

Request for Quotation (RFQ)-2nd Call

VOLUME I – INSTRUCTION TO BIDDERS

SELECTION OF ENROLMENT AGENCY

Rural Development Department, Government of Bihar

14/10/2014

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To,

1. *Rural Development Department, Government of Bihar* invites Financial Bids from Enrolling Agencies (EA) empanelled by UIDAI for carrying out the enrolment functions in state of Bihar.
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 Bihar. The Bidder may quote for target population with preferred districts based on the eligibility criteria prescribed in this RFQ.
4. The *Rural Development Department, Government of Bihar* 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 to be submitted on or before the time specified in the bid at the following address:

**Deputy Secretary (Accounts),
Rural Development Department,
Government of Bihar, Old Secretariat, Bailey Road,
Patna-800023.**

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2. About

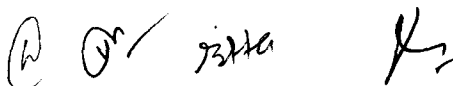
2.1 About Rural Development Department, Government of Bihar/ Registrar's project

Rural Development Department, Government of Bihar is the Registrar for Aadhaar Enrollment in Bihar. The UIDAI project in Bihar was implemented through NPR under RGI earlier and a few Non-State Registrars. Now the project has been entrusted to Rural Development Department, Government of Bihar to enroll the balance residents of Bihar as per UIDAI standards and guidelines.

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.

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INSTRUCTIONS TO BIDDERS

3.1 PART I - STANDARD

<p>Definitions</p>	<p>(a) “Purchaser” means the registrar with which the selected Bidder signs the Contract for the Services. In this project, the ‘Purchaser’ is the Rural Development Department, Government of Bihar.</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>
<p>1. Introduction</p>	<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 Bihar 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>

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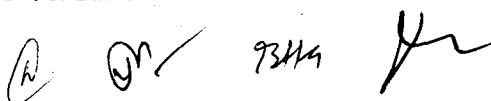
	<p>method of selection specified in the Data Sheet.</p> <p>1.4 The name of the assignment/job has been mentioned in Part II Data Sheet. Detailed scope of the assignment/ job has been described in the Scope of Work in Volume II.</p> <p>1.5 The date, time and address for submission of the bid has been 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. 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 each Schedule corresponding to the Geographical scope of work. Each Schedule corresponds to a particular geographical area and financial bid for each Schedule shall be treated separately at the time of evaluation. The geographical areas for each Schedule are given in 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> <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 Schedule and shall submit Financial Bids only for target population with preference of districts. 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>
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. 5.00 lakh, in the form of DD drawn in favour Deputy Secretary (Accounts) payable at Patna, must be submitted along with the Bid for each district.</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>

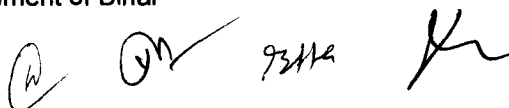
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	<p>IV No bank guarantee will be accepted in lieu of the earnest money deposit.</p> <p>V The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract.</p>
	<p>3.8 The EMD shall be forfeited by the Purchaser in the following events:</p> <p>I. If Bid is withdrawn during the validity period or any extension agreed by the Bidder thereof.</p> <p>II. If the Bid is varied or modified in a manner not acceptable to the Purchaser after opening of Bid during the validity period or any extension thereof.</p> <p>III. If the Bidder tries to influence the evaluation process.</p> <p>IV. If the Bidder with the lowest financial quote (L1) withdraws his Bid during finalisation (failure to arrive at consensus by both the parties shall not be construed as withdrawal of Bid by the Bidder).</p>
	<p>3.9 Tender Fees: All Bidders are required to pay Rs. 5000/- towards Tender Fees in the form of Demand Draft drawn in favour of Deputy Secretary (Accounts) payable at Patna. The Tender Fee is Non-Refundable.</p>
	<p>3.10 Performance Bank Guarantee</p> <p>The selected Bidder shall be required to furnish a Performance Bank Guarantee equivalent to 5 % 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 Deputy Secretary (Accounts) 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</p>

	<p>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>
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 Schedule shall be placed in a envelope, sealed and clearly marked "FINANCIAL BID".</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 PRESENCE OF THE OFFICIAL APPOINTED, BEFORE DATE OF BID OPENING". The DD-MM-YYYY 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>
Right to Accept/Reject the Bid	<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</p>



	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	<p>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.</p> <p>5.2 The name of the Bidders and their financial bid for Schedule shall be read aloud.</p> <p>5.3 The Purchaser will correct any computational errors for 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 The Contract shall be awarded to the lowest bidder (L1) of Schedule for the target population in the preferred district.</p> <p>5.5 In case, a Bidder emerges as the Lowest Bidder (L1) for the schedules, 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> <p>In case a single bidder emerges as the lowest bidder in 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 may be allotted the districts as per the decision of State Registrar and within the Maximum bid capacity limits.</p> <p>The State Registrar has sole discretion to allot work to other agencies at L1 rate of bidder provided L1 bidder is not able to complete the work.</p> <p>The Purchaser shall follow this process till all the Schedule are awarded to Bidders 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> <p>(i) Submitted the application after the response deadline;</p>



	<ul style="list-style-type: none"> (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/Govt. of Bihar; (viii) Is in litigation with any Government in India.
<p>7. Award of Contract</p>	<p>7.1 The winning Bidder for the Schedule shall submit a detailed Work Plan detailing out the area to be covered in each month and the timelines for covering the enrolment work in the geographical area, which shall plan be submitted at least 10 days in advance for concurrence. The Work Plan should be inline with the RFQ in terms of deployment of 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 State Registrar has sole discretion to allot work to other agencies at L1 rate of bidder provided L1 bidder is not able to complete the work.</p> <p>7.4 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>7.5 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 The State Registrar has sole discretion to allot work to other agencies at L1 rate of bidder provided L1</p>

	bidder is not able to start the work.
8. Termination of Contract subject to necessary approvals	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 <i>15 days</i> in the event necessary approvals for continuation of enrolment are not available to the Registrar.

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3.2 PART II – DATA SHEET

1.3	<p>Name and Details of Purchaser: Deputy Secretary (Accounts), Rural Development Department, Government of Bihar, Old Secretariat, Bailey Road, Patna-800023. Phone : +919430285546 Email: bihar.uidai@gmail.com Website: http://rdd.bih.nic.in</p> <p>Method of selection: a) Contract will be Awarded to the Lowest Bidder (L1) for the geographical area.</p>								
1.4	<p>Name of the assignment: Aadhaar Enrollment in the State of Bihar</p>								
1.5	<p>The Bid submission address is: Deputy Secretary (Accounts), Rural Development Department, Government of Bihar, Old Secretariat, Bailey Road, Patna-800023. Phone : +919430285546 Email: bihar.uidai@gmail.com Website: http://rdd.bih.nic.in</p> <p>Financial Bid in sealed envelopes (containing one or multiple covers of Schedule, EMD, and Tender Fee must be submitted no later than given time.</p> <table border="1" data-bbox="375 1697 1323 2009"> <thead> <tr> <th>Date/Time</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>14.10.2014</td> <td>Floating of RFQ.</td> </tr> <tr> <td>24.10.2014 4.00 PM</td> <td>Pre-Bid Meeting</td> </tr> <tr> <td>03.11.2014/ 11:00 Hrs.</td> <td>Last date of bid submission</td> </tr> </tbody> </table>	Date/Time	Activity	14.10.2014	Floating of RFQ.	24.10.2014 4.00 PM	Pre-Bid Meeting	03.11.2014/ 11:00 Hrs.	Last date of bid submission
Date/Time	Activity								
14.10.2014	Floating of RFQ.								
24.10.2014 4.00 PM	Pre-Bid Meeting								
03.11.2014/ 11:00 Hrs.	Last date of bid submission								

	03.11.2014/ 12:00 Hrs.	Bid opening			
	14.11.2014	Commencement of service /project kick off.			
1.9	Bids must remain valid for 90 days after the submission date.				
1.11	The estimated tenure of contract: <i>Seven Months</i> .				
2.1	Clarifications may be requested not later than <u>10</u> days before last date of submission bid at above address.				
3.2	The bid is invited for Aadhaar enrolment work in entire Bihar. The empanelled agencies may submit their bids for any number of districts according to their financial tier capacity. The indicative number of the target population for enrollment, financial and Technical tier is given below:				
	Sl. No	Name Of Dist.	Target approx. Population	Minimum Financial Tier	Minimum Technical Tier
	1	Araria	26,39,912	F2	T1
	2	Arwal	3,17,084	F1	T1
	3	Aurangabad	22,11,857	F1	T1
	4	Banka	12,91,972	F1	T1
	5	Begusarai	22,04,773	F1	T1
	6	Bhabua	15,44,163	F1	T1
	7	Bhagalpur	25,70,538	F2	T1
	8	Bhojpur	24,23,720	F1	T1
	9	Buxar	13,51,631	F1	T1
	10	Darbhangha	32,93,543	F2	T1
	11	East Champaran	42,81,062	F2	T1
	12	Gaya	34,55,574	F2	T1
	13	Gopalganj	15,25,331	F1	T1
	14	Jamui	16,79,542	F1	T1
	15	Jehanabad	9,64,073	F1	T1
	16	Katihar	18,13,076	F1	T1
	17	Khagaria	14,89,492	F1	T1
	18	Kishanganj	5,75,458	F1	T1

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19	Lakhisarai	7,70,003	F1	T1
20	Madhepura	18,88,410	F1	T1
21	Madhubani	40,87,301	F2	T1
22	Munger	8,35,487	F1	T1
23	Muzaffarpur	31,28,528	F1	T1
24	Nalanda	21,46,832	F1	T1
25	Nawada	20,91,722	F1	T1
26	Patna	23,55,111	F1	T1
27	Purnia	23,55,077	F1	T1
28	Rohtas	24,35,398	F1	T1
29	Saharsa	10,75,475	F1	T1
30	Samastipur	38,84,609	F2	T1
31	Saran	29,00,012	F2	T1
32	Sheikhpura	3,13,070	F1	T1
33	Sheohar	3,46,303	F1	T1
34	Sitamarhi	26,25,166	F2	T1
35	Siwan	28,07,572	F2	T1
36	Supaul	17,97,926	F1	T1
37	Vaishali	29,37,713	F2	T1
38	West Champaran	31,89,668	F2	T1

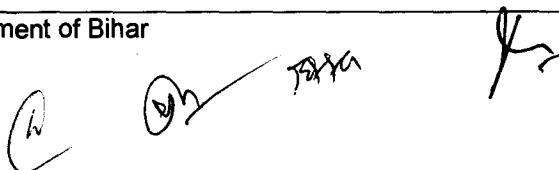
Bidder shall submit Financial Bids for target population for which they are eligible. The Bidders shall submit a copy of the 'Letter of Empanelment' along with the Financial Bid.

Contract will be Awarded to the Lowest Bidder (L1) for the geographical area the bidder has quoted. However, the Purchaser reserves the right to give an opportunity to all other bidders of the geographical area to match L1 rate. All the bidder who have given written consent to work on L1 rate will be empanelled for Aadhaar enrolment work for the geographical area.

First preference will be given to L1 bidder and they will be awarded the geographical area as per their financial tier eligibility. Rest of geographical area will be allocated to bidders who have given written consent to work on L1 rate for Aadhaar enrolment work for the geographical area.

(Handwritten signatures and initials)

	A district can be allocated to more than one EA depending upon the capacity of EA and workload.															
3.4	Bidders shall strictly adhere to the Eligibility and shall submit Financial Bids for target population with district preference for which they are eligible as per the capacity. The Bidders shall submit a copy of the 'Letter of Empanelment' along with the Financial Bid.															
5.5	The Maximum Bid Capacity for the various Financial Capacity 'TIERS' as determined by UIDAI is as given below: <table border="1" data-bbox="363 667 1329 907"> <thead> <tr> <th>Sl. No</th> <th>Financial Capacity 'TIER'</th> <th>Maximum Bid Capacity (maximum enrolments in an ye</th> </tr> </thead> <tbody> <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> </tbody> </table>	Sl. No	Financial Capacity 'TIER'	Maximum Bid Capacity (maximum enrolments in an ye	1	F1	25 Lakh enrolments	2	F2	50 Lakh enrolments	3	F3	250 Lakh enrolments	4	F4	500 Lakh enrolments
Sl. No	Financial Capacity 'TIER'	Maximum Bid Capacity (maximum enrolments in an ye														
1	F1	25 Lakh enrolments														
2	F2	50 Lakh enrolments														
3	F3	250 Lakh enrolments														
4	F4	500 Lakh enrolments														
6.1	Address for contract clarifications: Address: Rural Development Department, Government of Bihar, Old Secretariat, Bailey Road, Patna-800023. The clarification should be sent to the Registrar office 2 days advance.															



FINANCIAL BIDDERS

The Financial Bid consists of Schedule each for 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.

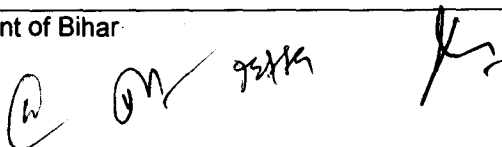
The bidder shall quote the total cost for providing services as per the Scope of Work given in Volume II which shall include the cost for collection of demographic and biometric details of residents as per the requirements of the <Name of the Registrar> and UIDAI and the cost for providing other additional 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. The bidder will include cost for the managing the UIDAI process as per the guideline.

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.



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

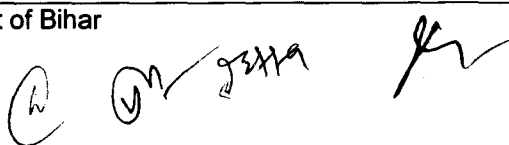
To,

**Deputy Secretary (Accounts),
Rural Development Department,
Government of Bihar,
Old Secretariat,
Bailey Road,
Patna-800023.**

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/yyyy for <Project Name>, 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 *Rural Development Department, Government of Bihar* for carrying out the enrolment functions for the Bihar UID project of *Rural Development Department, Government of Bihar* 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 Schedules and have submitted the financial bids.
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 *Rural Development Department, Government of Bihar* is not bound to accept any bid received in response to this RFQ.
12. In case we are engaged by the *Rural Development Department, Government of Bihar* as an EA, we shall provide any assistance/cooperation required by *Rural Development Department, Government of Bihar* is, 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 *Rural Development Department, Government of Bihar* is
14. The financial bid includes the cost of setting up and operating of __Permanent enrolment stations and ___Camp mode 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:

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,

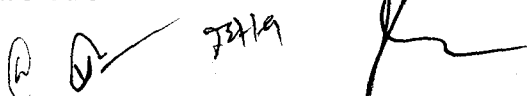
Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____



 20/07/19

6. Annexure II – Financial Bid Form (Illustrative)

SCHEDULE-1

Geographical areas proposed to be covered:

Financial Bid for undertaking enrolment activities per successful Aadhaar Generation :

Item	Costs In INR per successful Aadhaar Generation	District preference (Uniform rate for target population)	Target Population
A. For 100 % coverage - Cost* for undertaking demographic and biometric enrolment activities		1. 2. 3. N	

* 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:

Costs In INR per successful Aadhaar Generation as per the Financial Bid x Target population for the Schedule

Handwritten signatures and initials: @, D, 93216, K



Sl. No.	Compliance Terms	Response	Yes/No	Remarks
1	Bidder will provide the target population for enrollment			
2.	Name of preferred district			
3	Financial Bid			
4.	Tender Fee			
5	EMD Amount			
6	Letter of empanelment			
7	Total Enrollment Center			
8	Power of Attorney			
9	Annexure-I of Volume-1			
10	Annexure-II of Volume-1			
11	Annexure-III of Volume-1			

(Handwritten signatures and initials)