DELHI DEVELOPMENT AUTHORITY

Ministry of Housing and Urban Affairs, Government of India

Request for Proposal (RFP)

For

Engagement of a Chartered Accountant Firm for Providing Finance and Technical Manpower to Assist DDA in Implementation of the Integrated Financial Management Information System (IFMIS)

Issued by:
Delhi Development Authority (DDA)
Ministry of Housing and Urban Affairs, Government of India
Vikas Sadan, INA, New Delhi – 110023

Table of Contents

1. Notice Inviting RFP& Key Dates

Delhi Development Authority (DDA), an autonomous body under the Ministry of Housing and Urban Affairs, Government of India, invites proposals from eligible and reputed Chartered Accountant (CA) firms for “Provision of Finance and Technical Manpower to Assist DDA in Implementation of the Integrated Financial Management Information System (IFMIS)”, through the CPP Portal, as detailed in this RFP.

The Bidder (CA Firm) shall undertake the assignment on behalf of DDA on the terms and conditions given in this RFP. Interested CA firms desirous of being engaged for the subject assignment may submit their offer through the CPP Portal, by uploading all documents mentioned under Section 4 (Eligibility and Technical Evaluation Criteria).

Particulars	Details
Name of the Purchaser	Delhi Development Authority (DDA), Government of India
Assignment	Provision of 4 (Four) personnel having finance/technical background through a CA Firm to support DDA in Implementation of IFMIS
RFP NO.	01/RFP/IFMIS/DDA/2026-27
RFP Inviting Authority	Dy. CAO, IFMIS Cell
Mode of Tendering	CPP Portal
Earnest Money Deposit (EMD)	Rs. 50,000/- (Rupees Fifty Thousand only) (tentative – since estimated cost is not ascertainable)
Date of Issue of RFP	15 /09/ 2026 at 05.00PM
Last date and time for submission of Bids	21 / 09 / 2026 at11.00AM
Date and time of opening of Technical Bids	22 / 09 / 2026, 11.30AM
Date of opening of Commercial Bids	To be communicated to Bidders who qualify the Technical Evaluation
Bid / Proposal Validity	75 days from the bid end date
Evaluation Methodology	Quality and Cost Based Selection (QCBS): Technical Score (50%) + Financial Score (50%), subject to a minimum qualifying Technical Score of 60 marks out of 100 (see Section 4)
Contract Duration	1 (One) year from the date of deployment, extendable at DDA's sole discretion (see Section 7.1)
Place of Submission of Bids	CPP Portal
Contact for Further Information	DDA IFMIS Cell, Accounts (Main), Vikas Sadan, INA, New Delhi – 110023; Email: aoifmis@dda.org.in; Phone: 011-24661567

- DDA reserves the right to change the above dates without assigning any reason; any change shall be notified on the CPP Portal.
- DDA reserves the right to accept or reject any or all bids, and to modify the scope of work, without assigning any reason.
- If a holiday is declared on any of the above dates, the corresponding activity shall stand deferred to the next working day at the same time and venue, unless communicated otherwise.

2. Background

2.1 About DDA

The Delhi Development Authority (DDA) is a statutory body established in 1957 under the provisions of the Delhi Development Act to promote and secure the planned development of Delhi. DDA is responsible for housing, infrastructure and urban planning across the National Capital Territory of Delhi, and undertakes residential, commercial and recreational development, besides preservation of green spaces.

2.2 Background of the IFMIS Project

With a view to strengthening its financial management processes, DDA is in the process of development and implementation of an Integrated Financial Management Information System (IFMIS) covering DDA's core finance functions – Budget, Receipts, Payments, General Ledger/Accounts, and allied modules such as Tax Management, Cash & Bank Management, Investments & Debt Management, Payroll & Medical Claims, Pension/PF, Fixed Assets and Audit Management.

For the said work, Bharat Electronics Limited (BEL) is engaged as the Managed Service Provider (MSP)/System Integrator (SI) responsible for the design, development, implementation and maintenance (including a 2-year Operations & Maintenance/user-support phase) of IFMIS for DDA.

2.3 Objective of this RFP

DDA wishes to engage the services of a reputed, ICAI-registered Chartered Accountant Firm, which shall deploy a team of 4 (four) qualified finance/technical background personnel (as detailed in Section 3.4) to work at DDA's premises, under DDA's supervision, to provide support on a full-time basis for the contract period. This RFP is issued for that purpose.

3. Scope of Work

3.1 Overview of Assignment

The Bidder (CA Firm) shall be responsible for identifying, deploying, managing and, where necessary, replacing a dedicated team of 4 (four) finance/technical background personnel who will work exclusively for DDA for the duration of the contract, to support the development, implementation and operation of the IFMIS system, as directed by DDA.

3.2 Detailed Scope of Services

The deployed personnel shall, under the guidance and supervision of DDA's Finance Wing, undertake the following activities (illustrative and not exhaustive):

- Resolving day-to-day queries of DDA users (across divisions/zonal offices) relating to IFMIS – including bill processing, payment advices, vendor/beneficiary master issues, budget-linked payment checks, e-payment/bank integration issues, log-in credentials, and report generation.
- Acting as a single point of coordination between DDA's IFMIS Cell and BEL for logging, tracking and following up on user grievances, bugs, change requests (CRs) and enhancement requests relating to IFMIS.
- Assisting DDA in User Acceptance Testing (UAT) of new releases, patches, and additional modules of IFMIS prior to go-live, and in preparation of test cases/UAT sign-off notes.
- Assisting in preparation of Standard Operating Procedures (SOPs), user manuals, FAQs, and other documentation to aid DDA users in adoption of IFMIS.
- Supporting change management and training activities, including conduct/co-conduct of user training and orientation sessions for DDA officials.
- Preparing periodic (weekly/monthly) MIS reports on query volumes, turnaround time, pending issues and status of coordination with BEL, for review by the DDA IFMIS Cell.
- Assisting DDA's Finance & Accounts wing in day-to-day reconciliation, data validation and reporting tasks arising out of use of IFMIS, to the extent directed by DDA.
- Any other finance/accounts and IFMIS-support related task assigned by DDA that falls within the general scope of this assignment.

3.3 Place of Posting and Working Hours

The deployed personnel shall be posted full-time at the DDA office, Vikas Sadan, INA, New Delhi – 110023, and/or such other DDA office(s) as may be directed by DDA from time to time. They shall work on all working days of DDA during DDA's prescribed office hours (presently 9:30 AM to 6:00 PM, Monday to Friday, subject to change), and shall be available beyond office hours/on holidays in exigencies (e.g., month-end/year-end closing, go-live of new modules, etc.), without additional charge, unless otherwise agreed.

3.4 Manpower Requirement and Minimum Qualification Criteria

The Bidder shall deploy the following team of 4 (four) dedicated personnel for the entire contract period. Minimum qualification and experience criteria for each role are given below:

#	Role	No.	Minimum Qualification & Experience
1	Team Lead / Senior Finance Associate	1	Chartered Accountant (Member of ICAI) /CMA /MBA(Finance)/M.Com with minimum 10 years' post-qualification experience in government/PSU accounts, financial management or ERP-based finance systems (e.g., SAP, Oracle Financials, Tally, or any FMIS/IFMIS). Prior experience in liaison/coordination with IT implementation agencies and in a government/PSU environment is desirable. Shall act as single point

#	Role	No.	Minimum Qualification & Experience
			of contact (SPOC) with the DDA IFMIS Cell and lead the team.
2	Finance Associate / Executive	1	CA/CMA/M.Com/MBA(Finance) or Post-Graduate in Commerce, with minimum 3 years' relevant post-qualification experience in accounts/finance functions, preferably including exposure to ERP-based accounting/payment systems, government accounting procedures, GST/TDS compliance, and user-helpdesk/support work.
3	Technical Assistant	2	Bachelor's degree in Software Engineering, Computer Engineering, Information Technology or a similar technical field, with minimum 3 years' relevant post-qualification experience in ERP-based accounting/payment systems, having a workingknowledge of the Python language, ERP architecture, database concepts, system integration, workflow configuration, and user-helpdesk/support work.

All 4 personnel shall, at minimum: (a) hold the requisite qualification stated above; (b) possess sound working knowledge of MS Excel and general office IT tools; (c) have good written and verbal communication skills in English and Hindi; and (d) be willing to work full-time, on-site at DDA premises for the entire contract duration.

3.5 Roles and Responsibilities of the CA Firm

- Identify, engage and deploy suitable personnel meeting the minimum qualification criteria at Section 3.4, within the timeline specified in the Letter of Intent (LoI)/Work Order.
- Ensure the deployed personnel remain the CA Firm's own employees/associates for all purposes (payroll, statutory compliance, discipline) and are not, at any point, construed as employees of DDA (see Section 10.1).
- Ensure full statutory compliance in respect of the deployed personnel, including but not limited to Provident Fund (EPF), Employees' State Insurance (ESI) (where applicable), Professional Tax, Gratuity, minimum wages, and any other labour-law obligations, and indemnify DDA against any claim arising therefrom.
- Ensure regular attendance, discipline and satisfactory conduct of deployed personnel; maintain a panel of pre-screened backup resources to enable prompt replacement (see Section 9.3).
- Bear all costs of recruitment, salary/remuneration, statutory dues, and day-to-day administration of the deployed personnel; DDA shall only pay the consolidated monthly rate quoted in the Commercial Proposal, subject to Sections 8.5 and 8.6.
- Ensure the deployed personnel maintain strict confidentiality of DDA's financial data and systems, and execute non-disclosure undertakings if required by DDA.
- Submit periodic (monthly) attendance, performance and MIS reports to DDA as prescribed in Section 9.
- Depute a designated firm-level relationship/account manager (may be a partner or senior employee of the firm, distinct from the 4 deployed personnel) as an escalation point of contact for DDA.

3.6 Roles and Responsibilities of DDA

- Provide the deployed personnel with adequate working space, desks, computer systems, IFMIS/system access (as applicable and subject to DDA's IT security policy), and access to relevant records/documents needed for the assignment.
- Provide overall functional supervision and day-to-day work direction to the deployed personnel through the DDA IFMIS Cell/designated officer.
- Review and approve monthly attendance/performance reports and process payments as per the agreed schedule (Section 8).

- Communicate any performance concerns to the CA Firm in a timely manner to enable corrective action/replacement.

4. Eligibility and Technical Evaluation Criteria (QCBS)

The Technical Bid shall be evaluated on the basis of the criteria specified below. The evaluation shall comprise Preliminary Eligibility/Compliance and Technical Quality Evaluation.

A. Preliminary Eligibility/Compliance

The following documents/conditions shall be mandatory and shall be evaluated on a Yes/No basis. Failure to meet any of the mandatory eligibility conditions shall render the bid non-responsive, and the Bidder shall not be considered for further Technical or Financial evaluation.

Sr. No.	Technical Documents
1	Valid ICAI Firm Registration Certificate.
2	Partnership Deed/LLP agreement, if applicable. (the firm should have at-least 3 partners as on date 31.03.2026)
3	Valid PAN and GST Registration Certificate.
4	Certificate of DISA (Information Systems Audit) qualification from ICAI, or CISA (Certified Information Systems Auditor) certification from ISACA by any partner of the firm.
5	Turnover & profit/loss certificate for FY 2023-24, FY 2024-25 and FY 2025-26, from Statutory Auditor/CA with valid UDIN, or audited financial statements. • the firm should not have incurred a loss in any of the above three years. • Firm should give certificate duly certified by chartered account with UDIN, mentioning the % of turnover which drives from auditing/IFMIS/ERP/digitalisation-related consultancy, technical/ financial assistance, helpdesk or similar services. At-least 50% of turnover in each of above 3 years should come from above services failing which technical bid shall be liable for disqualification.
6	Valid ICAI Peer Review Certificate.
7	Self-declaration that the firm is not under any subsisting disciplinary action/adverse order of ICAI as on the date of bid submission.
8	Self-Certificate as per Annexure 4, confirming that the Bidder has not been blacklisted/debarred by any State/Central Government Department, PSU or Autonomous Body of the Government of India as on the date of bid submission.
9	Self-declaration regarding no conviction, indictment or pending investigation by any Government body against the firm or its partners in relation to fraud, financial impropriety or professional misconduct.
10	Covering Letter as per Annexure 2.
11	Profile of the Bidding Firm as per Annexure 3.
12	No Deviation Certificate as per Annexure 5.

No consortium arrangement or sub-contracting shall be permitted for this assignment; the Bidder shall itself be the direct employer/engager of the deployed personnel.

Only Bidders meeting all mandatory eligibility conditions shall proceed to the Technical Quality Evaluation.

B. Technical Quality Evaluation – 100 Marks

The technically eligible Bidders shall be evaluated on the following parameters:

Sr. No.	Technical Parameter	Marking Criteria
1	Experience of the firm from the date of registration (as on the last date for	Up to 5 years – 10 marks

Sr. No.	Technical Parameter	Marking Criteria
	submission of bids)	More than 5 and up to 10 years – 15 marks More than 10 years – 25 marks
2	Average turnover of the firm in the last 3 FY, as per the certificate at Section 4.A, item 5	Up to Rs. 5,00,000 – NIL More than Rs. 5,00,000 and up to Rs. 10,00,000 – 10 marks More than Rs. 10,00,000 and up to Rs. 15,00,000 – 15 marks More than Rs. 15,00,000 – 25 marks
3	Relevant experience of the firm in providing auditing/IFMIS/ERP/digitalisation-related consultancy, technical/ financial assistance, helpdesk or similar services completed in the last 3 FY (i.e. FY 2023-24, FY 2024-25, FY 2025-26); work completion certificate to be furnished as proof	Aggregate value of work up to Rs. 15,00,000 – 10 marks More than Rs. 15,00,000 and up to Rs. 25,00,000 – 20 marks More than Rs. 25,00,000 – 30 marks
4	Understanding of the Scope of Work and proposed approach/methodology for providing helpdesk and technical assistance (as per the Approach Note submitted under Section 5.4)	20 marks

Minimum Technical Qualifying Score

A Bidder shall be required to obtain a minimum of 60 marks out of 100 in the Technical Evaluation to qualify for Financial Evaluation. Only Bidders securing 60 marks or above shall be considered for opening/evaluation of their Financial Bids.

The marks awarded by the Evaluation Committee shall be based on the documentary evidence submitted by the Bidder and, wherever applicable, the presentation and proposed methodology referred to above. The decision of the Evaluation Committee in respect of Technical Evaluation shall be final, subject to the provisions of this RFP.

C. Financial Evaluation – 100 Marks

The Financial Bid of only those Bidders who qualify in the Technical Evaluation shall be considered. The Bidder quoting the lowest total evaluated financial cost shall be assigned 100 financial marks. The Financial Score of other Bidders shall be calculated as follows:

Financial Score = (Lowest Evaluated Financial Bid ÷ Bidder's Evaluated Financial Bid) × 100

The Financial Score shall be rounded off to two decimal places.

D. Final QCBS Evaluation

The final selection shall be made on the basis of Quality and Cost Based Selection (QCBS), with equal weightage to the Technical and Financial components:

Component	Weightage
Technical Score	50%
Financial Score	50%
Total	100%

Final Score = (Technical Score × 0.50) + (Financial Score × 0.50)

The Bidder obtaining the highest Final Score shall be ranked as H-1 and shall be considered for award of the work, subject to fulfilment of all other terms and conditions of this RFP.

In case of a tie in the Final Score, the Bidder obtaining the higher Technical Score shall be ranked higher. If the Technical Scores are also equal, the Bidder having the lower Evaluated Financial Bid shall be ranked higher.

The Competent Authority shall have the right to accept or reject any or all bids in accordance with the terms and conditions of this RFP.

5. Instructions to Bidders

5.1 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its proposal, and DDA will in no case be responsible or liable for those costs, regardless of the outcome of the selection process.

5.2 Earnest Money Deposit (EMD)

Biddersshall submit an EMD of Rs. 50,000/- (Rupees Fifty Thousand only) through the DDA IFMIS portal using URL "IFMIS.DDA.ORG.IN". EMD of unsuccessful/technically disqualified bidders shall be returned without interest as per the timelines in DDA's standard practice; the EMD of the Successful Bidder shall be returned on submission of the Performance Guarantee (PG).

If a bid is withdrawn before the due date and time of bid opening, it shall not be considered and shall not be included in the Comparative Statement.

If a Bidder withdraws its bid, or modifies the terms and conditions of its bid in a manner not acceptable to DDA, within 7 days after the last date for submission of bids, DDA shall, without prejudice to any other right or remedy, forfeit 50% of the EMD, irrespective of whether a Letter of Acceptance for the work has been issued.

5.3 Proposal Validity

Proposals shall remain valid for 75 days from the bid end date. DDA may request Bidders to extend this validity; a Bidder is free to decline such a request without forfeiting its EMD, but shall then be excluded from further consideration.

5.4 Submission of Proposal

A two-part (Technical and Commercial) proposal shall be submitted online through the CPP Portal. The Technical Proposal shall comprise: (a) all the documents listed in Section 4.A (items 1–12); and (b) a brief Approach Note on the Bidder's understanding of the Scope of Work and proposed methodology for providing helpdesk and technical assistance (this is the document scored under Section 4.B, item 4). The Commercial Proposal shall be submitted strictly in the format at Annexure 6, in a separate, clearly marked envelope/upload, and shall not be submitted together with the Technical Proposal (see Section 6).

5.5 Language, Currency and Authentication

The proposal shall be submitted in English only, in Indian Rupees, and shall be digitally/physically signed and stamped by the Bidder's authorised signatory, supported by a Power of Attorney/Board or Partners' Resolution authorising the signatory.

5.6 Rejection, Disqualification and Fraud/Corrupt Practices

DDA reserves the right to reject any or all proposals, without assigning reasons, and without any liability to the Bidders. A proposal may be summarily rejected/the Bidder disqualified if: it is found to be blacklisted; it engages/has engaged in corrupt, fraudulent, coercive or undesirable practices; it makes a material misrepresentation; it fails to submit EMD/required documents by the stipulated date; or it attempts to influence the evaluation process.

5.7 Conflict of Interest

A Bidder having a conflict of interest shall be disqualified. A conflict of interest includes, without limitation, any direct or indirect existing relationship of the Bidder (or its partners/deployed personnel) with a DDA officer that could give it an unfair advantage in the bidding process.

5.8 Dispute Resolution.

Notwithstanding any other practice in existence, or any prior agreement or written negotiations having taken place, or any tender condition, or any other clause or covenant in this agreement or any document referred to in this agreement, any provision in the GCC or CPWD Manual, or any circular, guideline, direction or any rule or regulation, it is hereby agreed that any dispute between the parties to this agreement shall be resolved by decision of the courts at Delhi and the dispute shall not be resolved by way of arbitration or any other alternate dispute redressal mechanism

6. Selection Process

Selection shall be through a two-stage process, comprising (i) Technical Evaluation, and (ii) Commercial/Financial Evaluation, as detailed in Section 4.

Stage 1 – Technical Evaluation: Bidders meeting all mandatory eligibility conditions under Section 4.A, and securing the minimum qualifying Technical Score specified in Section 4.B, shall be declared technically qualified.

A Bidder who submits its Commercial Bid together with its Technical Bid, rather than as a separate, clearly marked submission as required under Section 5.4, shall be rejected.

Stage 2 – Commercial/Financial Evaluation: Commercial Proposals of only the technically qualified Bidders shall be opened. The Commercial Proposal shall quote an 'all-inclusive' consolidated monthly rate per role (Team Lead, Finance Associate, Technical Assistant) as per Annexure 6, from which the Total Contract Value for the full contract period (excluding GST, which shall be paid extra as applicable) shall be computed as the Bidder's Evaluated Financial Bid for the purposes of Section 4.C.

The Financial Score and the Final QCBS Score shall thereafter be computed, and the Successful Bidder (H-1) determined, in accordance with Sections 4.C and 4.D of this RFP.

7. Contract Duration, Award and Performance Security

7.1 Contract Duration

The contract shall be for an initial period of 1 (one) year from the date of start of engagement, extendable for a further period of 1 (one) year, and thereafter for an additional period of up to 1 (one) year (i.e., up to 2 additional years in total beyond the initial term), at DDA's sole discretion, on the same terms and conditions (subject to any mutually agreed revision in rates on account of statutory wage revisions, if applicable), based on satisfactory performance.

7.2 Notification of Award

DDA will issue a Letter of Intent (LoI) to the Successful Bidder. The Successful Bidder shall, within 15 days of receipt of the LoI, submit its acceptance, the Performance Guarantee (PG). Failure to do so may result in forfeiture of EMD.

7.3 Performance Guarantee (PG)

The Successful Bidder shall submit, at its own cost, an unconditional and irrevocable PG equivalent to 5% of the Total Contract Value, valid till 60 days beyond completion of the contract (including any extension), in the form of a Fixed Deposit or a Bank Guarantee in the format at Annexure 7 (the format at Annexure 7 covers the Bank Guarantee mode; where a Fixed Deposit is furnished instead, a Fixed Deposit Receipt in DDA's favour, together with a suitable lien/pledge letter from the bank, shall be furnished). The PG may be invoked by DDA in the event of the Bidder's failure to perform its obligations, including failure to maintain the required strength/quality of deployed personnel.

The PG shall be furnished/deposited in favour of the RFP Inviting Authority, i.e., Dy. CAO, IFMIS Cell.

7.4 Onboarding Timeline

The Successful Bidder shall deploy the complete team of 4 personnel within 15 days of issuance of the Work Order, or such other period as specified therein. Delay in deployment shall attract the penalty specified at Section 8.6(c).

Resumes of the personnel proposed for deployment shall be provided by the Bidder within 7 days of issuance of the Work Order. The RFP Inviting Authority may, at its discretion, interview the proposed personnel to assess their suitability for the assignment. The decision of the RFP Inviting Authority in this regard shall be final and binding.

8. Commercial Terms, Security Deposit and Penalties

8.1 Basis of Payment

Payment shall be made on a fixed, all-inclusive consolidated monthly rate per person, per role, as quoted in the Commercial Proposal (Annexure 6). The quoted rate shall be deemed to include the CA Firm's professional/service charges, salary and all statutory dues (EPF, ESI where applicable, gratuity, professional tax, etc.) payable to/for the deployed personnel, and any incidental costs (e.g., local conveyance), but shall exclude GST, which shall be paid extra at applicable rates against a valid tax invoice.

8.2 Invoicing and Payment

The CA Firm shall raise a quarterly invoice, along with an attendance/deployment certificate for the deployed personnel duly countersigned by the designated DDA officer, IFMIS Cell. Payment shall be released within 30 days of receipt of a correct and complete invoice, subject to applicable TDS deduction as per the Income Tax Act, 1961, and other statutory dues and recoveries (including Sections 8.5 and 8.6) as per the RFP/Agreement.

The RFP Inviting Authority shall be the approving authority for the invoice, after the deductions referred to above have been applied as per the RFP/Agreement.

8.3 Deductions for Non-Availability/Underperformance

Proportionate deduction (on a per-person, per-day basis) shall be made from the invoice for any day(s) on which a sanctioned position remains vacant/unfilled beyond the permissible transition period specified in Section 9.3, without prejudice to the penalty at Section 8.6. For leaves duly approved by DDA, a substitute with the same relevant experience shall be provided by the CA Firm.

Further, it is stated that persons deployed by consultancy firm would be retained throughout the contract period and shall not be replaced unless resigned (or similar case) and a senior person from consultancy firm would be nominated for supervision and coordination of the assignment.

8.4 No Price Escalation

The quoted rates shall remain firm for the initial contract period and shall not be subject to escalation.

8.5 Security Deposit (Retention from Bills)

- DDA shall withhold a Security Deposit @ 5% (five per cent) from every running bill/invoice raised by the CA Firm under Section 8.2.
- The Security Deposit so withheld in respect of the original (1-year) contract period shall be released to the CA Firm after successful completion of that period, subject to satisfactory performance and no outstanding recovery, claim or penalty against the CA Firm.
- In the event the contract is extended under Section 7.1, the Security Deposit withheld for the original contract period shall be released upon commencement of the extended period (subject to the condition above), and a fresh Security Deposit @ 5% shall thereafter be withheld from bills raised during the extended period, to be released on successful completion of that extended period in the same manner.
- Recovery of Security Deposit under this Section is in addition to, and without prejudice to, any other statutory deduction (TDS, GST, etc.) and any penalty recoverable under Section 8.6.
- DDA may adjust/appropriate the Security Deposit, or any part thereof, towards recovery of any penalty, loss or damage payable by the CA Firm under the contract, before its release.

8.6 Penalties

#	Event of Default	Penalty
(a)	Absence of deployed personnel without	Rs. 2,000/- (Rupees Two Thousand only) per day, per absent person – in

#	Event of Default	Penalty
	approved leave duly backed up under Section 8.3	addition to the proportionate pay deduction under Section 8.3.
(b)	Failure to provide a replacement within 7 days of DDA's written request under Section 9.3	Rs. 10,000/- per day, per unfilled position, for each day of delay beyond the 7-day period, until the replacement is deployed.
(c)	Delay in initial deployment of the complete team beyond the timeline in Section 7.4	Rs. 5,000/- per day, per undeployed position, until deployment is completed.

- The aggregate penalty levied under this Section in any contract year shall not exceed 10% of the Total Contract Value attributable to that year; this cap is without prejudice to DDA's right to invoke the Performance Guarantee (Section 7.3), appropriate the Security Deposit (Section 8.5), and/or terminate the contract under Section 10.4 for persistent or repeated breach.
- Penalties under this Section shall be recovered by deduction from the next payable invoice(s), and, if insufficient, from the Security Deposit and/or the Performance Guarantee, after due written notice to the CA Firm.

9. Deliverables and Service Expectations

9.1 Attendance and Availability

The deployed personnel shall be available on all DDA working days during prescribed office hours (Section 3.3). Any leave shall be intimated by the CA Firm in advance and backed up with a substitute of equivalent experience under Section 8.3, failing which it shall be treated as absence for the purposes of Section 8.6(a).

9.2 Reporting

The CA Firm shall submit, by the 5th of every month, a report covering attendance of the deployed personnel, including the work done by them in the previous month.

9.3 Replacement of Personnel

Any resignation, prolonged absence, or unsatisfactory performance of a deployed person shall be intimated by the CA Firm to DDA within 2 working days. The CA Firm shall provide a suitable replacement, meeting the same (or higher) minimum qualification criteria, within 7 days, and shall bear the cost of any consequent handover/knowledge-transfer without additional charge to DDA. DDA may also require replacement of any person found unsuitable, on reasonable grounds recorded in writing, and the CA Firm shall comply within the same timeline. Delay beyond this timeline shall attract the penalty at Section 8.6(b).

9.4 Training and Induction

The CA Firm shall ensure that newly deployed/replacement personnel undergo an appropriate induction/handover period (coordinated with DDA and, where relevant, BEL) before independently handling user queries, at no additional cost to DDA.

10. General Terms and Conditions

10.1 Nature of Engagement

The deployed personnel shall, at all times, remain the employees/associates of the CA Firm. Nothing in this RFP or the resultant contract shall be construed as creating an employer-employee relationship between DDA and the deployed personnel (or the CA Firm's staff generally), and no such person shall have any claim whatsoever against DDA for regularisation, absorption, or any other service benefit.

10.2 Confidentiality and Data Security

The CA Firm and its deployed personnel shall maintain strict confidentiality of all financial data, records and information of DDA accessed during the assignment, both during and after the contract period, and shall execute a Non-Disclosure Undertaking in a form acceptable to DDA. Access to IFMIS/DDA IT systems shall be strictly on a need-to-know basis and subject to DDA's IT security policy.

10.3 Intellectual Property

Any document, report, SOP, or work product prepared by the deployed personnel in the course of this assignment shall be the exclusive property of DDA.

10.4 Termination

DDA may terminate the contract, in whole or part, by giving 15 days' written notice, for convenience, or with immediate effect for cause (including but not limited to persistent non-performance, breach of confidentiality, fraud, or non-compliance with statutory obligations towards the deployed personnel), without prejudice to DDA's right to invoke the PG, appropriate the Security Deposit, and/or forfeit the EMD, as applicable.

10.5 Indemnity

The CA Firm shall indemnify and keep indemnified DDA against any claim, loss, liability, or proceeding arising out of (a) any employment-related claim by the deployed personnel or statutory authority against DDA, or (b) any act of negligence, misconduct, or breach of confidentiality by the deployed personnel.

10.6 Force Majeure

Neither party shall be liable for any failure or delay in performance due to circumstances beyond its reasonable control, including natural disasters, war, pandemic, or Government-imposed restrictions, subject to prompt notice and mitigation efforts.

10.7 Dispute Resolution and Jurisdiction

Any dispute arising out of or in connection with this RFP/contract shall, in the first instance, be resolved through mutual discussion; failing which, it shall be referred to Court. The courts at Delhi alone shall have jurisdiction.

10.8 Amendment of RFP

DDA reserves the right to amend this RFP at any time prior to the bid submission last due date by way of corrigendum, which shall be binding on all Bidders and published on the CPP Portal.

10.9 Right to Reject

DDA reserves the right to accept or reject any or all proposals, or to annul the selection process, at any time prior to contract award, without assigning any reason and without incurring any liability to the affected Bidder(s).

Annexure 1: Data Sheet – Key Dates and Information

(See Section 1 for the full Data Sheet/Key Dates table.)

Annexure 2: Bid Submission Covering Letter

(To be submitted on the letterhead of the Bidder)

To,

The Dy. CAO, IFMIS Cell

Delhi Development Authority (DDA)

Vikas Sadan, INA, New Delhi – 110023

Subject: Submission of Proposal for Engagement of a CA Firm for Providing Finance and Technical Manpower Support to DDA regarding its IFMIS project

Dear Sir,

With reference to your RFP dated [insert date], we, the undersigned, having examined the RFP document and understood its contents, hereby submit our proposal for the aforesaid assignment. Our proposal is unconditional and unqualified.

1. We acknowledge that DDA will rely on the information provided in this proposal and certify that all information provided is true and correct, and that no material fact has been omitted.

2. We confirm that we meet all the Technical Documents/Eligibility criteria specified in Section 4 of this RFP.

3. We have not been blacklisted/debarred by any Government Department/PSU/Autonomous Body as on the date of this proposal.

4. We have no conflict of interest as described in Section 5.7 of this RFP.

5. We have not, directly or indirectly, engaged in any corrupt, fraudulent, coercive or undesirable practice in respect of this or any other tender/RFP of DDA.

6. We agree to abide by all terms and conditions of this RFP, including the Scope of Work, Evaluation Criteria and RFP/Agreement.

7. We confirm that the proposal shall remain valid for 75 days from the bid end date, or such extended period as may be agreed.

8. We undertake to deploy the 4 proposed personnel, meeting the minimum qualification criteria, within the timeline specified in the Work Order, if selected.

Yours faithfully,

(Signature of Authorised Signatory)

Name:

Designation:

Name of Firm:

Seal:

Date & Place:

Annexure 3: Profile of the Bidding CA Firm

Particulars	Details
Name of the Firm	
Constitution (Partnership/LLP)	
ICAI Firm Registration Number & Date	
Year of Establishment	
PAN	
GST Registration Number	
Registered Office Address	
Number of Partners (Whole-time)	
Number of Qualified/Semi-Qualified Staff on Rolls	
Official E-mail ID and Contact Number	
Average Annual Turnover (last 3 FYs)	

Place:

Date: (Signature, Name, Designation and Seal of Authorised Signatory)

Annexure 4: Self-Certificate for Non-Blacklisting

(To be submitted on the letterhead of the Bidder)

To,

The Dy. CAO, IFMIS Cell

Delhi Development Authority (DDA)

Vikas Sadan, INA, New Delhi – 110023

Subject: Self-Certificate for Non-Blacklisting

This is to certify that M/s [Name of the Firm] has not been blacklisted or debarred from participating in tenders by any Ministry/Department of the Central or State Government, any Public Sector Undertaking, or any Autonomous Body of the Government of India, as on the date of this certificate.

We further certify that no investigation by any Government body/regulatory authority is pending against the firm or any of its partners in relation to matters of fraud, financial impropriety or professional misconduct.

Yours faithfully,

(Signature of Authorised Signatory)

Name:

Designation:

Name of Firm:

Seal:

Date & Place:

Annexure 5: No Deviation Certificate

(To be submitted on the letterhead of the Bidder)

To,

The Dy. CAO, IFMIS Cell

Delhi Development Authority (DDA)

Vikas Sadan, INA, New Delhi – 110023

Subject: No Deviation Certificate

We certify that we have read and understood all the terms and conditions, scope of work, and formats contained in this RFP (including all Annexures), and hereby confirm that our proposal is submitted without any deviation from the requirements of this RFP. We understand that any proposal found to contain deviations shall be liable for rejection at DDA's sole discretion.

Yours faithfully,

(Signature of Authorised Signatory)

Name:

Designation:

Name of Firm:

Seal:

Date & Place:

Annexure 6: Commercial Proposal Format

(To be submitted on the letterhead of the Bidder, strictly in the format below. Rates should be all-inclusive as per Section 8.1, exclusive of GST.)

#	Role	No. of Persons	Consolidated Monthly Rate per Person (INR)	No. of Months (Contract Period)	Total Amount (INR)
1	Team Lead / Senior Finance Associate	1		12	
2	Finance Associate / Executive	1		12	
3	Technical Assistant	2		12	
Total Contract Value (excl. GST)					
GST @ applicable rate					
Grand Total (incl. GST)					

- The quoted rate is inclusive of all statutory dues, salary, and administrative overheads of the Bidder, and shall remain firm for the initial contract period, subject to Section 8.4.
- No other charge (travel, accommodation, or any other expense) shall be payable by DDA over and above the above quoted amount plus applicable GST.
- We undertake that the rates quoted above shall not change during the contract period, except as permitted under Section 8.4 of this RFP.
- We note that DDA shall withhold a Security Deposit @ 5% from each bill raised (Section 8.5), and that penalties may apply and be recovered as per Section 8.6, over and above the amounts shown in this Commercial Proposal.

Seal:

Name and Designation of Authorised Signatory:

Date:

Annexure 7: Performance Guarantee (PG) Format

(Bank Guarantee mode; to be stamped as per Stamp Act, on the letterhead of a Scheduled Commercial Bank. Where the Successful Bidder instead furnishes the Performance Guarantee as a Fixed Deposit under Section 7.3, this format is not applicable and a Fixed Deposit Receipt in DDA's favour, with a suitable lien/pledge letter from the bank, shall be furnished instead.)

Issued in favor of: Dy. CAO, IFMIS Cell

In consideration of the Delhi Development Authority (hereinafter called 'DDA') having agreed to engage M/s [Name of the Firm] (hereinafter called 'the Contractor') for "Engagement of a Chartered Accountant Firm for Providing Finance and Technical Manpower Support for DDA's IFMIS project" vide Work Order No. [___] dated [___], and the Contractor having agreed to furnish a Performance Guarantee for the due performance of its obligations, we, [Name of Bank], do hereby unconditionally and irrevocably guarantee and undertake to pay to DDA, on demand and without demur, any sum(s) not exceeding Rs. [___] (5% of the Total Contract Value), representing compensation for any loss or damage caused to or suffered by DDA by reason of any breach by the Contractor of the terms of the RFP/Agreement.

This guarantee shall remain valid till [Date, being 60 days beyond completion of the contract, including any extension thereof].

Signature and Seal of the Bank

Date:

DELHI DEVELOPMENT AUTHORITY
IFMIS BRANCH, C Block,
VIKAS SADAN, DDA, INA

TENDER INVITING NOTICE

Online **ITEM Rate** tender in two Bid- System are invited through E-Tendering mode for the following work by the Dy. CAO/IFMIS (C block, Vikas Sadan, INA) on behalf of DDA.

1.	Name of work	Request for Proposal (RFP)ForEngagement of a Chartered Accountant Firm for Providing Finance and Technical Manpower to Assist DDA in Implementation of the Integrated Financial Management Information System (IFMIS)
	RFP NO.	01/RFP/IFMIS/DDA/2026-27
	Earnest Money	Rs. 50,000/-
	Time allowed	365days
	Date of Issue of RFP	15 /09/ 2026 at 05.00PM
	Last date of submission of tender	21.09.2026 at 11.00AM
	Time and date of technical bid opening	22.09.2026 at 11.30AM

Note:-

1. For detailed terms and conditions, eligibility criteria of work, the manner in which Earnest Money etc. are to be deposited and other information/instructions, please visit DDA's website https://eprocure.gov.in/eprocure/app or www.dda.org.in and go through the detail bid/RFP document uploaded on CPP portal.. For any assistance on e-tendering please contact IFMIS 011-24661637 or M/s N.I.C. on email cppp-nic@nic.in or 24 x 7 helpline number 1800-30702232

2. The tenderer should furnish Rs. 50,000/- as Earnest Money which should be deposited only through the DDA IFMIS Portal. Bidders are required to visit https://ifmis.dda.org.in, select Citizen Login, create a user ID (if not already registered), and deposit the prescribed EMD amount online using the available payment modes before the scheduled date and time of submission of bids. The reference/receipt for EMD paid through IFMIS portal of DDA shall have to be uploaded by the tenderer in the e-tendering system by the prescribed date.

Dy. CAO/IFMIS
DDA

No. F. Fi(Misc)2026/IFMIS/DDA/258 **Dated:-** 15/9/26

Copy forwarded to: -

1. Director (System)/DDA with the request to paste on the website of DDA.
2. Sr. A.O./IFMIS.
3. ddatender@org.in.

15/9/

Dy. CAO/IFMIS
DDA

Digitally signed by MANMOHAN SINGH RAWAT