

Guideline for appointment of UID enrolment agencies in the districts of Pune, Amravati, Nandurbar and Gadchiroli

Background:

Phase II of UID enrolment in Maharashtra has commenced from May 2012 with the appointment of 10 agencies for conducting UID enrolment. Since the number of kits deployed by these agencies was not sufficient, 9 more agencies were allowed to put up kits for UID enrolment in Maharashtra.

However, sufficient number of kits is still not deployed in the FI pilot districts of Nandurbar, Amravati and Pune and also in the district of Gadchiroli. Hence there is a need to appoint additional agencies in these districts and deploy more number of kits to ensure quick and time-bound completion of UID enrolment and to roll out UID linked benefits to citizens.

Process of appointment:

The Dist. Collector may seek expression of interest from any agency which meets the Qualification Criteria and agrees to all the terms of conditions of existing contract that Govt. of Maharashtra has with the present EAs as well as all policies/guidelines of the State Govt. and UIDAI that are available or may be released from time to time. The respective Dist. Collector shall enter into an agreement with the new agencies hired. All terms and conditions of existing contract of the State Govt. with present EAs shall hold true in case of the new contract as well.

Based on the willingness, any agency which matches the Qualification Criteria may be asked to deploy upto 100 machines to start off with. Ramp up beyond 100 may happen based on the performance and readiness to deploy kits.

The Dist. Collector is free to terminate the services of the agency at any point of time if the performance of the agency is not found to be satisfactory or any non-compliance is noted with respect to the terms and conditions and guidelines set by Govt. of Maharashtra and UIDAI.

Process of kit deployment:

Initially, the deployment will start with upto 100 kits. This can be ramped up later based on performance and need.

3. Hire & Train Manpower for UID Enrolment (Manpower would include Operators, Supervisors, Technical Staff and Project Managers). The manpower hired should be as per the minimum educational qualification prescribed by UIDAI. All deployed manpower needs to clear the certification examination defined by UIDAI before start of enrolment.
 - i. The operator should have passed Matriculation
 - ii. The supervisor shall preferably a graduate
 - iii. The Technical personnel shall be a Graduate and have a certification/experience on hardware/software trouble shooting and maintenance
4. Conduct Enrolment Operations as per Standard Processes specified by UIDAI and Govt. of Maharashtra
5. Sync of machines (minimum every 10 days or earlier) and transfer of Data (EID packets) to UIDAI (packets to be regularly uploaded to UIDAI CIDR) within a max. of 20 days. The required bandwidth for data upload shall be provided by the enrolment agency itself.
6. Maintain and ensure privacy & security of data
7. Provide Electronic MIS Reports on Enrolment Status Daily to UIDAI and State Govt. (including Dist. Collector)
8. Collect, store the documents required from the residents and hand it over to the Document Management Agency appointed by UIDAI in the format specified by UIDAI. Additionally, the documents would have to be scanned at the center itself as part of UID enrolment and added to the UID data packet.
9. Perform local level publicity and IEC. Also, support the State Govt. and UIDAI in IEC activities
10. Work should be done in accordance to all guidelines of the State Govt. and UIDAI that have been released and shall be released from time to time based on the requirement.

The enrolment agency needs to coordinate with UIDAI and complete all processes related to onboarding before start of enrolment.

Rate payable:

The agencies shall be payable a rate equal to the L1 rate for the district. The L1 rates for the districts are available on the website <http://aadhaar.maharashtra.gov.in>

Qualification Criteria:

The selected agency should meet the minimum qualifying criteria given below:

1. A company registered under the Companies Act 1956 [Certificate from Registrar of Companies to be submitted]
2. The company should be in existence for a minimum of 3 years as on 31st Oct 2012 [Certificate from Registrar of Companies to be submitted]
3. The company must have a PAN Number (Should be a company PAN Number and not an individual PAN Number) [PAN Card Copy to be provided]
4. The company should have an annual average turnover of INR 50 lakhs in the last 3 financial years as declared by audited account / certified balance sheet of financial statement reported in India. [Audited P&L Statement should be provided]
5. The company should have been profitable, in at least 2 (two) of the last 3(three) Financial years, ie.2009-10, 2010-11 and 2011-12 as declared by audited account / certified balance sheet of financial statement reported in India. [Audited P&L Statement should be provided]
6. The company should have a net worth of INR 50 lakhs as on 31st March 2012 as declared by audited account / certified balance sheet of financial statement reported in India/ CA certificate [Audited Financial Statement/CA certificate should be provided]
7. The company should not have been blacklisted by Central, or any State/ UT Government. The company shall not be under a declaration of ineligibility for corrupt financial practices. [Letter from the authorized signatory on company letterhead with company seal should be provided]

Scope of Work:

The scope of work for the selected agency is as follows:

1. Procure enrolment hardware, software including Biometric Devices as per UIDAI Specifications
2. Setting up of Enrolment Stations and Enrolment Centre at various locations in the districts. The enrolment center should have all equipment which has been certified/empanelled by UIDAI. Also, any new device (like GPS machine, Scanner etc.) as required for the project also needs to be provided whenever the need comes for the same.

Payment Term:

Payment shall be made by Govt. of Maharashtra (through Directorate of Information Technology) based on the number of UID generated and after deducting penalties, if any. The applicable penalties shall be as per the present terms and conditions are:

- Penalty of Rs 150 per error for every demographic error made
- Penalty of Rs. 500 for every serious error like biometric mixup, process violation such as capturing multiple residents photograph or biometrics in the same packet, capturing photo from a photo, recording residents as biometric exception when their biometric modalities are available and can be captured etc.

In case of serious errors, the State Government/ UIDAI may file criminal cases against the concerned operator and supervisor in case an attempt to fraud can be established.

Terms and Conditions:

All terms and conditions of the existing contract of the State Govt. with the presently selected enrolment agency, all guidelines released by Govt. of Maharashtra and UIDAI shall hold true.

Existing agencies:

Existing agencies working in these districts (either appointed by the State Govt. or through Non State Registrars) shall continue to work in the districts. Similarly, any agency allowed to work in the State Govt. in these districts shall be allowed to work at any point of time.