



# Request for Quotation (RFQ)

## VOLUME I – INSTRUCTION TO BIDDERS SELECTION OF ENROLMENT AGENCIES FOR REMAINING FOUR REGIONS OF RAJASTHAN UID PROJECT

NIT Number	F5(506)/DoIT/Tech/11/3394
Cost of Tender Document	Rs 10,000.00
Earnest Money Deposit	Rs 45.00 Lacs
Start date of sale of Tender Document	19/09/2011
Date & Time of Pre Bid Meeting	27/09/2011 16.00 Hrs
Date & Time of Submission of Bids	19/10/2011 16.00 Hrs
Date & Time of opening of Bids for prequalification	19/10/2011 16.30 Hrs
Date & Time of opening of financial Bids	Will be communicated to Bidders
Place of Sale of Tender Document	Office of the Commissioner , IT&C
Tender Document can be downloaded from websites from 19/09/2011	<a href="http://www.rajasthan.gov.in">www.rajasthan.gov.in</a> <a href="http://www.dipronline.org">www.dipronline.org</a> <a href="http://www.uidai.gov.in">www.uidai.gov.in</a> , <a href="http://doitc.rajasthan.gov.in">http://doitc.rajasthan.gov.in</a>

**Department of Information Technology and  
Communication, Government of Rajasthan**

**September 2011**

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## 1. INVITATION TO BID

Dear Bidders,

Dated: 16/09/2011

1. Department of Information Technology & Communication (DoIT&C) invites Financial Bids from Enrolling Agencies empanelled by UIDAI for carrying out the enrolment functions for the UID Project of Government of Rajasthan
2. This 'Invitation to Bid' is extended to F3 and F4 Financial category of Agencies empanelled by UIDAI for undertaking demographic and biometric data collection **for enrolment of residents anywhere in India. However agencies which have already been issued LoI for being selected as Enrolment Agency against NIT no. F5(446)/DoIT/Tech/10/256 by the Registrar (DoIT&C, GoR) are not eligible to participate in this Bid.**
3. 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
4. Bidders can download the RFQ document for free from portals <http://doitc.rajasthan.gov.in>, <http://www.rajasthan.gov.in>, <http://www.uidai.gov.in> or <http://www.dipronline.org>
5. The response to the RFQ should be submitted on or before date **as given in data sheet** at the address for communication given below
6. The Financial Bid consists of Four bids one each for 4 regions. The Bidder may quote for individual region based on the eligibility criteria prescribed for each region in this RFQ.
7. DoIT&C, Rajasthan reserves the right to reject any or all the Bids in whole or part without assigning any reasons.
8. This 'Invitation to Bid' is non-transferable under any circumstances.
9. Address for Communication:

Mr.Sanjay Malhotra, IAS  
Secretary and Commissioner,  
Department of Information Technology & Communication (DoIT&C)  
IT Building, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur-302005 (Raj), INDIA  
Phone: 91(141) 2222011, 5153225 , Fax: 91(141) 2224855  
Email: [uid@rajasthan.gov.in](mailto:uid@rajasthan.gov.in)

## Definitions and Acronyms

AADHAAR	Brand name associated with UID.
Authentication	The process of verifying the UID number of a resident with reference to his biometrics.
Biometric Data	Refers to the facial image, iris scan and fingerprints collected by the Enrollment Agency from the enrollees based on the standards prescribed by the UIDAI
CIDR	Central Identity Repository owned and maintained by UIDAI which receives all enrolment data for de-duplication and generation of unique identity numbers.
Day/Calendar Day	Day/Calendar day means Calendar day for this RFQ
Demographic Data	Refers to the personal information collected or verified by the Enrollment Agency based on the data fields prescribed by the UIDAI
DoIT & C	Department of Information Technology and Communication, Government of Rajasthan
Enrolling Agency/ Enrollment Agency (EA)	The Agency appointed by the Registrar for collection of the Demographic and Biometric data in the area assigned by the Registrar. The terms Enrolling Agency and Enrollment Agency used interchangeably and mean the same.
Enrollment	Refers to the exercise of collection of demographic data after verification, collection of biometrics, and the allocation of the UID number after de-duplication.
Enrollment Center (EC)	Refers to the premises located in the area where the enrollment is being carried out. One Enrollment Center can host multiple Enrollment Stations.
Enrollment Station (ES)	Refers to an individual enrollment booth/enclosure inside the Enrollment Center. The capture of Demographic and Biometric data is done in this Station.
Introducer	A person who is authorized to introduce a resident who does not possess any supporting documents in order to help them establish ID
KYR	Know Your Resident
KYR+	Details for Verification beyond identification (KYR)
PoA	Proof of Address
PoI	Proof of Identity
Registrar	The Agency of State Government with whom the UIDAI has entered into a Memorandum of Understanding for covering issues related to the implementation of the UID Project. DoIT & C, GoR is one of the Registrars for UID Project in Rajasthan.
District Registrar	The Agency of State Government at district level who will be responsible for implementation of the UID Project at district level. District Collector (D.C.) of respective districts will act as District Registrar for the purpose of this RFQ
UID	Unique Identification
UIDAI	Unique Identification Authority of India

## 2. INTRODUCTION

### 2.1 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, District Registrars and Enrolling Agencies) to enroll residents for UID. By participating in enrolling residents, registrars, District Registrar 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.

### 2.2 About Enrollments of Residents in Rajasthan

Government of Rajasthan is committed towards the success of the Unique Identification (UID) project, and envisages the enrolment of residents during both phase to be completed in seventeen months to the maximum extent possible. Department of IT&C have been designated as one of the Registrars for the UID project. The administrative head of the revenue districts (District Collectors/ Magistrates) of Rajasthan have been identified as the District Registrars of the UID project who will be in charge of the enrolment process in their respective revenue districts.

Enrolment process involves carrying out various functions and activities related to UID enrolment including but not limited to setting up of enrolment centers, undertaking collection of demographic and biometric data for UID enrollment and any other data required by the District Registrar/Registrar.

### **2.2.1 Implementation Strategy and Approach**

State consists of 33 districts which have been clubbed in group of 2 or 3 districts each to come out with 14 regions for enrolment process. Registrar has already selected Enrolment Agencies for 10 Regions via RFQ dated 24/01/2011 (NIT No. F5(446)/DoIT/Tech/10/256) and LoI for same has been issued to successful bidders.

**This RFQ is to select Enrolment Agency for remaining 4 (Four) Regions i.e Region 1 (Sri Ganganagar, Hanumangarh), Region 7 (Kota, Baran, Jhalawar), Region 8 (Sawai Madhopur, Bundi, Tonk) and Region 14 (Dungarpur, Banswara, Pratapgarh).**

### **2.2.2 Special Nature of Project**

UID project is a unique initiative of Government of India due to its scale of implementation, novelty of concept and methodology. Such unique initiative may come across unforeseen situations which require exceptional measures to handle them. **Joint Working Group (JWG)** for UID project constituted by government of Rajasthan via order No. F6(25) AR/G.III/2009 dated 09/2010 may change general scope, provisions and conditions of this RFQ in such exceptional situations and at any stage during the project duration including any extension period.

### 3. INSTRUCTION TO BIDDERS - STANDARD

#### PART I

#### STANDARD

<b>Definitions</b>	<p>(a) “Tenderer” means the Registrar who will select from the Bidders, agencies to fulfil the services as required for the project.</p> <p>(b) “Bidder” means any entity that may provide or provides the Services to the Registrar/District Registrar under the Contract.</p> <p>(c) “Bid” means the Financial Proposal consisting of one/ multiple Regions.</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 Registrar/District Registrar, UIDAI 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 District Registrar and the selected Enrolling Agency.</p> <p>(g) “Region” means the group containing 2 or 3 districts each as specified by the Registrar in this RFQ. Rajasthan has been subdivided in to fourteen individual regions for purpose of Bidding. However this RFQ caters to only four regions as detailed in Volume 1, Instruction to Bidders, Data Sheet Para ref: 3.3.</p>
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<b>1. Introduction</b>	<p>1.1 This RFQ ( Request For Quotation) is being issued only to F3 and F4 Financial category of Agencies empanelled by UIDAI for undertaking demographic and biometric data collection for enrolment of residents <b>anywhere in India. However agencies which have already been issued LoI for being selected as Enrolment Agency against NIT no. F5(446)/DoIT/Tech/10/256 by the Registrar (DoIT&amp;C, GoR) are not eligible to participate in this Bid.</b></p> <p>1.2 All the provisions listed out in the Request for Empanelment (RFE) issued by the UIDAI and Terms &amp; Conditions of Empanelment shall be binding upon the participating bidders of this RFQ.</p> <p>1.3 The Tenderer will select a firm, in accordance with the method of selection specified in subsection 5 of “Instructions to Bidders” (Section 3 of Volume I of the RFQ).</p> <p>1.4 The name of the assignment/Job <i>Rajasthan UID Project</i> has been mentioned in Part II of Data Sheet. Detailed scope of the assignment/ job has been described in the Scope of Work in Volume II.</p> <p>1.5(a) The date, time and venue for Pre-bid meeting has been given in Part II Data Sheet</p> <p>1.5(b) 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>
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	1.7	The Tenderer 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.
<b>Only one Bid</b>	1.8	A Bidder shall only submit one financial bid (can contain bids for multiple Regions). If a Bidder (single/ consortium partner) submits or participates in more than one bid, such bids shall be disqualified.
<b>Bid Validity</b>	1.9	Part II Data Sheet to Bidder indicates how long Bidders' bid must remain valid after the submission date. In exceptional circumstances, the Registrar may request the Bidder(s) for an extension of the period of validity. The request and the responses thereto shall be made in writing (or by fax). The validity of EMD shall also be suitably extended.
<b>Consortium</b>	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 Tenderer for all aspects of their bid, contract, etc. Lead agency of the consortium must be empanelled as F3 or F4 financial category agency with UIDAI for undertaking demographic and biometric data collection for enrolment of residents <b>anywhere in India</b>
<b>Tenure of Contract</b>	1.11	The tenure of the contract shall be provided in Data Sheet
<b>2. Clarification and Amendment of RFQ Document</b>	2.1	Bidders may request a clarification in the RFQ document up to the number of days 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

	<p>Tenderer’s address indicated in the Data Sheet.</p> <p>2.2 At any time before the submission of Bids, the Tenderer may amend the RFQ by issuing an addendum/ corrigendum in writing or by standard electronic means. The addendum/ corrigendum shall be binding on bidders.</p>
<p><b>3. Preparation of Bid</b></p>	<p>3.1 The preparation of the Bid as well as all related correspondence exchanged by the Bidders and the Tenderer, shall be in English</p>
	<p>3.2 The Bidders shall submit a copy of the Letter of Empanelment and Registration no (if issued) by UIDAI duly indicating the level and tier as well as the list of States the Bidder is eligible to work in. <b>Non-submission of the letter of empanelment / Registration no. will render the bidder disqualified.</b></p> <p>3.3 <b>Financial Bid:</b> It shall be prepared using the attached Standard Forms (Section 5, Annexure I and Annexure II of Volume I). It should include all costs associated with the assignment for each Region. Each Region corresponds to a particular geographical area. Financial bid for each Region shall be treated separately at the time of evaluation and allocation of regions will be made on the basis of allocation algorithm as detailed in subsection 5.4 of instruction to bidders (Section 3, Volume I of RFQ). The geographical areas for each Region are given in Data Sheet Para 3.3. The financial bid shall not include any conditions attached to it and any such conditional financial bid shall be summarily rejected.</p> <p>3.4 The Bidders shall be eligible for bidding for the various Regions based on the Eligibility criteria as per Data Sheet</p>

	<p>Para 3.4. The Tenderer 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 Regions the Bidder has evinced interest in working in.</p> <p><b>3.5 The bidder can bid either 1 region or up to a maximum of 4 regions, but will be assigned one region or maximum two regions in special circumstances as discussed in subsection 5.4(i) of instruction to bidders (Section 3, Volume I of RFQ). Registrar will assign work to the successful bidders on the basis of algorithm described in subsection 5.4 of instruction to bidders (Section 3, Volume I of RFQ).</b></p>
<b>Taxes</b>	<p>3.6 The Bidder may be subject to local taxes (such as: VAT, duties, fees, levies) on amounts payable by the Registrar/District Registrar under the Contract. Bidders shall include such taxes except service tax in the financial bid.</p>
	<p>3.7 Bidders should provide the price of their services in Indian Rupees.</p>
<b>Earnest Money Deposit (EMD), and Performance Bank Guarantee.</b>	<p><b>3.8 Earnest Money Deposit</b></p> <p>I. The Bidder shall furnish along with bid an earnest money deposit (EMD) of Rs Forty Five Lakhs (Rs.45,00,000/-) in the form of an unconditional and irrevocable bank guarantee from a Nationalized Bank/Scheduled commercial bank in India in favour of Secretary and Commissioner, Department of IT&amp;C, Rajasthan which should be valid till the end of bid validity period with 3 month grace period. Bidder should submit BG in lieu of EMD in format prescribed in Annexure VI and must follow guidelines for submission of Bank</p>

	<p>Guarentee (part of Annexure VI)</p> <p>II. Bid not accompanied by EMD shall be rejected as non-responsive.</p> <p>III. No interest shall be payable by the Tenderer for the sum deposited as earnest money deposit.</p> <p>IV The EMD of the successful bidders would be returned back within one month of receipt of confirmation of payment of performance bank guarantee (as detailed in subsection 3.11 below) from the respective District Registrars</p> <p>V The EMD of the unsuccessful bidders would be returned back.</p> <p>VI The EMD of the reserve bidder would be retained till bid validity date.</p>
	<p>3.9 The EMD shall be forfeited by the Tenderer 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 Tenderer 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><b>3.10 Tender Fees:</b></p> <p>All Bidders are required to pay Rs. Ten Thousand only (Rs. 10,000/-) towards Tender Fees in the form of Demand Draft drawn in favour of Secretary and Commissioner, Department of IT&amp;C, Rajasthan payable at Jaipur. The Tender Fee is Non-Refundable.</p>

	<p><b>3.11 Performance Bank Guarantee</b></p> <p>I. The selected Bidder shall be required to furnish a Performance Bank Guarantee equivalent to <b>5% (Five Percent)</b> of the contract value (rounded off to the nearest thousand Indian Rupees) calculated based on the population figure quoted in the Data sheet for the respective District, in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favour of District Collector/ Magistrate (Administrative head of the District) for the entire period of contract with additional 90 days claim period. The bank guarantee must be submitted after award of work order 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.</p>
<p><b>4. Submission, Receipt, and Opening of Bids</b></p>	<p>4.1 The 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 and duplicate Financial Bids. The authorization shall be in the form of a written power of attorney accompanying the Financial Bid or Letter of authorization as per format in Annexure -V.</p> <p>4.3 Two copies of the <b>Financial Bids</b>, clearly marked “<b>ORIGINAL</b>” and “<b>DUPLICATE</b>”, shall be submitted. The original Financial Bid for each Region shall be placed</p>

	<p>in a separate envelope, sealed and clearly marked “FINANCIAL BID FOR REGION – ‘N’”. All the sealed original financial bids for each Region shall be placed in an outer envelope, sealed and clearly marked “ORIGINAL FINANCIAL BID” and the name of the assignment. Same procedure should be followed for Duplicate Financial Bid. The separate envelopes containing Original and duplicate financial bids shall be placed into an outer envelope, sealed and clearly marked “<b>Financial Bid for Rajasthan UID Project: DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED</b>”, and name of bidder.</p> <p>The separate envelopes containing letter of empanelment from UIDAI, Tender document duly signed &amp; sealed, Financial Bid Covering Letter, EMD, Tender Fee shall and attested copy of work orders be placed into an outer envelope, sealed and clearly marked “<b>Bid Documents for Rajasthan UID Project</b>” and name of Bidder.</p> <p>Envelopes marked “Financial Bid for Rajasthan UID Project.....appointed” and “Bid Documents for Rajasthan UID Project” must be placed in an outer envelope and sealed. This outer envelope shall bear the submission address; name, address and contact details of bidder; and be clearly marked “<b>Bid for Rajasthan UID Project: DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE 16:30 hrs on 19/10/2011</b>”. The Tenderer 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-</p>
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		responsive. Non-Submission of above required documents with bid will lead to rejection of bid.
	4.4	The Bids must be sent to the address/addresses indicated in the Data Sheet and received by the Tenderer 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 under “Instructions to Bidders” (Section 3 of Volume I of the RFQ) . Any bid received by the Tenderer after the deadline for submission shall be returned unopened.
<b>Right to Accept/Reject the Bid</b>	4.5	Tenderer 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.
<b>5. Public Opening and Evaluation of Bids</b>	5.1	Bid for each Region shall be opened publicly on the date & time specified the Data sheet, in the presence of the Bidders' representatives who choose to attend.
	5.2	Financial bids of only those bidders who are empanelled with UIDAI in F3 and F4 financial categories for anywhere in India will be considered for evaluation. While considering individual region bids of a bidder only those bids for which population of region (as specified in RFQ) is less than or equal to project spare bid capacity of the bidder will be considered. Any individual region bid not meeting said criteria will be rejected summarily. Project Spare bid capacity as declared by bidder in financial bid covering letter (Annexure-A) will be used for above purpose. The name of the Bidders and their financial bid for each Region meeting above criteria shall be read aloud.

(Name & Signature of Bidder along with Seal)

	<p>5.3 The Tenderer will correct any computational errors for each Region. 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. If a discrepancy is found between region number and name of districts in that region, region number will prevail in deciding geographical area covered under that region.</p> <p>5.4 Evaluation Process:</p> <p>Registrar aims at awarding contracts for remaining 4 regions such that no bidder is assigned more than one region (except in special condition as discussed in section i below where a bidder may be assigned maximum two regions). First condition ensuring award of contract to all regions or possible regions as per following algorithm will be considered final.</p> <ol style="list-style-type: none"><li>a. Only eligible bids as per clause 5.2 above will be considered for bid evaluation.</li><li>b. The lowest of all rates received for each region will be set as L1 Contract Rate (LCR) for that particular region.</li><li>c. Acceptance of LCR for each region will be taken from bidders who have participated in Bid (for any region)</li><li>d. The bidders who have submitted bid for that region initially and who accept the LCR are ranked (bid rank) according to the initial bids received as L2, L3 and so on. If there is more than one bidder with same rates, bid rank i.e. L1, L2, L3 and so on is decided on lottery. Bid rank of bidders who accept LCR and have not submitted bid initially for that region (initially submitted bid for other regions), will be determined through lottery and they will</li></ol>
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be placed after original bidders for that region in bid rank. Date, time and location of lottery will be communicated to bidders.

- e. Region rank will be decided by arranging regions in ascending order of LCR/ population (i.e result of dividing LCR by population ) of that region i.e. Rank 1 will be given to the region having lowest value of LCR/Population of that region. In case of tie, region with higher population will be placed first.

Example: Rank after applying above criteria

Region Rank	Region	Population	LCR	LCR/Population
1	3	678	20	0.02949853
2	4	665	22	0.03308271
3	1	255	10	0.03921569
4	2	334	15	0.04491018
5	5	236	21	0.08898305

- f. Thus a matrix will be formed having all regions arranged according to region rank from left to right i.e. rank 1 to 4, and bidders arranged according to bid rank from top to bottom i.e. L1 to Ln for each region. A region for which there is no bidder will be removed from matrix.

Example: Bidder A, B, C, D, E & F are arranged according to Bid Rank for each Region.

	Region Rank -->	1	2	3	4	5
Bid Rank ↓	1	A	A	C	B	F
	2	B	C	B	C	E
	3	E	B		A	A
	4		F		F	
	5					
	6					

- g. Now process through following steps to reach desired

(Name & Signature of Bidder along with Seal)  
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	<p>solution.</p> <p><b>Begin:</b> Select region with region rank 1. Go to step 1.</p> <p><b>Step 1:</b> If available lock L1 of region being selected and if rank of region being selected matches maximum region rank go to <b>End</b> else go to step 2; else go to step 3.</p> <p><b>Step 2:</b> Move to next available region as per increasing region rank. Mark this region as highest region reached. Go to step 1.</p> <p><b>Step 3:</b> If available move back to previous region and unlock previously locked bidder for that region and go to step 4 else go to step 5.</p> <p><b>Step 4:</b> If available, lock next bidder in bid rank and go to step 2 else go to step 3.</p> <p><b>Step 5:</b> Remove highest reached region from matrix and construct the matrix afresh. Go to Begin.</p> <p><b>End:</b> Desired solution for allocation of regions to bidders has been reached. Allocate locked bidders to respective regions.</p> <p><b>Note:</b></p> <p><i>Locking of bidder:</i> Bidder will be temporarily assigned the region and omitted from rest of the regions. Such omission of a bidder may result in automatic shifting up of other bidders in bid rank order.</p> <p><i>Unlocking of bidder:</i> Region temporarily assigned to the bidder will be unassigned. He will be re-included in all the regions from which he was omitted at time of</p>
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locking. Such unlocking may result in automatic shifting down of other bidders in bid rank order.

h. Example 1: Scenario illustrating above algorithm

Matrix has been built as discussed in subsection 5.4 (e).

	Region Rank -->	1	2	3	4	5
Bid Rank ←---	1	A	A	C	B	F
	2	B	C	B	C	E
	3	E	B		A	A
	4		F		F	
	5					
	6					

In above example A, C, B, F and E have been awarded regions with rank 1,2,3,4 and 5 respectively as per above algorithm.

Example 2: Scenario illustrating condition where bidders exhaust for region rank 3 in temporary locking.

	Region Rank -->	1	2	3	4	5
Bid Rank ←---	1	A	A	C	B	F
	2	B	C	A	C	E
	3	E	B		A	A
	4		F		F	
	5					
	6					

C and A have been exhausted when we reach region ranked 3. We will move back to region ranked 2 and lock B instead of C. Now we will lock bidder C, F and E with region ranked 3,4 and 5 respectively. Thus arriving at a solution as illustrated in following table.

	Region Rank -->	1	2	3	4	5

(Name & Signature of Bidder along with Seal)  
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Bid Rank ↓	1	A	A	C	B	F
	2	B	C	A	C	E
	3	E	B		A	A
	4		F		F	
	5					
	6					

Example 3: Scenario illustrating condition where no solution is possible due to exhaustion of bidder in region rank 3.

	Region Rank -->	1	2	3	4	5
Bid Rank ↓	1	A	B	A	B	F
	2	B	A			E
	3					A
	4					
	5					
	6					

Here we will remove region ranked 3 from bidding process and run algorithm again for remaining regions as illustrated below.

	Region Rank -->	1	2	4	5
Bid Rank ↓	1	A	B	B	F
	2	B	A		E
	3				A
	4				
	5				
	6				

Again bidder gets exhausted for region rank 3 in new matrix. We will remove region rank 3 from bidding process and run algorithm again for remaining regions as illustrated below.

	Region Rank -->	1	2	5
Rank	1	A	B	F

	2	B	A	E
	3			A
	4			
	5			
	6			

A, B, and F will be awarded contracts for regions ranked 1, 2 and 5 respectively.

Algorithm will be run again for region rank 3 and 4 subjected to condition that a bidder may be allotted maximum two regions and his project spare bid capacity (as per annexure-A) permits allotting two regions

	Region Rank -->	3	4
Bid Rank <---	1	A	B
	2		
	3		
	4		
	5		
	6		

Thus bidder A will be allotted regions ranked 1 and 3 while bidder B will get regions ranked 2 and 4. Region rank 5 will be allotted to bidder F.

- i. If regions could not be allotted during first round of algorithm due to exhaustion of bidders, algorithm will be run again for un-allotted regions **subjected to condition that a bidder may be allotted maximum two regions** and his project spare bid capacity (as per annexure -A) permits allotting two regions. However if a region could not be allotted even after such round, **Joint Working Group (JWG)** for UID project constituted by government of Rajasthan via order No. F6(25)

	<p>AR/G.III/2009 dated 09/2010 will be authorized to explore options to allocate such regions.</p> <p>j. Now run the above algorithm again to select reserve enrolment agency by removing bidders who have already been awarded contract. If above algorithm could not select reserve bidder for a region, bidders who has already been allocated one region each through evaluation process will be considered for selecting reserve bidder for such region, subjected to the condition that same bidder will not be selected as successful bidder and reserve bidder for a region, and algorithm would be run again on remaining regions with such bidders. However if we are not able to select reserve bidder even after considering bidders who have already been awarded one region, rebidding will not be done for selecting reserve bidder.</p>
<b>6 Disqualification</b>	<p>Tenderer 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"><li>(i) Submitted the application after the response deadline;</li><li>(ii) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;</li><li>(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;</li><li>(iv) Submitted an application that is not accompanied by required documentation or is non-responsive;</li></ul>

	<p>(v) Failed to provide clarifications related thereto, when 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/UIDAI;</p> <p>(viii) Is in litigation with any Government in India;</p>
<p><b>7. Award of Contract</b></p>	<p>7.1 Registrar will issue LoI to all successful Bidders. However Work Order will be issued by District Registrar.</p> <p>7.2 The winning Bidder for each Region shall submit a detailed Work Plan within two week of issue of work order for each district to respective District Registrar detailing out the area to be covered in each month and the timelines for covering the enrolment work. The Work Plan should be inline with the RFQ in terms of deployment of stationary, permanent and mobile enrolment stations. The District Registrar shall evaluate the same and make necessary modifications if any and approve it.</p> <p>7.2 The Bidders will sign the contract as per the standard form of contract in Volume III within 15 days of issue of Letter of Award of Work with District Registrar.</p> <p>7.3 The Bidder is expected to commence the assignment within 28 days of issue of Letter of Award of Work. In case the winning Bidder fails to start the enrolment work within 42 days of date of issue of Letter of Award of Work, then the Registrar/District registrar may cancel the award of work and negotiate with the reserve bidder for award of work.</p>
<p>8. Termination of Contract subject</p>	<p>"Notwithstanding the duration of the contract stated in GC 2.4, the Registrar/District Registrar, without prejudice or</p>

to necessary approvals	liability, reserves the right to terminate the contract for the time period beyond 31/03/2012 in the event necessary approvals for continuation of enrolment are not available to the Registrar"
------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



#### 4. INSTRUCTION TO BIDDERS – DATA SHEET (Part II)

Paragraph Reference	Item
1.3	<p><b>Name and Details of Tenderer:</b>  <b>Mr.Sanjay Malhotra, IAS</b>                      Secretary and Commissioner, DoIT&amp;C                      IT Building, Yojana Bhawan                      Tilak Marg, C-Scheme                      Jaipur-302005 (Raj), INDIA                      Phone: 91(141) 2222011, 5153225                      Fax: 91(141) 2224855                      Email : uid@rajasthan.gov.in</p>
1.4	<p><b>Name of the assignment:</b> Rajasthan UID Project, GoR</p>
1.5 (a)	<p>Pre-bid Venue address is:                      Conference Hall, GF                      IT Building, Yojana Bhawan                      Tilak Marg, C-Scheme                      Jaipur-302005 (Raj), INDIA                      Phone: 91(141) 2222011, 5153225                      Fax: 91(141) 2224855  <b>*Please mail your prebid queries in format as specified in Annexure IV to <a href="mailto:uid@rajasthan.gov.in">uid@rajasthan.gov.in</a> . Also submit hard copy of same during prebid meeting.</b></p>
1.5 (b)	<p>The Bid submission address is:                      Secretary and Commissioner, DoIT&amp;C                      IT Building, Yojana Bhawan                      Tilak Marg, C-Scheme                      Jaipur-302005 (Raj), INDIA                      Phone: 91(141) 2222011, 5153225                      Fax: 91(141) 2224855                      Email :uid@rajasthan.gov.in</p> <p>Bid in sealed envelopes as described in subsection 4 under “Instructions to Bidders” (Section 3 of Volume I of the RFQ) must be submitted no later than the date and time given in datasheet section 5.1 (important dates in the</p>

	project).																																																																	
<b>1.9</b>	Bids must remain valid <b>for 270 days</b> after the submission date.																																																																	
<b>1.11</b>	The estimated tenure of contract: <b>Period of 17 months from date of issue of work order</b> , which can be extended by the Registrar/District Registrar if needed based on same terms and conditions.																																																																	
<b>2.1</b>	<p>Clarifications may be requested not later than <u>5</u> days before submission date. The address for requesting clarifications is:</p> <p>Mr.Sanjay Malhotra, IAS                  Secretary and Commissioner, DoIT&amp;C                  IT Building, Yojana Bhawan                  Tilak Marg, C-Scheme                  Jaipur-302005 (Rajasthan)                  Email : uid@rajasthan.gov.in</p>																																																																	
<b>3.3</b>	<p>The Regions and corresponding Geographical areas and Target Population are as given below:</p> <table border="1"> <thead> <tr> <th>Region No</th> <th>District</th> <th>Area in sq. km</th> <th>Population 2011 Census</th> <th>Region Population Total</th> <th>Region Area Total</th> </tr> </thead> <tbody> <tr> <td rowspan="2">1</td> <td>Sri Ganganagar</td> <td>7,984</td> <td>19,69,520</td> <td></td> <td></td> </tr> <tr> <td>Hanumangarh</td> <td>12,650</td> <td>17,79,650</td> <td>37,49,170</td> <td>20,634</td> </tr> <tr> <td rowspan="3">7</td> <td>Kota</td> <td>5,443</td> <td>19,50,491</td> <td></td> <td></td> </tr> <tr> <td>Baran</td> <td>6,992</td> <td>12,23,921</td> <td></td> <td></td> </tr> <tr> <td>Jhalawar</td> <td>6,219</td> <td>14,11,327</td> <td>45,85,739</td> <td>18,654</td> </tr> <tr> <td rowspan="3">8</td> <td>Sawai Madhopur</td> <td>4,498</td> <td>13,38,114</td> <td></td> <td></td> </tr> <tr> <td>Bundi</td> <td>5,550</td> <td>11,13,725</td> <td></td> <td></td> </tr> <tr> <td>Tonk</td> <td>7,194</td> <td>14,21,711</td> <td>38,73,550</td> <td>17,242</td> </tr> <tr> <td rowspan="3">14</td> <td>Dungarpur</td> <td>3,770</td> <td>13,88,906</td> <td></td> <td></td> </tr> <tr> <td>Banswara</td> <td>5,037</td> <td>17,98,194</td> <td></td> <td></td> </tr> <tr> <td>Pratapgarh</td> <td>4,118</td> <td>8,68,231</td> <td>40,55,331</td> <td>12,925</td> </tr> </tbody> </table> <p><b>Note:</b> All figures are to assist bidder in bid preparation and bidder should cross check above figures from other references. Above data is treated as basis by tenderer for preparing this RFQ and will not be in any manner be the basis for legal proceedings.</p>	Region No	District	Area in sq. km	Population 2011 Census	Region Population Total	Region Area Total	1	Sri Ganganagar	7,984	19,69,520			Hanumangarh	12,650	17,79,650	37,49,170	20,634	7	Kota	5,443	19,50,491			Baran	6,992	12,23,921			Jhalawar	6,219	14,11,327	45,85,739	18,654	8	Sawai Madhopur	4,498	13,38,114			Bundi	5,550	11,13,725			Tonk	7,194	14,21,711	38,73,550	17,242	14	Dungarpur	3,770	13,88,906			Banswara	5,037	17,98,194			Pratapgarh	4,118	8,68,231	40,55,331	12,925
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<p><b>3.4</b></p>	<p><b><u>Eligibility for Submission of Bids for the different Regions</u></b></p> <table border="1" data-bbox="368 277 1386 389"> <thead> <tr> <th>Sl. No</th> <th>Region No.</th> <th>Minimum Technical 'Level' Requirement</th> <th>Minimum Financial 'Tier' Requirement</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>All Regions</td> <td>T1</td> <td>F3</td> </tr> </tbody> </table> <p>Eligible bidder may apply for all regions subjected to condition that his project spare bid capacity as declared in Annexure-A (Financial Bid covering letter), is greater than population of region he is bidding. The Bidders shall submit a copy of the 'Letter of Empanelment' along with the Financial Bid.                  Only those bidders who have been empanelled by UIDAI as F3 &amp; above category agencies and satisfy project spare bid capacity criteria are eligible for submission of bids. However agencies which have already been issued LoI for being selected as Enrolment Agency against NIT no. F5(446)/DoIT/Tech/10/256 by the Registrar (DoIT&amp;C, GoR) are not eligible to participate in this Bid.</p>	Sl. No	Region No.	Minimum Technical 'Level' Requirement	Minimum Financial 'Tier' Requirement	1	All Regions	T1	F3																						
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<p><b>4.3</b></p>	<p>Bidder must submit the following:</p> <ol style="list-style-type: none"> <li>Original and Duplicate of the Financial Bid. The Financial Bid shall contain one/ multiple Regions based on the geographical areas where the bidder is interested in working.</li> <li>Financial bid covering letter</li> <li>UIDAI empanelment letter</li> <li>Letter of authorization</li> <li>EMD</li> <li>Tender Fee</li> <li>Any other documents as required by this RFQ</li> </ol>																														
<p><b>5.1</b></p>	<p>Important Dates in the project:</p> <table border="1" data-bbox="368 1335 1386 1939"> <thead> <tr> <th>No</th> <th>Description</th> <th>Tentative Dates</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Release of RFQ</td> <td>19/09/2011</td> </tr> <tr> <td>2.</td> <td>Pre-bid conference date time</td> <td>27/09/2011, 16.00 Hrs</td> </tr> <tr> <td>3.</td> <td>Last date for submission of Prebid queries</td> <td>27/09/2011, 16.00 Hrs</td> </tr> <tr> <td>4.</td> <td>Release of pre-bid minutes</td> <td>04/10/2011 (Approx.)</td> </tr> <tr> <td>5.</td> <td>Bid Closing date and time</td> <td>19/10/2011, 16.00 Hrs</td> </tr> <tr> <td>6.</td> <td>Opening of bids for prequalification</td> <td>19/10/2011, 16.30 Hrs</td> </tr> <tr> <td>7.</td> <td>Opening of Financial bids</td> <td>To be intimated separately to bidders</td> </tr> <tr> <td>8.</td> <td>Issue of LOI to successful bidders</td> <td>02/11/2011(Approximate)</td> </tr> <tr> <td>9.</td> <td>Issue of Work Order by District Registrar</td> <td>To be intimated separately to successful bidder</td> </tr> </tbody> </table>	No	Description	Tentative Dates	1.	Release of RFQ	19/09/2011	2.	Pre-bid conference date time	27/09/2011, 16.00 Hrs	3.	Last date for submission of Prebid queries	27/09/2011, 16.00 Hrs	4.	Release of pre-bid minutes	04/10/2011 (Approx.)	5.	Bid Closing date and time	19/10/2011, 16.00 Hrs	6.	Opening of bids for prequalification	19/10/2011, 16.30 Hrs	7.	Opening of Financial bids	To be intimated separately to bidders	8.	Issue of LOI to successful bidders	02/11/2011(Approximate)	9.	Issue of Work Order by District Registrar	To be intimated separately to successful bidder
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<b>5.5</b>	The Maximum Bid Capacity for the various Financial Capacity ‘TIERS’ is as given below:		
	<b>Sl. No</b>	<b>Financial Capacity ‘TIER’</b>	<b>Maximum Bid Capacity (maximum enrolments in an year)</b>
	1	F1	15 Lakh enrolments
	2	F2	35 Lakh enrolments
	3	F3	125 Lakh enrolments
4	F4	500 Lakh enrolments	

## **5. FINANCIAL BID FORMS**

The Financial Bid consists of one Region each for each 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.

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 District Registrar, Registrar (Department of IT&C, Rajasthan) and UIDAI and the cost for providing other additional services specified in the Scope of Work. The total cost quoted shall be exclusive of service tax but inclusive of all expenses like travel and lodging, cost of setting up enrolment centers and mobile units, cost of transferring data to CIDR and State data centre / other vault location, Taxes and duties.

### **5.1 Financial Bid Covering Letter**

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

### **5.2 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,

Secretary and Commissioner, DoIT&C  
IT Building, Yojana Bhawan  
Tilak Marg, C-Scheme  
Jaipur-302005 (Rajasthan)  
Dear Sir,

Ref: Request for Quotation (RFQ) Notification dated 16-09-2011

1. Having examined the RFQ document, we, the undersigned, herewith submit our response to your RFQ Notification dated 16/09/2011 for Selection of Enrolment Agencies for Remaining Four Regions of Rajasthan UID Project, in full conformity with the said RFQ document. (in case of consortium, the names of the consortium partners shall be provided here)
2. We, the undersigned, offer to provide services to Department of IT&C, Rajasthan for carrying out the enrolment functions for the remaining four regions of Rajasthan UID Project 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 270 days from the closing date fixed for submission of bid as stipulated in the RFQ document.
5. We hereby declare that we are interested in participating in the following Regions and have submitted the financial bids for each Region specified below:

Region 1	YES/NO
Region 7	YES/NO
Region 8	YES/NO
Region 14	YES/NO

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 *Department of IT&C, Rajasthan* is not bound to accept any bid received in response to this RFQ.
12. In case we are engaged by the *Department of IT&C, Rajasthan* as an Enrolling Agency, we shall provide any assistance/cooperation required by *Department of IT&C, Rajasthan, District Registrars, UIDAI/Registrar/District Registrar* 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 District-Registrar/ Registrar
14. In case we are selected as a reserve bidder, we agree to abide by all the terms and conditions of the agreement that will be issued by District Registrar/ Registrar for engaging us as reserve bidder.
15. The financial bid includes the cost of setting up and operating enrolment stations(including stationary, permanent and mobile enrolment stations) as specified in RFQ, 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 Region).
16. We declare that the details of the work award by other Registrars for UID enrolments below are final and true to best of our knowledge.

Name of Registrars	Period of Contract	Total* No. of Enrolments awarded
		T1
		T2
		Tn

We further certify that as a F3/F4 agency our Maximum bid capacity for a year is .....<write enrolment capacity as per UIDAI in figure and words> enrolments. We have (Project) **spare bid capacity** of .....<put number of enrolments in figure and words, Calculate spare bid capacity by considering all assignments from all Registrars and considering the project period of this bid> enrolments for the project period as per this RFQ.

\*Only those contracts for which work order has been awarded till bid submission date should be considered.

17. We further declare that we have required capacity and resources to undertake this project if awarded.
18. We further declare that we accept all terms and conditions of RFQ and no deviations are proposed by us.
19. We further certify that we have not concealed/distorted any information/facts from Registrar and Registrar will be free to take any action in case details provided below are found misleading/incorrect before or during execution of contract (if awarded).
20. 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**

**REGION - 1**

Geographical areas covered under Region - 1: (Sri Ganganagar, Hanumangarh)

**Financial Bid for undertaking enrolment activities as per Region-1:**

<i>Item</i>	<i>Cost In INR</i>
Total Cost* per enrolment for undertaking demographic and biometric enrolment activities (Collection of KYR and KYR + fields), photocopy, indexing of required documents, transfer of data/documents etc. to CIDR and Registrar/District Registrar along with all work defined in scope of work in this RFQ	
Cost In Words:	

*\* The total cost shall be exclusive of service tax but will 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, other taxes and duties and any other miscellaneous costs.*

**REGION - 7**

Geographical areas covered under Region - 7: (Kota , Baran , Jhalawar )

**Financial Bid for undertaking enrolment activities as per Region-7:**

<i>Item</i>	<i>Cost In INR</i>
Total Cost* per enrolment for undertaking demographic and biometric enrolment activities (Collection of KYR and KYR + fields), photocopy, indexing of required documents, transfer of data/documents etc. to CIDR and Registrar/District Registrar along with all work defined in scope of work in this RFQ	
Cost In Words:	

*\* The total cost shall be exclusive of service tax but will 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, other taxes and duties and any other miscellaneous costs.*

**REGION - '8'**

Geographical areas covered under Region - '8': (Sawai Madhopur, Bundi, Tonk)

**Financial Bid for undertaking enrolment activities as per Region-8:**

<i>Item</i>	<i>Cost In INR</i>
Total Cost* per enrolment for undertaking demographic and biometric enrolment activities (Collection of KYR and KYR + fields), photocopy, indexing of required documents, transfer of data/documents etc. to CIDR and Registrar/District Registrar along with all work defined in scope of work in this RFQ	
Cost In Words:	

*\* The total cost shall be exclusive of service tax but will 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, other taxes and duties and any other miscellaneous costs.*

**REGION - '14'**

Geographical areas covered under Region - '14': (Dungarpur, Banswara, Pratapgarh)

**Financial Bid for undertaking enrolment activities as per Region-14:**

<i>Item</i>	<i>Cost In INR</i>
Total Cost* per enrolment for undertaking demographic and biometric enrolment activities (Collection of KYR and KYR + fields), photocopy, indexing of required documents, transfer of data/documents etc. to CIDR and Registrar/District Registrar along with all work defined in scope of work in this RFQ	
Cost In Words:	

*\* The total cost shall be exclusive of service tax but will 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, other taxes and duties and any other miscellaneous costs.*

**Annexure III –Bid Checklist**

<b>S. No.</b>	<b>List of Documents</b>	<b>Whether enclosed (Yes or No)</b>	<b>Annexed as (Page No.)</b>
1.	Financial Bid Covering Letter		
2.	Copy of the Letter of Empanelment and Registration no (if issued) by UIDAI duly indicating the level and tier as well as the list of States the Bidder is eligible to work in		
3.	Letter of Authorization		
4.	EMD in form of Bank Guarentee		
5.	Tender document duly signed & sealed in token of acceptance of terms and conditions of the tender		
6.	Financial bid signed and sealed by the bidder as described in subsection 4.3 of Instruction to bidders (Section 3, Volume I of RFQ)		

### Annexure IV – Pre-Bid Query Format

Bidders are required to submit their queries/doubts in following format

Name of Firm/company	
Name of Person Representing Firm	
Contact Number of Above Person	
Address for Correspondence	

S.No.	Agency Name	Section/ clause no.	Page and Volume	Existing Clause in RFQ	Clarification sought
1.					
2.					
3.					

**Note: - Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX/ .ODF). Queries not submitted in the prescribed format will not be considered/ responded by the tendering authority.**

**Annexure V – Letter of Authorization Format**

To,  
The Secretary & Commissioner, IT&C,  
IT Building, Yojana Bhawan,  
Tilak Marg, C-Scheme,  
Jaipur (Raj.)

<Bidder's Name> \_\_\_\_\_, <Designation>  
\_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the  
company/ firm in dealing with Bid of reference <Bidder Name, Dept &  
Date> \_\_\_\_\_. He is also authorized to attend meetings & submit pre-  
qualification, technical & commercial information as may be required by you in the course of  
processing the above said Bid.

Thanking you,

Name of Authorised Signatory: -  
Designation Of Authorized Signatory:-  
Signature of Authorized Signatory: -  
Name Of Organisation: -  
Seal of the Organization: -

Name of the Bidder: -  
Signature of Bidder: -  
Initials of Bidder :-

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

**Note:** Kindly attach proof confirming status of authorized signatory i.e. submit copy of  
power of attorney in favour of authorized signatory declaring him as Authorized  
signatory on behalf of company and vesting power in authorized signatory to further  
delegate authorization power on a person on behalf of company (if bidder is different  
from authorized signatory).

**Annexure VI – PROFORMA OF BANK GUARANTEE BOND IN LIEU OF  
EARNEST MONEY DEPOSIT**

( On non-judicial stamp paper of appropriate value)

To,

Secretary and Commissioner,  
Department of Information Technology & Communication (DoIT&C)  
IT Building, Yojana Bhawan, Tilak Marg  
C-Scheme, Jaipur-302005 (Raj), INDIA  
Sir,

1. In accordance with your Notice Inviting Tender for “selection of enrolment agencies for remaining four regions of Rajasthan UID Project”, NIT No. F5(446)/DoIT/Tech/10/256 dated 24.01.2011, M/s. .... (Name & full address of the firm) (hereinafter called the “Bidder”) hereby submit the Bank Guarantee:

Whereas to participate in the said tender for supplying services as mentioned in the Tender document.

It is a condition in the tender documents that the Bidder has to deposit Earnest Money amounting to Rs. 45,00,000/- (Rupees Forty Five Lakh ) only in respect to the tender, with Secretary and Commissioner, Department of Information Technology & Communication (DoIT&C) , IT Building, Yojana Bhawan, Tilak Marg, Jaipur, Rajasthan (hereinafter referred to as “Registrar”) by a Bank Guarantee from a Nationalised Bank/ Scheduled Commercial Bank irrevocable and operative till the bid validity date(i.e. 270 days from the date of submission of tender) + grace period of 3 month for the like amount which amount is likely to be forfeited on the happening of contingencies mentioned in the tender documents.

And whereas the Bidder desires to secure exemption from deposit of Earnest Money and has offered to furnish a Bank Guarantee for a sum of Rs. 45,00,000/- (Rupees Forty Five Lakh ) only to the Registrar as Earnest Money.

2. Now, therefore, we the ..... (Bank), a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act. 1969 (delete, if not applicable) and branch Office at..... (hereinafter referred to as the Guarantor) do hereby undertake and agree to pay forthwith on demand in writing by the Registrar of the said guaranteed amount without any demur, reservation or recourse.

3. We, the aforesaid bank, further agree that the Registrar shall be the sole judge of and as to whether the Bidder has committed any breach or breaches of any of the terms costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the Registrar on account thereof to the extent of the Earnest Money required to be deposited by the Bidder in respect of the said Tender Document and the decision of the Registrar that the Bidder has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the Registrar shall be final and binding on us.

4. We, the said Bank further agree that the Guarantee herein contained shall remain in full force and effect until it is released by the Registrar and it is further declared that it shall not be necessary for the Registrar to proceed against the Bidder before proceeding against the Bank and the Guarantee herein contained shall be invoked against the Bank, notwithstanding any security which the Registrar may have obtained or shall be obtained from the Bidder at any time when proceedings are taken against the Bank for whatever amount that may be outstanding or unrealized under the Guarantee.



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

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

7. The right of the Registrar to recover the said amount of Rs. . 45,00,000/- (Rupees Forty Five Lakh ) only from us in manner aforesaid will not be precluded/ affected, even if, disputes have been raised by the said M/s. ....(Bidder) and/ or dispute or disputes are pending before any court, authority, officer, tribunal, arbitrator(s) etc..

8. Notwithstanding anything stated above, our liability under this guarantee shall be restricted to Rs. 45,00,000/- (Rupees Forty Five Lakh ) only and our guarantee shall remain in force till bid validity period (270 days from the last date of bid submission plus grace period of three months) and unless a demand or claim under the guarantee is made on us in writing within three months after the Bid validity date, all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liability thereunder.

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

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

Date ..... (Signature) .....

Place ..... (Printed Name) .....

(Designation) .....

(Bank's common seal) .....

In presence of:

WTTNESS (with full name, designation, address & official seal, if any)

(1) .....  
.....

(2) .....  
.....

**Bank Details**

Name & address of Bank :

Name of contact person of Bank:

Contact telephone number:

*GUIDELINES FOR SUBMISSION OF BANK GUARANTEE*

The Bank Guarantee shall fulfill the following conditions in the absence of which they cannot be considered valid: -

1. Bank Guarantee shall be executed on non- judicial stamp paper of applicable value purchased in the name of the bank.
2. Two persons should sign as witnesses mentioning their full name, designation, address and office seal (if any).
3. The Executor (Bank Authorities) may mention the power of attorney No. and date of execution in his/ her favour authorizing him/ her to sign the document. The Power of Attorney to be witnessed by two persons mentioning their full name and address.
4. The Bank Guarantee should be executed by a Nationalised Bank/ Scheduled Commercial Bank only.
5. Non – Judicial stamp paper shall be used within 6 months from the date of Purchase of the same. Bank Guarantee executed on the non-judicial stamp paper after 6 (six) months of the purchase of such stamp paper shall be treated as non-valid.
6. The contents of Bank Guarantee shall be strictly as per Proforma prescribed by Registrar
7. Each page of Bank Guarantee shall bear signature and seal of the Bank and B.G. number.
8. All corrections, deletions etc. in the Bank Guarantee should be authenticated by signature of Bank Officials signing the Bank Guarantee.
9. Bank should separately send through registered post/courier a certified copy of Bank Guarantee, mentioning Bid reference, Bid title and bidder name, directly to the Purchaser at the following address:

The Secretary and Commissioner, DoIT&C  
IT Building, Yojana Bhawan, Tilak Marg, C-Scheme  
Jaipur-302005 (Rajasthan)