

**Ministry of Rural Development**  
**Government of India**

**Request for Qualification**

**for**

**Project for ICT and Biometrics Related Works of  
MGNREGA in States**

**26<sup>th</sup> October 2010**

**TABLE OF CONTENTS**

Disclaimer .....	1
Glossary.....	3
Invitation For Qualification.....	4
1. Introduction .....	<b>4</b>
2. Instructions To Applicants .....	<b>9</b>
3. Criteria For Evaluation.....	<b>29</b>
4. Fraud And Corrupt Practices .....	<b>31</b>
5. Pre-Application Conference .....	<b>33</b>
6. Miscellaneous.....	<b>34</b>
Appendices .....	35
APPENDIX-I: LETTER COMPRISING THE APPLICATION FOR PRE-QUALIFICATION .....	36
ANNEX-I: DETAILS OF APPLICANT.....	40
ANNEX-II: TECHNICAL CAPACITY OF THE APPLICANT.....	43
ANNEX-III :FINANCIAL CAPACITY OF THE APPLICANT .....	44
ANNEX-IV: DETAILS OF E-GOEVRNANCE AND SMART CARDS PROJECTS .....	46
ANNEX-V: STATEMENT OF LEGAL CAPACITY .....	50
APPENDIX-II: POWER OF ATTORNEY FOR SIGNING OF APPLICATION .....	51
APPENDIX-III : POWER OF ATTORNEY FOR LEAD MEMBER OF CONSORTIUM ..	53
APPENDIX-IV: JOINT BIDDING AGREEMENT .....	56
APPENDIX-V: GUIDELINES OF THE DEPARTMENT OF DISINVESTMENT.....	62

### Disclaimer

The information contained in this Request for Qualification document (the “**RFQ**”) or subsequently provided to Applicant(s), whether verbally or in documentary or any other form, by or on behalf of the Authority or any of its employees or advisors, is provided to Applicant(s) on the terms and conditions set out in this RFQ and such other terms and conditions subject to which such information is provided.

This RFQ is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this RFQ is to provide interested parties with information that may be useful to them in the formulation of their application for qualification pursuant to this RFQ (the “**Application**”). This RFQ includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFQ may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFQ. The assumptions, assessments, statements and information contained in this RFQ may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFQ and obtain independent advice from appropriate sources.

Information provided in this RFQ to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFQ or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFQ and any assessment, assumption, statement or information contained therein or deemed to form part of this RFQ or arising in any way with pre-qualification of Applicants for participation in the Bidding Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the information and/or statements contained in this RFQ.

The Authority may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFQ.

The issue of this RFQ does not imply that the Authority is bound to select and short-list pre-qualified Applicants for Bid Stage or to appoint the selected Bidder or Service Provider, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the Bidding Process.

## Glossary

<b>Applicant(s)</b>	As defined in Clause 1.2.1
<b>Application</b>	As defined in the Disclaimer
<b>Application Due Date</b>	As defined in Clause 1.1.4
<b>Annuity</b>	As defined in Clause 1.2.8
<b>Associate</b>	As defined in Clause 2.2.8
<b>Authority</b>	As defined in Clause 1.1.1
<b>Bids</b>	As defined in Clause 1.2.3
<b>Bid Due Date</b>	As defined in Clause 1.2.3
<b>Bid Security</b>	As defined in Clause 1.2.4
<b>Bidders</b>	As defined in Clause 1.1.2
<b>Bidding Documents</b>	As defined in Clause 1.2.3
<b>Bidding Process</b>	As defined in Clause 1.2.1
<b>Bid Stage</b>	As defined in Clause 1.2.1
<b>BOO</b>	Build, Own and Operate
<b>BOT</b>	Build, Operate and Transfer
<b>Conflict of Interest</b>	As defined in Clause 2.2.1(c)
<b>Consortium</b>	As defined in Clause 2.2.1(a)
<b>Estimated Project Cost</b>	As defined in Clause 1.1.2
<b>Financial Capacity</b>	As defined in Clause 2.2.2 (B)
<b>Government</b>	Government of India or any state government, as the context may require
<b>Highest Bidder</b>	As defined in Clause 1.2.8
<b>Jt. Bidding Agreement</b>	As defined in Clause 2.2.5 (g)
<b>Lead Member</b>	As defined in Clause 2.2.5 (c)
<b>LOA</b>	Letter of Award
<b>Member</b>	Member of a Consortium
<b>Net Worth</b>	As defined in Clause 2.2.3 (ii)
<b>PPP</b>	Public Private Partnership
<b>Project</b>	As defined in Clause 1.1.1
<b>Qualification</b>	As defined in Clause 1.2.1
<b>Qualification Stage</b>	As defined in Clause 1.2.1
<b>Re. or Rs. Or INR</b>	Indian Rupee
<b>RFP or Request for Proposals</b>	As defined in Clause 1.2.1
<b>RFQ</b>	As defined in the Disclaimer
<b>Service Provider</b>	As defined in Clause 1.1.1
<b>Service Agreement</b>	As defined in Clause 1.1.3
<b>SPV</b>	As defined in Clause 2.2.5
<b>Technical Capacity</b>	As defined in Clause 2.2.2 (A)

The words and expressions beginning with capital letters and defined in this document shall, unless repugnant to the context, have the meaning ascribed thereto herein.

## Invitation for Qualification

### Ministry of Rural Development, Government of India

## 1. INTRODUCTION

### 1.1. Background

**1.1.1.** Ministry of Rural Development Government of India (the “**Authority**”) has decided to undertake for each State design, procurement, installation and operation of a technological solution at each of the selected Gram Panchayat and worksite for digitization of data capture that involves mainly:

- (i) One time, Unique Identification Authority of India (UIDAI) and core banking compliant, enrolment of job card holders under Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) and its updation;
- (ii) Deployment of biometrics enabled devices and of manpower for enabling biometric capture of field operations at work sites;
- (iii) Recording transaction data in the field such as biometric attendance at worksite with GPS (Global Positioning System) coordinates and measurement of work in relation to GPS coordinates and as provided in the draft Service Agreement and regular updation of same in the centralized MGNREGA databases as specified by the Authority.
- (iv) Facilitating ICT (Information and Communication Technology) based application, demand for work, issue of dated receipt of job application and allocation of work to the beneficiaries by the functionaries and any other activity as provided in the draft Service Agreement as specified by the Authority.
- (v) Installation and configuration of application software for the devices and integration with the core application software of NREGASOFT and providing facility management services, both for hardware and software as provided in the draft Service Agreement.

(the “**Project**”) through a service provider on Build, Own and Operate (the

“**BOO**”<sup>1</sup> basis, and has decided to carry out the bidding process for selection of a private entity as the successful bidder to whom the Project may be awarded (the “Service Provider”).

- 1.1.2.** Indicative capital cost of the Project (the “**Estimated Project Cost**”) is provided as Appendix V and will be revised and specified in the Bidding Documents of the Project. The assessment of actual costs, however, will have to be made by the Bidders.

The Authority intends to pre-qualify and short-list suitable Applicants (the “**Bidders**”), who will be eligible for participation in the Bid Stage, for awarding the Project through an open competitive bidding process in accordance with the procedure set out herein.

- 1.1.3.** The selected Bidder undertakes to incorporate a company under the Companies Act, 1956 prior to execution of the service agreement which shall be responsible for designing, financing, procurement, installation, operation and maintenance of the Project under and in accordance with the provisions of a service agreement (the “**Service Agreement**”) to be entered into between the Service Provider and the Authority in the form provided by the Authority as part of the Bidding Documents pursuant hereto.

- 1.1.4.** The Authority shall receive single Application for all the States specifying the name of the States for which the Application has been submitted, pursuant to this RFQ in accordance with the terms set forth herein as modified, altered, amended and clarified from time to time by the Authority, and all Applications shall be prepared and submitted in accordance with such terms on or before the date specified in Clause 1.3 for submission of Applications (the “**Application Due Date**”).

- 1.1.5.** This RFQ Document is common for all the States. However, it may be noted that for all intents and purposes each of the States are independent of each other for the purpose of meeting the evaluation criteria for qualification and are to be bid for separately at the Bidding Stage and shall be implemented in accordance with separate Service Agreements.

## **1.2. Brief description of Bidding Process**

---

<sup>1</sup> “The Authority reserves the right of providing the Design for the Project at the RFP stage. In case the Design is provided by the Authority, the Project shall be executed on **BOT** basis”.

**1.2.1.** The Authority has adopted a two-stage process (collectively referred to as the **“Bidding Process”**) for selection of the bidder for award of the Project. The first stage (the **“Qualification Stage”**) of the process involves qualification (the **“Qualification”**) of interested parties/ consortia who make an Application in accordance with the provisions of this RFQ (the **“Applicant”**, which expression shall, unless repugnant to the context, include the Members of the Consortium). Prior to making an Application, the Applicant shall pay to the Authority a sum of Rs. 1,00,000 (Rupees One Lakh only) as the cost of the RFQ document by way of a crossed demand draft drawn in favour of ‘Pay and Accounts Officer, Ministry of Rural Development’, payable on any scheduled bank in New Delhi. At the end of this Qualification stage, the Authority expects to announce a shortlist of suitable pre-qualified Applicants who shall be eligible for participation in the second stage of the Bidding Process (the **“Bid Stage”**) comprising Request for Proposals (the **“Request for Proposals”** or **“RFP”**).

Government of India has issued guidelines (see Appendix-V) for qualification of bidders seeking to acquire stakes in any public sector enterprise through the process of disinvestment. These guidelines shall apply *mutatis mutandis* to this Bidding Process. The Authority shall be entitled to disqualify an Applicant in accordance with the aforesaid guidelines at any stage of the Bidding Process. Applicants must satisfy themselves that they are qualified to bid, and should give an undertaking to this effect in the form at Appendix-I.

**1.2.2.** In the Qualification Stage, Applicants would be required to furnish all the information specified in this RFQ. Only those Applicants that are pre-qualified and short-listed by the Authority shall be invited to submit their Bids for the Project in response to the RFP. The Authority is likely to provide a comparatively short time span for submission of the Bids for the Project. The Applicants are, therefore, advised to visit the site and familiarise themselves with the Project.

**1.2.3.** In the Bid Stage, the Bidders will be called upon to submit their financial offers (the **“Bids”**) in accordance with the RFP and other documents to be provided by the Authority (collectively the **“Bidding Documents”**). The Bid shall be valid for a period of not less than 120 days from the date specified in Clause 1.3 for submission of bids (the **“Bid Due Date”**).

**1.2.4.** In terms of the RFP, a Bidder will be required to deposit, along with its Bid, a bid security (the **“Bid Security”**), refundable no later than 60 (sixty) days from the Bid Due Date, except in the case of the selected Bidder whose Bid

Security shall be retained till it has provided a Performance Security under the Service Agreement. The Bidders will have an option to provide Bid Security in the form of a demand draft or a bank guarantee acceptable to the Authority and in such event, the validity period of the demand draft or bank guarantee, as the case may be, shall not be less than 180 (one hundred and eighty) days from the Bid Due Date, inclusive of a claim period of 60 (sixty) days, and may be extended as may be mutually agreed between the Authority and the Bidder from time to time. The Bid shall be summarily rejected if it is not accompanied by the Bid Security.

- 1.2.5. Generally, the Highest Bidder shall be the selected Bidder. The remaining Bidders shall be kept in reserve and may, in accordance with the process specified in the RFP, be invited to match the Bid submitted by the Highest Bidder in case such Highest Bidder withdraws or is not selected for any reason. In the event that none of the other Bidders match the Bid of the Highest Bidder, the Authority may, in its discretion, invite fresh Bids from the remaining Bidders or annul the Bidding Process, as the case may be.
- 1.2.6. During the Bid Stage, Bidders are invited to examine the Project in greater detail, and to carry out, at their cost, such studies as may be required for submitting their respective Bids for award of the Project.
- 1.2.7. As part of the Bidding Documents, the Authority will provide a draft Service Agreement and other information pertaining/ relevant to the Project available with it.
- 1.2.8. Bids will be invited for the Project on the basis of Annuity Payment (the "Annuity") quoted by a Bidder for implementing the Project. The service period shall be pre-determined, and will be indicated in the draft Service Agreement forming part of the Bidding Documents. The Annuity amount shall constitute the sole criterion for evaluation of Bids. The Project shall be awarded to the Bidder seeking the lowest Annuity from the Authority.

**In this RFQ, the term “Highest Bidder” shall mean the Bidder who is seeking the lowest Annuity payment from the Authority.**

- 1.2.9. The Service Provider shall not be entitled to levy and charge any user charges from either the registered workers, beneficiaries of MGNREGS, State functionaries or the Gram Panchayats (unless expressly provided for in the draft Service Agreement) for delivery of the Project.

- 1.2.10. Further and other details of the process to be followed at the Bid Stage and the

terms thereof will be spelt out in the Bidding Documents.

**1.2.11.** Any queries or request for additional information concerning this RFQ shall be submitted in writing or by fax and e-mail to the officer designated in Clause 2.13.3 below. The envelopes/ communications shall clearly bear the following identification/ title:

“Queries/ Request for Additional Information: RFQ for Project for ICT Infrastructure for MGNREGA related works in States Project”.

### 1.3. Schedule of Bidding Process

The Authority shall endeavor to adhere to the following schedule:

S.No.	Event Description	Date
<b>Qualification Stage</b>		
1	Last date for receiving queries	November 5, 2010
2	Pre-Application Conference	November 8, 2010 at 10:30 AM Venue: Lecture Hall. NASC Complex PUSA, DPS Marg, New Delhi 110012
3	Authority response to queries latest by	November 16, 2010
4	Application Due Date	November 25, 2010
5	Announcement of short-listed Applicants	December 17, 2010

S.No.	Event Description	Estimated Date
<b>Bid Stage</b>		
1	Sale of Bid Documents	To be specified
2	Last date for receiving queries	To be specified
3	Pre-Bid meeting – 1	To be specified
4	Authority response to queries latest by	To be specified
5	Bid Due Date	To be specified
6	Opening of Bids	On Bid Due Date
7	Letter of Award (LOA)	Within 30 days of Bid Due Date
8	Validity of Bids	120 days of Bid Due Date
9	Signing of Service Agreement	Within 30 days of award of LOA

## 2. INSTRUCTIONS TO APPLICANTS

### A. GENERAL

#### 2.1. Scope of Application

2.1.1. The Authority wishes to receive Applications for Qualification in order to short-list experienced and capable Applicants for the Bid Stage.

2.1.2. Short-listed Applicants may be subsequently invited to submit the Bids for the Project.

#### 2.2. Eligibility of Applicants

2.2.1. For determining the eligibility of Applicants for their pre-qualification hereunder, the following shall apply:

(a) The Applicant for pre-qualification may be a single entity or a group of entities (the “**Consortium**”), coming together to implement the Project. However, no applicant applying individually or as a member of a Consortium, as the case may be, can be member of another Applicant. The term Applicant used herein would apply to both a single entity and a Consortium.

(b) An Applicant may be a Company incorporated under the Indian Companies Act, 1956 (including Section 25 of the Act) or Society registered under Societies Registration Act 1860 or Public trust registered under the Indian Trusts Act 1882, or any combination of them with a formal intent to enter into an agreement or under an existing agreement to form a Consortium. A Consortium shall be eligible for consideration subject to the conditions set out in Clause 2.2.5 below.

Charter/by-laws of the Trust or Society, as the case may be, shall allow such activities for which this RFQ Document is issued

(c) An Applicant shall not have a conflict of interest (the “**Conflict of Interest**”) that affects the Bidding Process. Any Applicant found to have a Conflict of Interest shall be disqualified. An Applicant shall be deemed to have a Conflict of Interest affecting the Bidding Process, if:

- (i) the Applicant, its Member or Associate (or any constituent thereof) and any other Applicant, its Member or any Associate thereof (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding of an Applicant, its Member or an Associate thereof (or any shareholder thereof having a shareholding of more than 5% (five per cent) of the paid up and subscribed share capital of such Applicant, Member or Associate, as the case may be) in the other Applicant, its Member or Associate is less than 5% (five per cent) of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in section 4A of the Companies Act, 1956. For the purposes of this Clause 2.2.1 (c), indirect shareholding held through one or more intermediate persons shall be computed as follows: (aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the “**Subject Person**”) shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (bb) if the shareholding of such person in the intermediary is less than 26% (twenty six per cent) of the subscribed and paid up equity shareholding of such intermediary; or
- (ii) a constituent of such Applicant is also a constituent of another Applicant; or
- (iii) such Applicant, or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Applicant, or any Associate thereof or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Applicant, its Member or any Associate thereof; or
- (iv) such Applicant has the same legal representative for purposes of this Application as any other Applicant; or
- (v) such Applicant, or any Associate thereof has a relationship with another Applicant, or any Associate thereof, directly or through

- common third party/ parties, that puts either or both of them in a position to have access to each others' information about, or to influence the Application of either or each other; or
- (vi) such Applicant, or any Associate thereof has participated as a consultant to the Authority in the preparation of any documents, design or technical specifications of the Project.
- (d) An Applicant shall be liable for disqualification if any legal, financial or technical adviser of the Authority in relation to the Project is engaged by the Applicant, its Member or any Associate thereof, as the case may be, as its advisor/ consultant for matters related to or incidental to the Project. For the avoidance of doubt, this disqualification shall not apply where such adviser was engaged by the Applicant, its Member or Associate in the past but its assignment expired or was terminated 6 (six) months prior to the date of issue of this RFQ. Nor will this disqualification apply where such adviser is engaged after a period of 1 (one) year from the date of commercial operation of the Project.

*Explanation:*

In case an Applicant is a Consortium, then the term Applicant as used in this Clause 2.2.1, shall include each Member of such Consortium.

**2.2.2.** To be eligible for pre-qualification and short-listing, an Applicant shall fulfill the following conditions of eligibility:

- (A) **Technical Capacity:** For demonstrating technical capacity and experience (the “**Technical Capacity**”), the Applicant shall satisfy the experience in any one of the following categories:

Category	Experience to meet the Technical Capacity Criteria
Category I	Been empanelled with Unique Identification Authority of India as “Enrolling Agencies” for undertaking demographic and biometric data collection for enrolment of residents; or
Category II	Been selected as Service Centre Agencies (SCAs) by any state governments for rolling out Common Service Centres (CSCs) under the CSC Scheme of National e-Governance Plan; or
Category III	Successfully implemented at least 3 e-governance projects with any state government / central government / PSUs in last five years in India. The scope of such projects should include development of application software (G2C – government to citizens)

	and O&M of application software for a minimum period of 1 (one) year ; or
Category IV	Successfully implemented at least 1 smart card based project with personalization solution in India in last 5 years end at date of issue of RFQ, which involves delivery of atleast 3 lakh smart cards; or
Category V	has more than 500 Business Correspondents as defined by RBI; or
Category VI	Prepared detailed project report of at least 3 e-governance projects for any state government / central government / PSUs in the last five years in India with each having a minimum project cost of Rs. 100 Cr.

- (B) Financial Capacity:** The Applicant shall have a minimum Net Worth (the “Financial Capacity”) at the close of the preceding financial year as follows:

S. No	State	Minimum Networth (in Rs. Cr) required to meet Financial Capacity for each of the States
1	Uttar Pradesh	Rs. 100 Cr
2	Maharashtra, Madhya Pradesh, Andhra Pradesh, Tamil Nadu	Rs. 50 Cr
3	Gujarat, Punjab, Chhattisgarh, Tripura, Bihar, Uttaranchal, West Bengal, Karnataka, Orissa, Haryana, Jharkhand	Rs. 25 Cr
4	Jammu & Kashmir, Rajasthan, Kerala, Himachal Pradesh, Assam, Meghalaya, Manipur	Rs. 10 Cr
5	Nagaland, Mizoram, Arunachal Pradesh, Sikkim, Goa, Andaman & Nicobar, Dadra and Nagar, Pondicherry, Lakshadweep	Rs. 5 Cr

In case of a Consortium, the combined technical capacity of those Members, who have and shall continue to have an equity share of at least 11% (eleven per cent) each in the Consortium, should satisfy the above conditions of eligibility;

In case of a Consortium, the Financial Capacity of the Lead Member should satisfy the above conditions of eligibility;

Provided that Lead Member shall, for the entire service period, hold equity share capital not less than: (i) 26% (twenty six per cent) of the subscribed and paid up equity of the SPV; and (ii) 7% (seven per cent) of the Total Project Cost specified in the Service Agreement<sup>£</sup>

- 2.2.3.** The Applicants shall enclose with its application, to be submitted as per the format at Appendix-I, complete with its Annexes, certificate(s) from its statutory auditors specifying the net worth of the Applicant, as at the close of the preceding financial year, and also specifying that the methodology adopted for calculating such net worth conforms to the provisions of this Clause 2.2.3. For the purposes of this RFQ, net worth (the “**Net Worth**”) shall mean the sum of subscribed and paid up equity and reserves from which shall be deducted the sum of revaluation reserves, miscellaneous expenditure not written off and reserves not available for distribution to equity share holders.
- 2.2.4.** The Applicant should submit a Power of Attorney as per the format at Appendix-II, authorising the signatory of the Application to commit the Applicant. In the case of a Consortium, the Members should submit a Power of Attorney in favour of the Lead Member as per format at Appendix-III.
- 2.2.5.** Where the Applicant is a single entity, it may be required to form an appropriate Special Purpose Vehicle, incorporated under the Indian Companies Act, 1956 (the “**SPV**”), to execute the Service Agreement and implement the Project. In case the Applicant is a Consortium, it shall, in addition to forming an SPV, comply with the following additional requirements:
- (a) Number of members in a consortium shall not exceed 4 (four);
  - (b) the Application should contain the information required for each member of the Consortium;
  - (c) members of the Consortium shall nominate one member as the lead member (the “**Lead Member**”), who shall have an equity share holding of at least 26% (twenty six per cent) of the paid up and subscribed equity of the SPV and (ii) 7% (seven per cent) of the Total Project Cost specified in the Service Agreement. The nomination(s) shall be

---

<sup>£</sup> The Authority may, in its discretion, impose further obligations in the Service Agreement, but such obligations would provide sufficient mobility for partial divestment of equity without compromising the interests of the Project.

- supported by a Power of Attorney, as per the format at Appendix-III, signed by all the other members of the Consortium;
- (d) the Application should include a brief description of the roles and responsibilities of individual members, particularly with reference to financial, technical and O&M obligations;
  - (e) an individual Applicant cannot at the same time be member of a Consortium applying for pre-qualification. Further, a member of a particular Applicant Consortium cannot be member of any other Applicant Consortium applying for pre-qualification;
  - (f) the members of a Consortium shall form an appropriate SPV to execute the Project, if awarded to the Consortium;
  - (g) members of the Consortium shall enter into separate binding Joint Bidding Agreement/s for each State, substantially in the form specified at Appendix-IV (the “**Jt. Bidding Agreement**”), for the purpose of making the Application and submitting a Bid in the event of being short-listed. The Jt. Bidding Agreement, to be submitted along with the Application, shall, *inter alia*:
    - (i) convey the intent to form an SPV with shareholding/ ownership equity commitment(s) in accordance with this RFQ, which would enter into the Service Agreement and subsequently perform all the obligations of the Service Provider in terms of the Service Agreement, in case the Project is awarded to the Consortium;
    - (ii) clearly outline the proposed roles and responsibilities of each member;
    - (iii) commit the minimum equity stake to be held by each member;
    - (iv) commit that each of the members, whose experience will be evaluated for the purposes of this RFQ, shall subscribe to 11% (eleven per cent) or more of the paid up and subscribed equity of the SPV and shall further commit that each such member shall, for the entire Service Period, hold equity share capital not less than 11% (twenty six per cent) of the subscribed and paid up equity share capital of the SPV;
    - (v) members of the Consortium undertake that they shall collectively hold at least 51% (fifty one per cent) of the subscribed and paid up equity of the SPV throughout the service period; and
    - (vi) include a statement to the effect that all members of the Consortium shall be liable jointly and severally for all obligations of the Service Provider in relation to the Project throughout the Service Period in accordance with the Service Agreement; and

- (h) except as provided under this RFQ and the Bidding Documents, there shall not be any amendment to the Jt. Bidding Agreement/s without the prior written consent of the Authority.
- 2.2.6.** Any entity which has been barred by the Central/ State Government, or any entity controlled by it, from participating in any project (BOT or otherwise), and the bar subsists as on the date of Application, would not be eligible to submit an Application, either individually or as member of a Consortium.
- 2.2.7.** An Applicant including any Consortium Member should, in the last 3 (three) years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant or Consortium Member, as the case may be, nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for breach by such Applicant or Consortium Member. Further any entity which has been penalized or terminated by the client in implementing any project in last 3(three) years ending at date of issue of RFQ would not be eligible to submit an Application, either individually or as member of a Consortium.
- 2.2.8.** For purposes of this RFQ, Associate means, in relation to the Applicant/ Consortium Member, a person who controls, is controlled by, or is under the common control with such Applicant/ Consortium Member (the “Associate”). As used in this definition, the expression “control” means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person by operation of law.
- 2.2.9.** The following conditions shall be adhered to while submitting an Application:
- (a) Applicants should attach clearly marked and referenced continuation sheets in the event that the space provided in the prescribed forms in the Annexes is insufficient. Alternatively, Applicants may format the prescribed forms making due provision for incorporation of the requested information;
- (b) information supplied by an Applicant (or other constituent Member if the Applicant is a Consortium) must apply to the Applicant or Member named in the Application and not, unless specifically requested, to other associated companies or firms. Invitation to submit Bids will be

- issued only to Applicants whose identity and/ or constitution is identical to that at pre-qualification;
- (c) in responding to the pre-qualification submissions, Applicants should demonstrate their capabilities in accordance with Clause 3.1 below; and
  - (d) in case the Applicant is a Consortium, each Member should substantially satisfy the pre-qualification requirements to the extent specified herein.

**2.2.10.** While Qualification is open to persons from any country, the following provisions shall apply:

- (a) Where, on the date of the Application, not less than 15% (fifteen per cent) of the aggregate issued, subscribed and paid up equity share capital in an Applicant or its Member is held by persons resident outside India or where an Applicant or its Member is controlled by persons resident outside India; or
- (b) if at any subsequent stage after the date of the Application, there is an acquisition of not less than 15% (fifteen per cent) of the aggregate issued, subscribed and paid up equity share capital or control, by persons resident outside India, in or of the Applicant or its Member; then the Qualification of such Applicant or in the event described in sub-clause (b) above, the continued Qualification of the Applicant shall be subject to approval of the Authority from national security and public interest perspective. The decision of the Authority in this behalf shall be final and conclusive and binding on the Applicant.

The holding or acquisition of equity or control, as above, shall include direct or indirect holding/ acquisition, including by transfer, of the direct or indirect legal or beneficial ownership or control, by persons acting for themselves or in concert and in determining such holding or acquisition, the Authority shall be guided by the principles, precedents and definitions contained in the Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 1997, or any substitute thereof, as in force on the date of such acquisition.

The Applicant shall promptly inform the Authority of any change in the shareholding, as above, and failure to do so shall render the Applicant liable for disqualification from the Bidding Process.

**2.2.11.** Notwithstanding anything to the contrary contained herein, in the event that

the Application Due Date falls within three months of the closing of the latest financial year of an Applicant, it shall ignore such financial year for the purposes of its Application and furnish all its information and certification with reference to the 5 (five) years or 1 (one) year, as the case may be, preceding its latest financial year. For the avoidance of doubt, financial year shall, for the purposes of an Application hereunder, mean the accounting year followed by the Applicant in the course of its normal business.

### **2.3. Change in composition of the Consortium**

**2.3.1.** Change in the composition of a Consortium will not be permitted by the Authority during the Qualification Stage.

**2.3.2.** Where the Bidder is a Consortium, change in the composition of a Consortium may be permitted by the Authority during the Bid Stage, only where:

- (a) the application for such change is made no later than 15 (fifteen) days prior to the Bid Due Date;
- (b) the Lead Member continues to be the Lead Member of the Consortium;
- (c) the substitute is at least equal, in terms of Technical Capacity and Financial Capacity, to the Consortium Member who is sought to be substituted and the modified Consortium shall continue to meet the pre-qualification and short-listing criteria for Applicants; and
- (d) the new Member(s) expressly adopt(s) the Application already made on behalf of the Consortium as if it were a party to it originally, and is not an Applicant/ Member of any other Consortium bidding for this Project.

**2.3.3.** Approval for change in the composition of a Consortium shall be at the sole discretion of the Authority and must be approved by the Authority in writing.

**2.3.4.** The modified/ reconstituted Consortium shall submit a revised Jt. Bidding Agreement before the Bid Due Date.

**2.3.5.** Notwithstanding anything to the contrary contained in sub-clause (c) (i) of Clause 2.2.1, an Applicant may, within 10 (ten) days after the Application Due Date, remove from its Consortium any Member who suffers from a Conflict of Interest, and such removal shall be deemed to cure the Conflict of Interest arising in respect thereof.

**2.4. Number of Applications and costs thereof**

**2.4.1.** No Applicant shall submit more than one Application for the Project. An applicant applying individually or as a member of a Consortium shall not be entitled to submit another application either individually or as a member of any Consortium, as the case may be.

**2.4.2.** The Applicants shall be responsible for all of the costs associated with the preparation of their Applications and their participation in the Bid Process. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

**2.5. Due Diligence and Verification of Information**

Applicants are encouraged to submit their respective Applications after visiting the Project site and ascertaining for themselves the status of telecom and internet connectivity, implementation status of MGNREGS, enrolment rollout under UIDAI, site conditions, location, surroundings, climate, availability of power, water and other utilities for construction, access to site, handling and storage of materials, weather data, applicable laws and regulations, and any other matter considered relevant by them.

**2.6. Acknowledgement by Applicant**

**2.6.1.** It shall be deemed that by submitting the Application, the Applicant has:

- (a) made a complete and careful examination of the RFQ;
- (b) received all relevant information requested from the Authority;
- (c) accepted the risk of inadequacy, error or mistake in the information provided in the RFQ or furnished by or on behalf of the Authority relating to any of the matters referred to in Clause 2.5 above; and
- (d) agreed to be bound by the undertakings provided by it under and in terms hereof.

**2.6.2.** The Authority shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFQ or the Bidding Process, including any error or mistake therein or in any information or data given by the Authority.

**2.7. Right to accept or reject any or all Applications/ Bids**

**2.7.1.** Notwithstanding anything contained in this RFQ, the Authority reserves the

right to accept or reject any Application and to annul the Bidding Process and reject all Applications/ Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefor. In the event that the Authority rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder.

- 2.7.2.** The Authority reserves the right to reject any Application and/ or Bid if:
- (a) at any time, a material misrepresentation is made or uncovered, or
  - (b) the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Application.

If the Applicant/Bidder is a Consortium, then the entire Consortium may be disqualified/ rejected. If such disqualification/ rejection occurs after the Bids have been opened and the Highest Bidder gets disqualified/ rejected, then the Authority reserves the right to

- (i) invite the remaining Bidders to match the Highest Bidder/ submit their Bids in accordance with the RFP; or
- (ii) take any such measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Bidding Process.

- 2.7.3.** In case it is found during the evaluation or at any time before signing of the Service Agreement or after its execution and during the period of subsistence thereof, including the project thereby awarded by the Authority, that one or more of the pre-qualification conditions have not been met by the Applicant, or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed as the Service Provider either by issue of the LOA or entering into of the Service Agreement, and if the Applicant/SPV has already been issued the LOA or has entered into the Service Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFQ, be liable to be terminated, by a communication in writing by the Authority to the Applicant, without the Authority being liable in any manner whatsoever to the Applicant and without prejudice to any other right or remedy which the Authority may have under this RFQ, the Bidding Documents, the Service Agreement or under applicable law.

- 2.7.4.** The Authority reserves the right to verify all statements, information and documents submitted by the Applicant in response to the RFQ. Any such verification or lack of such verification by the Authority shall not relieve the

Applicant of its obligations or liabilities hereunder nor will it affect any rights of the Authority thereunder.

## **B. DOCUMENTS**

### **2.8. Contents of the RFQ**

This RFQ comprises the disclaimer set forth hereinabove, the contents as listed below, and will additionally include any Addenda issued in accordance with Clause 2.10.

#### **Invitation for Qualification**

Section 1.	Introduction
Section 2.	Instructions to Applicants
Section 3.	Criteria for Evaluation
Section 4.	Fraud & Corrupt Practices
Section 5.	Pre Application Conference
Section 6.	Miscellaneous Appendices
I.	Letter comprising the Application
II.	Format of Power of Attorney for signing of Application
III.	Format of Power of Attorney for Lead Member of Consortium
IV.	Format of Joint Bidding Agreement for Consortium
V.	Guidelines of the Department of Disinvestment

### **2.9. Clarifications**

**2.9.1.** Applicants requiring any clarification on the RFQ may notify the Authority in writing or by fax and e-mail in accordance with Clause 1.2.11. They should send in their queries before the date specified in the schedule of Bidding Process contained in Clause 1.3. The Authority shall endeavour to respond to the queries within the period specified therein, but no later than 10 (ten) days prior to the Application Due Date. The responses will be sent by fax and/or e-mail. The Authority will forward all the queries and its responses thereto, to all purchasers of the RFQ without identifying the source of queries.

**2.9.2.** The Authority shall endeavour to respond to the questions raised or clarifications sought by the Applicants. However, the Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.

**2.9.3.** The Authority may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Applicants. All clarifications and interpretations issued by the Authority shall be deemed to be part of the RFQ. Verbal clarifications and information given by Authority or its employees or representatives shall not in any way or manner be binding on the Authority.

## **2.10. Amendment of RFQ**

**2.10.1.** At any time prior to the deadline for submission of Application, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFQ by the issuance of Addenda.

**2.10.2.** Any Addendum if thus issued will be posted on the website <http://nrega.nic.in> and may be sent in writing to all those who have purchased the RFQ.

**2.10.3.** In order to afford the Applicants a reasonable time for taking an Addendum into account, or for any other reason, the Authority may, in its sole discretion, extend the Application Due Date.<sup>\$</sup>

## **C. PREPARATION AND SUBMISSION OF APPLICATION**

### **2.11. Language**

The Application and all related correspondence and documents in relation to the Bidding Process shall be in English language. Supporting documents and printed literature furnished by the Applicant with the Application may be in any other language provided that they are accompanied by translations of all the pertinent passages in the English language, duly authenticated and certified by the Applicant. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail.

### **2.12. Format and signing of Application**

**2.12.1.** The Applicant shall provide all the information sought under this RFQ. The Authority will evaluate only those Applications that are received in the

---

<sup>\$</sup> While extending the Application Due Date on account of an addendum, the Authority shall have due regard for the time required by bidders to address the amendments specified therein. In the case of significant amendments, at least 15 (fifteen) days shall be provided between the date of amendment and the Application Due Date, and in the case of minor amendments, at least 7 (seven) days shall be provided.

required formats and complete in all respects. Incomplete and /or conditional Applications shall be liable to rejection.

**2.12.2.** The Applicant shall prepare 1 (one) original set of the Application (together with originals/ copies of documents required to be submitted along therewith pursuant to this RFQ) and clearly marked “ORIGINAL”. In addition, the Applicant shall submit 1 (one) copy of the Application, along with documents required to be submitted along therewith pursuant to this RFQ, marked “COPY”. The Applicant shall also provide 2 (two) soft copies on Compact Disc (CD). In the event of any discrepancy between the original and the copy, the original shall prevail.

**2.12.3.** The Application and its copy shall be typed or written in indelible ink and signed by the authorised signatory of the Applicant who shall also initial each page in blue ink. In case of printed and published Documents, only the cover shall be initialed. All the alterations, omissions, additions or any other amendments made to the Application shall be initialed by the person(s) signing the Application. The Application shall contain page numbers and shall be bound together in hard cover.

### **2.13. Sealing and Marking of Applications**

**2.13.1.** The Applicant shall submit the Application in the format specified at Appendix-I, together with the documents specified in Clause 2.13.2, and seal it in an envelope and mark the envelope as “APPLICATION”. The Applicant shall seal the original and the copy of the Application, together with their respective enclosures, in separate envelopes duly marking the envelopes as “ORIGINAL” and “COPY”. The envelopes shall then be sealed in an outer envelope which shall also be marked in accordance with Clauses 2.13.2 and 2.13.3.

**2.13.2.** Each envelope shall contain:

- (i) Application in the prescribed format (Appendix-I) along with Annexes and supporting documents;
- (ii) Power of Attorney for signing the Application as per the format at Appendix II;
- (iii) if applicable, the Power of Attorney for Lead Member of Consortium as per the format at Appendix-III;
- (iv) copy of the Jt. Bidding Agreement/s for all the States for which Applicants is submitting the Application, in case of a Consortium, substantially in the format at Appendix-IV;

- (v) copy of Memorandum and Articles of Association, if the Applicant is a body corporate, and Charter/ bye laws if the Applicant is a society/ trust;
- (vi) copies of Applicant's duly audited financial statements for the preceding five years; and
- (vii) Proof of registration of Company/Society/Trust, as the case may be.

Each of the envelopes shall clearly bear the following identification: "Application for Qualification for Project for ICT and Biometrics Related Works of MGNREGA in States" and shall clearly indicate the name and address of the Applicant. In addition, the Application Due Date should be indicated on the right hand corner of each of the envelopes.

**2.13.3.** Each of the envelopes shall be addressed to:

ATTN. OF:	Shri. J.S. Audhkhasi
DESIGNATION:	Under Secretary (MGNREGA)
ADDRESS:	Ministry of Rural Development Krishi Bhavan New Delhi 110114
E-MAIL ADDRESS:	<a href="mailto:audhkhasi.js@nic.in">audhkhasi.js@nic.in</a>
Phone :	011-23381709

**2.13.4.** If the envelopes are not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Application and consequent losses, if any, suffered by the Applicant.

**2.13.5.** Applications submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

## **2.14. Application Due Date**

**2.14.1.** Applications should be submitted before 1500 hours IST on the Application Due Date, at the address provided in Clause 2.13.3 in the manner and form as detailed in this RFQ. A receipt thereof should be obtained from the person specified in Clause 2.13.3.

**2.14.2.** The Authority may, in its sole discretion, extend the Application Due Date by issuing an Addendum in accordance with Clause 2.10 uniformly for all Applicants.

**2.15. Late Applications**

Applications received by the Authority after the specified time on the Application Due Date shall not be eligible for consideration and shall be summarily rejected.

**2.16. Modifications/ Substitution/ Withdrawal of Applications**

**2.16.1.** The Applicant may modify, substitute or withdraw its Application after submission, provided that written notice of the modification, substitution or withdrawal is received by the Authority prior to the Application Due Date. No Application shall be modified, substituted or withdrawn by the Applicant on or after the Application Due Date.

**2.16.2.** The modification, substitution or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with Clause 2.13, with the envelopes being additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as appropriate.

**2.16.3.** Any alteration/ modification in the Application or additional information supplied subsequent to the Application Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

**D. EVALUATION PROCESS****2.17. Opening and Evaluation of Applications**

**2.17.1.** The Authority shall open the Applications at 1530 hours IST on the Application Due Date, at the place specified in Clause 2.13.3 and in the presence of the Applicants who choose to attend.

**2.17.2.** Applications for which a notice of withdrawal has been submitted in accordance with Clause 2.16 shall not be opened.

**2.17.3.** The Authority will subsequently examine and evaluate Applications in accordance with the provisions set out in Section 3.

**2.17.4.** Applicants are advised that pre-qualification of Applicants will be entirely at the discretion of the Authority. Applicants will be deemed to have understood and agreed that no explanation or justification on any aspect of the Bidding Process or selection will be given.

- 2.17.5.** Any information contained in the Application shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Applicant if the Project is subsequently awarded to it on the basis of such information.
- 2.17.6.** The Authority reserves the right not to proceed with the Bidding Process at any time without notice or liability and to reject any or all Application(s) without assigning any reasons.
- 2.17.7.** If any information furnished by the Applicant is found to be incomplete, or contained in formats other than those specified herein, the Authority may, in its sole discretion, exclude the relevant project from evaluation process.
- 2.17.8.** In the event that an Applicant claims credit for a project, and such claim is determined by the Authority as incorrect or erroneous, the Authority shall reject such claim and exclude the same from evaluation process, make a further deduction equivalent to the claim rejected hereunder. Where any information is found to be patently false or amounting to a material misrepresentation, the Authority reserves the right to reject the Application and/ or Bid in accordance with the provisions of Clauses 2.7.2 and 2.7.3.

## **2.18. Confidentiality**

Information relating to the examination, clarification, evaluation, and recommendation for the short-listed pre-qualified Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Authority in relation to, or matters arising out of, or concerning the Bidding Process. The Authority will treat all information, submitted as part of Application, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Authority or as may be required by law or in connection with any legal process.

## **2.19. Tests of responsiveness**

- 2.19.1.** Prior to evaluation of Applications, the Authority shall determine whether each Application is responsive to the requirements of the RFQ. An Application shall be considered responsive only if:

- (a) it is received as per format at Appendix-I;
- (b) it is received by the Application Due Date including any extension thereof pursuant to Clause 2.14.2;
- (c) it is signed, sealed, bound together in hard cover, and marked as stipulated in Clauses 2.12 and 2.13;
- (d) it is accompanied by the Power of Attorney as specified in Clause 2.2.4, and in the case of a Consortium, the Power of Attorney as specified in Clause 2.2.5 (c);
- (e) it contains all the information and documents (complete in all respects) as requested in this RFQ;
- (f) it contains information in formats same as those specified in this RFQ;
- (g) it contains certificates from its statutory auditors<sup>s</sup> in the formats specified at Appendix-I of the RFQ for each project;
- (h) it contains an attested copy of the receipt for payment of Rs. 1,00,000 (Rupees one lakh only) to Authority towards the cost of the RFQ document;
- (i) it is accompanied by the State specific Jt. Bidding Agreement/s (for Consortium), specific to the Project, as stipulated in Clause 2.2.5 (g);
- (j) it does not contain any condition or qualification; and
- (k) it is not non-responsive in terms hereof.

**2.19.2.** The Authority reserves the right to reject any Application which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Application.

## **2.20. Clarifications**

**2.20.1.** To facilitate evaluation of Applications, the Authority may, at its sole discretion, seek clarifications from any Applicant regarding its Application. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

**2.20.2.** If an Applicant does not provide clarifications sought under Clause 2.20.1 above within the prescribed time, its Application shall be liable to be rejected. In case the Application is not rejected, the Authority may proceed to evaluate the Application by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently

questioning such interpretation of the Authority.

## **E. QUALIFICATION AND BIDDING**

### **2.21. Short-listing and notification**

After the evaluation of Applications, the Authority would announce a list of short-listed pre-qualified Applicants (Bidders) who will be eligible for participation in the Bid Stage. At the same time, the Authority would notify the other Applicants that they have not been short-listed. The Authority will not entertain any query or clarification from Applicants who fail to qualify.

### **2.22. Submission of Bids**

The Bidders will be requested to submit a Bid in the form and manner to be set out in the Bidding Documents.

Only pre-qualified Applicants shall be invited by the Authority to submit their Bids for the Project. The Authority is likely to provide a comparatively short time span for submission of the Bids for the Project. The Applicants are therefore advised to visit the site and familiarise themselves with the Project by the time of submission of the Application. No extension of time is likely to be considered for submission of Bids pursuant to invitation that may be issued by the Authority.

### **2.23. Proprietary data**

All documents and other information supplied by the Authority or submitted by an Applicant to the Authority shall remain or become the property of the Authority. Applicants are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Application. The Authority will not return any Application or any information provided along therewith.

### **2.24. Correspondence with the Applicant**

Save and except as provided in this RFQ, the Authority shall not entertain any correspondence with any Applicant in relation to the acceptance or rejection of any Application.

---

<sup>s</sup> In case duly certified audited annual financial statements containing the requisite details are provided, a separate certification by statutory auditors would not be necessary in respect of Clause 2.19.1(g). In jurisdictions that do not have statutory auditors, the firm of auditors which audits the annual accounts

---

of the Applicant may provide the certificates required under this RFQ.

### **3. CRITERIA FOR EVALUATION**

#### **3.1. Evaluation Parameters**

**3.1.1.** Only those Applicants who meet the eligibility criteria specified in Clauses 2.2.2 above shall qualify for evaluation under this Section 3. Applications of Applicants / consortia who do not meet these criteria shall be rejected.

**3.1.2.** The Applicant's competence and capability is proposed to be established by the following parameters:

- (a) Technical Capacity; and
- (b) Financial Capacity

#### **3.2. Details of Experience**

**3.2.1.** The Applicant should furnish the details of Technical Capacity as required in Clause 2.2.2(A).

**3.2.2.** The Applicants must provide the necessary information relating to Technical Capacity as per format at Annex-II of Appendix-I.

**3.2.3.** The Applicant should furnish the required Project-specific information and evidence in support of its claim of Technical Capacity, as per format at Annex-IV of Appendix-I.

#### **3.3. Financial information for purposes of evaluation**

**3.3.1.** The Application must be accompanied by the Audited Annual Reports of the Applicant (of each Member in case of a Consortium) for the last 5 (five) financial years, preceding the year in which the Application is made.

**3.3.2.** In case the annual accounts for the latest financial year are not audited and therefore the Applicant cannot make it available, the Applicant shall give an undertaking to this effect and the statutory auditor shall certify the same. In such a case, the Applicant shall provide the Audited Annual Reports for 5 (five) years preceding the year for which the Audited Annual Report is not being provided.

**3.3.3.** The Applicant must establish the minimum Net Worth specified in Clause 2.2.2 (B), and provide details as per format at Annex-III of Appendix-I.

**3.4. Short-listing of Applicants**

- 3.4.1.** The Authority expects to short-list all pre-qualified Applicants for participation in the Bid Stage who meet the Technical Capacity and Financial Capacity Criteria for each state.
- 3.4.2.** At the Bid Stage, based upon the response to the RFQ form the Applicants or at its own discretion, the Authority reserves the following rights:
- (i) cluster or group the States together based on the administrative or geographic considerations; and/or
  - (ii) put a ceiling on the number of States a Bidder can be awarded on absolute basis or on the basis of the Financial Capacity of the Bidder.
- 3.4.3.** In case, no Applicants is short-listed for a specific State, then the Authority reserves the right to either group it with other State or take the State out of the bidding process. The bidding process for the remaining States shall however, continue.

#### 4. FRAUD AND CORRUPT PRACTICES

- 4.1. The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Authority may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.
- 4.2. Without prejudice to the rights of the Authority under Clause 4.1 hereinabove, if an Applicant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender or RFQ issued by the Authority during a period of 2 (two) years from the date such Applicant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- 4.3. For the purposes of this Section 4, the following terms shall have the meaning hereinafter respectively assigned to them:
- (a) **“corrupt practice”** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning the Service Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) save and except as permitted under sub-clause (d) of Clause 2.2.1, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Service Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Service

Agreement, who at any time has been or is a legal, financial or technical adviser of the Authority in relation to any matter concerning the Project;

- (b) **“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
- (c) **“coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
- (d) **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- (e) **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

## 5. PRE-APPLICATION CONFERENCE

- 5.1.** A Pre-Application conference of the interested parties may be convened at the designated date, time and place. Only those Applicants who have downloaded the RFQ document from the Authority's website ([www.nrega.nic.in](http://www.nrega.nic.in)) and submitted the cost of RFQ document as specified in Clause 1.2.1 through their representative shall be allowed to attend the conference. A maximum of two representatives of each Applicant shall be allowed to participate on production of authority letter from the Applicant.
- 5.2.** During the course of Pre-Application conference, the Applicants will be free to seek clarifications and make suggestions for consideration of the Authority. The Authority shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.

## 6. MISCELLANEOUS

- 6.1.** The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts at New Delhi or the respective State Capitals shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.
- 6.2.** The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
- (a) suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
  - (b) consult with any Applicant in order to receive clarification or further information;
  - (c) pre-qualify or not to pre-qualify any Applicant and/ or to consult with any Applicant in order to receive clarification or further information;
  - (d) retain any information and/ or evidence submitted to the Authority by, on behalf of, and/ or in relation to any Applicant; and/ or
  - (e) independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Applicant.
- 6.3.** It shall be deemed that by submitting the Application, the Applicant agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder and the Bidding Documents, pursuant hereto, and/ or in connection with the Bidding Process, to the fullest extent permitted by applicable law, and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.

## **Appendices**

**APPENDIX-I: Letter Comprising the Application for Pre-Qualification***(Refer Clause 2.13.2)*

Dated:

Shri. J.S. Audhkhasi  
 Under Secretary (MGNREGA)  
 Ministry of Rural Development, GOI  
 Krishi Bhavan  
 New Delhi 110114

**Sub: Application for pre-qualification for Project for ICT Infrastructure for MGNREGA related works in States**

Dear Sir,

With reference to your RFQ document dated 26.10.2010<sup>§</sup>, we, having examined the RFQ document and understood its contents, hereby submit our Application for Qualification for the aforesaid project for the following states:

SI No	State	Yes/ No
1	Andhra Pradesh	
2	Arunachal Pradesh	
3	Assam	
4	Bihar	
5	Chhattisgarh	
6	Gujarat	
7	Haryana	
8	Himachal Pradesh	
9	Jammu & Kashmir	
10	Jharkhand	
11	Karnataka	
12	Kerala	
13	Madhya Pradesh	
14	Maharashtra	
15	Manipur	
16	Meghalaya	
17	Mizoram	
18	Nagaland	
19	Orissa	
20	Punjab	
21	Rajasthan	

<sup>§</sup> All blank spaces shall be suitably filled up by the Applicant to reflect the particulars relating to such Applicant

Sl No	State	Yes/ No
22	Sikkim	
23	Tamil Nadu	
24	Tripura	
25	Uttar Pradesh	
26	Uttaranchal	
27	West Bengal	
28	Andaman & Nicobar Island	
29	Dadra and Nagar	
30	Goa	
31	Lakshadweep	
32	Pondicherry	

The Application is unconditional and unqualified.

2. We acknowledge that the Authority will be relying on the information provided in the Application and the documents accompanying such Application for pre-qualification of the Applicants for the aforesaid project, and we certify that all information provided in the Application and in Annexes I to IV is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Application are true copies of their respective originals.
3. This statement is made for the express purpose of qualifying as a Bidder for the Project.
4. We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
5. We acknowledge the right of the Authority to reject our Application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. We certify that in the last three years, we/ any of the Consortium Members have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. We declare that:
  - (a) We have examined and have no reservations to the RFQ document, including any Addendum issued by the Authority;
  - (b) We do not have any conflict of interest in accordance with Clauses 2.2.1(c) and 2.2.1(d) of the RFQ document;

- (c) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause 4.3 of the RFQ document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
- (d) We hereby certify that we have taken steps to ensure that in conformity with the provisions of Section 4 of the RFQ document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Application that you may receive nor to invite the Applicants to Bid for the Project, without incurring any liability to the Applicants, in accordance with Clause 2.17.6 of the RFQ document.
9. We believe that we/ our Consortium satisfy(s) the Net Worth criteria and meet(s) all the requirements as specified in the RFQ document and are/ is qualified to submit an Application.
10. We declare that we/ any Member of the Consortium are not a Member of a/ any other Consortium applying for pre-qualification.
11. We certify that in regard to matters other than security and integrity of the country, we/ any Member of the Consortium have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
12. We further certify that in regard to matters relating to security and integrity of the country, we/ any Member of the Consortium have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.
13. We further certify that no investigation by a regulatory authority is pending either against us/ any Member of the Consortium or against our CEO or any of our directors/ managers/ employees.
14. We further certify that we are qualified to submit a Bid in accordance with the guidelines for qualification of bidders seeking to acquire stakes in Public Sector Enterprises through the process of disinvestment issued by the GOI vide Department of Disinvestment OM No. 6/4/2001-DD-II dated 13<sup>th</sup> July, 2001 which guidelines apply *mutatis mutandis* to the Bidding Process. A copy of the aforesaid guidelines forms part of the RFQ at Appendix-V thereof.

15. We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the provisions of this RFQ, we shall intimate the Authority of the same immediately.
16. The Statement of Legal Capacity as per format provided at Annex-V in Appendix-I of the RFQ document, and duly signed, is enclosed. The power of attorney for signing of application and the power of attorney for Lead Member of consortium, as per format provided at Appendices II and III respectively of the RFQ, are also enclosed.
17. We understand that the selected Bidder shall incorporate a Company incorporated under the Indian Companies Act, 1956 prior to execution of the Service Agreement.
18. We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of Applicants, selection of the Bidder, or in connection with the selection/ Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
19. We agree and undertake to abide by all the terms and conditions of the RFQ document.
20. {We agree and undertake to be jointly and severally liable for all the obligations of the Service Provider under the Service Agreement throughout the Service Period in accordance with the Service Agreement.} <sup>§</sup>

In witness thereof, we submit this application under and in accordance with the terms of the RFQ document.

Yours faithfully,  
(Signature, name and designation of the Authorised Signatory)  
Name and seal of the Applicant/ Lead Member

Date:

Place:

---

<sup>§</sup> Omit if the Applicant is not a Consortium.

**ANNEX-I: Details of Applicant**

1. (a) Name:  
(b) Country of incorporation:  
(c) Address of the corporate headquarters and its branch office(s), if any, in India:  
(d) Date of incorporation and/ or commencement of business:
2. Brief description of the Company/ Trust/ Society including details of its main lines of business and proposed role and responsibilities in this Project:
3. Details of individual(s) who will serve as the point of contact/ communication for the Authority:
  - (a) Name:
  - (b) Designation:
  - (c) Company:
  - (d) Address:
  - (e) Telephone Number:
  - (f) E-Mail Address:
  - (g) Fax Number:
4. Particulars of the Authorised Signatory of the Applicant:
  - (a) Name:
  - (b) Designation:
  - (c) Address:
  - (d) Phone Number:
  - (e) Fax Number:

## 5. In case of a Consortium:

- (a) The information above (1-4) should be provided for all the Members of the Consortium.
- (b) A copy of the state specific Jt. Bidding Agreement/s, as envisaged in Clause 2.2.5 (g) should be attached to the Application.
- (c) Information regarding the role of each Member should be provided as per table below:

S. No.	Name of Member	Role* {Refer Clause 2.2.5 (d)} <sup>§</sup>	Percentage of equity in the Consortium {Refer Clauses 2.2.5 (a), (c) & (g)}
1.			
2.			
3.			
4.			

\* The role of each Member, as may be determined by the Applicant, should be indicated in accordance with instruction 4 at Annex-IV.

- (d) The following information shall also be provided for each Member of the Consortium:

**Name of Applicant/ member of Consortium:**

No.	Criteria	Yes	No
1.	Has the Applicant/ constituent of the Consortium been barred by the Central/ State Government, or any entity controlled by it, from participating in any project (BOT or otherwise)?		
2.	If the answer to 1 is yes, does the bar subsist as on the date of Application?		

<sup>§</sup> All provisions contained in curly parenthesis shall be suitably modified by the Applicant to reflect the particulars relating to such Applicant

3.	Has the Applicant/ constituent of the Consortium paid liquidated damages of more than 5% (five per cent) of the contract value in a contract due to delay or has been penalised due to any other reason in relation to execution of a contract, in the last three years?		
----	--	--	--

6. A statement by the Applicant and each of the Members of its Consortium (where applicable) or any of their Associates disclosing material non-performance or contractual non-compliance in past projects, contractual disputes and litigation/ arbitration in the recent past is given below (Attach extra sheets, if necessary):
7. A statement by the Applicant and each of the Members of its Consortium (where applicable) disclosing any penalization or termination by the client in implementing any project in last 5 years ending at date of issue of RFQ (Attach extra sheets, if necessary):

**ANNEX-II: Technical Capacity of the Applicant**

*(Refer to Clauses 2.2.2(A) and 3.2 of the RFQ)*

The Applicant shall submit the following to meet the Technical Capacity criteria:

For Category I Applicant:

1. Applicant shall submit a notarised attested true copy of the letter of empanelment with Unique Identification Authority of India as “Enrolling Agencies” for undertaking demographic and biometric data collection for enrolment of residents.

For Category II Applicant:

1. Applicant shall submit a notarised attested true copy of the selection letter as Service Centre Agencies (SCAs) by the state governments for rolling out Common Service Centres (CSCs) under the CSC Scheme of National e-Governance Plan;

For Category III Applicant:

1. The Applicant shall submit the certificate from the client or the Applicant’s statutory auditor that it has successfully implemented the e-governance project and the scope of the Applicant in the project.

For Category IV Applicant:

1. The Applicant shall submit the certificate from the client or the Applicant’s statutory auditor that it has successfully implemented the smart card based project with personalization solution.

For Category V Applicant:

1. The Applicant shall submit an undertaking stating the number of the Business Correspondents engaged by it along with documentary evidence such as the Annual Report.

For Category VI Applicant:

1. The Applicant shall submit the certificate from the client or the Applicant’s statutory auditor that it has prepared detailed project report of the e-governance projects alongwith the scope of the Applicant in the project.

**ANNEX-III :Financial Capacity of the Applicant***(Refer to Clauses 2.2.2 (B), 2.2.3 and 3.3 of the RFQ)***(In Rs. Crore<sup>\$\$</sup>)**

<b>Applicant Type Type<sup>\$</sup></b>	<b>Member Code<sup>£</sup></b>	<b>Net Worth at the end of year 1<sup>€</sup></b>
(1)	(2)	(3)
Single entity Applicant		
Lead Member		

**Name & address of Applicant's Bankers:****Instructions:**

1. The Applicant/ its constituent Consortium Members shall attach copies of the audited financial statements and Annual Reports for 5 (five) years preceding the Application Due Date. The financial statements shall:
  - (a) reflect the financial situation of the Applicant or Consortium Members ;
  - (b) be audited by a statutory auditor;
  - (c) be complete, including all notes to the financial statements; and
  - (d) correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

---

<sup>\$\$</sup> For conversion of other currencies into rupees, see note below Annex-II of Appendix-I.

<sup>\$</sup> An Applicant consisting of a single entity should fill in details as per the row titled Single entity Applicant and ignore the rows titled Consortium Members. In case of a Consortium, row titled Single entity Applicant may be ignored.

<sup>£</sup> For Member Code, see instruction 4 at Annex-IV of this Appendix-I.

<sup>€</sup> The Applicant should provide details of its own Financial Capacity or of an Associate specified in Clause 2.2.9.

2. Net Worth shall mean (Subscribed and Paid-up Equity + Reserves) less (Revaluation reserves + miscellaneous expenditure not written off + reserves not available for distribution to equity shareholders).
3. Year 1 will be the latest completed financial year, preceding the bidding. Year 2 shall be the year immediately preceding Year 1 and so on. In case the Application Due Date falls within 3 (three) months of the close of the latest financial year, refer to Clause 2.2.11.
4. In the case of a Consortium, a copy of the Jt. Bidding Agreement shall be submitted in accordance with Clause 2.2.5 (g) of the RFQ document.
5. The applicant shall also provide the name and address of the Bankers to the Applicant.
6. The Applicant shall provide an Auditor's Certificate specifying the net worth of the Applicant and also specifying the methodology adopted for calculating such net worth in accordance with Clause 2.2.3 of the RFQ document.

**ANNEX-IV: Details of e-Governance and Smart Cards Projects***(Refer to Clauses 2.2.2 (A) and 3.2 of the RFQ)***Member Code:**

<b>Item</b> (1)	<b>Refer Instruction</b> (2)	<b>Particulars of the Project</b> (3)
Title & nature of the project		
Type of Project	4	
Role/ brief scope of work of the Applicant/ Member in the Project		
Year-wise issue of number of Smart cards, if applicable		
Entity for which the project was undertaken	5	
Location		
Date of commencement of project/ contract		
Date of completion/ commissioning	6	
Operation and Maintenance period of the Project by the Applicants	7	
Equity shareholding (with period during which equity was held)	8	

**Instructions:**

1. Applicants are expected to provide information in respect of each Projects in this Annex. Information provided in this section is intended to serve as a back up for information provided in the Application. Applicants should also refer to the Instructions below.
2. A separate sheet should be filled for each Project.
3. Member Code shall indicate NA for Not Applicable in case of a single entity Applicant. For other Members, the following abbreviations are suggested viz. LM means Lead Member, TM means Technical Member,

FM means Financial Member, OMM means Operation & Maintenance Member; and OM means Other Member.

4. Type of project needs to be mentioned i.e. whether the project is e-Governance or Smart Cards Projects.
5. Particulars such as name, address and contact details of owner/ Authority/ Agency (i.e. concession grantor, etc.) may be provided.
6. The date of commissioning of the project, upon completion, should be indicated. In the case of projects under implementation, the likely date of commissioning shall be indicated.
7. Provide date of commencement and date of end of operations and maintenance period.
8. The equity shareholding of the Applicant, in the company undertaking the Project, held continuously during the period for which experience is claimed, needs to be given. It may be noted that Applicant shall hold 100% equity shareholding in the e-Goevrnance and Smart Cards projects eligible for evaluation.
9. Experience for any activity relating to a Project shall not be claimed by two or more Members of the Consortium. In other words, no double counting by a consortium in respect of the same experience shall be permitted in any manner whatsoever.
10. Certificate from the Applicant's statutory auditor<sup>§</sup> or its respective clients must be furnished as per formats provided below for each Project. In jurisdictions that do not have statutory auditors, the auditors who audit the annual accounts of the Applicant/ Member may provide the requisite certification.

For Category III Applicant

**Format of Certificate from the Statutory Auditor regarding e-governance projects**

We certify that ..... (*name of the Applicant/Member*) has successfully implemented the ..... (*title of the project*) and it held ..... (*% stake in the project*) in the project. The project was successfully implemented on ..... (*date of commissioning of the project*) and the ..... (*name of the Applicant/ Member*) has undertaken operations and maintenance of the project from \_\_\_\_\_ (*date of commencement*) to \_\_\_\_\_

<sup>§</sup> In case duly certified audited annual financial statements containing the requisite details are provided, a separate certification by statutory auditors would not be necessary.

<p>_____ (date of end of operations and maintenance period).</p> <p>We further certify that the scope of work of the Applicant in the project was .....</p> <p style="text-align: right;">Name of the audit firm: (Signature, name and designation of the authorised signatory) Seal of the audit firm:</p> <p>Date:</p>
--

For Category IV Applicant

<p><b>Format of Certificate from the Statutory Auditor regarding Smart Card projects</b></p> <p>We certify that ..... (name of the Applicant/Member) has successfully implemented the ..... (title of the project) and it held ..... (% stake in the project) in the project.</p> <p>The project was successfully implemented on ..... (date of commissioning of the project).</p> <p>We further certify that from ..... (date of commencement of operations or 5 years whichever is latter) till date ..... (date of signing of this Certificate), the ..... (name of the Applicant/Member) has issued ..... (number of Smart Cards) smart cards with personalization solution.</p> <p style="text-align: right;">Name of the audit firm: (Signature, name and designation of the authorised signatory) Seal of the audit firm:</p> <p>Date:</p>
---

For Category VI Applicant

<p><b>Format of Certificate from the Statutory Auditor regarding preparation of Detailed Project Report</b></p> <p>We certify that ..... (name of the Applicant/Member) has prepared detailed project report of ..... (title of the project).</p> <p>We further certify that the project cost as per the detailed project report accepted by the client is Rs. .... (cost of project).</p>
--

Name of the audit firm:
(Signature, name and designation of the authorised signatory)
Seal of the audit firm:
Date:

11. It may be noted that in the absence of any detail in the above certificates, the information would be considered inadequate and could lead to exclusion of the relevant project from evaluation process.

**ANNEX-V: Statement of Legal Capacity**

*(To be forwarded on the letterhead of the Applicant/ Lead Member of Consortium)*

Ref. Date:

To,

Dear Sir,

We hereby confirm that we/ our members in the Consortium (constitution of which has been described in the application) satisfy the terms and conditions laid out in the RFQ document.

We have agreed that ..... (insert member's name) will act as the Lead Member of our consortium.\*

We have agreed that ..... (insert individual's name) will act as our representative/ will act as the representative of the consortium on its behalf\* and has been duly authorized to submit the Application and other requisite documents/information in response to RFQ. Further, the authorised signatory is vested with requisite powers to furnish such letter and authenticate the same.

Thanking you,

Yours faithfully,

(Signature, name and designation of the authorised signatory)

For and on behalf of.....

---

\* Please strike out whichever is not applicable.

**APPENDIX-II: Power of Attorney for signing of Application**

*(Refer Clause 2.2.4)*

Know all men by these presents, We.....  
(name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr/ Ms (name), ..... son/daughter/wife of ..... and presently residing at ....., who is presently employed with us/ the Lead Member of our Consortium and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for pre-qualification and submission of our bid for the Project for ICT and biometrics related works of MGNREGA in States proposed or being developed by Ministry of Rural Development (the “Authority”) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Applications and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Service Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or till the entering into of the Service Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20.....

For .....

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

(Notarised)

Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.*

### APPENDIX-III : Power of Attorney for Lead Member of Consortium

*(Refer Clause 2.2.4)*

Whereas, Ministry of Rural Development (“the Authority”) has invited applications from interested parties for the Project for ICT and biometrics related works of MGNREGA in States (the “Project”).

Whereas, ..... and ..... (collectively the “Consortium”) being Members of the Consortium are interested in bidding for the Project in accordance with the terms and conditions of the Request for Qualification document (RFQ), Request for Proposal (RFP) and other connected documents in respect of the Project, and

Whereas, it is necessary for the Members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium’s bid for the Project and its execution.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS

We, ..... having our registered office at ....., M/s. .... having our registered office at ....., M/s. .... having our registered office at ....., and M/s. .... having our registered office at ....., (hereinafter collectively referred to as the “Principals”) do hereby irrevocably designate, nominate, constitute, appoint and authorise M/s. .... having its registered office at ....., being one of the Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the “Attorney”). We hereby irrevocably authorise the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the Consortium and any one of us during the bidding process and, in the event the Consortium is awarded the contract, during the execution of the Project and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the pre-qualification of the Consortium and submission of its bid for the Project, including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the Consortium and generally to represent the Consortium in all its dealings with the Authority, and/ or any other Government Agency or any person, in all matters in connection with or relating to or arising out of the Consortium’s bid for the Project and/ or upon award thereof till the Service Agreement is entered into with the Authority.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds

and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ Consortium.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20.....

For ..... (Signature)

..... (Name & Title)

For ..... (Signature)

..... (Name & Title)

For ..... (Signature)

..... (Name & Title)

Witnesses:

1.

2.

.....

(Executants)

(To be executed by all the Members of the Consortium) Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the*

*executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*

- *Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*
  
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Appostille certificate.*

**APPENDIX-IV: Joint Bidding Agreement***(Refer Clause 2.13.2)**(To be executed on Stamp paper of appropriate value)*

THIS JOINT BIDDING AGREEMENT is entered into on this the ..... day of  
 ....., 20.....

**AMONGST**

1. {..... Limited, a company incorporated under the Companies Act, 1956} and having its registered office at ..... (hereinafter referred to as the **“First Part”** which expression shall, unless repugnant to the context include its successors and permitted assigns)

**AND**

2. {..... Limited, a company incorporated under the Companies Act, 1956} and having its registered office at ..... (hereinafter referred to as the **“Second Part”** which expression shall, unless repugnant to the context include its successors and permitted assigns)

**AND**

3. {..... Limited, a company incorporated under the Companies Act, 1956 and having its registered office at ..... (hereinafter referred to as the **“Third Part”** which expression shall, unless repugnant to the context include its successors and permitted assigns)}

**AND**

4. {..... Limited, a company incorporated under the Companies Act, 1956 and having its registered office at ..... (hereinafter referred to as the **“Fourth Part”** which expression shall, unless repugnant to the context include its successors and permitted assigns)}\$

The above mentioned parties of the FIRST, SECOND, {THIRD and FOURTH} PART are collectively referred to as the **“Parties”** and each is individually referred to as a **“Party”** \_\_\_\_\_

---

<sup>\$</sup> The number of Parties will be shown here, as applicable, subject however to a maximum of 6 (six).

**WHEREAS**

- (A) Ministry of Rural Development \_\_\_\_\_ having its principal offices at \_\_\_\_\_ (hereinafter referred to as the “Authority” which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns) has invited applications (the Applications”) by its Request for Qualification No. .... dated ..... (the “**RFQ**”) for pre-qualification and short-listing of bidders for Project for ICT and biometrics related works of MGNREGA in States (the “**Project**”) through public private partnership. The Parties are interested in jointly bidding for the Project as members of a Consortium and in accordance with the terms and conditions of the RFQ document and other bid documents in respect of the Project, and
- (B) It is a necessary condition under the RFQ document that the members of the Consortium shall enter into a Joint Bidding Agreement and furnish a copy thereof with the Application.

**NOW IT IS HEREBY AGREED as follows:****1. Definitions and Interpretations**

In this Agreement, the capitalised terms shall, unless the context otherwise requires, have the meaning ascribed thereto under the RFQ.

**2. Consortium**

- 2.1. Parties do hereby irrevocably constitute a consortium (the “**Consortium**”) for the purposes of jointly participating in the Bidding Process for the Project.
- 2.2. The Parties hereby undertake to participate in the Bidding Process only through this Consortium and not individually and/ or through any other consortium constituted for this Project, either directly or indirectly or through any of their Associates.

**3. Covenants**

The Parties hereby undertake that in the event the Consortium is declared the selected Bidder and awarded the Project, it shall incorporate a special purpose vehicle (the “**SPV**”) under the Indian Companies Act, 1956 for entering into a Service Agreement with the Authority and for performing all its obligations as the Service Provider in terms of the Service Agreement for the Project.

#### **4. Role of the Parties**

The Parties hereby undertake to perform the roles and responsibilities as described below:

- (a) Party of the First Part shall be the Lead member of the Consortium and shall have the power of attorney from all Parties for conducting all business for and on behalf of the Consortium during the Bidding Process and until the Appointed Date under the Service Agreement when all the obligations of the SPV shall become effective;
- (b) Party of the Second Part shall be {the Technical Member of the Consortium;}
- (c) {Party of the Third Part shall be the Financial Member of the Consortium; and}
- (d) {Party of the Fourth Part shall be the Operation and Maintenance Member/ Other Member of the Consortium.}

#### **5. Joint and Several Liability**

The Parties do hereby undertake to be jointly and severally responsible for all obligations and liabilities relating to the Project and in accordance with the terms of the RFQ, RFP and the Service Agreement for the Project.

#### **6. Shareholding in the SPV**

- 6.1. The Parties agree that the proportion of shareholding among the Parties in the SPV shall be as follows:

First Party:

Second Party:

Third Party:

Fourth Party:

- 6.2. The Parties undertake that a minimum of 11% (eleven per cent) of the subscribed and paid up equity share capital of the SPV shall through out the Service Period, be held by the Parties of the First, {Second and Third} Part whose technical experience and net worth have been reckoned for the purposes of qualification and short-listing of Applicants for the Project in terms of the RFQ.

- 6.3. Lead Member shall, for the entire service period, hold equity share capital not less than: (i) 26% (twenty six per cent) of the subscribed and paid up equity of the SPV; and (ii) 7% (seven per cent) of the Total Project Cost specified in the Service Agreement<sup>£</sup>
- 6.4. The Parties undertake that they shall collectively hold at least 51% (fifty one per cent) of the subscribed and paid up equity share capital of the SPV at all times during the Service Period of the Project.
- 6.5. The Parties undertake that they shall comply with all equity lock-in requirements set forth in the Service Agreement.

## **7. Representation of the Parties**

Each Party represents to the other Parties as of the date of this Agreement that:

- (a) Such Party is duly organised, validly existing and in good standing under the laws of its incorporation and has all requisite power and authority to enter into this Agreement;
- (b) The execution, delivery and performance by such Party of this Agreement has been authorised by all necessary and appropriate corporate or governmental action and a copy of the extract of the charter documents and board resolution/ power of attorney in favour of the person executing this Agreement for the delegation of power and authority to execute this Agreement on behalf of the Consortium Member is annexed to this Agreement, and will not, to the best of its knowledge:
- (i) require any consent or approval not already obtained;
  - (ii) violate any applicable law presently in effect and having applicability to it;
  - (iii) violate the memorandum and articles of association, by-laws or other applicable organisational documents thereof;
  - (iv) violate any clearance, permit, concession, grant, license or other governmental authorisation, approval, judgement, order or decree or any mortgage agreement, indenture or any other instrument to which such Party is a party or by which such Party or any of its

---

<sup>£</sup> The Authority may, in its discretion, impose further obligations in the Service Agreement, but such obligations would provide sufficient mobility for partial divestment of equity without compromising the interests of the Project.

properties or assets are bound or that is otherwise applicable to such Party; or

- (v) create or impose any liens, mortgages, pledges, claims, security interests, charges or encumbrances or obligations to create a lien, charge, pledge, security interest, encumbrances or mortgage in or on the property of such Party, except for encumbrances that would not, individually or in the aggregate, have a material adverse effect on the financial condition or prospects or business of such Party so as to prevent such Party from fulfilling its obligations under this Agreement;
- (c) this Agreement is the legal and binding obligation of such Party, enforceable in accordance with its terms against it; and
- (d) there is no litigation pending or, to the best of such Party's knowledge, threatened to which it or any of its Affiliates is a party that presently affects or which would have a material adverse effect on the financial condition or prospects or business of such Party in the fulfillment of its obligations under this Agreement.

## **8. Termination**

This Agreement shall be effective from the date hereof and shall continue in full force and effect until the Financial Close of the Project is achieved under and in accordance with the Service Agreement, in case the Project is awarded to the Consortium. However, in case the Consortium is either not pre-qualified for the Project or does not get selected for award of the Project, the Agreement will stand terminated in case the Applicant is not pre-qualified or upon return of the Bid Security by the Authority to the Bidder, as the case may be.

## **9. Miscellaneous**

- 9.1. This Joint Bidding Agreement shall be governed by laws of {India}.
- 9.2. The Parties acknowledge and accept that this Agreement shall not be amended by the Parties without the prior written consent of the Authority.

IN WITNESS WHEREOF THE PARTIES ABOVE NAMED HAVE EXECUTED AND DELIVERED THIS AGREEMENT AS OF THE DATE FIRST ABOVE WRITTEN.

SIGNED, SEALED AND  
DELIVERED

SIGNED, SEALED AND  
DELIVERED

For and on behalf of

For and on behalf of

LEAD MEMBER by:

SECOND PART by

(Signature)

(Signature)

(Name)

(Name)

(Designation)

(Designation)

(Address)

(Address)

SIGNED, SEALED AND DELIVERED  
DELIVERED

SIGNED, SEALED AND

For and on behalf of

For and on behalf of

THIRD PART by:

FOURTH PART by:

(Signature)

(Signature)

(Name)

(Name)

(Designation)

(Designation)

(Address)

(Address)

In the presence of:

1.

2.

*Notes:*

1. *The mode of the execution of the Joint Bidding Agreement should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
2. *Each Joint Bidding Agreement should attach a copy of the extract of the charter documents and documents such as resolution / power of attorney in favour of the person executing this Agreement for the delegation of power and authority to execute this Agreement on behalf of the Consortium Member.*
3. *For a Joint Bidding Agreement executed and issued overseas, the document shall be legalised by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney has been executed.*

**APPENDIX-V: Guidelines of the Department of Disinvestment**

*(Refer Clause 1.2.1)*

No. 6/4/2001-DD-II

Government of India

Department of Disinvestment

Block 14, CGO Complex

New Delhi.

Dated 13<sup>th</sup> July, 2001.

**OFFICE MEMORANDUM**

Sub: Guidelines for qualification of Bidders seeking to acquire stakes in Public Sector Enterprises through the process of disinvestment

Government has examined the issue of framing comprehensive and transparent guidelines defining the criteria for bidders interested in PSE-disinvestment so that the parties selected through competitive bidding could inspire public confidence. Earlier, criteria like net worth, experience etc. used to be prescribed. Based on experience and in consultation with concerned departments, Government has decided to prescribe the following additional criteria for the qualification/ disqualification of the parties seeking to acquire stakes in public sector enterprises through disinvestment:

- (a) In regard to matters other than the security and integrity of the country, any conviction by a Court of Law or indictment/ adverse order by a regulatory authority that casts a doubt on the ability of the bidder to manage the public sector unit when it is disinvested, or which relates to a grave offence would constitute disqualification. Grave offence is defined to be of such a nature that it outrages the moral sense of the community. The decision in regard to the nature of the offence would be taken on case to case basis after considering the facts of the case and relevant legal principles, by the Government of India.
- (b) In regard to matters relating to the security and integrity of the country, any charge sheet by an agency of the Government/ conviction by a Court of Law for an offence committed by the bidding party or by any sister concern of the bidding party would result in disqualification. The decision in regard to the relationship between the sister concerns would be taken, based on the relevant facts and after examining whether the two concerns are substantially controlled by the same person/ persons.

- (c) In both (a) and (b), disqualification shall continue for a period that Government deems appropriate.
- (d) Any entity, which is disqualified from participating in the disinvestment process, would not be allowed to remain associated with it or get associated merely because it has preferred an appeal against the order based on which it has been disqualified. The mere pendency of appeal will have no effect on the disqualification.
- (e) The disqualification criteria would come into effect immediately and would apply to all bidders for various disinvestment transactions, which have not been completed as yet.
- (f) Before disqualifying a concern, a Show Cause Notice why it should not be disqualified would be issued to it and it would be given an opportunity to explain its position.
- (g) Henceforth, these criteria will be prescribed in the advertisements seeking Expression of Interest (EOI) from the interested parties. The interested parties would be required to provide the information on the above criteria, along with their Expressions of Interest (EOI). The bidders shall be required to provide with their EOI an undertaking to the effect that no investigation by a regulatory authority is pending against them. In case any investigation is pending against the concern or its sister concern or against its CEO or any of its Directors/ Managers/ employees, full details of such investigation including the name of the investigating agency, the charge/ offence for which the investigation has been launched, name and designation of persons against whom the investigation has been launched and other relevant information should be disclosed, to the satisfaction of the Government. For other criteria also, a similar undertaking shall be obtained along with EOI.

sd/-

(A.K. Tewari)

Under Secretary to the Government of India

**APPENDIX-VI: Indicative Project Cost**

The indicative capital expenditure to be incurred by the service provider for the Project is as follows :

SI No	State	Total Project Cost (in Rs. Cr)
1	Andhra Pradesh	190.36
2	Arunachal Pradesh	6.56
3	Assam	24.20
4	Bihar	72.40
5	Chhattisgarh	84.00
6	Gujarat	113.88
7	Haryana	48.08
8	Himachal Pradesh	26.89
9	Jammu & Kashmir	32.77
10	Jharkhand	44.82
11	Karnataka	54.26
12	Kerala	30.21
13	Madhya Pradesh	197.92
14	Maharashtra	224.22
15	Manipur	18.01
16	Meghalaya	22.59
17	Mizoram	7.62
18	Nagaland	9.64
19	Orissa	53.56
20	Punjab	97.42
21	Rajasthan	87.63
22	Sikkim	1.41
23	Tamil Nadu	162.52
24	Tripura	9.43
25	Uttar Pradesh	421.94
26	Uttaranchal	61.29
27	West Bengal	56.07
28	Andaman & Nicobar	0.62
29	Dadra and Nagar	0.44
30	Goa	0.98
31	Lakshadweep	0.09
32	Pondicherry	0.32

*It may be noted that the above indicative capital expenditure would change depending upon the innovations which may be done by the Service Provider for the project and does not include any operational cost or cost of replacement or refreshment of technology.*