

RajCOMP Info Services Ltd.

C-Block, 1st Floor, Yojna Bhawan, Tilak Marg, C-Scheme, Jaipur – 302005

Tel: 141-2221482, 5103902, Fax:141-2228701

Website : www.risl.rajasthan.gov.in

Price: Rs. 1000/- Only

Invitation for Expression of Interest for

Selection of Enrolment Agencies for Bhamashah Enrolment of Residents of the State of Rajasthan

NIT No.: F4.2 (153) RISL/Tech/2014/Vol (2)/9557

Dated: 23-02-2017

- Last Date and Time for Submission of EOI: 1st submission (at e-Proc) deadline 28-03-2017 upto 15:00 hrs.
- Subsequent submission (By Hand/Post) - As decided by RISL
- 1st opening-On 28-03-2017 (through e-Proc) at 16:00 Hours in Room no. 8, IT Building, Yojna Bhawan
- Subsequent opening (By Hand/Post) - As decided by RISL

Name of the Company/ Firm :			
Address for the Correspondence :			
Telephone No.:		Fax No.:	

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F4.2(153)/RISL/Tech/2014/Vol-(2)

Jaipur, Dated:23.02.2017

INVITATION FOR BID (IFB) & NOTICE INVITING BID (NIB)

Ref.No.F4.2 (153)/RISL/Tech/14/Vol-2/9557

Date: 23.02.2017

Unique Bid No. : RISL/17/EoI/7

Name & Address of the Procuring Entity	<ul style="list-style-type: none"> • Name: RajCOMP Info Services Limited (RISL) • Address: First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)
Name & Address of the Project Officer In-charge (POIC)	<ul style="list-style-type: none"> • Name: Dr. Hansraj Yadav • Designation: Additional Director • Address: 2nd Floor, IT Building, DoIT&C, Yojna Bhawan, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan) • Email: hansraj.yadav@rajasthan.gov.in ; hansraj1975@gmail.com
Subject Matter of Procurement	EoI for Selection of Enrolment Agencies under Bhamashah Scheme
Bid Procedure	<ul style="list-style-type: none"> • Single Stage two part open online e-Bid procedure to be submitted at e-Proc website http://eproc.rajasthan.gov.in (for 1st submission) • For subsequent submission post 28/03/2017- By hand or By post
Websites for downloading Bidding Document, Corrigendum's, Addendums etc.	<ul style="list-style-type: none"> • Websites: http://sppp.raj.nic.in, http://risl.rajasthan.gov.in • Bidding document fee: Rs. 1000 (Rupees One Thousand only) in Cash/ Demand Draft/ Banker's Cheque in favour of "Managing Director, RISL" payable at "Jaipur". • RISL Processing Fee: Rs. (1,000) (Rupees One Thousand Only) in Demand Draft/ Banker's Cheque in favour of "Managing Director, RISL" payable at "Jaipur". • For subsequent submission after 28/03/2017, RISL processing fee is not required to be submitted.
Bid Security and Mode of Payment	<ul style="list-style-type: none"> • Amount (INR): Rs. One Lakh if bidding for enrolment task only, Rs. Two lakh if bidding for special camps also. For S.S.I. of Rajasthan, 25% of the above mentioned value for all categories and for Sick Industries, other than S.S.I, whose cases are pending with Board of Industrial & Financial Reconstruction, 50% of the above mentioned value for all categories • Mode of Payment: Banker's Cheque or Demand Draft, of a Scheduled Bank
Period of Sale of Bidding Document (Start/ End Date)	From 8-March-2017 to 28- March 2017 till 2:00 PM
Date, Time , Place for Pre-Bid Meeting	<ul style="list-style-type: none"> • 3:30 PM on 16th March 2017 • 2nd Floor, IT Building, DoIT&C, Yojna Bhawan, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)
Manner, Start/ End Date for the submission of Bids	<ul style="list-style-type: none"> • 1st Submission (at e-proc)- <ul style="list-style-type: none"> ○ Start Date: From 5:00 PM of 21-March-2017 ○ End Date: To 3:00 PM of 28-March-2017 • Subsequent Submission (By hand or By post) - Frequency as decided by RISL
Submission of Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and Processing Fee*	Up to 03:00 P:M on 28-March-2017 at Room No. 8, Ground Floor, IT Building, Yojna Bhawan, C-Scheme, Jaipur-302005
Date/ Time/ Place of Technical Bid Opening	<ul style="list-style-type: none"> • 1st Opening of Technical Bids (at e-Proc.) <ul style="list-style-type: none"> ○ Date:28-March-2017

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F4.2(153)/RISL/Tech/2014/Vol-(2)

Jaipur, Dated:23.02.2017

	<ul style="list-style-type: none">○ Time: 4:00 PM● Subsequent Opening<ul style="list-style-type: none">○ Frequency as decided by RISL● Place: Room No. 8, Ground Floor, IT Building, Yojna Bhawan, C-Scheme, Jaipur-302005
Date/ Time/ Place of Financial Bid Opening [Applicable for bidders interested in Special camps for Aadhaar Seeding in Bhamashah and National Population Register (NPR) database.	Shall be communicated to technically qualified bidders.
Bid Validity	90 days from the bid submission deadline
Note: <ol style="list-style-type: none">1) Bidder (authorised signatory) shall submit their offer on-line in Electronic formats for technical proposal. However, DD/ Banker's Cheque for Tender Fees, RISL Processing Fees and Bid Security should be submitted physically at the office of Tendering Authority as prescribed in NIT and scanned copy of same should also be uploaded along with the technical Bid/ cover.2) * In case, any of the bidders fails to physically submit the Banker's Cheque/ Demand Draft/ Banker's Cheque for Tender Fee, Bid Security, and RISL Processing Fee up as mentioned in NIB, its Bid shall not be accepted. The Banker's Cheque/ Demand Draft for Bidding document fee, RISL Processing Fee and Bid Security should be drawn in favour of "Managing Director, RajCOMP Info Services Ltd." payable at "Jaipur" from any Scheduled Commercial Bank.3) To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, bidders must register on http://eproc.rajasthan.gov.in (bidders already registered on http://eproc.rajasthan.gov.in before 30-09-2011 must register again).4) RISL will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well in advance so as to avoid 11th hour issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.5) Bidders are also advised to refer "Bidders Manual Kit" available at eProc website for further details about the e-Tendering process.6) Training for the bidders on the usage of e-Tendering System (e-Procurement) is also being arranged by DoIT&C, GoR on a regular basis. Bidders interested for training may contact e-Procurement Cell, DoIT&C for booking the training slot. Contact No: 0141-4022688 (Help desk 10 am to 6 pm on all working days) e-mail: eproc@rajasthan.gov.in Address : e-Procurement Cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur7) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids.8) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder.9) Procurement entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid-proposal.10) The provisions of RTPP Act 2012 and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act 2012 and Rules thereto, the later shall prevail.	

Additional Director

Special Notice /Attention for existing EAs

Existing EAs working under Bhamashah/Aadhaar enrolments as per earlier EoIs F4.2 (151)/RISL/Tech/2014/1758(2) Dated: 24.05.2014 & F4.2 (153)/RISL/Tech/14/Vol-1/8270 Dated: 04.12.2014 will also be allowed to participate in this EoI with revised terms & conditions.

Note:-

- If existing EAs participate than a fresh agreement need to be signed with purchaser. performance security deposit (PSD) submitted earlier shall be adjusted.

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DEFINITIONS & ACRONYMS

GoR	GoR would invariably mean Department of Information Technology and Communication (DoIT & C) / Planning Department, Government of Rajasthan.
RISL	RajComp Info Services Ltd.
Tendering Authority	Managing Director, RajCOMP Info Services Ltd. with its office at 1st Floor, C-Block, Yojna Bhawan, C-Scheme, Tilak Marg, and Jaipur is the tendering authority.
Bidder/Vendor	A firm submitting a proposal in response to this EOI.
EOI	The Expression of Interest document in its entirety, inclusive of any addenda that may be issued by the GoR.
ToR	Terms of Reference
EA-Enrolment Agency	Selected bidder/Individual who is permitted by RISL to carry out Aadhaar/Bhamashah enrolment in state of Rajasthan. For Aadhaar enrolment selected bidder/individual will carry out Aadhaar enrolment under RISL which is State Registrar EA empaneled with UIDAI.
PEC	Permanent Enrolment Centers

Chapter-1

INVITATION FOR BIDS

- 1.1 GoR seeks to select multiple enrolment agencies for Bhamashah enrolment of left-out residents in all districts of Rajasthan for creation of Bhamashah Data Hub and thus in turn ensure implementation of Bhamashah Scheme in the State.
- 1.2 On behalf of DOIT&C and Planning Department (GoR), RajCOMP Info Services Ltd. invites the Expression of Interest from reputed Enrolment Agencies for undertaking Aadhaar/Bhamashah/Aadhaar-Bhamashah enrolment of residents
- 1.3 RISL is issuing this Expression of Interest ("EOI") for inviting bids from eligible bidders, to execute the requirement for Government.
- 1.4 For Aadhaar enrolments under Bhamashah or for Aadhaar enrolments only, the bidder may not be necessarily empanelled with UIDAI, GOI. Selected Bidders not empaneled with UIDAI will carry out Aadhaar enrolments under RISL as an EA of State Registrar empanelled with UIDAI.
- 1.5 This is a single stage selection procedure for selection of the Enrolment agencies under Bhamashah Scheme.
The Criteria for selection would include:
 - 1) General Qualifications: As per pre-qualification criteria mentioned in chapter- 7 of this EoI.
- 1.6 **Financial Bid:-**
 - (A) For Bhamashah & Aadhaar enrolment-**

Financial Bids are not sought from bidder as State Administered rates are applicable as decided by DoIT&C time to time shall be applicable.
 - (B) Special camps for Aadhaar Seeding in Bhamashah and National Population Register (NPR) database-**
 - o Interested bidders applying through e-Proc shall submit financial bids for "entry per Bhamashah/NPR record" in each district. Bidders can bid for any no. of districts. Evaluation criteria shall be least cost based selection (L-1) and L-1 bidder shall be generated for each district. Initially L-2, L-3, L-4 and L-5 bidders shall be given an opportunity to match the L-1 rates. However, if required other bidders may also be asked to match the L-1 rates. A rate contract for aadhaar seeding in Bhamashah and NPR Database on the basis of rate of entry per Bhamashah/NPR record shall be done with L-1 bidder and other bidders maximum upto 5 bidders subject to matching of L-1 rates.
 - o An EA shall not be allowed to work in more than 8 districts. For special camps, each district shall be divided in 2 EAs initially. However, to expedite the work, purchase may also issue work order to any other EA for organizing special camp. The work order to any other EA shall be made on the basis of past track record, presence in that particular area or nearest area, availability of requisite no. of man with machines and recommendation of district local administration etc.

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- Bidders may kindly note that for special camps, purchaser shall enter into a rate contract with selected bidders and during the rate contract period, work order may or may not be issued by the purchaser.
- Format for financial bid is attached at annexure-5, however interested bidder should submit financial bids at e-Proc only.

Note: - Bidders who submit their EoIs for subsequent openings (frequency as decided by RISL) need not submit their Financial Bids for “entry per Bhamashah/NPR record” for Special camps for Aadhaar Seeding in Bhamashah and National Population Register (NPR) database.

- 1.7 All bids must be accompanied by a Bid Security of Rs. 1, 00,000/- (**Rs. One Lac only**) if bidding for enrolment task only. If bidder is also bidding for special camp than additional bid security of Rs. 1,00,000 (Rs. One lac) shall be applicable i.e a total of Rs. 2,00,000/- in the form of Banker’s Cheque or Demand Draft in the name of **Managing Director, RajCOMP Info Services Ltd. payable at Jaipur.**
- 1.8 RajCOMP reserves the right to
- make necessary changes in the terms of the Project, and
 - to reject any or all bids without assigning any reasons thereof.
- 1.9 The Bid shall remain valid for 90 days from the date of submission of bid.

Chapter-2

IMPORTANT DATES

S.No	Events	Date	Location
1.	Date of Publication of Expression of Interest (EOI)	07-03-2017	Web Site of RajComp Info Services Ltd. (risl.rajasthan.gov.in)
2.	Date of Commencement for Sale of EOI	08-03-2017	Office of Managing Director, RISL, Yojana Bhawan Jaipur
3.	Date of Pre- Bid Meeting	16-03-2017 at 3:30 PM	2nd Floor, IT Building, DoIT&C, Yojna Bhawan, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)
4.	<ul style="list-style-type: none">• For 1st Submission- Last Date & Time of Submission of Technical Bids (at e-Proc)• For subsequent submission (By Hand or By Post)	<ul style="list-style-type: none">• 28-03-2017 upto 15:00 hrs• As per frequency decided by RISL	Office of Managing Director, RISL, Yojana Bhawan Jaipur
5.	<ul style="list-style-type: none">• 1st (Date & Time) Opening of Technical Bids (at e-Proc)• Subsequent opening	<ul style="list-style-type: none">• 28-03-2017 at 16:00 hrs• Frequency as decided by RISL	Office of Managing Director, RISL, Yojana Bhawan Jaipur
6	Date/ Time/ Place of Financial bid Opening [For bidders interested in Special camps for Aadhaar Seeding in Bhamashah and National Population Register (NPR) database]	Shall be communicated to technically qualified bidders.	

Chapter-3

PROJECT PROFILE

3.1 The Government of Rajasthan (GoR) is implementing Bhamashah Scheme in the State with following vision:

“To expand existing electronic infrastructure backbone for providing cash as well as non-cash benefits using biometrically secured process to all ordinary residents of the state at their door steps, providing multi-purpose identity card and also reforming governance and delivery systems in the process.”

The Bhamashah scheme is acting as the backbone for effective implementation of disbursement of Government entitlements and financial inclusion in the State.

3.2 The key components of Bhamashah Scheme are as under:

- Electronic Benefit Transfer
- Financial Inclusion
- Women Empowerment
- Bhamashah Data Hub
- Family Identification
- Resident Identity Card

3.3. The scheme envisages to transfer all cash benefits directly to the bank account of the beneficiaries of the state using electronic benefit transfer mechanism. The scheme also envisages Point of Services at all panchayats and municipal wards to provide access of banking services within 3-5 km of all habitation. The cash benefit transfer is being done using Integrated Financial Management System and other departmental/organizational application software already operational in the State Government. The residents of the State are being motivated to open aadhaar enabled bank account in any bank which is linked to core banking system so that benefits can flow directly to the beneficiary through National Payment Gateway.

3.4 Government shall as far as possible bring all the social beneficiary schemes under the Bhamashah umbrella. Till date more than 4.7 Crores individuals have been enrolled and more than Rs. 5000.00 Crores fund transfer to beneficiaries under various social benefit schemes has been done under the ambit of the Bhamashah scheme.

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- 3.5 The banking and payment services are also being made available to the entire population of the State without discrimination. Thus, Government is also providing wide range of financial services to the rural masses of the population as well. For the purpose, banks are expected to leverage Business Correspondent model as per guidelines provided by Reserve Bank of India along with providing services through brick and mortar branches and ATMs etc. Services of at least one BC agent are to be made available at each point of service being created under the scheme. State Government has opened minimum one point of service at "Atal Sewa Kendra" located in each 9894 Gram Panchayats barring a few newly constituted Gram Panchayats.
- 3.6 The State of Rajasthan has a population of 6.86 crores (as per census 2011). Under the Bhamashah scheme, State Government has created a unified central database of all individuals residing in the state. Aadhaar database would be taken as the basis for creation of this common database. The central database has been named as Bhamashah Data Hub. Databases under various social benefit schemes of other departments would also be linked to this database.
- 3.7 Different departments of the State are maintaining data of ordinary residents in different formats as per their requirement. This data is being seeded and cleansed with the Aadhaar data under this scheme. The data has been classified into following three categories:
- Aadhaar Identification Data
 - Basic Demographic Data including grouping of individuals into Family
 - Department Scheme Specific Data
- 3.8 Thus every ordinary resident is being provided with an Aadhaar number and household identification number under the scheme. Bhamashah card is being issued to all the families of the State in a form of plastic card.

Chapter - 4

SCOPE OF THE WORK

The State of Rajasthan has an estimated population of 7.25 crores. Under the Bhamashah scheme, State Government has been creating a central database of all individuals residing in the state. Aadhaar database is being taken as the basis for creation of this common database. Databases of other departments are being linked to this database. Detailed scope of the work is given in forthcoming sections:-

4.1 Aadhaar and Bhamashah Enrolment

To create a central database (Bhamashah Resident Data Hub) of all individuals residing in the state, selected enrolment agency has to perform Aadhaar and Bhamashah Enrolments as per details mentioned below:-

4.1.1 For Aadhaar enrolments- For Aadhaar enrolments and other Aadhaar services like e-KYC, mobile updates, Biometric updates, e-Aadhaar and various other services selected EA shall follow the latest guidelines issued by UIDAI/State Registrar/RISL. For Aadhaar enrolments guidelines are mentioned at annexure-4 of this EoI document. However, selected agencies shall comply with all further guidelines/directions issued by UIDAI/State Registrar/RISL during the course of project.

4.1.2 For Bhamashah Enrolments- Selected EA shall comply with all the guidelines/direction on Bhamashah enrolment which includes verification process of Bhamashah enrolment, correction/updation in Bhamashah enrolment data, Aadhaar seeding and any other procedural rules and regulations related to Bhamashah enrolment as per the circulars issued by Department of Planning, GoR. The circulars, guidelines and other procedures in this regard can be accessed by selected EA from the website of Bhamashah project.

[<http://bhamashah.rajasthan.gov.in/content/raj/bhamashah/en/circulars-letters.html>]

4.1.3 Organizing Special camps for Aadhaar Seeding in Bhamashah and National Population Register (NPR) database - At present Aadhaar enrolment in the State is nearing to 6.4 Crore enrolment and Bhamashah enrolment is touching to 5 Crore. State Government also aims to achieve 100% Aadhaar seeding in Bhamashah and NPR database. To fulfill the objective of aadhaar seeding with departmental databases and NPR database focused drive by way of special camp

at GP/Village level and door to door survey is to be undertaken to complete the linking of Aadhaar with NPR and Bhamashah Data. Purchaser shall provide the database (NPR/Bhamashah without Aadhaar) for identifying the resident for which Aadhaar/EID data is to be collected for Aadhaar seeding in NPR and Bhamashah database. Data collection shall be done using tablets in which Bhamashah/NPR data of the area (G.P./village/ward) shall be provided. Selected EA shall collect the digitize copy of proof (Aadhaar card/ EID) against the data collected and submit the data as per protocol/procedures prescribed by RISL. Data collection exercise may be undertaken through door-to door survey or at camp site. Purchaser shall verify the data seeded based on the digitize copy of proof submitted.

The selected EA shall deploy requisite manpower for the following purposes:

1. Data collection/survey at the camp site or door to door
2. Enrollment kit with operators for enrolments
3. Once data is collected, digitization of the collected data

Duration of deployment of manpower would be minimum one week.

Camps/Door to door Survey may be organized right upto GP level and no TA/DA shall be given to the deployed resources.

***Note:** Aadhaar and Bhamashah Enrollment shall be carried out at State Administered Rate and participating bidders need not to given financial quote for the same. However, for organizing special camps interested bidders shall have to provide the financial bids for “entry per Bhamashah/NPR record” for each district.*

Bidders may note that for special camp purchaser shall enter into a rate contract with selected bidders and during the rate contract period, work order may or may not be issued by the purchaser.

4.2 Infrastructure Requirement for Enrolment:

4.2.1 Enrolment agency shall deploy following infrastructure for enrolment purpose:

- Bhamashah Counter including Aadhaar or exclusive Aadhaar counter : Each counter shall consist of following items :
 - Laptop with Enrolment Client
 - 2nd monitor for live data verification by resident
 - Camera for photo capture

- Binocular Iris Scanner
- Fingerprint Slap scanner as per UIDAI guidelines
- GPS Device
- Enrolment kit box
- Laser printer

Note: For Aadhaar EA shall comply with all the guidelines as per UIDAI

- Bhamashah Counter excluding Aadhaar : Each counter shall consist of following items :
 - Laptop /Tablet with Enrolment Client
 - 2nd monitor for live data verification by resident
 - Camera for photo capture
 - Iris or Fingerprint scanner
 - QR reader
 - Laser printer

4.2.2 During special camps/campaign for enrollment and other related work, Enrolment agency shall be required to deploy infrastructure mentioned at 4.1.6.1 at enrolment centers at locations identified by district administration. Total number of machines & manpower required to be deployed by an EA for Bhamashah (Including Aadhaar or exclusively for Aadhaar) shall be decided by RISL/Authorized govt functionary. There would be flexibility of increasing and decreasing the number of machines including manpower in mutual consultation with RISL / District Administration depending on the turn-out of public at enrolment centres.

4.3 Manpower Deployment:

4.3.1 The selected enrolment agency would be required to deploy requisite manpower as per guidelines of UIDAI/State Registrar/RISL during the entire project period. Normally, one enrollment stations is manned by a operator, however, when more than 3 machines would be deployed for a camp it is desirable on of the operator should be supervisor of Aadhaar enrolment to deal special requirements and additional camp supervisor is deployed for crowd management.

4.3.2 The Enrolment Agency shall appoint at least one Nodal person for each district (other than special camps requirement) who would be the center of contact for RISL and District Administration. The Enrolment Agency shall appoint as many

team members, as deemed fit by them, to meet out the time schedules, as specified in this document.

Following additional scope of work of the Enrolment Agencies for Bhamashah Enrollment shall be complied:

4.4. For Enrolment:-

- The Enrolment Agency (EA) would be allowed to work in its allotted districts only.
- The EA would be required to deploy minimum 10 machines with adequate manpower. However, performance security deposit would be taken for minimum of 100 Kits.
- The EA would work in close coordination with district administration. The EA would have to extend full support to District Administration during enrollment process. -
- The EA would set up mobile camps and Permanent Enrolment Centers as per requirement of enrollment and provide all service related to Enrollment, update, correction as mandated by UIDAI/State Registrar/RISL.
- Aadhaar number and bank account of HoF are prerequisite for Bhamashah Enrollment thus EA would make sure that UID/EID and bank details of HoF & beneficiaries are necessarily seeded in Enrolment data.
- The EA shall ensure that no resident get re-enrolled if he/she has already been enrolled and aadhaar card has not been received. For this, EA shall ensure that at each counter it is properly inquired that resident/family has enrolled for UID/Bhamashah. Search facility shall also be made available at the PEC. Facility for generating e-Aadhaar/e-Bhamashah is to be provided by EA.
- The activities of the enrolment agency shall be as below :
 - Deploy manpower
 - Provide e-aadhaar to the resident, if required
 - Help the resident in filling up the form
 - Deploy required infrastructure at each counter (as mentioned at 4.1.5.1)
 - Enter detail of resident for aadhaar and Bhamashah enrolment
 - Scan document submitted by the resident and link with Bhamashah ID (BID)

4.4.1 Uploading of data:

- The enrolment data shall be uploaded by the enrolment agency within specified limit (in case no limit is specified within 10 days from last date of enrolment for Bhamashah).

- The data shall be uploaded after the necessary verification (in camp mode by the Gram Sevaks/Patwari/any other authorized officer of local bodies).
- The enrolment agency would facilitate the verifier in verification of the enrolment data of the residents using digital signature or any other mode as specified by RISL. The quality of data is required to be ensured by the Enrolment agencies.
- The documents submitted by the residents are required to be scanned by the enrolment agencies and linked to each Bhamashah ID. The scanned document shall be uploaded to central Bhamashah Data Hub within 20 days of last date of concerned enrolment where the resident has been enrolled.
- The enrolment agencies have to ensure timely upload of enrolment data along with scanned document else penalties as per SLA would be applicable.

4.4.2 Data Sharing & Security:

- The enrolment data of residents is property of State Government. The Enrolment Agency is capturing the resident data in the field on behalf of state government. The EA shall not hold the data in its possession after it has been handed over to RISL. No copy/Xerox of enrolment data/documents shall be made by EA. For breach of this condition FIR may be register against EA/enrolment operator.
- The EA shall be responsible for protection of transaction data, backup of data and other safeguards along with disaster recovery till the time the data is in possession with EA.
- Enrolment Agencies shall ensure strict confidentiality of resident information.

4.4.3 Others:

- This rate contract of enrolment agencies shall be valid for two years. However the contract period may be extended, with mutual consent, for another one year.
- No enrolment agency shall get exclusive right of enrolment in particular area. In case of non-performance, the enrolment agency can be removed and work of enrolment can be given to another agency.
- **The Aadhaar Enrollment, DMS, Data Upload etc enrolment** agency is required to follow guidelines issued by UIDAI & RISL for the purpose of Aadhaar enrolment. It would be the responsibility of the EA to ensure that all direction/guidelines of UIDAI is complied whether these guidelines are conveyed

by RISL/State Registrar to EA or not. For this EA should regularly visit website of the UIDAI and get the latest updates.

Chapter-5

ADMINISTERED RATES

- 5.1** The selected enrolment agency shall be required to undertake Aadhaar (KYR) and Bhamashah (KYR+) enrolment under the Bhamashah scheme at following fixed rates :

S. No.	Administered rate	Rate per enrolment
For ordinary residents whose Aadhaar Enrolment has not been done:		
1.	Rate payable for successful Aadhaar enrolment (including service tax + verifier payment)	Rs. 35/-
2.	Rate payable for collection of all mandatory basic demographic data about ordinary residents (Successful Bhamashah Enrolment)	Rs. 17/- (excluding Service taxes)
For ordinary residents whose Aadhaar Enrolment has already been done:		
1.	Rate payable for collection of all mandatory basic demographic data about ordinary residents (Successful Bhamashah Enrolment)	Rs. 23/- excluding Service taxes
2.	For all update requests where the resident visits the enrolment center for update requests for Bhamashah & Aadhaar	Rates as notified by UIDAI/Registrar/RISL

Note: - Above rates shall be applicable for successful enrolment when all related work (enrolment/upload of document/DMS of UID/Bhamashah guidelines is completed in given timeline); however State Government reserves the right to revise above mentioned administered rates, and payment to selected enrolment agency shall be made on the basis of administered rate applicable on the date of enrolment and after deduction of all the penalties and TDS as applicable.

Chapter-6

DELIVERABLES

6.1 The Successful bidder would provide following deliverables under the contract:

For Bhamashah Enrolment-

- i. Conduct Bhamashah enrolment of residents.
- ii. Data Uploading on Bhamashah application
- iii. Editing & Verification
- iv. Upload digitally signed enrolment data and scanned documents to central Bhamashah Data Hub.

For Aadhaar Enrolment-

- i. Conduct Enrolment Operations as per Standard Processes- Perform enrolment operations and Collect enrolment data as prescribed by UIDAI standards and handover physical documents to DMS agency.
- ii. Send Enrolment Data to UIDAI and Registrar- uploaded through SFTP client of UIDAI as per timelines prescribed by UIDAI.
- iii. Privacy & Security of data collected- EAs are responsible to make sure that the data is kept in a very secure and confidential manner.
- iv. Provide Electronic MIS Reports on Enrolment Status as desired by Registrar and UIDAI.
- v. Data uploading, Sync and other work as per UIDAI timelines.

Note:

1. Above deliverables are expected by the agencies, however, for payment purposes the BID generation and Aadhaar generation & sanction order from UIDAI along with reports pertaining to penalties and data uploading & DMS/Scanned document upload shall be considered only. Any report received from UIDAI and District Administration/RISL on non-compliances of the deliverables than payment as conveyed by the UIDAI/District authorities shall be deducted.
2. In case, any Agency left some of the task pertaining with enrollment (don't carry out any of the deliverable) than RISL or its authorized person may undertake the left/unfinished /desired work through any other agency/resources at the risk and cost of the agency which was allotted the work (carry out the enrollment initially).

For Special Camp-

S.N.	Activity & Milestone	Deliverable
1.	Aadhaar seeding/Link work for the Village/GP/Ward	Data submission report (on seeded data/added field) for an area (Village/GP/Ward) as prescribed by RISL.

Chapter-7

ELIGIBILITY CRITERIA

7.1 The Bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements as described in the EOI document. Keeping in view the complexity & volume of the work involved, the following criteria are prescribed as Pre-Qualification Criteria for Bidder interested in undertaking the project. The Bidder must also possess the Technical know-how and the Financial wherewithal that would be required to successfully undertake the enrolment work sought by the State. The invitation to Bid is open to all Bidders who qualify the eligibility criteria as given below:

S.No	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	The bidder should be: A Proprietorship firm duly registered either under the Rajasthan Shops & Commercial Establishments Act, 1958 or any other Act of State/ Union, as applicable for dealing in the subject matter of procurement. OR A company registered under Indian Companies Act, 1956 OR A partnership firm registered under Indian Partnership Act, 1932. OR An Organization registered under Rajasthan State Trust Act / Indian Trusts Act 1882 / Societies Registration Act, 1860 / Any other Trust or Society Act of Government of India/ Department of GOI/GOR OR A company registered under the Limited Liability Partnership (LLP), Act, 2008 OR Individuals having residence proof & identity proof	- Copy of valid Registration Certificates OR - Copy of Certificates of incorporation OR (in case bidder is an individual) - Copy of any valid Residence & Identity Proof

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S.No	Basic Requirement	Specific Requirements	Documents Required
2	Tax registration and clearance	<p>The bidder should have a registered number of</p> <p>i. Income Tax / PAN number ii. Service Tax (If applicable)</p> <p>The bidder should have cleared his Service Tax dues for the * previous financial year. (Not applicable if Service Tax is not applicable on Bidder/Individuals)</p> <p>* If EoI is submitted within 3 months of current financial year than service tax clearance should be upto last to last financial year. Ex- If a bidder submits EoI in June-17, than bidder needs to submit service tax clearance till March 2016. If EoI is submitted in after June-17 than service tax clearance should be upto March 2017</p>	<p>- Copy of PAN Card -Copy of relevant certificate of service tax registration - Bidders/individuals need to submit an undertaking if service tax is not applicable</p> <p>- Service Tax Clearance certificate from CA with CA's Registration Number and Seal specifying payment of Service Tax dues upto previous financial year. (Not applicable on Bidders/Individuals who have submitted an undertaking of non-applicability of service tax)</p>
3	Blacklisting	<p>The bidder should not have been blacklisted by Central, or any State/ UT Government. The bidder shall not be under a declaration of ineligibility for corrupt financial practices.</p> <p>The bidder should not have their field enrolments currently suspended by UIDAI/ their Registrars, and/or refused empanelment on account of performance in the Aadhaar project in the past, by UIDAI.</p>	<p>Bidder has to submit an affidavit (on Non-judicial stamp paper of Rs. 100/- purchased in Rajasthan) of not being blacklisted/ suspended/refused empanelment in any similar kind of project.</p>
4	Mandatory Undertaking	<p>Bidder should: -</p> <p>a) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;</p> <p>b) not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their</p>	<p>A Self Certified letter as per Annexure-1: Self-Declaration</p>

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S.No .	Basic Requirement	Specific Requirements	Documents Required
		<p>qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;</p> <p>c) not have a conflict of interest in the procurement in question as specified in the bidding document.</p> <p>d) comply with the code of integrity as specified in the bidding document.</p> <p>e) Will follow latest guidelines of enrolment centre issued by UIDAI for Aadhaar enrolments</p>	

Chapter-8

BID SECURITY

- 8.1 The bidder shall furnish, as part of the EOI Bid, a Bid Security amounting to Rs. 1, 00,000/- (Rs. One Lakh only) if bidding for only enrolment task. If bidder is bidding for special camps also than bidder needs to submit additional bid security of Rs.1,00,000/- i.e a total of Rs. 2,00,000/-
- 8.2 The Bid Security shall be in Indian Rupees and shall be in the form of Banker's Cheque or Demand Draft in the name of **Managing Director, RajCOMP Info Services Ltd. payable at Jaipur**. The instrument should be issued by a Bank having at least one branch at Jaipur. Such negotiable instrument should be valid for a period of three months (90 days) from the date of issue.
- 8.3 The bid security of unsuccessful bidders shall be refunded.
- 8.4 The Bid Security will be forfeited on account of one or more of the following reasons:
- a) The Bidder withdraws their bid during the period of bid validity specified by them on the bid letter form.
 - b) The Bidder does not respond to requests for clarification of their bid
 - c) The Bidder fails to co-operate during the bid evaluation process, and
 - d) In case of a successful Bidder, the said Bidder fails to provide performance security;
- 8.5 In case of the successful bidder, the amount of bid security may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful bidder furnishes the full amount of performance security.

Chapter-9

BIDDING PROCESS

- 9.1 This is a single stage selection process for selection of Enrolment Agency under Bhamashah scheme for a period of one year extendable for subsequent period of one year on mutually agreeable terms and conditions.
- 9.2 The bidder has to submit a Bid Security of Rs. 1, 00,000/- (Rupees One Lakh only) along with the EOI if interested in bidding for enrolments only. If bidder is interested in bidding for special camp than additional EMD of 1, 00,000/- (Total Rs.-2, 00,000/-) is required to be submitted. The EOI bid along with Bid Security should be placed in one envelop and should be marked as "EOI Bid for Selection of Enrolment Agency by Government of Rajasthan" and sealed properly.
- 9.3 The EOI bids (1st opening through e-Proc) will be opened on 28-03-2017 at 16:00 Hrs in the office of Managing Director, RajComp Info Services Ltd, 1st Floor, B-Block, Yojna Bhawan, Tilak Marg, C-Scheme, and Jaipur. Thereafter the EOI bids will be evaluated by RISL.
- 9.4 **Financial Bid:-**

(A) For Bhamashah & Aadhaar enrolment-

Financial Bids are not sought from bidder as State Administered rates are applicable as decided by DoIT&C time to time shall be applicable.

(B) Special camps for Aadhaar Seeding in Bhamashah and National Population Register (NPR) database-

- Interested bidders applying through e-Proc shall submit financial bids for “entry per Bhamashah/NPR record” in each district. Bidders can bid for any no. of districts. Evaluation criteria shall be least cost based selection (L-1) and L-1 bidder shall be generated for each district. Initially L-2, L-3, L-4 and L-5 bidders shall be given an opportunity to match the L-1 rates. However, if required other bidders may also be asked to match the L-1 rates. A rate contract for aadhaar seeding in Bhamashah and NPR Database on the basis of rate of entry per Bhamashah/NPR record shall be done with L-1 bidder and other bidders maximum upto 5 bidders subject to matching of L-1 rates.
- An EA shall not be allowed to work in more than 8 districts. For special camps, each district shall be divided in 2 EAs initially. However, to expedite the work, purchase may also issue work order to any other EA for organizing special camp. The work order to any other EA shall be made on the basis of past track record, presence in that particular area or nearest area, availability of requisite no. of man with machines and recommendation of district local administration etc.
- Bidders may note that for special camp purchaser shall enter into a rate contract with selected bidders and during the rate contract period, work order may or may not be issued by the purchaser.
- Format for financial bid is attached at annexure-5, however interested bidder should submit financial bids at e-Proc only.

Note: - Bidders who submit their EoIs for subsequent openings (frequency as decided by RISL) need not submit their Financial Bids for “entry per Bhamashah/NPR record” for Special camps for Aadhaar Seeding in Bhamashah and National Population Register (NPR) database.

Chapter-10

BID SUBMISSION

- 10.1 The bid shall be typed or written in indelible ink and shall be signed by the bidder or a person duly authorized to bind the bidder to the Contract/ Agreement. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 10.2 The last date for submission of bid is 28-03-2017 (1st submission) up to 15:00 hrs

Chapter-11

VALIDITY OF BIDS

- 11.1 Bids shall remain valid for 90 days from the last date of submission of bid. A Bid valid for a shorter period shall be rejected as non-responsive.
- 11.2 In exceptional circumstances, RISL may solicit Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid Security shall also be suitably extended. A Bidder granting the request is not required nor permitted to modify the Bid.

Chapter-12

DISQUALIFICATION

- 12.1 GoR/ RISL, may in its sole discretion and at any time during the processing of EOI, disqualify any bidder from the EOI process if the bidder has –
- Submitted the EOI after the schedule date and time.
 - Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
 - If found to have a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation or financial failures, etc.
 - Submitted an EOI which is not accompanied by required documentation, Tender fees and Earnest Money Deposit (EMD) or is non-responsive.
 - Failed to provide clarifications related thereto, when sought.
 - Submitted more than one EOI. This will cause disqualification of all or subsequent to first EOI submitted by such applicants.
- 12.2 Bidders who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- 12.3 A Bid not valid for at least 90 days shall be considered as non-responsive and would be disqualified.

Chapter 13

EOI BID EVALUATION PROCESS

- 13.1 Opening of EOI Bids:** The Tendering Authority will open the EOI bids in the presence of bidders' representatives who choose to attend the opening of EOI bids as per schedule mentioned in NIB at the following location:

**Office of the Managing Director,
RajComp Info Services Ltd.,
Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur 302005**

The bidders' representatives who are present shall sign a register evidencing their attendance.

- 13.2 Preliminary Examination of EOI Bids:** The Tendering Authority will examine the EOI bids to determine whether they are complete, whether the documents have been properly signed, whether the required Bid Security is enclosed, and whether the bids are generally in order. Any bids found to be non-responsive for any reason or not meeting the minimum levels of the performance or other criteria specified in the bidding documents will be rejected by the Tendering Authority and not included for further consideration.
- 13.3 Evaluation of EOI Bids:** The Tendering Authority will carry out a detailed evaluation of the bids in order to determine whether the bidders are qualified and whether the technical aspects are substantially responsive to the requirements set forth in the bidding documents. In order to reach such a determination, the Tendering Authority will examine the information supplied by the Bidders and other requirements in the bidding documents.
- 13.4 Clarification of EOI Bids and Contacting the Tendering Authority:** The Tendering Authority may conduct clarification meetings with each or any Bidder to discuss any matters, technical or otherwise.
- 13.5 Any effort by the bidder to influence the Tendering Authority in the Tendering Authority's evaluation of technical Bids, bid comparison or the Tendering Authority's decisions on acceptance or rejection of bids may result in rejection of the bidder's bid.
- 13.6 The bidder is required to submit his preference for districts where he choose to operate. The allotment of district would be done through consultative procedure. The final decision on allotment of districts would be taken in mutual consultation with Enrolment Agencies taking in view the past experience of the agency, number of enrolment undertaken, etc. First allocation shall be made to the EAs whose preferences are received by the last date of submission. However, EAs whose preferences are received at a later date shall also be considered as per the requirement at any later stage.
- 13.7 Financial bids ["Special camps for Aadhaar Seeding in Bhamashah and National Population Register (NPR) database"] of bidders who satisfy the technical eligibility criteria shall be opened as per scheduled notified to technically qualified bidders.

Chapter-14

PERFORMANCE SECURITY

- 14.1 The selected Enrolment Agencies shall carry out the services in conformity with general professionally and technically accepted norms relevant to such assignments to the entire satisfaction of GoR / RISL.
- 14.2 In the event of any deficiency in services, the enrolment agencies shall promptly realign resources, at no additional cost to the GoR/ RajComp.
- 14.3 Within 2 weeks of receipt of the notification of award from the rajcomp, the enrolment agencies shall furnish to the RajComp performance security for the services.
- 14.4 The selected enrolment agencies shall furnish to the managing director, risl, a performance security as per details below:

S.No.	Slab of Number of machines deployed	Performance Security
1.	Up to 100 machines	Rs. 1,00,000/-
2.	For up to every additional 100 machines deployed over and above initial 100 machines (no pro-rata calculation of performance security shall be made)	Additional security amount of Rs. 1,00,000/- subject to maximum of Rs. 10,00,000/- (Rupees Ten Lakhs)

- 14.5 EAs selected for Rate contract for organizing special camps shall deposit additional performance security deposit which shall be 5% of the value of work order.
- 14.6 Failure of the enrolment agency to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the Performance Security.
- 14.7 During the currency of assignment, the Enrolment Agency shall appoint at least one Nodal person for each district who would be the center of contact for RISL and District Administration.
- 14.8 The Enrolment Agency shall appoint as many team members apart from computer operator, as deemed fit by them, to meet out the time schedules, as specified in this document.
- 14.9 **Forfeiture of Performance Security**
- 14.9.1 The performance security submitted by the Enrolment Agency could be forfeited if the it fails to deliver the deliverables as per terms laid down in this document even after the expiry of one week from the maximum delay allowable as per point no. 15.8.3(d) of Liquidated Damages mentioned above or in case of breach of contract.
- 14.10 **Release of Performance Security**
- 14.10.1 The Enrolment Agency is initially being selected for a period of one year which is extendable in similar terms for another one year. The performance security would be held by RISL till the contract is operational. The performance security would be released only after the expiry of the term of contract.

Chapter-15

GENERAL TERMS AND CONDITIONS

- 15.1 This selection process is meant for the selection of agencies for Bhamashah as well as Aadhaar enrolments irrespective of whether selected bidder/individual is empaneled by UIDAI or not empaneled by UIDAI.
- 15.2 The Bidder shall bear all costs associated with the preparation and submission of the bid, RISL will not be responsible for those costs regardless of the conduct or outcome of the bidding process.
- 15.3 Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required in the bidding documents or submits a Bid not substantially responsive to the bidding documents in any respect may result in the rejection of the Bid.
- 15.4 If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be decided as per Arbitration/appeal procedure defined in the RTPP Rule.
- 15.5 All disputes arising because of difference in opinion or otherwise would be subject to the jurisdiction of courts in Jaipur only.
- 15.6 **Termination for Default**
- i. The tender sanctioning authority may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least 7 days sent to the selected bidder by RISL, terminate the contract in whole or in part: -
 - a. If the selected bidder fails to deliver any or all quantities of the goods/services within the time period specified in the contract, or any extension thereof granted by RISL; or
 - b. If the selected bidder fails to perform any other obligation under the contract within the specified period of delivery of service or any extension granted thereof; or
 - c. If the selected bidder, in the judgment of the Purchaser, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract, in such cases purchaser reserves the right of instant termination of the contract without providing notice period for termination & suitable legal action (FIR, Blacklisting of Selected Bidder, seizure of hardware & other material) will be taken by purchaser.
 - d. If the selected bidder commits breach of any condition of the contract.

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- ii. If RISL terminates the contract in whole or in part, amount of PSD may be forfeited.
- iii. Before cancelling a contract and taking further action, advice of senior most finance person available in the office and of legal adviser or legal assistant posted in the office, if there is one, may be obtained.

15.7 Termination for Convenience : GoR reserves the right to abandon the relationship at any stage during the contract without giving any prior notice to the Enrolment Agency

- i. RISL, by a written notice of at least 07 days sent to the selected bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the selected bidder under the Contract is terminated, and the date upon which such termination becomes effective.
- ii. Depending on merits of the case the selected bidder may be appropriately compensated on mutually agreed terms for the loss incurred by the contract if any due to such termination.
- iii. The Goods that are complete and ready for shipment within twenty-eight (28) days after the selected bidder's receipt of the Notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
 - a. To have any portion completed and delivered at the Contract terms and prices; and/or
 - b. To cancel the remainder and pay to the supplier/ selected bidder an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the selected bidder.

15.8 Tender forms shall be filled in ink or typed. No tender filled in pencil shall be considered. The bidder shall sign the tender form at each page and at the end, in token of acceptance of all the terms and conditions of the tender.

15.9 Any Change in the constitution of the agency, etc. shall be notified forth with by the contractor in writing to the purchase officer and such change shall not relieve any former member of the company, etc., from any liability under the contract.

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15.10 Service Level Agreement:

15.10.1 For Aadhaar Enrolment:

All the penalties in force by the UIDAI shall be applicable

15.10.2 For Bhamashah Enrolment :

SN	Service Level	Penalty in case of non-compliance to service level
1.	Uploading of scan documents (if not submitted within one month of Bhamashah Card)	Rs. 50/- per Bhamashah Member enrolment and no payment shall be made for such enrolment.

- On total penalties for Bhamashah enrolments there would be an upper cap of 30% of the payable amount.
- On continuous default contract may be terminated and PBG may be forfeited.

15.10.3 For Special Camps:-

SN	SLA (Aadhaar Seeding/Linking % of the Total NPR/Bhamashah data given for an Area (Village/GP/Ward))	Penalty
1	Non-deployment of the resources for a district	
	within 30 days of WO	5000/ per case. (on such 3 violation allotted districts shall be withdrawn)
2	Seeding Performance of the provided NPR/Bhamashah data	
2.1	>90%	No penalty
2.2	>60% and <90%	10% of the Payable Amount
2.3	>25% and <60%	20% of the Payable Amount
2.4	<25%	No payment

Chapter-16

TERMS OF PAYMENT

16.1 For Aadhaar:

- On receipt of the funds from UIDAI, Payment shall be made at the state administered rates for enrolment or rates of other services as decided by UIDAI/State Registrar.
- Advance Payment: On receipt of Funds from UIDAI, an advance payment equal to 50% of total successful enrolment on an agency during the sanction period may be paid to enrolment agencies. Remaining 50% would be processed after receipt of the Invoice and sharing of all details pertaining to SLAs/Penalties by UIDAI. No second advance payment will be made till earlier advance is settled.
- In case, agencies raise the invoice, there is a delay in sharing of data from UIDAI due to which it is not possible to release payment in want of calculating SLAs/Penalties than payment upto maximum limit may be released (i.e maximum applicable penalty amount shall be withhold).

16.2 For Bhamashah:

- 100% payment shall be released to EA after successful BID (Bhamashah ID/Card) generation subject to condition that scan documents of BID is uploaded. BIDs for which scan document is not uploaded no payment shall be made.

16.3 Payments shall be made to the selected bidder for Aadhaar and Bhamashah enrolments promptly at the approved rates mentioned in Chapter 5 after deduction of penalties against non-compliance of SLAs and advance payment made earlier.

16.4 Payment to selected enrolment agency shall be made on the basis of administered rate applicable on the date of enrolment and after deduction of all the penalties and TDS as applicable.

16.5 A fine of Rs. 10000/- for each instance of corruption shall be imposed on EA if any operator of EA is found involved in corruption activities. The fine would be deducted from the amount payable to the EA by RISL.

16.6 Due payments for Aadhaar enrolment shall be made promptly by RISL, after submission of an invoice subject to release of funds by UIDAI.

16.7 Any other penalties, as decided/specified by UIDAI at the later stage, which is not specified in this RFP shall also be made applicable without any formal communication/seeking consent of the Agency.

16.8 Taxes as applicable will be deducted at source from due payments, as per the prevalent rules and regulations.

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16.9 For Special Camps:

- Payment to empaneled bidders for organizing special camps shall be made as per agreed rates for “entry per Bhamashah/NPR record ” and as per schedule below-

S.N.	Activity & Milestone	Deliverable	Payment Terms
1.	Aadhaar seeding/Link work for the Village/GP/Ward	Data submission report (on seeded data/added field) for an area (Village/GP/Ward) as prescribed by RISL.	Payment shall be processed on monthly basis and all data (NPR and Bhamashah seeding with UID) received for the month and accepted by RISL shall be processed for payment as quoted rates.

Note: Applicable State administered rates shall be paid over and above the Seeding/Linking rates of NPR/Bhamashah Records for the successful Bhamashah and Aadhaar Enrollment (Card generation) undertaken during the special camps.

- Payment shall be made only for the verified fields for which any valid proof is submitted.

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Jaipur, Dated:23.02.2017

Chapter-17

FORM FOR EXPRESSION OF INTEREST

I. Addressed to :

a.	Name of the tendering authority	Managing Director, RajComp Info Services Ltd.
b.	Address	RajComp Info Services Ltd. C-Block, 1st Floor, Yojna Bhawan, Tilak Marg, Jaipur (Rajasthan) – 302005
c.	Telephone	2221482, 5103902
	Telefax	141-2228701

II. NIT Reference: F4.2(153)/RISL/Tech/2014/-Vol(2)/9557

dated 23-02-2017

III.

1.	Name of Bidder	
2.	Name of Contact Person	
3.	Registered Office Address	
4.	Year of Establishment	
5.	Type of Firm	
6.	Telephone Number(s)	
7.	Email Address/ Website	Email: _____ Web-Site: _____
8.	Fax No.	
9.	Mobile/ Pager Number	Mobile: _____ Pager: _____
10.	Bank account number with IFSC code	Account No. _____ IFSC Code : _____
11.	Name of Bank	
12.	Name of Bank Branch	

IV The Tender fees amounting to Rs. 1000/- (Rupees One Thousand Only) has been deposited vide DD/cash receipt no. _____ Dated _____.

V The RISL Processing fees amounting to Rs. 1000/- (Rupees One Thousand Only) has been deposited vide DD/cash receipt no. _____ Dated _____.

VI Following documents is attached towards the proof of earnest money deposited.

S.No.	Bid Security Deposited through	Number	Dated
Bid Security Amount:- (Please tick against the applicable bid security amount.)			
Rs. 1,00,000/-			
Rs. 2,00,000/-			
1.	Cash		
2.	Demand Draft		
3.	Banker's Cheque (Local only)		

VII We agree to abide by all the conditions mentioned in this Tender Notice issued by the Tendering Authority and also the further conditions of the said Tender Notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein).

VIII. Details of Documents submitted against eligibility criteria

Dated:

Name of the Tenderer: _____

Chapter-18 TECHNICAL BID

The enrolment agency to submit following details:

S.No.	Name of District	Male Population		Female Population		Total Machines intended to be deployed by bidder	Preference for District (Yes/No)
		Rural	Urban	Rural	Urban		
1	AJMER	789397	534688	758245	500722		
2	ALWAR	1589508	349518	1430220	304933		
3	BANSWARA	842767	64987	827097	62634		
4	BARAN	502228	131717	466313	122497		
5	BARMER	1273249	95773	1148665	86064		
6	BHARATPUR	1093357	262369	960006	232730		
7	BHILWARA	955378	265358	940491	247296		
8	BIKANER	821434	419367	742119	381017		
9	BUNDI	461734	115426	426471	107275		
10	CHITTORGARH	636415	146756	622659	138508		
11	CHURU	755028	296418	708284	279817		
12	DAUSA	751900	105887	680716	95906		
13	DHOLPUR	520930	132717	438136	114733		
14	DUNGARPUR	651046	45486	648763	43257		
15	GANGANAGAR	758269	285071	675467	250361		
16	HANUMANGARH	746887	184297	677341	166167		
17	JAIPUR	1642924	1825583	1511407	1646264		
18	JAISALMER	312447	49261	268447	39764		
19	JALORE	857619	79015	819356	72740		
20	JHALAWAR	606533	118610	575305	110681		
21	JHUNJHUNU	842718	253178	805248	235901		
22	JODHPUR	1260328	663600	1162223	601014		
23	KAROULI	668185	115454	571958	102651		
24	KOTA	401331	619830	373079	556774		
25	NAGOUR	1368771	327554	1301768	309650		
26	PALI	787559	237863	790008	222143		
27	PRATAPGARH	401171	36573	394870	35234		
28	RAJSAMAND	486960	94379	485817	89441		
29	SAWAI MADHOPUR	564592	139439	504492	127028		
30	SIKAR	1047469	327521	995958	306385		
31	SIROHI	424252	109979	403440	98675		
32	TONK	568045	160091	535558	157632		
33	UDAIPUR	1251316	315485	1208678	292941		
Total		26641747	8909250	24858605	8138835		

Note:-If the selected EA is desirous of working in additional districts than allotment of additional districts may be permitted by purchaser. For such additional allotment of districts if additional machines are to be deployed over the number of machine intended to be deployed in EoI, the additional PSD shall be deposited accordingly/as per slab mentioned in chapter -15 of this EoI.

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ANNEXURE-1: SELF-DECLARATION {to be filled by the bidder}

To,

{Procuring entity},

In response to the NIB Ref. No. _____ dated _____ for {Project Title}, as an Owner/ Partner/ Director/ Auth. Sign. of _____, I/ We hereby declare that presently our Company/ firm _____, at the time of bidding, :-

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d) does not have any previous transgressions with any entity in India or any other country during the last three years
- e) does not have any debarment by any other procuring entity
- f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- i) will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

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ANNEXURE-2: DRAFT AGREEMENT FORMAT {to be mutually signed by selected bidder and procuring entity}

This Contract is made and entered into on this _____ day of _____, 2017 by and between RajCOMP Info Services Limited (RISL), having its head office at First Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur-302005, Rajasthan (herein after referred to as Purchaser/ RISL) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on ONE PART

And

M/s _____, a company registered under the Indian Companies Act, 1956 with its registered office at _____ (herein after referred as the “Successful Bidder/ Supplier”) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on the OTHER PART.

Whereas,

Purchaser is desirous of appointing an agency for <project title> as per the Scope of Work and Terms and Conditions as set forth in the RFP document dated _____ of <NIB No _____>.

And whereas

M/s _____ represents that it has the necessary experience for carrying out the overall work as referred to herein and has submitted a bid and subsequent clarifications for providing the required services against said NIB and RFP document issued in this regard, in accordance with the terms and conditions set forth herein and any other reasonable requirements of the Purchaser from time to time.

And whereas

Purchaser has accepted the bid of supplier and has placed the Work Order vide Letter No. _____ dated _____, on which supplier has given their acceptance vide their Letter No. _____ dated _____.

And whereas

The supplier has deposited a sum of Rs. _____/- (Rupees _____) in the form of _____ ref no. _____ dated _____ of _____ Bank and valid up to _____ as security deposit for the due performance of the contract.

Now it is hereby agreed to by and between both the parties as under: -

1. The NIB Ref. No. _____ dated _____ and RFP document dated _____ issued by RISL along with its enclosures/ annexures, wherever applicable, are deemed to be taken as part of this contract and are binding on both the parties executing this contract.
2. In consideration of the payment to be made by RISL to supplier at the rates set forth in the work order no. _____ dated _____ will duly supply the said articles set forth in “Annexure-I: Scope of Work & Deliverables” thereof and provide related services in the manner set forth in the RFP, along with its enclosures/ annexures and Technical Bid along with subsequent clarifications submitted by supplier.
3. The RISL do hereby agree that if supplier shall duly supply the said articles and provide related services in the manner aforesaid observe and keep the said terms and conditions of the RFP and

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Contract, the RISL will pay or cause to be paid to supplier, at the time and the manner set forth in the said conditions of the RFP, the amount payable for each and every project milestone & deliverable. The mode of Payment will be as specified in the RFP document.

4. The timelines for the prescribed Scope of Work, requirement of services and deployment of technical resources shall be affected from the date of work order i.e. _____ and completed by supplier within the period as specified in the RFP document.
5. The Successful Bidder/ Supplier hereby agree to securitize purchaser (RISL) in terms of any extra payment made by department against the work done. In such cases where extra payment has been made by purchaser, successful bidder/ supplier agrees to refund the extra amount within 10 days otherwise its PSD shall be forfeited by purchaser.
6. Successful bidder agrees to maintain service levels as per EoI and in case of default penalty shall be applicable as below:-

For Aadhaar Enrolment:

All the penalties in force by the UIDAI shall be applicable

For Bhamashah Enrolment :

SN	Service Level	Penalty in case of non-compliance to service level
1.	Uploading of scan documents (if not submitted within one month of Bhamashah Card)	Rs. 50/- per Bhamashah Member enrolment and no payment shall be made for such enrolment.

For Special Camps:-

SN	SLA (Aadhaar Seeding/Linking % of the Total NPR/Bhamashah data given for an Area (Village/GP/Ward))	Penalty
1	Non-deployment of the resources for a district	
	within 30 days of WO	5000/ per case. (on such 3 violation allotted districts shall be withdrawn)
2	Seeding Performance of the provided NPR/Bhamashah data	
2.1	>90%	No penalty
2.2	>60% and <90%	10% of the Payable Amount
2.3	>25% and <60%	20% of the Payable Amount
2.4	<25%	No payment

- On total penalties for Bhamashah enrolments there would be an upper cap of 30% of the payable amount.
- On continuous default contract may be terminated and PBG may be forfeited.
- A fine of Rs. 10000/- for each instance of corruption shall be imposed on supplier if any operator of supplier is found involved in corruption activities. The fine would be deducted from the amount payable to the supplier by purchaser.

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7. In case of extension in the delivery and/ or installation period/ completion period with liquidated damages, the recovery shall be made on the basis rules of RTPP act.
8. Risk and cost-
The Successful Bidder/ Supplier hereby agree to carry out incomplete/ remaining work through some other agency at its risk and cost after giving a three day notice to the successful bidder.
9. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the RFP document.

In witness whereof the parties have caused this contract to be executed by their Authorized Signatories on this ____day of _____, 2017.

Signed By:	Signed By:
() Designation:, Company:	Authorized Signatory Rajcomp Info Services Ltd.
<i>In the presence of:</i>	<i>In the presence of:</i>
() Designation: Company:	() Designation: Rajcomp Info Services Ltd.
() Designation: Company:	() Designation: Rajcomp Info Services Ltd.

Annexure -3

Enrolment Form for Bhamashah

Date : _____

Name of Head of Family: _____

Category : SC / ST /OBC / TSP/ SBC / General

Land holding Category : Small Farmer/Marginal Farmer/Without land

Type of Land : Irrigated / Unirrigated

Residential Address : State : _____ District : _____ Tehsil : _____ Village/City : _____ Ward No. : _____

House No. : _____ Street : _____ Apartment : _____ Colony : _____ Pincode : _____

Mobile No.: _____ Landline : _____ Email : _____

Family Bank A/c No. : _____ Bank name : _____ Branch Name : _____

House Category : Independent house-Bungalow/Apartment/ Pucca House / Semi-pucca/Kaccha House / Hut/ Without house Living in present address since : _____ years

S. No	Name	Father name	Mother name	Spouse Name	Sex	DOB/Age (dd/mm/yy)	Relation With HOF	Marital Status	Education	Occupation	Specialy abled	Income Per month	Bank A/c no.	Branch	Residential Status	Religion
1.							Self									
2.																
3.																
4.																
5.																
6.																
7.																
8.																

Gender : 1 – Male, 2 – Female, 3 – Transgender

Residential Status : 1 – Domicile, 2 – Immigrant, 3 - NRI

Relation with HOF : 1 – Self, 2 – Wife/Husband, 3 – Son/daughter, 4 – Son/Daughter-in-law, 5 – Grandchild, 6 – Father/Mother, 7 – Father/Mother-in law, 8 – Great Grandchild

Marital Status : 1 – Never married, 2 – Married, 3 – Window/er, 4 – Divorced, 5 – Separated, 6 – Abandoned, 7 – Other

Religion : 1 – Hinduism, 2 – Islam, 3 – Christianity, 4 – Sikhism, 5 – Jainism, 6 – Buddhism, 7 – Zoroastrian, 8 - Others

Educational Status : 1 – Illiterate, 2 – Literate, 3 – 5 Pass, 4 – 8 Pass, 5 – 10 Pass, 6 – 12 Pass, 7 – Graduate, 8 – Post Graduate, 9 – Others

Income per month : 1 - less than Rs. 249/-, 2 - Rs. 250/- to Rs. 499/-, 3 - Rs. 500/- to Rs. 999/-, 4 - Rs.1000/- to Rs. 2500/-, 5 - 2500/- to Rs. 5000/-, 6 – Rs. 5000/- to 10000/-, 7 - Rs. 10000/- and above

Physically Abled : 1 - Visually impaired, 2 – Hearing impaired, 3 - Locomotive

Occupation : 1 – State Govt. Employee, 2 – Central Govt. Employee, 3 – PSU/Bank Employee, 4 – Private Sector Employee, 5 – Self Employed, 6 – Businessman, 7 – Labourer, 8 – Farmer, 9 – Unemployed, 10 – Others

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Identity Verification Documents

Family Identification Documents :

Ration Card Type : BPL / APL / Anthodaya / Annapoorna / No card

Electric Connection No.: _____

Gas Connection No. : _____

BPL Card No. : _____

Ration Card No. : _____

Water Connection No. : _____

Name of Gas Agency : Indane / HP/ Bharat Gas / Other _____

MGREGA No. : _____

Individual Identification Documents :

S. No	Name	Aadhaar No.	Voter Id	PAN No.	Driving Licence No.	Passport No.	NPR Receipt no.	Mobile No.
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

Verification Type : 1 – Document Based verification , 2 – Information provided by Head of the family (Please tick the correct option)

Signature of Verifier
(Name, Designation and seal)

Signature of Applicant

Guidelines for Enrolment Work

The minimum facilities required at the enrolment center are as below.

- i. **Setting up of Enrolment station:** Enrolment Station refers to an individual enrolment booth/enclosure inside the Enrolment Centre. The capture of Demographic and Biometric data is done in this Station. An enrolment station including a mobile enrolment station shall be equipped with all the necessary machinery which include –

Mandatory Requirements	
A	
A.1	Laptop/Desktop available (The minimum system, Windows Operating System requirement are defined in Aadhaar Installation Setup Manual; 4 USB /USB hub for connecting biometric devices)
A.2	UIDAI software installed, tested, configured, registered with CIDR as per installation and configuration manual Bhamashah software installed, tested, configured, registered with RISL as per installation and configuration manual
A.3	UIDAI standards compliant Iris capture devices duly certified by STQC (make & model)
A.4	UIDAI standards compliant finger print capture devices duly certified by STQC (make & model)
A.5	UIDAI standards compliant digital camera as per UIDAI specifications.
A.6	White back ground screen, non reflecting, opaque, ~3ft wide, and with stand , available for taking photographs
A.7	Extra monitor for residents to verify their data (15-16" with a resolution above 1024x768)
A.8	All devices as per UIDAI standards
A.9	Working of all equipment at every station tested
A.10	Printer (A4 laser printer; must print photo with good quality receipt)
A.11	Printer Paper(Inventory for 5 stations for 10 days ~ 20 rims)
A.12	Anti Virus / Anti Spyware checks
A.13	Data Card /Internet connectivity for Enrolment Client to be online every 24-48 hrs
A.14	All Operators and Supervisors enrolled into AADHAAR and registered with CIDR and RISL
A.15	The pre-enrolment data from the Registrars, if used, is available for import on laptops
A.16	If Registrar has additional fields to be captured, then the Bhamashah (KYR+) software for capturing the KYR+ fields is configured and tested.
A.17	Sponge for wetting and hand-cleaning cloth available
A.18	If scanning mandated by UIDAI then provision of scanner as per UIDAI specifications and guidelines
A.19	GPS Device

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- ii. **Setting up of Enrolment Centre:** Enrolment Centre refers to the premises located in the area where the enrolment is being carried out. The process for setting up Enrolment centre is defined as per UIDAI guidelines (for details prefer Aadhaar portal of RISL or UIDAI). One Enrolment Centre can host a single or multiple Enrolment Stations. Following are the specifications for a enrolment center –

Mandatory Requirements	
B	Enrolment Centre
B.1	Backup power supply (generator) of 2 KVA capacity for every five enrolment stations kept in a centre
B.2	Fuel to run the generators
B.3	Printed enrolment forms for filling data available in sufficient numbers
B.4	Bubble packed, water resistant, envelopes (CD mailer) for pen drive transfer to CIDR via India Post (2 Envelopes/day/centre. Enrolment Centre should maintain a minimum stock of 20 days)
B.5	Preprinted pre-addressed labels for envelopes (2 /day/centre. Enrolment Centre should maintain a minimum stock of 20 days)
B.6	Data Backup of each station at least twice a day on an external hard disk (backup should be maintained for a minimum period of 60 days).
B.7	Adequate lighting, fans & power points for plugging various biometric devices available
B.8	Local authorities informed of enrolment schedule
B.9	Introducers informed of enrolment schedule
B.10	Banner for the Enrolment Centre placed at entrance
B.11	Posters depicting enrolment process in English & the local language present in visible places
B.12	Grievance handling Helpline Number and other important numbers displayed prominently inside/outside the enrolment centre
B.13	The User Manual of the software available for ready reference & operators aware of the same
B.14	Ink pad for taking thumb impressions on consent where resident/introducer is unable to sign
B.15	External Hard disk for taking backup
B.16	Manned Helpdesk
B.17	Sufficient number of tables and chairs for enrolment station operators
B.18	Chairs/benches available in shade for current enrollee
B.19	IEC tool Kit for Enrolment Centre (It is duty of EA to collect all IEC material required at enrolment centre (IEC Tool kit) from Registrar/District-Registrar. EA will further post all such IEC material in and around EC as per UIDAI guidelines and as required by Registrar / District Registrar before starting enrolments at a EC.)
B.20	Photocopier machine for photocopying resident's PoI, PoA and other documents

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iii. Other Requirements at Enrolment Centre are listed as below:

	Desired
C	Other Logistics
C.1	Mobile phone/ Land phone/Internet available for immediate communication with UIDAI /Registrars etc
C.2	Extension box for Power Cord
C.3	Water, soap and towel for cleaning hands
C.4	Drinking water facility available
C.5	Hall / room spacious & furniture organized to minimize movement of enrolee while capturing biometric information
C.6	At least one station is suitable for physically challenged, pregnant women, women with infants and elderly enrolees. This station is clearly marked with a visible banner.
C.7	Carry cases for all devices available
C.8	Material for cleaning biometric instruments and laptops as specified by device manufacturers
C.9	A separate enclosure to enrol “purdah-nasheen” women available
C.10	Sufficient no. of operators available for job rotation & preventing operator fatigue
C.11	Lady operators / volunteers to assist women enrollees
C.12	Security arrangement in place to stop enrolees from carrying bags / suitcases or any other material into the enrolment centres
C.13	A ramp is provided for disabled and old age people
C.14	First aid kit available
C.15	ORS kit available for areas in extreme heat conditions
C.16	GPS Receiver (USB/built in)
C.17	Bar Coded Stickers (Optional as per Registrar's mandate)
C.18	Bar Code Reader (Optional as per Registrar's mandate)
C.19	Chairs/benches available in shade for waiting enrollees
Enrolment Center - Health & Safety Considerations	
D.1	All the electrical equipment are properly earthed
D.2	All wiring on the floor or along the walls properly insulated
D.3	Wiring required for the generator backup and for connecting the various devices used for enrolment neatly organized
D.4	Fuel for generator or any other inflammable material stored away from the enrolment area
D.5	Fire safety equipment available handy
D.6	Power generator kept sufficiently away from the enrolment stations
D.7	Local Emergency Help numbers available at the center & operators aware of the same

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- iv. An enrolment center shall be manned by a supervisor and technical personnel in addition to the operators at the enrolling stations. A ratio of 5:1 operators to supervisors as well as operators to technical staff subject to a minimum of one supervisor per one enrolment centre should be maintained by the Enrolment Agency.
- v. The premises of the enrolment center shall be provided by the District Administration. Above premise should be a lockable premise with electric supply as far as possible (Electricity charges will be borne by District Administration for above premises).
- vi. However the enrolling agency shall ensure required infrastructure like power (if not already available) etc. with the help of the local body authorities. In cases where such facilities are not available, the enrolling agency shall be responsible for providing alternate arrangements like power generator including fuel etc. at their own cost.
- vii. An area in the enrolment center shall be clearly demarcated for enrollees waiting to be enrolled and facilities for seating should be provided.
- viii. Safety and security of all equipments and EA's manpower will be the responsibility of Enrolment Agency only. EA may opt for insuring his assets at his own cost. Any delay in enrolment due to theft/damage/crash etc. of equipments and other infrastructure will not be accepted and will be attributed to Enrolment Agency's performance.

2) Hiring Manpower for Enrolment:

Manpower for Project Administration: The Enrolment Agency will deploy following managerial staff per district for the project execution.

Project Manager (at least 1 for the State) -

- I. He/she would be overall in charge for project implementation and have the overall responsibility for the project, supervision, monitoring and implementation.
- II. He/ she would be the single point contact for the District Registrar/ Registrar

Manpower for Enrolment Station/Centre: The Enrolling Agency shall hire manpower to operate the enrolment station/center as per the guidelines prescribed by UIDAI.

Operators: Enrolling agency shall hire manpower (operator) to execute enrolment at the enrolment stations as per the criteria provided below

- I. The operator should have passed Matriculation
- II. The operator should have a basic understanding of operating a computer and should be comfortable using the computer.
- III. The operator should have undergone training on the various equipment and -devices to be used during enrolment.
- IV. The operator should have passed the Operator test for UID enrolment and certified from a testing and certifying agency authorized by UIDAI.

Supervisor: The enrolling agency shall hire Supervisors to supervise enrolment at the enrolment centers as per the criteria provided below :

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- I. The supervisor shall preferably a graduate
- II. The supervisor shall have a good understanding and experience in using a computer.
- III. The supervisor should have undergone training on the various equipment and devices to be used during enrolment.
- IV. The operator should have passed the Supervisor test and certified from a testing and certifying agency authorized by UIDAI.

Technical personnel: The enrolling agency shall hire Technical personnel to provide technical support during enrolment at the enrolment centers as per the criteria provided below computer skills.

- I. The Technical personnel shall be a Graduate and have a certification/experience on hardware/software trouble shooting and maintenance
- II. The Technical personnel shall have a good understanding and experience in using a computer.
- III. The Technical personnel should have undergone training on the various equipment and -- devices to be used during enrolment.
- IV. The Technical personnel should have passed the Technical personnel test and certified from a testing and certifying agency authorized by UIDAI.

Induction training: After hiring the personnel as described above, the Enrolment Agency should impart induction training on the various activities involved in the enrolment process to enable them to understand and adjust to the local situation. The induction training is to be given just before actual deployment of the personnel for enrolment operations and shall be compulsory. The period of induction training shall be from 10 to 15 days.

- 3) **Training of Manpower:** The EA shall identify resources to employ in the Enrolment operations, get them trained and then deploy them on the enrolment stations. EAs may opt for engaging specialized training agencies (only those who have been empanelled with UIDAI) for providing training to its Enrolment personnel. However the enrolling agencies may also train their own manpower subject to certain conditions as prescribed below -
- i. The training schedule and content shall be as prescribed by UIDAI/RISL on its website.
 - ii. The Enrolment agency may prefer to have master trainers onboard. Master trainers shall be identified by the Enrolment agency from its pool of trainers and get them trained by UIDAI/ its representative as per its schedule. Master trainers shall train the trainers.
 - iii. The Enrolment agency shall have the requisite number of trainers for training its personnel. Trainers have to be trained by the Master trainers and should have passed the certification exam.
 - iv. The training and enrolment operations shall be separate activities.

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- v. Duration of the training will vary depending on the category/ level of the participant and shall be prescribed by UIDAI on its website.
- vi. The enrolling agency providing in-house training shall translate the training material into local language and hand it over to the course participants.
- vii. The Enrolment agency shall ensure the availability of the requisite infrastructure for imparting training which shall include
 - a. Availability of at least two sets of the equipment and gadgets listed above.
 - b. Certified trainers
- viii. The size of a batch for training shall not exceed 40 per batch.
- ix. The training schedule and contents for training shall be defined by UIDAI/its representative.
- x. The manpower trained by the Enrolling Agency/Empanelled training agency shall be considered qualified only after passing the Certifying test conducted by a Testing and Certifying Agency authorized by UIDAI. Therefore the agency shall coordinate with the testing agency for testing and certifying its trainees.
- xi. The agency shall be subject to process audits for training from time to time by UIDAI/ its representative.

Indicative training modules and duration is provided at UIDAI website. Alternatively an individual can undergo self training based on the content provided on the UIDAI website and attend the certification test. Upon successful certification the individual is deemed competent to perform in the role he is certified and can be hired by the Enrolment agencies for enrolment operations.

4) Conduct Enrolment Operations as per Standard Processes specified by UIDAI/Registrar:

Prior to the commencement of the Enrolment operations the Enrolment Agency shall work closely with the local governing bodies, key introducers in publicizing the UID/Bhamashah, its importance and schedule for UID/Bhamashah registration in that location. During the enrolment operation also publicity and awareness shall be done in coordination with the local authorities to encourage UID/Bhamashah registrations. All content and material for such publicity will be jointly worked by UIDAI/Registrar/District Registrar and shall conform to specifications laid down by UIDAI.

The Enrolment Agencies shall use the software provided by the UIDAI/Registrar for the collection of demographic data and the biometric data. The software will be supported by a User Manual. Further, UIDAI has defined clear-cut standard processes for enrolment as mentioned hereunder -

- i. Collect demographic data after due verification as prescribed by UIDAI: Registrar will facilitate the EA in providing pre-enrolment data available with state, if required by EA and agreed by the Registrar. Bidders can refer to Resident Enrolment Process document for the detailed process flow and description of capturing Demographic and Biometric data capture. The enrolment agency shall be responsible for printing of the enrolment forms, acknowledgement receipts etc. at their own cost. Format of enrolment form and acknowledgement receipts will be provided by Registrar/UIDAI. Enrollees' PoI, PoR, DoB and other documents as required by Registrar should be photocopied by EA at his own cost. It will be duty of EA to help resident in getting them verified by designated verifier. Verifier will be appointed and monetarily incentivized by District Registrar directly on the basis of number of successful UID generated for residents who were verified by particular verifier.
- ii. The latest version of the Resident Enrolment Process document titled "Resident Enrolment

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Process Ver <x.x.x>" is uploaded on the UIDAI website and the bidders may download the same from the following link

http://uidai.gov.in/index.php?option=com_content&view=article&id=148&Itemid=169

- iii. **Collect Biometric data from the enrollees as prescribed by the UIDAI:** Bidder's may refer Registrar Onboarding Documents and other relevant documents available on <http://uidai.gov.in/>. Enrolment agency has to make sure that it is in sync with latest guidelines/process documents/client application etc. released by UIDAI and available on <http://www.uidai.gov.in/> from time to time and Registrar/District Registrar/UIDAI will not be responsible for any delay/defect/error in enrolment process due to such negligence of EA.
 - iv. **Get consent letter and generate acknowledgement receipt:** After the demographic and biometric details are captured, the enrolment operator shall show the demographic data to the enrollee and get his consent. If needed any corrections are made to the data and signed off by the operator by providing his finger prints. All exceptions need to be signed off by the Supervisor. A consent letter has to be printed and the signature/ thumb impression of the enrollee obtained and the letter filed. An acknowledgement receipt is simultaneously printed which is provided to the enrollee as a reference.
 - v. **Data backup and transfer:** EA must ensure data backup at least twice a day on external media. The KYR demographic data along with biometric data thus collected would be transmitted to the UIDAI for a process of de-duplication and allotment of the AADHAAR Number.
 - vi. **Index and Store PoI, PoR, DoB and other required documents of enrollees:** Arrangements will be made by the Registrar / UIDAI to store verified copies of enrollees' documents related to PoI, PoR, and DoB, along with enrolment form & acknowledgment slip. However, till the time of handover of physical documents to District-Registrar/ Agency appointed by UIDAI, it will be duty of EA to index and store temporarily & safely the documents with him. These documents must further be submitted with District Registrar/agency nominated by UIDAI at a location required. Further guidelines regarding documentation as prescribed by UIDAI shall be complied by the bidder, latest directions of UIDAI on the subject shall prevail. Any change in the process by UIDAI shall be binding and mandatory without any further communication by the RISL.
- 5) **Send Enrolment Data to CIDR and Registrar:** The selected enrolment agency shall transfer the data to the UIDAI, as per their guidelines/directions. The enrolling agencies are therefore advised to obtain these instructions before they proceed to collect the demographic and Biometric Data.
- 6) **Other Services to be provided by the Enrolment Agency:**
- i. Comply with audit activities by Registrar/District Registrar/UIDAI or other designated agencies
 - ii. Pre-enrolment activity may be taken up by Enrolment Agency in consultation with District Registrar
 - iii. EA will deploy GPS instrument for every enrolment station, if so required by UIDAI.
 - iv. EA will deploy hardware keys for enrolment stations, if so required by UIDAI.
- 7) EA shall be responsible to make sure that the data is kept in a very secure and confidential manner and under no circumstances, shall neither use the data nor part with the data to any other agency other than the UIDAI/ Registrar/District Registrar. Mechanisms to ensure the same have to be put in place by the Enrolling agency and shall be subject to audit by UIDAI/Registrar/District Registrar/their representative from time to time.
- 8) **Provide Electronic MIS Reports on Enrolment Status Daily:** Daily online MIS report shall be filled by agency for each enrolment station.

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- 9) UIDAI guidelines for enrolment are updated and changed from time to time. Whereas, all attempt has been made to present above the latest extant guidelines, selected bidders will be required to undertake the enrolment as per the latest guidelines in this regards.
- b) **Additional Scope/ change in storage of documents:** UIDAI is planning that EA shall mandatorily scan all PoI/PoA/DoB documents along with enrolment form and acknowledgement-cum-consent form upfront and will integrate them with resident data packet, if so required by UIDAI. From a date to be that to be notified by the State Registrar/UIDAI, instead of photocopying and storing PoI, PoR, DoB and other required documents of enrollees as mentioned at Clause [A, v, (f)], these documents shall has to be scanned and integrate with resident data packet as per purchaser/UIDAI directions.

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ANNEXURE-5 FINANCIAL BID FORMAT[#] (For Special camp of Aadhaar seeding in Bhamashah and NPR Database.)

{to be submitted by the bidder only in BoQ format (.XLS) available at e-Procurement portal}

S.No.	District Name	Tentative no. records	Price* (in INR) [inclusive of all taxes, levies, and duties applicable but excluding Service Tax] for "entry per Bhamashah/NPR record"	Total Price (in INR) [inclusive of all taxes, levies, and duties applicable but excluding Service Tax**]
1	2	3	4	5=3*4
1	Ganganagar	370616		
2	Hanumangarh	287626		
3	Bikaner	605941		
4	Churu	432423		
5	Jhunjhunu	512416		
6	Alwar	712259		
7	Bharatpur	523064		
8	Dhaulpur	233286		
9	Karauli	236356		
10	Sawai Madhopur	273349		
11	Dausa	335823		
12	Jaipur	1873250		
13	Sikar	555799		
14	Nagaur	564586		
15	Jodhpur	726961		
16	Jaisalmer	152040		
17	Barmer	554482		
18	Jalor	437979		
19	Sirohi	266201		
20	Pali	508629		
21	Ajmer	669446		
22	Tonk	348119		
23	Bundi	297372		
24	Bhilwara	491751		
25	Rajsamand	307412		
26	Dungarpur	153037		
27	Banswara	281343		
28	Chittaurgarh	351329		
29	Kota	492095		
30	Baran	237404		

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S.No.	District Name	Tentative no. records	Price* (in INR) [inclusive of all taxes, levies, and duties applicable but excluding Service Tax] for "entry per Bhamashah/NPR record"	Total Price (in INR) [inclusive of all taxes, levies, and duties applicable but excluding Service Tax**]
31	Jhalawar	229384		
32	Udaipur	608968		
33	Pratapgarh	147846		

*Rates of entry per Bhamashah/NPR record (for aadhaar seeding in Bhamashah and NPR databases) should be inclusive of manpower cost, survey cost, TA/DA cost, IT Infrastructure cost, travelling cost or any other and also inclusive of all taxes, levies, and duties applicable but excluding Service Tax.

** Service tax shall be paid as per applicable rates.

To be filled by bidders who are interested for organizing special camps, bidders who are not interested should submit "0" value against any of the item (district) while uploading their financial bids.