

**REQUEST FOR EMPANELMENT
EMPANELMENT OF ENROLLING
AGENCIES**

**For Undertaking Demographic And
Biometric Data Collection For UID
Enrolment**

Corrigendum
Dated: 22.12.2014

Unique Identification Authority of India
Planning Commission, Govt. of India
3rd Floor, Tower I
Jeevan Bharati Building
Connaught Circus
New Delhi 110001

Ref No: F. No. 4(4)57/237/ 2014- E & U

1. RFE Document, Clause 6.2 Financial Capacity, Page- 9-10

RFE Clause

6.2 Financial Capacity

I. Tier F1:

- a. Commercial Organizations (Single Agency/ Prime Agency in case of a consortium) which have a Net worth between INR - 50 Lac and not exceeding INR 2 Crores as of 31.3.2014 shall be eligible for 'Tier F1' empanelment.
- b. NGOs/ Not-for-Profit Organizations which have an annual turnover/ Grants-in-aid between INR 50 Lac and not exceeding INR 2 Crores as of 31.3.2014 shall be eligible for 'Tier F1' empanelment.
- c. Organizations which are eligible for empanelment under Tier F1 can evince interest in undertaking enrolment work in a **maximum** of 2 States/ UTs. Tier F1 organizations can take upto **maximum** of 25 Lac Aadhaar Enrolments in a year.

II. Tier F2:

- a. Commercial Organizations (Single Agency/ Prime Agency in case of a consortium) which have a Net worth above INR 2 Crores and not exceeding INR 5 Crores as of 31.3.2014 shall be eligible for 'Tier F2' empanelment.
- b. NGOs/ Not-for-Profit Organizations which have an annual turnover/ Grants-in-aid above INR 2 Crores and not exceeding INR 5 Crores as on 31.3.2014 shall be eligible for 'Tier F2' empanelment.
- c. Organizations which are eligible for empanelment under Tier F2 can evince interest in undertaking enrolment work in a **maximum** of 4 States/ UTs. Tier F2 organizations can take up a **maximum** of 50 Lac Aadhaar Enrolments in a year.

III Tier F3:

- a. Commercial Organizations (Single Agency/ Prime Agency in case of a consortium) which have a Net worth above INR 5 Crores and not exceeding INR 20 Crores as of 31.3.2014 shall be eligible for 'Tier F3' empanelment.
- b. NGOs/ Not-for-Profit Organizations which have an annual turnover/ Grants-in-aid above INR 5 Crores and not exceeding INR 20 Crores as of 31.3.2014 shall be eligible for 'Tier F3' empanelment.
- c. Organizations which are eligible for empanelment under Tier F3 can evince interest in undertaking enrolment work in a **maximum** of 8 States/ UTs. Tier F3 organizations can take up a **maximum** of 250 Lac Aadhaar Enrolments in a year.

IV Tier F4:

- a. Commercial Organizations (Single Agency/ Prime Agency in case of a consortium) which have a Net Worth greater than Rs 20 Crores as of 31.3.2014 shall be eligible for 'Tier F4' empanelment.
- b. NGOs/ Not-for-Profit Organizations which have an annual turnover/ Grants-in-aid greater than INR 20 Crore as of 31.3.2014 shall be eligible for 'Tier F4' empanelment.

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- c. Organizations which are eligible for empanelment under Tier F4 can evince interest in undertaking enrolment work. Tier F4 organizations can take up a **maximum of 500 Lac** Aadhaar Enrolments in a year.

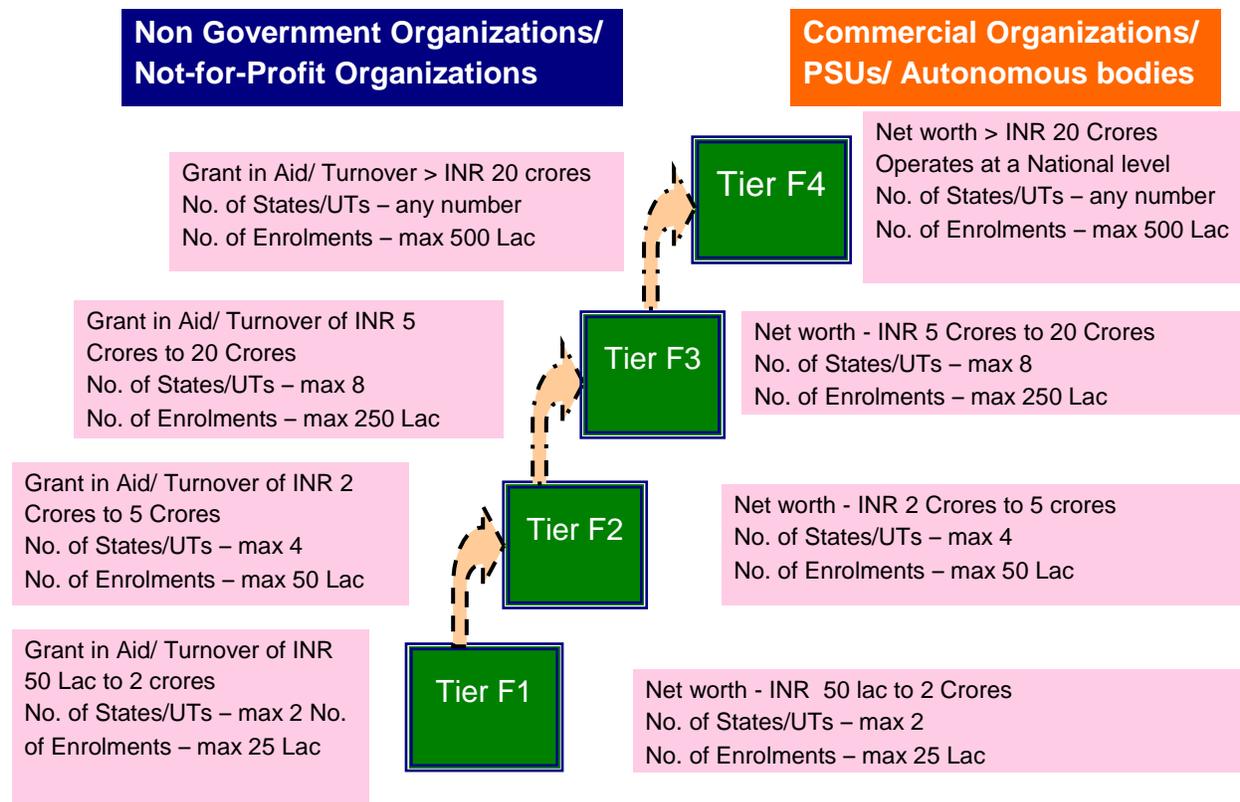


Fig 2: Snapshot of Financial Capacity Tiers and Bid Capacity in terms of maximum number of States and maximum number of Aadhaar enrolments in a year.

Amendment

6.2 Financial Capacity

- I. **Tier F1:**
- Commercial Organizations (Single Agency/ Prime Agency in case of a consortium) which have a Net worth between INR - 50 Lac and not exceeding INR 2 Crores as of 31.3.2014 shall be eligible for 'Tier F1' empanelment.
 - NGOs/ Not-for-Profit Organizations which have an annual turnover/ Grants-in-aid between INR 50 Lac and not exceeding INR 2 Crores as of 31.3.2014 shall be eligible for 'Tier F1' empanelment.
 - Organizations which are eligible for empanelment under Tier F1 can evince interest in undertaking enrolment work in a **maximum** of 3 States/ UTs including **minimum** one

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State/UT with Aadhaar saturation level 80% or more. Tier F1 organizations can take upto **maximum** of 25 Lac Aadhaar Enrolments in a year.

II. Tier F2:

- a. Commercial Organizations (Single Agency/ Prime Agency in case of a consortium) which have a Net worth above INR 2 Crores and not exceeding INR 5 Crores as of 31.3.2014 shall be eligible for 'Tier F2' empanelment.
- b. NGOs/ Not-for-Profit Organizations which have an annual turnover/ Grants-in-aid above INR 2 Crores and not exceeding INR 5 Crores as on 31.3.2014 shall be eligible for 'Tier F2' empanelment.
- c. Organizations which are eligible for empanelment under Tier F2 can evince interest in undertaking enrolment work in a **maximum** of 6 States/ UTs including **minimum** 2 States/UTs with Aadhaar saturation level 80% or more. Tier F2 organizations can take up a **maximum** of 50 Lac Aadhaar Enrolments in a year.

III Tier F3:

- a. Commercial Organizations (Single Agency/ Prime Agency in case of a consortium) which have a Net worth above INR 5 Crores and not exceeding INR 20 Crores as of 31.3.2014 shall be eligible for 'Tier F3' empanelment.
- b. NGOs/ Not-for-Profit Organizations which have an annual turnover/ Grants-in-aid above INR 5 Crores and not exceeding INR 20 Crores as of 31.3.2014 shall be eligible for 'Tier F3' empanelment.
- c. Organizations which are eligible for empanelment under Tier F3 can evince interest in undertaking enrolment work in a **maximum** of 12 States/ UTs including **minimum** 4 States/UTs with Aadhaar saturation level 80% or more. Tier F3 organizations can take up a **maximum** of 250 Lac Aadhaar Enrolments in a year.

IV Tier F4:

- a. Commercial Organizations (Single Agency/ Prime Agency in case of a consortium) which have a Net Worth greater than Rs 20 Crores as of 31.3.2014 shall be eligible for 'Tier F4' empanelment.
- b. NGOs/ Not-for-Profit Organizations which have an annual turnover/ Grants-in-aid greater than INR 20 Crore as of 31.3.2014 shall be eligible for 'Tier F4' empanelment.
- c. Organizations which are eligible for empanelment under Tier F4 can evince interest in undertaking enrolment work in any number of States/UTs across pan India. Tier F4 organizations can take up a **maximum of 500 Lac** Aadhaar Enrolments in a year.

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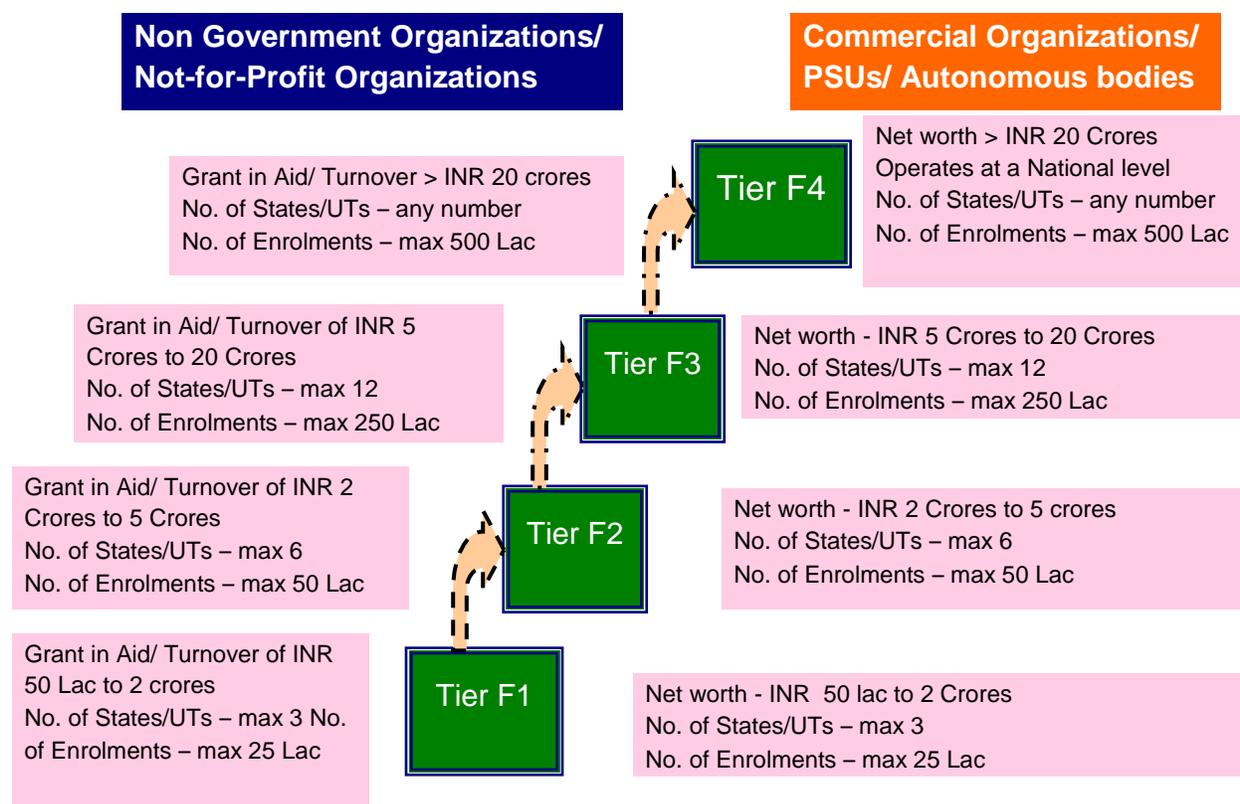


Fig 2: Snapshot of Financial Capacity Tiers and Bid Capacity in terms of maximum number of States and maximum number of Aadhaar enrolments in a year.

2. RFE Document, Section 7- Salient Point for Empanelment, Point d) and e), Page 11

RFE Clause

- d) Applicants shall select between Tier F1 to Tier F4 based on the financial capacity of the Applicant (single agency/ prime agency in case of consortium) and shall accordingly mention the names of the States/UTs in which the Applicant is interested in undertaking enrolment work, in the Application Form.

In case the applicant evinces interest in more number of States/UTs than what the applicant is eligible for based on Financial tier

- (i) the first eight States/UTs cited shall be considered for Tier F3 applicants
- (ii) the first four States/UTs cited shall be considered for Tier F2 applicants and
- (iii) the first two States/UTs cited shall be considered for Tier F1 applicants.

- e) Request for change in States, Technical Tier and Financial Tier will be considered once in a financial year, after the year of empanelment. The financial and technical parameters required for change in technical and financial tier shall be as on 31 March of the previous financial year.

Amendment

- d) Applicants shall select between Tier F1 to Tier F4 based on the financial capacity of the Applicant (single agency/ prime agency in case of consortium) and shall accordingly mention the names of the States/UTs in which the Applicant is interested in undertaking enrolment work, in the Application Form.
In case the applicant evinces interest in more number of States/UTs than what the applicant is eligible for based on Financial tier
- (i) the first twelve States/UTs cited shall be considered for Tier F3 applicants. If less than four States/UTs are with 80 % Aadhaar saturation level then these States/UTs shall be considered from the remaining choices as per the priority given by applicant.
 - (ii) the first six States/UTs cited shall be considered for Tier F2 applicants. If less than two States/UTs are with 80 % Aadhaar saturation level then these States/UTs shall be considered from the remaining choices as per the priority given by applicant.
 - (iii) the first three States/UTs cited shall be considered for Tier F1 applicants. If no State/UT is with 80 % Aadhaar saturation level then it shall be considered from the remaining choices as per the priority given by applicant.
- e) Request for change in States and Financial Tier will be considered once in a financial year, after the year of empanelment. However, request for change in State more than once in a year can be considered on specific recommendation of Regional Office. The financial required for change in financial tier shall be as on 31 March of the previous financial year. Request for change in technical tier will be considered as an when the required number of Aadhaar has been generated as per the criteria given in clause 6.1 Technical Capability on page 8-9 of the RFE document. Request for change of technical tier will also be considered on the basis of similar experience of enrolment on case to case basis.

3. RFE Document, Clause 9.4 - Fees for Request for Empanelment, para 3, Page 14

RFE Clause

“The selected applicants shall be required to furnish an unconditional and irrevocable Bank Guarantee equivalent to INR 200000/-, from a scheduled commercial bank in India valid for the entire period of empanelment. The Bank Guarantee shall be drawn in favour of PAO, UIDAI, New Delhi. The Bank Guarantee should be submitted within 30 days of the date of communication of the acceptance of the request for empanelment as Enrolment Agency with UIDAI.” Validity of Bank Guarantee should last at least 60 days beyond the normal term of empanelment. Breach/default of the Terms and Conditions of the said Empanelment, and non-compliance with directions to rectify in given time frame will result in invoking of the Bank Guarantee. The existing EAs seeking renewal of empanelment have the option to get their existing Bank Guarantees extended suitably for the new term.

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Amendment

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Note: Bank Guarantee shall be waived off for government agencies and agencies controlled by government

4. RFE Document, Clause 10.1 Compilation of Database of Empanelled Enrolling Agencies, point a) Page 17 **RFE Clause**

- a) Upon completion of the RFE process, UIDAI will intimate successful applicants. The empanelled agencies will be issued a letter of empanelment which will also include the terms and conditions of the empanelment. The successful Applicants will have to accept and return a signed copy of the terms and conditions of empanelment as a token of their acceptance of the terms and conditions. They will also submit a Bank Guarantee, as prescribed by UIDAI, within 15 days of Letter of Empanelment, failing which the offer of empanelment will be withdrawn without any further correspondence.

Amendment

- a) Upon completion of the RFE process, UIDAI will intimate successful applicants. The empanelled agencies will be issued a letter of empanelment which will also include the terms and conditions of the empanelment. The successful Applicants will have to accept and return a signed copy of the terms and conditions of empanelment as a token of their acceptance of the terms and conditions. They will also submit a Bank Guarantee, as prescribed by UIDAI,

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within 15 days of Letter of Empanelment, failing which the offer of empanelment will be withdrawn without any further correspondence.

Note: Bank Guarantee shall be waived off for government agencies and agencies controlled by government

- 5. The amendments done in the RFE through this corrigendum shall also be applicable to agencies who already got empaneled under the tender no. F. No. 4(4)57/237/ 2014- E & U dated 19th May, 2014.**