

# **Request for Quotation (RFQ)**

## **VOLUME I – INSTRUCTION TO BIDDERS**

### **SELECTION OF ENROLMENT AGENCY**

**Project Coordinator  
UID Project, Madhya Pradesh**

**No./UID/RFQ/2014/65, Bhopal dated 12 Aug. 2014**

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## 1. INVITATION TO BID

To,

**Dated: 12/08/2014**

1. ***Project Coordinator, UID Project, Madhya Pradesh*** invites Financial Bids from Enrolling Agencies (EA) empanelled by UIDAI for carrying out the enrolment functions in various districts of the state of Madhya 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 Financial Bid consists of one schedule for all three categories of EAs. The Bidder may quote based on the eligibility criteria prescribed in this RFQ.
4. The ***Project Coordinator, UID Project, Madhya Pradesh*** reserves the right to reject any or all the Bids in whole or part without assigning any reasons.
5. This 'Invitation to Bid' is extended to EAs empanelled by UIDAI and/or EAs having live EA code for undertaking demographic and biometric data collection for enrolment of residents.
6. This 'Invitation to Bid' is non-transferable under any circumstances.
7. The response to the RFQ should to be submitted on or before ***10<sup>th</sup> September 2014*** at the following address:  
***Rakesh Munshi,***  
***Project Coordinator,***  
***UID Project, Madhya Pradesh***  
***Vindhyachal Bhawan, Ist Floor***  
***Bhopal 462 004 (M.P.)***

## 2. INTRODUCTION

### 2.1 About

*Project Coordinator, UID Project in the capacity of State Registrar appointed by the nodal department i.e. State Planning Commission invites this RFQ to collect demographic and biometric information of the residents in the state in all the 50 district (Newly created district Aagar is shown jointly with district Shajapur). State has a population of 726.26 lakhs as per 2011 census and this is estimated to be 770.62 lakh as on 1<sup>st</sup> April 2014. State has as on date already covered 465 lakh residents and aadhaar numbers have been issued to them. Thus more than 300 lakhs residents in the state are still to be covered under aadhaar enrolment so that aadhaar number can be issued to them. State intend to cover at least 90 percent of this population by December 2015.*

### 2.2 About the Project

Government of India (GoI) has embarked upon an ambitious initiative to provide a Unique Identification (called “Aadhaar”) 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 major thrust on investments in various social sector programs, and transformation in public services delivery through e-Governance programs. Aadhaar 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>

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

In this context, the Registrars shall engage EAs for carrying out the various functions and activities related to Aadhaar enrolment such as setting up of enrolment centers, undertaking collection of demographic and biometric data for Aadhaar 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 EAs which are empanelled by UIDAI and/or having live EA code for undertaking demographic and biometric data collection for enrolment of residents for Aadhaar enrolments.

### 3. INSTRUCTION TO BIDDERS

#### 3.1 PART I - STANDARD

<b>Definitions</b>	<p>(a) “Purchaser” means the registrar with which the selected Bidder signs the Contract for the Services. In this project, the ‘Purchaser’ is the <b><i>Project Coordinator, UID Project, Madhya Pradesh.</i></b></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 EA.</p>
<b>1. Introduction</b>	<p>1.1 This RFQ (Request For Quotation) is being issued to the EA empanelled by UIDAI and/or having live EA code for undertaking the Demographic and Biometric data collection of Residents in the State of <i>Madhya Pradesh</i> for Aadhaar enrolments.</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 Registrar will select a firm, in accordance with the method of selection specified in the Data Sheet.</p> <p>1.4 The name of the assignment/job has been mentioned in Part II Data Sheet. Detailed scope of the assignment/ job has been described in the Scope of Work in Volume II.</p> <p>1.5 The date, time and address for submission of the bid is been given in Part II Data Sheet.</p>

	1.6	Interested Bidders are invited to submit a Financial Bid for providing services required for the assignment named in the Data Sheet.
	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.
<b>Only one Bid</b>	1.8	A Bidder shall only submit one financial bid. 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	The Part II Data Sheet to Bidder indicates how long Bidders' bid must remain valid after the submission date.
<b>Consortium</b>	1.10	Only those consortiums which have been empanelled by UIDAI and /or having live EA code are eligible to submit a consortium bid. In such a case, the lead EA 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.
<b>Tenure of Contract</b>	1.11	The estimated tenure of the contract shall be provided in Data Sheet Para 1.11
<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 Purchaser's address indicated in the Data Sheet.
	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.
<b>3. Preparation of Financial Bid</b>	3.1	The preparation of the Financial Bid as well as all related correspondence exchanged by the Bidders and the Purchaser, shall be in English
	3.2	The Financial Bid shall be prepared using the attached Standard Forms ( <b>Annexure II of Volume I</b> ). It shall list all costs associated with the assignment corresponding to the Geographical scope of work given in Data Sheet Para 3.2. The financial bid shall not include any conditions attached to it and any such conditional financial bid shall be summarily rejected.

	<p>3.3 The Bidders shall submit a copy of the Letter of Empanelment / Registration number and or live EA code issued by UIDAI. Non-submission of the letter of empanelment / Registration number and or live EA code will render the bidder disqualified.</p> <p>3.4 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.</p>
<b>Taxes</b>	3.5 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.
	3.6 Bidders should provide the price of their services in Indian Rupees.
<b>Earnest Money Deposit (EMD), and Performance Guarantee.</b>	<p>3.7 <b>Earnest Money Deposit</b></p> <p>I. An EMD of Rs. <b>5.00</b> lakhs, in the form of DD drawn in favour of Member Secretary, State Planning Commission payable at Bhopal, must be submitted along with the Bid.</p> <p>II. Bid not accompanied by EMD shall be rejected as non-responsive.</p> <p>III. No interest shall be payable by the Purchaser for the sum deposited as earnest money deposit.</p> <p>IV No bank guarantee will be accepted in lieu of the earnest money deposit.</p> <p>V The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract.</p>



	<p>3.8 The EMD shall be forfeited by the Purchaser in the following events:</p> <ol style="list-style-type: none"> <li>If Bid is withdrawn during the validity period or any extension agreed by the Bidder thereof.</li> <li>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.</li> <li>If the Bidder tries to influence the evaluation process.</li> <li>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).</li> </ol>
	<p>3.9 <b>Tender Fees:</b></p> <p>All Bidders are required to pay <b>Rs. 5000/-</b> towards Tender Fees in the form of Demand Draft drawn in favour of Member Secretary, State Planning Commission payable at Bhopal. The Tender Fee is Non-Refundable.</p>
	<p>3.10 <b>Performance Bank Guarantee</b></p> <p>The selected Bidder shall be required to furnish a Performance Bank Guarantee equivalent to <b>5%</b> of the contract value of that particular category EA is applying for, rounded off to the nearest thousand Indian Rupees, in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favour of <b>Member Secretary, State Planning Commission payable at Bhopal</b> for the entire period of contract with additional 90 days claim period. The bank guarantee must be submitted after award of contract but before signing of contract. The successful bidder has to renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any. Performance Bank Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the Bidder on any account under the contract. On submission of this performance guarantee and after signing of the contract, demand draft submitted towards EMD would be returned in original.</p>
<b>4. Submission, Receipt, and Opening of Bids</b>	<p>4.1 The original Financial Bid shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidders themselves. The person who signed the Bid must initial such corrections.</p>

	<p>4.2 An authorized representative of the Bidders shall initial all pages of the original Financial Bid. The authorization shall be in the form of a written power of attorney duly registered 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 <b>“ORIGINAL”</b>.</p> <p>4.3 The original Financial Bid for each Schedule shall be placed in a separate envelope, sealed and clearly marked <b>“FINANCIAL BID”</b>. All the sealed original financial bids for each Schedule shall be placed in a outer envelope, sealed and clearly marked <b>“FINANCIAL BID”</b> and the name of the assignment.</p> <p>The envelopes containing the Financial Bid, EMD, and Tender Fee shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and be clearly marked <b>“DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE 3.30 hrs on 10<sup>th</sup> September 2014”</b>. The 10<sup>th</sup> September 2014 is the date of bid opening as provided in the datasheet or any extension to this date in accordance with para 2.2. 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>
	<p>4.4 The Bids must be sent to the address/addresses indicated in the Data Sheet and received by the Purchaser no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with para. 2.2. Any bid received by the Purchaser after the deadline for submission shall be returned unopened.</p>
<b>Right to Accept/Reject the Bid</b>	<p>4.5 Purchaser reserves the right to accept or reject any Bid and to annul the RFQ process and reject all such bids at any time prior to award of contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for such decision.</p>
<b>5. Public Opening and Evaluation of Financial Bids</b>	<p>5.1 Financial bids shall be opened publicly on the date &amp; time specified the Data sheet, in the presence of the Bidders' representatives who choose to attend.</p>

	<p>5.2 The name of the Bidders and their financial bid for each Schedule shall be read aloud.</p> <p>5.3 The Purchaser will correct any computational errors for each Schedule. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.</p> <p>5.4 Bidder will be empanelled on (L1) for collection of demographic and biometric information to generate aadhaar numbers in the state.</p> <p>5.5 All other bidder shall be given an opportunity to match the L1, All the bidder who have given their written consent to work on L1 rate will be empanelled for collection of demographic and biometric information to generate aadhaar numbers.</p> <p>5.6 Bidders falling in <b>A</b> category will be awarded maximum 6 districts, bidders falling in <b>B</b> category will be awarded maximum 4 districts and bidders falling in <b>C</b> category will be awarded maximum 2 districts as per their preference of districts. Bidders in the A category will get priority in awarding districts over bidders in category B and category C. Similarly bidders in category B will get priority in awarding districts over bidders in category C. Within any category priority in awarding districts will be given to the bidder who has lower quote over other bidders in the financial bid.</p> <p>5.7 A district can be allocated to more than one EAs depending upon the capacity of EA and workload.</p> <p>5.8 Additional one more districts may be considered for allotment to the EAs on their written request, subject to if districts remain unallocated to any bidder.</p>
<b>6 Disqualification</b>	<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"> <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> </ul>

		<ul style="list-style-type: none"> <li>(iv) Submitted an application that is not accompanied by required documentation or is non-responsive;</li> <li>(v) Failed to provide clarifications related thereto, when sought;</li> <li>(vi) Submitted more than one application either as a Single Agency/ Prime Agency/ consortium member;</li> <li>(vii) Was declared ineligible/blacklisted by the Government of India/State/UT Government;</li> <li>(viii) Is in litigation with any Government in India.</li> </ul>
<b>7. Award of Contract</b>	<p>7.1 The Bidder shall submit a detailed Work Plan for the districts awarded detailing out the area to be covered in each month and the timelines for covering the enrolment work in the geographical area, which shall plan be submitted at least 10 days in advance for concurrence. The Work Plan should be in line with the RFQ in terms of deployment of 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>7.3 The Bidders will sign the contract as per the standard form of contract in Volume III within <b>15 days</b> of issuance of the letter of intent.</p> <p>7.4 The Bidder is expected to commence the assignment on the date and at the location specified in the Part II Data Sheet. In case the winning Bidder fails to start the enrolment work within 30 days of issue of Letter of Award of Work/ Letter of Intent, then the Purchaser may cancel the award of work to the bidder and the work will be awarded to other bidders.</p>	
<b>8. Termination of Contract subject to necessary approvals</b>		Notwithstanding the duration of the contract stated in GC 2.4, the Registrar, without prejudice or liability, reserves the right to terminate the contract for the time period beyond <b>31 December 2015</b> in the event necessary approvals for continuation of enrolment are not available to the Registrar.

**INSTRUCTION TO BIDDERS****3.2 PART II – DATA SHEET**

Paragraph Reference	
1.3	<p><b>Name and Details of Purchaser:</b></p> <p><b>Mr Rakesh Munshi,</b>  <b>Project Coordinator</b>  <b>UID Project, Madhya Pradesh</b>  Vindhyachal Bhavan, First Floor,  Bhopal-462004 (M.P.)  Phone No.- (O) 0755-2559944  (M) +91 9926767686</p> <p>Email: <a href="mailto:rmunshi@nic.in">rmunshi@nic.in</a>  Website: <a href="http://www.mpplanningcommission.gov.in">http://www.mpplanningcommission.gov.in</a></p> <p><b>Method of selection:</b></p> <p>Bidder will be empanelled on (L1) for collection of demographic and biometric information to generate aadhaar numbers in the state.</p> <p>All other bidder shall be given an opportunity to match the L1, All the bidder who have given their written consent to work on L1 rate will be empanelled for collection of demographic and biometric information to generate aadhaar numbers.</p> <p>Bidders falling in <b>A</b> category will be awarded maximum 6 districts, bidders falling in <b>B</b> category will be awarded maximum 4 districts and bidders falling in <b>C</b> category will be awarded maximum 2 districts as per their preference of districts. Bidders in the A category will get priority in awarding districts over bidders in category B and category C. Similarly bidders in category B will get priority in awarding districts over bidders in category C. Within any category priority in awarding districts will be given to the bidder who has lower quote over other bidders in the financial bid.</p> <p>A district can be allocated to more than one EAs depending upon the capacity of EA and workload.</p> <p>Additional one more district may be considered for allotment to the EAs on their written request, subject to if districts remain unallocated to any bidder.</p>

1.4	<b>Name of the assignment:</b> <i>Empanelment of enrolment agencies for collection of demographic and biometric information for aadhaar generation in the state of Madhya Pradesh</i>																														
1.5	<p>The Bid submission address is:</p> <p><b>Project Coordinator</b> <b>UID Project, Madhya Pradesh</b> Vindhyachal Bhavan, First Floor, Bhopal-462004 (M.P.)</p> <p>Financial Bid in sealed envelopes (containing one or multiple covers depending on the number of Schedules in which the bidder is interested and qualified for bidding), EMD, and Tender Fee must be submitted no later than the following date and time: <b>Date: 10<sup>th</sup> September 2014</b> <b>Time: 2.30 PM</b></p>																														
1.9	Bids must remain valid for <b>90</b> days after the submission date.																														
1.11	The estimated tenure of contract: <b>31 December 2015</b>																														
2.1	<p>Clarifications may be requested not later than <u>10</u> days before submission date. The address for requesting clarifications is:</p> <p><b>Mr Rakesh Munshi,</b> <b>Project Coordinator</b> <b>UID Project, Madhya Pradesh</b> Vindhyachal Bhavan, First Floor, Bhopal-462004 (M.P.) Phone No.- (O) 0755-2559944 (M) +91 9926767686 Email: <a href="mailto:rmunshi@nic.in">rmunshi@nic.in</a></p>																														
3.2	<p>The Geographical areas and Target Population are as given below:</p> <table><tr><th>S. No.</th><th>Name of District</th><th>Estimated population 2014</th><th>Aadhaar Issued as on 18th July 2014</th><th>Remaining population to be enrolled for aadhaar</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>1</td><td>Hoshangabad</td><td>12,94,957</td><td>11,29,580</td><td>1,65,377</td></tr><tr><td>2</td><td>Khandwa</td><td>13,93,509</td><td>11,75,674</td><td>2,17,835</td></tr><tr><td>3</td><td>Harda</td><td>6,04,862</td><td>5,05,239</td><td>99,623</td></tr><tr><td>4</td><td>Burhanpur</td><td>8,00,596</td><td>6,33,034</td><td>1,67,562</td></tr></table>	S. No.	Name of District	Estimated population 2014	Aadhaar Issued as on 18th July 2014	Remaining population to be enrolled for aadhaar	1	2	3	4	5	1	Hoshangabad	12,94,957	11,29,580	1,65,377	2	Khandwa	13,93,509	11,75,674	2,17,835	3	Harda	6,04,862	5,05,239	99,623	4	Burhanpur	8,00,596	6,33,034	1,67,562
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1	Hoshangabad	12,94,957	11,29,580	1,65,377																											
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3	Harda	6,04,862	5,05,239	99,623																											
4	Burhanpur	8,00,596	6,33,034	1,67,562																											

5	Bhopal	25,70,621	19,39,532	6,31,089
6	Jabalpur	25,67,017	19,37,602	6,29,415
7	Seoni	14,54,163	10,85,095	3,69,068
8	Shajapur & Aagar	15,90,390	11,80,075	4,10,315
9	Alirajpur	7,71,086	5,46,562	2,24,524
10	Chhindwara	21,71,828	15,66,718	6,05,110
11	Mandla	11,09,780	7,89,343	3,20,437
12	Betul	16,36,209	11,74,437	4,61,772
13	Indore	35,93,351	24,36,930	11,56,421
14	Narsimhapur	11,38,011	7,98,686	3,39,325
15	Balaghat	17,70,563	12,42,982	5,27,581
16	Mandsaur	13,92,889	9,77,592	4,15,297
17	Dindori	7,49,218	5,06,017	2,43,201
18	Ratlam	15,40,443	10,32,240	5,08,203
19	Dewas	16,54,549	11,06,795	5,47,754
20	Ujjain	20,82,550	13,96,610	6,85,940
21	Damoh	13,26,635	8,86,341	4,40,294
22	Satna	23,56,987	15,35,325	8,21,662
23	Umaria	6,91,268	4,35,376	2,55,892
24	Katni	13,74,610	8,60,310	5,14,300
25	Shahdol	11,20,262	7,08,595	4,11,667
26	Dhar	23,51,799	14,09,588	9,42,211
27	Panna	10,72,722	6,52,608	4,20,114
28	Raisen	14,05,209	8,40,471	5,64,738
29	Sagar	25,03,869	14,96,023	10,07,846
30	Neemuch	8,60,153	5,19,179	3,40,974
31	Vidisha	15,45,705	9,15,083	6,30,622
32	Sehore	13,95,568	8,17,247	5,78,321
33	Khargone	20,00,486	11,60,780	8,39,706
34	Anuppur	7,77,178	4,63,458	3,13,720
35	Barwani	14,99,976	8,59,080	6,40,896
36	Rewa	25,04,150	14,49,498	10,54,652
37	Jhabua	11,16,259	6,17,413	4,98,846
38	Guna	13,41,082	7,33,675	6,07,407
39	Sidhi	12,06,610	6,48,521	5,58,089
40	Gwalior	21,79,179	11,67,900	10,11,279
41	Chhatarpur	18,65,984	9,78,854	8,87,130
42	Singrauli	12,77,095	5,68,783	7,08,312
43	Datia	8,29,783	3,41,100	4,88,683
44	Rajgarh	16,54,644	6,70,823	9,83,821
45	Tikamgarh	15,32,049	6,18,970	9,13,079
46	Bhind	18,02,198	5,37,356	12,64,842
47	Shivpuri	18,43,346	5,18,405	13,24,941

	48	Morena	21,03,090	5,61,815	15,41,275
	49	Ashoknagar	9,02,269	2,11,104	6,91,165
	50	Sheopur	7,35,421	1,54,360	5,81,061
	Madhya Pradesh		770,62,179	464,98,784	305,63,402
<b>3.4</b>	<b><u>Eligibility for Submission of Bids</u></b>  The Bidders shall submit a copy of the 'Letter of Empanelment'/Live EA code issued by UIDAI along with the Financial Bid.				
<b>4.3</b>	Bidder must submit the following: Only the Original of the Financial Bid.				
<b>5.1</b>	The Bid Opening Date and Time is: <b>Date: 10<sup>th</sup> September 2014</b> <b>Time: 3.30 PM</b>				
<b>5.5</b>	The criteria for categorisation of EAs is as given below:  <b>Category A</b> : EAs applying under this category are expected to do at least 7.50 Lakh enrolments, under this category EAs can be allocated max 6 districts.  <b>Category B</b> : EAs applying under this category are expected to do at least 5.00 Lakh enrolments, under this category EAs can be allocated max 4 districts.  <b>Category C</b> : EAs applying under this category are expected to do at least 2.50 Lakh enrolments, under this category EAs can be allocated max 2 districts.				
<b>7.4</b>	Expected date for commencement of services Date: <b>15<sup>th</sup> October 2014</b> Address: <i>UID Project,  State Planning Commission,  1st Floor, Vindhyachal Bhawan,  Bhopal 462 004 (MP)</i>				



#### **4. FINANCIAL BID FORMS**

The Financial Bid consists of one Schedule 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 Project Coordinator, UID Project, Madhya 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 the CIDR/ State data centre, handling and handover of resident documents to document management agency of UIDAI, 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.

## 5. Annexure I – Financial Bid Covering Letter

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

To,

**Mr. Rakesh Munshi,**  
**Project Coordinator,**  
**UID Project, Madhya Pradesh**  
**Vindhyachal Bhawan, Ist Floor**  
**Bhopal 462 004 (M.P.)**

Dear Sir,

Ref: Request for Quotation (RFQ) Notification dated **12<sup>th</sup> August 2014**

1. Having examined the RFQ document, we, the undersigned, herewith submit our response to your RFQ Notification dated 12 August 2014 for *Empanelment of enrolment agencies for collection of demographic and biometric information for aadhaar generation in the state of Madhya Pradesh*, 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 *Project Coordinator, UID Project, Madhya Pradesh* for carrying out the enrolment functions for the *Empanelment of enrolment agencies for collection of demographic and biometric information for aadhaar generation in the state of Madhya Pradesh* of *Project Coordinator, UID Project, Madhya 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 **90** 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 Category and have submitted the financial bids for empanelment as specified below:
  - a. Category - **A**
  - b. Category - **B**
  - c. Category - **C**

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 *Project Coordinator, UID Project, Madhya Pradesh* is not bound to accept any bid received in response to this RFQ.
12. In case we are engaged by the *Project Coordinator, UID Project, Madhya Pradesh* as an EA, we shall provide any assistance/cooperation required by the *Project Coordinator, UID Project, Madhya Pradesh*, 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 EA, we agree to abide by all the terms & conditions of the Contract that will be issued by *Project Coordinator, UID Project, Madhya Pradesh*.
14. The financial bid includes the cost of setting up and operating of 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 to our firm/consortium are as under :

Name of Registrars	Period of Contract	No. of Enrolments awarded

Our correspondence details with regard to this RFQ are:

No.	Information	Details
1.	Name of the Contact Person	
2.	Address of the Contact Person	
3.	Name, designation and contact address of the person to whom all references shall be made regarding this RFQ	
4.	Telephone number of the Contact Person	
5.	Mobile number of the Contact Person	
6.	Fax number of the Contact Person	
7.	Email ID of the Contact Person	
8.	Corporate website URL	

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_



**6. Annexure II – Financial Bid Form****Financial Bid**

**Financial Bid for undertaking enrolment activities per successful Aadhaar Generation as per Annexure III of Volume 2:**

<b>Costs In INR</b>	
<b>In figures</b>	<b>In words</b>

*\* The total cost shall include all costs like the equipment costs, manpower costs, logistics for transfer of data to UIDAI, CIDR / State data centre, cost of scanning of document if implemented by UIDAI, DMS dispatch cost, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.*

*\*\*Verifier payment exclusive of above rate.*

*Note: The Contract Value shall be computed as:*

*Contract value = Final Cost of per enrolment x Slab value of category*

*i.e.*

***for category A***

*Contract Value = Final Cost of per enrolment x 7,50,000*

***for category B***

*Contract Value = Final Cost of per enrolment x 5,00,000*

***for category C***

*Contract Value = Final Cost of per enrolment x 2,50,000*