

REQUEST FOR QUOTATION (RFQ)

SELECTION OF SEEDING AGENCY

VOLUME – I INSTRUCTIONS TO BIDDERS AND SELECTION PROCEDURE

<INSERT ORGANIZATION NAME (SEEDING REGISTRAR)>

<INSERT PLACE>

<INSERT DATE>

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1 Invitation to Bid

To,

Dated: <Insert Date>

1. <Insert name of the Registrar > invites Financial Bids from Seeding Agencies empanelled by UIDAI for carrying out
2. Seeding for the <Insert name of the Project > of <Insert name of the Registrar>
3. The Request for Quotation (RFQ) consists of 3 Volumes as mentioned below:
 - a. Volume 1 Instructions to Bidders and Selection Procedure
 - b. Volume 2 Scope of Work
 - c. Volume 3 Standard Contract
4. The response to the RFQ should be submitted on or before <Insert last date and time for submission of bids> at the address for communication given below
5. The Financial Bid consists of <Insert total number of Schedules> schedules. The bidder may quote for individual schedules based on the eligibility criteria prescribed for each schedule in this RFQ
6. The <Insert name of the Registrar> reserves the right to reject any or all the bids in whole or part without assigning any reasons
7. This 'Invitation to Bid' is extended only to Agencies empanelled by UIDAI for undertaking Seeding
8. This 'Invitation to Bid' is non-transferable under any circumstance
9. Address for communication: <Insert address for communication and submission of bids>

2 Introduction

2.1 About <Insert name of the Registrar/ Registrar's project>

<Include details of the Registrar, the project which the Registrar is undertaking and any additional relevant details >

2.2 About UIDAI

The Unique Identification Authority of India (UIDAI) has been created, with the mandate of providing a Unique Identity (Aadhaar) to all Indian residents. The UID 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 documents to agencies.

The timing of this initiative coincides with the increased focus of the Government of India on social/ financial inclusion and development through massive investments in various social sector programs, and transformation in public services delivery through e-Governance programs. The scale of the UID initiative is unprecedented and its implementation will involve active participation of Central, State, and Local Governments, as well as public and private sector agencies across the country.

2.3 Seeding

Aadhaar Seeding is a process by which UIDs of residents are included in the service delivery database of service providers for enabling UID based authentication during service delivery and de-duplication of database. The main objective is to enable service delivery sectors to eliminate ghost / duplicate entries in their respective service databases and seamlessly enable Aadhaar authentication services. As an example, MGNREGA will require authentication before pay out. Therefore in such a scenario, it will be essential to map UID of the resident with MGNREGA Job Card number, thereby linking UID in the MGNREGA service database. Similarly, banks

and insurance companies may want to map Aadhaar numbers of all their customers for uniqueness.

Aadhaar seeding is a prerequisite to Aadhaar enabled service delivery. Process of inclusion of UIDs of residents in the database of a service provider e.g. a bank is called seeding.

With the objective of providing impetus to the adoption of Aadhaar enabled service delivery, UID embarked on an initiative of creation of a framework to catalyse seeding. The framework recommends a set of methods and tools to service providers for use in their seeding initiative.

To further enhance the framework, UIDAI empanelled agencies across the country for carrying out Seeding. Service providers would be able to avail the services of these empanelled agencies through a limited tender.

3 Instructions to Bidders

3.1 Part I – Standard

1. Definitions	<p>1.1 “Purchaser” means the Registrar with which the selected Bidder will sign the contract for services. In this project, the ‘Purchaser’ is the <i><Insert name of the Registrar></i>.</p> <p>1.2 “Bidder” means any entity that may provide or provides the services to the purchaser under the contract</p> <p>1.3 “Bid” means the Financial Proposal consisting of one/ multiple Schedules</p> <p>1.4 “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 Seeding Agency.</p> <p>1.5 “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.</p> <p>1.6 “Standard Contract” means the Volume III of the RFQ which provides the standard contract agreement to be signed between the Registrar and the selected Seeding Agency</p> <p>1.7 “Schedule” means the financial bid for each geographical area as specified by the Registrar. Registrar may choose to have only one schedule for the entire State OR subdivide the State into multiple schedules (one for each geographical area as specified by the Registrar E.g. A State may be subdivided into Division/ District/ Block etc. and have individual schedules for each sub-division)</p>
2. Introduction	<p>2.1 This RFQ (Request for Quotation) is being issued only to the Seeding Agencies empanelled by UIDAI for undertaking the Seeding activities</p> <p>2.2 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</p>

	<p>2.3 The Registrar will select a firm, in accordance with the method of selection specified in Part II-Data Sheet</p> <p>2.4 The name of the project 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.</p> <p>2.5 The date, time and address for submission of the bid has been given in Part II- Data Sheet</p> <p>2.6 Interested Bidders are invited to submit a Financial Bid for providing services required for the assignment named in the Data Sheet</p> <p>2.7 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</p>
3. Only one Bid	3.1 A Bidder shall only submit one financial bid (can contain multiple Schedules). If a Bidder (single/ consortium partner) submits or participates in more than one bid, such bids shall be disqualified.
4. Bid Validity	4.1 Part II- Data Sheet indicates how long Bidders' bid must remain valid after the submission date
5. Consortium	5.1 Only those consortiums which have been empanelled by UIDAI are eligible to submit a consortium bid. In such a case, the prime bidder empanelled by UIDAI shall be the prime bidder of the consortium and shall be responsible and liable to the Purchaser for all aspects of their bid, contract, etc.
6. Tenure of Contract	6.1 The estimated tenure of the contract shall be provided in Part II- Data Sheet
7. Clarification and Amendment of RFQ Document	<p>7.1 Bidders may request a clarification in the RFQ document up to the number of days indicated in the Part II- 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 Part II- Data Sheet.</p> <p>7.2 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 available on the</p>

	<i><Insert name of the Registrar> website <URL to be inserted>.</i>
8. Preparation of Financial Bid	<p>8.1 The preparation of the Financial Bid as well as all related correspondence exchanged by the Bidders and the Purchaser, shall be in English</p> <p>8.2 The Financial Bid shall be prepared using Standard Forms (Annexure I and Annexure II of Volume I). It shall list all costs associated with the assignment for each Schedule corresponding to the geographical scope of work. Each Schedule corresponds to a particular geographical area and financial bid for each Schedule shall be treated separately at the time of evaluation. The geographical areas for each Schedule are given in Part II-Data Sheet. The financial bid shall not include any conditions attached to it and any such conditional financial bid shall be summarily rejected.</p> <p>8.3 The Bidders shall submit a copy of the Letter of Agreement issued by UIDAI. Non-submission of the letter of Agreement will render the bidder non- responsive.</p> <p>8.4 The Bidders shall be eligible for bidding for the various Schedules based on the Eligibility criteria as per Part II-Data Sheet. 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 Agreement” 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.</p>
9. Taxes	<p>9.1 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.</p> <p>9.2 Bidders should provide the price of their services in Indian Rupees</p>

10. Earnest Money Deposit (EMD) and Performance Guarantee	<p>10.1 Earnest Money Deposit</p> <ul style="list-style-type: none">I. An EMD of Rs. _____, in the form of DD drawn in favour of <i><To be inserted in by Registrar></i> payable at <i><To be inserted by the Registrar></i> must be submitted along with the BidII. DD should be issued from a scheduled bank with a minimum validity of 90 days from the date of submission of the bid.III. Bid not accompanied by EMD shall be rejected as non-responsiveIV. No interest shall be payable by the Purchaser for the sum deposited as EMDV. No bank guarantee will be accepted in lieu of the EMDVI. The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract with the successful bidder <p>10.2 The EMD shall be forfeited by the Purchaser in the following events:</p> <ul style="list-style-type: none">I. If bid is withdrawn during the validity period or any extension agreed by the Bidder thereofII. 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 thereofIII. If the Bidder tries to influence the evaluation processIV. 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) <p>10.3 Tender Fees</p> <ul style="list-style-type: none">I. All Bidders are required to pay Rs. _____ towards Tender Fees in the form of Demand Draft drawn in favor of <i><To be filled in by the Registrar></i> payable at <i><To be filled in by the Registrar></i>. The Tender Fee is
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	<p>Non-Refundable. Bid not accompanied by Tender fee shall be rejected as non-responsive</p> <p>10.4 Performance Bank Guarantee</p> <p>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 bank in India in favour of <i><To be filled in by the Registrar></i> 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.</p>
11. Submission, Receipt, and Opening of Bids	<p>11.1 The original Financial Bid shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidder themselves. The person who signed the Bid must initial such corrections.</p> <p>11.2 An authorized representative of the Bidder shall initial all pages of the original Financial Bid. The authorization shall be in the form of a written power of attorney accompanying the Financial Bid or in any other form demonstrating that the representative has been duly authorized to sign. The signed Financial Bid shall be marked "Original".</p> <p>11.3 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 bids for each Schedule shall be placed in an outer envelope, sealed and clearly marked "Financial Bid" and the name of the assignment.</p> <p>11.4 The separate envelopes containing the Financial Bid &</p>

	<p>Financial Bid Covering Letter; EMD, Letter of Agreement & Tender Fee shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and be clearly marked "Do Not Open, Except in Presence of the official appointed, before <Insert Hours> hrs on <Insert Date>". The Purchaser shall not be responsible for loss or premature opening if the outer envelope is not sealed and/ or marked as stipulated. This circumstance may be case for bid rejection. If the Financial Bid is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the bid non-responsive.</p> <p>11.5 The Bids must be sent to the address/ addresses indicated in the Part II- Data Sheet and received by the Purchaser no later than the time and the date indicated in the Part II- Data Sheet, or any extension to this date in accordance with Part II- Data Sheet. Any bid received by the Purchaser after the deadline for submission shall be returned unopened.</p>
12 Right to Accept/ Reject the Bid	<p>12.1 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.</p>
13 Public Opening and Evaluation of Financial Bids	<p>13.1 Financial bids for each Schedule shall be opened publicly on the date & time specified in the Part II- Data sheet, in the presence of the Bidders' representatives who choose to attend</p> <p>13.2 The name of the Bidders and their financial bid for each Schedule shall be read aloud</p> <p>13.3 The Purchaser will correct any computational errors for each Schedule. When correcting computational errors, in case of discrepancy</p> <p>(i) between a partial amount and the total amount, the former will prevail</p> <p>(ii) between word and figures, the former will prevail</p> <p>13.4 The Contract shall be awarded to the lowest bidder (L1) for each Schedule.</p>

14 Disqualification	<p>14.1 Purchaser may at its sole discretion and at any time during the evaluation process may disqualify any applicant for:</p> <ul style="list-style-type: none">I. Submitting the application after the response deadlineII. Making misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirementsIII. Exhibiting 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 yearsIV. Submitting an application that is not accompanied by required documentation or is non-responsiveV. Failing to provide clarifications related thereto, when soughtVI. Submitting more than one application either as a Single Agency/ consortium memberVII. Being declared ineligible/blacklisted by the Government of India/State/UT Government/ PSU
15 Award of Contract	<p>15.1 The Purchaser shall issue a Letter of Intent to the selected Bidder</p> <p>15.2 The Bidders will sign the contract as per the standard form of contract in Volume III within 15 days of issuance of the letter of intent.</p> <p>15.3 The Bidder is expected to commence the assignment on the date and at the location specified in Part II- Data Sheet. In case the winning Bidder fails to start the Seeding work within 30 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 negotiate with the second lowest bidder (L2) for award of work.</p> <p>15.4 The winning 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 geographical area. Monthly work plan should be submitted at least 10 days in advance for concurrence. The Work Plan should be in line with the RFQ. The Purchaser may</p>

	evaluate the same and make necessary modifications which shall be mutually agreed by both parties.
16 Termination of Contract subject to necessary approvals	16.1 "Notwithstanding the duration of the contract stated the Registrar, without prejudice or liability, reserves the right to terminate the contract for the time period beyond <i><Date to be inserted></i> in the event necessary approvals for continuation of Seeding are not available to the Registrar"

3.2 Part II – Data Sheet

1	Name and Details of Purchaser: <i><Name & Postal address of the head office of Registrar inviting the bids, contact number, email ID & website details></i>
2	Name of the assignment <i><To be inserted by the Registrar></i>
3	The Bid submission address is: <i><Name of officer and Postal address for submission of bids></i>
4	Financial Bid in sealed envelopes (containing one or multiple covers depending on the number of Schedules in which the bidder is interested and qualified for bidding), EMD, and Tender Fee must be submitted no later than the following date and time: Date: <i><Insert Date></i> Time: <i><Insert Time></i>
5	<u>Method of selection</u> Contract Awarded to the Lowest Bidder (L1) for each Schedule L1 will be decided on the basis of Cost per seeding request
6	Bids must remain valid for 90 days after the submission date
7	The estimated tenure of contract: <i><To be inserted by the Registrar></i>
8	Clarifications may be requested before dd/mm/yyyy (<u>10</u> days before submission date) The address for requesting clarifications is: <i><Name of the officer, Postal address of Registrar, contact number and email ID ></i>

9

The Schedules and corresponding Geographical areas and Target Population are as given below:

S. No	Schedule No.	Name of the Geographical Area	Area under the Schedule (Sq. kms.)	Total Population (Total number of beneficiaries whose records need to be seeded)
1	Schedule 1	State / District / Block <Details to be provided down to the last unit of the geography i.e. State, District, Block, GP etc.>	<To be filled in by the Registrar>	<To be filled in by the Registrar>
2	Schedule 2	State / District / Block <Details to be provided down to the last unit of the geography i.e. State, District, Block, GP etc.>	<To be filled in by the Registrar>	<To be filled in by the Registrar>
..	..	State / District / Block <Details to be provided down to the last unit of the geography i.e. State, District, Block, GP etc.>	<To be filled in by the Registrar>	<To be filled in by the Registrar>
N	Schedule N	State / District / Block <Details to be provided down	<To be filled in by the Registrar>	<To be filled in by the Registrar>

		to the last unit of the geography i.e. State, District, Block, GP etc.>		
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10	<u>Eligibility for submission of bids for the different schedules</u>			
	Sl. No	Schedule No.	Minimum Technical 'Level' Requirement	Minimum Financial 'Tier' Requirement
	1	Schedule 1	<To be filled in by the Registrar>	<To be filled in by the Registrar>
	2	Schedule 1	<To be filled in by the Registrar>	<To be filled in by the Registrar>
	<To be filled in by the Registrar>	<To be filled in by the Registrar>
	N	Schedule N	<To be filled in by the Registrar>	<To be filled in by the Registrar>
	<p>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 bidders shall submit a copy of the "Letter of Agreement" issued by UIDAI along with the Financial Bid.</p> <p><Registrar may please refer Annexure III of Volume I and RFE documentation (http://www.uidai.gov.in/images/tenders/rfe_empanelment_of_seeding_agencies_june_2014.pdf) for guidance on deciding the Level & Tier. This text should be removed by Registrar before release of RFQ></p>			
11	<p>Bidder must submit the following in separate envelopes:</p> <ol style="list-style-type: none"> Letter of Agreement, EMD and Tender Fee: Non- submission of any of these would render the bid non- responsive Only the Original of the Financial Bid. The Financial Bid shall contain one/ multiple Schedules based on the geographical areas where the bidder is interested in working. 			
12	<p>The Bid Opening Date and Time is:</p> <p>Date: <To be inserted by the Registrar></p> <p>Time: <To be inserted by the Registrar></p>			
13	<p>Expected date and address for contract negotiations:</p> <p>Date: <To be inserted by the Registrar></p>			

	Address: <i><To be inserted by the Registrar></i>
14	Expected date for commencement of services Date: <i><To be inserted by the Registrar></i> Address: <i><To be inserted by the Registrar></i>

4 Financial Bid Forms

The Financial Bid consists of one Schedule each for each geographical area outlined in Part II- Data Sheet. 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 as per the requirements of the *<Insert name of Registrar>* 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 seeding request capture channels, taxes and duties.

4.1 Financial Bid Covering Letter

The Bidders shall submit the “Financial Bid Covering Letter” as given in Annexure I of Volume I. Non- submission of “Financial Bid Covering Letter” would render the bid non- responsive

4.2 Financial Bid Form

The Bidders shall submit the “Financial Bid Form” as given in 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 – Financial Bid Covering Letter

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

To,

< Name and address of the Registrar>

Dear Sir,

Ref: Request for Quotation (RFQ) Notification dated <Insert Date>

1. Having examined the RFQ document, we, the undersigned, herewith submit our response to your RFQ Notification dated <Insert Date> for <Insert name of the project>, in full conformity with the said RFQ document
2. We, the undersigned, offer to provide services to <Insert name of the Registrar> for carrying out the Seeding for the <Insert Name of the Project> of <Insert name of the Registrar> in accordance with the 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 hereby declare that we have not been blacklisted by any Central/ State/ UT Government/ PSU
7. We hereby declare that we have not been charged with any fraudulent activities by any Central/ State/ UT Government/ PSU
8. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery

9. 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"
10. We understand that the *<Insert name of the Registrar>* is not bound to accept any bid received in response to this RFQ
11. In case we are engaged by the *<Insert name of the Registrar>* as a Seeding Agency, we shall provide any assistance/ cooperation required by *<Insert name of the Registrar>*, UIDAI appointed auditing agencies/ UIDAI officials for performing their auditing and inspection functions. We understand that our non-cooperation for the same shall be grounds for termination of service.
12. In case we are engaged as an Seeding Agency, we agree to abide by all the terms & conditions of the Contract that will be issued by *<Insert name of the Registrar>*
13. The financial bid includes the cost for undertaking seeding activities as well as delivering 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 to us by other Registrars for UID Seeding are as under :

Name of Registrars	Period of Contract	No. of records to be Seeded

Our correspondence details with regard to this RFQ are:

S. No	Information	Details
1	Name of the contact person	
2	Designation of the contact person	
3	Address of the contact person	
4	Telephone no. 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 hereby declare that our proposal submitted in response to this RFQ is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

We remain,

Yours sincerely,

Signature [In full and initials]:

Name and Title of Authorized Signatory:

Company stamp

(In case of consortium, signatures and details of the consortium partners shall be provided here)

6 Annexure II – Financial Bid Form (Illustrative)

Schedule 1

Geographical areas covered under Schedule - 1: *<To be inserted as per the Geographical Scope of Work given in Part II- Data Sheet >*

<The Financial Bid format below is only illustrative and may be changed by the Registrar based on the project being undertaken. This text shall be removed from the final RFQ>

Financial Bid for undertaking Seeding activities as per Schedule-1:

Cost / Seeding Request (A)	Geographical Area Name (B)	Target population (C)	Total cost
The total cost shall include all costs like the equipment costs, manpower costs, logistics cost, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.	State / District / Block <i><Details to be provided down to the last unit of the geography i.e. State, District, Block, GP etc.></i>	Total number of beneficiaries whose records need to be seeded	A X C

L1 will be decided on the basis of Cost per seeding request

*

Schedule 2

Geographical areas covered under Schedule - 2: *<To be inserted as per the Geographical Scope of Work given in Part II- Data Sheet >*

<The Financial Bid format below is only illustrative and may be changed by the Registrar based on the project being undertaken. This text shall be removed from the final RFQ>

Financial Bid for undertaking Seeding activities as per Schedule-2:

Cost / Seeding Request (A)	Geographical Area Name (B)	Target population (C)	Total cost
The total cost shall include all costs like the equipment costs, manpower costs, logistics cost, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.	State / District / Block <i><Details to be provided down to the last unit of the geography i.e. State, District, Block, GP etc.></i>	Total number of beneficiaries whose records need to be seeded	A X C

L1 will be decided on the basis of Cost per seeding request

Schedule N

Geographical areas covered under Schedule - N: *<To be inserted as per the Geographical Scope of Work given in Part II- Data Sheet >*

<The Financial Bid format below is only illustrative and may be changed by the Registrar based on the project being undertaken. This text shall be removed from the final RFQ>

Financial Bid for undertaking Seeding activities as per Schedule-N:

Cost / Seeding Request (A)	Geographical Area Name (B)	Target population (C)	Total cost
The total cost shall include all costs like the equipment costs, manpower costs, logistics cost, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.	State / District / Block <i><Details to be provided down to the last unit of the geography i.e. State, District, Block, GP etc.></i>	Total number of beneficiaries whose records need to be seeded	A X C

L1 will be decided on the basis of Cost per seeding request

7 Annexure III – Guideline for deciding on the minimum required eligibility Criteria

(This Annexure should be removed before the release of RFQ to bidders.

At the time of empanelment, UIDAI has already categorised the bidders in appropriate technical and financial tiers; and the Registrars cannot change that categorisation. This Annexure only serves as a guideline for the Registrar to consider while deciding on the minimum required Technical and Financial criteria the bidders should fulfil to be eligible to bid for different schedules.”)

7.1 Guideline for deciding the Technical Capability

Tier	Characteristics
T1	<ul style="list-style-type: none">(1) Entities with no UIDAI related experience; but have data processing experience(2) May be suitable for assignments that have limited geographic spread and/ or lower volume/ lower value(3) May offer competitive bids to get gain relevant experience and move up the tier
T2	<ul style="list-style-type: none">(1) Entities have following minimum experience: 2 lakh UIDAI enrolments OR 5 lakhs of data recording and processing experience(2) Demonstrated experience of handling data volumes OR UIDAI relevant experience(3) May be suitable for assignments that cover wider geographic area and higher volume(4) May be suitable for assignments where UIDAI related experience is crucial(5) May charge a premium for their services due to the higher rating
T3	<ul style="list-style-type: none">(1) Entities have following minimum experience: Collection and Processing of 2 lakh UIDAI seeding requests AND ISO 27001 certified(2) Demonstrated experience of handling large data volumes AND UIDAI seeding experience(3) Processes regarding information security and certification(4) Currently there may be no entities in this tier as seeding is a new concept

	(5) May be suitable when data security is of utmost importance (6) May charge a premium for their services due to the highest rating
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7.2 Guideline for deciding the Financial Capacity

1. Implementation of any project requires mobilisation of financial and non-financial resources. Ability of an entity to implement a project in a time-bound manner with minimum desired quality is dependent on its experience, ability and financial capacity.

The following table gives an indicative rational classification of financial capacity based on the nature of organizations. The average value tabulated below is arrived by evaluating financial capacity for last 3 financial years.

Tier	Non-Government Organizations / Not-for-profit Organizations	Commercial Organizations / PSUs
F1	Average Annual Grant in Aid / Turnover > INR 50 Lakhs	Net Worth > INR 50 Lakhs
F2	Average Annual Grant in Aid / Turnover > INR 2 Crores	Net Worth > INR 2 Crores
F3	Average Annual Grant in Aid / Turnover > INR 5 Crores	Net Worth > INR 5 Crores
F4	Average Annual Grant in Aid / Turnover > INR 10 Crores	Net Worth > INR 10 Crores

2. To ensure achievement of the desired criteria, it is suggested that annual value of work awarded should not be more than 5% of the net-worth (for private entities)/ turnover (for not-for-profit bodies). This is to ensure that the bidder has adequate financial resources to execute the project in the given time duration.
3. This criterion may be relaxed in case the bidder does not have any other active projects during the timeframe when seeding needs to be done
4. In case this criterion eliminates a large number of potential bidders, the Registrar may ask for an increased amount of Performance Bank Guarantee (PBG) in lieu

8 Annexure IV- Format of Bank Guarantee

Dear Sirs,

Guarantee No. _____

Amount of Guarantee _____

Guarantee cover from _____

Last date for lodgement of claim _____

This Deed of guarantee executed by the (name of Bank) having its Central Office at And amongst other places, a Branch at _____ (hereinafter referred to as 'the Bank') in favour of _____ (hereinafter referred to as 'the Beneficiary ') for an amount not exceeding Rs _____ (Rupees _____) at the request of _____ (hereinafter referred to as 'the Contractor/s').

This Guarantee is issued subject to the condition that the liability of the Bank under this Guarantee is limited to a maximum of Rs. _____ (Rupees _____) and the Guarantee shall remain in full force up to _____ (Date of expiry) and cannot be invoked otherwise than by a written demand or claim under this Guarantee served on the Bank on or before the _____ (last date of the claim)

BANK GUARANTEE

To

(Name and address of purchaser)

Dear Sir,

BANK GUARANTEE

WHEREAS

.....(Company name), a company registered under the Companies Act, 1956 having its registered and corporate office at, hereinafter referred to as "our constituent", Which expression, unless excluded or repugnant to the context or meaning thereof, includes its successors and assigns), agreed to enter into a Contract dated_____ (Herein after, referred to as "contract") with (name of the purchaser) as detailed in the said contract.

We are aware of the fact that as per the terms of the Contract,(Company name) is required to furnish an unconditional and irrevocable Bank Guarantee in your favour for an amount INR (in words) and guarantee the due by our constituent as per the Contract and do hereby agree and undertake to pay any and all amount due and payable under this bank guarantee, as security against breach / default of the said Contract by our Constituent. In Consideration of the fact that our constituent is our valued customer and the fact that he has entered into the said Contract with you, we (Name and Branch of Bank) have agreed to issue this Bank Guarantee.

Therefore, we (Name and Branch of Bank) hereby unconditionally and irrevocably guarantee you as under:

In the event of our constituent committing any breach/default of the said Contract, and which has not been rectified by him, we hereby agree to pay you forthwith on demand such sum/s not exceeding the sum of INR (Amount in words) without any demur.

Notwithstanding anything to the contrary, as contained in the said Contract, we agree that your decision as to whether our constituent has made any such default(s) / breach(es), as aforesaid and the amount or amounts to which you are entitled by reasons thereof, subject to the terms and conditions of the said Contract, will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Bank Guarantee, but will pay the same forthwith on your demand without any protest or demur.

This Bank Guarantee shall continue and hold good till date _____ subject to the terms and conditions in the said Contract.

We bind ourselves to pay the above said amount at any point of time commencing from the date of the said Contract to date _____ as per said Contract.

We further agree that the termination of the said Agreement, for reasons solely attributable to our constituent, virtually empowers you to demand for the payment of the above said amount under this guarantee and we would honour the same without demur.

We hereby expressly waive all our rights requiring beneficiary to pursue legal remedies against(Company name) for notice of acceptance hereof any action taken or omitted in reliance hereon, of any defaults under the Contract and any resentment, demand, protest or any notice of any kind.

We the Guarantor, as primary obligor and not merely Surety or Guarantor of collection, do hereby irrevocably and unconditionally give our guarantee and undertake to pay any amount you may claim (by one or more claims) up to but not exceeding the amount mentioned aforesaid during the period from and including the date of issue of this guarantee through the period.

We specifically confirm that no proof of any amount due to you under the Contract is required to be provided to us in connection with any demand by you for payment under this guarantee other than your written demand.

Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been given to us after the expiry of 48 hours when the same has been posted.

If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent under intimation to you.

This Bank Guarantee shall not be affected by any change in the constitution of our constituent nor shall it be affected by any change in our constitution or by any amalgamation or absorption thereof or therewith or reconstruction or winding up, but will ensure to the benefit of you and be available to and be enforceable by you during the period from and including the date of issue of this guarantee through the period.

Notwithstanding anything contained herein above, our liability under this Bank Guarantee is restricted to INR(Amount in words) and shall continue to exist, subject to the terms and conditions contained herein, unless a written claim is lodged on us on or before the aforesaid date of expiry of this guarantee.

We hereby confirm that we have the Power/s to issue this Guarantee in your favour under the Memorandum and Articles of Association/Constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power/s and has/have full power/s to execute this guarantee under the power of Attorney issued by the bank in your favour.

We further agree that the exercise of any of your rights against our constituent to enforce or forbear to enforce or any other indulgence or facility, extended to our constituent to carry out the contractual obligations as per the said Contract, would not release our liability under this guarantee and that your right against us shall remain in full force and effect, Notwithstanding any arrangement that may be entered into between you and our Constituent, during the entire currency of this guarantee.

Any payment made hereunder shall be free and clear of and without deduction for or on account of taxes, levies, imports, charges, duties, fees, deductions or withholding of any nature imposts.

This Bank Guarantee must be returned to the bank upon its expiry. If the bank does not receive the Bank Guarantee within the above-mentioned period, subject to the terms and conditions contained herein, it shall be deemed to be automatically cancelled.

This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in India for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject-matter hereof brought by you may not be enforce in or by such count.

Notwithstanding anything contained herein:

Our liability under this Bank Guarantee shall not exceed INR(Amount in words).

This Bank Guarantee shall be valid only up to _____(date)

We are liable to pay the guaranteed amount or part thereof under this Bank Guarantee only and only if we receive a written claim or demand on or before_____(date).

Dated_____this_____day_____2015.

Yours faithfully,

For and on behalf of the _____ Bank,

(Signature)

Designation

(Address of the Bank)

Note: This guarantee will attract stamp duty as a security bond.

A duly certified copy of the requisite authority conferred on the official/s to execute the guarantee on behalf of the bank should be annexed to this guarantee for verification and retention thereof as documentary evidence.

9 Annexure V- Format for Power of Attorney

Power of Attorney for signing of Application

Know all men by these presents, We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr/ Ms (name), son/daughter/wife of and presently residing at, who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for "Request for Quotation- Selection of Seeding Agency" for(name of the Seeding Registrar) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Applications and other conferences and providing information/ responses to the(name of the Seeding Registrar), representing us in all matters before the(name of the Seeding Registrar), signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the(name of the Seeding Registrar) in all matters in connection with or relating to or arising out of our response for the said Project and/ or upon award thereof to us and/or till the entering into Agreement with(name of the Seeding Registrar).

AND, we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2.....

For
(Signature, name, designation and address)

Witnesses:

1.

(Notarised)

2.

Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Also, wherever required, the Respondent should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Respondent.*