



Unique Identification Authority of India

Request for Proposal (RFP) for hiring of News Report Compilation Agency for UIDAI HQ, New Delhi

**Unique Identification Authority of India
Government of India
Bangla Sahib Road, Behind Kali Mandir,
Gole Market, New Delhi – 110001**

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Data Sheet

S.No	Particular	Details
1.	Document Reference Number	A-11016/29/2012-UIDAI
2.	Date of Issue of Request for Proposal	04/1/2019
3.	Date of Pre-bid meeting	08/1/2019-12.00PM
4.	Pre-bid Clarification received by email	Queries may be sent at harish.verma@uidai.net.in by 09/12/2019-5PM
5.	Last Date & Time for Submission of Technical and Financial bids	24/1/2019 -12.00 PM
6.	Date & Time for opening of Technical proposal	25/1/2019 -12.00 PM
8.	Date & Time for opening of Financial proposal	To be announced later.
9.	Tender fee and Earnest Money Deposit	INR 500/- (Rs. five hundred only) and INR 50,000/- (Rs. Fifty thousand Only) respectively
10.	Address for Bid opening and technical presentations	Unique Identification Authority of India Headquarters, 5 th floor, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi - 110001
11.	Website	www.uidai.gov.in
12.	Method of Selection	Quality cum Cost Based Selection <ul style="list-style-type: none"> • Only technically qualified proposals shall be considered for Financial Bid Opening. • The Bidder having lowest bidding amount will be adjudicated as the most responsive Bidder for award of the Project.

Definitions:-

1.	bidder	Any entity/entities who are eligible as per terms of this RFP and who is participating in this tendering process. Any consortium of bidders is not allowed.
2.	Service Provider	An agency that has been selected to provide News Report Compilation Services as per terms of this RFP.

Section 1: Invitation for Proposal

1.1. Introduction

About UIDAI:

The Unique Identification Authority of India (UIDAI), under Ministry of Electronics and Information Technology, Government of India was established in January, 2009 initially as an attached office of the Planning Commission with a mandate '*To empower residents of India with a unique identity which can be verified and authenticated instantly in an easy, electronic and cost effective manner and is robust enough to eliminate duplicate and fake identities*'.

UIDAI is empowering residents of India by enabling them to have a unique Identity number termed **Aadhaar** based on individual unique biometrics and demographic details. Aadhaar is a 12-digit random unique number obtained through the process of de-duplication involving biometrics. Aadhaar process of **Authentication** enables an individual to verify and authenticate his identity instantly with service provider anywhere, anytime in the country.

For a country's growth to be truly transformational, it needs to be accompanied with inclusion of all particularly poor and marginalised sections of the society in the process of socio and economic development. Enabling access of poor residents to economic development and including them in the financial mainstream is a challenge primarily due to absence of an identity document that is accepted across all domains.

Absence of easily verifiable and nationally portable identity contributes to exclusion, as the person is unable to prove his/her identity, which actually proves to be the biggest barrier preventing the individual from accessing benefits and subsidies. The benefits of a mechanism that uniquely identifies a person and ensures instant identity verification are obvious. A digital identity can transform the delivery of social welfare programs by making them more inclusive.

Aadhaar plays a critical role in enhancing inclusion and enabling access to such benefits and welfare delivery, where it not only empowers the individual with an ID, but a digital ID which can be used to prove their identity online, and on real time basis. Aadhaar is the first on scale Digital ID service of the world, which is formless and paperless. With more than **121 crore** Aadhaars issued, it is the largest biometric program in the world, making India a global leader in biometric technology. The target of universal enrolment is likely to be achieved in coming months.

1.2. Goals and Objectives

- i. To raise awareness about Aadhaar, its usage and benefits.
- ii. Highlight role of Aadhaar in e-Governance.
- iii. Make people aware about various services and schemes that are linked to Aadhaar and also the services and Schemes that can utilise Aadhaar for delivery of services and benefits.
- iv. Widening UIDAI's reach among different communities on News Report Compilation and online platforms.
- v. To create a simple and user-friendly system for exchanging ideas and feedback on services online.
- vi. To allay the apprehensions, misconception if any, prevailing amongst people and portray Aadhaar and its usage in proper perspective.

vii. To inform people online about new policies, initiatives and opportunities for the people through the usage of Aadhaar.

1.3 INVITATION TO BIDDERS

BACKGROUND

The Unique Identification (UID) number (Aadhaar) is issued by Unique Identification Authority of India (UIDAI) to all residents in the country. The number is:

- a) verifiable in an online, cost-effective manner
- b) based on biometrics and demographic data, and
- c) robust enough to eliminate duplicate and fake identities in databases.

The impact of UIDAI initiative is wide-ranging. For residents across the country, Aadhaar is a transformational number which will improve the delivery of welfare programs and will provide residents, particularly the poor, greater access to resources and services. Enrolment for the number is done through Registrars across the country. UIDAI partners with such Registrars, which include State Governments, PSUs, banks, etc. These Registrars, in turn, may partner with enrolling agencies to enrol residents into the UIDAI database.

UIDAI's Vision:

To empower residents of India with a unique identity and a digital platform to authenticate anytime, anywhere.

UIDAI's Mission:

- Universal Aadhaar enrolment for the entire population with a well-defined turnaround time and adhering to stringent quality metrics
- Collaborate with partners to setup infrastructure which provides convenience to residents for updating and authenticating their digital identity
- Collaborate with partners and service providers in leveraging Aadhaar to serve residents effectively, efficiently and equitably
- Encourage innovation and provide a platform for public and private agencies to develop Aadhaar linked applications
- Ensure availability, scalability and resilience of the technology infrastructure
- Build a long term sustainable organization to carry forward the vision and values of the UIDAI
- Make it attractive for the best global expertise in different fields to collaborate and provide valuable insights to the UIDAI organization.

Section 2: Instruction to Bidders

2.1. Procedure for Submission of Online Bids on CPP Portal

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

i. Registration

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC shall be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

ii. Searching for tender documents

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder shall make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

iii. Preparation of bids

- 1) Bidder shall take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, shall get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

iv. Submission of bids

- 1) Bidder shall log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document. **There are two packets in this bid. Packet 1 is for submitting documents pertaining to Eligibility/Pre-Qualification and Packet 2, which contains an excel sheet – “BoQ,” is for submitting the Financial Bid,.**
- 3) Bidder has to select the payment option as “offline” to pay the Tender Fee / EMD as applicable and enter details of the instrument.
- 4) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders shall follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers’ public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

6) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

7) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

v. Assistance to bidders

1) Any queries relating to the tender document and the terms and conditions contained therein shall be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. For any technical related queries please call the Helpdesk. The 24x7 Help Desk Number are 0120-4200462, 0120-4001002, 0120-4001005 and e-Mail: support-eproc@nic.in.

2.2 Conflict of Interest

i. The selected Firm/ Agency shall provide professional, objective and impartial service and hold UIDAI’s interest paramount.

ii. The selected Firm/ Agency shall not downstream or outsource any part of the scope of work.

iii. Non disclosure of such an association will lead to termination of Agency’s contract.

2.3. Validity of Proposal

The following will be considered for the validity of the proposals deemed submitted:

I. Proposal shall remain valid for a period of 180 days from the date of opening of Proposal.

II. UIDAI reserves the right to reject a proposal valid for a shorter period as non – responsive.

III. In exceptional circumstances UIDAI may solicit the Bidder’s consent to an extension of the period of validity. The request and the response thereto shall be made in writing.

2.4. Right to Accept or Reject any Proposal

UIDAI reserves the right to annul the Request for Proposal process, or to accept or reject any or all the proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the ground of such decision.

2.5. Fraud & Corruption

It is required that the Bidders submitting Proposal and Agency selected through this Request for Proposal must observe the highest standards of ethics during the process of selection and during the performance and execution of the Work Order.

For this purpose, definitions of the terms are set forth as follows:

- I. “Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of UIDAI or its personnel in Work Order executions.
- II. “Fraudulent practice”** means a misrepresentation of facts, in order to influence selection process or the execution of the Work Order, and includes collusive practice among Bidders .
- III. “Unfair trade practice”** means supply of devices different from what is ordered on, or change in the scope of work.
- IV. “Coercive practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of the Work Order.

UIDAI will **reject** a proposal for award, if it determines that the Bidder recommended for the award, has been determined to have been engaged in corrupt, fraudulent or unfair trade practices. UIDAI will declare a Firm/ Agency ineligible, either indefinitely or for a stated period of time, for awarding the Work Order, if it any time determines that the Firm/ Agency has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing the Work Order.

2.6 Clarifications & Amendment to Request for Proposal

- I.** During the process of evaluation of Proposals, UIDAI may, in its discretion, ask Bidders for clarification on their proposal. The Bidders are required to respond within the prescribed time frame.
- II.** UIDAI may for any reason, modify the Request for Proposal from time to time. The amendment(s) to the Request for Proposal would be clearly spelt out and the Bidders may be asked to amend their proposal due to such amendments.

2.7. Tender Fee and Earnest Money Deposit (EMD)

- I.** The Bidder shall furnish Tender Fee of Rs. 500/- (Non-refundable) and Earnest Money Deposit (EMD) amounting to Rupees 50,000/- (Rs. Fifty thousand Only) along with Technical Bid in Sub-Packet 1.
- II.** The Tender Fee and EMD shall be in Indian Rupees and shall be in the form of Bankers Cheque or Demand Draft from any of the Nationalised/ Scheduled Bank in favor of “Unique Identification Authority of India” payable at New Delhi. Agencies under MSME/NSIC are exempt from submission of these payments subject to presentation of the valid documents. To claim exemption from payment of EMD/Tender Fee, MSME certificate should clearly indicate that the bidder is in the Business related to the scope of work mentioned in this RFP.
- III.** The earnest money of the unsuccessful Bidders shall be refunded on request by the Bidder after final award of the Work Order.
- IV.** EMD of the successful Bidder will be released after the Bidder signs the final agreement and furnishes the Performance Bank Guarantee (PBG) in the format : http://uidai.gov.in/images/tenders/procurement_manual_2014_with_appendices_01042014.pdf. The PBG will be 5% of the amount stated in the Work Order.

2.8. Preparation of Proposal

The Bidder must comply with the following instructions during preparation of Proposals:

- I.** The Bidder is expected to carefully examine all the instructions, guidelines, terms and condition and formats of the Request for Proposal. Failure to furnish all the necessary information as required by the Request for Proposal or submission of a proposal not substantially responsive to all the requirements of the Request for Proposal shall be at Bidder's own risk and will be liable for rejection.
- II.** The Proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the authorized person signing the Proposal.
- III.** The proposal shall be signed in indelible ink by the Bidder or duly authorized person(s) and uploaded in Sub Packet 1. The letter of authorization shall be indicated by written power of attorney and shall accompany the proposal.
- IV.** In addition to the identification, the envelopes containing the Proposals shall mention the name and address of the Bidder to enable the proposal to be returned in case it is declared late pursuant and for mailing purposes.
- V.** Proposals received by facsimile or in any other form as explained above shall be treated as defective, invalid and rejected.
- VI.** Only detailed proposals complete in all respect and in the forms indicated shall be treated as valid.
- VII.** No Bidder is allowed to modify, substitute, or withdraw the Proposal after its submission.

2.9. Pre-bid Clarification by email

A prospective Bidder, requiring a clarification on the Request for Proposal shall notify UIDAI via email to the address specified in the Data Sheet by the stipulated date. As part of this RFP process, UIDAI will hold a pre-bid meeting, the date for which can be found in the Data sheet.

2.10. Evaluation of Proposals

The bid will be opened as per the schedule mentioned in the Data Sheet. Authorised representatives of the Bidders may be present during the Bid Opening if desired. UIDAI may constitute Evaluation Committee to evaluate the Proposals submitted by Bidders for a detailed scrutiny. Subject to the terms mentioned in the Request for Proposal, a two stage process as explained below will be adopted for evaluation of Proposal submitted by the specified date and time.

2.11. Eligibility

Scrutiny of the Proposals for eligibility will be done to determine whether:

- The Bidders meet the eligibility criteria defined as under:

Sl.No.	Criteria	Documentary Evidence
1.	<ul style="list-style-type: none"> The Firm/ Agency shall be registered company with minimum 3 years of existence on the day of submission of bid. Consortium of agency/agencies are not allowed. 	<ul style="list-style-type: none"> Certificate of Incorporation/ Registration GST Registration Certificate
2.	<ul style="list-style-type: none"> The Firm/ Agency shall have an annual turnover of Rs.20 lakh during each of the last three financial years. The turnover shall only be derived from the business of providing News Report Compilation services. (In case of a company involved in other forms of communication business like advertising, public relations where the revenue from News Report Compilation is not delineated clearly, a certificate from the Company Secretary/ Statutory Auditor needs to be provided wherein revenue from activities like News Report Compilation for clients shall be clearly indicated vis-a-vis the total revenue for that particular financial year.) 	<ul style="list-style-type: none"> Copies of financial statements duly audited by applicants' statutory auditors for immediately preceding 3 financial years, i.e. 2015-16, 2016-17 & 2017-18 Certificate from Company Secretary/Statutory Auditor in Form 1
	<ul style="list-style-type: none"> The Agency must have successfully completed at least three work orders of similar scope in the past two years 2016-17 & 2017-18 of combined value of Rs. 15 lakh. 	<ul style="list-style-type: none"> Certificate from Company Secretary/Statutory Auditor in Form 1
3.	<ul style="list-style-type: none"> The Firm/ Agency shall not have been blacklisted by MeitY/UIDAI. 	<ul style="list-style-type: none"> Self Certification in Bid covering letter, Annexure A.

- Please check that relevant documents as specified above have been attached.
- NOTE: Proposals not conforming to the above requirements shall be summarily rejected.**

2.12. Evaluation of Technical Proposal

The bidders who are found eligible as per Clause 2.11 above, will be declared as Technically qualified. The Financial Bids of ONLY those bidders, who have Technically qualified, shall be opened.

NOTE: *The Technical Proposal must not include any financial information failing which the Proposal will be rejected.*

- Evaluation Committee may, at its discretion, call for additional information from the Bidder(s). Such information has to be supplied within the given time frame; otherwise the Evaluation Committee shall make its own reasonable assumptions at the total risk and cost of Bidders.
- Seeking clarifications shall not be treated as acceptance of the Proposal.
- If considered necessary, the Evaluation Committee will invite short-listed agencies for making a presentation on their Strategy, Strength, Approach & Methodology for executing UIDAI's News Report Compilation activities
- For verification of the information submitted by the Bidders, the Committee, if considered necessary may visit Bidder's office at its own cost. The Bidders shall provide all the necessary documents, samples and reference information as desired by the Committee. The Bidders shall also assist the Committee in getting relevant information from the Bidders references, if desired.

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2.13. Evaluation of Financial Proposal

The Financial Proposal needs to be filled electronically on the CPP Portal ONLY. UIDAI will not accept any hard copy of the proposal. Financial proposals of only those firms who are technically qualified shall be opened, via the portal, publically on the date and time specified in the Data Sheet, in the presence of Firm's representatives who choose to attend. The name of the Firm, their technical score (if required) and their financial proposal shall be read out aloud. **After opening of financial proposals, the lowest bidding agency will be adjudged as the selected bidder of the tender.** This selected bidder will then be invited for negotiation, if considered necessary.

2.14. Payment Terms

No advance payment would be admissible. The annual contract value as discovered through this RFP process will be paid in monthly installments, against agency's invoice in quadruplicate being submitted along with such supporting documents as may be prescribed, and subject to

- Deductions under the Service Level Agreement (SLA), if any, as prescribed under Section 3, subsection '4 d.

2.15. Tenure

The selected Agency shall be hired for a period of **one year initially**. The tenure of the agency may be extended by maximum two more years thereafter, one year at one occasion, provided UIDAI is satisfied with the services of the agency. The agency's contract may however be terminated with one month's notice, if UIDAI feels the service provided by the agency is unsatisfactory.

SECTION 3: SCOPE OF WORK & DELIVERABLES

3.1 PURPOSE

To prepare a News Compilation report on daily basis and emailing it to the UIDAI officials as per the list provided by the UIDAI (Media Division) time to time. The Agency shall also provide Newspaper Clippings/ Clips of Electronic coverage as and when asked for within the specified time limits. The Agency shall also host these clippings on its server so that they can be retrieved at a later date, if needed.

3.2 SCOPE OF WORK

a. : The Agency shall conduct a comprehensive search of news reports on daily basis and present an update report within prescribed time limits in soft copies on appropriate news reports and content with regards to UIDAI, Aadhaar and other related issues as per the requirements of UIDAI. Hard copies of specific news reports/clippings/tracks/content should be provided on demand to UIDAI within the time period specified.

b. Details of the compilation work is given below:

S.No.	Medium	Description	Remarks
1.	Print	Compilation of news reports from 194 newspapers	List of newspapers as per Annexure 'E'
		Compilation of advertisements issued by UIDAI HQ or its Regional Offices in newspapers	List of newspapers as per Annexure 'E'
		Compilation of reports appearing in magazines	List of magazines as per Annexure 'F'
2.	Electronic	Compilation of news reports in 83 national and regional TV channels	List of TV channels as per Annexure 'G'
		Compilation of advertisements appearing in TV channels	List of TV channels as per Annexure 'G'
3.	Digital/Online	Compilation of news reports appearing on 27 online news & magazine sites, Facebook/pages of news organizations, Twitter handles of news organizations, Blogs, etc	List of online news & magazine sites, Facebook/ pages of news organizations, Twitter handles of news organizations, (Annexure H)

		Compilation of advertisements appearing in online news & magazine sites	List of online news & magazine sites, (Annexure H)
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3.3 TIMELINES

S.No.	Medium	Description of work	Timeline
1.	Print	<ul style="list-style-type: none"> • Compilation of newspaper reports appearing in publications • Compilation Report to include, date, edition, page number, translation of headline (in case of vernacular reports) 	Daily by 0900 hrs.
		<ul style="list-style-type: none"> • Compilation of News reports appearing in magazines 	Daily by 1100 hrs
		<ul style="list-style-type: none"> • Compilation of advertisements appearing in Newspapers/Magazines 	
2.	Electronic	Compilation of news on Electronic Media along with details such as time & date of appearance of news report, name of channel, duration of news report	Daily by 1300 hrs
		Compilation of advertisements on Electronic Media	
3.	Digital/Online	Update on Online/Digital & New Media	Daily by 1300 hrs
4.	Outstation Report	<ul style="list-style-type: none"> • This report shall cover: • All outstation editions of newspaper 	Daily by 1500 hrs

3.4 The summary of daily reportage with regard to print media along with the published clippings should be sent in .jpeg/.pdf format in tranches, if required. Each tranche shall not exceed 15 MB.

3.5 All of the above work as described in 3.2 above, should be archived for a period of at least three months.

3.6 The service provider may be asked to provide recordings of TV news clips (each of 30 minute duration) on demand. For the purpose of financial bid calculations, bidders will be required to quote rates for 12 such recordings of news clips. However for the payment purposes, the cost would be derived on pro rata basis.

SECTION IV: GENERAL TERMS & CONDITIONS

The general terms and conditions would be as follows:

- a. The initial contract will be for one year, extendable on the satisfactory performance for a further period of one year at a time but not more than twice on mutual agreement. During the period of such extensions, the terms and conditions of the contract will not be changed.
- b. The selected Agency will have to deposit Performance Security Deposit, an amount of 5% of the contract value in the form of Bank Guarantee issued by scheduled Bank or Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the **Unique Identification Authority of India** for a period covering the term of the contract. The Performance Security Deposit should remain valid for a period of 180 days beyond the concluding date of Agreement.
- c. No advance payment will be made to the Agency for any assigned work under any circumstances.
- d. In case it comes to the notice of UIDAI that news reports/media clippings regarding the organisation and its related activities have not been reported on the same day to UIDAI the Agency will be penalized for such faults as per the following parameters:
 - (i) First fault in a month: warning and 2% of the monthly retainership fee.
 - (ii) Second fault in same month: warning and 5% of the monthly retainership fee.
 - (iii) Third fault in same month: Cancellation of the contract.
- e. Except with the prior written consent of the UIDAI, the Agency shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Agency make public any such information gathered in the course of, or as a result of, the Services.
- f. In the event of a dispute between the Agency and the UIDAI, the decision of the CEO, UIDAI shall be final and binding.
- g. The UIDAI reserves the right to reject any application at any stage of bidding without assigning any reason whatsoever.
- h. Prospective bidder Agencies shall submit their Technical and Financial proposals in the formats mentioned in the Annexures/Forms listed below:
 1. Format for Providing Turnover & Previous Work-order details (Form 1)
 2. Bid Covering Letter (Annexure-A).
 3. Authorization Letter (Annexure B)
 4. Financial Bid Format (Annexure-C).
 5. Checklist (Annexure-D).
 6. List of Newspapers (Annexure E)
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SECTION V: FORM/ANNEXURES

Form 1

FORMAT FOR PROVIDING TURNOVER & PREVIOUS WORK ORDER DETAILS

Bidders are required to declare the turnover from the News Compilation Business in the format given below. Turnover from other businesses (if any) that are reflected in the financial statements submitted as part of this bid, may also be mentioned in the indicated manner.

To,

Dy. Director(Media),
UIDAI HQ
Bangla Sahib Road,
New Delhi

Subject: Certification of turnover and Previous Work orders

Sir,

To the best of my knowledge and according to the examinations carried out by me and explanations furnished to me by the Company, its officers and agents, I hereby certify that M/s _____, having its registered office at _____, has :

Format for declaring turnover

Turnover from News Compilation Business			Turnover from other business		
2015-16	2016-17	2017-18	2015-16	2016-17	2017-18

Information about Work Orders

Amount and Details of Work orders	Amount and Details of Work orders
2016-17	2017-18

Certified by Statutory Auditor/Company Secretary

(Signature & seal to be affixed)

BID COVERING LETTER
(On the Letterhead of the Bidder)

To,
(Address it to as per Clause 1.1.7)

Ref: Request for Proposal Notification No. _____ dated __/__/_____

Dear Sir

I, the undersigned as an authorized representative of (Name of the Company/Firm), hereby state that

-

1. Our company/firm (Name of the entity) offers to provide our services to UIDAI for Compilation of News Reports as per the Scope of Work in the RFP Notification No. _____ dated __/__/_____ at the price(s) quoted in the Financial Bid, submitted online, in accordance with the RFP.

2. Our company/firm (Name of the entity) agrees to abide by the terms and conditions stated in the RFP for the entire duration of this work.

3. Our company/firm (Name of the entity) declares that we are neither blacklisted by MeitY or UIDAI nor have ever been charged with for corrupt or fraudulent practices nor have been involved in any such litigation with MeitY or UIDAI that would have declared us as ineligible to participate in the process of this RFP.

4. Our company/firm (Name of the entity) hereby certifies that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. We also undertake that, in competing for (and, if the award is made to us, in executing) the above project, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988", "Prevention of Money Laundering Act, 2002" and such other laws as may be applicable.

5. We understand that the UIDAI is not bound to accept any bid received in response to this RFP.

6. We shall provide all assistance/cooperation required by UIDAI/auditing agencies appointed by it/UIDAI officials for performing their audit and inspection functions. We understand that our non-cooperation for the same shall be grounds for termination of this contract/agreement and/or may lead to forfeiture of PBG submitted to UIDAI as part of this contract.

7. Estimate in terms of Function Points submitted by us includes all activities and deliverables within the Scope of Work as per this RFP.

8. Our correspondence details with regard to this RFP are:

No.	Information	Details
1.	Name and designation of the contact person	
2.	Official Address of the contact person	
3.	Mobile/Telephone numbers of contact person	
4.	Fax number of the contact person	
5.	Email ID of the contact person	

9. We also understand that UIDAI reserves the right to allocate our volume of work, in full or part, to any other bidders for deficiency of services on our part.

Yours sincerely,

Authorized Signature [In full as well as initials]: _____

Name and Title of Authorized Signatory*: _____

Name of Company/Firm: _____

Address: _____

****In case the person signing and submitting the bid is not the CEO/Managing Director or Proprietor of the bidding entity, a Letter of Authorization by the entities' CEO/Managing Director/Proprietor indicating the person who shall be authorized to negotiate on behalf of the company and sign on the bid documents shall be enclosed along with this letter. Format is given in Annexure B***

AUTHORIZATION LETTER
(On the Letterhead of the Bidder)

To,
(Address it to as per Clause 1.1.7)

Ref: Request for Proposal Notification No. _____ dated __/__/____

Dear Sir

I, the undersigned authorize Mr/Ms. _____ as our authorized representative of (Name of the Company/Firm) for signing and submission of bids, under the above mentioned RFP, for hiring of News Report Compilation Agency.

Mr/Ms. _____ is also hereby authorized to negotiate on (Name of the Company/Firm) on financial/operational matters of this project.

Yours sincerely,

Authorized Signature [In full as well as initials]: _____

Name and Title of Authorized Signatory*: _____

Name of Company/Firm: _____

Address: _____

CONTACT NO.

EMAIL ID.-----

FINANCIAL BID FORMAT

The charges for each component without any conditionality should be indicated clearly in tabular form given below:

News Report Compilation

S. No.	Items	Monthly Rates (in Rs.)
1	Charges for compiling news reports from 194 newspapers across country	
2	Charges for compiling reports from 17 magazines (Weekly, fortnightly, monthly and bimonthly)	
3	Charges for compiling TV news reports from 83 National and Regional TV news channels:	
4	Charges for compiling news reports from 27 online news & magazine sites, Facebook/pages of news organizations, Twitter handles of news organizations, etc.	
5	Charges for providing recorded TV news clip upto 30 min. Price should be quoted for providing 12 such clips in a year* (if selected, the bidder's price for providing such clips will be used to make actual payment. The unit price will be arrived on a pro-rata basis.)	
	Total	
	Taxes as applicable	
	Grand Total	

Sample BoQ (For reference only. Actual BoQ is uploaded on CPP portal)

PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Financial quotes Per Unit as per specifications given in Scope of Work of this RFP Rs. P	Financial quotes as per specifications given in Scope of Work of this RFP Rs. P	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1.2	Charges for compiling news reports from 194 newspapers across country	1.000	nos.		0.00	INR Zero Only
1.3	Charges for compiling reports from 17 magazines (Weekly, fortnightly, monthly and bimonthly)	1.000	nos.		0.00	INR Zero Only
1.4	Charges for compiling TV news reports from 83 National and Regional TV news channels:	1.000	nos.		0.00	INR Zero Only
1.5	Charges for compiling news reports from 27 online news & magazine sites, Facebook/pages of news organizations, Twitter handles of news organizations, etc.	1.000	nos.		0.00	Zero Only
1.6	Charges for providing recorded TV news clip upto 30 min.	12.000	nos.		0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words			INR Zero Only			

CHECK LIST

S.No.	Particulars Enclosed	Yes/No	Page no. of bid document
1.	Processing fee of Rs. 500/- (Demand draft)		
2.	EMD of Rs.50,000/- (Demand draft)		
3.	Name & registered address of Agency		
4.	Contact office of Agency in Delhi/NCR		
5.	Document in support of nature of Agency {whether it is proprietorship Agency, partnership Agency or company)		
6.	Certificate of Registration		
7.	Brief Organizational & Management profile		
8.	Audited statements of Turnover of over Rs. 20 lakh per year in the last 3 financial years from news report compilation business		
9.	Availability and periodicity of Archive facility		
10.	Work Orders of previous similar project/projects having the combined value of Rs.15 lakh in the past two years 2016-17 & 2017-18		

ANNEXURE E

List of Newspapers

S.NO.	CITY OF PUBLICATION	PUBLICATION	LANGUAGE
1	Ahmedabad		
		1 DNA	English
		2 Times of India	English
		3 Ahmedabad Mirror	English
2	Agra		
		4 Dainik Jagaran	Hindi
		5 Amar Ujala	Hindi
		6 DLA	Hindi
		7 HINDUSTAN	Hindi
3	Amritsar		
		8 Dainik Jagaran	Hindi
		9 Dainik Bhaskar	Hindi
4	Aligarh		
		10 Amar Ujala	Hindi
		11 Dainik Jagran	Hindi
5	Allahabad		
		12 Dainik Jagran	Hindi
		13 Amaj Ujala	Hindi
		14 Aaj	Hindi
6	Bangalore		
		15 Times of India	English
		16 Hindu	English
		17 DNA	English
		18 Deccan Chronicle	English
		19 Deccan Herald	English
		20 Bangalore Mirror	English
		21 Prajavani	Kannada
		22 Udayavani	Kannada
		23 Kannadaprabha	Kannada
		24 Dinakaran	Kannada
		25 VijayKarnataka	Kannada
		26 New Indian Express	English
7	Bhillai		
		27 Patrika	Hindi
8	Bhopal		
		28 Nav-Bharat	Hindi
		29 Dainik Jagran	Hindi
		30 Dainik Bhaskar	Hindi
		31 Patrika	Hindi
9	Bhubaneswar		
		32 Orissa Post	English

		33	Raj Express	Hindi
		34	Pradesh Today	Hindi
		35	Nai Duniya	Hindi
10	Bilaspur			
		36	Dainik Bhaskar	Hindi
		37	Raj Express	Hindi
		38	Nai Duniya	Hindi
11	Bhagalpur			
		39	Dainik Jagran	Hindi
		40	Prabhat Khabar	Hindi
12	Bareilly			
		41	Amar Ujala	Hindi
		42	Dainik Jagran	Hindi
13	Chandigarh			
		43	The Tribune	English
		44	Times of India	English
		45	Hindustan Times	English
		46	Indian Express	English
		47	Dainik Bhaskar	Hindi
		48	Punjab Kesari	Hindi
		49	Amar Ujala	Hindi
14	Chennai			
		50	New Indian Express	English
		51	Times of India	English
		52	Hindu	English
		53	Deccan Chronicle	English
		54	Dinakaran	Tamil
15	Coimbatore			
		55	Hindu	English
16	Dehradun			
		56	Times of India	English
		57	Dainik Jagran	Hindi
		58	Amar Ujala	Hindi
		59	Rashtriya Sahara	Hindi
		60	Hindustan	Hindi
17	Delhi			
		61	Economic Times	English
		62	Hindustan Times	English
		63	Times of India	English
		64	Indian Express	English
		65	Asian Age	English
		66	Hindu	English
		67	Pioneer	English
		68	Tribune	English
		69	Deccan Chronicle	English
		70	Financial Express	English

		71	Mint	English
		72	Business Line	English
		73	Millenium Post	English
		74	Mail Today	English
		75	Deccan Herald	English
		76	Hindustan	Hindi
		77	Navbharat Times	Hindi
		78	Dainik Jagran	Hindi
		79	Dainik Bhaskar	Hindi
		80	Rashtriya Sahara	Hindi
		81	Punjab Kesari	Hindi
		82	Nai Duniya	Hindi
		83	Amar Ujala	Hindi
		84	Veer Arjun	Hindi
		85	Naya India	Hindi
		86	Hari Bhumi	Hindi
		87	Shah Times	Hindi
		88	National Duniya	Hindi
		89	Aaj Samaj	Hindi
		90	Virat Vaibhav	Hindi
		91	Business Standard	Hindi
18	Dhanbad			
		92	Hindustan	Hindi
		93	Dainik Jagran	Hindi
		94	Dainik Bhaskar	Hindi
		95	Prabhat Khabar	Hindi
19	Deoghar			
		96	Prabhat Khabar	Hindi
20	Faridabad			
		97	Dainik Bhaskar	Hindi
21	Goa			
		98	Herald	English
22	Guwahati			
		99	Assam Tribune	English
		100	Sentinal	English
23	Gwalior			
		101	Dainik Bhaskar	Hindi
		102	Patrika	Hindi
		103	Raj Express	Hindi
24	Gorakhpur			
		104	Dainik Jagran	Hindi
25	Hisar			
		105	Dainik Jagran	Hindi
		106	Dainik Bhaskar	Hindi
26	Hyderabad			
		107	Times of India	English

		108	Hindu	English
		109	Deccan Chronicle	English
27	Indore			
		110	Patrika	Hindi
		111	Dainik Bhaskar	Hindi
		112	Nayi Dunia	Hindi
		113	Raj Express	Hindi
28	Jabalpur			
		114	Dainik Bhaskar	Hindi
		115	Patrika	Hindi
		116	Raj Express	Hindi
29	Jaipur			
		117	Dainik Bhaskar	Hindi
		118	Rajasthan Patrika	Hindi
30	Jammu			
		119	Daily Excelsior	English
31	Jamshedpur			
		120	Dainik Bhaskar	Hindi
		121	Prabhat Khabar	Hindi
32	Jhansi			
		122	Dainik Jagran	Hindi
33	Kanpur			
		123	Dainik Jagran	Hindi
		124	Amar Ujala	Hindi
34	Kolkata			
		125	Times of India	English
		126	Telegraph	English
		127	The Asian Age	English
		128	Economic Times	English
		129	The Statesman	English
		130	Sanmarg	Hindi
		131	Prabhat Khabar	Hindi
		132	Anand Bazar Patrika	Bengali
35	Kota			
		133	Dainik Bhaskar	Hindi
		134	Rajasthan Patrika	Hindi
36	Kochi			
		135	Hindu	English
37	Lucknow			
		136	Times of India	English
		137	Pioneer	English
		138	Hindustan	English
		139	Dainik Jagran	Hindi
		140	Amar Ujala	Hindi
		141	Rashtriya Sahara	Hindi

		142	Pioneer	Hindi
38	Mathura			
		143	Kalpatru	Hindi
39	Meerut			
		144	Amar Ujala	Hindi
		145	Dainik Jagran	Hindi
		146	Hindustan	Hindi
40	Mumbai			
		147	Economic Times	English
		148	Hindustan Times	English
		149	Times of India	English
		150	Indian Express	English
		151	Asian Age	English
		152	Midday	English
		153	DNA	English
		154	Free Press Journal	English
		155	Mumbai Mirror	English
		156	Navbharat Times	Hindi
		157	Nav-Bharat	Hindi
		158	Hamara Mahanagar	Hindi
		159	Lokmat	Marathi
41	Muradabad			
		160	Amar Ujala	Hindi
		161	Hindustan	Hindi
42	Muzaffarpur			
		162	Prabhat Khabar	Hindi
		163	Dainik Jagran	Hindi
43	Nagpur			
		164	Hitavada	English
		165	Dainik Bhaskar	Hindi
44	Patna			
		166	Hindustan	Hindi
		167	Dainik Jagran	Hindi
		168	Prabhat Khabar	Hindi
		169	Aj	Hindi
		170	Rashtriya Sahara	Hindi
45	Pune			
		171	Times of India	English
		172	Indian Express	English
		173	DNA	English
46	Panipat			
		174	Dainik Bhaskar	Hindi
		175	Dainik Jagran	Hindi
		176	Punjab Kesari	Hindi
47	Ranchi			
		177	Hindustan	Hindi

		178	Dainik Jagran	Hindi
		179	Prabhat Khabar	Hindi
		180	Ranchi Exp	Hindi
		181	Aaj	Hindi
		182	Sanmarg	Hindi
		183	Dainik Bhaskar	Hindi
48	Raipur			
		184	Hari Bhumi	Hindi
		185	Dainik Bhaskar	Hindi
		186	Nai Duniya	Hindi
		187	Deshbandu	Hindi
		188	Patrika	Hindi
49	Shimla			
		189	Aapka Faishla	Hindi
50	Shivpuri			
		190	Dainik Bhaskar	Hindi
51	Sikkim			
		191	Sikkim Express	English
52	Vijayawada			
		192	Hindu	English
53	Vishakhapatnam			
		193	Hindu	English
54	Thiruvananthapuram			
		194	Hindu	English

List of Magazines

<u>S. NO.</u>	<u>NAME OF MAGAZINES</u>
1	Business India
2	Business Today
3	Business World
4	Bureaucracy Today
5	India Today (English)
6	India Today (Hindi)
7	Outlook (English)
8	Outlook (Hindi)
9	Business & Economy
10	The Week
11	Frontline
12	Tehelka
13	Outlook – Business
14	Outlook – Money
15	FORBES INDIA
16	Fortune India
17	Industrial Economist

ANNEXURE G

List of the TV News Channels(including regional channels)

S.NO	NAME OF THE NEWS CHANNEL
1	AAJ TAK
2	ABN
3	ABP MAHJA
4	ABP NEWS
5	AKASH TRIPURA
6	ALANKAR
7	ASIANET
8	ASIANET NEWS
9	ASSAM TALKS
10	BATESI TV
11	BTVI
12	CNBC AWAAZ
13	CNBC TV 18
14	CNBC TV 18 PRIME HD
15	CNN NEWS18
16	CVR-HEALTH
17	DAILY DESHAR KATHA
18	DAINIK GANADOOT
19	DAINIK SAMBAD
20	DOORDARSHAN(ALL CHANNELS)
21	DIGHVIJAY 24X7 NEWS
22	DY365
23	ET NOW
24	E-TV (ALL CHANNELS)
25	HEADLINES TRIPURA
26	HM TV
27	IBC 24
28	INDIA TODAY TELEVISION
29	INDIA TV
30	INH NEWS
31	IS TV
32	JAI MAHARASHTRA
33	KALINGA TV
34	KANAK NEWS
35	LPS NEWS
36	MAA -TV
37	MANORAMA NEWS
38	MATHRUBHUMI NEWS
39	MAZHAVIL MANORAMA
40	MBC TV

41	MEDIA ONE TV
42	MI MARATHI
43	MIRROR NOW
44	NAXTRA NEWS
45	NAYUMA
46	NEWS 18 (ALL CHANNELS)
47	NEWS LIVE
48	NEWS NATION
49	NORTH EAST LIVE
50	N-TV
51	NTV TELUGU
52	O-TV
53	PCN
54	POLIMER NEWS
55	PRAMEYA NEWS
56	PRATIDIN TIME
57	PUBLIC TV
58	PUTHIYA THALAIMURAI
59	RAJ TV
60	REPUBLIC TV
61	SADHANA NEWS
62	SAHARA
63	SAKSHI
64	SARTHAK
65	SAVDHAN CHHATTISGARH3
66	SRISTI TRIPURA
67	STAR VIJAY
68	SUN NEWS
69	SUN TV
70	SURYA
71	SUVARNA NEWS 24X7
72	TANTHI TV
73	TARANAG
74	TIMES NOW
75	T-NEWS
76	TRIPURA TIMES
77	TV 24 NEWS CHANNEL
78	TV 5 NEWS
79	TV 9 GUJARATI
80	UDAYA TV
81	V6 NEWS
82	ZEE (ALL CHANNELS)
83	ZONET CABLE TV PVT. LTD

ANNEXURE H

List of online news & magazine sites, Facebook/pages of news organizations, Twitter handles of news organizations,

<u>S.NO.</u>	<u>NAME OF THE WEBSITE</u>
1	INEWS ONE
2	REDIFF
3	FIRST POST
4	NDTV.COM
5	MSN INDIA
6	MONEY CONTROL
7	IBNLIVE.COM
8	PUNE MIRROR
9	CNN
10	BLOOMBERG
11	REUTERS
12	Jagran Josh
13	ptinews.com
14	Bharatpress
15	Huffington Post
16	Livemint.com
17	Yahoo plus
18	Facebook
19	Twitter
20	LinkedIn
21	riddit.com

22	ct.moreover.com
23	Wordpress
24	Google Plus
25	Instagram
26	Fliker
27	Bharat students.com