

Request for Quotation (RFQ)

VOLUME I – INSTRUCTION TO BIDDERS

SELECTION OF ENROLMENT AGENCY

Registrar, Bharatiya Vishista Pahchan Pariyojana

UIDAI

&

**Principal Secretary Food, Civil Supplies & Consumer
Protection Department**

Govt. of Chhattisgarh

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1. INVITATION TO BID

To,

Dated:

Principal Secretary, Food, Civil Supplies & Consumer Protection Department, Govt. of Chhattisgarh (here after called Registrar) invites Financial Bids from Enrolling Agencies empanelled by UIDAI for carrying out the enrolment functions for *Aadhaar Enrolment in Chhattisgarh Phase- I*

The Request for Quotation (RFQ) consists of 3 Volumes as mentioned below:

- a. Volume I – Instructions to Bidders and Selection Procedure
 - b. Volume II – Scope of Work
 - c. Volume III – Standard Contract (will be given in the pre-bid conference)
2. The response to the RFQ should to be submitted on or before 02.12.2010 3:00 PM at the address given below
- CG State Civil Supplies Corporation,
Balashram
Kutchery Chowk
Raipur
492001
3. The Financial Bid consists of *one* Schedule for enrolment of about 90 Lakh persons in three districts namely Raipur, Bilaspur and Durg of Chhattisgarh.
4. The *Registrar reserves* the right to reject any or all the Bids in whole or part without assigning any reasons.
5. This ‘Invitation to Bid’ is extended only to Agencies empanelled by UIDAI and at the technical capability level T2 as defined by UIDAI, for undertaking demographic and biometric data collection for enrolment of residents.
6. This ‘Invitation to Bid’ is non-transferable under any circumstances.

7. Address for Communication:

Principal Secretary (Food, Civil Supplies & Consumer Protection Department),

Government of Chhattisgarh

Room No 317

Mantralaya

DKS Bhavan

Raipur, Chhattisgarh

492001

Phone +917714080317

email vivekdhand@nic.in

2. INTRODUCTION

2.1 About Registrar & the project

Principal Secretary (Food, Civil Supplies & Consumer Protection Department), Government of Chhattisgarh is the registrar for the *Aadhaar Enrolment in Chhattisgarh - Phase I*.

Aadhaar Enrolment in Chhattisgarh- Phase I covers about 90 Lakh population in three districts namely Raipur, Bilaspur and Durg.

The project is to enroll the persons as per UIDAI specifications and guidelines, capturing biometric and demographic data including KYR and KYR+ data. KYR+ data items shall be given at the time of pre-bid conference.

2.2 About UID Project

The Government of India (GoI) has embarked upon an ambitious initiative to provide a Unique Identification (UID) to every resident of India and has constituted the Unique Identification Authority of India (UIDAI) for this purpose. The timing of this initiative coincides with the increased focus of the GoI on social inclusion and development through massive investments in various social sector programs, and transformation in public services delivery through e-Governance programs. The UID has been envisioned as a means for residents to easily and effectively establish their identity, to any agency, anywhere in the country, without having to repeatedly produce identity documentation to agencies. More details on the UIDAI and the strategy overview can be found on the website: <http://www.uidai.gov.in>

The widespread implementation of the UID project needs the reach and flexibility to enroll residents across the country. To achieve this, the UIDAI proposes to partner with a variety of agencies and service providers (acting as Registrars, Sub-registrars and Enrolling Agencies) to enroll residents for UID. By participating in enrolling residents, registrars and enrolment agencies across the country would be part of a truly historic exercise, one which can make our welfare systems far more accessible and inclusive of the poor, and also permanently transform service delivery in India.

In this context, the Registrars shall engage enrolment agencies empanelled by UIDAI for carrying out the various functions and activities related to UID enrolment such as setting up of enrolment centers, undertaking collection of demographic and biometric data for UID enrollment and any other data required by the Registrar for the effective implementation of their projects. This Request for Quotation document is intended to invite bids from only those agencies which are empanelled by UIDAI for undertaking demographic and biometric data collection for enrolment of residents.

3. INSTRUCTION TO BIDDERS - STANDARD**PART I****STANDARD**

Definitions	<p>(a) “Purchaser” means the registrar with which the selected Bidder signs the Contract for the Services. In this project, the ‘Purchaser’ is the Principal Secretary (Food, Civil Supplies & Consumer Protection Department), Government of Chhattisgarh</p> <p>(b) “Bidder” means any entity that may provide or provides the Services to the Purchaser under the Contract.</p> <p>(c) “Bid” means the Financial Proposal consisting of one/ multiple Schedules.</p> <p>(d) “Instructions to Bidders” (Section 3 of Volume I of the RFQ) means the document which provides interested Bidders with all information needed to prepare their bids. This document also details out the process for the selection of the enrolling agency.</p> <p>(e) “Scope of Work” (SoW) means the Volume II of the RFQ which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Purchaser and the Bidder.</p> <p>(f) “Standard Contract” means the Volume III of the RFQ which provides the standard contract agreement to be signed between the Registrar and the selected Enrolling Agency.</p> <p>(g) “Schedule” means the financial bid for one Geographical area. This RFQ (Request For Quotation) is only for one geographical area consisting of three districts namely Raipur, Bilaspur and Durg.</p>
1. Introduction	<p>1.1 This RFQ is being issued only to the Enrolling Agencies empanelled by UIDAI and at the technical capability level T2, for undertaking the Demographic and Biometric data collection of Residents in three districts of State of Chhattisgarh</p> <p>1.2 All the provisions listed out in the Request for Empanelment (RFE) issued by the UIDAI and Terms & Conditions of Empanelment shall be binding upon the participating bidders of this RFQ.</p> <p>1.3 The Registrar will select a firm, in accordance with the method of selection specified in the Data Sheet.</p> <p>1.4 The name of the assignment/Job has been mentioned in Part II Data Sheet. Detailed scope of the assignment/ job has</p>

	<p>been described in the Scope of Work in Volume II.</p> <p>1.5 The date, time and address for submission of the bid has been given in Part II Data Sheet</p> <p>1.6 Interested Bidders are invited to submit a Financial Bid for providing services required for the assignment named in the Data Sheet.</p> <p>1.7 The Purchaser is not bound to accept any bids, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidders.</p>
Only one Bid	1.8 A Bidder shall submit only one financial bid. If a Bidder (single/ consortium partner) submits or participates in more than one bid, such bids shall be disqualified.
Bid Validity	1.9 The Part II Data Sheet to Bidder indicates how long Bidders' bid must remain valid after the submission date.
Consortium	1.10 Only those consortiums which have been empanelled by UIDAI and at the technical capability level T2 are eligible to submit a consortium bid. In such a case, the lead agency empanelled by UIDAI shall be the lead member of the consortium and shall be responsible and liable to the Purchaser for all aspects of their bid, contract, etc.
Tenure of Contract	1.11 The estimated tenure of the contract shall be provided in Data Sheet Para 1.11
2. Clarification and Amendment of RFQ Document	<p>2.1 Bidders may request a clarification in the RFQ document up to the date and time indicated in the Data Sheet before the bid submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Purchaser's address indicated in the Data Sheet.</p> <p>2.2 At any time before the submission of Bids, the Purchaser may amend the RFQ by issuing an addendum/ corrigendum in writing or by standard electronic means. The addendum/ corrigendum shall be sent to all Bidders and will be binding on them.</p>
3. Preparation of Financial Bid	3.01 The preparation of the Financial Bid as well as all related correspondence exchanged by the Bidders and the Purchaser, shall be in English
	3.02 The Financial Bid shall be prepared using the attached Standard Forms (Section 4, Annexure I and Annexure II of Volume I). It shall list all costs associated with the assignment. The financial bid shall not include any conditions attached to it and any such conditional financial

	<p>bid shall be summarily rejected.</p> <p>3.03 The Bidders shall submit a copy of the Letter of Empanelment / Registration no. issued by UIDAI duly indicating the level and tier as well as the list of States the Bidder is eligible to work in. Non-submission of the letter of empanelment / Registration no. will render the bidder disqualified.</p>
Taxes	3.05 The Bidder may be subject to taxes (such as: VAT, Service tax, duties, fees, levies etc.) on amounts payable by the Purchaser under the Contract. Bidders shall include such taxes in the financial bid.
	3.06 Bidders should provide the price of their services in Indian Rupees.
Earnest Money Deposit (EMD), and Performance Guarantee.	<p>3.07 Earnest Money Deposit</p> <p>I. An EMD of Rs. One crore, in the form of DD drawn in favour of Registrar Vishishta Pahchan Pariyojana (Aadhaar), Raipur (C.G.) payable at Raipur must be submitted along with the Bid.</p> <p>II. Bid not accompanied by EMD shall be rejected as non-responsive.</p> <p>III. No interest shall be payable by the Purchaser for the sum deposited as earnest money deposit.</p> <p>IV No bank guarantee will be accepted in lieu of the earnest money deposit.</p> <p>V The EMD of the unsuccessful bidders would be returned within one month of signing of the contract.</p>
	<p>3.08 The EMD shall be forfeited by the Purchaser in the following events:</p> <p>I. If Bid is withdrawn during the validity period or any extension period agreed by the Bidder thereof.</p> <p>II. If the Bid is varied or modified in a manner not acceptable to the Purchaser after opening of Bid during the validity period or any extension thereof.</p>
	<p>3.09 Tender Fees: All Bidders are required to pay Rs. 3000 towards Tender</p>

	<p>Fees in the form of Demand Draft drawn in favor of Registrar Vishishta Pahchan Pariyojana (Aadhaar), Raipur (C.G.) payable at Raipur. The Tender Fee is Non-Refundable.</p>
	<p>3.10 Performance Bank Guarantee</p> <p>I. The selected Bidder shall be required to furnish a Performance Bank Guarantee equivalent to 10% of the contract value rounded off to the nearest thousand Indian Rupees, in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favour of <u>Registrar Vishishta Pahchan Pariyojana (Aadhaar), Raipur (C.G.) payable at Raipur</u> for the entire period of contract with additional 90 days claim period. The bank guarantee must be submitted after award of contract but before signing of contract. The successful bidder has to renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any. Performance Bank Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the Bidder on any account under the contract. On submission of this performance guarantee and after signing of the contract, demand draft submitted towards EMD would be returned in original.</p>
<p>4. Submission, Receipt, and Opening of Bids</p>	<p>4.1 The original Financial Bid shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidders themselves. The person who signed the Bid must initial such corrections.</p> <p>4.2 An authorized representative of the Bidders shall initial all pages of the original Financial Bid. The authorization shall be in the form of a written power of attorney accompanying the Financial Bid or in any other form demonstrating that the representative has been duly authorized to sign. The signed Financial Bid shall be marked “ORIGINAL”.</p> <p>4.3 The original Financial Bid shall be placed in a separate envelope, sealed and clearly marked “FINANCIAL BID- The envelopes containing the Financial Bid, EMD, and Tender Fee shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and be clearly marked “DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE the Scheduled Time and Date. The Purchaser shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as</p>

	<p>stipulated. This circumstance may be case for Bid rejection. If the Financial Bid is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Bid non-responsive.</p>
	<p>4.4 The Bids must be sent to the address/addresses indicated in the Data Sheet and received by the Purchaser no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with para. 2.2. Any bid received by the Purchaser after the deadline for submission shall be returned unopened.</p>
Right to Accept/ Reject the Bid	<p>4.5 Purchaser reserves the right to accept or reject any Bid and to annul the RFQ process and reject all such bids at any time prior to award of contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for such decision.</p>
5. Public Opening and Evaluation of Financial Bids	<p>5.1 Financial bids for each Schedule shall be opened publicly on the date & time specified in the Data sheet, in the presence of the Bidders' representatives who choose to attend.</p> <p>5.2 The name of the Bidders and their financial bid for each Schedule shall be read aloud.</p> <p>5.3 The Purchaser will correct any computational errors for each Schedule. When correcting computational errors, in case of discrepancy between a unit amount and the total amount, or between word and figures the formers will prevail.</p> <p>5.4 The Contract shall be awarded to the lowest bidder (L1)</p>
6 Disqualification	<p>Purchaser may at its sole discretion and at any time during the evaluation of application, disqualify any applicant, if the applicant:</p> <ul style="list-style-type: none"> (i) Submitted the application after the response deadline; (ii) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements; (iii) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years; (iv) Submitted an application that is not accompanied by required documentation or is non-responsive; (v) Failed to provide clarifications related thereto, when

		<p>sought;</p> <p>(vi) Submitted more than one application either as a Single Agency/ Prime Agency/ consortium member;</p> <p>(vii) Was declared ineligible/blacklisted by the Government of India/State/UT Government;</p>
7. Award of Contract	<p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>The winning Bidder for each Schedule shall submit a detailed Work Plan detailing out the area to be covered in each month and the timelines for covering the enrolment work in the geographical area. Monthly work plan be submitted at least 10 days in advance for concurrence. The Work Plan should be inline with the RFQ in terms of deployment of stationary and mobile enrolment stations. The Purchaser shall evaluate the same and make necessary modifications which shall be mutually agreed by both parties before issuance of Letter of Intent</p> <p>The Purchaser shall issue a Letter of Intent to the selected Bidder after mutual acceptance of the Work Plan</p> <p>The Bidders will sign the contract as per the standard form of contract in Volume III (Shall be given in pre-bid conference) within 15 days of issuance of the letter of intent. Any amendments made to the Tender Documents by way of addendum / corrigendum during the tender process will also be included in the Contract.</p> <p>The Bidder is expected to commence the assignment on the date and at the location specified in the Part II Data Sheet. In case the winning Bidder fails to start the enrolment work within 30 days after signing the contract, then the Purchaser may cancel the award of work to the lowest bidder and negotiate with the second lowest bidder (L2) for award of work.</p>

INSTRUCTION TO BIDDERS – DATA SHEET

PART II

Data Sheet

1	<p>Name and Details of Purchaser</p> <p>Principal Secretary (Food, Civil Supplies & Consumer Protection), Government of Chhattisgarh Room No 317 Mantralaya DKS Bhavan Raipur, Chhattisgarh 492001 Phone +917714080317 email vivekdhand@nic.in</p> <p>For immediate contact A.K.Somasekhar Technical Director, NIC Phone : +91 771 4080242 Fax : +91 771 4080317 E-mail : som@nic.in</p> <p>Method of selection: a) Contract Awarded to the Lowest Bidder (L1)</p>
2	Name of the assignment: <i>Aadhaar Enrolment in Chhattisgarh - Phase I</i>
3	<p>The Bid submission address is:</p> <p>CG State Civil Supplies Corporation, Balashram Kutchery Chowk Raipur 492001</p> <p>Financial Bid in sealed envelope, EMD, and Tender Fee must be submitted no later than the following date and time: Date: 02.12.2010 Time: 3:00 PM</p>
4	Bids will remain valid for 90 days after the submission date.
5	The estimated tenure of contract: 300 Days
6	Clarifications may be requested not later than 10.11.2010 12:00 Noon (the date

	<p>and time of pre-bid conference) The address for requesting clarifications is: Principal Secretary (Food, Civil Supplies & Consumer Protection), Government of Chhattisgarh Room No 317 Mantralaya DKS Bhavan Raipur, Chhattisgarh 492001 Phone +917714080317 FAX : email vivekdhand@nic.in</p>															
7	<p>The Schedules and corresponding Geographical areas and Target Population are as given below:</p> <table border="1"> <thead> <tr> <th>Sl. No</th> <th>Schedule No.</th> <th>Geographical Area under the Schedule</th> <th>Target approx. Population</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Schedule 1</td> <td><i>Raipur, Bilaspur and Durg districts</i></td> <td><i>90 Lakhs</i></td> </tr> </tbody> </table>	Sl. No	Schedule No.	Geographical Area under the Schedule	Target approx. Population	1	Schedule 1	<i>Raipur, Bilaspur and Durg districts</i>	<i>90 Lakhs</i>							
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8	<p><u>Eligibility for Submission of Bids for the different Schedules</u></p> <table border="1"> <thead> <tr> <th>Sl. No</th> <th>Schedule No.</th> <th>Minimum Technical 'Level' Requirement</th> <th>Minimum Financial 'Tier' Requirement</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Schedule 1</td> <td><i>T2</i></td> <td><i>Should have required spare capacity for enrolment of 90 lakh residents as per the UIDAI empanelment.</i></td> </tr> </tbody> </table> <p>Bidders shall strictly adhere to the Eligibility. The Bidders shall submit a copy of the 'Letter of Empanelment' along with the Financial Bid.</p>	Sl. No	Schedule No.	Minimum Technical 'Level' Requirement	Minimum Financial 'Tier' Requirement	1	Schedule 1	<i>T2</i>	<i>Should have required spare capacity for enrolment of 90 lakh residents as per the UIDAI empanelment.</i>							
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9	<p>Bidder must submit the following:- -Only the Original of the Financial Bid.</p>															
10	<p>Schedule of Activities</p> <table border="1"> <tbody> <tr> <td>1</td> <td>Release of RFQ</td> <td>01.11-2010</td> </tr> <tr> <td>2</td> <td>Pre-bid conference date and time and Last date for clarifications</td> <td>10.11.2010, 12:00 Noon</td> </tr> <tr> <td>3</td> <td>Release of pre-bid minutes</td> <td>18.11.2010</td> </tr> <tr> <td>4</td> <td>Bid Closing date and time</td> <td>02.12.2010 3:00 PM</td> </tr> <tr> <td>5</td> <td>Opening of bids</td> <td>02-12-2010, 3:30 PM</td> </tr> </tbody> </table>	1	Release of RFQ	01.11-2010	2	Pre-bid conference date and time and Last date for clarifications	10.11.2010, 12:00 Noon	3	Release of pre-bid minutes	18.11.2010	4	Bid Closing date and time	02.12.2010 3:00 PM	5	Opening of bids	02-12-2010, 3:30 PM
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4. FINANCIAL BID FORMS

The Financial Bid consists of one Schedule outlined in Section 1.2 of Volume II. The bidder shall be responsible for doing the necessary background research to understand each geographical area, terrain, population density, urban-rural percentage as well as the infrastructure requirements.

The bidder shall quote the total cost for providing services as per the Scope of Work given in Volume II which shall include the cost for collection of demographic and biometric details of residents as per the requirements of the *Registrar* and UIDAI and the cost for providing other additional services specified in the Scope of Work. The total cost quoted shall be inclusive of all expenses like travel and lodging, cost of setting up enrolment centers and mobile units, cost of transferring data to CIDR / State data centre, taxes and duties etc.

4.1 Financial Bid Covering Letter

The Bidders shall submit the Financial Bid Covering Letter as given in Annexure I of Volume I.

4.2 Financial Bid Form

The Bidders shall submit the Financial Bid Form as given in Annexure II of Volume I. Financial Bids which are not submitted as per the Financial Bid Form shall be summarily rejected. Any conditional bids shall also be summarily rejected during the evaluation of the financial bids.

Annexure I – Financial Bid Covering Letter

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

To,

Principal Secretary (Food, Civil Supplies & Consumer Protection Department),
Government of Chhattisgarh
Room No 317
Mantralaya
DKS Bhavan
Raipur, Chhattisgarh
492001

Dear Sir,

Ref: Request for Quotation (RFQ) Notification dated dd-mm-yyyy

1. Having examined the RFQ document, we, the undersigned, herewith submit our response to your RFQ Notification dated dd/mm/yyyy for Aadhaar Enrolment in Chhattisgarh - Phase I, in full conformity with the said RFQ document. (in case of consortium, the names of the consortium partners shall be provided here)

We, the undersigned, offer to provide services to Principal Secretary (Food, Civil Supplies & Consumer Protection Department), Government of Chhattisgarh (Registrar) for carrying out the enrolment functions for the Aadhaar Enrolment in Chhattisgarh-Phase I of Government of Chhattisgarh in accordance with your RFQ.

2. We have read the provisions of the RFQ document and confirm that these are acceptable to us. Hence, we are hereby submitting our Financial Bid.
3. We agree to abide by this RFQ, consisting of this letter, financial bid and all attachments, for a period of 90 days from the closing date fixed for submission of bid as stipulated in the RFQ document.
4. We would like to declare we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We hereby declare that we have not been blacklisted by any Central/ State/ UT Government.
6. We hereby declare that we have not been charged with any fraudulent activities by any

Central/ State/ UT Government.

7. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act, 1988”.
8. We understand that the *Registrar* is not bound to accept any bid received in response to this RFQ.
9. In case we are engaged by the *Registrar* as an Enrolling Agency, we shall provide all assistance/cooperation required by *Registrar*, UIDAI appointed auditing agencies/ UIDAI officials for performing their auditing and inspection functions. We understand that our non-cooperation for the same shall be grounds for termination of service.
10. In case we are engaged as an Enrolling Agency, we agree to abide by all the terms & conditions of the Contract that will be issued by Registrar.
11. The financial bid includes the cost of setting up and operating required stationary and mobile enrolment stations for completion of work in 270 days., cost of providing additional services and performing all functions as per the scope of work defined in Volume II of the RFQ (provide one statement for each Schedule).
12. The details of the work awarded by other Registrars for UID enrolments are as under :

Name of Registrars	Period of Contract	No. of Enrolments awarded

Our correspondence details with regard to this RFQ are:

No.	Information	Details
1.	Name of the Contact Person	
2.	Address of the Contact Person	
3.	Name, designation and contact address of the person to whom all references shall be made regarding this RFQ	
4.	Telephone number of the Contact Person	

5.	Mobile number of the Contact Person	
6.	Fax number of the Contact Person	
7.	Email ID of the Contact Person	
8.	Corporate website URL	

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____



Annexure II – Financial Bid Form (Illustrative)

SCHEDULE -I

Geographical areas covered under Schedule – I

Raipur, Bilaspur and Durg districts of Chhattisgarh with about 90 Lakh population

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

<i>Item</i>	<i>Costs In INR</i>
Total Cost* for undertaking demographic and biometric enrolment activities and transfer of data to CIDR and Registrar for one successful enrolment resulting in generation of Aadhaar number as per the scope defined in Volume II of this RFQ	

** The total cost shall include all costs like the equipment costs, manpower costs, logistics for transfer of data to CIDR / State data centre, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.*

Note: The Contract Value shall be computed as:

Cost as per the Financial Bid x Target population(i.e 90 Lakhs)