

Request for Quotation (RFQ)

VOLUME I – INSTRUCTION TO BIDDERS

SELECTION OF ENROLMENT AGENCY FOR UID PROJECT IN ANDAMAN AND NICOBAR ISLANDS

**Registrar, UID Project, A&N Islands
(Director, Civil Supplies & Consumer Affairs)**

**Tender No. 32914
Dated 16/10/2014**

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1. INVITATION TO BID

Dated: 16/10/2014

To,

All the enrolling agencies empanelled by UIDAI (With T2 and T3 eligibility)

1. *Registrar, UID Project, Andaman & Nicobar Islands (Director, Civil Supplies & Consumer Affairs)* invites Financial Bids from Enrolling Agencies (EA) empanelled by UIDAI for carrying out the enrolment functions in various districts of Andaman & Nicobar Islands.
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(The tender documents is uploaded in the UIDAI Portal www.uidai.gov.in & also in departmental portal www.cscs.and.nic.in)
3. The Financial Bid consists of 1(one) schedule which is meant for all the three district. The Bidder may quote rate for the Schedule based on the eligibility criteria prescribed in this RFQ.
4. The *Registrar, UID Project (Director, Civil Supplies & Consumer Affairs)* reserves the right to reject any or all the Bids in whole or part without assigning any reasons.
5. This 'Invitation to Bid' is extended only to EAs empanelled by UIDAI for undertaking demographic and biometric data collection for enrolment of residents.
6. This 'Invitation to Bid' is non-transferable under any circumstances.
7. The response to the RFQ should be submitted on or before 07/11/2014 , 2:00 PM at the following address:-

The Registrar, UID Project, Andaman & Nicobar Islands (Directorate of Civil Supplies & Consumer Affairs, Supply Line, Port Blair, Andaman & Nicobar Islands- 744101 Email:- uidreg.an@gmail.com

2. INTRODUCTION

2.1 About

The Andaman and Nicobar Administration intend to take up the enrollment of residents for UID project as per details in Section 2.2 as detailed below. The Andaman and Nicobar Administration has designated the Director, Civil Supplies & Consumer Affairs as Registrar for Aadhaar Enrolment in the UT of Andaman & Nicobar Islands. Enrollment Agency has to capture KYR information along with biometric information including Iris scan of each resident who turns up for the enrollment. Enrollment Agency is also required to develop the software and capture KYR+ information apart from KYR as per the specific requirement of the UT Administration. The details of KYR+ information is available in Section 1.1 to 1.3 in Annexure –II of Vol-II of this document.

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 for undertaking demographic and biometric data collection for enrolment of residents for Aadhaar enrolments.

3. INSTRUCTION TO BIDDERS

3.1 PART I - STANDARD

Definitions	<p>(a) “Purchaser” means the registrar with which the selected Bidder signs the Contract for the Services. In this project, the ‘Purchaser’ is the <i>Registrar, UID Project, A&N Islands</i>.</p> <p>(b) “Bidder” means any entity that may provide or provides the Services to the Purchaser under the Contract.</p> <p>(c) “Bid” means the Financial Proposal consisting of one/ multiple Schedules.</p> <p>(d) “Instructions to Bidders” (Section 3 of Volume I of the RFQ) means the document which provides interested Bidders with all information needed to prepare their bids. This document also details out the process for the selection of the enrolling agency.</p> <p>(e) “Scope of Work” (SoW) means the Volume II of the RFQ which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Purchaser and the Bidder.</p> <p>(f) “Standard Contract” means the Volume III of the RFQ which provides the standard contract agreement to be signed between the Registrar and the selected EA.</p> <p>(g) “Schedule” means the financial bid for each Geographical area as specified by the Registrar. Registrar may choose to have only one Schedule for the entire State OR subdivide the State into multiple Schedules (one for each geographical area as specified by the Registrar - e.g. A State may be subdivided into Division/ District/ Block etc. and have individual Schedules for each sub-division)</p>
1. Introduction	<p>1.1 This RFQ (Request For Quotation) is being issued only to the EA empanelled by UIDAI for undertaking the Demographic and Biometric data collection of Residents in the State of Andaman & Nicobar Islands for Aadhaar enrolments.</p> <p>1.2 All the provisions listed out in the Request for Empanelment (RFE) issued by the UIDAI and Terms & Conditions of Empanelment shall be binding upon the participating bidders of this RFQ.</p> <p>1.3 The Registrar will select a firm, in accordance with the</p>

	<p>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 has been given in Part II Data Sheet.</p> <p>1.6 Interested Bidders are invited to submit a Financial Bid for providing services required for the assignment named in the Data Sheet.</p> <p>1.7 The Purchaser is not bound to accept any bids, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidders.</p>
Only one Bid	1.8 A Bidder shall only submit one financial bid (can contain multiple Schedules). If a Bidder (single/ consortium partner) submits or participates in more than one bid, such bids shall be disqualified.
Bid Validity	1.9 The Part II Data Sheet to Bidder indicates how long Bidders' bid must remain valid after the submission date.
Consortium	1.10 Only those consortiums which have been empanelled by UIDAI 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.
Tenure of Contract	1.11 The estimated tenure of the contract shall be provided in Data Sheet Para 1.11
2. Clarification and Amendment of RFQ Document	<p>2.1 Bidders may request a clarification in the RFQ document up to the 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.</p> <p>2.2 At any time before the submission of Bids, the Purchaser may amend the RFQ by issuing an addendum/ corrigendum in writing or by standard electronic means. The addendum/ corrigendum shall be sent to all Bidders and will be binding on them.</p>
3. Preparation of Financial Bid	3.1 The preparation of the Financial Bid as well as all related correspondence exchanged by the Bidders and the

	Purchaser, shall be in English
	<p>3.2 The Financial Bid shall be prepared using the attached Standard Forms (Annexure I and II of Volume I). It shall list all costs associated with the assignment for the Schedule as per the Geographical scope of the work. The financial bid shall not include any conditions attached to it and any such conditional financial bid shall be summarily rejected.</p> <p>3.3 The Bidders shall submit a copy of the Letter of Empanelment / Registration number issued by UIDAI duly indicating the level and tier as well as the list of States the Bidder is eligible to work in. Non-submission of the letter of empanelment / Registration number will render the bidder disqualified.</p> <p>3.4 The Bidders shall be eligible for bidding for the Schedule based on the Eligibility criteria as per Data Sheet Para 3.4. Bidders shall strictly adhere to the Eligibility for the Schedule and shall submit Financial Bids only for the Schedule for which they are eligible. The Purchaser shall verify the contents of the 'Letter of Empanelment' with the list of empanelled agencies provided by UIDAI to check the eligibility of the Bidders for the Schedule for which the Bidder has evinced interest in working in.</p>
Taxes	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.
Earnest Money Deposit (EMD), and Performance Guarantee.	<p>3.7 Earnest Money Deposit</p> <p>I. An EMD of Rs. 3.00 lakhs, in the form of DD drawn in favour of <i>The Registrar, UID Project</i> payable at Port Blair, 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</p>

	within one month of signing of the contract.
	<p>3.8 The EMD shall be forfeited by the Purchaser in the following events:</p> <ol style="list-style-type: none"> I. If Bid is withdrawn during the validity period or any extension agreed by the Bidder thereof. II. If the Bid is varied or modified in a manner not acceptable to the Purchaser after opening of Bid during the validity period or any extension thereof. III. If the Bidder tries to influence the evaluation process. IV. If the Bidder with the lowest financial quote (L1) withdraws his Bid during finalisation (failure to arrive at consensus by both the parties shall not be construed as withdrawal of Bid by the Bidder). V. During the tendering process, if a Bidder indulges in any such activity as would jeopardize the tender process. The decision of the Purchaser regarding forfeiture of the EMD shall be final & shall not be called upon question under any circumstances. VI. In the case of a successful Bidder, if the Bidder fails, <ol style="list-style-type: none"> i. to sign the contract, and ii. to furnish Performance Security iii. violates any of the conditions of this tender document or indulges in any such activity as would jeopardize the interest of the Purchaser. The decision of the Purchaser regarding forfeiture of the EMD shall be final & shall not be called upon question under any circumstances.
	<p>3.9 Tender Fees:</p> <p>All Bidders are required to pay Rs. 5000/- towards Tender Fees in the form of Demand Draft drawn in favor of <i>Registrar, UID Project, A&N Islands</i> payable at <i>Port Blair</i>. The Tender Fee is Non-Refundable.</p>
	<p>3.10 Performance Bank Guarantee</p> <ol style="list-style-type: none"> I. The selected Bidder shall be required to furnish a Performance Bank Guarantee equivalent to 10% of the contract value rounded off to the nearest thousand Indian Rupees, in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favour of the Registrar, UID Project, A&N Islands 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

	<p>has to renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any. Performance Bank Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the Bidder on any account under the contract. On submission of this performance guarantee and after signing of the contract, demand draft submitted towards EMD would be returned in original.</p> <p>II. The Performance Security shall be given in one of the following forms:-</p> <p>a. An irrevocable and unconditional Bank Guarantee in favour of the Purchaser issued by a Nationalized bank in a format given by the Purchaser.</p> <p>b. The Bank Guarantee will be valid for 1 and half years or the validity of the contract (whichever is higher), in the first instance (extendable further with the direction of the purchaser, if the need arises) with 90 days claim period. This Bank Guarantee will be released to the successful bidder will be release after than 60 days of completion of all contractual obligation, under the Contract or any supplementary contract signed thereafter.</p>
4. Submission, Receipt, and Opening of Bids	<p>4.1 The original Financial Bid shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidders themselves. The person who signed the Bid must initial such corrections.</p> <p>4.2 An authorized representative of the Bidders shall initial all pages of the original Financial Bid. The authorization shall be in the form of a written power of attorney accompanying the Financial Bid or in any other form demonstrating that the representative has been duly authorized to sign. The signed Financial Bid shall be marked “ORIGINAL”.</p> <p>4.3 The original Financial Bid for each Schedule shall be placed in a separate envelope, sealed and clearly marked “FINANCIAL BID FOR SCHEDULE”. All the sealed original financial bids for the Schedule shall be placed in a outer envelope, sealed and clearly marked “FINANCIAL BID” 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 “DO NOT OPEN, EXCEPT IN</p>

		PRESENCE OF THE OFFICIAL APPOINTED, BEFORE 3.30 hours on 07/11/2014 ’. The 07/11/2014 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.
	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.
Right to Accept/Reject the Bid	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.
5. Public Opening and Evaluation of Financial Bids		<i>The Registrar, UID Project, A&N Islands to decide upon the evaluation method as detailed out in the ‘ Guidelines Section’ and change para 5.4 and 5.5 accordingly</i>
	5.1	Financial bids for each Schedule 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	The name of the Bidders and their financial bid for each Schedule shall be read aloud.
	5.3	The Purchaser will correct any computational errors for each Schedule. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.
	5.4	The Contract shall be awarded to the lowest bidder (L1) for the Schedule.
	5.5	In case, a Bidder emerges as the Lowest Bidder (L1), then the Purchaser shall check whether the Bidder has exceeded its available Bid Capacity (as given in Data Sheet Para 5.5 less work awarded by other Registrars) in terms of the cumulative target enrolments to be covered in the schedule

	<p>for which bidding has been made.</p> <p>In case the bidder emerges as the lowest bidder in the schedule and the total number of enrolments as per the schedules exceeds the Maximum available bid capacity of the bidder (as prescribed in the Empanelment list of UIDAI less work awarded by other Registrars), then the bidder shall not be considered for selection in the schedule and the second lowest bidder shall be given an opportunity to match the L1, provided the L2 bidder also does not exceed its Bid Capacity.</p> <p>If the second lowest bidder does not match the lowest bid, then the offer to match the L1 is given to the third lowest bidder and hence forth</p> <p>The Purchaser shall follow this process and shall ensure that the Bidders do not exceed the available Bid Capacity (as given in Data Sheet Para 5.5 less work awarded by other Registrars) in terms of the maximum enrolments possible in a year.</p>
6 Disqualification	<p>Purchaser may at its sole discretion and at any time during the evaluation of application, disqualify any applicant, if the applicant:</p> <ul style="list-style-type: none"> (i) Submitted the application after the response deadline; (ii) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements; (iii) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years; (iv) Submitted an application that is not accompanied by required documentation or is non-responsive; (v) Failed to provide clarifications related thereto, when sought; (vi) Submitted more than one application either as a Single Agency/ Prime Agency/ consortium member; (vii) Was declared ineligible/blacklisted by the Government of India/State/UT Government; (viii) Is in litigation with any Government in India.
7. Award of	<p>7.1 The winning Bidder for the Schedule shall submit a detailed</p>

Contract	<p>Work Plan detailing out the area to be covered in each month and the timelines for covering the enrolment work in the geographical area. Monthly work plan be submitted at least 10 days in advance for concurrence. The Work Plan should be in line with the RFQ in terms of deployment of stationary and mobile enrolment stations. The Purchaser shall evaluate the same and make necessary modifications which shall be mutually agreed by both parties before issuance of Letter of Intent</p> <p>7.2 The Purchaser shall issue a Letter of Intent to the selected Bidder after mutual acceptance of the Work Plan</p> <p>7.3 The Bidders will sign the contract as per the standard form of contract in Volume III within 15 days 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 lowest bidder and negotiate with the second lowest bidder (L2) for award of work.</p>
8. Termination of Contract subject to necessary approvals	<p>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 the specified period of the contract in the event necessary approvals for continuation of enrolment are not available to the Registrar.</p>

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

Paragraph Reference	
1.3	<p>Name and Details of Purchaser: Registrar, UID, Project, A&N Islands, Directorate of Civil Supplies & Consumer Affairs, Supply lane, Port Blair, A&N Islands, Pin-744101.</p> <p><u>Email:uidreg.an@gmail.com</u></p> <p>Method of selection: a) Contract Awarded to the Lowest Bidder (L1) for the Schedule</p>
1.4	Name of the assignment: Enrolment Agency for UID Project, A&N Islands
1.5	<p>The Bid submission address is:</p> <p>Registrar, UID, Project, A&N Islands, Directorate of Civil Supplies & Consumer Affairs, Supply lane, Port Blair, A&N Islands, Pin-744101</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: Date: 07/11/2014 Time: 2:00 PM</p>
1.9	Bids must remain valid for 90 days after the submission date.
1.11	The estimated tenure of contract: Period of engagement of the enrolment agency for providing enrolment activities would be 3 months. The enrolment agency will have to setup as many enrolment stations to cover the entire population of this UT within the time framed specified in this RFQ.
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>Registrar, UID, Project, A&N Islands, Directorate of Civil Supplies & Consumer Affairs, Supply Lane, Port Blair, A&N Islands, Pin-744101</p> <p><u>Email:uidreg.an@gmail.com</u></p>

3.2	<p>The Schedules and corresponding Geographical areas and Target Population are as given below:</p> <table><tr><th>Sl. No</th><th>Schedule No.</th><th>Name Of Dist.</th><th>Target Population as per (2011 Census)</th></tr><tr><td>1</td><td>Schedule 1</td><td>North & Middle Andaman District</td><td></td></tr><tr><td></td><td></td><td>1. Diglipur Tehsil</td><td>43,183</td></tr><tr><td></td><td></td><td>2. Mayabunder Tehsil</td><td>25,788</td></tr><tr><td></td><td></td><td>3. Rangat Tehsil</td><td>36,626</td></tr><tr><td></td><td></td><td>South Andaman District</td><td></td></tr><tr><td></td><td></td><td>1. Ferrargunj Tehsil (remaining population)</td><td>13382</td></tr><tr><td></td><td></td><td>2. Port Blair Tehsil (remaining population)</td><td>46058</td></tr><tr><td></td><td></td><td>3. Little Andaman Tehsil</td><td>18823</td></tr><tr><td></td><td></td><td>Nicobar District</td><td></td></tr><tr><td></td><td></td><td>Car Nicobar Tehsil</td><td>17,841</td></tr><tr><td></td><td></td><td>Nancowry Tehsil</td><td>10,634</td></tr><tr><td></td><td></td><td>Great Nicobar Tehsil</td><td>8,367</td></tr></table>	Sl. No	Schedule No.	Name Of Dist.	Target Population as per (2011 Census)	1	Schedule 1	North & Middle Andaman District				1. Diglipur Tehsil	43,183			2. Mayabunder Tehsil	25,788			3. Rangat Tehsil	36,626			South Andaman District				1. Ferrargunj Tehsil (remaining population)	13382			2. Port Blair Tehsil (remaining population)	46058			3. Little Andaman Tehsil	18823			Nicobar District				Car Nicobar Tehsil	17,841			Nancowry Tehsil	10,634			Great Nicobar Tehsil	8,367
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3.4	<p><u>Eligibility for Submission of Bids for the different Schedules</u></p> <table><tr><th>Sl. No</th><th>Schedule No.</th><th>Minimum Technical ‘Level’ Requirement</th><th>Minimum Financial ‘Tier’ Requirement</th></tr><tr><td>1</td><td>Schedule 1</td><td>T2</td><td>F1</td></tr></table> <p>Bidders shall strictly adhere to the Eligibility for different Schedules and shall submit Financial Bids only for those Schedules for which they are eligible. The Bidders shall submit a copy of the ‘Letter of Empanelment’ along with the Financial Bid.</p>	Sl. No	Schedule No.	Minimum Technical ‘Level’ Requirement	Minimum Financial ‘Tier’ Requirement	1	Schedule 1	T2	F1																																												
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4.3	<p>Bidder must submit the following: Only the Original of the Financial Bid. The Financial Bid shall contain Schedule-1</p>																																																				
5.1	<p>Pre-bid meeting: Date: 27 /10/2014 Time: 4.00 P.M. The Bid Opening Date and Time is: Date: 07/11/2014 Time: 3.30 PM.</p>																																																				

	Location: Directorate of Civil Supplies and Consumer Affairs, Port Blair.															
5.5	<p>The Maximum Bid Capacity for the various Financial Capacity ‘TIERS’ as determined by UIDAI is as given below:</p> <table><tr><th>Sl. No</th><th>Financial Capacity ‘TIER’</th><th>Maximum Bid Capacity (maximum enrolments in an year)</th></tr><tr><td>1</td><td>F1</td><td>25 Lakh enrolments</td></tr><tr><td>2</td><td>F2</td><td>50 Lakh enrolments</td></tr><tr><td>3</td><td>F3</td><td>250 Lakh enrolments</td></tr><tr><td>4</td><td>F4</td><td>500 Lakh enrolments</td></tr></table>	Sl. No	Financial Capacity ‘TIER’	Maximum Bid Capacity (maximum enrolments in an year)	1	F1	25 Lakh enrolments	2	F2	50 Lakh enrolments	3	F3	250 Lakh enrolments	4	F4	500 Lakh enrolments
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1	F1	25 Lakh enrolments														
2	F2	50 Lakh enrolments														
3	F3	250 Lakh enrolments														
4	F4	500 Lakh enrolments														
6.1	<p>Expected date and address for contract negotiations: Date: 08/11/2014. Address: Registrar, UID, Project, Directorate of Civil Supplies and Consumer Affairs, Supply lane, Port Blair.</p>															
7.4	<p>Expected date for commencement of services Date: 01/12/2014. Address: Registrar, UID, Project, Directorate of Civil Supplies and Consumer Affairs, Supply lane, Port Blair.</p>															

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 Registrar, UID Project, A&N Islands 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 (Illustrative)

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

To,

<Registrar>

Dear Sir,

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

1. Having examined the RFQ document, we, the undersigned, herewith submit our response to your RFQ Notification dated dd/mm/2014 for < the Registrar, UID Project, A&N Islands, 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 the Registrar, UID Project, A&N Islands for carrying out the enrolment functions for the UID Project, A&N Islands of the Registrar, UID Project, A&N Islands 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 180 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 Schedules and have submitted the financial bids for each Schedule specified below:
 - a. Schedule-1
6. We would like to declare that we are not involved in any litigation with any Government in India and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
7. We hereby declare that we have not been blacklisted by any Central/ State/ UT Government.
8. We hereby declare that we have not been charged with any fraudulent activities by any

Central/ State/ UT Government.

9. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.
10. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act, 1988”.
11. We understand that the Registrar, UID Project, A&N Islands is not bound to accept any bid received in response to this RFQ.
12. In case we are engaged by the the Registrar, UID Project, A&N Islands as an EA, we shall provide any assistance/cooperation required by the Registrar, UID Project, A&N Islands, 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 the Registrar, UID Project, A&N Islands.
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 (provide one statement for each Schedule).
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 (Illustrative)**SCHEDULE - 1**

Geographical areas proposed to be covered under Schedule - 1:

The geographical scope of work for enrolment operations shall include the following areas that shall be catered to by the Enrolment agency by setting up stationary/ mobile enrolment stations as specified in Annexure III of Volume II. The geographical locations/area and the target population for that geographical location/area to be catered to by the Enrolment Agency is as follows:

Sl.No.	Schedule No.	Geographical area under the Schedule	Target Population as per (2011 Census) which may slightly vary on actual basis
1.	Schedule-I	District of North and Middle Andaman	105597
		District of South Andaman (Left Out Population)	78263
		District of Nicobar	36842
		Total	220702

As per the Geographical Scope of Work given in Section 1.2 of Volume II

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

Item	Costs In INR
A. For 60 % coverage - Cost* for undertaking demographic and biometric enrolment activities	
B. For 60 to 80 % coverage - Cost* for undertaking demographic and biometric enrolment activities	
C. For 80 to 100 % coverage - Cost* for undertaking demographic and biometric enrolment activities	
D. Overall Unit Financial bid = Weighted average of the above quotations i.e. $(0.6 * A) + (0.2 * B) + (0.2 * C)$,	

** 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.*

Note: The Contract Value shall be computed as:

Total Cost of the Schedule as per the Financial Bid x Target population for the Schedule