

Intelligent Communication Systems India Ltd. (ICSIL)
(Joint Venture of TCIL – A Govt. of India Enterprise & DSII DC – An Undertaking of Delhi Govt.)
Administrative Building, 1st Floor, Above Post Office, Okhla Indl. Estate, Ph.-III, New Delhi -110020
e-mail: info@icsil.in, www.icsil.in

TENDER NO: F.1 (ICSIL)/03/219/GM(B)/F&S/2013-14/Dated: 03.09.2013

NOTICE INVITING TENDER

Sealed Quotations in two bid systems are invited from eligible and competent firms having experience and expertise in providing similar services like capturing demographic information with photographs, printing of cards and issuance of receipts to the applicants. Detailed Tender Document containing eligibility criteria and other conditions can be downloaded from ICSIL's website <http://www.icsil.in>. Last date for receipt of tender in ICSIL is 19.09.2013 by 2:30 PM.

Managing Director
Intelligent Communication Systems India Ltd. (ICSIL)

TENDER DOCUMENT

1. Sealed quotations in two bid systems are invited from eligible and competent firms having experience and expertise in providing services like capturing of demographic information and photographs and issuance of cards and receipts on the lines of Aadhaar and UID cards. The work is to be awarded on turnkey basis to the successful bidder for implementing National Food Security Ordinance 2013. This is a time bound project and has to be completed in a short time. Detailed Tender Document containing eligibility criteria and other conditions are given here under. Last date for receipt of tender in ICSIL is 19.09.2013 by 2:30 PM.
2. Tender time lines are as under:

Sl. No	Description of activities	Tender Time-lines
1	Last date for submission of Sealed Quotations	19.09.2013 by 2:30 PM
2	Date and Time of opening of Technical Bid	19.09.2013 by 3:00 PM
3	Date and Time of opening of Commercial Bid	Will be intimated on 19.09.2013

3. Eligibility Criteria:

- i) The company should be of Indian origin and registered under Companies Registration Act 1956 for the last five years.
- ii) Having more than 5 years' experience in the relevant field.
- iii) Average turnover of the company / bidder for the last three year i.e. 2010-11, 2011-12 and 2012-13 should be minimum Rs.15 Lakhs. Bidder should submit certificate for the same from the Chartered Accountant.
- iv) Having technical support offices in Delhi.
- v) The company should have valid CST/VAT number as well as PAN number in the name of the firm. Proof should be submitted; failing which bidder's bid would become invalid & shall be rejected.
- vi) Attested copies of Articles of Association (in case of registered firm), by laws & certificates of registration (in case of registered co-operative societies), partnership deed (in case of partnership firm) should be submitted.
- vii) The bidder should be registered with Service tax department of the Government of India. Enclose copy of the valid Registration Number.
- viii) A self certificate that the bidder has not been black listed by any institution of the Central/State government in the past three years, is to be submitted.

- ix) The bidder should have the capacity to deploy 140 or more number of experienced Data Entry Operators to handle the work. Submit proof.
- x) The Bidders are requested to furnish documents to establish their eligibility (indicating the page number in the bid) for each of the above clauses. Relevant portions, in the documents submitted in pursuance of eligibility criterion mentioned above, should be highlighted. If tender is not accompanied by all the above documents mentioned, the same would be rejected.
- xi) **ICSIL reserves the right to seek fresh set of documents or seek clarifications on the already / submitted documents. All documents should be submitted in hardcopy.**
- xii) Upon verification, evaluation / assessment, if in case any information furnished by the Bidder is found to be false / incorrect or incomplete, their bid shall be summarily rejected and no correspondence on the same shall be entertained.
- xiii) The firm must have successfully executed in the last two financial years at least two similar projects of value more than Rs 10 Lakh each for any Govt. department/PSU/or any other Organization in India. Submit proof.
- xiv) Brief description of the firm including infrastructure and manpower available etc. must be given.
- xv) Brief descriptions and value of similar assignments carried out in the last three years and the contact person along with their contact details.
- xvi) The bidder should have the capacity to provide requisite infrastructure including manpower at 70 places to meet the time lines.
- xvii) Deviations to Tender conditions will not be accepted.
- xviii) Bidders should quote unit price for per Data Entry Form after financial loading for each item of delivery and services, etc. Besides this, rates should be quoted separately for Data Entry Supervisors on monthly basis also.
- xix) The minimum daily output per operator is expected to be 100 data entry forms per day per operator.
- xx) The bidder should submit a compliance sheet in a tabular form with respect to the eligibility criteria as given at Annexure-III.
- xxi) All pages should be stamped and signed by the bidder, failing which it will not be considered.

4. Submission Of Bids/Tender Documents:

The sealed tenders should be submitted on or before the last date and time as given in the Tender with superscription.

“TENDER NO: F.1(ICSIL)/03/219/GM(B)/F&S/2013-14/ Dated: 03.09.2013” and submitted to:

**General Manager (IT)
INTELLIGENT COMMUNICATION SYSTEMS INDIA IMITED
ADMINISTRATIVE Building, 1ST FLOOR,
ABOVE POST OFFICE, OKHLA INDUSTRIAL AREA, PHASE-III,**

NEW DELHI-110 020.

A. Cover-1: Technical Bid:

- i) Documents as required in the Tender shall be submitted in this envelope. The envelope should be sealed and superscripted "Technical Bid". **Financial Bid should not be** submitted in the envelope containing Technical Bid, failing which the bid will be rejected.

B. Cover-2: Financial Bid:

- i. The envelope shall be sealed and superscripted "Financial Bid". The financial bids of technically qualified bidders only shall be opened.
The above two envelopes shall be placed in one outer cover superscripted "ICSILTender:F.1(ICSIL)/03/219/GM(B)/F&S/2013-14/Dated: 03.09.2013".
- ii. The outer cover shall be submitted to the office of General Manager (IT), ICSIL on or before 19.09.2013 by 2:30 PM i.e. by the last date and time for submission of the bid.
- iii. **Tender Processing Fee:** The bidders should submit a non-refundable Tender Processing Fee of Rs.2000 (Rupees Two Thousand Only) in the form of Demand Draft Payable to ICSIL, Delhi.
- iv. **EMD:** All bidders must submitted **an unconditional and irrevocable EMD for Rs.2,00,000/- (Rupees Two Lakh Only)** in the form of Bank Guarantee issued by a nationalized commercial bank valid for a period of 180 days from the date of issue in favor of Intelligent Communication Systems India Limited, Delhi.
- v. The tender Processing Fee & EMD should be submitted along with Technical Bid in separate cover super scribed as "EMD & Tender Processing Fee". **Tender without Tender Processing Fee and EMD shall be rejected.**
- vi. Bidders registered with SSI or NSIC and having proof of exemption **for such work or items only** are exempted from submission of Tender Document and EMD Fee provided they submit valid documentary proof for the same in their name.
- vii. Financial Bid of only those bidders who are found qualified in technical bid will be opened for evaluation.
- viii. The work order shall be awarded to the firm quoting lowest price per data entry form. Final decision in this regard shall vest with ICSIL. **In exceptional circumstances, ICSIL reserves the right to award the contract to L2 bidder on technical grounds with full justification.**
- ix. Successful bidder awarded with the work order shall have to submit Performance Bank Guarantee valid for a period of one six month or Bank Draft or Pay Order for an amount equal to 10% (Ten Percent) of the total project cost in favor of Intelligent communication Systems India Ltd, Delhi.

- x. No interest shall be payable to the bidders on EMD and Performance Security.

5. Release of EMD:

- i) EMD of unsuccessful bidders will be released immediately once the work order is placed on the successful bidder.
- ii) EMD of Successful bidders shall be returned after the work order is awarded and Performance Guarantee in the form of Bank Guarantee valid for a period of six months or Bank Draft or Pay Order for requisite amount in favour of Intelligent Communication Systems India Ltd, Delhi is submitted.

6. Payment Terms:

- i) No advance payment shall be made.
- ii) Payment to the firm shall be made on monthly basis after submission of bills for the work successfully completed and certified by the concerned department during the month for which the payment is being raised.
- iii) Bill for release of payment should be submitted in triplicate along with satisfactory completion certificate from the client department for the activity/Task for which the bill is being raised. In the absence of satisfactory completion certificate from the client department, the bill for payment shall not be processed and released.

7. Penalties:

A. For delays in completion of the work:

In case of delay beyond the given schedule a penalty @ Rs.500/- per day for first week, Rs.1000/- per day for second week, Rs.1500/- per day for third week, Rs.2000/- per day for fourth week and Rs.5,00,000/- (Rupees Five Lakhs only) beyond 30 days delays, shall be imposed and deducted from the dues or performance guarantee (Here week denotes working days).

B. For Delay in starting the work:

The work should be started at all the 70 places simultaneously, with complete infrastructure and manpower within 10 (Ten) working days of the receipt of the work order. Delay in starting the work beyond 10 calendar days will carry a penalty of Rs.1000/- per day for delay up to 20 days and beyond 20 days of delay, the work order will be cancelled and performance guarantee will be forfeited. Under such condition, the second lowest bidder will be called for negotiation to accept the L1 quoted rates.

8. Validity Of Tender:

The Tender is valid for a period of six months (i.e. 180 days) from the date of publication of the tender. The validity time may be extended by ICSIL.

9. Validity of Rates:

- i) The rates shall be valid for a period of six months from the date of issue of work order.

- ii) ICSIL reserves the right to cancel/ terminate the tender at any stage in whole or in parts without assigning any reason.

10. Commercial bid:

- i) Bidders should quote prices as per commercial bid format given at Annexure-II
- ii) Rates should be exclusive of all taxes, duties and levies and should be quoted separately.

11. Forfeiture of EMD:

EMD can be Forfeited under the following circumstances :

- i. If the bidder withdraws its bid after last date of submission of bid,
- ii. Fails to execute the work order within given time.
- iii. Fails to submit requisite Performance Guarantee with in prescribed period.
- iv. Furnishes wrong information,

12. Forfeiture of Performance Guarantee:

Performance Guarantee can be Forfeited under the following circumstances: :

- i. Fails to start the work as per given timelines in all 70 places simultaneously.
- ii. Quality of the work is not found satisfactory.
- iii. If at any stage it is found that bidder has submitted fake or manipulated papers, in support of his bid.

13. Other Conditions:

- i) Rates should be quoted as per the format of commercial bid.
- ii) Rates should not be quoted in the Technical Bid.
- iii) Payment shall be made on actual basis.
- iv) If any bid is found non-complying with above criteria, including the Terms & Conditions of the Tender etc., that bid shall be summarily rejected.
- v) bidder shall be responsible for providing complete infrastructure including manpower to execute the work
- vi) The MD, Intelligent Communications Systems India Ltd., reserves the right to reject any of the bid or all the bids, without assigning any reasons

ANNEXURE – I
SCOPE OF WORK

In order to implement the National Food Security Ordinance, 2013, Food and Supply Department of Delhi Government intends to hire the services of a competent service provider. The broad scope of work will be as under and may include some additional work if required after further discussion and in pursuance of the guidelines of Government of India and Government of Delhi. Time lines for the project delivery are very short i.e. 2-3 months and strictly adhered to.

1. Data Entry will be done off-line/on-line as the case may be.
2. Approximately 10 Lakhs applications i.e. Data Entry Forms are expected to be received for Data Entry. Approx. 80-90% applications will be from existing Ration Card holders. Remaining 10 to 20% will be first time applicants.
3. Receipt will be issued to all applicants
4. The photographs of the applicant may be required to be taken at the counters.\
5. A least of 2 counters in each of the 70 circle offices may be established by the service provider with 2 DEOs and requisite hardware i.e. Desktop or Laptop, printer, web camera, internet connectivity, scanner and UPS if Desktop is used.
6. The minimum duration of the project is 2 to 3 months which can be extended further on pro-rata basis on the existing terms and conditions.
7. The entry will be done in off-line/on-line mode as the case may be and later on the data will be uploaded on the server.
8. A total number of 10 (Ten) Data Entry Supervisors are supposed to be deployed along with Data Entry Operators, i.e. one Supervisor in each district.
9. 3G Data card will be required by bidder for uploading of data on NIC Server.
10. Formats of Data Entry Form is given at Annexure-X.
11. Basic facilities like Furniture, Drinking Water and Electricity will be provided by the department.
12. Requirement of stationary is minimal as there will be no major printing work. As an option one printer can be installed at each center along with 1 RIM of paper by the bidder. However basic networking and network switches would be required for sharing the printer and shall be the responsibility of the bidder.
13. No cards will be issued to the citizens by the agency. Cards will be issued by the department only after scrutiny.

- 14.No data will be retrieved as the data entry will be done in offline mode.
- 15.Aadhar card readers are not available in open market as it is still in testing phases by UIDAI, so the same cannot be provided at centres.
- 16.The working hours of data entry operators will be as per office timings with six days a week. However, due to exigencies of work, the working hours and days can be extended depending on the volume of work.
- 17.Security will be taken care by the department, and management of que/crowd will be the responsibility of the department.
- 18.Power back up of at least one hour will be required at all centers by the bidders.
- 19.Format of EMD Refund, Bank Guarantee for EMD Deposit and Performance Bank Guarantee are given at Annexure-D, E, F respectively.
- 20.Successful bidder shall have to deposit Performance Bank Guarantee equal to 10% of the total project cost determined at the time of awarding work order valid for the period of Six Months.

ANNEXURE-II

Commercial Bid Format

Note: Rates for Data Entry Supervisors should be quoted on monthly basis.

S.No.	Item Description	Qty.	Unit Rate	Taxes			Total Amount
				VAT	Service Tax	Any other tax	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	8=(3*4)+ (5+6+7)
1	Data Entry Charges per Form	Ten Lakh Forms					
2	Data Entry Supervisors	Ten Nos					
3	Total Amount						

ANNEXURE III
COMPLIANCE SHEET

Note:1. All pages should be stamped and signed by the bidder, failing which it will not be considered.

S.No	Eligibility Condition	Compliance to eligibility conditions (Yes/No)	Page No.
1	The bidder should be a company registered under companies Registration Act 1956 and should be in existence for the last five years.		
2.	The bidder should have more than five years' experience in the relevant field		
3.	Tender Document Fee for Rs,2000/-		
4.	EMD for Rs.2,00,000/- (Rupees Two Lakh)		
5.	The company should have valid CST/VAT number		
6.	The company should have valid PAN in the name of the firm.		
7.	Attested copies of Articles of Association (in case of registered firm), by laws & certificates of registration (in case of registered co-operative societies), partnership deed (in case of partnership firm) should be submitted.		
8.	The bidder should be registered with Service tax department of the Government of India.		
9.	A self certificate that the bidder has not been black listed by any institution of the Central/State government in the past three years, is to be submitted.		

10.	The firm must have successfully executed in the last two financial years at least two similar projects of value more than .Rs 10 Lakh each. Submit proof. Name and Designation of the contact person in the client organizations along with their contact Numbers <u>MUST</u> also be submitted.		
11.	Brief description of the firm including infrastructure and manpower available etc.		
12.	Turnover of the bidder during:		
	2010-11		
	2011-12		
	2012-13		
13.	Should have the capacity to deploy 140 or more number of experienced Data Entry Operators to handle the work. Submit a certificate to this effect.		

ANNEXURE-D

Performa for Refund of EMD On company Letter Head

Dated:

To,
The Managing Director
Intelligent Communication Systems India Ltd.,
Okhla Industrial Estate, Phase-III.

Delhi-110020

Sub: Refund of EMD of Rs._2,00,000/- (Rupees Two Lakh Only) against Tender No.
TENDER NO: F.1(ICSIL)/03/219/GM(B)/F&S/2013-14/ Dated: 03.09.2013.

Sir,

The tender proceedings have been done in our presence as per rules and regulations. Both technical and financial bids were scrutinized as per rules. We had participated in the bid and since we have not been the successful bidder, so we request you to kindly release the EMD. It is also undertaken that all the submission made by us/ undertaking/affidavit given are true to the best of our knowledge. We do not have any grievances against the process nor we intent to go into litigation proceedings at a later stage.

We are waiting for your kind confirmation. In case you need any further clarifications or confirmation, we shall provide the same immediately.

Thanking you and assuring you of our best services and attention at all the times.

Thanking You.

Yours Faithfully
(Name of the Firm)

(Authorized Signatory)

BID SECURITY (EMD) FORM)

Ref: TENDER NO: F.1 (ICSIL)/03/219/GM(B)/F&S/2013-14/ Dated: 03.09.2013

Date: _____

Bank Guarantee: _____

Whereas _____ (hereinafter called 'the Tenderer') has submitted its bid dated _____ for (tender purpose) _____ for Intelligent Communication Systems India Limited (ICSIL), Administrative Building, 1st Floor, Above Post Office, Okhla Industrial Estate, Phase-III, New Delhi-110020 .

KNOW ALL MEN by these presents that WE _____ of _____ (hereinafter called "the Bank") are bound unto the _____ (Name of the client department) Intelligent Communication Systems India Limited (ICSIL), Administrative Building, 1st Floor, Above Post Office, Okhla Industrial Estate, Phase-III, New Delhi-110020 (herein after called "the Purchaser") to the sum of _____ for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this _____ day of _____ 2012.

THE CONDITIONS of this obligation are:

1. If the Tenderer, withdraws its Bid during the period of bid validity specified by the Tenderer on the Bid Form; or
If the Tenderer, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity,
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the instructions to Tenderers;
 - (c) fails to execute the work within the prescribed time period

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

(Authorized Signatory of the Bank)

Seal of the Bank



Form of Bank Guarantee for Performance Security

(To be stamped in accordance with Stamp Act, if any, of the country of issuing bank)

Ref: TENDER NO: F.1 (ICSIL)/03/219/GM(B)/F&S/2013-14/ Dated: 03.09.2013

Date: _____

Bank Guarantee: _____

Dear Sir,

In consideration of M/s. _____ (hereinafter referred as the "Client", which expression shall, unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s. _____ (hereinafter referred to as the "Firm" which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a contract by issue of client's Contract Agreement No. / Letter No. _____ dated _____ and the same having been unequivocally accepted by the Firm, resulting in a Contract valued at _____ for _____ Contract (hereinafter called the _____ (scope of work) "Contract") and the Client having agreed to make an advance payment to the Firm for performance of the above Contract amounting to _____ (in words and figures) as an advance against Bank Guarantee to be furnished by the Firm.

We _____ (Name of the Bank) having its Head Office at _____ (hereinafter referred to as the Bank), which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators executors and assigns) do hereby guarantee and undertake to pay the client immediately on demand any or, all monies payable by the Firm to the extent of _____ as aforesaid at any time upto _____ without any demur, reservation, contest, recourse or test and/or without any reference to the firm. Any such demand made by the client on the Bank shall be conclusive and binding notwithstanding any difference between the Client and the Firm or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. we agree that the Guarantee herein contained shall be irrevocable and shall continue to be enforceable till the Client discharges this guarantee.

The Client shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee, from time to time to vary the advance or to extend the time for performance of the contract by the Firm. The Client shall have the fullest liberty without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Client and to exercise the same at any time in any manner, and either to enforce or to forebear to enforce any covenants, contained or implied, in the Contract between the Client and the Firm any other course or

remedy or security available to the Client. The bank shall not be relieved of its obligations under these presents by any exercise by the Client of its liberty with reference to the matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the Client or any other indulgence shown by the Client or by any other matter or thing whatsoever which under law would but for this provision have the effect of relieving the Bank.

The Bank also agrees that the Client at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Firm and notwithstanding any security or other guarantee that the Client may have in relation to the Firm's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is limited to _____ and it shall remain in force upto and including _____ and shall be extended from time to time for such period (not exceeding one year), as may be desired by M/s. _____ on whose behalf this guarantee has been given.

Dated this _____ day of _____ 20____ at _____

WITNESS

(signature)

(Name)

(Official Address)

(signature)

(Name)

Designation (with Bank stamp)

Attorney as per Power of

Attorney No. _____

Dated _____

Strike out, whichever is not applicable.

Note 1: The stamp papers of appropriate value shall be purchased in the name of bank who issues the "Bank Guarantee

Note 2: The bank guarantee shall be from a Nationalized Indian Bank.

1051

FORMAT OF DATA ENTRY FORM

खाद्य एवं सभरणा विभाग, राष्ट्रीय राजधानी क्षेत्र, दिल्ली
(राष्ट्रीय खाद्य सुरक्षा उपभोक्ता कार्ड हेतु आवेदन पत्र)

आवेदक का फोटो

C/S

1. पुराने राशनकार्ड की श्रेणी/कैटेगरी _____
2. पुराना राशन कार्ड नं. (यदि कोई है) -----
3. मोबाईल नं.

--	--	--	--	--	--	--	--	--	--
4. आवेदक का पूरा नाम -----
(परिवार की वरिष्ठतम महिला)
5. राष्ट्रीयता -----
6. व्यवसाय -----
7. पूरा पता -----

8. परिवार की कुल वार्षिक आय (शब्दों में) -----
9. यात्रा श्रेणी ----- (कृपया फार्म के पीछे देखें)
10. आवेदक एवं सदस्यों का पूर्ण विवरण (प्रथम कालम में आवेदक अपना स्वयं का विवरण दें), अधिक सदस्यों के लिए अतिरिक्त शीट का प्रयोग करें।

क्र.सं.	नाम	लिंग म./पु.	जन्म तिथि DD/MM/YYYY	माता का नाम	पिता/पति का नाम	मुखिया से संबंध	आधार नं. (यदि आधार नं. नहीं मिला है तो ई.आई.डी. नम्बर भरें)
1						स्वयं	
2							
3							
4							
5							
6							
7							

11. संलग्न दस्तावेज:-(क) प्रत्येक सदस्य के आधार सख्त/ ई.आई.डी. की प्रति (ख) स्थाई पते का प्रमाण (यदि आधार कार्ड के पते से भिन्न है)
(ग) आय प्रमाण पत्र (जहाँ लागू है) (घ) बिजली का बिल

घोषणा:- मैं शपथपूर्वक घोषणा करती हूँ कि दी गई सूचना सही है:-

1. मैं भारतीय नागरिक हूँ।
2. मैं और उपरोक्त लिखित सदस्य स्थायी रूप से दिल्ली में रहते हैं एवं इनके नाम दिल्ली या अन्य किसी राज्य के उपभोक्ता कार्ड में नहीं है।
3. मैं इस कार्ड का प्रयोग विनिर्दिष्ट खाद्य वस्तुएं प्राप्त करने के अतिरिक्त किसी अन्य उद्देश्य के लिए नहीं करूँगा/करूँगी।
4. मेरे परिवार के किसी सदस्य के पास चार पहिए या इससे अधिक पहिए वाला वाहन नहीं है।
5. मेरे घर पर 02 किलोवाट से अधिक का बिजली का कनेक्शन नहीं है।
6. मेरे परिवार का कोई भी सदस्य आयकर दाता नहीं है।
7. मैं या मेरे परिवार के किसी भी सदस्य के नाम कोई जमीन या घर एच.सी.डी. के A से E श्रेणी की कॉलोनी में नहीं है।
8. मैं या मेरे परिवार का कोई सदस्य केंद्र/राज्य/स्थानीय निकाय/ केंद्र या राज्य की स्थापित संस्थाओं इत्यादि में किसी भी पद पर कार्यरत नहीं है।
9. मैं या मेरे परिवार का कोई सदस्य किसी भी सरकारी स्कूल में राशन/खाद्य सप्लायी प्राप्त नहीं कर रहा है।
10. मैं यह भी घोषणा करता/करती हूँ कि उपरोक्त सूचना झूठी या गलत पाए जाने पर मैं आवश्यक वस्तु अधिनियम, 1995 के अधीन सजा का जिम्मेदार होऊँगा/होऊँगी व किसी भी गलत सूचना के लिए जाने पर सजा या जुर्माना तथा उपभोक्ता कार्ड को निरस्त किए जाने का स्वयं जिम्मेदार होऊँगा/होऊँगी।

हस्ताक्षर/ निशानी अंगूठा (आवेदक, मुखिया)

(पावती)

श्री _____ से दिनांक _____ को राष्ट्रीय खाद्य सुरक्षा अध्यादेश के अन्तर्गत आवेदन प्राप्त किया.

हस्ताक्षर

फार्म भरने संबंधी निर्देश एवं जानकारी

1. राष्ट्रीय खाद्य सुरक्षा अधिनियम के अन्तर्गत "राष्ट्रीय खाद्य सुरक्षा कार्ड" परिवार को सबसे बुजुर्ग महिला के नाम से बनगा।
2. यदि आप निम्न श्रेणियों में से किसी एक से भी संबंधित हैं तो आप इस योजना में शामिल किए जाने के पात्र हैं। विस्तृत जांच के पश्चात् आपका फार्म स्वीकृत किया जाएगा।
निम्नलिखित में से कोई एक पात्रता श्रेणी में भरें(कॉलम संख्या 8):-
 - (i) स्लम निवासी
 - (ii) F,G एवं H श्रेणी के पुनर्वास कालोनी के निवासी
 - (iii) ग्रामीण क्षेत्र के अधिमूचित आवासी क्षेत्र में रहने वाले लोग।
 - (iv) बेघर व्यक्ति
 - (v) किन्नर
 - (vi) निःशक्त व्यक्ति(समान अवसर, अधिकार संरक्षण और पूर्ण भागीदारी) अधिनियम 1995 के अन्तर्गत निःशक्तता का प्रमाणपत्र प्रस्तुत करने वाले विकलांग व्यक्ति।
 - (vii) एकल महिलाएँ(घर में किसी दूसरे पर निर्भर रहने वाली महिला), जिसमें विधवा, कुँआरे, तलाकशुदा एवं परित्यक्त महिलाएँ शामिल हैं।
 - (viii) बेयहारा बच्चे।
 - (viii) पशुगत निर्वल समूह जिसमें बूढ़ा बिनने वाले, भवन निर्माण में लगे अकुशल मजदूर, कुली, दिहाड़ी मजदूर, अनियमित घरेलू कर्मचारी, सार्डिकल रिक्शा चालक, लघु उद्योग एवं कुट्टर उद्योगों में लगे अकुशल मजदूर शामिल हैं।
 - (ix) अन्य परिवार जिनकी पारिवारिक वार्षिक आय रु. 1 लाख या उससे कम है।
3. निम्नलिखित शर्तें देखने के पश्चात् यह निर्धारित किया जाएगा कि आपका आवेदन क्यों नहीं स्वीकृत किया जा सकता:-
 - (i) यदि परिवार के किसी सदस्य के पास हल्का या भारी चार पहिया वाहन है(यदि जीविकोपार्जन के लिए एक व्यावसायिक वाहन है तो उसे अपात्र नहीं माना जाएगा)
 - (ii) यदि परिवार के सदस्य के पास दिल्ली में A से E श्रेणी का कोई मकान या जमीन है।
 - (iii) यदि परिवार का कोई भी सदस्य सरकार से किसी भी योजना के अन्तर्गत राशन या खाद्य सचिवाई प्राप्त कर रहा है।
 - (iv) यदि परिवार का कोई सदस्य आयकर दाता है।
 - (v) यदि परिवार का कोई सदस्य केन्द्र/राज्य/स्थानीय निकाय/केन्द्र या राज्य की स्वायत्त संस्थाओं इत्यादि में किसी भी पद पर कार्यरत है।
 - (vi) यदि परिवार में बिजली का कनेक्शन 2 किलोवाट से ज्यादा का है।
4. आवेदन पत्र के साथ संलग्न किए जाने वाले दस्तावेज:-
 - (i) परिवार के सभी सदस्यों के आधार कार्ड की कापी।
 - (ii) आवेदक के निवास प्रमाण पत्र की कापी यदि आवेदन में दिया हुआ पता, आधार कार्ड में दिए हुए पते से भिन्न है।
बेघर व्यक्ति के लिए निवास प्रमाण पत्र की आवश्यकता नहीं है।
 - (iii) राजस्व विभाग द्वारा जारी किया हुआ आयप्रमाण पत्र जहाँ आवश्यक हो।(निर्देश संख्या 2 के (i) से (viii) में आय प्रमाण पत्र आवश्यक नहीं है।)
 - (iv) राशनकार्ड की कापी यदि आवेदक या परिवार के किसी अन्य सदस्य के नाम राशन कार्ड हो।
5. आवेदन जमा करने का स्थान:-
पूर्ण रूप से भरे हुए आवेदन पत्र संलग्न दस्तावेजों के साथ, संबंधित मंडल कार्यालय खाद्य एवं सभरण अधिकारी कार्यालय) में जमा करें।