

Request for Proposal for Establishing and Maintaining Aadhaar Enrolment Centers and providing Manpower along with supply of Aadhaar Enrolment Kit for South DMC.



Tender No.:DIT/SDMC/2017-18/Aadhaar-4

Date: 13/6/18

South Delhi Municipal Corporation


Admin. Officer (IT)
I.T. Department
South Delhi Municipal Corporation

1. Invitation of Tender


Ref: Advt. No:- DIT/SDMC/2018/D- 11

Date:- 13/06/18

South Delhi Municipal Corporation invites sealed tender offers (Eligibility and Price) for Establishing and Maintaining Aadhaar Enrolment Centers and providing Manpower along with supply of Aadhaar Enrolment Kit for South DMC from Government Departments/ Government Bodies/ Government Autonomous Bodies/ Government Organisations/ Reputed PSUs. South Delhi Municipal Corporation has been nominated by UIDAI as AADHAR enrolment Registrar and enrolment agency (EA) to carry out Aadhaar Enrolment in Offices/schools of South Delhi Municipal Corporations for its beneficiaries. Approximately 33 centres will be opened.

1.	Tender No.	DIT/SDMC/2018/.....
2.	Date of issue of Tender Document	13.06.2018
3.	Pre-bid Date and Time	20.06.2018 at 03:00 PM
4.	Last date & time of receipt of Tender	04.07.2018 at 03:00 PM
5.	Date & Time of opening of Technical Bid	04.07.2018 at 03:30 PM
6.	Date & time of opening of Financial Bid	To be decided later
7.	Validity of Tender	90 Day
8.	Cost of the tender document (Non Refundable)	Rs. 1000/-

The above tender document can be obtained from IT Department, South DMC or can be downloaded from our website www.mcdonline.gov.in Bidder downloading the tender document from the website needs to attach demand draft for the cost of tender document.


Administrative officer (IT), SDMC

Admin. Officer (IT)
I.T. Department

South Delhi Municipal Corporation

Note: - Eligible bids will be opened on the specified date wherein the participating bidders may present during the bid opening meeting. Notice of any changes will be provided through e-mail from designated contact person only and shall be published on official website of South Delhi Municipal Corporation also. Further, Price Bid Opening Date, Time & Venue will be intimated to the qualified Bidders at the same or a later date.

The South Delhi Municipal Corporation reserves the right to accept, reject or cancel any tender offer without assigning any reason thereof.



Admin. Officer (IT)
I.T. Department
South Delhi Municipal Corporation

1.1 Definition:-

In this tender document and associated documentation, the following terms shall be interpreted as indicated below:

- i. **"The Bidder"** means company/firm participating in this bidding process.
- ii. **"Eligible Bidder"** means bidder satisfying qualifying criteria.
- iii. **"The Purchaser"** means South Delhi Municipal Corporation.
- iv. **"The Purchase Order"** means the order placed by the South Delhi Municipal Corporation to the service provider for the required services as per the RFP. This shall be deemed as "Contract".
- v. **"The Successful Bidder/Service Provider"** means the successful bidder and on whom South Delhi Municipal Corporation have placed a Letter of Intent/Purchase Order for rendering the services as per the RFP and with whom the Purchaser enters into contract against this tender.
- vi. **"The Contract"** means an agreement entered into, by the Purchaser with the successful bidder by signing a contract form in a given format by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein.
- vii. **"The Contract Price"** means the price payable to the Successful Bidder under the contract for the full and proper Performance of its contractual obligations.
- viii. **"Services"** means services to be provided as per the requirement mentioned in the scope of work.
- ix. **"Consignee"** or "Indenter" or "Buyer" means the officer authorized by the South Delhi Municipal Corporation for receiving services at the place of receipt.
- x. **"Non-compliance"** means failure/refusal to comply the terms and conditions of the tender.
- xi. **"Non-responsive"** means failure to furnish complete information in a given format and manner required as per the tender documents or non-submission of tender offer in given Forms / Pro forma or not following procedure mentioned in this tender or any of required details or documents is missing or not clear or not submitted in the prescribed format or non-submission of tender fee and EMD.
- xii. **"UIDAI"** means Unique Identification Authority of India.
- xiii. **"PBG"** means Performance Bank Guarantee.
- xiv. **"EC"** means Enrolment center.
- xv. **"PEC"** means Permanent enrolment center.
- xvi. **"FMS"** means Facility management service.
- xvii. **"Letter of Intent (LoI)"** means a letter issued by the Tendering Agency (South DMC) indicating his intention to place Purchase Order on the successful bidder.
- xviii. **"Registrar (South DMC)"** means South Delhi Municipal Corporation is authorized by UIDAI and South Delhi Municipal Corporation for the purposes of enrolling the individuals for UID numbers in offices of South DMC.
- xix. **"EA"** means Enrolment agency empanelled with UIDAI.
- xx. **"BME"** means Biometric Enrolment.

