

MINISTRY OF ELECTRONICS & INFORMATION TECHNOLOGY
UNIQUE IDENTIFICATION AUTHORITY OF INDIA

GOVERNMENT OF INDIA
NEW DELHI

EXPRESSION OF INTEREST CUM PREQUALIFICATION



Selection of Governance Risk Compliance & Performance (GRCP)
Service Provider (SP)

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PART 1: GENERAL TERMS

1.1. GOALS OF THIS EXPRESSION OF INTEREST (EOI) CUM PREQUALIFICATION

The objective of this Eoi is to solicit proposals from the interested bidders for participation in a bid process for selection of Governance Risk Compliance & Performance (GRCP) - Service Provider (SP) for Review, Finalize and Monitor the Governance, Risk and Compliance (GRC) Framework and provide Performance Assurance Services” for Unique Identification Authority of India. The Eoi intends to bring out the details with respect to scope of services that are deemed necessary to share with the interested bidders.

Based on the Eoi response, firms will be evaluated and shortlisted and detailed RFP will be issued only to the shortlisted bidders after executing Non-Disclosure agreement with UIDAI.

1.2. RESPONSE REQUIREMENTS AND CHECKLIST

1.2.1. Proposals, in its complete form in all respects as specified in the EOI should be submitted online only through CPP Portal: <https://eprocure.gov.in/eprocure/app> not later than the date and time laid down in the Schedule. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

1.2.2. Manual response will not be accepted.

1.2.3. Not more than one response shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

1.2.4. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the any form and template in any manner. In case if the same is found to be tempered/modified in any manner, response will be completely rejected and firm is liable to be banned from doing business with UIDAI.

1.2.5. UIDAI may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum/corrigendum on the CPP Portal, in which case all rights and obligations of UIDAI and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended. Intending bidders are advised to visit the CPP Portal <https://eprocure.gov.in/eprocure/app> again at least 2 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

1.3. CHECK LIST OF DOCUMENTS TO BE PROVIDED IN THE PRE QUALIFICATION PROPOSAL

#	Particulars	Enclosed (Y/N)	Page No.
1.	Covering letter (Refer Clause 4.1.1. Form I)		
2.	Certificate as to authorized signatories as per clause 3.6		
3.	General details of the organization (Refer Clause 4.1.2 Form II)		
4.	Copy of Certificate of Incorporation or Registration Certificate of the organization as per Prequalification Criteria (Refer Clause 3.7)		
5.	Copy of Certificate from the statutory Company Auditors/ Company Secretary/ functional Director or MD of the respective organization on turnover from <i>work related to GRC</i> as per Prequalification Criteria (Refer Clause 3.7)		
6.	Financial details of the organization as per clause 4 of Prequalification Criteria. Refer Clause 4.1.2 Form II		
7.	Audited balance sheet and Profit and Loss Account for previous three financial years as per Prequalification Criteria (Refer Clause 3.7)		
8.	Certificate from the Company Auditors/ Company Secretary/ functional Director or MD regarding Manpower as per Prequalification Criteria. Refer Clause 4.1.5 Form V		
9.	Copy of the Work Order / Completion Certificate / Letter of Acceptance from the client, duly signed by the representative of the purchaser's organization as per Prequalification Criteria (Refer Clause 3.7)		
10.	Certificate from the Company Auditors/ Company Secretary/ functional Director or MD on number of professionals having valid and relevant professional certifications as per Prequalification Criteria (Refer Clause 3.7)		
11.	Cert-In empanelment letter for last 3 years (2015-16, 2016-17, 2017-18)		
12.	Copy of Letter from the functional head stating that the bidder has not been blacklisted by Central/ State Government Departments or PSUs.		
13.	Certificate from a Company Auditor that the bidder is a going concern and has not/ intends to apply for bankruptcy proceedings		

1.4. ISSUING AUTHORITY

This Expression of Interest (Eoi) cum Prequalification is issued by the Unique Identification Authority of India (UIDAI), intended to short-list potential bidders. UIDAI's decision with regard to the short-listing of bidders through this Eoi cum Prequalification shall be final and UIDAI reserves the right to reject any or all the bids without assigning any reason.

Sr. No.	Item	Description
1.4.2.	Project Title	Selection of GRCP -SP for the UIDAI Project
1.4.3.	Name of the Purchaser	Unique Identification Authority of India (UIDAI), Ministry of Electronics and Information Technology, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi – 110001
1.4.4.	Contact Person	Group Captain Davesh Singh, Assistant Director General (Information Security) Unique Identification Authority of India (UIDAI) HQ, Delhi.
1.4.5.	Contact Address	Unique Identification Authority of India (UIDAI), Headquarters Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi – 110001
1.4.6.	Website	https://www.uidai.gov.in

1.5. TENTATIVE CALENDAR OF EVENTS

Important milestones and timelines for completion of bidding activities are as per schedule given in CPP Portal.

1.6. BIDDERS' CONFERENCE

UIDAI will host a bidder's Conference in UIDAI HQ in Delhi at the address given in clause 1.4. The Conference is tentatively scheduled as per the schedule given in CPP Portal. The representatives of the interested organizations (restricted to two persons) may attend the bidders' conference at their own cost. The purpose of the conference is to provide bidders with any clarifications regarding the Eoi. It will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the Eoi.

1.7. DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals, in its complete form in all respects as specified in the Eoi, must be submitted as specified in CPP Portal. UIDAI may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum to be made available on the CPP Portal, in which case all rights and obligations of UIDAI and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

PART 2: SCOPE OF SERVICES

2.1. BACKGROUND

UIDAI ecosystem has evolved overtime and with the enrolments reaching more than 120 crores and the notification of Aadhaar Act 2016, Authentication has become the critical function in UIDAI. The Authentication services of UIDAI are being widely used by various organizations and are expected to rise exponentially given its benefit. With enrolment reaching saturation in adults, focus has gradually shifted to child enrolment and managing updates to ensure currency of the Aadhaar Database. UIDAI is going through an evolution phase where UIDAI services may be utilized in various manners that may not have been envisaged at the inception of UIDAI.

Aadhaar is supported by an extensive ecosystem of partners who deliver a wide variety of services to citizens and residents of India. Supporting the implementation of Aadhaar is a robust legal framework and technology infrastructure. The core technology infrastructure of Aadhaar is the Central Identities Data Repository ("CIDR") which hosts the Aadhaar applications along with several supporting systems, the ABIS solutions used for performing 1: N biometric de-duplication and the biometric authentication and e-KYC infrastructure.

UIDAI has complex assemblages of technology (i.e., hardware, software, and firmware), processes, a large ecosystem of services and people, working together to process, store, and transmit information in a timely manner to support its various operations and service delivery mechanisms. The immense degree to which UIDAI depends upon information systems indicates that the security of the underlying processes and systems is paramount to its success. As UIDAI handles biometric and demographic information of residents, it is imperative that the ICT Infrastructure, applications and its ecosystem are secure and that security related policies, processes, procedures and requirements are implemented and monitored properly, as per Aadhaar Act 2016, various regulations, UIDAI IS policy, various circulars and specifications issued by UIDAI from time to time.

GRCP-SP plays one of the most important roles in governing the security in UIDAI ecosystem and laying the foundation of a robust security governance program. For the success of GRCP concept it is important that all important elements of a successful Security governance and implementation are engraved in the GRCP design to ensure that the overall ecosystem is well equipped to prevent, detect and respond to any security threats in an appropriate manner.

In order to achieve the objectives of a GRCP program, the Bidders are encouraged to provide their suggestions/ feedback/ recommendations on this bid document based on prevalent best industry practices. Seeking such suggestions from the bidders is aimed at keeping a provision for value-addition and enhancement in the effectiveness of GRCP-SP engagement. Bidders are expected to provide their feedback/ suggestions after thoroughly understanding the current UIDAI Ecosystem and Scope of Work. UIDAI may consider a revision in the scope of work based on the feedback/ suggestions it finds suitable and in-line with the overall objective of this bid document. Any changes made to the scope of work in this bid document shall be at the sole discretion of UIDAI.

2.2. SCOPE OF WORK

2.2.1. The brief scope of work for the GRCP-SP is mentioned below under the seven heads i.e.

- A. Information and Cyber security for the internal ecosystem
- B. Field Information Security Assessment of all external ecosystem partners
- C. Fraud and Forensics
- D. Service level monitoring of all contracts
- E. Privacy and legal support
- F. Checking and detection of any unauthorized Aadhaar related activity on internet.
- G. Contract Management Support
- H. Human resource support (Adhoc Deliverables)

2.2.2. The requirements given in this Expression of Interest are indicative only and UIDAI will provide detailed Scope of work and requirements to prequalified firms in Request for Proposal.

PART 3: BIDDING TERMS AND PRE- QUALIFICATION CRITERIA

3.1. CONDITIONS UNDER WHICH THIS EOI IS ISSUED

3.1.1. This Eoi is not an offer and is issued with no commitment. UIDAI reserves the right to withdraw the Eoi and change or vary any part thereof at any stage. UIDAI also reserves the right to disqualify any bidder, should it be so necessary at any stage.

3.1.2. UIDAI reserves the right to withdraw this Eoi if UIDAI determines that such action is in the best interest of the Government of India.

3.1.3. Based on the Eoi response, firms will be evaluated and shortlisted and detailed RFP will be issued only to the shortlisted bidders.

3.1.4. Timing and sequence of events resulting from this Eoi shall ultimately be determined by UIDAI.

3.1.5. No verbal conversations or agreements with any official, agent, or employee of UIDAI shall affect or modify any terms of this Eoi and any alleged verbal agreement or arrangement made by a bidder with any department, agency, official or employee of UIDAI shall be superseded by the definitive agreement that results from this Eoi process. Any verbal communications by UIDAI to bidders or any written materials provided by any person other than UIDAI shall not be considered binding on UIDAI.

3.1.6. Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.

3.2. RIGHTS TO THE CONTENT OF THE PROPOSAL

For all the response received before the last date and time of bid submission, the proposals and accompanying documentation of the Pre-Qualification proposal will become the property of UIDAI and will not be returned after opening of the pre-qualification proposals. UIDAI is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders. UIDAI shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

3.3. ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS

By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this Eoi, including all forms, schedules and annexure hereto, and has fully informed itself as to all existing conditions and limitations.

3.4. EVALUATION OF PRE QUALIFICATION PROPOSAL

The bidders' Pre-Qualification Proposal in the bid document will be evaluated as per the requirements specified in the Eoi and adopting the pre-qualification criteria spelt out in this Eoi. The Bidders are required to submit all required documentation in support of the pre-qualification criteria specified (e.g. detailed project citations and completion certificates, client contact information for verification, and all others) as required for evaluation.

If required, the UIDAI may seek specific clarifications from any or all Bidder(s) at this stage.

Based on the Eoi response, firms will be evaluated and shortlisted and detailed RFP will be issued only to the shortlisted bidders on execution of NDA.

3.5. LANGUAGE OF PROPOSALS

The proposal and all correspondence and documents shall be written in English.

3.6. BIDDER'S AUTHORISED SIGNATORY

The Authorised Signatory representing the Bidder shall sign and stamp each page in the response document. The response should be accompanied by an authorization in the name of the signatory of the Proposal. The authorization shall be in the form of a written power of attorney or a Board resolution in favour of the person signing the Proposal.

3.7. PRE-QUALIFICATION CRITERIA

S. No.	Description	Proof Required
1	The Bidder must be a reputed and experienced entity registered under the Indian Companies Act, 1956/ as LLP or partnership firm as per LLIP Act, 2008, operating in the field of GRCP and have a registered office in India for the last 5 years.	Certificate of Registration in India.
2	The Bidder must have an average annual turnover of Rs. 400 Crore during the last 5 financial years ending 31st March, 2018. The firm should be in turnover of the group companies of the bidder shall also be considered for evaluation.	Audited Balance Sheet/ P&L accounts for the last five financial years 2013-14, 2014-15, 2015-16, 2016-17 and 2017-18 to be provided which clearly shows the turnover.
3	The Bidder must have an average annual turnover of Rs. 50 Crores during the last 3 financial years ending 31st March, 2018 from work related to GRC services. GRC services – services related to Governance, Risk and Compliance in respect of information security, cyber security, forensics and fraud management & Performance evaluation in respect of Service Level Monitoring.	Certificate from the statutory Company Auditors/ Company Secretary/ functional Director or MD of the respective organization on turnover from <i>work related to GRC</i>
4	The Bidder (Bidding entity) must have successfully completed: Designed and implemented the GRC Framework and provided / providing GRC services in at least 3 projects by bidding entity with a contract value of at least INR 5 Crore each, during the preceding 5 years. (Projects implemented internally for the bidder's own use shall not be considered for evaluation)	Copy of the Work Order / Completion Certificate / Letter of Acceptance from the client, duly signed by the representative of the purchaser's organization, citing the scope of work and contract value of work undertaken by the Bidder. In case the bidder is not able to submit the Work Order/ Completion Certificate on reasons of Non-Disclosure/ Confidentiality Agreements with client, the bidder shall give the details of the scope of work, components implemented, locations, contract value etc. certified by MD/ CEO/ Functional Director. The verification of these details will be carried out by the Technical Evaluation Committee either by conference call, video conference or any other means as appropriate.

S. No.	Description	Proof Required
5	<p>The Bidder must have at least 100 full time technically qualified personnel on its rolls in the area of Design and implementation of the GRC Framework, including in the areas of designing, implementing, security related periodic assessment, forensics, fraud analytics and maintenance of governance, risk, and compliance framework as on March 31, 2018.</p>	<p>Certificate from the Company Auditors/ Company Secretary/ functional Director or MD on number of full time technically qualified personnel on its rolls in these areas.</p>
6	<p>The Bidder must have a team of atleast 50 professionals with certifications as mentioned below. The bidder is to ensure that all certifications mentioned below are covered in the team.</p> <p>IT / Cyber / Information Security Certifications:</p> <ol style="list-style-type: none"> 1. CGRC-IT (Certified in IT Governance, Risk Compliance), 2. CIRM (Certified in Integrated Risk Management) 3. CISM (Certified Information Security Manager) 4. CISSP (Certified Information Systems Security Professional) 5. CISA (Certified Information Security Auditor) 6. CHFI (Certified Hacking Forensic Investigator) 7. CBCP (Certified Business Continuity Professional) 8. BCCS or BCCP (Business continuity certified specialist or Business Continuity certified professional) 9. OSCP (Offensive security certified professional) 10. OSCE 11. ECSA 12. CEH (Certified Ethical hacker) 13. GREM (Reverse Engineering Malware Certification) 14. GCIH (GIAC Certified Incident Handler) 15. GPEN (GIAC Certified Penetration Tester) 16. GWEB (GIAC Web Application Defender) 17. GXPEN (GIAC Exploit Researcher and Advanced Penetration Tester) 18. ISO27001 Lead Auditor 19. ISO27001 Lead Implementer 20. BS10012 21. DCP (DSCI certified privacy professional) 22. CRISC (Certified in Risk and Information Systems Control) 23. CIPP/IT (Certified Information Privacy Professional/Information Technology) 24. CIPP foundation / E / US\ 	<p>Certificate from the Company Auditors/ Company Secretary/ functional Director or MD on number of professionals having valid and relevant professional certifications (as given here)</p>

S. No.	Description	Proof Required
	<p>25. ITSM (IT Service management)</p> <p>Forensic Certifications:</p> <ol style="list-style-type: none"> 1. CFS (Certified Fraud Specialists) 2. EnCase Certified (EnCE) 3. CCFE (Certified Computer Forensics Expert) 4. CCE - Certified Computer Examiner 5. CFE - Certified Fraud Examiner 6. ACE – Access Data Certified Examiner 7. CEH - Certified Ethical Hacker 8. RHCE - RedHat Certified Engineer 9. Brainbench Certified Forensic Analyst. <p>The professionals must possess Internationally accredited certifications in their respective domain areas. Proof for such certifications to be provided.</p>	
7	The Bidder should have been CERT-In empanelled at-least for the last 3 years (2015-16, 2016-17, 2017-18).	Cert-In empanelment letter for last 3 years (2015-16, 2016-17, 2017-18)
8	The Bidder should not have been blacklisted by any Central / State government departments or PSUs for corrupt or fraudulent practices or for quality of services rendered.	Letter from the functional head stating that the bidder has not been blacklisted by Central/ State Government Departments or PSUs for corrupt or fraudulent practices or for quality of services rendered.
9	The Bidder should be a going concern and has not/ intends to apply for bankruptcy proceedings as per any applicable Indian law.	Certificate from a Company Auditor Company Secretary/ functional Director or MD that the bidder is a going concern and has not/ intends to apply for bankruptcy proceedings

PART 4: ANNEXURE – RESPONSE FORMATS

Documents Comprising the Bids

The bids prepared by the Bidder shall comprise of the following components:

Pre-Qualification Bid - The Pre-Qualification Bid shall comprise of the following:

- i. Tender Document Fees of Rs. 1000.00/- (Rupees One thousand only).
- ii. **A letter certifying the period of validity of EOI response for 180 days from the date of opening of Pre-Qualification bids**
- iii. Notarized **Power of Attorney** executed by the **Bidder** in favor of the Principal Officer or the duly Authorized Representative, certifying him as an authorized signatory for the purpose of this Bid (**Refer Clause 2.12**)
- iv. Undertaking from the Bidder, confirming his **unconditional acceptance of full responsibility** for executing the 'Scope of Work' and meeting all obligations of this Bid.
- v. **Contents of the Pre-Qual Bid**
 - Pre-Qual Form 1: Pre-Qualification Proposal Submission Form
 - Pre-Qual Form 2: Bidder's Organization and Experience
 - Pre-Qual Form 3: Bid security form
 - Pre-Qual Form 4: General Checklist
 - Pre-Qual Form 4: Information on Bidder's IT Manpower

Bid Security – Bid Security of Rs. 1,00,00,000.00.- (Rs. One Crore Only) is required to be submitted in the prescribed format by the bidder before the last date and time (as communicated) of submission of Technical and Commercial bid with validity pursuant to Clause 4.1.3 except for Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the Ministry of Electronics and IT. Bid Security shall be refunded to the unsuccessful bidders at the earliest after expiry of the final bid validity.

4.1. Pre-Qualification Bid Submission forms

4.1.1. Pre-Qual Form 1: Pre-Qualification Bid Submission forms (Covering Letter)

Pre-Qualification Bid Submission forms contain the following forms which need to be filled and submitted by the Bidders as part of the pre-qualification bid.

Pre-Qual Form-1: Pre-Qualification Proposal Submission Form (on company letter head)

To:

**The Deputy Director General (DDG),
Unique Identification Authority of India (UIDAI),
8th Floor, Bangla Sahib Road, Behind Kali Mandir,
Gole Market,
New Delhi 110001.**

Dear Sir:

Sub : Hiring of Service Provider for GRCP Services (GRCP-SP) for the UIDAI

Ref : Tender No. Dated

We, the undersigned, offer to provide "GRCP Services" to UIDAI in accordance with your Request for Proposal and our Proposal. We are hereby submitting our Proposal, which includes this Pre-Qualification Proposal and a Technical Proposal and a Commercial Proposal sealed in separate envelopes.

We hereby declare that we are submitting our Proposal as a single bidder

We hereby declare that all the information and statements made in this Pre-Qualification Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. We undertake, if our Proposal is accepted, to initiate the "GRCP Services" related to the assignment not later than the date indicated in Section-1, Clause 1.2- Schedule for Invitation to Bid of this RFP.

We declare and confirm that:

1. We will abide by all the terms and conditions contained in the RFP document.
2. All the details mentioned above are true and correct and if UIDAI observes any misrepresentation of facts on any matter at any stage, UIDAI has the right to reject the proposal and disqualify us from the process.
3. We hereby acknowledge and unconditionally accept that UIDAI can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the Request for Proposal and related documents, in short listing of Agencies.
4. We also acknowledge the information that this response of our Company for the UIDAI process of Request for Proposal is valid for a period of 180 calendar days.
5. We also confirm that we have noted the contents and the various documents forming part of this RFP and have ensured that there is no deviation in filing our offer in response to the tender. UIDAI will have the option to disqualify us in case of any such deviations.
6. We shall furnish a bid security (EMD) in the proforma as per the bid security form in the form of a bank guarantee for a sum of **Rs. 1,00,00,000/- (INR One Crore only)** before the last date and time of submission of Technical and Commercial bid . This bid security is liable to be forfeited in accordance with the provisions of bid documents.
7. We understand that the EMD furnished by us may be forfeited:
 - a. if we withdraw our participation from the RFP during the period of validity of RFP document;or

- b. in the case we do not participate in the subsequent Tender process after having been short listed;
- 8. We are also enclosing the tender document fees of **Rs. 1, 000/- (INR One thousand only)** in the form of a Demand Draft.
- 9. We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee bond in the prescribed format within the specified timelines..
- 10. We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

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

Name and Title of Signatory: _____

Name of Company: _____

Address: _____

Location: _____

Date: _____

4.1.2. Pre-Qual Form-2: Bidder’s Organization and Experience

Bidder/ Organization:

Provide here a brief description of the background and organization of your company/entity and each associate company for this assignment. Also provide a brief description on the ownership details, date and place of incorporation of the company, objectives of the company etc. Apart from this, also provide information on the Annual Turnover of the company for the last 5 financial years as required in the form below]

Form 2A-1: Details of the Organization - Bidder	
Name	
Date of Incorporation and Constitution of Organization	
Date of Commencement of Business	
Address of the Headquarters	
Address of the Registered Office in India	
Area of expertise with respect to this project	
Contact details (name, address, phone no. and email)	
Name and designation of the person authorized to make commitments to UIDAI	

Form 2A-2: Financial Information – Bidder					
	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
Revenue (in INR Crores)					
Profit Before Tax (in INR Crores)					
Revenue from Design and implementation of the GRC Framework					
Other Relevant Information					

Bidder’s Experience:

“Design and implementation of the GRC Framework / providing GRC services including Forensic and fraud”

[Using the format below, provide information on each assignment for which your company was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out “**Design and implementation of the GRC Framework / providing GRC services**” as requested under this assignment. Bidders should provide all the details (*including documentary evidence like copy of Work Order/Completion Certificate/ Letter of Acceptance from the client, citing the scope of work and contract value of work undertaken by the Bidder*) as required in the form. Please provide citations of 5 relevant project citations (minimum 3 such projects) (with contract value of at least INR 5 crore each) in preceding 5 years.]

In case the bidder is not able to submit the Work Order/ Completion Certificate on reasons of Non-Disclosure/ Confidentiality Agreements with client, the bidder shall give the details of the scope of work, components implemented, locations, contract value etc. certified by MD/ CEO/ Functional Director. The verification of these details will be carried out by the Technical Evaluation Committee either by conference call, video conference or any other means as appropriate.

Assignment name:	Approx. Value of Contract: (Mandatory field) (Mention contract value in INR)
Country: Location within country:	Duration of assignment (months):
Name of Employer:	Total No. of staff-months of the assignment:
Address:	Approx. value of the services provided by your company under the contract (in INR):
Start date (month/year): Completion date (month/year):	Name of senior professional staff of your company involved & functions performed:
Name of associated Bidders, if any:	No. of professional staff-months provided by associated Bidders of the quoted project:
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Company's Name: _____

4.1.3. Pre-Qual Form-3 : Bid security form

Whereas _____ (hereinafter called 'the bidder) has submitted its bid dated _____ for "Hiring of _____" (hereinafter called "the Bid") to _____

KNOW ALL MEN by these presents that WE _____ of _____ having our registered office at _____ (hereinafter called "the Bank") are bound unto the _____ (hereinafter called "the Purchaser") to the sum of _____ which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20__

THE CONDITIONS of this obligation are:

- 1. If the bidder, withdraws its Bid during the period of bid validity specified by the bidder on the Bid Form; or
- 2. If the bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity,
 - a. fails or refuses to execute the Contract, if required; or
 - b. fails or refuses to furnish the Performance Security, in accordance with the instructions to bidders;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

(Authorized Signatory of the Bank)

4.1.4. Pre- Qual Form 4– General Checklist

S. No.	Checklist item	Yes	No	Remarks/ Reference in the Bidders technical bid												
1	<p>Has a Bank Guarantee for the requisite Bid Security been enclosed with the bid?</p> <p>If yes, please provide the following details of the bank guarantee:</p> <table border="1"> <tr> <td>Name of the Bank</td> <td></td> </tr> <tr> <td>Value of Bank Guarantee</td> <td></td> </tr> <tr> <td>Bank Guarantee Number</td> <td></td> </tr> <tr> <td>Date of issue</td> <td></td> </tr> <tr> <td>Period of validity</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>	Name of the Bank		Value of Bank Guarantee		Bank Guarantee Number		Date of issue		Period of validity						
Name of the Bank																
Value of Bank Guarantee																
Bank Guarantee Number																
Date of issue																
Period of validity																
2	Whether the period of validity of the bid is as required in bidding document?															
3	Has a copy of the Notarized Power of Attorney executed by the Bidder in favor of the Principal Officer or the duly Authorized Representative attached with the Technical Bid?															
4	Has the bid been prepared in sufficient details/clarity so as to avoid post Bid opening clarifications/ amendments?															
5	Has the Pre-Qualification bid been submitted successfully and Technical bid been submitted successfully?															
6	Has it been ensured that there are no over-writings in the bid? Have corrections been properly attested by the person signing the bid?															
7	Signed and Scanned Copy of Bid Particular under Pre-Qualification has been uploaded															
8	Signed and Scanned Copy of Bid Particular under Commercial Bid has been uploaded															
9	Signed and Scanned Copy of Bid Particular under Technical Bid has been uploaded															
10	Has a correct reference to the Technical Bid section/page/chapter been provided for all responses to Technical Evaluation questions?															
11	Have the rates, prices and totals, etc. been checked thoroughly before signing the Bid?															
12	Has it been ensured that no commercials have been indicated in the Pre-Qualification and Technical Bid?															

4.1.5. Pre- Qual Form 5– Information on Bidder’s IT Manpower

(Company letterhead)

<Location, Date>

To:

Deputy Director General (Technology),
Unique Identification Authority of India (UIDAI),
Headquarters
Bangla Sahib Road, Near Gole Market
New Delhi - 110001

Reference: Expression of Interest cum Pre-Qualification for Selection of GRCP-SP for UIDAI project

Dear Sir,

We, the undersigned, certify that *<name of the bidder>* has more than 50 technically qualified, client facing professionals engaged in delivery of GRCP Services on its payroll for the last one year from the date of bid submission..

Note: Technically qualified professionals includes those who hold engineering degrees (B. Tech./ B.E/ M. Tech/MCA or equivalent graduate or post-graduate degrees in any field of engineering/Information Technology/computer science awarded by AICTE recognized universities) and who are engaged in delivery of IT services to clients/customers.

Yours sincerely,

Authorized Signature [*In full and initials*]:

(Duly signed by company's authorized signatory)

Name and Title of Signatory:

Name of Company:

Address:

Location: _____

Date: _____

4.1.6 Important dates

The following table provides the important dates of the EOI process:

S.No	Activity	Date and Time
1.	Release of EOI to bidders	28 December 2018
2.	Bidders Conference	03 January 2019 @ 1500 Hrs
3.	Last date for submission of queries by bidders in the Format* as given below	08 January 2019 by 1700 Hrs
4.	Release of Pre-Bid Clarifications to bidders	15 January 2019
5.	Submission of Response	22 January 2019 by 1700 Hrs
6.	Opening of response	23 January 2019 @ 1600 Hrs

* **The queries must be submitted to davesh.singh@uidai.net.in. in Microsoft Excel (Soft copy) format as given under:**

Name of Bidder:					
Sr. No	Section No.	Clause No.	Page number in Section	Existing Provision in the Clause	Clarification Sought