

Request for Quotation (RFQ)

VOLUME I – INSTRUCTION TO BIDDERS

SELECTION OF ENROLMENT AGENCY FOR PILOT PROJECT

**Directorate of Economics & Statistics
Government of Arunachal Pradesh**

20th January 2011

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1. INVITATION TO BID

To,

Dated: <Insert Date>

1. ***Directorate of Economics & Statistics*** invites Financial Bids from Enrolling Agencies empanelled by UIDAI for carrying out the enrolment functions for the ***Selection of Enrolment Agencies for the UID Pilot Project for Government of Arunachal Pradesh***
2. 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
3. The response to the RFQ should to be submitted on or before ***03:00 PM, 14th February, 2011*** at the address for communication given below
4. The Financial Bid consists of ***One*** Schedule. The Bidder may quote for the Schedule based on the eligibility criteria prescribed in this RFQ.
5. The ***Directorate of Economics & Statistics*** reserves the right to reject any or all the Bids in whole or part without assigning any reasons.
6. This ‘Invitation to Bid’ is extended only to F1 and above financial and T1 and above technical category of Agencies empanelled by UIDAI for undertaking demographic and biometric data collection for enrolment of residents.
7. This ‘Invitation to Bid’ is non-transferable under any circumstances.
8. Address for Communication:

Directorate of Economics & Statistics
Government of Arunachal Pradesh
Itanagar, 791111
Arunachal Pradesh

2. INTRODUCTION

2.1 About Directorate of Economics & Statistics

Directorate of Economics & Statistics (website – <http://arunachalpradesh.nic.in/economics.htm>, <http://arunachalpradesh.nic.in/departments.htm>) is the apex Statistical Organization in the state. It is entrusted with the works of collection, compilation, analysis and interpretation of varied statistics and dissemination of them in the form of various publications to cater the needs of Central and State Govt. Thus it is the Principal Statistical Organization of State Government and is declared as "Nodal Agency" for all statistical activities in the State for the UID Project. It will collect demographic & biometric data from residents through Enrolment Agencies. UID will be issued by the UIDAI to residents after de-duplication of data.

This project involves collection of demographic and biometric data for the residents of Tawang and Papum Pare (including Capital Complex) districts of the state of Arunachal Pradesh for the purpose of generating UID numbers for them. The project also involves collection of KYR+ data. The scope of the work for Enrolment Agency has been described in detail in the subsequent volume.

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. The enrolment is voluntary. 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 is following a multiple Registrar approach and 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**

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| 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 <i>Directorate of Economics & Statistics</i></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 each Geographical area as specified by the Registrar.</p> <p>(h) CIDR means the Central Identity Repository owned and maintained by UIDAI which receives all enrolment data for de-duplication and generation of unique identity numbers.</p> |
| 1. Introduction | <p>1.1 This RFQ (Request For Quotation) is being issued only to the Enrolling Agencies empanelled by UIDAI for undertaking the Demographic and Biometric data collection of Residents in the State of Arunachal Pradesh</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 of this Section (Instruction To Bidders – Data Sheet). Detailed scope of the assignment/ job has been described in</p> |

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| | <p>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 of this Section (Instruction To Bidders – 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 Para 1.2 of Part II of this Section (Instruction To Bidders – 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 only submit one financial bid. If a Bidder submits or participates in more than one bid, such bids shall be disqualified. |
| Bid Validity | 1.9 Para 1.4 in Part II of this Section (Instruction To Bidders – Data Sheet) indicates how long Bidders' bid must remain valid after the submission date. |
| Consortium | 1.10 Only those consortiums which have been empanelled by UIDAI 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 has been provided in Data Sheet Para 1.5 in Part II of this Section (Instruction To Bidders – Data Sheet) |
| 2. Clarification and Amendment of RFQ Document | <p>2.1 Bidders may request a clarification in the RFQ document up to the number of days indicated in Para 7.2 in Part II of this Section (Instruction To Bidders – Data Sheet) before the bid submission date. Any request for clarification must be sent by standard electronic means to the e-mail id 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 |

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| | <p>Standard Forms (Section 4, Annexure I and Annexure II of Volume I). It shall list all costs associated with the assignment for each Schedule corresponding to the Geographical scope of work. Each Schedule corresponds to a particular geographical area and financial bid for each Schedule shall be treated separately at the time of evaluation. The geographical areas for each Schedule are given in Para 3.1 in Part II of this Section (Instruction To Bidders – Data Sheet). The financial bid shall not include any conditions attached to it and any such conditional financial bid shall be summarily rejected.</p> <p>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> <p>3.04 The Bidders shall be eligible for bidding for the various Schedules based on the Eligibility criteria as per Para 3.2 in Part II of this Section (Instruction To Bidders – Data Sheet). Bidders shall strictly adhere to the Eligibility for different Schedules and shall submit Financial Bids only for those Schedules for which they are eligible. The Purchaser shall verify the contents of the ‘Letter of Empanelment’ with the list of empanelled agencies provided by UIDAI to check the eligibility of the Bidders for the various Schedules the Bidder has evinced interest in working in.</p> |
| Preparation of Work Plan | <p>3.05 The Bidders shall submit a detailed work plan for the geographical area mentioned in the Schedule given in Para 3.1 in Part II of this Section (Instruction To Bidders – Data Sheet). The Bidders shall submit the work plan in the format specified in Annexure III of this document.</p> <p>3.06 The work plan to be submitted along with the proposal must be in the format specified in Annexure III. Non-adherence to this format will lead to rejection of the proposal.</p> |
| Taxes | <p>3.07 The Bidder may be subject to local taxes (such as: VAT, Service tax, duties, fees, levies) on amounts payable by the Purchaser under the Contract. Bidders shall include such taxes in the financial bid.</p> |
| | <p>3.08 Bidders should provide the price of their services in Indian Rupees.</p> |
| Earnest Money Deposit (EMD), and Performance Guarantee. | <p>3.09 Earnest Money Deposit</p> <p>I. An EMD of Rs. Rs. 1,60,000, in the form of DD drawn in favour of Directorate of Economics & Statistics payable at SBI Itanagar, must be submitted along with the</p> |

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| | <p>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 back within one month of signing of the contract.</p> |
| | <p>3.10 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 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>III. If the Bidder tries to influence the evaluation process.</p> <p>IV. If the Bidder with the lowest financial quote (L1) withdraws his Bid during finalisation (failure to arrive at consensus by both the parties shall not be construed as withdrawal of Bid by the Bidder).</p> |
| | <p>3.11 Tender Fees: All Bidders are required to pay Rs. 10,000 towards Tender Fees in the form of Demand Draft drawn in favour of Directorate of Economics & Statistics payable at SBI Itanagar. The Tender Fee is Non-Refundable.</p> |
| | <p>3.12 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 favor of Directorate of Economics & Statistics 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</p> |

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| | | 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. |
| 4. Submission, Receipt, and Opening of Bids | 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. |
| | 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”. |
| | 4.3 | <p>The original Financial Bid for the Schedule shall be placed in a separate envelope, sealed and clearly marked “FINANCIAL BID FOR SCHEDULE – ‘1’” and the name of the assignment.</p> <p>The envelopes containing the Financial Bid, Work Plan, 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 1500 hrs on 18-02-2011”. The Purchaser shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Bid rejection. If the Financial Bid is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Bid non-responsive.</p> |
| | 4.4 | A non-rewriteable CD must be submitted in an envelope (CD Mailer) along with the hard copy of the Work Plan. The CD must contain the work plan for the schedule in the format specified in Annexure III of this document. The file must be named “<Bidder Name>_Work Plan.xls”. The file must be in “.xls” format. Non-adherence to this format will lead to disqualification of the bid. The envelope containing this CD and the hard copy of Work Plan must be marked “WORK PLAN FOR SCHEDULE – ‘1’” |
| | 4.5 | The original Work Plan (hard copy) for the schedule shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidders themselves. The work plan should be submitted only in the format specified in Annexure III. The person who signed the Bid must initial such corrections. |
| | 4.6 | The Bids must be sent to the address/addresses indicated in Para 1.3 in Part II of this Section (Instruction To Bidders – |

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| | | 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 of this data sheet. Any bid received by the Purchaser after the deadline for submission shall be returned unopened. |
| Right to Accept/Reject the Bid | 4.7 | 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. |
| 5. Public Opening and Evaluation of Financial Bids | 5.1 | Financial bids for each Schedule shall be opened publicly on the date & time specified in Para 1.3 in Part II of this Section (Instruction To Bidders – Data Sheet), in the presence of the Bidders' representatives who choose to attend. |
| | 5.2 | The name of the Bidders and their financial bid for each Schedule shall be read aloud. |
| | 5.3 | The Purchaser will correct any computational errors for each Schedule. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. |
| | 5.4 | The Contract shall be awarded to the lowest bidder (L1) for the Schedule. Only those consortiums which have been empanelled by UIDAI 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. |
| 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) Does not provide work plan according to the template provided with this document (iii) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements; (iv) 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; |

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| | <ul style="list-style-type: none"> (v) Submitted an application that is not accompanied by required documentation or is non-responsive; (vi) Failed to provide clarifications related thereto, when sought; (vii) Submitted more than one application either as a Single Agency/ Prime Agency/ consortium member; (viii) Was declared ineligible/blacklisted by the Government of India/State/UT Government; (ix) Is in litigation with any Government in India; (x) Already awarded UID work by other registrars to the extent of max bid capacity set out by UIDAI |
| 7. Award of Contract | <p>7.1 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. This work plan could be an improvisation and more detailed version of the plan that was submitted with the RFQ proposal during bidding. 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>7.2 The Purchaser shall issue a Letter of Intent to the selected Bidder after mutual acceptance of the Work Plan</p> <p>7.2 The Bidders will sign the contract as per the standard form of contract in Volume III. The date of signing of contract will be decided later.</p> <p>7.3 The Bidder is expected to commence the assignment on the date and at the location specified in Para 1.7 in Part II of this Section (Instruction To Bidders – Data Sheet). In case the winning Bidder fails to start the enrolment work within 30 days of issue of Letter of Award of Work/ Letter of Intent, then the Purchaser may cancel the award of work to the lowest bidder and negotiate with the second lowest bidder (L2) for award of work at L1.</p> |
| 8) Termination of Contract subject to necessary approvals | <p>8.1 "Notwithstanding the duration of the contract stated in GC 2.4 in Volume III, the Registrar, without prejudice or liability, reserves the right to terminate the contract for the time period beyond 31st March, 2012 in the event necessary approvals for continuation of enrolment are not available to the Registrar"</p> |

INSTRUCTION TO BIDDERS – DATA SHEET**PART II****Data Sheet**

| Paragraph Reference | |
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| 1.1 | <p>Name and Details of Purchaser: Directorate of Economics & Statistics</p> <p>Address- Directorate of Economics & Statistics, Govt. of Arunachal Pradesh, Itanagar 791111.</p> <p>Website- http://arunachalpradesh.nic.in/economics.htm http://arunachalpradesh.nic.in/department.htm</p> <p>Email id- uid.ap2010@gmail.com</p> <p>Contact Number- 0360 - 2203728</p> <p>Fax no.- 0360 - 2203728</p> <p>Method of selection: a) Contract Awarded to the Lowest Bidder (L1) for the Schedule as mentioned in Para 5 of Part 1 of this section (Instruction to Bidders - Standard)</p> |
| 1.2 | <p>Name of the assignment: Selection of Enrolment Agencies for the Pilot Phase of UID Implementation in Arunachal Pradesh</p> |
| 1.3 | <p>The Bid submission address is:</p> <p><i>Name of officer – Shri D. Pussang, Director</i></p> <p><i>Postal address for submission of bids –</i> Directorate of Economics & Statistics, Govt. of Arunachal Pradesh, Itanagar 791111.</p> <p>Website- http://arunachalpradesh.nic.in/economics.htm http://arunachalpradesh.nic.in/department.htm</p> <p>Email id- uid.ap2010@gmail.com</p> <p>Contact Numbers- Office - 0360 – 2203728</p> <p>Fax no.- 0360 - 2203728</p> <p>Date: 14th February, 2011</p> <p>Time: 03:00 PM</p> |
| 1.4 | Bids must remain valid for 90 days after the submission date. |

| 1.5 | <p>The estimated tenure of contract: The estimated tenure of the contract is 150 days from the signing of contract including the mobilization period of 30 days. The winning Bidder is expected to complete enrolments for at least 80% of the population in each district mentioned in the Schedule mentioned in Para 3.1 in of this Section (Instruction To Bidders – Data Sheet). However, the winning Bidder is also expected to complete enrolments for at least 60% of the population in all the villages under the geographical area mentioned in the Schedule. A detailed list of the villages in the corresponding districts is mentioned in Annexure III.</p> | | | | | | | | | | | | | | | | | | | |
|------------|--|---------------------------------------|--------------------------------------|---------------------------------------|--------------------------------------|----------------------------------|------------|--------|-------|-------|-------|--|--------|--------|--------|-------|--|--|--|--------|
| 2.1 | <p>Bidders requiring any clarification on the RFQ Document have to send the queries electronically in the e-mail id mentioned below. The queries must be submitted in the following format only to be considered for clarification:</p> <table><tr><th>Sl No.</th><th>Section No.</th><th>Clause No.</th><th>Reference/ Subject</th><th>Clarification Sought</th></tr><tr><td>...</td><td>...</td><td>...</td><td>...</td><td>...</td></tr></table> <p>The queries not adhering to the above mentioned format shall not be responded. Queries submitted beyond the date mentioned in Para 7.2 of this section will not be entertained. The e-mail id for requesting clarifications is:</p> <p>uid.ap2010@gmail.com</p> | Sl No. | Section No. | Clause No. | Reference/ Subject | Clarification Sought | ... | ... | ... | ... | ... | | | | | | | | | |
| Sl No. | Section No. | Clause No. | Reference/ Subject | Clarification Sought | | | | | | | | | | | | | | | | |
| ... | ... | ... | ... | ... | | | | | | | | | | | | | | | | |
| 3.1 | <p>The Schedules and corresponding Geographical areas and Target Population are as given below: Schedule for Pilot Project-</p> <table><tr><th>Schedule</th><th>Composing Districts</th><th>Population (2001 Census)</th><th>Estimated Current Population</th><th>Minimum Population to be covered</th></tr><tr><td rowspan="2">Schedule 1</td><td>Tawang</td><td>38294</td><td>48634</td><td>38908</td></tr><tr><td>Papum Pare (including Capital Complex)</td><td>122003</td><td>154944</td><td>123956</td></tr><tr><td colspan="3">Total</td><td></td><td>162864</td></tr></table> | Schedule | Composing Districts | Population (2001 Census) | Estimated Current Population | Minimum Population to be covered | Schedule 1 | Tawang | 38294 | 48634 | 38908 | Papum Pare (including Capital Complex) | 122003 | 154944 | 123956 | Total | | | | 162864 |
| Schedule | Composing Districts | Population (2001 Census) | Estimated Current Population | Minimum Population to be covered | | | | | | | | | | | | | | | | |
| Schedule 1 | Tawang | 38294 | 48634 | 38908 | | | | | | | | | | | | | | | | |
| | Papum Pare (including Capital Complex) | 122003 | 154944 | 123956 | | | | | | | | | | | | | | | | |
| Total | | | | 162864 | | | | | | | | | | | | | | | | |
| 3.2 | <p><u>Eligibility for Submission of Bids for the different Schedules</u></p> <table><tr><th>Sl. No</th><th>Schedule No.</th><th>Minimum Technical ‘Level’ Requirement</th><th>Minimum Financial ‘Tier’ Requirement</th></tr><tr><td>1</td><td>Schedule 1</td><td>T1</td><td>F1</td></tr></table> <p>Bidders shall strictly adhere to the Eligibility for the Schedule and shall submit Financial Bid accordingly. 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 | T1 | F1 | | | | | | | | | | | |
| Sl. No | Schedule No. | Minimum Technical ‘Level’ Requirement | Minimum Financial ‘Tier’ Requirement | | | | | | | | | | | | | | | | | |
| 1 | Schedule 1 | T1 | F1 | | | | | | | | | | | | | | | | | |
| 4.1 | Bidder must submit the following: | | | | | | | | | | | | | | | | | | | |

| | <div>a) Only the Original of the Financial Bid.</div> <div>b) Demand Draft regarding EMD as mentioned in Para 3.09 in Part I of this Section (Instruction To Bidders – Standard)</div> <div>c) Demand Draft regarding Tender Fees as mentioned in Para 3.11 in Part I of this Section (Instruction To Bidders – Standard)</div> <div>d) Physical Copy of Work Plan as mentioned in Para 4.4 and 4.5 in Part I of this Section (Instruction To Bidders – Standard).</div> <div>e) Non-rewriteable CD containing soft copy of Work Plan as mentioned in Para 4.4 and 4.5 in Part I of this Section (Instruction To Bidders – Standard)</div> | | | | | | | | | | | | | | | |
|--|--|--|---------------------------|--|--------------------------------|-------------------------|--------------------------------|---------------------|---|------------------------------------|---|----|---------------------|---|----|---------------------|
| 5.1 | <div>The Financial Bid Opening Date and Time is:</div> <div>Date: 18th February, 2011</div> <div>Time: 03:00 PM</div> | | | | | | | | | | | | | | | |
| 5.2 | <div>The Maximum Bid Capacity for the various Financial Capacity ‘TIERS’ is as given below:</div> <table><tr><th>Sl. No</th><th>Financial Capacity ‘TIER’</th><th>Maximum Bid Capacity (maximum enrolments in an year)</th></tr><tr><td>1</td><td>F1</td><td>15 Lakh enrolments</td></tr><tr><td>2</td><td>F2</td><td>35 Lakh enrolments</td></tr><tr><td>3</td><td>F3</td><td>125 Lakh enrolments</td></tr><tr><td>4</td><td>F4</td><td>500 Lakh enrolments</td></tr></table> | Sl. No | Financial Capacity ‘TIER’ | Maximum Bid Capacity (maximum enrolments in an year) | 1 | F1 | 15 Lakh enrolments | 2 | F2 | 35 Lakh enrolments | 3 | F3 | 125 Lakh enrolments | 4 | F4 | 500 Lakh enrolments |
| Sl. No | Financial Capacity ‘TIER’ | Maximum Bid Capacity (maximum enrolments in an year) | | | | | | | | | | | | | | |
| 1 | F1 | 15 Lakh enrolments | | | | | | | | | | | | | | |
| 2 | F2 | 35 Lakh enrolments | | | | | | | | | | | | | | |
| 3 | F3 | 125 Lakh enrolments | | | | | | | | | | | | | | |
| 4 | F4 | 500 Lakh enrolments | | | | | | | | | | | | | | |
| 6.1 | <div>Expected date and address for contract negotiations:</div> <div>Date: Will be informed later</div> <div>Address: Office of Directorate of Economics & Statistics</div> <div>Govt. of Arunachal Pradesh</div> <div>Itanagar</div> | | | | | | | | | | | | | | | |
| 7.1 | <div>Expected date for commencement of services</div> <div>Date: 1st April, 2011</div> <div>Address: District of Tawang and Papum Pare (including Capital Complex) in the state of Arunachal Pradesh</div> | | | | | | | | | | | | | | | |
| 7.2 | <div>Important Dates</div> <table><tr><th>Event</th><th>Date</th></tr><tr><td>Last date for submission of Pre-bid clarification questions through e-mail</td><td>28th January, 2011</td></tr><tr><td>Issue of clarifications</td><td>4th February, 2011</td></tr><tr><td>Proposal Submission</td><td>1500 hrs, 14th February, 2011</td></tr><tr><td>Opening of Financial Proposal Form</td><td>1500 hrs, 18th February, 2011</td></tr></table> | Event | Date | Last date for submission of Pre-bid clarification questions through e-mail | 28 th January, 2011 | Issue of clarifications | 4 th February, 2011 | Proposal Submission | 1500 hrs, 14 th February, 2011 | Opening of Financial Proposal Form | 1500 hrs, 18 th February, 2011 | | | | | |
| Event | Date | | | | | | | | | | | | | | | |
| Last date for submission of Pre-bid clarification questions through e-mail | 28 th January, 2011 | | | | | | | | | | | | | | | |
| Issue of clarifications | 4 th February, 2011 | | | | | | | | | | | | | | | |
| Proposal Submission | 1500 hrs, 14 th February, 2011 | | | | | | | | | | | | | | | |
| Opening of Financial Proposal Form | 1500 hrs, 18 th February, 2011 | | | | | | | | | | | | | | | |

4. FINANCIAL BID FORMS

The Financial Bid consists of the Schedule for the geographical area 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. Some village level information, for the concerned schedule, deemed important by the Registrar has been mentioned in Annexure III of this document.

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 **Government of Arunachal Pradesh** 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.

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,

Directorate of Economics & Statistics

Govt. of Arunachal Pradesh

Itanagar 791111

Arunachal Pradesh

Dear Sir,

Ref: Request for Quotation (RFQ) Notification dated 20-01-2011

1. Having examined the RFQ document, we, the undersigned, herewith submit our response to your RFQ Notification dated 20-01-2011 for Selection of Enrolment Agency for Pilot Phase of UID Enrolments in Arunachal Pradesh, in full conformity with the said RFQ document.
2. We, the undersigned, offer to provide services to Directorate of Economics & Statistics for carrying out the enrolment functions for the UID Project of Government of Arunachal Pradesh in accordance with your RFQ.
3. We have read the provisions of the RFQ document and confirm that these are acceptable to us. Hence, we are hereby submitting our Financial Bid.
4. We agree to abide by this RFQ, consisting of this letter, financial bid and all attachments, for a period of 60 days from the closing date fixed for submission of bid as stipulated in the RFQ document.
5. We hereby declare that we are interested in participating in Schedule 1 and have submitted the financial bid for Schedule 1.
6. We would like to declare that we are not involved in any litigation with any Government in India and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
7. We hereby declare that we have not been blacklisted by any Central/ State/ UT

Government.

8. We hereby declare that we have not been charged with any fraudulent activities by any Central/ State/ UT Government.
9. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.
10. 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”.
11. We understand that the Directorate of Economics & Statistics is not bound to accept any bid received in response to this RFQ.
12. In case we are engaged by the Directorate of Economics & Statistics as an Enrolling Agency, we shall provide any assistance/cooperation required by Directorate of Economics & Statistics, 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.
13. 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 Directorate of Economics & Statistics
14. The financial bid includes the cost of setting up and operating ____ stationary enrolment stations and ____mobile enrolment stations, cost of providing additional services and performing all functions as per the scope of work defined in Volume II of the RFQ
15. The details of the work award by other Registrars for UID enrolments are as under :

| Name of Registrars | Period of Contract | No. of Enrolments awarded | Max bid capacity as determined by UIDAI |
|--------------------|--------------------|---------------------------|---|
| | | | |
| | | | |

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

Geographical areas covered under Schedule – 1

| Schedule | Composing Districts | Population (2001 Census) | Estimated Current Population | Minimum Population to be covered |
|------------|--|--------------------------|------------------------------|----------------------------------|
| Schedule 1 | Tawang | 38294 | 48634 | 38908 |
| | Papum Pare (including Capital Complex) | 122003 | 154944 | 123956 |
| | Total | | | 162864 |

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

| For Schedule 1 | Cost in INR |
|--|-------------|
| Total Cost* per successful UID number generated for undertaking demographic and biometric enrolment activities as well as delivering additional services per successful UID number generated | |

** This 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:

- 1. The present commercials should be submitted based on the current taxes. In case of increase in taxes, the additional amount shall be paid at actual. In case of decrease in taxes, the benefits of the same should be passed onto Govt. of Arunachal Pradesh.*
- 2. The Contract Value shall be computed as: Total Cost of the Schedule as per the Financial Bid x Minimum Target population for the Schedule*
- 3. No other cost shall be payable to the enrolment agency except what has been mentioned above*

Annexure III – Template for Work Plan

Geographical areas covered under Schedule - 1:

| Schedule | Composing Districts | Population (2001 Census) | Estimated Current Population | Minimum Population to be covered |
|------------|--|--------------------------|------------------------------|----------------------------------|
| Schedule 1 | Tawang | 38294 | 48634 | 38908 |
| | Papum Pare (including Capital Complex) | 122003 | 154944 | 123956 |
| | Total | | | 162864 |

Work Plan Template Format

File Name: **Annexure III - Work Plan Template.xls**

The above mentioned file is provided with this document on the website www.arunachalpradesh.nic.in/ . All Bidders should submit their work plan in the specified format only. Non-adherence to this format will lead to disqualification of the bid.

File Name: **Annexure III - Tawang Village Details.pdf**

The above mentioned document is provided with this document on the website www.arunachalpradesh.nic.in/ . The information in the document is intended to help the Bidder get an idea about the villages in the district of Tawang. However, Bidders are encouraged to visit the actual locations before placing their bid.

File Name: **Annexure III - Papum Pare Village Details.pdf**

The above mentioned document is provided with this document on the website www.arunachalpradesh.nic.in/ . The information in the document is intended to help the Bidder get an idea about the villages in the district of Papum Pare (including Capital Complex). However, Bidders are encouraged to visit the actual locations before placing their bid.