

**Rajiv Education and Employment Mission in Andhra Pradesh (REEMAP)  
Department of Rural Development  
Government of Andhra Pradesh, Hyderabad**

**Request for Proposal for Empanelment of Biometric device vendor for  
supplying Biometric devices to the training centers running under Rajiv Yuva  
Kiranalalu in Andhra Pradesh**

**July 2013**



**Rajiv Education and Employment Mission of Andhra Pradesh (REEMAP)  
Department of Rural Development, Government of Andhra Pradesh  
6- 2-915, 4th Floor, Rear Block (HMWSSB Premises), Opp. ICICI Bank  
Khairatabad, Hyderabad - 500 004  
Email:reemap.rfp.bmv@gmail.com**

**Last date for the submission of RFP: 05.08.2013**

## **PROPOSAL NOTIFICATION - REQUEST FOR PROPOSAL**

**RAJIV EDUCATION AND EMPLOYMENT MISSION OF ANDHRA PRADESH (REEMAP)  
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**Invitation for Request For Proposal (RFP) for the empanelment of Biometric device vendor cum Service Provider for supplying Biometric devices to the training centers running under Rajiv Yuva Kiranalu in Andhra Pradesh.**

**Ref: RC No 53/REEMAP/Biometric device vendor Empanelment/2012-13**

**Dated: 12.07.2012**

Rajiv Education & Employment Mission of Andhra Pradesh (REEMAP), Department of Rural development, Government of Andhra Pradesh intends to empanel Biometric device vendors with requisite experience and capabilities in specified areas for supplying Biometric devices to the training centers running under Rajiv Yuva Kiranalu, for capturing daily attendance and transfer the attendance to central server on a real time basis. In this regard REEMAP invites proposals from interested parties who meet the Eligibility Criteria. The empanelment shall be applicable for a period of 2 Year subject to the performance.

The Biometric device vendor empanelment process is applicable only for the vendors empanelled by UIDAI for supplying authentication devices. The biometric devices should be capable of running biometric authentication application for local authentication process flow as detailed in the RFP document. In the near future the Biometric attendance system in RYK will be migrated to Aadhaar authentication based Biometric attendance system. Hence, the biometric device should be compatible to run both the local authentication and Aadhaar linked authentication process flows with no/little up gradation to the biometric device.

The Biometric device vendor should be extending servicing facility to the training centers which procure the Biometric devices from them. If need arises the service provider should take up firmware changes for the machines provided by them as per the instructions of REEMAP or any of the Sub-Missions.

Interested Applicants may download the RFP document comprising Part-I - Instruction to Applicants, Part-II-Documents for Submission, from REEMAP website: ryk.cgg.gov.in from 12 July 2013 onwards. The Applicants are required to pay a non-refundable amount of Rs. 5,000 (Rupees Five Thousand only), towards empanelment processing fee along with the application for empanelment. On empanelment, the Applicants are required to deposit Earnest Money Deposit (EMD) of Rs. 1,00,000 (Rupees One Lakh only) which shall be refunded at the end of empanelment period. The payment shall be in the form of a non-refundable Demand Draft drawn in favour of "Mission Director, Rajiv Education & Employment Mission in Andhra Pradesh" drawn on any schedule commercial bank and payable at Hyderabad. Existing Biometric device vendors to Rajiv Yuva Kiranalu program should also apply for empanelment.

The last date for submission of the RFP by the Applicants is on or before 01.00 pm, on **5<sup>th</sup> August 2013**.

REEMAP reserves the right to accept or reject all or any of the applications without assigning any reason whatsoever. REEMAP also reserves the right to postpone, cancel, modify and annul the entire empanelment process duly notifying on its website or intimating the Applicants who submitted the application, as the case may be.

Mission Director

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## 1.Disclaimer

- 1.1 Though adequate care has been taken in the preparation of this Request for Proposal Document, the Applicant should satisfy himself that the document is complete in all respects. Intimation of discrepancy, if any, should be given to the below mentioned officer immediately. If this office receives no intimation of discrepancy within the date mentioned in Section 2, it shall be deemed that the Request for Proposal document is complete and final in all respects.

Mission Director

Rajiv Education & Employment Mission in Andhra Pradesh (REEMAP)

Department of Rural Development, Government of AP

6-2-915,4<sup>th</sup>Floor, Rear Block (HMWS&SB Building), Opposite ICICI Bank

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- 1.2 This RFP is neither an agreement nor an offer by the REEMAP to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposal for selection pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the REEMAP in relation to procurement of Biometric devices from Biometric device vendor. Neither REEMAP nor their employees or consultants, make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP and it is not possible for REEMAP to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. Some of the prospective Applicants may have a better knowledge of the project than others. Each prospective Applicant should conduct their own investigations and analysis and check the accuracy, reliability and completeness of the information in this RFP and obtain independent advice from appropriate sources.
- 1.3 Information provided in this RFP to the Applicants is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. REEMAP accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
- 1.4 Neither REEMAP nor their employees or consultants will have any liability to any prospective Applicant or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP, any matter deemed to form part of this RFP, the award of the Project, the information and any other information supplied by or on behalf of REEMAP or their employees, any consultants or otherwise arising in any way from the selection process for the Project.
- 1.5 REEMAP also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this RFP.

- 1.6 REEMAP reserves the right to reject any or all of the Proposals submitted in response to this Request for Proposal at any stage without assigning any reason whatsoever.
- 1.7 REEMAP reserves the right to change/modify/alter/amend any or all of the provisions of this Request for Proposal.
- 1.8 REEMAP shall have no liability for non-receipt of any communication from the Applicant to REEMAP and vice-versa due to postal delays or otherwise.
- 1.9 The issue of this RFP does not imply that REEMAP is bound to empanel Biometric device vendors or purchase Biometric devices from the Successful Applicant, as the case may be, for the project and REEMAP reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
- 1.10 The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by REEMAP or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and REEMAP shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Applicant in preparation of submission of the Proposal, regardless of the conduct or outcome of the Empanelment Process.

## 2. Schedule of the Empanelment Process

S No	Event	Time/ Date
1	Request For Proposal document made available to the Applicants	12.7.2013
2	Last date for receipt of requests for intimation of any discrepancy in this document, queries, clarifications & Conditions to be addressed.	22.7.2013
3	Pre-bid meeting at Conference Hall, REEMAP Office, Hyderabad.	25.7.2013
4	Time and date for receipt of Proposals (all the relevant documents and covers) (Proposal Due Date)	By 1.00 pm on 5.8.2013
5	Opening of Technical Cover and start of evaluation process at Conference Hall, REEMAP Office, Hyderabad(Cover-I)	At 3.00 pm on 5.8.2013
6	Intimation to submit EMD and biometric devices for inspection	8.8.2013
7	Last date for submission of EMD and biometric devices for inspection	15.8.2013
8	Empanelment of biometric device vendors	22.8.2013

### 3. INTRODUCTION

#### 3.1 About the Organisation

3.1.1 Rajiv Yuva Kiranalu (RYK) is conceived by the Government of Andhra Pradesh to build job specific skills among the unemployed and place them in appropriate private jobs. Vision of RYK is to convert large number of non-literate, school drop-out, unskilled and unemployed youth into productive workforce by building their skills thereby promoting inclusive growth. The mission proposes to employ 15 lac youth in jobs in the private industry by 2014. The implementation shall be on a mission mode. To operationalise the programme, Government has constituted:

- High level council - Rajiv Education and Employment Council of Andhra Pradesh (REECAP) - has been set up under the Chairmanship of Honourable Chief Minister with nine cabinet ministers, principal secretaries of relevant departments and ten representatives of the industry & academia for creating necessary policy environment and guiding the implementation process.
- An exclusive state level society - Rajiv Education and Employment Mission in Andhra Pradesh (REEMAP) - has been registered to coordinate the efforts of all sub-missions on a mission mode.

3.2 REEMAP functions through eight sub-missions constituted in eight Government departments.



3.3 REEMAP has been taking up various training activities through the sub-missions as well as through running pilots for almost a year now.

3.4 Since its Inception it has placed more than 300,000 youth. The most important objectives of the program are to provide placement to the youth and to ensure that the youth retains the job for at least 3 months.



- 3.5 At present, more than 850 training centres are functional all over Andhra Pradesh and more than 40,000 youth are undergoing training. It is envisaged to increase the number of training centres functional to meet the target of providing employment to more than 3 lakh youth in 2013-14.
- 3.6 Every job seeker who is a part of the program is registered in the RYK portal and tracked throughout the training program through the software process flow.
- 3.7 Biometric attendance system in RYK comprises of GPRS enabled fingerprint based biometric authentication devices with local storage and local authentication and central server. The attendance which is recorded in the biometric device is transferred to the central server within 48 hours and the attendance is shown to various stakeholders through MIS reports.
- 3.8 In order to reduce malpractices and improve the integrity of the biometric attendance system, REEMAP has taken up Aadhaar authentication based biometric attendance system project in 4 training centres in East Godawari district.
- 3.9 REEMAP is AUA (Authentication User Agency) to utilize the Aadhaar authentication services provided by UIDAI. The AUA services are developed and maintained by Centre for Good Governance (CGG) which is the Software Service provider for Rajiv Yuva Kiranalu Program. As per the norms prescribed by UIDAI, AUA has to communicate to Aadhaar authentication services through an ASA (Authentication Service Agency), REEMAP is presently using BSNL's ASA services for authentication purpose.

## 4. Scope of Project and Empanelment

### 4.1 Scope of Empanelment

- 4.1.1 REEMAP envisages empanelling competent and cost effective Biometric device vendors to supply Biometric devices to the training centres functional under Rajiv Yuva Kiranalu for a period of 2 years from the date of empanelment. REEMAP in the course of empanelment does not assure or place order for any purchase of Biometric devices. The empanelled list of Biometric device vendors will be available to the training centres running training program under Rajiv Yuva Kiranalu program. It is the choice of the training partners to purchase Biometric devices from any of the empanelled list of biometric vendors at the cost fixed during the empanelment process. REEMAP or Sub-Mission at no point whatsoever will recommend or influence any of the training partners to purchase Biometric devices from a specific vendor.
- 4.1.2 The Biometric attendance system in Rajiv Yuva Kiranalu run training centres is currently functional with biometric devices purchased from different vendors. The existing biometric attendance system is local authentication based GPRS activated system. It is envisaged to migrate to Aadhaar authentication based biometric attendance system in the near future (3-6 months) and all the existing biometric devices with local authentication shall be replaced with Aadhaar authentication based biometric devices. The empanelled list of vendors shall supply biometric authentication devices to training centres which will start operations from the date of empanelment (new training centres) and to the currently functional training centres during the migration to Aadhaar authentication based biometric attendance system.
- 4.1.3 The biometric device vendors who showcase the Proof of Concept with client side software on the biometric authentication device will be finalised for empanelment.

### 4.2 Functionality of Biometric device used in Rajiv Yuva Kiranalu

- 4.2.1 In Rajiv Yuva Kiranalu program, Biometric devices are used to capture the trainee's daily attendance in the training centre. Biometric attendance through fingerprints is captured at the training centre and transferred to a central server at the state level. Biometric attendance is used to monitor the program implementation and payments for training, boarding and lodging are done on the basis of the biometric attendance captured.

#### 4.2.2 Biometric Attendance System Process Flow

The Process flow of Biometric attendance system is as given below:

- 4.2.2.1 **Biometric device Registration and Mapping:** Biometric device has to be purchased by the training partner from the empanelled list of Biometric device vendors as per the specifications prescribed by REEMAP. The Biometric device should have a unique Biometric Serial Number which has to be registered in the Rajiv Yuva Kiranalu web portal. The registered Biometric device will be mapped to a specific training centre from where daily attendance of the trainees attending the training will be captured.
- 4.2.2.2 **Biometric ID Generation:** Every candidate who is mapped to a particular batch in a training centre will be provided a unique 9 digit biometric ID. Biometric ID will be used for track the candidate's attendance, placements and post placement. This operation is carried out in the webportal.
- 4.2.2.3 **Candidate enrolment in Biometric device:** Biometric ID which is generated in web portal will be available to the training partners. This ID will be used during the enrolment of

candidates in the Biometric device. During the enrolment process, all 10 fingerprints of the candidate have to be enrolled along with the biometric ID. The fingerprint templates are to be stored locally in the Biometric device and a copy of the templates has to be sent to the central server through GRPS connection.

- 4.2.2.4 **Capturing daily biometric attendance:** On a daily basis, the candidate has to provide the attendance. Attendance of the candidate will be captured twice a day. The fingerprint given for authentication should be compared with the fingerprint template stored in the local memory.
- 4.2.2.5 **Transfer of biometric attendance to central server:** The attendance should be transferred to the central server as and when candidates provide their fingerprint impression through GPRS connection. The data transferred from Biometric device to the central server shall have biometric ID, timestamp and biometric serial number to ensure that attendance is sent from a registered Biometric device for a candidate who is mapped to the batch.
- 4.2.3 In addition to the fingerprint template and daily attendance, the Biometric device should transfer to the server the Biometric device logs so that any operation (candidate enrolment, deletion of records, power on/off, etc) that is carried out in the device can be captured.
- 4.2.4 **Aadhaar authentication based biometric attendance application:** It is envisaged to migrate to Aadhaar authentication based biometric attendance system in 3-6 months duration. All the biometric devices which are operational in the field will be replaced with the new devices with Aadhaar authentication application. Hence the biometric device vendor should develop applications like Best Finger Detection (BFD), Fusion Finger, seeding and authentication process flow in consultation with REEMAP.

### 4.3 Technical specifications:

- 4.3.1 Biometric device should have the Technical Specifications as per the UIDAI Hardware Specifications for authentication devices as placed in Annexure I.
- 4.3.2 In addition to the Technical specifications mentioned in Annexure I, the biometric device should also have provision to store minimum of 3000 fingerprint templates and 100,000 attendance logs in the device for enabling local storage and authentication as per the process flow mentioned in Clause 4.2.2
- 4.3.3 The biometric device should be under warranty for one year duration and Annual Maintenance contract for the second year. The faulty biometric devices which are brought by the training partners should be repaired or replaced within 24 hours of submitting the biometric device.
- 4.3.4 **Client application requirements:** The client application in the biometric device should be developed by the vendor as per the functionality mentioned in Clause 4.2 and the Functional specifications as per Clause 4.4. The following aspects of the biometric device application should be taken care of by the biometric device vendor.
  - 4.3.4.1 Biometric device Client application should run on standard operating system like Linux or Windows or Android. Non-standard o/s will not be accepted.
  - 4.3.4.2 The vendor shall develop the software as per the details provided the department and accepted application module shall be installed in all the biometric devices by the vendor before their delivery and provide the Proof of Concept of same.
  - 4.3.4.3 The client software along with the source code shall be handed over to the department to reuse as off the shelf software components for future development.

- 4.3.4.4 As this software is first of its kind in implementation, any new requirements in future have to be incorporated as and when department desires.
- 4.3.4.5 Client Software should be updated in the biometric device automatically from the Central Server based on the changes and enhancements given as per the requirements.
- 4.3.4.6 The biometric device must be able to perform all internal activities related to processing of transactions promptly. Internal operations do not include data entry or back-end processing of transaction instructions, but do include operations such as encryption and decryption of messages, preparing packets for transfer on the network, accounting, etc.
- 4.3.4.7 No transactions may be performed on the biometric device without the operator logging in.
- 4.3.4.8 Device must support version control feature in order remotely monitor and provision application and system software. Remote device management feature must be provisioned as a part of the device deployment.
- 4.3.4.9 The device must be capable of following UIDAI authentication as described in the “Aadhaar Authentication API Specification” released by UIDAI.
- 4.3.4.10 Each Transaction Turn Around Time (TAT) should be less than 4-6 seconds

#### **4.4 Functional specifications:**

- 4.4.1 Biometric device should meet the following functional requirements in addition to the requirements given in Clause 4.2:
  1. Registration/Enrolment of the youth with all 10 fingerprints in the biometric device.
  2. The fingerprint templates should be transferred to the server after enrollment.
  3. Display the registered youth name and biometric ID when the youth gives attendance. A sound confirmation should be played for successful recording of attendance record or otherwise.
  4. The attendance logs should be transferred to the server through GRPS connection on a real time basis.
  5. The date and time in the Biometric device should be updated directly from the server and there should be no provision for updating date and time in the Biometric device.
  6. The Biometric device once configured to a server IP address, users should not have provision to change the IP address.
  7. Biometric device should have the capability to configure GPRS connection with the major service providers.
  8. The Biometric device should have a provision to delete all the candidate’s attendance records and registration details of a complete batch. No individual delete should be allowed.
  9. Enrollment of Password or card or any other means of giving attendance other than through fingerprint should be disabled.
  10. De-duplication of the fingerprints have to be carried out in the machine level to ensure that same fingerprint should be allowed to be registered for multiple fingers for the same candidate or for different candidate, i.e. every fingerprint stored in the Biometric device should be unique.
  11. Reports to display the following information should be available in the Biometric device.

- a. List of candidates enrolled, number of fingerprints enrolled and date and time of enrollment.
  - b. Date wise attendance of the candidates
  - c. Batch wise attendance
  - d. Student wise attendance
12. Biometric device should have provision to connect to a laser printer or inkjet printer to take print out of the reports available in the Biometric device.

#### **4.5 Roles and Responsibility of Biometric device vendor:**

1. Biometric device vendor shall supply Biometric devices as per the functional and technical specifications to the Sub-Missions and the Training Partners working under Rajiv Yuva Kiranalu program.
2. Biometric device vendor shall upgrade the biometric device with Aadhaar based authentication application on request from REEMAP or any of the Sub-Missions whenever the migration to Aadhaar authentication system is started, at no additional cost.
3. Biometric device vendor shall provide warranty (Manufacturing & workmanship defects, operational issues and internal parts replacement) for one year and Annual maintenance Contract for the second year.
4. Biometric device vendor shall provide Service facility for the Biometric devices supplied in case of machine level and connectivity issues faced by the training partners and Sub-Missions. A service centre manned with capable staff to resolve biometric device related issues and provide on-call support to the training centre staffs should be set up by the vendor.
5. Biometric device vendor shall provide Firmware updates for the functionalities required by Sub-Mission or REEMAP at no additional cost for 2 years.
6. Biometric device vendor shall make available application level information for inspection or clarification to any of the stakeholders (REEMAP, Sub-Missions, training partner and software service provider) in the RYK training program.
7. Biometric device vendor shall provide one day training on their Biometric device and its functionalities to REEMAP and Sub-Mission official on request and training partners, training centre in-charge at the time of delivery.
8. User manual and training modules shall be provided to all the training partners and Sub-Missions of REEMAP.

#### **4.6 Biometric device Cost Norms:**

- 4.6.1 The cost of the Biometric device shall be inclusive of the biometric device, application development, accessories like charger, modem, wall mount, web camera, printer, cables or whatever accessories that may be applicable, 1 years warranty, annual maintenance contract for 2 year, cost of running call center and service center. The Biometric device cost agreed during the empanelment process shall be final and no additional cost should be levied to training partners during the purchase of Biometric device.
- 4.6.2 REEMAP or Sub-Missions will not be under any financial obligation to the Biometric device vendor.
- 4.6.3 In case the selected Bidder misses to include the cost of any hardware/software/service/upgrade which is necessary to meet the requirements of the RFP, he shall be solely

responsible for the lapse and would be required to provide such hardware/software/services without any additional cost.

**4.7 Agreement and empanelment:**

- 4.7.1 This empanelment process is being undertaken by REEMAP to select experienced and capable Biometric device vendor. The Contract Agreement shall be entered between the selected agency and the training partner only. The Biometric device vendor shall supply Biometric devices and provide service to the supplied Biometric devices for capturing the biometric attendance and transfer to the central server in accordance with the functional and technical specifications stipulated in the RFP document. The selected Biometric device vendor shall be empanelled for a period of 2 year to supply the Biometric devices and the contract period between the Biometric device vendor and training partner shall be for the duration mentioned in their individual agreements, which shall not be less than one year.
- 4.7.2 During the period of empanelment, REEMAP may choose to issue modifications or request for additional functionality in the Biometric device on a need basis. Empanelled Biometric device service providers should provide satisfactory firmware updates as per the instructions and implement the changes in the machines supplied till then and in the new machines that will be supplied, at no additional cost.

## 5–Instruction to Applicants

### 5.1 Commitment to a Fair and Transparent Process

5.1.1 REEMAP is keen to ensure that the process leading to the empanelment of the Biometric device vendor is fair, transparent, efficient, interactive and protects the confidentiality of the information shared by Empanelment Entities with it. The selection process has been designed keeping these objectives in mind and REEMAP shall take all steps to ensure that the above objectives are realised. Empanelment Entities should not resort to influence the selection process by any means. If any Applicant is found practicing any kind of influence on REEMAP, its Proposals will be summarily disqualified and Applicant will be blacklisted from future Empanelment.

### 5.2 Detailed Study/ Market Survey about Programme

5.2.1 Applicants may, prior to submitting their Proposal for the proposed project, conduct detailed study and market survey at their own expense and obtain and ascertain for themselves, at their own responsibility, all technical data, market data and any other information necessary for preparing their Proposals including, inter alia, the actual nature and conditions of training centres, server etc., after taking into account the local conditions & bottlenecks, if any, etc. The Applicants shall be deemed to have full knowledge of the Rajiv Yuva Kiranalu Programme, once they have submitted their Proposal for the verification.

### 5.3 Acknowledgement by the Applicant

5.3.1 It shall be deemed that by submitting the Proposal, the Applicant has:

- made a complete and careful examination of the RFP;
- received all relevant information requested from REEMAP during Pre-Bid meeting;
- accepted the risk of inadequacy, error or mistake in the information provided in the RFP; and
- agreed to be bound by the undertakings provided by it under and in terms hereof.

5.3.2 REEMAP shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFP or the Empanelment Process, including any error or mistake therein or in any information or data given by REEMAP.

### 5.4 Eligibility

5.4.1 The Empanelment Entity shall be Registered Proprietorship/ Partnership Firm/ Private Limited/ Public Limited Company/ Registered Society/ Trust/ Association/ Trade Body fulfilling the Minimum Eligibility Requirements. The Minimum Eligibility Requirements are described under Clause 6.1 of this RFP Document.

5.4.2 Existing joint ventures who meet the above mentioned minimum eligibility criteria shall also be permitted.

- 5.4.3 The Empanelment Entity shall be a Biometric device manufacturer/ dealer/ distributor/ supplier. The Biometric device vendor shall be a supplier representing a manufacturer (OEM - anywhere located in the world ) in India and is responsible for device management in India or is a manufacturer in India based on indigenous or imported technology.
- 5.4.4 The Biometric device vendor should be empanelled by UIDAI for supplying biometric authentication devices.
- 5.4.5 The Empanelment entity should have capability to make or arrange for firmware changes and application changes as per the Instructions of REEMAP.
- 5.4.6 The Biometric device vendor shall have previous experience of handling biometric attendance related projects with experience in Biometric device application development also.
- 5.4.7 Institutions/ Firms blacklisted by any Government Department shall not be considered by REEMAP.

## **5.5 Conflict of Interest**

- 5.5.1 Applicant shall not have a conflict of interest (the "Conflict of Interest") that affects the Empanelment Process. Any Applicant found to have a Conflict of Interest shall be disqualified. A Applicant shall be considered to have a Conflict of Interest that affects the Empanelment Process, if:
- the Applicant, and any other Applicant, have common controlling shareholders or other ownership interest; where the direct or indirect shareholding is more than 25 per cent of the paid up and subscribed share capital of such Applicant; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in Section 4A of the Companies Act 1956; or
  - a constituent of such Applicant is also a constituent of another Applicant; or
  - such Applicant receives or has received any direct or indirect subsidy from any other Applicant, or has provided any such subsidy to any other Applicant; or
  - such Applicant has the same legal representative for purposes of this Applicant as any other Applicant; or
  - such Applicant has a relationship with another Applicant, that puts either or both of them in a position to have access to each other's information about, or to influence the Proposal of either or each other.

## **5.6 Enquiries & Clarifications**

- 5.6.1 Enquiries, if any, shall be addressed to:

Mission Director

Rajiv Education & Employment Mission in Andhra Pradesh (REEMAP)

Department of Rural Development, Government of AP



6-2-915,4<sup>th</sup>Floor, Rear Block (HMWS&SB Building), Opposite ICICI Bank  
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Phone: +91-40-23320392, Fax: +91-40-23322074, Mobile: 0 7702265650  
Email: reemap.rfp.bmv@gmail.com

5.6.2 All clarifications in writing that are received on or before the date mentioned in Clause2 will be addressed by REEMAP in Pre-Bid meeting. REEMAP shall aggregate and consider all such clarifications without specifying the source of clarifications. Only in case of clarifications and suggestions that are considered positively requiring modifications to RFP, response will be communicated to all the Applicants who are present for the Pre-Bid meeting and entered their contact details in the 'Attendance Register for Pre-Bid Meeting'. No communications or reply will be sent to the concerned or all Applicants in case of repetition of clarifications.

## **5.7 Pre-Bid Meeting**

5.7.1 All communication pertaining to the above that requires to be addressed in this meeting, should reach REEMAP latest by the date mentioned in Clause2. Queries received after the above due date will not be addressed. If there is no communication of clarification, the meeting may be terminated.

5.7.2 In respect of clarifications, REEMAP will aggregate all clarifications and shall prepare a response and communicate to all parties who are present for the Pre-Bid meeting and entered their contact details in the 'Attendance Register for Pre-Bid Meeting'.

5.7.3 Applicants are advised that their Proposals be completely devoid of any conditions, whatsoever. Conditions, if any, may be addressed in writing before due date. In respect of conditions received, the following shall apply:

- REEMAP reserves the right not to consider any condition that, at the sole discretion of REEMAP, is found unacceptable.
- If in REEMAP's opinion, certain conditions are acceptable, in whole or in part, the same shall be finalised by REEMAP and the "Common Accepted Conditions" will be made available to all Applicants.
- In respect of suggestions/ alterations proposed, REEMAP may consider them and the result will be circulated to all Applicants.
- In case any conditions accepted by REEMAP have material impact on the proposal, all the financial Proposals will be annulled and fresh financial Proposals will be invited.

## **5.8 Preparation and Submission of Proposal**

### **5.8.1 Submissions**

5.8.1.1 The submission of Proposals by Applicants in response to the RFP shall be in at least three (3) separate sealed covers as detailed below:

- Cover-I: Technical Proposal
- Cover-II: Financial Proposal

- Cover-III: Empanelment Processing Fee

## **5.8.2 Documents Accompanying the Proposal Submissions**

### **5.8.2.1 Cover-I: Technical Proposal**

- General Details
  - (a) Power of Attorney as per Form 1 in Part-II of this RFP Document
  - (b) Covering Letter as per Form 2 in Part-II of this RFP Document
- Eligibility Details
  - (a) Biometric vendor details as per Form 3 in Part-II of this RFP Document
  - (b) Legal constitution & Number of years of existence as per Form 4 in Part-II of this RFP Document
  - (c) Turnover details as per Form 5 in Part-II of this RFP Document
  - (d) Project experience details as per Form 6 in Part-II of this RFP Document
  - (e) Details of employees as per Form 7 in Part-II of this RFP Document
  - (f) POS Device Certification by STQC for UIDAI application as per Form 8 in Part-II of this RFP document
  - (g) UIDAI Empanelment certification or related documents as per Form 9 in Part-II of this RFP document

Note: The Applicants shall carefully read the notes accompanying each of the formats and provide necessary documentary evidence mentioned therein.

### **5.8.2.2 Cover-II: Financial Proposal**

- Financial Proposal for supplying Biometric device as per Form 11 in Part-II of this RFP Document.

### **5.8.2.3 Cover-III: Empanelment Fee**

- Demand Drafts towards Empanelment Processing Fee in accordance with Clauses 5.12.1 of the RFP document.

## **5.8.3 Language**

- 5.8.3.1 All communications and information shall be provided in writing and in English language only.

#### **5.8.4 Sealing and Marking**

##### **5.8.4.1 Cover-I: Technical Proposal**

The Information to be submitted by the Applicants in the Technical Proposal (Cover-I) is described in Clauses 6.1 & 6.2 and formats prescribed under Forms 1 to 10 Part-II of this RFP document.

The Applicant shall place one (1) original (marked as original) + one (1) copy of the Technical Proposal in a sealed envelope, which shall be inscribed as under:

Proposal for: "Empanelment of Biometric device vendor for supplying Biometric devices to the training centers running under Rajiv Yuva Kiranalu".

Cover-I -Technical Proposal

Submitted by: \_\_\_\_\_ . (Name of the Applicant with full postal address and mobile number)

##### **5.8.4.2 Cover-II: Financial Proposal – Empanelment of Biometric device vendor**

The Information to be submitted by the Applicants in the Financial Proposal (Cover-II) shall be in the format prescribed under Form 10 of Part-II of this RFP document.

The Applicant shall place one (1) original (marked as original) of the Financial Proposal in a sealed envelope, which shall be inscribed as under:

Proposal for: "Empanelment of Biometric device vendor for supplying Biometric devices to the training centers running under Rajiv Yuva Kiranalu".

Cover-II - Financial Proposal- Empanelment of Biometric device vendor for supplying Biometric devices to the training centers running under Rajiv Yuva Kiranalu

Submitted by: \_\_\_\_\_ . (Name of the Applicant with full postal address and mobile number)

##### **5.8.4.3 Cover-III: Empanelment Processing Fee**

The Applicant shall place the Demand Drafts towards Empanelment Processing Fee in accordance with Clause 5.12.1 hereunder, in a separate envelope, which shall be inscribed as under:

Proposal for: "Empanelment of Biometric device vendor for supplying Biometric devices to the training centers running under Rajiv Yuva Kiranalu".

Cover-III–Empanelment Fee

Submitted by: \_\_\_\_\_ . (Name of the Applicant with full postal address and mobile number)

### **5.8.5 Submission of the Proposal**

- 5.8.5.1 The Three Covers of the Proposal organised as above, shall be placed in a sealed outer envelope with the following inscription:

Proposal for: "Empanelment of Biometric device vendor for supplying Biometric devices to the training centers running under Rajiv Yuva Kiranalu".

Name of the Applicant with Complete Address: \_\_\_\_\_

- 5.8.5.2 The cover should be addressed to:

Mission Director

Rajiv Education & Employment Mission in Andhra Pradesh (REEMAP)

Department of Rural Development, Government of AP

6-2-915,4<sup>th</sup>Floor, Rear Block (HMWS&SB Building), Opposite ICICI Bank

Khairatabad, Hyderabad - 500 004

Phone: +91-40-23320392, Fax: +91-40-23322074, Mobile: 0 7702265650

Email:reemap.rfp.bmv@gmail.com

- 5.8.5.3 Strict adherence to formats, wherever specified, is required. Non-adherence to formats may be a ground for declaring the Proposal non-responsive.
- 5.8.5.4 All communication and information provided should be legible including copies of any documents and wherever the information is given in figures, the same should also be mentioned in words. In case of conflict between amounts stated in figures and words, the amount stated in words will be taken as correct.

### **5.9 Authorised Representative and Signatory**

- 5.9.1 The Applicant shall designate one person as "Authorised Representative and Signatory", authorised to represent the Applicant in its dealings with REEMAP. The "Authorised Representative and Signatory" shall hold the Power of Attorney and be authorised to perform all tasks including but not limited to providing information, responding to enquiries, entering into contractual commitments on behalf of the Applicant etc. The Covering Letter submitted by the Applicant shall be signed by the Authorised Signatory and shall bear the stamp of the entity thereof.

### **5.10 Initialling & Binding of the Proposals**

- 5.10.1 Each page of the Proposal shall be initialled by the Authorised Representative and Signatory of the Applicant, otherwise the Proposal will be treated as non-responsive.
- 5.10.2 The Technical Proposal (both original and copy) and its supporting documents shall be hard bound or spiral bound. Loose sheets of paper shall not be considered for evaluation.

### **5.11 Proposal Due Date**

- 5.11.1 The Applicant may submit the Proposal by registered post/ courier or submit the Proposal in person, so as to reach the designated address by the time and date stipulated in Clause 2.REEMAP shall not be responsible for any delay in submission of the Proposals. Any

Proposal received by REEMAP after the deadline for submission of the Proposals stipulated in Clause 2 shall be rejected. On receiving the Proposal within the stipulated date and time, a register will be maintained to record the date and time at which the Proposals were received at the REEMAP office. If the Proposals are submitted in person, acknowledgement will be provided in the prescribed format. (The details of date & time of receipt of Proposal and person who received the Proposal)

## **5.12 Fees and Deposits to be paid by the Applicants**

### **5.12.1 Empanelment Processing Fee**

5.12.1.1 Applicants are requested to pay a non-refundable Empanelment Processing Fee of Rs. 5,000/- (Rupees Five Thousands only). This shall be paid in the form of a Demand Draft payable to “Mission Director, Rajiv Education and Employment Mission in Andhra Pradesh” payable at Hyderabad, drawn on any scheduled commercial bank and must accompany Covering Letter in Cover-III of the Proposal Document.

5.12.1.2 Proposals that are not accompanied by the above Empanelment Processing Fee shall be rejected by REEMAP as non-responsive.

### **5.12.2 Earnest Money Deposit**

5.12.2.1 Empanelled biometric device vendors should submit a Earnest Money Deposit (EMD) of Rs 1,00,000 /- (Rupees One lakh Only), refundable at the end of empanelment period, which shall be forfeited in cases mentioned under Clause 5.23.1. This shall be paid in the form of a Demand Draft payable to “Mission Director, Rajiv Education and Employment Mission in Andhra Pradesh” payable at Hyderabad, drawn on any scheduled commercial bank and must accompany be submitted as per the schedule given in Section 2 of this document.

### **5.12.3 Exemptions**

5.12.3.1 Government Institutions are exempted from furnishing the Empanelment Processing Fee.

## **5.13 Validity of Terms of the Proposal**

5.13.1 Each Proposal shall indicate that it is a firm and irrevocable offer and shall remain valid and open for a period of not less than three months from the last date for submission of the Proposal. Non-adherence to this requirement may be a ground for declaring the Proposal as non-responsive. However, REEMAP may solicit the Applicant's consent for extension of the period of validity. Requests for additional Information or for extension of validity are procedural and do not indicate qualification of the Applicant in the process. The Applicant agrees reasonably to consider such a request. The request and response shall be in writing. A Applicant accepting REEMAP's request for extension of validity shall not be permitted to modify its Proposal in any other respect.

## **5.14 Amendment of RFP Document**

5.14.1 At any time prior to the RFP submission Due Date, REEMAP may, for any reason, whether at its own initiative or in response to clarifications requested by a Applicant, modify the RFP document by the issuance of Addenda/Corrigenda.

5.14.2 Any Addendum/Corrigendum issued hereunder shall be posted in the website of REEMAP at <http://ryk.cgg.gov.in>

5.14.3 In order to afford the Applicants a reasonable time for taking an Addendum/Corrigendum into account, or for any other reason, REEMAP may, in its sole discretion, extend the Tender submission Due Date.

5.14.4 REEMAP also reserves the right to modify or alter the tender document and also to withdraw or cancel the Empanelment Process at any stage.

#### **5.15 Modifications/ Substitution/ Withdrawal of Proposals**

5.15.1 No change or supplementary information to a Proposal shall be accepted once the Proposal is submitted.

5.15.2 Any alteration/ modification in the Proposal or additional information supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by REEMAP, shall be disregarded.

5.15.3 The Proposal and any additional information requested subsequently shall also bear the initials of the Authorised Signatory and stamp of the entity thereof on each page of the Proposal and additional submissions.

#### **5.16 Opening and Evaluation of the Proposals**

5.16.1 REEMAP shall open the Proposals in the presence of the Applicants at the place, date and time specified in Clause 2 of the RFP document. All the Applicants who are submitting the Proposals should be present in the meeting. The Proposals shall be evaluated in accordance with the process described under Clause 6 of this RFP document.

#### **5.17 Clarifications**

5.17.1 To facilitate evaluation of Proposals, REEMAP may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by REEMAP for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

5.17.2 If an Applicant does not provide clarifications sought by REEMAP within the prescribed time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, REEMAP may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding and the Applicant shall be barred from subsequently questioning such interpretation of REEMAP. REEMAP reserves the right to make enquiries directly by or through its other sources as to the authenticity and reliability of the contents of and the documents attached to the RFP.

#### **5.18 Amendment**

5.18.1 The Proposals shall be evaluated as per the criteria specified in this RFP Document. However, within the broad framework of the evaluation parameters as stated in the Request for Proposal, REEMAP reserves the right to make modifications to the stated evaluation criteria, which would be uniformly applied, to all the Applicants.

## **5.19 Costs**

- 5.19.1 The Applicant shall be responsible for all the costs associated with the preparation of the Proposal. REEMAP shall not be responsible in any way for such costs, regardless of the conduct or outcome of this process.

## **5.20 Right to Accept or Reject any or all Proposals/ Proposals**

- 5.20.1 Notwithstanding anything contained in this RFP, REEMAP reserves the right to accept or reject any Proposal and to annul the Empanelment Process and reject all Proposals/ Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment and without assigning any reasons thereof. In the event that REEMAP rejects or annuls all the Proposals, it may, in its discretion, invite all eligible Applicants to submit fresh Proposals hereunder.
- 5.20.2 Proposals that are incomplete in any respect or those that are not consistent with the requirements as specified in this Request for Proposal or those that do not contain the Covering Letter with the name and designation of the authorised person signing it on behalf of Applicant with company seal affixed thereon, on their respective companies' letterhead papers, as per the specified formats may be considered non-responsive and may be liable for rejection.
- 5.20.3 If any claim made or information provided by the Applicant in the Proposal or any information provided by the Applicant in response to any subsequent query by REEMAP, is found to be incorrect or is a material misrepresentation of facts, then the Proposal will be liable for rejection. Mere clerical errors or bona-fide mistakes may be treated as an exception at the sole discretion of REEMAP and if REEMAP is adequately satisfied.
- 5.20.4 REEMAP reserves the right to verify all statements, information and documents submitted by the Applicant in response to the RFP. Any such verification or lack of such verification by REEMAP shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of REEMAP there under.

## **5.21 Letter of Interest & Empanelment Agreement**

- 5.21.1 After the completion of the Selection Process REEMAP shall issue Letter of Interest (LOI) to the Successful Applicants. Within two working days from receipt of the LOI, the Successful Applicant shall intimate REEMAP in writing its willingness to enter into Empanelment Agreement.
- 5.21.2 REEMAP shall enter into Empanelment Agreement with the Successful Applicants within one day from receiving the confirmation from the Successful Applicant.

## **5.22 Time Table and Milestones**

- 5.22.1 The Schedule of the Empanelment process is provided in Clause2 of the RFP document. In order to enable REEMAP meet the target dates, Applicants are requested to respond expeditiously for clarifications, if any, requested during the evaluation process. REEMAP will adhere to the above schedule to the extent possible. REEMAP, however, reserves the right to modify the same. Intimation to this effect will be intimated to the Applicants.

## **5.23 Cancellation of empanelment**

- 5.23.1 Validity of empanelment shall be for two years. However, this is subject to cancellation of Empanelment (de-listing) due to any of the reasons mentioned hereunder. REEMAP reserves the right to cancel the empanelment of any vendor for any of the following reasons:
- 5.23.1.1 If the vendor refuses to execute the job at his quoted rates after empanelment.
  - 5.23.1.2 If the vendor is found black-listed in any Govt. / Public Sector Organization.
  - 5.23.1.3 If the vendor is found to have submitted false particulars / fake documents for securing enlistment.
  - 5.23.1.4 If vendor is found to have involved in tampering of the Biometric device to favour training partner
  - 5.23.1.5 If the Biometric device supplied by vendor does not meet the technical and functional specifications prescribed by REEMAP.
  - 5.23.1.6 If the vendor is not able to carry out firmware changes as per the changes recommended by REEMAP or any of the Sub-Missions to reduce the chances of manipulation of data, tampering of the Biometric device.
- 5.23.2 REEMAP also reserves the right to cancel the empanelment of any vendor for any other reasons as deemed fit by REEMAP provided that action as contemplated in clause 5.23.2 will not be taken against the contractor, if the defaulting contractor submits to REEMAP in writing the reasons / grounds for the noncompliance / default / high quotes etc., as the case may be, sufficiently in advance, and the decision taken by REEMAP in this regard on such submissions will be final and binding on the Vendor(s).
- 5.23.3 Manipulation of rates by cartelization shall be viewed very seriously by REEMAP. If such a situation comes to the notice of REEMAP and/or there are reasons / circumstances for REEMAP to believe so, the concerned vendor(s) will be called in to give justification of rates quoted by them. If they are not able to give a proper / satisfactory justification of their quoted rates, their empanelment is liable to be cancelled.
- 5.23.4 Such vendors, whose empanelment is cancelled due to any of the above reasons, will not be considered for subsequent empanelment for a period of five years



## 6. Empanelment Process

### 6.1 Evaluation Process

6.1.1 The applications received for empanelment would be subject to a step-wise evaluation procedure as given below:

- Step 1: Test of Responsiveness
- Step 2: Test for Minimum Eligibility
- Step 3: Technical & Financial Evaluation
- Step 5: Demo of the biometric device with Proof of Concept

6.1.2 REEMAP reserves the right to seek clarifications from the Applicants. The Applicants shall be required to furnish such clarifications. In the course of evaluation, if in REEMAP's opinion, the Technical Proposal is materially deficient or inconsistent in any aspect or fraudulent; the Proposal shall be declared Non-Responsive and shall not be considered for further evaluation. If the applicant's fails to clear any of the evaluation steps as mentioned in Clause 6.4.1, the applicant deems to be ineligible to continue with the empanelment process.

### 6.1.3 Test of Responsiveness of Applications for Empanelment

6.1.3.1 The Applications submitted by Vendors shall be initially scrutinised to establish "Responsiveness". A Proposal may be deemed "Non-responsive" if it does not satisfy any of the following conditions:

- It is not received within the time and date specified.
- It does not include sufficient information for evaluation and/or is not in the formats specified or incomplete in any respect.
- It is not signed and/ or sealed in the manner and to the extent indicated in 'Instructions to Applicants' of this RFP Document.
- It is not accompanied by the requisite Empanelment Processing Fee.
- If General Power of Attorney by way of a Resolution of the Company authorising the authorised signatory is not submitted.
- If not complied with instructions contained in "Instructions to Applicants".

### 6.1.4 Test for Minimum Eligibility

6.1.4.1 The Technical Proposal (Cover-I) would be initially checked for the eligibility of the each Applicant. The technical proposals of only those Applicants who fulfil the minimum Eligibility Criteria as described in Clause 6.2 above would be further evaluated. The Technical Proposals of those Applicants who are found not satisfying the eligibility criteria shall be rejected and REEMAP, at the end of the Empanelment Process and upon request, the unopened Financial Proposals (Cover-II) to such ineligible Applicants.

### **6.1.5 Evaluation of Technical Proposal & Financial Proposal (Cover-I & Cover-II)**

- 6.1.5.1 The Technical Proposal (Cover-I) of eligible Applicants would then be evaluated. The Applicant may also be required to give such clarifications and additional information on their capabilities and technical proposal as may be required.
- 6.1.5.2 The evaluation shall be on “Weightage Points” awarded based on the information and supporting documents submitted in accordance with Clause 6.2.8, and the Technical presentation in accordance with Clauses 6.3.4. The details of scoring and weights are provided under Clause 6.3. Applicant has to secure a minimum of 30 points out of 50 points (“Minimum Cut-off Score”) for further evaluation and opening of the Financial Proposals.
- 6.1.7.3 Any Applicant who fails to secure a Minimum Cut-off Score, will be treated as ineligible for further process and their Financial Proposals will be returned to the respective Applicants in sealed cover condition itself.

### **6.1.8 Evaluation of Financial Proposal (Cover-II)**

- 6.1.8.1 The Financial Proposal of the shortlisted applicants will be evaluated as per the format provided in Form-9 of Part-II of the RFP. The maximum achievable Financial Score is 50. The Financial Proposals of the Shortlisted Applicants shall be opened in the presence of the authorised representatives of the Shortlisted Applicants.
- 6.1.8.2 REEMAP shall open the Financial Proposals of all the Applicants and identify the Applicant quoting the lowest Biometric device cost for devices meeting all the specifications. The Applicant whose Unit cost of biometric device is the lowest would be assigned a Total Financial Score of 50.
- 6.1.8.3 The Total Financial Score for other Applicants will be pro-rata and computed in the following manner:

Pro-rata Total Financial Score of the concerned Applicant =  $50 \times (A/B)$

Where,

A = Fee quoted by the Applicant with lowest financial quote

B = Fee quoted by the concerned Applicant

## **6.2 Minimum Eligibility Criteria**

- 6.2.1 The Empanelment Entity shall be a Registered Proprietorship/ Partnership Firm/ Private Limited/ Public Limited Company/ Registered Society/ Trust/ Association/ Trade Body fulfilling the Minimum Eligibility Requirements.
- 6.2.2 The Bids submitted by consortium of companies/firms will be rejected.
- 6.2.3 The Empanelment Entity shall be a Biometric device manufacturer/ authorised dealer/distributor/supplier.
- 6.2.4 The Applicant should have previous experience of supplying Biometric devices to government projects.
- 6.2.5 Must have Sales Tax Registration number and VAT Registration number (TIN number)

6.2.6 If the Applicant is authorised dealer/distributor/supplier/trader, an authorisation from the letterhead of the manufacturer/principal to supply Biometric device for a minimum period of 1 year from the final due date of submission of Proposals.

6.2.7 The Applicant shall fulfil the following Minimum Eligibility requirements:

**Table–2: Minimum Eligibility Criteria for Empanelment of Biometric device vendor**

Series	Criteria	Unit	Eligibility
A	Standing years and operations in India(As on 31 <sup>st</sup> March 2013)	Years	3 years
B	Financial Standing (FY 10-11, FY 11-12)	Lakhs (Rs)	Minimum turnover of at least Rs 100 Lakhs in each of the last two audited financial years
D	Experience of supplying Biometric devices to government projects	Number of government projects handled	One project with minimum 10 Biometric devices supplied in last 3 years
D	Total number of Biometric devices supplied (During the period from April 2009 to March 2012)	Number of Biometric devices supplied	50 Biometric devices with fingerprint authentication
E	Relevant Staff	Technical Personnel available in the organization	Two experienced employees working with the organisation for more than two years and having relevant experience of more than three years.

6.2.8 The Applicants shall provide the following information and supporting documents towards their claims.

**Table–4: Information & Supporting Documents**

S No.	Eligibility Criteria	Information as per Table No.	Supporting Documents
A	Type of Entity & Number of years of Existence	Part-II Form 5	<ul style="list-style-type: none"> <li>• Copy of Certificate of Incorporation self-certified by the Authorized Signatory of the company.</li> <li>• Please see note under Form 5</li> </ul>
B	Financial Standing	Part-II Form 6	<ul style="list-style-type: none"> <li>• Certificate from the Chartered Accountant as per format mentioned in Form 6</li> <li>• Annual Financial Statements for the years 2010-11 and 2011-12, certified by Chartered Accountant</li> </ul>
C	Experience of supplying Biometric devices to government projects	Part-II Form 7	<ul style="list-style-type: none"> <li>• Certificate from Government bodies indicating successful completion of similar projects.</li> <li>• Work orders from Government and payment proof for completion may be submitted as proof of the project value</li> </ul>
D	Total number of Biometric devices supplied	Part-II Form 10	<ul style="list-style-type: none"> <li>• Sales Invoices</li> </ul>
E	Relevant Staff	Part-II Form 8	
F	Empanelled by UIDAI	Part-II	<ul style="list-style-type: none"> <li>• Copy of certificate issued by STQC and UIDAI for</li> </ul>

S No.	Eligibility Criteria	Information as per Table No.	Supporting Documents
	and STQC certified	Form 8	conformance to requirements and empanelment to supply authentication devices
G	Letter from manufacturer		<ul style="list-style-type: none"> <li>A letter from manufacturer stating that the bidding organization is authorized supplier of their biometric devices, if the bidder is not a manufacturer by themselves.</li> </ul>

### 6.3 Technical Evaluation Criteria

6.3.1 The evaluation of each Technical Proposal shall be done, taking into account the criteria and sub-criteria given below. Each eligible proposal will be evaluated and proposal will be rejected if it fails to achieve the minimum prescribed technical score.

6.3.2 The basis of awarding 'Weightage Points' for Technical Proposal evaluation is given below. A maximum of 50 points shall be awarded for Technical Proposal.

**Table-5: Technical Evaluation Criteria for Empanelment of Biometric device vendor**

S No	Parameter	Maximum Points	Criteria	Weightage Points		
1	Years in existence	5	Number of Years	7 and above	5-7	3-5
				(5 Points)	(4 Points)	(3 Points)
2	Number of Biometric devices supplied	10	Number of Biometric devices	250 and above	100-250	50-100
				(10 Points)	(8 Points)	(5 Points)
3	Experience of supplying Biometric devices to government projects	10	Number of government projects to which Biometric devices were supplied	Above 3	2-3	1
				(5 points)	(4 points)	(3 Points)
5	Financial Standing	5	Average Annual Turnover in last three years (Rs. Crore)	Above 7.5	>2.5-7.5	2.5- <1
				(10 Points)	( 7 Points)	(3 Points)
6	Manufacturer/Supplier	5	Manufacturer or supplier	Manufacturer in India	Supplier of Device manufactured in India	Supplier of device manufactured outside India
				(5 points)	(3 points)	(1 Point)
7	Biometric Device Demo	15				
	Grand Total	50				

6.3.3 The Applicants shall develop the biometric device application as per the functional specifications provided in Clause 4.2 and submit the biometric device for demo as per the schedule mentioned in Section 2. The Applicants shall be asked to provide presentation to the panel of REEMAP.

6.3.4 The Biometric device demo will be based on the following parameters:

**Table –7: Evaluation of Technical Presentation**

S No	Particulars	Points
1	Usability and functionality of the Biometric device and capability of staff	15

6.3.4.1 Indicative workflow of the biometric device as per the clause 4.2 and 4.4 should be displayed during the demo.

6.3.4.2 Biometric device connectivity with server with multiple channels combination (GPRS, PSTN, Broadband, EDGE and 3G) should be showcased.

6.3.4.3 Biometric device should connect to the CGG server through the web services which shall be provided by CGG.

6.3.4.4 Test cases performed during the Proof of Concept, both success and failure cases may be shared during the demo.

#### **6.4 Financial Proposal**

6.4.1 The Applicant shall prepare and submit the Financial Proposal as per the format stipulated in Form 9 (Financial Proposal for Empanelment of Biometric device vendor) of Part-II of this RFP Document. Applicants are required to offer their lowest quote for providing services to the REEMAP towards supplying Biometric devices to the training centres running under Rajiv Yuva Kiranalu.

#### **6.5 Empanelment of Biometric device vendor**

6.5.1 The empanelment of Biometric device vendors shall be carried out on Quality Cost Based Selection (QCBS) Method. Under QCBS Method 40% of the Weightage shall be given to “Technical Score” of the Applicants and 60% Weightage shall be given to “Financial Proposals” of the Applicants.

6.5.2 The Total Composite Score for an Applicant would be computed as follows:

$$\text{Total Composite Score} = (\text{Total Technical Score} \times 40\%) + (\text{Total Financial Score} \times 60\%)$$

6.5.3 A total of 5 Biometric device vendors will be empanelled to supply Biometric devices to training centres functioning under Rajiv Yuva Kiranalu program. The Vendors scoring the top 5 Total Composite Score would be considered for empanelment. In case of Applicants having the same Total Composite Score, the Applicant with the highest Total Financial Score would be considered for empanelment.

6.5.4 In the event of 2 suppliers having same biometric device (i.e. from the same manufacturer) qualifying for the empanelment, the bidder with the highest score only will be selected. In the event of both the supplier and manufacturer of same biometric device qualify for empanelment, the manufacturer will be given priority and the supplier will not be selected.

- 6.5.5 In the event that REEMAP finds that only less number of vendors is selected, REEMAP may, in its discretion, invite fresh Proposals by modifying/removing any/all of the criteria/selection process to select more vendors for empanelment.
- 6.5.6 In the event that no vendor is empanelled due to any reason, REEMAP has the right to modify the criteria/selection process and invite fresh proposals or empanel from the existing bidders or annul the Empanelment Process, as the case may be.
- 6.5.7 In the event that any Successful Applicant withdraws or is not ready for empanelment for any reason in the first instance, REEMAP may invite the vendor with next highest Composite Score for empanelment. If there are no eligible vendors to consider, REEMAP shall empanel the vendors selected in the first instance, which shall be deemed final.

**Part – II**  
**Bid Submission Formats**

## Form-1: Format of Power of Attorney for Signing of Bid

(To be submitted along with covering letter in Cover-I, Refer Clause 5.8.2.1(a) of Part-I of the RFP)

Know all men by these presents, we..... (name of the Bidder 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 bid for the Empanelment of Biometric device vendor for supplying Biometric devices to the training centers running under Rajiv Yuva Kiranalu in Andhra Pradesh being implemented by the Rajiv Education and Employment Mission in Andhra Pradesh, Department of Rural Development, Government of AP (the "REEMAP") including but not limited to signing and submission of all information, proposals, bids and other documents and writings, participate in Pre-bid and other conferences and providing information/ responses to the REEMAP, representing us in all matters before the REEMAP including negotiations with the REEMAP, signing and execution of all contracts including the Empanelment Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the REEMAP in all matters in connection with or relating to or arising out of our bid for the said Empanelment of Biometric device vendor for supplying Biometric devices to the training centers running under Rajiv Yuva Kiranalu in Andhra Pradesh.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things 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 ..... 2013.

For.....

(Signature, name, designation and address)

Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

Witnesses:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Notes:

- To be executed on Rs.100 stamp paper



- 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.

## Form-2: Format of the Covering Letter

(The Covering Letter is to be submitted by the Bidder along with the Cover-I of the Bid - Printed on the Letterheads)

Date:

Place:

Mission Director  
Rajiv Education & Employment Mission in Andhra Pradesh (REEMAP)  
Department of Rural Development, Government of AP  
6-2-915, 4<sup>th</sup> Floor, Rear Block (HMWS&SB Building), Opposite ICICI Bank  
Khairatabad, Hyderabad - 500 004

Dear Sir,

Sub: Empanelment of Biometric device vendor for supplying Biometric devices to the training centers running under Rajiv Yuva Kiranalu in Andhra Pradesh

Please find enclosed one (1) Original + one (1) Copy of our Bid in respect of the Empanelment of Biometric device vendor for supplying Biometric devices to the training centers running under Rajiv Yuva Kiranalu in Andhra Pradesh, in response to the Request for Proposal (RFP) Document issued by the Rajiv Education & Employment Mission in Andhra Pradesh (REEMAP), Department of Rural Development, Government of AP, dated \_\_\_\_\_.

We hereby confirm that:

- 1 We, M/s -----( Name of the Bidding Entity submit herewith our bid in accordance with the conditions stipulated in the RFP.
- 2 We have examined in detail and have understood the terms and conditions stipulated in the RFP Document issued by REEMAP and in any subsequent communication sent by REEMAP. We agree and undertake to abide by all these terms and conditions. Our Bid is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from REEMAP.
- 3 The information submitted in our Bid is complete, is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Bid. We acknowledge that the REEMAP will be relying on the information provided in the Bid and the documents accompanying such Bid for Selection of the Successful Bidder for the aforesaid project, and we certify that all information provided in the Application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals.
- 4 We acknowledge the right of the REEMAP to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

- 5 We satisfy the legal requirements and meet all the eligibility criteria laid down in the RFP. We certify that we have not been blacklisted by any public authority for breach on our part.
- 6 This bid is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.
- 7 We declare that we don't have any conflict of Interest in accordance with Clause 5.5 of the Part I of the RFP.
- 8 We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- 9 We hereby enclose a Demand draft (No. \_\_\_\_\_ dated \_\_\_\_\_ issued by \_\_\_\_\_ Bank) for Rs. 5,000 (Rupees Five Thousand only) towards the Empanelment Processing Fee in accordance with Clause 5.12.2 of the RFP document (Part-I).

In witness thereof, we submit this Bid under and in accordance with the terms of the RFP document

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

### Form 3: Biometric Device Vendor Details

Name and Details of the Bidder and Authorised Representative:	
Name of Organisation/ Institution	
Registered/ Head Office Address	
Phone Numbers	
Fax Number	
Mobile Number	
Email Address	
Website	
Addresses of Branch Offices(If any?)in AP Phone Fax Mobile Nos. Email IDs Dates of Establishment	
Name of Authorised Representative	
Designation	
Mobile	
Email	

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

## Form 4: Legal Constitution & Number of Years of Existence

Legal Constitution of Bidder (Qualification Criteria – Clause 6.1.3 of RFP) (Public Limited /Private Limited/ Partnership/ Proprietorship etc)	
Status/ Constitution of the Bidding Entity	
Name of Registering Authority	
Registration Number	
Date of Registration	
Place of Registration	

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

Note: Please provide copy of the registration certificate from the appropriate Registering Authority as given below:

Entity	Substantiating Documents Required
Proprietorship Firm	<ul style="list-style-type: none"> <li>Certificate of the Proprietorship duly certified by a Chartered Accountant</li> <li>Copy of Trade License/ Sales Tax Registration/IncomeTax Registration</li> </ul>
Partnership Firm	<ul style="list-style-type: none"> <li>Registered Partnership Deed/ Certificate of the Partnership duly certified by a Chartered Accountant</li> </ul>
Private Limited Company	<ul style="list-style-type: none"> <li>Registration Certificate and Memorandum &amp; Articles of Association</li> </ul>
Public Limited Company	<ul style="list-style-type: none"> <li>Registration Certificate and Memorandum &amp; Articles of Association</li> </ul>
Society/ Trust/ Association	<ul style="list-style-type: none"> <li>Registration Certificate &amp; Bylaws of Society/ Trust/ Association.</li> </ul>

### Form 5: Financial Standing – Annual Turnover

Certificate from the Chartered Accountant regarding Annual Turnover of the Bidder in the immediately preceding three financial years

Based on its books of accounts and other published information authenticated by it, this is to certify that ..... (Name of the Bidder) had, over the last two financial years, a total annual turnover of Rs. .... Lakhs as per year-wise details noted below:

Financial Year ending 31st March	Total Turnover (Rs. Lakh)
2010-11	
2011-12	

Name of the audit firm/ Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant)

Date:

Note:

Please provide certified copies of audited financial statements of the firm for the immediately preceding three financial years. In the case of printed annual reports certification is not required.

In the event the Financial Statements for the year 2011-12 are unaudited, provisional financial statements duly certified by Chartered Accountant may be submitted.

The details provided in the above format will be considered for technical evaluation under Financial Standing.

### Form 6: Details of the Projects Undertaken/ Completed

Details of the Assessment or verification projects completed in last three financial years by the Bidder

S No	Project Name	FY	Location of Project – State(s)	Project Details	Details of Supporting Proof Provided

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

Notes:

Please provide supporting proof as given below:

- 1 Certificate from Government bodies indicating successful completion of similar projects on assessment or evaluation)
- 2 Work orders from Government and payment proof for completion may be submitted as proof of the project value

## Form 7: Details of Employees

Details of employees on the payrolls of Bidding Entity who will be the contact person from the organization: (Provide details for minimum of two experienced employees)

Please attach the resumes of the employees & proof of salaries paid (Pay slips or any other documentary evidence shall be enclosed).

SNo	Name	Qualifications	Experience	Period of Service with Bidding Entity
1				
2				

Pro-forma for CVs of employees

Name & Designation			
Qualifications			
Experience			
Major assignments undertaken in the last five years			
Expertise in the relevant areas (verifications and field studies)			
Telugu proficiency	Speak	Read	Write

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

Notes:

Please provide some supporting documents as a proof that the employees are on company payrolls for the last two years.



## Form 8: POS Device Certification by STQC for UIDAI application

The key details of POS Device Certification received by STQC :

- Date of issue of certification:
- Approval number:
- Name of Manufacturer:
- Name of Supplier:

\*(Attach a copy of the certificate)

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

## Form 9: Financial Bid (Format for Financial Bid)

Date:

Place:

Mission Director  
Rajiv Education & Employment Mission in Andhra Pradesh (REEMAP)  
Department of Rural Development, Government of AP  
6-2-915, 4<sup>th</sup> Floor, Rear Block (HMWS&SB Building), Opposite ICICI Bank  
Khairatabad, Hyderabad - 500 004

Dear Sir/Madam,

Sub: Empanelment of Biometric device vendor for supplying Biometric devices to the training centers running under Rajiv Yuva Kiranalu in Andhra Pradesh

- 1 We have gone through the RFP Document and annexure thereto and we agree to abide by all the terms and conditions mentioned therein.
- 2 We, the undersigned offer to supply Biometric devices to the training centers running under Rajiv Yuva Kiranalu in Andhra Pradesh for the above mentioned Project in accordance with the terms and conditions contained in the Bid Document supplied to us and quote our Biometric device fee as given below:

	Rupees In Figure	Rupees In Words
Unit cost of Biometric device with client side application and accessories		

- 3 The Biometric device cost quoted by us is after taking into all the terms and conditions stated in the RFP document, our own estimates of cost and all the conditions that may affect the Bid.
- 4 The Biometric device cost quoted by us is valid for the entire period of the Contract of 2 years. There shall not be any escalation of the Price quoted.
- 5 We understand and agree that REEMAP is not bound to select a Bidder and reserves the right to reject all or any of the Bids without assigning any reason whatsoever.

Place:

Date:

Name & Signature of the Bidder with Seal

\*Biometric device cost is all inclusive of biometric device, application development, accessories like charger, modem, wall mount, web camera, printer, cables or whatever accessories that may be applicable, annual maintenance contract, cost of running call center and service center and any other costs involved. The taxes as applicable shall be paid by the training partner.

## Form 10: Total Number of Biometric devices supplied in last 3 years

The details of the total number of Biometric devices supplied to different projects in the last 3 years (1.7.2011 to 1.7.2013):

SNo	Name of the client	Number of biometric devices supplied	Date of supply of biometric device	Purpose /Use of the biometric device in the client's location
1				
2				

\*(Attach the Sales Invoices for all the biometric devices supplied and mentioned above)

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

## Annexure 1

### Technical specifications for Biometric device (as per UIDAI norms)

Component	Minimum Requirement
Biometric Sensor and Extractor	All the parameters of Biometric Devices for Authentication should be as per Certification of UIDAI as per latest STQC Scheme for Certification of UIDAI Biometric Devices (Authentication) <a href="http://stqc.gov.in/content/bio-metric-devices-testing-and-certification">http://stqc.gov.in/content/bio-metric-devices-testing-and-certification</a>
Processor	32-bit, ARM-9 Core, 440 MHz or similar or higher
Memory	RAM 64MB, FLASH 256MB or higher
Add on Memory	Micro SD Slot up to 8GB or more
Keypad	21 Numeric with navigation keys, keysize to be large enough for navigation, QWERTY Keypad is preferable (Optional)
Software	Linux 2.6 or higher , JVM support, SDK for 3rd Party app. Development OR Windows with JVM support, with SDK OR Similar OS with JVM support and SDK for third party app.
Ports	USB 2.0 or higher – 2 nos., RJ45, RJ11
Language Support	Unicode Support for Support for all Indian Language including English
Status Indications	Multi Colour LED's (to indicate network connection, signal strength, to indicate battery charge remaining etc) Please specify
Other Indicators	Audio/ Visual capability
Connectivity	GSM-GPRS, PSTN(Optional), Edge, CDMA, 3G, Multi SIM (GSM + CDMA) (Optional), RJ45, WiFi b/g/n, USB Datacards, Internal ADSL modem
Non-volatile storage	Must be capable of storing audit trails of at least 1000 transactions
Display	QVGA (240 X 320 or 320 X 240) or higher, with atleast 262k colors TFT
Printer	Integrated Printer with multilingual Unicode support Indicative Specifications Thermal or non-thermal Direct Thermal Paper Width: 58 mm, Paper Roll Diameter: 32 mm, Print Width: 48 mm regular non-thermal paper Print Speed: 75 mm/sec Print Resolution: 200 dpi
Battery	Replaceable Li-ion battery, with minimum 8 hours battery life including power support to external/ internal DSL modem
Antenna	Internal, External, Extended External Antenna
Power Adaptor	AC/DC Adaptor with surge protection.
Environment	Operating temp: 0°C to 50°C. Storage not including battery: 0°C to 55°C.
Humidity	90% Non-condensing
Speaker	A facility should be provided for voice confirmation of the transaction. 3Watt or more
Bar code reader/QR code reader	Ability to read 2D barcode/QR code from the Aadhaar letter
Other Accessories	Durable Carry case, Multilingual user manual (Telugu/English/Urdu) ,Screwdriver, damper, a white cloth (45cm x 45 cm).
Other features	External accessible slots for SIM and SD Cards
Support	Complete cover support with breakage replacement for a period of five years.

<b>Hardware Specifications:</b>			
<b>S.No</b>	<b>Parameters</b>	<b>Specifications</b>	<b>Mandatory/Optional</b>
I	Micro Processor	High Speed Arm9 32 bit core cpu @ 440 MHz processor or higher	Mandatory
iii	Memory	128 MB SDRAM or higher	Mandatory
iv	Flash Memory	256 MB & Expandable 4GB micro SD card slot	Mandatory
V	LCD	3.5" or above TFT Color Display with touch pad (capcititve/responsive).Touch screen locking Facility.	Mandatory
Vi	Battery	Lithium-Ion 11.1V / 2600 mAh for Minimum 8 hours operation. Battery approx. Life: 350 charge cycles	Mandatory
Vii	Finger Print Sensor	Sensor / Extractor should be certified / Provisionally Certified by STQC.	Mandatory
Viii	Keyboard	30 Keys Alphanumeric Keyboard (easy to Use Keyboard)	Mandatory
X	Charger with AC Adopter	AC 180V to 280V Intelligent charger / adaptor for charging in 3 – 4 hours, while the units is in operation	Mandatory
Xi (a)	Communication	Terminal shall have GPRS connectivity with provision for SIM card and antenna	Mandatory
XI(b)	Communication	Provision for Dual SIM card	Optional
XI(c)	Communication	Provision for connecting to external antenna	Mandatory
XI ( d)	Communication	The terminal should have additional internal communication hardware namely Ethernet for connectivity through PSTN/Broadband for Exchange of Data through TCP/IP with server	Mandatory
XI( e)	Communication	EDGE/WIMAX/3G based connectivity	Mandatory
XI(f)	Communication	Dial up modem for PSTN connectivity / Broadband model	Mandatory
Xii	Printer	Integrated 2" Thermal Printer with a 60mm/sec speed	Mandatory
Xiii	Paper	Thermal Paper	Mandatory
Xiv	Paper Width Thickness	57mm width, 0.06 to 0.085 (52 to 64 GSM)	Mandatory
	Audio	Built in Audio – voice enabled	

Xv	Cabinet	Aesthetically designed ABS or Poly Carbonate plastic Housing, with integrated Printer, LCD display and Keyboard.	Mandatory
Xvi	Operating Temperature	0 to 55 degree Celsius	Mandatory
Xvii	Humidity	98% RH, None condensing.	Mandatory
xviii	Operating System	Linux 2.6 / Windows or higher	Mandatory
Xix	Data Ports	2 USB (2.0) Ports (Host and Device), RS232	Mandatory
XX	Protocols	TCP/IP, HTTP, HTTPS	Mandatory
XXI	Carry Case	Carry case to house the POS Transaction Machine	Mandatory
XII	Accessories	Screwdriver, damper, a white cloth (45cm x 45 cm) and user manual	Mandatory