

**INVITATION FOR
EXPRESSION OF INTEREST

FOR

DELIVERY OF AADHAAR
LETTERS**

**Government of India
Planning Commission
Unique Identification Authority of India
9th Floor, Tower-I, Jeevan Bharati Building
Connaught Circus, New Delhi-110 001**

16th February 2012

F.No. 4(4)/56/59/2011-Logistics

GENERAL

The Unique Identification Authority of India (UIDAI) is an attached office of the Planning Commission, Government of India, with a mandate to issue every Indian resident a Unique Identification Number (Aadhaar), linked to the resident's demographic and biometric information, which can be used for pan India identification and can also be utilized for providing easy access to various benefits and services.

PURPOSE OF EOI

UIDAI seeks Expression of Interest (EoI) from reputed and reliable courier firms preferably having Pan-India delivery capability to provide comprehensive distribution services for delivery of Aadhaar letters issued by UIDAI to residents across India.

The Service provider needs to provide the following services:

1. Collection of printed / finished Aadhaar letters from print locations spread across India.
2. Delivery of Aadhaar letters to addressee resident, anywhere in India.
3. Electronic confirmation of receipt by resident.
4. Daily MIS and various other operation reports.
5. Real-time tracking of consignment by resident and UIDAI.

BUSINESS PRESENTATION

Interested firms may seek a slot for a Presentation of **30 minutes** duration. Interested firms may provide information in format as annexed (Annexure-I), in addition to any other relevant information.

STRUCTURE OF PRESENTATION

- (i) Company profile and past experience.
- (ii) Discussion on distribution network and delivery process for the UIDAI, with focus on:
 - a) Delivery Network reach and depth.
 - b) Letter pick-up, consolidation and delivery methodology.

- c) Confirmation of letter receipt by resident.
- d) Innovative technological solution for letter receipt by resident.
- e) Visibility of delivery process to resident / Delivery tracking by resident.
- f) Daily MIS and real-time operations reports to UIDAI.
- g) Approximate Cost of Delivery- (i) Pan-India basis and (ii) Geographical (Regional) basis.
- h) Reverse Logistics for undelivered letters.

(iv) Safety and security of information and assets (Physical letters).

(v) Proposed distribution and delivery process to UIDAI.

Participation in the EOI is **NOT** a qualifying condition for participating in the subsequent RFP, if any.

The presentations would be held on 6th March 2012 at UIDAI HQ office in **New Delhi**.

The company profile and presentation may be mailed to card@uidai.gov.in not later than 27th February 2012.

The details of the authorized contact person, including e-mail, may be clearly mentioned in the e-mail. UIDAI may shortlist the companies for presentation. The shortlisted Companies will be intimated by e-mail by 2nd March 2012.

Expression of Interest form for Distribution Service Provider

1. Name of Company: _____

2. Business Address: _____

3. Name of Contact Person : _____

Contact Person Address & Contact details

Mobile: _____

E-mail: _____

4. Company type/Ownership Structure: _____

5. Primary industry/vertical : _____

6. Years in Distribution Business: _____

7. No. of Permanent Employees in distribution business: _____

8. Total No. of Clients (As on date): _____

9. Average Annual Revenue in last 3 financial years (in Rs.): _____

10. Name of Principal/owner: _____

11. Summary of past experience in distribution business:

(a) Pan India : _____

(b) Regional: _____

12. Details of key product or service offering: _____

13. Key principals of the company with designations: _____

14. Illustrative clients: _____

15. Major accomplishments to date: _____

16. Company website: _____