ODISHA COMPUTER APPLICATION CENTRE

Tender Call Notice

Ref No : OCAC-NEGP-UIDAI-0003-2017-ENQ-20006   DATED 29.02.2020

Sealed tenders are invited from Printing firms/Press for Printing and supply of <u>Aadhaar Enrolment and Updation</u> Application form for OCAC. The scope of work is as detailed below. The sealed quotation should reach the undersigned on or before **24.03.2020 by 1400 hrs**. The quotations shall be opened on the same day at 1600 hrs in the presence of the representatives of the tenderers. <u>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</u> <u>claim/dispute on this aspect shall be entertained.</u>

Pre-Qualification Criteria

1. The bidder should be a Company registered under the Companies Act, 1956 / Partnership Act/Limited Liability Partnership Act since last 5 years.

2. The bidder should have average turnover of Rs.10 Lakhs generated from Press/printing assignments in the last 3 financial years viz. 2015-16, 2016-17 and 2018-19. Photocopies of audited balance sheet/Profit and Loss Statement/IT Return to be attached on account for last 3 years

3. The bidder must have executed one printing assignment with a minimum order value of ₹1,00,000/- or two printing assignments with order value of ₹50,000/- each or three printing assignments with order value of ₹25,000/- each for any Govt. organization during last 5 years.

4. The bidder shall submit the cost of the tender paper is **₹1120/- (inclusive of GST@ 12%)** which is to be enclosed in shape of Demand Draft in favour of **"Odisha Computer Application Centre"** payable at Bhubaneswar along with the bid. This tender paper is non refundable.

5. The bidder shall submit an EMD in shape of Demand Draft of **₹20,000/- (Rupees Twenty Thousand only)** in favour of "Odisha Computer Application Center" payable at Bhubaneswar. This EMD will be refunded to the unsuccessful bidders within 30 days of award of contract.

6. The bidder should submit Copy of GST Registration and PAN along with bid document.

Scope of Work

1. Re-design of Aadhaar enrolment and updation form in English and Odia. The previous version of Aadhaar Enrolment/Updation form is attached at Annexure-I. The bidder has to redesign the form as per the latest one provided by OCAC.
2. Printing of form as per specification after getting approval on re-design of form as mentioned at point no. 1.
3. Binding and packing of forms as per specification
4. Delivery of printed forms at OCAC.

Specification

Quantity for form to be printed	**10,00,000**
Paper Size	A4 size
Paper Quality	70 GSM Good quality paper
Content	One page- Both side English & Odia
Color of Printing	Black and White
Binding	200 sheets to be made in a <u>pad</u> with 1 pound mill board at the bottom, fully covered with a colour brown kraft paper on top
Packing	5 such pads to be made into packet fully covered on all sides with a brown colour kraft paper

The bidder has to provide a sample paper with the bid

Sample form at Annexure-I

Delivery

 Delivery of all the application forms to be made at OCAC, Bhubaneswar

Timeline

The printing and delivery of all the forms (including binding and packing mentioned above) should be completed within <u>4 weeks</u> from the date of purchase order.

Payment Term

100% of the payment will be released after delivery of every 1,00,000 application forms at OCAC

Penalty

Any delay in completion of work beyond the stipulated date shall attract penalty of 0.5% per week or part thereof for the defaulting amount (un-supplied forms) subject to maximum of 10% of the total work order value.

Tender timeline

SL	Event	Date
1	Floating of tender	29.02.2020
2	Pre-bid meeting	06.02.2020 at 12 Noon in VC Room of OCAC
3	Last date of submission of bid	24.03.2020 by 2 PM
4	Opening of bid	24.03.2020 at 4 PM

Pre-bid meeting

- OCAC shall hold a pre-bid meeting with the prospective bidders on 06.02.2020 at 12:00 Noon at Odisha Computer Application Centre, Bhubaneswar.

- The Bidders will have to ensure that their queries for Pre-Bid meeting should reach General Manager (Admin) only by email (**gm_ocac@ocac.in**) with a copy to **subrat.mohanty@ocac.in** on or before 06.02.2020, 11 AM.

Terms and conditions

1. OCAC have right to increase or decrease number of forms as per requirement. **Hence, bidder have to quote the rate for 1,00,000 forms.**

2. **The price offered by the bidder should valid for at least 360 days.**

3. **OCAC may place order for more number of forms for printing beyond 10,00,000 forms during the validity period.**

4. The Tender paper along with the Terms & Conditions can be downloaded from website www.ocac.in or www.odisha.gov.in.

5. **The bidder shall submit the cost of the tender paper is ₹1120/- (non refundable) which is to be enclosed in shape of Demand Draft in favour of "Odisha Computer Application Center" payable at Bhubaneswar along with the bid.**

6. **Earnest Money Deposit: The intending bidder shall submit a Demand Draft of ₹20,000/- (Rupees Twenty Thousand only) in shape of Demand Draft in favour of "Odisha Computer Application Center" payable at Bhubaneswar along with the bid towards EMD. Tender without EMD and cost of tender paper will not be accepted. The earnest money of unsuccessful bidders shall be refunded within 15 days of the final acceptance of tenders.**

7. **The bidder should submit up to GST Registration certificate and PAN along with bid document.**

8. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax act.

9. Before submitting the tender, tenderers are requested to see the specimen, examine carefully the conditions of contract, availability of materials / labour/ time factor etc.

10. The quality of Paper should match the sample submitted with tender. Quality below the prescribed one is not acceptable and in such case, the entire consignment will be rejected and supplies to be taken back by the vendor at his cost.

11. The Courts in Bhubaneswar will have exclusive jurisdiction to entertain any litigation between the parties with regard to this tender.

Format for Price Bid

SL#	DESCRIPTION	Quoted cost for 1,00,000 (one lakh form) ₹	Taxes in ₹	TOTAL IN ₹ for 1,00,000 (one lakh form)	Total cost for 10,00,000 (Ten lakh forms)
1	Printing of 1,00,000 no of application for Aadhaar enrolment/updation as per specification mentioned above				

Documents to be submitted along with quotation.

1. Demand Draft of ₹1120/- towards tender paper cost.
2. Demand Draft of ₹20,000/- towards EMD
3. Copy of Company registration, GST Registration, Copy of PAN
4. The bidder has to provide a sample paper with the bid
5. Documentary Proof of experience in printing assignment as stated in the prequalification criteria
6. Documentary Proof against turn over as stated in the pre-qualification criteria

Address of Submission of Bid
Odisha Computer Application Center
N-1/7-D, Acharya Vihar Square
Bhubaneswar – 751013
Phone – 0674-2567295, 2567280, 3567064
Fax – 0674-2567842

✿OCAC

भारतीय विशिष्ट पहचान प्राधिकरण
भारत सरकार

AADHAAR

AADHAAR ENROLMENT / CORRECTION FORM
ଆଧାର ପଞ୍ଜିକରଣ / ସଂଶୋଧନ ଆବେଦନ ପତ୍ର

Aadhaar Enrolment is free and voluntary. Correction within 96 hours of enrolment is also free. No charges are applicable for Form and Aadhaar Enrolment. In case of Correction provide your EID; Name and only that field which needs Correction.

ନୂତନ କରି ଆଧାର ପଞ୍ଜିକରଣ ନିଃଶୁଲ୍କ ଅଟେ। ୯୬ ଘଣ୍ଟା ମଧ୍ୟରେ ସଂଶୋଧନ ନିଃଶୁଲ୍କ ଅଟେ। ଆବେଦନ ଫର୍ମ ଏବଂ ନୂଆକରି ଆଧାର ପଞ୍ଜିକରଣ ପାଇଁ କୌଣସି ଦେୟ ପଡ଼େ ନାହିଁ। ଯଦି ଆପଣ ସଂଶୋଧନ କରିବାକୁ ଚାହାନ୍ତି ତେବେ ଆପଣଙ୍କର ପଞ୍ଜିକରଣ ସଂଖ୍ୟା, ନାମ ଏବଂ ଯାହା ସଂଶୋଧନ କରିବାକୁ ଚାହାନ୍ତି ତାହା ପ୍ରଦାନ କରନ୍ତୁ।

In case of Correction provide your EID No. Aadhaar No. here/ସଂଶୋଧନ ପାଇଁ ପଞ୍ଜିକରଣ ନମ୍ବର ଦିଅନ୍ତୁ......

Please follow the instructions overleaf while filling up the from. Use capital letters only.

ଫର୍ମ ପୂରଣ କରିବା ପୂର୍ବରୁ ପରପୃଷ୍ଠାରେ ଦିଆଯାଇଥିବା ନିୟମାବଳୀଗୁଡ଼ିକୁ ଭଲଭାବେ ପଢ଼ି ନିଅନ୍ତୁ ଏବଂ ନିର୍ଭୁଲ ଭାବରେ ଫର୍ମ ପୂରଣ କରନ୍ତୁ।

1.	Pre-Enrolment ID: ପୂର୍ବ ପଞ୍ଜିକରଣ ସଂଖ୍ୟା		2	NPR Receipt/TIN Number ଏନପିଆର ରସିଦ୍/ଟିନ୍ ନମ୍ବର
3	Full Name /ପୂରା ନାମ :			

4	Gender/ ଲିଙ୍ଗ : Male/ପୁରୁଷ ( ) Female/ସ୍ତ୍ରୀ ( ) Transgender/ତୃତୀୟଲିଙ୍ଗୀ ( )	5	Age/ବୟସ : Yrs/ ବର୍ଷ OR/କିମ୍ବା Date of Birth/ଜନ୍ମତାରିଖ DD | MM | YYYY Declared/ଘୋଷିତ ..☐ Verified/ସତ୍ୟାପିତ ..☐

6	Address : C/o ( ) D/o ( ) S/o ( ) W/o ( ) H/o ( ) ଠିକଣା : ମାର୍ଫତ ( ) ଝିଅ ( ) ପୁଅ ( ) ସ୍ତ୍ରୀ ( ) ସ୍ୱାମୀ ( )
	House No. / Bldg. / Apt. ଘର ନଂ./କୋଠା/ଆପାର୍ଟମେଣ୍ଟ ନମ୍ବର Street/Road/Lane ରାସ୍ତା / ଗଳି
	Landmark ଭୂମି ଚିହ୍ନ Area/Locality/sector ଏରିଆ/ସେକ୍ଟର
	Village/Town/City ଗ୍ରାମ/ସହର Post Office ପୋଷ୍ଟ ଅଫିସ୍
	District/ଜିଲ୍ଲା State/ରାଜ୍ୟ
	E-Mail/ ଇମେଲ Mobile/ମୋବାଇଲ No. PIN Code/ପିନ୍ ନଂ.

7.	Details of/ବିବରଣୀ : Father/ବାପା ( ) Mother/ମାଆ ( ) Guardian/ଅଭିଭାବକ ( ) Husband/ପତି ( ) Wife/ପତ୍ନୀ ( ) For children below 5 years Father/Mother/Guardian's details are mandatory. Adults can opt to not specify this information, if they cannot/do not want to disclose./ ୫ ବର୍ଷରୁ କମ୍ ପିଲାମାନଙ୍କ ପାଇଁ ପିତା/ମାତା/ଅଭିଭାବକଙ୍କ ନାମ ଦେବା ବାଧ୍ୟତାମୂଳକ ଅଟେ। Name/ନାମ EID/Aadhaar No.:/ପଞ୍ଜିକରଣ ସଂଖ୍ୟା/ଆଧାର ନଂ.

Verification Type/ଅନୁସନ୍ଧାନର ପ୍ରକାର : Document Base/ଲିଖିତ ପ୍ରମାଣ ( ) Introducer Based/ଚିହ୍ନଟକାରୀଙ୍କ ଦ୍ୱାରା ( ) Head of Family/ପରିବାର ମୁଖ୍ୟଙ୍କ ଦ୍ୱାରା ( ) Select only one of the above. Select Introducer or Head of Family only if you do not possess any documentary proof of identity and/or address. Introducer and Head of Familydetails are not required in case of Document based Verification./ ଯଦି ଆପଣଙ୍କ ପାଖରେ ନିଜର ପରିଚୟ ପାଇଁ ଏବଂ /କିମ୍ବା ଠିକଣା ପାଇଁ କୌଣସି ଲିଖିତ ପ୍ରମାଣ ପତ୍ର ନଥାଏ, ତେବେ ଚିହ୍ନଟକାରୀ କିମ୍ବା ପରିବାର ମୁଖ୍ୟଙ୍କ ବାଛନ୍ତୁ। ଲିଖିତ ପ୍ରମାଣପତ୍ର ଥିଲେ ସେଗୁଡ଼ିକ ଉପସ୍ଥାପନ କରନ୍ତୁ।

8.	For Document Based/ଲିଖିତ ପ୍ରମାଣ : (Write Names of the documents produced. Refer back side of this form for list of valid documents)		
	a. POI/ପରିଚୟ ପ୍ରମାଣ :	b.	POA/ଠିକଣା ପ୍ରମାଣ :
	c. DOB/ଜନ୍ମ ତାରିଖ ପ୍ରମାଣ : (Mandatory in case of Verified Date of Birth)	d.	POR/ସମ୍ପର୍କୀୟ ପ୍ରମାଣ :

9.	For Introducer Based/ ଚିହ୍ନଟକାରୀଙ୍କ ପ୍ରମାଣ : Aadhaar No. /ଆଧାର ସଂଖ୍ୟା : | | | | | | | | | | | |	For HoF Based - Details of : Father ( ) Mother ( ) Guardian ( ) Husband ( ) Wife ( )/ଗୃହମୁଖ୍ୟଙ୍କ ପ୍ରମାଣ : HoF's EId/Aadhaar No. /ଗୃହମୁଖ୍ୟଙ୍କ ପଞ୍ଜିକରଣ/ଆଧାର ସଂଖ୍ୟା : | | | | | | | | | | | |

I hereby confirm the identity and address of _____ as being true, correct and accurate.

ମୁଁ ଏତଦ୍ୱାରା ନିଶ୍ଚିତ କରୁଅଛି ଯେ ଦିଆଯାଇଥିବା .... କର ପରିଚୟ ଓ ଠିକଣା ସତ୍ୟ ଏବଂ ନିର୍ଭୁଲ ଅଟେ।

Introducer/HoF's Name/ ଗୃହମୁଖ୍ୟ/ଚିହ୍ନଟକାରୀଙ୍କ ନାମ :   **Signature of Introducer/HOF**/ଗୃହମୁଖ୍ୟ/ଚିହ୍ନଟକାରୀଙ୍କ ଦସ୍ତଖତ

Disclosure under section 3(2) of THE AADHAAR (TARGETED DELIVERY OF FINANCIAL AND OTHER SUBSIDIES, BENEFITS AND SERVICES) ACT, 2016
I confirm that I have been residing in India for at least 182 days in the preceding 12 months & information (including biometrics) provided by me to the UIDAI is my own and is true, correct and accurate. I am aware that my information including biometrics will be used for generation of Aadhaar and authentication. I understand that my identity information (except core biometric) may be provided to an agency only with my consent during authentication or as per the provisions of the Aadhaar Act. I have a right to acess my identity information (except core biometrics) following the procedure laid down by UIDAI.

Applicant's Signature/Thumbprint
ଦରଖାସ୍ତକାରୀଙ୍କ ସ୍ୱାକ୍ଷର/ଟିପଚିହ୍ନ

Sample Form (Page-2-Backside of Page-1)

Instructions to follow while filling up the enrolment form

Field	Instruction
Field 2 **NPR NUMBER**	Resident may bring his/her National Population Register Survey slip (if available) and fill up the column.
Field 3 **NAME**	Write full name without salutations/titles. Please bring the original* Proof of Identity (POI) document. (See list A below). Variation in Resident's Name in contrast to PoI is permissible as long as the change is minor spelling only, without altering the Name in PoI document. For Example: If Resident's PoI reads "Preeti", then "Priti" can be recorded if Resident wants so.
Field 5 **DOB / AGE**	Fill in Date of Birth in DDMMYYYY format. If exact Date of Birth is not known, approximate age in Years may be filled in the space provided. Please bring the original Proof of Date of Birth (DoB), if available.(See list D below). Declared checkbox may be selected if Resident does not have a valid proof of Date of Birth document. Verified checkbox is selected where Resident has provided documents as proof of Date of birth.
Field 6 **ADDRESS**	Write complete address. Please bring the original Proof of Address (POA) document. (See list B below). Please note that the Aadhaar letter will be delivered at the given address only. · To include Parent / Guardian / Spouse name as part of the address, select the appropriate box and enter the name of the person. · Minor Corrections / Enhancements are permissible to make the address complete without altering the base address as mentioned in the POA document.
Field 7 **RELATIONSHIP**	· In case of children below 5 years, it is mandatory to provide father/mother/guardian details with their Aadhaar or EID number. · If the resident is not holding a Proof of Identity & using the Head of the Family identity for enrolment, it is mandatory to provide Head of the family's details with his/her Aadhaar or EID number. Please refer illustration below for filling EID. Please bring the original Proof of Relationship (POR) document. (See list C below). · For other cases, it is optional for the resident to fill up the relationship details.
Field 8 **CONSENT**	Resident may specifically express willingness / unwillingness by selecting the relevant box.
Field 9 **BANK ACCOUNT**	Resident may choose to open a new Aadhaar enabled bank / POSB account or can link existing bank account to Aadhaar number. Relevant details as requested may be provided. This is an optional field.
Field 10 **DOCUMENTS**	Write the name of Documents for PoI and PoA. In case proof of Date of Birth is available, then write the name of Date of Birth document. If the resident is not holding a Proof of Identity & using the Head of Family based enrolment, then write the name of Proof of Relationship document. For Valid list of documents, please refer list of Documents below.
Field 11 **INTRODUCER/HoF**	Resident who does not have POI and POA may get enrolled through an Introducer/ Head of Family. Pl contact nearest enrolment centre or your Registrar, for further details.

List A. POI documents

1. Passport
2. PAN Card
3. Ration/ PDS Photo Card
4. Voter ID
5. Driving License
6. Government Photo ID Cards/ service photo identity card issued by PSU
7. NREGS Job Card
8. Photo ID issued by Recognized Educational Institution
9. Arms License
10. Photo Bank ATM Card
11. Photo Credit Card
12. Pensioner Photo Card
13. Freedom Fighter Photo Card
14. Kissan Photo Passbook
15. CGHS / ECHS Photo Card
16. Address Card having Name and Photo issued by Department of Posts
17. Certificate of Identify having photo issued by Gazetted Officer or Tehsildar on letterhead
18. Disability ID Card/handicapped medical certificate issued by the respective State/UT Governments/Administrations

List B. POA documents

1. Passport
2. Bank Statement/ Passbook
3. Post Office Account Statement/Passbook
4. Ration Card
5. Voter ID
6. Driving License
7. Government Photo ID cards/ service photo identity card issued by PSU
8. Electricity Bill (not older than 3 months)
9. Water bill (not older than 3 months)
10. Telephone Landline Bill (not older than 3 months)
11. Property Tax Receipt (not older than 3 months)
12. Credit Card Statement (not older than 3 months)
13. Insurance Policy
14. Signed Letter having Photo from Bank on letterhead
15. Signed Letter having Photo issued by registered Company on letterhead
16. Signed Letter having Photo issued by Recognized Educational Instruction on letterhead
17. NREGS Job Card
18. Arms License
19. Pensioner Card
20. Freedom Fighter Card
21. Kissan Passbook
22. CGHS / ECHS Card
23. Certificate of Address having photo issued by MP or MLA or Gazetted Officer or Tehsildar on letterhead
24. Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas)
25. Income Tax Assessment Order
26. Vehicle Registration Certificate
27. Registered Sale / Lease / Rent Agreement
28. Address Card having Photo issued by Department of Posts
29. Caste and Domicile Certificate having Photo issued by State Govt.
30. Disability ID Card/handicapped medical certificate issued by the respective State/UT Governments/Administrations
31. Gas Connection Bill (not older than 3 months)
32. Passport of Spouse
33. Passport of Parents(in case of Minor)
34. Allotment letter of accommodation issued by Central/State Govt. of not more than 3 years old.
35. Marriage Certificate issued by the Government containing Address.

List C. POR documents

1. PDS Card
2. MNREGA Job Card
3. CGHS/State Government/ECHS/ESIC Medical card
4. Pension Card
5. Army Canteen Card
6. Passport
7. Birth Certificate issued by Registrar of Birth, Municipal Corporation and other notified local government bodies like Taluk, Tehsil etc.
8. Any other Central/State government issued family entitlement document.
9. Marriage Certificate issued by the Government.

List D. DOB documents

1. Birth Certificate
2. SSLC Book/Certificate
3. Passport
4. Certificate of Date of Birth issued by Group A Gazetted Officer on Letterhead
5. PAN Card
6. Marksheet issued by any Govt. Board or University
7. Govt. Photo ID Card/ Photo Identity Card issued by PSU containing DOB.
8. Central/ State Pension Payment order.
9. Central Govt. Health Service Scheme photo card or Ex-Servicemen Contributory Health Scheme Photo Card.