

**UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI)
PLANNING COMMISSION, GOVERNMENT OF INDIA**

**Request for Empanelment (RFE) of
Language Translators (Agencies / Individuals)
for Regional Office Mumbai
August 2013**

REQUEST FOR EMPANELMENT (RFE) OF LANGUAGE TRANSLATORS ((AGENCIES/INDIVIDUALS) FOR UIDAI REGIONAL OFFICE MUMBAI

The Unique Identification Authority of India (UIDAI), Regional Office Mumbai invites applications in the prescribed proforma for empanelment of Language Translators (agencies / individuals) for Mumbai Regional Office for translation of UIDAI related contents from:

- English to Marathi
- English to Gujarati
- Hindi to Marathi
- Hindi to Gujarati
- Marathi to Hindi/English
- Gujarati to Hindi/English

Please go through the full documents available at www.uidai.gov.in

1. Proposal must be submitted at the UIDAI Mumbai office in one large envelope marked as 'Proposal for Language Translation Services for UIDAI Mumbai' along with the name and contact details of the agency / individual
2. The sealed envelope should reach by 19th August, 2013 before 15:00 hours addressed to **Assistant Director General (Admin)**
UIDAI Regional Office
7th Floor, MTNL Building, G D Somani Marg,
Cuffe Parade, Mumbai - 400 005.
3. The application complete in all respects, should be submitted in person along with a demand draft of Rs. 1,000 (non-refundable), drawn in favour of "DDO, RO, UIDAI, Mumbai" payable at Mumbai, as processing fee.
4. Proposals received after the due date and time will not be accepted
5. Agencies / individuals may be present on 20th August, 2013 at 1000 hrs when the sealed envelopes are opened
6. Agencies may contact ADG (Admin) at translatorsforaadhaar@gmail.com for any clarification on the RFE before 12th August, 2013
7. The UIDAI reserves the right to reject any application without assigning any reason

Important Dates:

Sr. No.	Activity	Date
1.	Last date for submission of queries on RFE	12.08.2013
2.	Last date for submission of RFE	19.08.2013 by 15.00 hrs
3.	Date and time for opening of RFE	20.08.2013 at 10.00 hrs

Assistant Director General (Admin)
UIDAI RO Mumbai

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SECTION 1: BACKGROUND

Unique Identification Authority of India

The unique identification number (Aadhaar) will be a nationally valid proof of identification that will be issued by the UIDAI to all residents in the country. The number will be:

- a) Verifiable in an online, cost-effective manner
- b) Based on biometrics
- c) Robust enough to eliminate duplicate and fake identities in databases.

The impact of the UIDAI initiative will be wide-ranging. For residents across the country, Aadhaar will be a transformational number which will improve the delivery of welfare programs and will provide residents, particularly the poor, greater access to resources and services. Enrolment for the number will be through registrars across the country that the Authority will partner with. Such registrars may include State Governments, PSUs, banks etc. These registrars may in turn, partner with enrolling agencies to enrol residents into the UIDAI database.

The UIDAI Regional Office, Mumbai wishes to empanel a limited number of language translators (agencies/individuals) for translation of UIDAI related contents under the guidelines specified herein.

SECTION 2: TRANSLATORS REQUIREMENT

2.1. Purpose

Majority of residents of India are unaware of the benefits and potential of Aadhaar in their day to day life. The major reason behind this may be the unavailability of information about Aadhaar in regional languages.

A project of this scale with a special focus on BPL/marginalized segment requires the creation of a well-planned and detailed multi-media communication strategy and thorough execution at the ground level that can help meet the objectives of the program. Also, UIDAI has partnered with State Governments and other partners (Banks, LIC etc.) to deliver Aadhaar to residents, it is therefore imperative that consistent messages are conveyed across all communications.

UIDAI has been disseminating information in the form of Posters, Print Advertisements, Leaflets etc. in the regional languages. UIDAI has also decided to launch a multi-lingual website for residents of India. The information to be shared with residents is huge and is ever growing and therefore there is a need to empanel translators who can help UIDAI Regional Office Mumbai in translating information/contents related to UIDAI from English to Marathi and Gujarati and vice-versa.

2.2. Target Audience

The content should be translated keeping in mind the below target audience. i.e. the translation should be well understood by the audience and it should not be different from the actual contents:

- Residents at large
- State Government/Registrars
- Enrolment Agencies/Other Stakeholders

2.3. Scope of Work

1. Translation of UIDAI Aadhaar related data from English/Hindi to Marathi, Gujarati and from Marathi Gujarati to English/Hindi, as and when required for its:

- Website
- Advertisements
- Correspondence (Internal/External)
- Newsletters
- Press Releases etc.

2. Validation of translated contents

3. Testing of data updated on website

4. Testing and Validation of other UIDAI collaterals/documents data.

2.4. Objective of the Work

The objective of the translating contents in any language should be:

- Maintain accuracy and appropriateness of the actual content
- Translated content should be validated by respective language experts
- The content translation should be completed within stipulated time period as communicated by Mumbai Regional Office
- Translated content should clearly communicate the message to targeted audience

NOTE: the term 'Applicant' in this document is referred to Language Translators (Agencies/Individuals) interested in sending applications for empanelment.

SECTION 3: ELIGIBILITY CRITERIA

3.1. General Eligibility

The invitation to respond to the RFE is open to registered business entities / Individuals that have their registered/Head office/branch office/operations in Mumbai.

3.2. Qualification Criteria

Criteria	Minimum Qualification
Experience:	
Past Work: Should have previously worked with Govt. Organisations and Leading Public/Private Sector Organisations	Agency to provide name of the previous clients with their contact references
Translation Ability: One sample work done in past 6 months in multiple languages	Show reference of the work done in last 6 months in Marathi, Gujarati language
Should not be blacklisted in the last 5 years by any Central/State Government/Public or Private Sector Undertaking	A declaration stating the same is required signed by authorized signatory

3.3. Instructions to Applicants

List of documents to be submitted along with the proposal

- Covering Letter on company's letter head
- Declaration in the format given in Annexure I
- Any other supporting information that is relevant to proposal
- Translation of attached Annexure II in Marathi and Gujarati

All documents must be properly marked. The proposal should be submitted in one hard copy marked as original and one soft copy on a CD.

3.4. Important Dates

Sr. No.	Activity	Date
1.	Last date for submission of queries on RFE	12.08.2013
2.	Last date for submission of RFE	19.08.2013 by 15.00 hrs
3.	Date and time for opening of RFE	20.08.2013 at 10.00 hrs

Note: UIDAI Regional office, Mumbai reserves the right to accept or reject any or all of the responses to RFE without assigning any reason. UIDAI takes no responsibility for delay, loss, or non-receipt of RFE.

SECTION 4: EMPANELMENT PROCEDURE

In order to empanel translation agencies/individuals, the regional office, Mumbai will constitute an Evaluation Committee to evaluate the proposals submitted for detailed scrutiny. During evaluation of proposals, UIDAI, may, at its discretion, ask the bidders for clarification on their applications. The process for empanelment is as given below-

4.1. Evaluation Process

Scrutiny of eligibility criteria for responsiveness to the RFE will be done by the Evaluation Committee to determine whether the documents have been properly signed, qualification criteria fulfilled and all relevant papers submitted and whether the RFE is generally in order. RFE not conforming to such requirements will be prima facie rejected. For evaluation, the committee will go through the submitted reference translation work undertaken by the agency/individual in last 6 months and award marks on a scale of 10. The evaluation committee can seek additional information from the applicants. Top 10 ranking agencies which are meeting all the eligibility criteria will be called for the presentation and finally 5 agencies will be selected and empanelled for Regional Office Mumbai.

4.2. Award for Empanelment

UIDAI will sign an empanelment contract agreement with the agencies finalized for empanelment after the due process is completed. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by the parties.

4.3 Allocation of Work

The Regional Office, Mumbai will invite limited bids from empanelled agencies for specific translation works. The selection of agencies for these projects will happen on the basis of L1 with submission in shortest possible time. Empanelment does not guarantee allocation of work.

SECTION 5: GENERAL CONDITIONS

5.1. Processing Fee

The application complete in all respects, should be submitted along with a demand draft of Rs. 1,000 (non-refundable), drawn in favour of 'Pay & Accounts Officer, UIDAI, Mumbai ' payable at UIDAI Mumbai as processing fee.

5.2 Performance Assessment

During execution of the assigned work, a penalty of 1% of the project contract value per week (subject to maximum of 20%) may be imposed by UIDAI, in case following problems are encountered:

- Quality of deliverable is not up to the mark, (till the quality is improved to the required extent)
- Delays in deliverables
- Not assigning adequate resources in time
- Not engaging resources on a dedicated basis, even when required
- Assigning resources that do not meet UIDAI's requirements
- Inadequate interaction with the UIDAI

If the delay is beyond 10 weeks then UIDAI may annul the project contract and shall be free to get it done from other agencies at the risk and costs of the appointed agencies. UIDAI may debar the Agencies for applying in its future empanelment also.

5.3. Liquidated Damages

If any of the services performed by the Agencies fail to conform to the specifications of the assigned project or in the event of failure of the project due to indifferent, negligent, non-supportive attitude of the Agencies/Individual and UIDAI decides to abort the contract because of such failure, then a sum up to 50% of the value of the contract shall be recovered as liquidated damages from the Agencies. Besides, all the payments already done for such service shall also be recovered. This shall be without prejudice to other remedies available under this contract to UIDAI.

5.4. Performance Bank Guarantee (PBG)

The successful empanelled agency shall at his own expense deposit with UIDAI, within a week of the date of notice of empanelment or prior to signing of the contract whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) of Rs.10,000/- from a nationalized bank acceptable to UIDAI payable on demand, for the due performance and fulfilment of the contract, valid beyond three months of the period of empanelment.

SECTION 6: GENERAL TERMS AND CONDITIONS OF THE CONTRACT

The following terms and conditions are of a general nature, and are given here only for the information of the applicant.

6.1. Nativity

The agency must be registered in India and should have its operations in Mumbai

6.2. Relationship

- a) Nothing mentioned herein shall be construed as relationship of master and servant or of principal and agent as between the 'UIDAI and 'the applicant. No partnership shall be constituted between UIDAI and the applicant by virtue of this Empanelment nor shall either party have powers to make, vary or release contractual obligations on behalf of the other party or represent that by virtue of this or any other Empanelment a partnership has been constituted, or that it has any such power. The applicants shall be fully responsible for the services performed by them or on their behalf.
- b) Neither party shall use the other parties name or any service or proprietary name, mark or logo of the other party for advertising or promotional purpose without first having obtained the other party's prior written approval.

6.3. Right to Accept the Application

UIDAI reserves the right to accept or reject any request for empanelment and to annul the empanelment process and reject all such requests at any time prior to empanelment, 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.

6.4. No Obligation

Empanelment with UIDAI does not guarantee that any or all applicants shall be awarded any project / assignment as a result of this empanelment.

6.5. Fraud and Corruption

UIDAI requires that the applicant empanelled through this process must observe the highest standards of ethics during the performance and execution of the awarded contract(s). The following terms apply in this context:

UIDAI will reject the application for empanelment, if the applicant recommended for empanelment, has been determined by UIDAI to having been engaged in corrupt, fraudulent, unfair trade practices, coercive or collusive.

These terms are defined as follows:

- a) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of UIDAI or any personnel in contract executions.
- b) "Fraudulent practice" means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to UIDAI, and includes collusive practice among applicants (prior to or after Proposal submission) designed to establish proposal prices at artificially high or non-competitive levels and to deprive UIDAI of the benefits of free and open competition.
- c) "Unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work which was agreed to.
- d) "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.
- e) "Collusive practices" means a scheme or arrangement between two or more applicants with or without the knowledge of the UIDAI, designed to establish prices at artificial, non competitive levels;

UIDAI will reject an application for award, if it determines that the applicant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, unfair trade, coercive or collusive practices in competing for the contract in question.

6.6. Confidentiality

Information relating to evaluation of application and recommendations concerning awards shall not be disclosed to the applicants who submitted the applications or to other persons not officially concerned with the process. The undue use by any applicant of confidential information related to the process may result in the rejection of his application.

6.7. Governing Language

All contracts and documents shall be written in English Language.

6.8. Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.

6.9. Legal Jurisdiction

The interpretation validity, and performance of this document, shall be governed in all respects in accordance with the Indian Laws. All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Mumbai only.

6.10. Frequency of Empanelment Process

UIDAI shall empanel agencies for a year. The empanelment duration may be extended by another year if the UIDAI is satisfied with the services provided by the agencies.

6.11. Advertising and Promotion

The advertisement and marketing material (posts, marketing brochure content on the website, emails and postal letters etc.) used by the empanelled agencies shall be in accordance with the guidelines laid down by UIDAI.

6.12. Indemnity

The applicants will indemnify UIDAI against any misuse of UIDAI Name, Brand Name - AADHAAR and Logo. For any misuse of UIDAI name and logo, the applicant themselves will be held responsible. UIDAI will take necessary actions for such cases. UIDAI will not be responsible for any miscommunication or harm caused to any party because of any misrepresentation of its name and logo by the applicant.

6.13. Termination / Withdrawal

- a. Without prejudice to any other right or remedy it may have, either party may terminate this Agreement at any time by giving one month advance notice in writing to the other party.
- b. UIDAI reserves the right to withdraw/ terminate empanelment of applicant in any of following circumstances:
 - Applicant becomes insolvent, bankrupt, resolution is passed for the winding up of the applicant's organization
 - Information provided to UIDAI is found to be incorrect;
 - Empanelment conditions are not met within the specified time period;
 - Misleading claims about the empanelment status are made;
 - Clear evidence is received that empanelled are in breach of copyright;
- c. If the agency does not execute the contract to the satisfaction of the UIDAI then the UIDAI may invoke any or all of the following clauses.
 - Forfeit the Performance Guarantee Amount or
 - Terminate the contract.

6.14. Only one application for empanelment as a Language Translator

An applicant may only submit one proposal on its own. If an applicant submits more than one proposal on its own, such proposals shall be disqualified.

6.15. Amendment

At any time prior to deadline for submission of applications, UIDAI may for any reason, modify this document. The amendment document shall be notified through website and such amendments shall be binding on all applicants.

6.16. Disqualification

UIDAI may at its sole discretion and at any time during the evaluation of application, disqualify any applicant, if the applicant:

- Submitted the application after the response deadline;
- Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- 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;
- Submitted an application that is not accompanied by required documentation or is non-responsive;
- Failed to provide clarifications related thereto, when sought;
- Submitted more than one application on its own;
- Was declared ineligible/blacklisted by the Government of India/State/UT Government;
- Should not be in litigation with any Government in India;

6.17. Disclaimer

- This Request for Empanelment (RFE) is not an offer by the UIDAI, but an invitation to receive responses from eligible interested applicants for empanelment as translation agency for the UIDAI. UIDAI will empanel such applicants who fulfil the eligibility criteria. No contractual obligation whatsoever shall arise from the RFE process.
- The RFE evaluation shall be strictly based on the information and supporting documents provided by the applicants in the application submitted by them. It is the responsibility of the applicants to provide all supporting documents necessary to fulfil the mandatory eligibility criteria. In case, information required by UIDAI is not provided by applicant, UIDAI shall proceed with evaluation based on information provided and shall not request the applicant for further information. Hence, responsibility for providing information as required in this form lies solely with applicant.

6.18. Taxes and Duties

The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, duties except service Tax, as applicable up to the completion of job. Service Tax will be reimbursed on actual on production of documents.

6.19. Binding Clause

All decisions taken by the UIDAI regarding this contract shall be final and binding on all concerned parties.

6.20. Agency's Integrity

The Agency is responsible for and obliged to conduct all contracted activities as defined in the scope of work in accordance with the Contract.

6.21. Agency's Obligations

- a. The Agency is obliged to work closely with the UIDAI's staff, act within its own authority and abide by directives issued by the UIDAI.
- b. The Agency will abide by the job safety measures prevalent in India and will free the UIDAI from all demands or responsibilities arising from accidents or loss of life the cause of which is the Agency's negligence. The Agency will pay all indemnities arising from such incidents and will not hold the UIDAI responsible or obligated.
- c. The Agency is responsible for managing the activities of its personnel or sub-contracted personnel and will hold itself responsible for any misdemeanour.
- d. The Agency will treat as confidential all data and information about the UIDAI, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the UIDAI.

SECTION 7: SPECIFIC TERMS AND CONDITIONS OF THE CONTRACT

- 7.1. UIDAI Regional office Mumbai will have right to drop any agency/individual from the empanelled list without assigning any reason whatsoever. UIDAI Regional office Mumbai also reserves the right to modify the term and conditions for empanelled agencies.
- 7.2. The empanelled translation agency/individual is expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to UIDAI Regional office Mumbai's interest. Agency will maintain confidentiality on matters disclosed till proper instruction is issued for publication.
- 7.3. The agency should be able to execute order at short notices and even on holidays.
- 7.4. Agency should have resources with proficiency and proof-reading facilities in Hindi, English, Marathi, Gujarati and Konkani
- 7.5. Agency will be responsible for transportation of material across locations in the Western region, including the state of Gujarat, Goa and Maharashtra, and the UTs of Daman & Diu, and Dadra and Nagar Haveli
- 7.6. Applications received after due date & time or without necessary documents will be rejected.
- 7.7. UIDAI Regional office Mumbai reserves the right for rejection of any/all applications or has empanelment done otherwise without assigning any reason whatsoever. All decisions taken by UIDAI Regional office Mumbai would be final and no further representation in this regard will be entertained.
- 7.8. UIDAI Regional office Mumbai also reserves the right to employ any outside agency.

ANNEXURE I: DECLARATION (ON THE RESPONDENT'S LETTER HEAD)

DECLARATION

- i. I, _____ (Name & Designation) solemnly affirm that the facts stated above are correct and nothing has been withheld. If any information submitted above, is found to be false or fabricated, I may be liable to be debarred from empanelment.
- ii. I permit UIDAI Regional office Mumbai to inspect my records to ascertain the above facts.
- iii. I permit UIDAI Regional office Mumbai to cross check the above facts from any other source.
- iv. I or my authorized representative, if required by UIDAI Regional office Mumbai, would make a presentation before Empanelment Committee at my own cost.
- v. I will abide by the decision of UIDAI Regional office Mumbai regarding empanelment.

SIGNATURE

Full name and designation:
Date:
(Seal of Organization)

ANNEXURE II: Translate the below contents in Marathi and Gujarati

Background

Unique identification project was initially conceived by the Planning Commission as an initiative that would provide identification for each resident across the country and would be used primarily as the basis for efficient delivery of welfare services. It would also act as a tool for effective monitoring of various programs and schemes of the Government.

a) The concept of a unique identification was first discussed and worked upon since 2006 when administrative approval for the project –"Unique ID for Below Poverty Line (BPL) families" was given on 03 March 2006 by the Department of Information Technology, Ministry of Communications and Information Technology. This project was to be implemented by the National Informatics Centre (NIC) over a period of 12 months. Subsequently, a Processes Committee to suggest processes for updation, modification, addition and deletion of data fields from the core database to be created under the Unique ID for below BPL project was set up on 03 July 2006. This was set up under the chairmanship of Dr. Arvind Virmani, Principal Adviser, Planning Commission.

b) A "Strategic Vision on the UIDAI Project" was prepared and submitted to this Committee by M/S Wipro Ltd (Consultant for the design phase and program management phase of the Pilot UIDAI project). It envisaged the close linkage that the UIDAI would have to the electoral database. The Committee also appreciated the need of a UIDAI Authority to be created by an executive order under the aegis of the Planning Commission to ensure a pan-departmental and neutral identity for the authority and at the same time enable a focused approach to attaining the goals set for the XI Plan. The Seventh Meeting of the Process Committee on 30 August 2007 decided to furnish to the Planning commission a detailed proposal based on the resource model for seeking its "in principle" approval.

c) At the same time, the Registrar General of India was engaged in the creation of the National Population Register and issuance of Multi-purpose National Identity Cards to citizens of India.

d) Therefore, it was decided, with the approval of the Prime Minister, to constitute an empowered group of Ministers (EGoM) to collate the two schemes – the National Population Register under the Citizenship Act, 1955 and the Unique Identification Number project of the Department of Information Technology. The EGoM was also empowered to look into the methodology and specific milestones for early and effective completion of the Project and take a final view on these. The EGoM was constituted on 04 December 2006.

- The first meeting of the EGoM was held on 27 November 2007. It recognised the need for creating an identity related resident database, regardless of whether the database is created based on a de-novo collection of individual data or is based on already existing data such as the voter list, there is a crucial and imperative need to identify and establish an institutional mechanism that will "own" the database and will be responsible for its maintenance and updating on an ongoing basis post its creation.

- The second meeting of the EGoM was held on 28 January 2008. It decided on the strategy for the collation of NPR and UIDAI. Inter-alia, the proposal to establish UIDAI Authority under the Planning Commission was approved.

- The third meeting of the EGoM was held on 07 August 2008. The Planning Commission had placed before the EGoM a detailed proposal for setting up UIDAI. The meeting decided that certain issues raised by the members with relation to the UIDAI (Annexure to the EGoM meeting proceedings) would need to be examined by an official level committee. It referred the matter to a Committee of Secretaries to examine and give its recommendations to the EGoM to facilitate a final decision.

- Subsequent to the Committee of Secretaries recommendations, the fourth meeting of the EGoM was held on 04 November 2008. The recommendations of the Committee of Secretaries were presented to the EGoM and the following decisions were taken.

a) Initially the UIDAI may be notified as an executive authority and investing it with statutory authority could be taken up for consideration later at an appropriate time.

b) UIDAI may limit its activities to creation of the initial database from the electoral roll/EPIC data. UIDAI may

however additionally issue instructions to agencies that undertake creation of databases to ensure standardization of data elements.

c) UIDAI will take its own decision as to how to build the database.

d) UIDAI would be anchored in the Planning Commission for five years after which a view would be taken as to where the UIDAI would be located within Government.

e) Constitution of the UIDAI with a core team of 10 personnel at the central level and directed the Planning Commission to separately place a detailed proposal with the complete structure, rest of staff and organizational structure of UIDAI before the Cabinet Secretary for his consideration prior to seeking approval under normal procedure through the DoE/CCEA.

f) Approval to the constitution of the State UIDAI Authorities simultaneously with the Central UIDAI with a core team of 3 personnel.

g) December 2009 was given as the target date for UIDAI to be made available for usage by an initial set of authorized users.

h) Prior to seeking approval for the complete organizational structure and full component of staff through DoE and CCEA as per existing procedure, the Cabinet Secretary should convene a meeting to finalize the detailed organizational structure, staff and other requirements.

1.1: Subsequently, on 22 January 2009 the Cabinet Secretary in pursuance of the decisions of the Empowered Group of Ministers considered the proposal submitted by the Department of Information Technology regarding the governance structure and recommended that

a) The notification for constitution of the UIDAI should be issued immediately.

b) A High Level Advisory, Monitoring and Review Committee headed by Deputy Chairman, Planning Commission to be constituted to oversee the work of the authority.

c) A Member, Planning Commission or the Secretary, Planning Commission may also be assigned the task of looking after the work proposed for the Chief UIDAI Commissioner.

d) Core Team to be put in place.

1.2: In pursuance of the Empowered group of Ministers' fourth meeting dated 04 November 2008, the Unique Identification Authority of India was constituted and notified by the Planning Commission on 28 January 2009 as an attached office under the aegis of Planning Commission with an initial core team of 115 officials. The role and responsibilities of the UIDAI was laid down in this notification. The UIDAI was given the responsibility to lay down plan and policies to implement UIDAI scheme and shall own and operate the UIDAI database and be responsible for its updation and maintenance on an ongoing basis.

Technical Bid Form

Tender No.: _____ **Dated:** _____

Sr. No.	Particulars	Details
1.	Name and Address of the Tenderer with Phone No., Mobile No., Fax No.	
2.	Particulars of the EMD Amount: DD No., Date	
3.	Past Work references of working with Govt. Organisations and Leading Public/Private Sector Organisations	
4.	a) PAN No.: Copy of the PAN No. of the Firm issued to be enclosed (self attested) b) Service Tax Registration No. (Self attested)	

Note: UIDAI Regional Office Mumbai reserves the right to reject the offers submitted with insufficient details, documents without assigning any reason thereof. Those offers will not be considered for evaluation.