

**ORISSA COMPUTER APPLICATION CENTRE
PLOT N-1/7-D, ACHARYA VIHAR SQUARE
BHUBANESWAR**

Short Tender Call Notice

Ref No : OCAC-PROJ-2/2010/ 2445 Dated 22.11.2016

Sealed Quotations are invited from Non State Registrar (NSR) Aadhaar Enrolment Agencies for deployment of two numbers of UIDAI certified operators for Aadhaar facilitation center located at OCAC Building, Bhubaneswar for providing Aadhaar services like new Aadhaar enrolment, Updation, Correction, e-Aadhaar Generation, Status enquiry etc. The scope of work shall be as detailed below. The sealed quotation should reach to the undersigned on or before **08.12.2016 by 1600 hrs**. The quotations shall be opened on the same day at 1630 hrs in the presence of the representatives of the tenderers. OCAC reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.

Scope of Work

1. The bidder shall provide two UIDAI certified operators for providing Aadhaar services like new Aadhaar enrolment, Updation, Correction, e-Aadhaar Generation, Status enquiry etc.
2. The operator must have typing skill in both Odia and English language.
3. The working hour of these operators will be 10 AM to 5 PM in all Govt. of Odisha working day.
4. The bidder should make provision of replacement in case of leave of the operator.
5. The bidder should provide two dedicated enrolment kits (viz. Laptop/Desktop computer, Printer, biometric device (four finger), eye iris scanner) which will be installed at OCAC.
6. Maintenance of the enrolment kits as mentioned above is also the responsibility of the bidder. In case, any or both of the kits goes out of order, the same must be replaced immediately.
7. The bidder should provide consumables for printing of acknowledgement receipt and e-Aadhaar.
8. Bidder must have the past experience of providing service for Aadhaar enrolment in any state of the country. (Work order should be furnished)
9. No fees will be collected from citizen for providing the Aadhaar services.

Terms and Condition

1. The bidder should provide following documents along with quotation.

- a. Company incorporation certificate
 - b. Copy of PAN
 - c. Copy Service Tax registration
 - d. Documentary proof against UIDAI Enrolment Agency
 - e. Copy PF registration
 - f. Copy of UIDAI certificate of the operators to be deployed
2. The Enrolment Agency should be under any of the Non State Registrar(NSR)
 3. Authority reserves right to increase or decrease number of operators
 4. Initial period of engagement of operators will be for six months. However, it may be extended time to time as per the requirement.
 5. Least cost based selection will be adopted during evaluation of bid. i.e. L1 bidder will be awarded the work.
 6. In case of any misconduct by the operator, the bidder shall be held responsible. In such case the bidder will immediately replace the operator.

Payment Term

- a. 100% Payment will be release on monthly basis on submission of MIS report and invoice.

Format for Price Bid

SL#	DESCRIPTION	Unit cost per month	Taxes per month	Total Cost
1	Cost of one UIDAI Certified operator with supply, installation and maintenance of computer and enrolment kits (like printer, scanner, biometric device, iris device) and consumable			
Total Cost per month per kit				

Note : The bidder who have quoted lowest in "Total Cost per month per kit" will be awarded the work.



General Manager(Admin)

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