenure of Contract	1.11 The estimated tenure of the contract shall be as provided in Data Sheet Para 1.11 **(i.e. one year).**
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 Purchaser's address indicated in the Data Sheet. 2.2 At any time before the submission of Bids, the Purchaser may amend the RFQ by issuing an addendum/ corrigendum in writing or by standard electronic means. The addendum/ corrigendum shall be sent to all Bidders and will be binding on them.
3.	**Preparation of Financial &**	3.1 The preparation of the Financial **Bid** and Technical Bids as well as all related correspondence exchanged by the Bidders

Technical Bid	and the Purchaser shall be in English or Hindi.
	3.2 The Financial Bid & Technical Bid shall be prepared using the attached Standard Forms (Annexure I and II of Volume I). It shall list all costs associated with the assignment for each Schedule correspond to a district. Each Schedule corresponds to a particular District and Financial Bid for each Schedule shall be treated separately at the time of evaluation. The District for each Schedule are given in Data Sheet Para 3.2. The Financial Bid shall not include any conditions attached to it and any such conditional Financial Bid shall be summarily rejected. 3.3 The Bidders shall submit a copy of the Letter of Empanelment / Registration number 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 number will render the bidder disqualified. 3.4 The Bidders shall be eligible for bidding for the various Schedules based on the Eligibility criteria as per Data Sheet Para 3.4. Bidders shall strictly adhere to the Eligibility for different Schedules and shall submit Financial Bids only for those Schedules for which they are eligible. The Purchaser shall verify the contents of the 'Letter of Empanelment' with the list of empanelled agencies provided by UIDAI to check the eligibility of the Bidders for the various Schedules the Bidder has evinced interest in working in.
Taxes	3.5 The Bidder may be subject to local taxes (such as: VAT, Service tax, duties, fees, levies) on amounts payable by the Purchaser under the Contract. Bidders shall include such taxes in the Financial Bid.
	3.6 Bidders should provide the price of their services in Indian Rupees.
Earnest Money Deposit (EMD), and Performance Guarantee.	3.7 **Earnest Money Deposit** I. An EMD of Rs. _____lakhs, in the form of DD drawn in favour of <***Divisional Commissioner Basti***> payable at respective divisional head quarter , must be submitted along with the **Technical** Bid.

Financial Capacity 'TIER'	Maximum Bid Capacity (maximum enrolments in an year)	EMD (in Rupee)
F1	25 Lakh enrolments	Rs.10 Lakh
F2	50 Lakh enrolments	Rs.20 Lakh

	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.
	3.8 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.
	3.9**Tender Fees:** All Bidders are required to pay Rs. 5000 (five thousand only) /- towards Tender Fees in the form of Demand Draft drawn in favour of < ***Divisional commissioner Basti*** > payable at respective divisional head quarter. The Tender Fee is Non-Refundable**.**
	3.10 **Performance Bank Guarantee** 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 India in favour of **Divisional Commissioner Basti** 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.
4. Submission, Receipt, and Opening of Technical Bid & Financial Bids	4.1 Bidders will submit Technical Bid & Financial Bid in two different envelopes and both envelopes shall be put in separate envelope. 4.2 RFQ Evaluation Committee under the chairmanship of Registrar will first open & evaluate Technical Bid & if found complete then open Financial Bid. 4.3 If the documents of Technical bid are found to be incomplete then RFQ Evaluation Committee shall reject the Bid 4.4 Technical Bid will contain the fallowing documents:- a) Tender fee of Rs 5000 as per clause 3.9. b) Letter of empanelment containing Registration number issued by UIDAI duly indicating the level and tiers as well as the list of states the Bidders as eligible to work in. c) EMD as per clause 37. d) Detail of schedules (district) for which Bidders has submitted Bid in other division/divisions of Uttar Pradesh. e) Provide complete details of maximum capacity, utilized capacity with other UIDAI registrar. f) Power of attorney or letter of authorization as per the clause 4.6 4.5 The original Financial Bid & **Technical** 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. 4.6 An authorized representative of the Bidders shall initial all pages of the original Financial Bid & Technical Bid. The authorization shall be in the form of a written power of attorney or in any other form demonstrating that the representative has been duly authorized to sign. **Power of attorney or aforesaid letter of authorization shall be submitted along with Technical Bid** .The signed Financial

	Bid shall be marked "ORIGINAL". 4.7 The original Financial Bid for each Schedule shall be placed in a separate envelope, sealed and clearly marked "FINANCIAL BID FOR SCHEDULE – 'N'". All the sealed original Financial Bid for each Schedule shall be placed in a outer envelope, sealed and clearly marked "FINANCIAL BID" and the name of the assignment. 4.8 The envelopes containing the Financial Bid & Technical Bid, 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 <u>RFQ Evaluation Committee,</u> BEFORE …… hrs on DD-MM-YYYY**". The DD-MM-YYYY is the date of bid opening as provided in the datasheet or any extension to this date in accordance with Para 2.2.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 & Technical Bid is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Bid non-responsive.
	4.9 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.Any bid received by the Purchaser after the deadline for submission shall be returned unopened. **4.10 The Technical Bid consists of one Schedule 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.** **4.11 The Bidders shall submit the Technical Bid Covering Letter as given in Para 5 Annexure I of Volume I.**
Right to Accept/ Reject the Bid	4.12 Purchaser reserves the right to accept or reject any Bid and to annul the RFQ process and reject all such bids at any time prior to award of contract, without thereby incurring any liability 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 Financial & Technical Bids	5.1 Financial & Technical bids for each Schedule shall be opened publicly on the date & time specified in the Data sheet, in the presence of the Bidders' representatives who choose to attend. 5.2 The name of the Bidders and their Financial Bid for each Schedule **and Technical** Bid shall be read aloud. 5.3 The Purchaser will correct any computational errors for each Schedule. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. 5.4 The Contract shall be awarded to the Lowest Bidder (L-1) for each Schedule. 5.5 In case, a Bidder emerges as the Lowest Bidder (L1) for multiple Schedules, then the Purchaser shall check whether the Bidder has exceeded its available Bid Capacity (as given in Data Sheet Para 5.5 less work awarded by other Registrars) in terms of the cumulative target enrolments to be covered in the multiple Schedules. In case a single Bidder emerges as the Lowest Bidder in multiple Schedules and the total number of enrolments as per the Schedules exceeds the Maximum available bid capacity of the Bidder (as prescribed in the Empanelment list of UIDAI less work awarded by other Registrars), then the Bidder shall be considered selected in the Schedules where he is the lowest Bidder and within the Maximum bid capacity limits. **In such Case Bidder will be allocated in the district with maximum population within the maximum BID capacity** In the remaining Schedules over and above the lowest bidders Maximum bid capacity, the Second Lowest bidder (L-2) shall be given an opportunity to match the L-1, provided the L-2 bidder also does not exceed its Bid Capacity. If the Second Lowest Bidder does not match the Lowest Bid, then the offer to match the L-1 is given to Third Lowest Bidder (L-3)and hence forth **.** The Purchaser shall follow this process till all the Schedules are awarded to Bidders and shall ensure that the Bidders do not exceed the available Bid Capacity (as given in Data Sheet Para 5.5less work awarded by other Registrars) in terms of the maximum enrolments possible in a year.

	5.6 "All members of <u>RFQ Evaluation Committee</u> & Bidders' representative **will sign all pages of the Bid document "** **5.7 Technical Bid capacity of Bidder shall be as provided in Data sheet Para 5.7.**
6 Disqualification	Purchaser may at its sole discretion and at any time during the evaluation of Bid, disqualify any Bidder, if the Bidders: (i) Submitted the Bid 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 Bid 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 Bid either as a Single Agency/ Prime Agency/ consortium member; (vii) Was declared ineligible/blacklisted by the Government of India/State/UT Government; (viii) Is in litigation with any Government in India.
7. Award of Contract	7.1 The Successful Bidder for each Schedule shall submit a detailed Work Plan detailing out the area to be covered in each month and the timelines for covering the enrolment work in the geographical area **which shall be submitted within 10 days of issuance of LOI(Letter of Intent).** The Work Plan should be inline with the RFQ in terms of deployment of enrolment stations. The Purchaser shall evaluate the same and make necessary modifications which shall be mutually agreed by both parties before **signing of agreement as per the standard form of contract in volume III of this RFQ.** 7.2 **The purchaser shall issue a letter of intent to the selected Bidder .The selected Bidder shall submit Performance bank guarantee within 15 days from the date of issue of Letter of intent .The selected Bidder will sign an agreement as per the standard form of contract in**

	volume III of this RFQ within 30 days of issuance of the letter of intent. **7.3 The Bidder is expected to commence the assignment on the date and at the location specified in the Part II Data Sheet. In case the winning Bidder fails to start the enrolment work within 21 days of issue of Letter of Award of Work/ Letter of Intent, then the Purchaser may cancel the award of work to the lowest Bidder and award the work to the Second Lowest Bidder (L-2) at (L1) rates.**
8. Termination of Contract subject to necessary approvals	Notwithstanding the duration of the contract stated in GC 2.4, the Registrar, without prejudice or liability, reserves the right to terminate the contract for the time period beyond ***<30.06.2015>*****or any time thereafter** in the event necessary approvals for continuation of enrolment are not available to the Registrar.

3.2 PART II– DATA SHEET

ParBastiph Reference	
1.3	**Name and Details of Purchaser:** To, Divisional commissioner, Basti Divison, **Basti** Phone no: 05542-246269 Email: commbas@up.nic.in Website: basti.up.nic.in **Method of selection:** a) Contract Awarded to the Lowest Bidder (L1) for each Schedule.
1.4	**Name of the assignment**: Aadhaar Enrollment in Various districts of Commissionerate of **Basti**Uttar Pradesh.
1.5	The Bid submission address is: To, **Divisional Commissioner ,** **Basti Division,** **Basti.** **State of Uttar Pradesh** Bidders will submit Technical Bid & Financial Bid in two different sealed envelopes and both envelopes shall be put in separate sealed envelope. on the following date and time: Date: By 09-01-2015 Time: 03-00 P.M.
1.9	Bids must remain valid for 90 days after the submission date.
1.10	The estimated tenure of contract: One year

2.1	Clarifications may be requested not later than 10 days before submission date. The address for requesting clarifications is: **Divisional Commissioner ,** **Basti Division,** **Basti.** **State of Uttar Pradesh** **<9415212484 And Email. basdd@up.nic.in >**
3.2	The Schedules and corresponding District and Target Population are as given below: S.No | Schedule No | Name of District | Target approx. Population 1 | Schedule 1 | **Siddharthnagar** | 2336485 2 | Schedule 2 | **Basti** | 1764500 3 | Schedule 3 | **Sant Kabir Nagar** | 868467 **Note:-This data as per census of 2011.Subsequent to the census there may be addition or reduction due to the fallowing reasons.** **1.Birth** **2.Death** **3.In migration** **4.Out migration** **5.Enrollment already done by Non State Registrar**
3.4	**Eligibility for Submission of Bids for the different Schedules** S.No | Schedule No | Minimum Technical 'Level' Requirement | Minimum Financial 'Tire' Requirement **1** | Schedule 1 | T1 | F1 2 | Schedule 2 | T1 | F1 3 | Schedule 3 | T1 | F1 Bidders shall strictly adhere to the Eligibility for different Schedules and shall submit Financial & Technical Bids only for those Schedules for which they are eligible. The Bidders shall submit a copy of the 'Letter of Empanelment' along with the Financial& Technical Bid. **Bidders are allowed to quote for any number of districts.**

<table>
<tr><td>4.3</td><td>Bidder must submit the following:
Only the Original of the Financial & Technical Bid. The Financial & Technical Bid shall contain one/ multiple Schedules based on the geographical areas where the Bidder is interested in working subject to maximum districts.</td></tr>
<tr><td>5.1</td><td>The Bid Opening Date and Time is:
Date: 09-01-2015
Time: 04.00 P.M.</td></tr>
<tr><td>5.5</td><td>The Maximum Bid Capacity for the various Financial Capacity ‘TIERS’ is as determined by UIDAI is as given below:
<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>25 Lakh enrolments</td></tr>
<tr><td>2</td><td>F2</td><td>50 Lakh enrolments</td></tr>
<tr><td>3</td><td>F3</td><td>250 Lakh enrolments</td></tr>
<tr><td>4</td><td>F4</td><td>500 Lakh enrolments</td></tr>
</table></td></tr>
<tr><td>5.7</td><td><u>The Technical bid capacity :-</u>

Various Technical Capacity ‘TIERS’ is as determined by UIDAI is as given below:
<table>
<tr><th>Sl. No</th><th>Technical Capacity ‘TIER’</th><th>(Minimum aadhaar generation in an year)</th></tr>
<tr><td>1</td><td>T1</td><td>New agency (Fresher)</td></tr>
<tr><td>2</td><td>T2</td><td>≥1 lakh</td></tr>
<tr><td>3</td><td>T3</td><td>≥10 lakh</td></tr>
</table>
For more detail visit <u>www.UIDAI.gov.in</u></td></tr>
<tr><td>2.1</td><td>Date and address for contract clarifications:
Date: Not later than 10 days before submission date 09-01-2015
Address: J.D.C. Bast Division, Commissioner's Office, Basti.</td></tr>
<tr><td>7.3</td><td>Expected date for commencement of services
Date: On or before 07-03-2015
Address: Geographical Boundary of Basti Divison.</td></tr>
</table>

4. FINANCIAL BID FORMS

The Financial Bid consists of one Schedule 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 *Divisional Commissioner (Registrar)* And UIDAI and the cost for providing other additional services specified in the Scope of Work. The total cost quoted shall be inclusive of all expenses like travel and lodging, cost of setting up enrolment centers and mobile units, cost of transferring data to CIDR / State data centre, handling and handover of resident documents to document management agency of UIDAI, taxes and duties.

4.1 Financial Bid Covering Letter

The Bidders shall submit the Financial Bid Covering Letter as given in Para 6 Annexure I of Volume I.

4.2Financial Bid Form

The Bidders shall submit the Financial Bid Form as given in Para 7 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.

5. Annexure I – Technical Bid Covering Letter (Illustrative)

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

To,

Divisional Commissioner.

……

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Basti

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Dear Sir,

Ref: Request for Quotation (RFQ) Notification dated dd-mm-yyyy

1. Having examined the RFQ document, we, the undersigned, herewith submit our response to your RFQ Notification dated dd/mm/yyyy for Aadhaar Enrollment in **commissionerate of Basti Uttar Pradesh**, 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 Commissioners Basti State of Uttar Pradesh for carrying out the enrolment functions for the Aadhaar Enrollment in **Commissionerate** of **Basti** Uttar Pradesh in accordance with 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 Technical Bid.
4. We would like to declare that we are not involved in any litigation with any **Government in the union of India** and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We hereby declare that we have not been blacklisted by any Central/ State/ UT Government.
6. We hereby declare that we have not been charged with any fraudulent activities by any

Central/ State/ UT Government.

7. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.
8. 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".
9. In case we are engaged by the ***Commissioner of Basti, State of Uttar*** **Pradesh** as an EA, we shall provide all assistance/cooperation required by **Registrar/Joint Registrar,** UIDAI appointed auditing agencies/ **Performance Monitors,** UIDAI officials for performing their auditing and inspection functions. We understand that our non-cooperation for the same shall be a ground for termination of **Agreement.**
10. In case we are engaged as an EA, we agree to abide by all the terms & conditions of the Contract that will be issued by **Registrar.**
11. The details of the work award by other Registrars for UID enrolments to our firm/ **company**/consortium are as under :

Name of Registrars	**Period of Contract**	**Maximum Bid capacity**	**Utilized capacity with other UIDAI Registrars**	**Balance**

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**/company:** _____

Address: _____

6. Annexure II – Financial Bid Covering Letter (Illustrative)

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

To,

Divisional Commissioner.

……

……

Basti

Dear Sir,

Ref: Request for Quotation (RFQ) Notification dated dd-mm-yyyy

1. Having examined the RFQ document, we, the undersigned, herewith submit our response to your RFQ Notification dated dd/mm/yyyy for Aadhaar Enrollment in **commissionerate of Basti Uttar Pradesh**, 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 Divisional Commissioners <Basti> State of Uttar Pradesh for carrying out the enrolment functions for the Aadhaar Enrollment in **Commissionerate** of Basti Uttar Pradesh in accordance with 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 90 days from the closing date fixed for submission of bid as stipulated in the RFQ document.
5. We hereby declare that we are interested in participating in the following Schedules and have submitted the financial bids for each Schedule specified below:
    a. Schedule –

b. Schedule –

c. ……

d. Schedule – N

6. We would like to declare that we are not involved in any litigation with any **Government in The Union of 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. In case we are engaged by the ***Commissioner of Basti State of Uttar*** **Pradesh** as an EA, we shall provide all assistance/cooperation required by **Registrar/Joint Registrar,** UIDAI appointed auditing agencies/ **Performance Monitors,** UIDAI officials for performing their auditing and inspection functions. We understand that our non-cooperation for the same shall be a ground for termination of **Agreement.**

12. In case we are engaged as an EA, we agree to abide by all the terms & conditions of the Contract that will be issued by **Registrar.**

13. The financial bid includes the cost of setting up and operating of __Stationary enrolment stations and camp mode enrolment stations, 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 Schedule).

14. The details of the work award by other Registrars for UID enrolments to our firm/ **company**/consortium 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
9.	Name of the Contact Person	
10	Address of the Contact Person	
11	Name, designation and contact address of the person to whom all references shall be made regarding this RFQ	
12	Telephone number of the Contact Person	
13	Mobile number of the Contact Person	
14	Fax number of the Contact Person	
15	Email ID of the Contact Person	
16	Corporate website URL	

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm/**company**: _____

Address: _____

7. Annexure III – Financial Bid Form (Illustrative)

SCHEDULE - 1

Geographical areas proposed to be covered under Schedule - 1: <To be inserted as per the Geographical Scope of Work given in Section 1.2 of Volume II>

Financial Bid for undertaking enrolment activities per successful Aadhaar Generation as per Schedule- 1:

Item	***Costs In INR***
A. For 60 % coverage - Cost* for undertaking demographic and biometric enrolment activities	
B. For 60 to 80 % coverage - Cost* for undertaking demographic and biometric enrolment activities	
C. For 80 to 100 % coverage - Cost* for undertaking demographic and biometric enrolment activities	
D. Overall Unit Financial bid = Weighted average of the above quotations i.e. (0.6 * A)+(0.2 * B) + (0.2 * C),	

Notes: Payment shall be made as per rates given in the schedule i.e. for first 60% as per A, for next 20% as per B and for balance 20% as per C of this schedule. Over all unit financial bid will be calculated as detailed in D.

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

Note: The Contract Value shall be computed as:

Total Cost of the Schedule as per the Financial Bid x Target population for the Schedule