

**Delhi Development Authority  
(Systems Department)  
Vikas Sadan, INA, New Delhi 110023**

No. F6(24)/2019/Sys

Serial No.

M/s

Dated:

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Subject: **E-Tender for “Selection of Agency for Development of Application Software for Forms Digitalisation using Workflow Engine: Design, Development and implementation - Three Bid Systems (Pre-Qualification (PQ), Technical & Financial Bids).**

**REVISED TENDER DOCUMENT 5-4-19**

**Enclosures:**

- |   |                        |
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**(Tenderers are required to participate as per e-tendering procedure of DDA on cpp portal of NIC)**

**IMPORTANT DATES:**

	Date	Time
a) Document download start	<del>08.04.2019-</del>	3:30 PM
b) <b>Bid Submission Starts</b>	<del>25-4-19</del>	<del>3:30 pm</del>
c) Bid submission end	<u>1.05.19</u>	3:30 PM
d) Pre Qualification Bid opening	<u>2.5.19</u>	3:30 PM

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E-tenders are invited for the “**Selection of Agency for Development of Application Software for Forms Digitalisation using Workflow Engine: Design, Development and implementation**” at <http://eprocure.gov.in/eprocure/app>, as per the requirements described in Scope of work given in Annexure-I.

**General Instructions and Terms & Conditions**

The General Instructions and Terms of Reference to the Tenderers shall be as under:-

1. Tenderers are required to deposit E-Tender Annual Charges Rs. **20,000** and EMD amounting Rs. **16,00,000** through separate transactions with RTGS/NEFT in the account of Sr. A.O. Cash Main, D.D.A having account No. 1014042405 with Central Bank of India, Vikas Sadan, I.N.A. branch, New Delhi (IFSC Code CBIN0282695). The unique transaction reference of RTGS/NEFT shall have to be uploaded by the prescribed date. The Dy. Director (Systems) will get EMD verified from Sr. A.O Cash Main on the unique transaction reference number against each RTGS/NEFT payment before the tenders are opened. **Tenders not accompanied with EMD shall not be considered.**
2. The unique transaction reference on RTGS/NEFT against EMD, E-Tender Annual Charges shall be placed online at specified location for Tender for “**Selection of Agency for Development Application Software for Forms Digitalisation using Workflow Engine: Design, Development and implementation**”.
3. Tenderers must read complete tender document before filling bids.
4. Tenderers who are desirous of bidding, may seek further clarification during pre-bid meeting.
5. The bid shall remain valid for **180 days** from the opening of tender (Technical Bid).

**Preparation and Submission of Proposal**

6. The information on the outer sealed envelope should clearly mention; “**Selection of Agency for Development of Application Software for Forms Digitalisation using Workflow Engine: Design, Development and implementation**”.
7. **3 Inner envelopes** should clearly mention:  
The tender shall be submitted online **in three parts**, viz., Pre-Qualification (PQ) Bid, Technical Bid and Financial Bid. The offers should be made strictly as per the formats enclosed.

8. **Both PQ and Technical Bids shall be opened online** in the presence of a Committee or their representatives by authorized bid openers. Technical Bid of only those who qualify the PQ Criteria, shall be opened. Financial Bids of only those tenderers shall be opened whose technical bids qualify, at a time and place of which notice will be given. The Tenderer technically qualified will be at liberty to be present either in person or through an authorized representative at the time of opening of the Financial Bids with the Bid Acknowledgement Receipt or they can view the bid opening event online at their remote end.
9. The Tenderer's Earnest Money, deposited in the form of NEFT/RTGS, will be retained by DDA as part of security deposit, in case tender is accepted, **otherwise it will be refunded after the Award of work.** However, no interest shall be payable on the Earnest Money.
10. **Modification and Withdrawal of Bids:** No bid may be altered/modified after submission to the Purchaser. In case, the tenderer does not submit the Offer as per terms and conditions, and / or modifies and / or withdraws offer, **the entire amount of Earnest Money would liable to be forfeited.**
11. No Conditional Tender shall be accepted and is liable to be rejected.
12. Unsolicited Correspondences from Bidder, after submission of the Bid will not be considered.
13. The Tenderers shall be free to discuss the issues, if any, in the Pre-bid meeting.
14. The Tenderers should bear all the costs associated with the preparation and submission of its proposal and DDA will in no case be responsible or liable for these costs, regardless of the conduct or outcome of bidding process.
15. The Tenderers are expected to examine all instructions, forms, terms and conditions and technical specifications in the bidding documents.
16. Submissions with insufficient information and which do not strictly comply with the stipulations given above, are liable for rejection.
17. At any time, prior to the deadline of submission of proposals, DDA may modify the document/issue addenda. These addenda/Corrigendum shall be posted at the website of DDA and shall be treated as a part of the Tender documents.
18. DDA may, at its discretion, extend the deadline for submission of proposals.
19. DDA may, at its discretion, abandon the process of selection associated with this document anytime.

#### **Code of Ethics**

20. DDA requires that bidders under this contract observe the highest standard of ethics. In pursuance of this policy, DDA defines, for the purpose of these provisions, the terms set forth below as follows: -
  - i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public servant; and
  - ii. "Fraudulent practice" means a misrepresentation of facts in order to influence the decision to award the consultancy contract to the detriment of DDA and targeted stake holders and includes collusive practice among bidders (prior to or after the proposal submission) designed to establish bid prices at artificial non-competitive level and to deprive DDA and targeted stake holders of the benefits of free and open competition.

- iii. DDA will reject a proposal for award of work if it is determined that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question or in concealment of material or fact.
- iv. DDA will declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract/contracts, if it at any time determines that the bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the consultancy contract.
- v. The bidder should not have been declared 'bankrupt' by any court of law.
- vi. The bidder should not be blacklisted by Central/ State Government Department/ PSU/Government Company/Local Bodies. Bidder also should not be under any legal action for indulging in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice with any Indian Central/ State Government Department/ PSU/Government Company/Local Bodies etc.
- vii. The seat of arbitration/disputes resolution/settlement shall be at New Delhi  
Arbitration clause will be the part of consultancy agreement to be signed between DDA and the selected firm.

### **Security Deposit and Performance Bank Gaurantee**

- 21. The successful Bidder, for due and faithful performance of its obligations and as a pre-condition for signing of Advisory Agreement with DDA, shall be required to submit a demand draft of the amount equivalent to 5% of the tendered cost of the work (Total Fee as given in Financial Bid) as **Security Deposit** after adjusting the earnest money and shall also furnish a Bank Guarantee of the amount equivalent to 10% of the tendered cost of the work (Total Fee as given in Financial Bid) as Performance Bank Guarantee.
- 22. Security Deposit and Performance Bank Guarantee shall be retained for 180 days after completion of the project or 2 years, whichever is later.

### **Pre-Qualification Bid – Compliance Sheet**

- 23. The Tenderers shall furnish all the required documents as given the Compliance Sheet (**Annexure-2**).

### **Technical Bid**

- 24. The Tenderers shall furnish following documents in Technical Bid:-
  - i) Scanned Copy of Memorandum & Article of Association of the Company.
  - ii) Scanned Copy of ISO 9001-2015 and CMMi-3 certification (or above).
  - iii) Scanned Copy of Proforma of firm's / Co's Description (Annexure-5 : Form-5A).
  - iv) Scanned Copy of Details of the firm's / Company's experience in Application Software ~~(including GIS Application)~~ solution development and maintenance (Annexure-5: Form-C).
  - v) Scanned Copy of details of the CVs of the Officers / Officials who may be deputed for the Project - (Annexure-5: Form-5D).
  - vi) Scanned Copy of Audited Balance sheets for preceding **3 years** preferably showing the revenue earned from software development, system integration, and total solution provider for ICT services (Annexure-5: Form-5B)
  - vii) Scanned copy of the certificates for satisfactory services from the Government Organizations, Public Sector Undertakings, reputed Private Companies where the work of software development and digitization etc., has been carried out, in last three years with name, designation and telephone numbers of the contact person.
  - viii) Scanned Copy of reference of RTGS/NEFT (Registration Fee & EMD)

- ix) Scanned Copy of Tender Acceptance Letter (Annexure-11).
  - x) Scanned Copy of GST Registration Certificate
25. Any tender found lacking with respect to the necessary information and /or documents and/or Earnest Money with the Technical bid, **will not be considered.**
26. **Scope of Work** (Annexure-1) is about the details of the application softwares developed and implemented with details of the environment for which the Facility Maintenance and Management Services are required.

#### **Financial Bid**

27. Schedule of price bid in the form of BoQ\_XXXXX.xls

The Tenderers shall submit the financial bid as provided in BoQ\_XXXXX.xls along with this tender document. **Bidders are advised to download and quote rates and upload in the site at the respective location. Quoted rates must be inclusive of GST, all taxes and duties applicable, and any other charges (if any).** However, all applicable deductions on account of taxes and duties etc., shall be made by DDA.

28. Tenderers are requested to quote in Annexure-5: Form-5F.

#### **Technical Evaluation and Financial Evaluation**

29. On the basis of Pre-qualification(PQ) evaluation of technical bids, the Committee constituted for the purpose of evaluation of the tenders, may find it necessary to visit the organizations where similar jobs done by tenderer and/or may confirm on phone the quality of performance and/or may visit tenderer's client premises/service Centre, where the such services are being provided by the Tenderer. The Committee will short list the bids according to capabilities and skills of the tenderers as per Technical Evaluation Criteria and open the financial bids of only the short-listed tenderers who are found technically suitable.
30. Purchaser may seek any clarifications or additional documents, during Tender Evaluation Process, as considered necessary.
31. The decision arrived at for finally short-listing the tenderers by the Technical Evaluation Committee (TEC) and the Principal Commissioner (Systems) shall be final and binding upon all the Tenderers.
32. Vice Chairman (VC), DDA shall have the right to reject all or any of the bids including the financially lowest bid, without assigning any reason whatsoever.

#### **Post Tender Evaluation**

33. Once the quotation of the Tenderer is accepted and the acceptance is communicated to the Tenderer, the Tenderer shall present itself in the office of the DDA and shall execute an agreement within 7 days, as per Annexure-19(Draft of Agreement) appended herewith, and shall furnish a **demand draft** of the amount equivalent to 5% of the tendered cost of the work (Total Fee – Financial Bid) as Security Deposit after adjusting the earnest money and shall also furnish a Bank Guarantee of the amount equivalent to 10% of the tendered cost of the work (Total fee – Financial Bid) as Performance Bank Guarantee

34. Security Deposit and Performance Bank Guarantee (PBG) shall be retained for 180 days after completion of project or two years or the completion of the work which ever is earlier whichever is later.
35. The Performance Bank Guarantee (PBG) will be invoked by DDA, in case the performance of the vendor is not found satisfactory during the period of Work.
36. If the tenderer, whose tender is accepted, does not furnish the Security Deposit and Performance Bank Guarantee and does not execute the agreement within the prescribed time limit, **the entire earnest money shall stand forfeited.**
37. The tenderer shall be provided with adequate office space with electricity and air conditioning with minimal furniture for its operations. ~~All the officials deputed by the vendor shall be paid the salaries, travel allowances etc. by the tenderer and the officials shall continue to be employees of the tenderer even after expiry of the assignment and DDA shall have no liability whatsoever, in this regards.~~
38. The material, if any, is required to be brought to or removed from DDA premises by the tenderer shall be brought/removed only on working days as per DDA's calendar. A list of the material brought/removed shall be provided to the Dy. Director System coordinating the operations of the tenderer and the gate pass shall be issued by him for removal.

**Project Duration and Extension of Service thereafter**

39. The contract will initially be for the project period, including O&M, after which the contract may be renewed in the form of annual O&M contracts based on satisfactory performance, at the discretion of DDA, at the same rate and same terms and condition, after the O&M phase is over, if required
39. ~~The contract will initially be for a period of 1 year, excluding O&M, after which the contract may be renewed in the form of annual O&M contracts based on satisfactory performance, at the discretion of DDA, at the same rate and same terms and condition.~~
40. However, the assignment may be terminated any time at the discretion of DDA without assigning any reason thereof if the services are not found satisfactory or service/services are not required by DDA after certain period.

**Capacity building of DDA officials**

41. Bidder will be responsible to conduct 3 workshops (2-day duration each with hands on experience) to sensitize around 100 identified (relevant) DDA officials to the features, use cases and applications of the portal. Training for operating the portal, data entry and verification, preparation of reports, system maintenance and upgrading and basic trouble shooting will be provided to 20 DDA personnel through on-the-job and classroom training methods, by providing required training materials for capacity building and competency development on the Workflow Engine Portal developed under this Contract. During O&M Phase too, Capacity Building of DDA officials are required to be provided to facilitate operational continuity of the Portal. ~~The Bidder will be responsible to conduct workshops and other training, handholding activities for the DDA personnel, as well as providing on-the-job training in data entry and verification, preparation of reports, system maintenance and upgrading, etc.~~

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**Grievance Redressal**

42. If the Tenderer finds any hindrance in the start of the services resulting in and necessitating an extension of time allowed in the tender, the tenderer shall apply in writing to VC, DDA or Nodal Officer authorized by VC, DDA, for grant of extension of time.
43. The extension can be granted by the VC, DDA or Nodal Officer authorized by VC, DDA, in their absolute discretion and if the cause shown is genuine and sufficient.

**Validity of Rates/Offer**

44. The rates/offer shall be valid for ***the period of 180 days*** from the date of opening of tender (~~Prequalification Bid~~ **Technical Proposal**).

**Payment Terms**

45. The payment to the Bidder shall be made for **27** heads i.e. Development Fees and Annual O&M:
  - ~~i. **Development Fee:** will be on the basis milestone achieved, number of Function Points completed (or assessed as the case may be), cost per function Point (C). **90% of the payment will be made based number of Function Points completed after each Application / module becomes live & operational to the satisfaction of DDA.** However, there will be some installments paid on achieving each of the milestone as per Table I below. These installments paid will be deducted while making final payment for the development fee.~~
  - ~~ii. **Warranty Support :** Balance 10% of the function point cost will be released after completion of six months of achieving 'Go Live' milestone, and after completion of warranty support and knowledge transfer for all versions. Completion of this phase will be treated as 'Exit' for each completed module/ Application separately.~~
  - ~~iii. **Annual O&M Fee:** will be payable for every 12-month period from the Development Phase Exit (for each completed module/ Application). It shall be calculated on the basis of O&M Fee (per FP) quoted (M) and the Actual FPs of the Applications/ modules that are live / operational. Schedule of Payment of O&M fee will be as given in Table 1. O&M Fee shall be payable, subject to satisfaction of DDA of proper O&M support, and up to a period of 1 year. (Extendable at the discretion of DDA at the same price/rate). Fees for the last Quarter of O&M will be paid on a pro-rata basis for the total number of months.~~
  - ~~iv. Payment of Fee for Milestones (2-6) of Development Fees will be done after successful completion of preceding milestone (i.e. signing of agreement) only.~~

**Table 1: Payment Milestone**

<b>Payment Milestone</b>	<b>Payments due to the developer</b>	<b>Tentative timelines</b>
<b>DEVELOPMENT FEES</b>		
<del>i. Signing of Consultancy agreement between DDA and Bidder</del>		

2. SRS, SDD and FRS Sign off and Plan Review Sign off	First Installment P = 10% of Development Fees based on assessed FP for each module	ED + 5 weeks
3. Forms Digitalisation for Workflow Applications: Portal Development, Application Design and Development, and UAT Approval by DDA	Second Installment Q = 25% of Development Fees based on assessed FP for each module.	ED + 15 Weeks
4. Go Live Acceptance: Launch of Forms Workflow Applications Portal after Technical and User testing	Third Installment R = 35% of Development Fees based on Actual FP calculated for each module launched in live environment	ED + 20 weeks
5. The Application becoming Functional/operational in live environment to the satisfaction of DDA	Balance Amount of Development fee payable for achievement of the Milestone That is – [90% of development fee based on Actual FP – (minus) instalments made (P+Q+R) for each of the module ]	ED + 26 weeks
6. Development Phase Exit (after warranty support)	10% of Development Fees based on actual FP	ED + 53 weeks
<b>O&amp;M FEES</b>		
7. Payment of O&M fees	25% of Annual O&M fees (after review of Monthly MIS Reports and QPR)	Every 3-month period after Development Phase Exit (i.e. ED + 52 Weeks).

- v. All applicable statutory deductions such as GST, Income Tax, Cess etc shall be made from the bill. Rates are inclusive of all taxes/duties and any other charges. However, GST tax amount included, should be mentioned in the bill.
- vi. No extra payment shall be made on any account including for visits to various offices of DDA, or any other local travel.
- vii. Travelling, if any, outside Delhi with prior approval of competent authority in DDA, will be reimbursed as per actual and as per DDA policy on entitlements.
- viii. **Security Audit** : The Security Audit payment will be processed after third party security audit clearance certificate based on the size of software submitted (in terms of FPs), and security Audit Cost per function point (S).



- i. License Fee (Workflow Engine):** is for perpetual license of the Workflow engine proposed to be deployed for this application. The Payment of License Fee will be done in Instalments upon achievement of Milestones as per Table 1A below.
- ii. License Fee (DBMS):** If the vendor proposes to deploy the open source DBMS which has a license Fee to be paid, the one time License Fee for the said DBMS will be paid on deployment of the said DBMS software.
- iii. Development Fee:** will be paid on the basis milestone achieved, and will be paid in installments on achieving each of the milestone as per Table 1B below.
- iv. Security Audit Fee:** will be paid upon submission of security audit certification, which needs to be submitted before the module is given Go-Live acceptance. In case Security Audit is to be repeated on account of amendment / modification during Development Phase, the additional cost will be borne by the vendor. If it is to be repeated on account of any changes / modifications made after the Development Phase Exit, the security audit cost will be borne by DDA.
- v. Warranty Support:** Warranty support shall be for a period of six months of achieving 'Go-Live' milestone. During the Warranty period, the vendor shall, if required, make all necessary changes in the application software, free of charge, for smooth operation and implementation, and for achieving user-friendliness. During this period, the vendor shall also complete the knowledge transfer for all versions of the module. This phase is a part of Development Phase and completion of this phase will be treated as 'Development Phase Exit' for each completed module/ Application separately.
- vi. Annual O&M Fee:** will be payable for every 12-month period from the Development Phase Exit (for each completed module/ Application). It shall be calculated on the basis of O&M Fee quoted (M) of the Applications/ modules that are live / operational. Schedule of Payment of O&M fee will be as given in Table-1C. O&M Fee shall be payable, subject to satisfaction of DDA of proper O&M support, and up to a period of 3 year.
- vii. Recurring Annual Support Fee (DBMS):** If the vendor proposes to deploy the open source DBMS which has a Recurring Annual support Fee is to be paid, the said recurring/ support fee shall be paid on annual basis, at the start of support period.
- viii. Additional Work Fee:** Additional Work may arise in following circumstances –
1. Some New Form (and workflow process behind it) is sought to be developed which is not specified in Annexure 1 of this RFP.
  2. A Form / Module (and workflow process) where the 'Development Phase Exit' milestone has been achieved, is sought to be modified because of change in functionality / business process.
  3. A Form / Module (and workflow process) where (a) the Application / module has been launched after "Go-Live Acceptance" (but not reached Development phase Exit) and (b) any change in the Form / module / workflow process is sought because of added functionality or change in business process and (c) where such change results in developing new Function points and (d) such new function points developed are in excess of 10% of FP of the Application / Module

Note : Anything done or developed for the purpose of fixing bugs in the application / module shall not be counted as Additional Work.

The vendor, in case of such additional work shall be paid on the basis of Function Points of actual additional development made.

- ix. No Payment shall be made before signing of agreement.

**Table 1A : Payment Milestones for License Fee (L)**

<b>Payment Milestone: License Fee installment</b>	<b>Payments due to the developer</b>	<b>Tentative timelines</b>
<u>L1: SRS*, SDD and FRS Sign off and Plan Review Sign off</u>	<u>20% of License Fee (L)</u>	<u>ED+5 Weeks</u>
<u>L2 : Forms Digitalisation for WorkFlow Applications : Portal Development, Application Design and Development, and UAT Approval by DDA*</u>	<u>20% of License Fee (L)</u>	<u>ED + 15 weeks</u>

<u>L3 : Go-Live Acceptance: Launch of Forms Workflow Applications Portal after Technical and User testing*</u>	<u>40% of License Fee (L)</u>	<u>ED+ 20 weeks</u>
<u>L4 : The Application becoming Functional/ operational in live environment to the satisfaction of DDA*</u>	<u>20% of License Fee (L)</u>	<u>ED+26 weeks</u>

\* Note : If a milestone is achieved in respect of 50% of the Forms/Modules (expected to be developed in this project), for the purpose of payment of License Fee, the respective Milestone would be assumed to be achieved.

**Table-1B: Payment Milestone for Development Fee**

<b>Payment Milestones : Development Fee Installments</b>	<b>Payments due to the developer</b>	<b>Tentative timelines</b>
<u>SRS, SDD and FRS Sign off and Plan Review Sign off</u>	<u>10% of Development Fees in respect of the Modules for which this milestone is achieved.</u>	<u>ED + 5 weeks</u>
<u>Forms Digitalisation for WorkFlow Applications : Portal Development, Application Design and Development, and UAT Approval by DDA</u>	<u>25% of Development Fees in respect of each module for which this milestone is achieved.</u>	<u>ED + 15 Weeks</u>
<u>Go-Live Acceptance: Launch of Forms Workflow Applications Portal after Technical and User testing</u>	<u>35% of Development Fees in respect of each module launched in live environment</u>	<u>ED + 20 weeks</u>
<u>The Application becoming Functional/ operational in live environment to the satisfaction of DDA for at least 6 weeks from its launch.</u>	<u>20% of Development Fees in respect of each module for which this milestone is achieved.</u>	<u>ED + 26 weeks</u>
<u>Development Phase Exit (after warranty support)</u>	<u>10% of Development Fees in respect of each module for which this milestone is achieved</u>	<u>ED + 53 weeks</u>

**Table 1C : Payment Schedule for O&M Fee**

<b>O&amp;M FEES Installments</b>		
<u>1. Payment of O&amp;M fees will be made after every 3-month period after Development Phase Exit (i.e. ED+ 52 Weeks).</u>	<u>25% of Annual O&amp;M fees in respect of Modules for which O&amp;M services are being provided after development phase exit.</u>	<u>(after review of Monthly MIS Reports and QPR)</u>

- x. All applicable statutory deductions such as GST, Income Tax, Cess etc shall be made from the bill. Rates are inclusive of all taxes/duties and any other charges. However, GST tax amount included, should be mentioned in the bill.
- xi. No extra payment shall be made on any account including for visits to various offices of DDA, or any other local travel.
- xii. Travelling, if any, outside Delhi with prior approval of competent authority in DDA, will be reimbursed as per actual and as per DDA policy on entitlements.
- xiii. Security Audit : The Security Audit payment will be processed after third party security audit clearance certificate

46. Following documents will be referred/used for fundamental concepts, interpretation of FSM principles and measurement of the software size in Function Points

- i. ISO/IEC 14143-1:2007 Information technology — Software measurement — Functional size measurement
  - ii. ISO/IEC 20926:2009 Software and systems engineering — Software measurement — IFPUG (International Function Point Users Group) functional size measurement method
47. The decision of the Vice Chairman (VC), DDA or Nodal Officer authorized by VC, DDA with respect to any of the matters pertaining to the tender or the agreement or arising therefrom **shall be final and binding**, and shall not be called in question in any proceedings or at any forum whatsoever.

#### **Forfeit of Security Deposit**

48. The tenderer will not sub-let / sub-contract in part, or in full after getting the Assignment / Award of Work. In the event of tenderer sub-letting the work / sub-contracting in part or full after the Award of the Work, the tenderer shall be considered to have thereby committed a breach of agreement and DDA shall forfeit the Security Deposit. The tenderer shall have no claim, whatsoever, for any compensation or any loss on this account.

#### **Termination of Contract**

49. The Contract to be executed with the tenderer (selected agency) may be terminated by DDA for non-performance of any of the clauses of the contract and/or for violation for any terms and conditions of the contract by the tenderer, after serving a prior **notice of one month** on the registered address of the tenderer and also through registered email address of the tenderer.
50. If the DDA, for any reason, whatsoever decides to terminate the contract, **a written notice of termination to the Bidder shall be given with a notice period of 3 months as per provision of Tender** and Fees for the work done approved till the time of termination, shall be made as mutually decided between DDA and the Bidder.
51. If the contract is terminated due to non-submission of deliverables within prescribed time schedule, inferior quality of reports, non-compliance to instructions, fraudulent practices, corrupt practices and misrepresentation, **then fee for that work will not be paid and the Security Deposit & Performance Security (PBG) deposited by Bidder will be forfeited.**

#### **Signing of Contract**

52. Subsequent to receipt of valid Performance Guarantee from the successful Bidder, the parties shall enter into a contract, incorporating all clauses, pre-bid clarifications and the Proposal of the Bidder, between the Purchaser and the successful Bidder. In case of exigency / non-performance / default, if Purchaser gets the work done from elsewhere, the difference in the cost of getting the work done will be borne by the successful Bidder.

#### **Failure to Agree with the Terms and Conditions of the Tender**

53. Failure of the successful Bidder to agree with the Draft Legal Agreement and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event Purchaser may award the contract to

the next best value Bidder or call for new proposals from the interested Bidders. In such a case, the Purchaser shall invoke the PBG of the successful Bidder.

## Intellectual Property Rights

54. In case of **Bespoke development of the application**: The Bidder undertakes to disclose all such Intellectual Property Rights arising in performance of the Services to the Purchaser and execute all such agreements/documents and file all relevant applications, effect transfers and obtain all permits and approvals as may be necessary as per the existing laws in India to effectively transfer such rights to the Purchaser. Once transferred, the Purchaser shall own and have a right to use all such Intellectual Property Rights which have been developed solely during execution of this Contract, including but not limited to all processes, products, specifications, reports, drawings and other documents which have been newly created and developed by the Bidder solely during the performance of Services and for the purposes of inter-alia use or sub-license of such Services under this Contract.

55. In case of **deployment of COTS products**: Purchaser shall own and have a right in perpetuity to use all newly created Intellectual Property Rights which have been developed solely during execution of this Contract, including but not limited to all processes, products, specifications, reports and other documents which have been newly created and developed by the Bidder solely during the performance of Services and for the purposes of inter-alia use or sub-license of such Services under this Contract. All documentation and configuration items such as scripts, code, queries etc. developed by the Bidder shall be property of the Purchaser. The Bidder should create a repository of such resources and provide access to Purchaser. The Bidder undertakes to disclose all such Intellectual Property Rights arising in performance of the Services to the Purchaser and execute all such agreements/documents and file all relevant applications, effect transfers and obtain all permits and approvals that may be necessary in this regard to effectively transfer and conserve the Intellectual Property Rights of the Purchaser: -

a) Bidder shall not only support Purchaser with the proposed COTS during the contract period, but also, confirm that after the expiration / termination of the initial contract, continued support will be provided by the Bidder to the Purchaser, in case Purchaser chooses to maintain / upgrade the COTS proposed, either directly or through third party agency(ies);

b) Continued support to the Purchaser will be subject to the purchase of support by the Purchaser post termination / expiry of contract;

c) The customized source code with its full rights shall be handed over to the Purchaser. However, in case of COTS based solution, IPR Rights will be with the Tenderer. The Bidder shall not use the COTS solution developed under this project, without the exclusive permission of the Tenderer, for other Users. Source Code of the COTS Solution developed under this project shall be submitted in ESCROW arrangement. COTS based solution will be included as part of Technical evaluation.

56. If Purchaser desires, the Bidder shall be obliged to ensure that all approvals, registrations, licenses, permits and rights etc. which are inter-alia necessary for use of the goods supplied / installed by the Bidder, and which may be assigned by the Purchaser to the Bidder for the purpose of execution of any of its obligations under the terms of the Bid, Tender or this Contract, shall be acquired in the name of the Purchaser, prior to termination of this Contract

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However, subsequent to the term of this Contract, such approvals, registrations, licenses, permits and rights etc. shall endure to the exclusive benefit of the Purchaser.

57. The Bidder / Bidder's Team shall ensure that while it uses any software, processes, document or material in the course of performing the Services, it does not infringe the Intellectual Property Rights of any person and the Bidder shall keep the Purchaser indemnified against all costs, expenses and liabilities howsoever, arising out any illegal or unauthorized use (piracy) or in connection with any claim or proceedings relating to any breach or violation of any permission/license terms or infringement of any Intellectual Property Rights by the Bidder or the Bidder's Team during the course of performance of the Services. In case of any infringement by the Bidder / Bidder's Team, Bidder shall have sole control of the defense and all related settlement negotiations.

### Exemption for Micro, Small & Medium Enterprises

58. If a bidder falls under the Micro, Small & Medium Enterprises Development Act, 2006, then a copy of the registration certificate must be provided to Purchaser. Further, the bidder must keep the Purchaser informed of any change in the status of the company.
59. Following facilities have been extended to the SSI units registered with NSIC:
  - a) Issue of tender sets free of cost.
  - b) Exemption from payment of Earnest Money to the extent of 50 per Cent (50%) of the EMD asked for.

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### Limitation of Liability

60. Limitation of Liability is as follows: -
  1. Neither the Party shall be liable to the other Party for any indirect or consequential loss or damage (including loss of revenue and profits) arising out of or relating to the Contract.
  2. Except in the case of Gross Negligence or Wilful Misconduct on the part of the Selected Agency or on the part of any person acting on behalf of the Selected Agency executing the work or in carrying out the Services, the Selected Agency, with respect to damage caused by the Selected Agency including to property and/or assets of Purchaser or its clients shall regardless of anything contained herein, not be liable for any direct loss or damage that exceeds (A) the Contract Value or (B) the proceeds the Selected Agency may be entitled to receive from any insurance maintained by the Selected Agency to cover such a liability, whichever of (A) or (B) is higher. For the purposes of this Clause, "Gross Negligence" means any act or failure to act by a Party which was in reckless disregard of or gross indifference to the obligations of the Party under the Contract and which causes harmful consequences to life, personal safety or real property of the other Party which such Party knew, or would have known if it was acting as a reasonable person, would result from such act or failure to act. Notwithstanding the foregoing, Gross Negligence shall not include any action taken in good faith for the safeguard of life or property. "Wilful Misconduct" means an intentional disregard of any provision of this

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Contract which a Party knew or should have known if it was acting as a reasonable person, would result in harmful consequences to life, personal safety or real property of the other Party but shall not include any error of judgment or mistake made in good faith.

iii)3. This limitation of liability slated in this Clause, shall not affect the Selected Agency's liability, if any, for direct damage by Selected Agency to a Third Party's real property, tangible personal property or bodily injury or death caused by the Selected Agency or any person acting on behalf of the Selected Agency in executing the work or in carrying out the Services.

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## INDEMNITY

61. The empanelled vendor must indemnify the Purchaser against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied software/ hardware/manpower etc and related services or any part thereof. Purchaser stand indemnified from any claims that the hired manpower / selected bidder's manpower may opt to have towards the discharge of their duties in the fulfilment of the purchase orders. Purchaser also stand indemnified from any compensation arising out of accidental loss of life or injury sustained by the hired manpower / empanelled vendor's manpower while discharging their duty towards fulfilment of the purchase orders (Annexure-7).

### Termination for Insolvency

62. Purchaser may, at any time, terminate the purchase order by giving **four weeks written notice** to the selected Bidder, without any compensation to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent.

### Force Majeure

63. If at any time, during the continuance of the Contract, the performance in whole or in part by either party of any obligation under the Contract is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such event is duly endorsed by the appropriate authorities/chamber of commerce in the country of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof and satisfies the party adequately of the measures taken by it, neither party shall, by reason of such event, be entitled to terminate the contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of the purchaser as to whether the deliveries have so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under the contract is prevented or delayed by reason of any such event for a period exceeding 60 days, the purchaser may, at his option, terminate the Contract..

### Termination for Default

64. Default is said to have occurred

- i. If the selected Bidder fails to accept the Purchase Orders
- ii. If the selected Bidder fails to deliver any or all of the services within the time period(s) specified in the purchase order or during any extension thereof granted by the Purchaser.
- iii. If the selected Bidder fails to perform any other material obligation(s) under the contract

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65. If the selected Bidder defaults in the above circumstances, a cure period of 30 days will be given to the selected Bidder to rectify the default, failing which the selection against this tender will be cancelled and 8.5% of the Work order value will be levied as cancellation charges. Purchaser can get the work done through alternate sources with the difference in the cost of getting the work done to be borne by the successful bidder with capping of maximum 10% of the value of the goods/services for which alternative option is sorted to. In case of any Termination, the Purchaser shall be liable to pay the selected bidder for all the goods and services accepted till the effective date of termination.

### Penalty

66. In case the Bidder fails to adhere to the time frame for starting the work as per the schedule, or any unjustified and unacceptable delay beyond the delivery, installation and commissioning schedule as per contract, will render the bidder liable for penalty or liquidity damages as per the rate as mentioned in the "Annexure-21: Service Level Agreement". Measurement of Service Level Agreement (SLA)

•i) The SLA metrics provided specifies performance parameters as baseline performance, lower performance and breach. **All SLA calculations will be done on quarterly basis.** The SLA also specifies the liquidated damages for lower performance and breach conditions.

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•ii) Payment to the Successful Bidder is linked to the compliance with the SLA metrics.

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•iii) The metrics specifies **three levels of performance**, namely,

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i) The Agency will get 100% of the Contracted value if all the baseline performance metrics are compiled and the cumulative credit points are 100;

ii) The Agency will get lesser payment in case of the lower performance. (For e.g. if SLA point score is 80, then the SI will get 20% less on the quarterly payment);

iii) If the performance of the Agency in respect of any parameter falls below the prescribed lower performance limit, debit points are imposed for the breach.

iv) The credit (+) points earned during the quarter will be considered for computing penalty. The quarterly payment shall be made after deducting the liquidated damages as mentioned above.

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•iv) The aforementioned SLA parameters shall be measured per the individual SLA parameter requirements and measurement methods, through appropriate SLA Measurement tools to be provided by the SI and audited by the Purchaser or its appointed Consultant for accuracy and reliability.

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•v) Purchaser shall also have the right to conduct, either itself or through any other agency as it may deem fit, an audit / revision of the SLA parameters. The SLAs defined, shall be reviewed by the Authority on an annual basis after consulting the Selected Bidder and other experts. All the changes would be made by the Purchaser after consultation with the Selected Bidder and might include some corrections to reduce undue relaxation in Service levels or some corrections to avoid unrealistic imposition of liquidated damages, which are noticed after project has gone live.

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•vi) Total liquidated damages to be levied on the Selected Bidder shall be capped at 10% of the total contract value. However, Authority would have right to invoke termination of the contract in case the overall liquidated damages equals 10% of total contract value.

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•vii) Liquidated damages to be levied during Post Implementation period shall be capped at 15% of the O & M contract value. Authority would also have right to invoke termination of contract in case cumulative debit point (breach points) are above 30 in 2 consecutive quarters.

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#### 67. Under The Service Level Agreements (SLAs) :

i) The Selected Bidder shall accomplish the scope of work under this Agreement as per the Timelines and as per the Service Level Agreements. If the Selected Bidder fails to achieve the Timelines due to reasons attributable to it, or if it fails to achieve the Service Levels (in the SLAs) for any reason whatsoever, the Systems Integrator shall be liable to pay penalty/liquidated damages as mentioned in the tender.

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ii) In case the Selected Bidder is not solely liable for the breach of Timelines, amount of liquidated damages shall be deducted on proportionate / pro rata basis depending upon the Systems Integrator's extent of fault in such breach of Timelines.

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iii) Authority shall have the right to determine such extent of fault and liquidated damages in consultation with Selected Bidder. Payment of liquidated damages shall not be the sole and exclusive remedies available to Authority and the Selected Bidder shall not be relieved from any obligations by virtue of payment of such liquidated damages. The liquidated damages will be capped as mentioned in Tender.

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#### Liquidity Damages

68. In the event that



- i) The Selected Bidder does not provide or procure fulfilment of any or all of the conditions precedent set forth in **the tender**, and
  - ii) the delay has not occurred as a result of breach of this Contract by the Authority or due to Force Majeure,
- the Selected bidder shall pay to the Authority, damages in an amount calculated at the rate of 0.5% (zero point five per cent) of the Performance Bank Guarantee (the 10% of the Quoted Price Bid amount) for each week (part of a week being treated as a full week) of delay, up to a maximum deduction of 10% (Ten percent) of the total contract price until the fulfilment of such conditions precedent.

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## Applicable Law

69. The Applicable Law are as follows:-

- ~~1~~.i) The selected Bidder shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.
- ~~2~~.ii) All disputes in this connection shall be settled in Delhi jurisdiction only.
- ~~3~~.iii) Purchaser reserves the right to cancel this tender or modify the requirement at any stage of Tender process cycle without assigning any reasons. Purchaser will not be under obligation to give clarifications for doing the aforementioned.
- ~~4~~.iv) Purchaser also reserves the right to modify/relax any of the terms & conditions of the tender by declaring / publishing such amendments in a manner that all prospective bidders / parties to be kept informed about it.
- ~~5~~.v) Purchaser, without assigning any further reason, can reject any tender(s), in which any prescribed condition(s) is/are found incomplete in any respect and at any processing state.
- ~~6~~.vi) All procedure for the purchase of stores laid down in GFR shall be adhered to strictly by the Purchaser and Bidders are bound to respect the same.
- ~~7~~.vii) Any functionality which is neither in the tender document nor explicitly specified as mentioned above, either by accident or by design, will be considered to be a breach of contract, such that the bidder must be liable for legal actions and be charged for damages.

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## Resolution of Disputes & Arbitration

- 70. The Authority and the selected bidder shall make every effort to resolve amicably, by direct formal negotiation, any disagreement or dispute arising between them under or in connection with the Contract. If, after 30 (thirty) days from the commencement of such formal negotiations/Claims (through written communications), including the final bill for payment, to the Project-In-Charge, the Authority and the selected bidder are unable to resolve amicably such dispute, the matter will be referred **to the Vice-Chairman of the Authority, for his/her opinion.**
- 71. If the selected bidder doesn't agree with the opinion of the Vice-Chairman of the Authority, the matter shall be referred to a panel of three Arbitrators: one Arbitrator to be nominated by Authority, the other one to be nominated by the

selected bidder and a third arbitrator to be appointed by the two arbitrators jointly. The award of the Arbitrators shall be final and binding on the parties. Proceedings under this clause shall be subject to applicable law of the Arbitration and ~~Rec~~Conciliation Act, 1996 and the venue of such arbitration shall be Delhi. Cost of arbitration shall be borne by each party proportionately, as per the Schedule IV of the Arbitration and ~~Rec~~Conciliation (Amendment) Act, 2015. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. The provisions of this clause shall survive termination of this Agreement.

~~72. The Arbitrators, if warranted, shall be deemed to have entered on to the reference on the date the notice was issued to both parties, through authorised and working official email addresses, calling them to submit their statement of claims and counter statement of claims. The venue of the arbitration shall be such place as may be fixed by the Arbitrators in their sole discretion. The fees, if any, of the Arbitrators, shall be paid only after the Award is made. **Arbitration process shall also make use of Internet for interaction between Arbitrators and Purchaser and the selected Bidder, and shall end within 30 working days of first notification issued to both Purchaser and the selected Bidder.** Any award submitted after the Arbitration Period (i.e. 30 working days), is debarred.~~

~~73. The cost of the Reference and of the Award shall be in the discretion of the Arbitrators. However, the fee for the Arbitrator shall not exceed INR 2500 per working hour plus Taxi bill within Delhi as per actual.~~

~~74.72.~~ If the contractor does not make any demand for reconciliation in respect of any claim, in writing, within 30 days of receiving the intimation from the Officer-in-Charge that "final bill is ready for the payment", the claim of the contractor shall be deemed to have been **waived and absolutely barred** and the Purchaser (i.e. Delhi Development Authority) shall be discharged and released of all liabilities under the contract in respect of such claim.

## Risk Purchase

~~75.73.~~ In the event selected bidder fails to execute the project as stipulated in the delivery schedule, or to the satisfaction of the Authority or fails to perform its obligations (or any part thereof) under this Agreement or if the Agreement is terminated by the Authority due to breach of any obligations of the selected bidder under this Agreement, Authority reserves the right to procure similar or equivalent Services/Deliverables from the next eligible Bidder or from another alternate source at the risk, cost and responsibility of the Selected bidder.

~~76.74.~~ Any incremental cost borne by the Authority in procuring such Services/ Deliverables shall be borne by the selected bidder. Any such incremental cost incurred in the procurement of such Services/ Deliverables from alternative source will be recovered from the undisputed pending due and payable payments, Security Deposit/Bank Guarantee provided by the Selected Bidder under this Agreement, and if the value of the Services/Deliverables under risk purchase exceeds the amount of Security Deposit/Bank Guarantee, the same may be recovered if necessary by due legal process. Before taking such a decision under this Clause, Authority shall serve a notice period of 1(one) month to the Selected bidder.

## Warranties for Software

77-75. The Selected Bidder represents warrants and covenants that on the acceptance date and for the Warranty Period, the Software will be free of material programming errors and will operate and conform to the respective Software's Documentation including, inter alia, SRS (System Requirement Specification) and other manuals. The Selected Bidder also represents warrants and covenants that the medium on which the Software is contained when delivered to Authority, will be free from defects in material or workmanship, and shall be free from any viruses, bugs etc.

78-76. The Selected Bidder represents warrants and covenants that the Technical Documentation delivered to Authority for the system developed and operationalised will be sufficient to allow a reasonably knowledgeable information technology professional to maintain and support such Software. The System Integrator represents warrants and covenants that the User Documentation for the System developed and operationalised will accurately describe in terms understandable by a typical end user the functions and features of the System and the Procedures for exercising such functions and features.

### Procurement and Ownership of Hardware and Software Tools

79-77. Hardware & Software tools (including Open Technology RDBMS, Open GIS Tools, etc., and their licenses if any), paid for by DDA, shall remain the property of DDA and in its custody after conclusion of the project." **These items will be procured by DDA, based on the improved specifications (over provided in Annexure-22), to be given by the selected Bidder meeting the SLA criteria. During procurement of these items, the selected bidder will provide handholding with DDA.**

### Security Audit of Software and Website

80-78. The selected Bidder shall undertake appropriate Cyber Security Audit of the Portal/Website and the associated application software through the empaneled agencies of CERT-IN of the Government of India, before "go-live" stage, ~~and shall ensure that all uploaded digitized Layout Plans / Zonal Plans are not replacable with other Layout Plans / Zonal Plans respectively.~~

### Web Site Development and Quality Certification

81-79. Development, Deployment and Maintenance of Web-portal (Internet and Intranet) which provides both informational and transactional facilities to Customers, meeting the Guidelines of Indian Government Websites (<http://web.guidelines.gov.in>), including Website Quality Certification by STQC of Government of India.

### Publicity

82-80. Except as required by law, Selected Bidder shall publish or permit to be published either alone or in conjunction with any other person any press release, information, article, photograph, illustration or any other material of whatever

kind relating to this Agreement, the SLA without the explicit written permission of the Authority.

### Other Terms and Conditions

- | ~~83~~.81. During the O&M period, the Bidder will have the total responsibility for operating, managing, and updating of all the systems that have been developed, installed and commissioned. During this period, any modifications/alterations in Software shall be carried out free of cost by the Bidder.
- | ~~84~~.82. The Bidder will ensure that all works envisaged under the assignment are carried out in discussion with and to the satisfaction of DDA, and will submit **interim monthly progress reports** during the development period, and fortnightly status reports during the entire operations period.
- | ~~85~~.83. Bidders shall, under no circumstances, share any data/information provided by DDA, with any individual/agency.

### IMPORTANT NOTE

- | ~~86~~.84. Tender documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> . Aspiring Tenderers who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app> . The portal enrollment is free of cost. Tenderers are advised to go through instructions provided at **Annexure-10 regarding 'Instructions for online Bid Submission'** .
- | ~~87~~.85. Tenderers can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <https://eprocure.gov.in/eprocure/app> .
- | ~~88~~.86. Tenders and supporting documents should be uploaded through e-procurement. **Hard copy of the tender bids will not be accepted.**

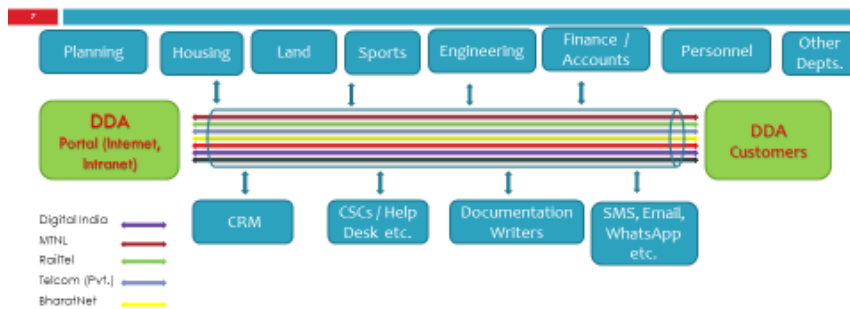
Dy. Director(Systems)

## Scope of Work

### Application Software for Forms Digitalisation using Workflow Engine: Design, Development and implementation

1. To meet the need of various administrative operations such as infrastructure planning and management, allotment and regulation of the properties, establishing new Areas at various locations, and as well to facilitate Investors to get glimpse of the near real-time property/plot availability and status, DDA wants to adopt the Information Technology as their key solution. It will cover spatial dimension which facilitates to visualize outlook of Zones at dynamic geographical scale. Integration of domain Knowledge with Geo-spatial datasets and technology will lead to successful implementation of the System. This System will provide the capability to process and render "enterprise level decisions" and also aid to plan, regulate and control land use. DDA desires to usher in Digital Service based on the Services Architecture depicted in the Diagram given below:-

### DDA Digital Services Architecture



DDA has about 10 Lakhs Customers owning DDA Land and Properties and about 14000 Employees

2. As a result, DDA desires to (i) to operationalize Integrated Workflow Automation for all Services, to strengthen "back-end Databases", (ii) ICT Infrastructures to support these Workflow Services, and (iii) to undertake capacity building / Competency Development of associated DDA Engineers/Officers/Officials etc., with the following features: -

- (a) Web based Portal and to work, both on the Intranet and Internet - DDA IntraNet Portal and DDA InterNet Portal;
- (b) Appropriate bandwidth requirements so as to give a reasonable response time for Users on the Intranet/Internet;
- (c) Software Interface to be Intuitive and User-Friendly;
- (d) Centralized Database Server for data synchronization issues;
- (e) Application based 3-tier architecture to support large number of Users;
- (f) High Security "Database Vs. End - User "for any kind of reporting;

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- (g)g. Queries to be optimized in Databases to avoid Locking and Performance Degradation Issues with large number of Users;
- (h)h. Seamlessly integration with the other existing Operational Software Applications and
- (i)i. Application of SMAC Technology (Social Networking, Mobile Technology, Data Analytics and Cloud Computing).
- (j)j. Citizen-Centric System in view of their relationship with DDA: Aadhaar enabled Access, Public Dealing Module & Various related Software Modules shall be integrated so that relationships (lessee, license holder, member of any sports complex etc.) and services by DDA to a Citizen/Entity are accessible and provided through a Unique Account of the Citizen/Entity. These may include the updated particulars of all the relationships of that Citizen/Entity, latest status of application, communication of deficiency, if any, facility for uploading /down loading the documents, updated payment information and calculation of balance to be paid, if any, at any point of time and facility to make the Payment through Payment gateway.
- (k)k. Business Process Re-Engineering (BPR) – Mapping of Processes wherever possible, to make it Citizen-Centric. Reference may be made to the Business Process & Support Processes Study Report – computerisation of DDA ([http://dda.org.in/tendernotices\\_docs/dec13/BUSINESS\\_PROCESS2260917.pdf](http://dda.org.in/tendernotices_docs/dec13/BUSINESS_PROCESS2260917.pdf)).
- (l)l. Keeping of Electronic Depository of Property Rights (DEMAT) in Digital Locker Authority (<http://www.dla.gov.in>), constituted under the Information Technology (Preservation and Retention of Information by Intermediaries Providing Digital Locker facilities) Rules, 2016.
- (m)m. DDA will ensure the procedure adopted is open and transparent, promotes healthy competition and is in accordance with both GOI and CVC Guidelines on the subject.

~~The Bidder is required to meet all the requirements of this RFP including the activities listed, timelines and deliverables mentioned in this RFP.~~ While providing a solution, the bidder shall follow the "Key Design Principles" as mentioned in RFP Volume 1 of DDA-CMS RFP Document, and also its Scope, which include:-

- 1.(a) *Understanding of FRS and Preparation of SRS and SDD; Undertaking Business Process Re-Engineering (BPR) is a MUST;*
- 2.(b) *Development, deployment and maintenance of a comprehensive Software Solution to meet all business processes as included (but not limited to) in this RFP and associated Annexures; including new processes emanating from BPR;*
- 3.(c) *Finalization of templates for various forms, notices and other document required for manual forms and e-Services forms used for DDA;*
- 4.(d) *Sizing & procurement, installation and commissioning of recommended IT infrastructure at Data Centre & Disaster Recovery Site and DDA's network size and design based on load tests, User Loads, scalability and future considerations;*
- 5.(e) *Development, deployment and maintenance of web-portal (Internet and Intranet) which provides both informational and transactional facilities to Customers, meeting the Guidelines of Indian Government Websites (<http://web.guidelines.gov.in>), including Website Quality certification by STQC; **Portal will be in both in English and Hindi languages;***

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- 6.(f) Migration of Data from legacy applications and scanning of paper based records;
- 7.(g) Creating central repository for all legacy data through integration and consolidation. Tasks involve Data consolidation, de-duplication and storage in form of single view of the citizen and their related information.
- 8.(h) Setting up, Operations and maintenance of Helpdesk, Call Centre etc., to resolve customer queries regarding various processes, services of the department etc. as well as internal user queries regarding the Application trouble shooting etc.
- 9.(i) Preparation of Training Plan, Training Material, Delivery of Training to Personnel of DDA in various Departments;

3. In addition, DDA has also embarked upon developing a Spatial Data Management Platform Project (Delhi Land Pooling Policy) facilitating:
- i. Integration of Single Window System with GIS-based seamless revenue and land mapping database developed by DDA;
  - ii. Interactive map-based online facility for providing sector identification and other relevant information to applicants;
  - iii. Regular updating of GIS based seamless revenue map with data regarding land parcels that have been pooled, based on applications received;
  - iv. Verification of total pooled area in each planning sector through the integrated GIS application;
  - v. Infographics and generation of maps based on pooling data; and
  - vi. Geo-referencing of Land Parcels and associates Attribute Data Sets for enriching GIS-based Revenue and Land Mapping Database of DDA.

A separate RFP has been floated for operationalising the Land Pooling Policy. However, this proposed application may be required to interface with the LPP application in order to provide a seamless experience to the users.

## Scope of the Work

### 4. Procurement and Ownership of Hardware and Software Tools

Hardware & Software tools (including Open Technology RDBMS, Open GIS Tools, etc., and their licenses if any), paid for by DDA, shall remain the property of DDA and in its custody after conclusion of the project." **These items will be procured by DDA, based on the improved specifications (over provided in Annexure-22), to be given by the selected Bidder meeting the SLA criteria. During procurement of these items, the selected bidder will provide handholding with DDA.**

### 5. security Audit of Software and Website

The selected Bidder shall undertake appropriate Cyber Security Audit of the Portal/Website and the associated application software through the empaneled agencies of CERT-IN of the Government of India, before "go-live" stage, and shall ensure that all uploaded digitized Layout Plans / Zonal Plans are not replacable with other Layout Plans / Zonal Plans respectively.

### 6. Web Site Development and Quality Certification

Development, Deployment and Maintenance of Web-portal (Internet and Intranet) which provides both informational and transactional facilities to Customers, meeting

the Guidelines of Indian Government Websites (<http://web.guidelines.gov.in>), including Website Quality Certification by STQC of Government of India.

7. Through this Tender, DDA desires to automate the following Forms into digitalised Workflow Program, using Workflow Engine methodology, as explained at Paragraph No.2 as above. Detailed Design of Forms to be automated is available at **Annexure-26**.

#### SPORTS

- ◆ 1. Sports Membership Application Form

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#### RWA

- ◆ 2. Resident Welfare Association (RWA) Maintenance Request Form

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#### ENGINEERING

- ◆ 3. Application form for Booking of Community Hall/ Open Spaces
- ◆ 4. E-measurement Book Application for Engineers

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#### LAND DISPOSAL

- ◆ 5. Application form for Industrial Plots Allotted by Delhi Development Authority.
- ◆ 6. Application form for flats allotted by CGH societies and all residential plots excluding stums and JJR plots.
- ◆ 7. Application form for conversion of lease hold property into free hold in respect of commercial plots.
- ◆ 8. Application form for conversion of lease hold property into free hold in respect of flat, floor, shop in multi-stored residential and commercial complexes
- ◆ 9. Application form for conversion of lease hold property into free hold in respect of DDA Built-up shops, commercial flats

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#### HOUSING

- ◆ 10. Application form for conversion into freehold of flats allotted by DDA (Form: C-1 (Allottee Cases)
- ◆ 11. Application form for conversion into freehold of flats allotted by DDA (Form: C-2 (Attorney Cases)
- ◆ 12. Application form for Aawasiya Yojana

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#### Personnel: Retiring Employees

- ◆ 13. Application form to be filled by the Head of Office for assessing Pension & Gratuity;
- ◆ 14. Application form for commutation of a fraction of pension without medical examination when applicant desires that the payment of the commuted value of pension should be authorised through pension payment order;

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- ◆15. Application form for specimen signature, thumb & finger impression and joint photograph of the retiring employee;
- ◆16. Application form to be filled in by the retiring employee;
- ◆17. Application for Drawal of Pension through Central bank of India;
- ◆18. Application form for Details of Family;

Personnel: Scholarship Forms

- ◆19. Application form for grant of scholarship for higher technical/professional education for wards of staff in grade pay of Rs 4800 (3 forms into 1);
- ◆20. Application form grant of Distress Sickness etc. for Staff in Grade Pay upto Rs. 4800/-
- ◆21. Application for activities for Women Empowerment including Seminar Camps training gender sensitization camps etc
- ◆22. Application for development of Occupational Skills of disabled DDA employees including Seminars, camps etc and giving aides to their wards, special software etc. and organization workshops
- ◆23. Application form grant of Recreational Facilities viz holiday Camps study tour of employee/wards

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Staff Quarter

- ◆24. FORM-A Application for the Allotment of Staff Quarter (Type I to IV)
- ◆25. FORM-A Application for the Allotment of Staff Quarter (Type V to VIII)
- ◆26. FORM-C Application for the Change of Staff Quarter (Type I to IV)
- ◆27. FORM-C Application for the Change of Staff Quarter (Type V to VIII)

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Medical Cell

- ◆28. Check List (For Information & Documents to be submitted with Indoor Claims)
- ◆29. Application for submission of claim for Spl. Chronic Disease/Post Operative
- ◆30. Application for submission of OPD medical claim for reimbursement under the annual ceiling for the Year (Working Staff)
- ◆31. Application for submission of OPD medical claim for reimbursement under the annual ceiling for the Year (Pensioner/Family Pensioners)
- ◆32. Form-A SwarnaJayantiAarogya Yojna (Application for Medical Identity Card)(Working Staff)
- ◆33. Form-B SwarnaJayantiAarogya Yojna (Application for Medical Identity Card)(Pensioners)
- ◆34. FORM-C SwarnaJayantiAarogya Yojna (Application for Medical Identity Card)(Family Pensioners).

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Public Relations

- ◆35. Application for fixing appointments for personal hearings

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The said Forms can be accessed on DDA web-site :  
<https://dda.org.in/publicforms/> and also see at Annexure-4 of this RFP.

<https://www.dda.org.in/ddausers/SNS/onlineusercreation.aspx>  
<https://www.dda.org.in/ddausers/SNS/login.aspx>

<https://www.dda.org.in/bms/> {Please operate the app using testuser ID and password}

**Note :**DDA may add / delete / substitute the Forms / applications to be developed through this Agreement. The deviation would be within 25% of the project cost;

### **Development Platform:**

- A. Open Source Java/PHP Technology stack as recommended by OTC/.net platform;
- A. Common Minimum Framework ([cmf.gov.in](http://cmf.gov.in)) for Portal development
- B. Open Technology Workflow Engine or Customized COTS Workflow Engine or Bespoke Development Model
- C. Open databaseRDBMS (MySql, PostGres etc.)
- D. Customisation of COTS Product or Bespoke development model.

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### **Project Deliverables**

- A. Software Project Management Plan
  - IT Architecture, Resource Acquisition, Procurement and Deployment
  - Quality Assurance, Verification/Validation
  - Configuration/Change Management
  - Risk management
  - Disaster Recovery Planning
  - Weekly project status report including server utilisation, Issue resolution
- B. Software Requirement Specifications
- C. Software Design Description
- D. Source code
- E. Test cases/Reports
- F. Security Audit Clearances
- G. GIGW Compliance Certificate
- H. User Documentation
- I. Upgrades and Release Notes
- J. Website policies as per GIGW

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### **Software Development Life Cycle Activities**

- Project Management
- Workflow Applications Software Development Activities

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- System study and requirement analysis
- Systems design and development
- Development through Open Technology COTS Product or Bespoke Model
- Software testing
- Pilot installation on staging server for training and security audit
- Trainers training
- Security Audit (third party) and Website Quality Audit by STQC
- System Deployment
- Go live
- Application Software framework features, based on Workflow Engine, with following functions:
  - Integration Services /APIs (Interoperability) with related Both Central and State Government Organisations' Operational Information Systems;
  - MIS Reports Generation
  - Feedback/Suggestion management system;
  - Process work flow and audio trail
  - Integration with call centre operation, if any
  - Dashboards and Data Analytics
  - Performance Reports
  - Exceptional reporting
- O&M Support
  - Software maintenance
  - Technical help desk support
  - Warranty support and Operational Support
    - a.○ On site Level-I support for immediate resolution for issues where the application is not working.
    - b.○ Level-II support within 48 hours' resolution of issues where application is working and an alternate solution is given
    - c.○ Level-III support within a week for solution of issues where formatting or other kind of cosmetic changes are required.
    - d.○ Knowledge Transfer
  - Server maintenance and DR setup
- Standards/Guidelines
  - ISO/IEEE standards for software development
  - ISO/IEO 14143:2007 Information technology - Software measurement - Functional size measurement
  - Guidelines for Indian Government websites.
  - e-Governance Standards.

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### **Development Methodology**

1. Function points play a significant role in the management of information systems. Function point analysis is a proven,

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reliable method for measuring application development work-products (<http://www.softwarems.com>);

2. Bidder shall adopt "function point method" for project so as to take of flexibility in requirement; delivery based payment; delivery is measurable in terms of software size i.e. **function points**; without limitation of internal technical know-how etc;
3. Software sizing estimate shall be taken as per SRS understanding;
4. There may be short duration milestones to ensure software Delivery in an incremental way and timely payments to vendor based on delivered function points;
5. The rate per function point shall be taken to make payment only for delivered functions (may be less).
6. The internal technical officer from user side shall verify every delivered transaction function (Input, Output or Query) and data function (logical file), in order to count function points. At the end of day, the user shall be well versed with system functionality and database design delivered under the scope of the project.
7. Following documents will be referred/used for fundamental concepts, interpretation of FSM principles and measurement of the software size in Function Points
  - iii. ISO/IEC 14143-1:2007 Information technology — Software measurement — Functional size measurement
  - iv. ISO/IEC 20926:2009 Software and systems engineering — Software measurement — IFPUG (International Function Point Users Group) functional size measurement method

## Resource Deployment Plan

8. The Tenderer shall deploy sufficient staff of skilled professionals and supporting staff for undertaking the project. To meet the urgent requirement of DDA, Bidder will deploy 24X7 manpower in three shifts for back office operation. Resources will be mix of Onsite & Offsite and core Project Management team will work with System department of DDA & Users' community for day to day coordination and implementation of System.

➤ **i. Development stage:** The team should be comprised of **adequate number** of experts for development of software, web design, testing, security systems, data management etc., as provided in Annexure-5. The team should also include sufficient support staff comprised of coders, database designers, user interface designers, and professionals trained in WebTechnology and Open Technology Workflow Engine , to undertake development work.

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➤ **ii. Post Go-live Warranty Phase:** team should be comprised of **adequate number** of experts for preparation of Documentation, Help Manual, Support Manuals, fixing of bugs in the applications gone live, Support to users & staff of DDA, Trainers, so as to hand-hold the implementation process.

➤ **iii. O&M stage:** The Tenderer should provide all necessary staff for managing the systems and operations, and **should quote** and provide the following staff:

- Operations Head (Overall coordinator for O&M Phase)
- One Software Engineers/Coders (required for application maintenance and modification) - Any additional personnel required for managing the operations (as directed by DDA) shall be provided by the Tenderer at the same cost as indicated in their financial quote.
- One MIS/data managers - Any additional personnel required for managing the operations (as directed by DDA) shall be provided by the Tenderer at the same cost as indicated in their financial quote.

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- o Supporting office staff.
- o Helpdesk staff (for user queries and other helpdesk support)

➤ iv. The Tenderer shall provide Resources Details (Manpower and Rate/Cost) in the Financial Bid (Annexure-5).

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Project Resources Deployment Plan should be provided with the Financial Bid(Annexure-5/ Form 5F, Table 1)

### Timelines and Deliverables

i.l. The Tenderer will complete all responsibilities as per the schedule given below:

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S. No.	Deliverables	Completion timeline (in weeks)
<b>A. Project Preparation and Business Blueprint Phase</b>		
1	Detailed Project Plan	ED* + 1 week
2	Resource Deployment Plan	
3	Roles and Responsibilities of DDA and System Integrator	
4	Submission of System Requirement Specification	ED + 3 weeks
5	Submission of Solution Design Report including User and System Interfaces	
6	Training Strategy and Plan	
7	Sign off on the Software requirement specifications, Solution Design Document and Functional requirement specifications by the DDA	ED + 4 weeks
8	Plan Review and Sign Off	
<b>B. Procurement and installation of Hardware, Network and System Software by DDA (based on the specification given by the Bidder)</b>		
1	Procurement of hardware [Servers, Router, Switches, LLB, desktops, Laptops and other types of hardware], Software Tools and Installation	ED + 16 weeks
2	Commissioning and Installation of system software at the Workflow Automation Unit of DDA	ED + 20 weeks
3	Commissioning and Installation of hardware components	
4	Commissioning and Installation of networking components	
<b>C. Application Design and Development</b>		
1	Design and development of the Application	ED + 14 weeks
2	<del>UAT with the PMC and selected users group</del>	
<b>D. Testing</b>		
1	Preparation of various types of test cases [system, unit, integration, load]	ED + 15 weeks
2	Testing (including system test, unit test, integration test cases) and verification - Testing report along with UAT of the application	ED + 18 weeks

3	UAT with the PMC and selected users group, Submission of reports on testing	ED + 20 weeks
<b>E. Application Implementation</b>		
1	Production Environment setup including data load, full load and stress testing	ED + 22 weeks
2	Go Live including submission of user manual, source code, system manual and training manual	ED + 22 weeks
3	Go Live Acceptance	ED + 24 weeks
<b>F. Post Go-Live :</b>		
1	Warranty Support	Submission of MIS Reports every month ED+26 weeks
2	Operations and Maintenance** ( <del>after Go live</del> ED+52Weeks)	Submission of MIS Reports every month  Submission of QPRs every 3 months
<b>G. Capacity Building</b>		
1	Documentation, Support Manuals, Help Manuals	ED+ 52 weeks
2	Competency Development/ Capacity Building/Training of DDA Personnel & DDA Stakeholders'	ED + 23 weeks

\* ED – Effective Date i.e. the date of signing of contract by both parties

### Project Financials and Payment Milestones

**ii.2.** The Bidder shall indicate the cost of undertaking the project under three separate heads in Financial Bid:

- **License Fee (L):** for Workflow Engine (perpetual license)
- **License Fee (DBMS) (D):** for open source DBMS, if any.
- **Development Fee (C):** For the Development of Application Software for Forms Digitalisation using Workflow Engine: Design, Development and implementation of 35 Forms specified in Annexure – 1 of the RFP (including the workflow processes and outputs to be generated)
- **Security Audit Fee (S):** For the Application to be developed herein
- **Annual O&M Fee (M) :** For the Application developed herein
- **Recurring Annual Support Fee (DBMS) (F):** for open source DBMS, if any.
- **Additional Work Fee (W) per Function Point:** Fee per function point for any additional application/ Form/ workflow sought to be developed by DDA, which is not part of scope of work of this tender. It should be inclusive of Security Audit Fee.

- **Development Fee (C):** on PER FUNCTION POINT BASIS
- **Security Audit Fee (S):** on PER FUNCTION POINT BASIS
- **Annual O&M Fee (M) :** on PER FUNCTION POINT PER YEAR BASIS

**iii.3.** Payment Milestones and schedule is given in Clause 45.

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## 2: Eligibility and Evaluation Criteria

**0.1. Pre-Qualification (PQ) Eligibility Criteria****Pre-Qualification Bid—Compliance Sheet**

<b>Sr. No</b>	<b>Qualification Criteria</b>	<b>Documents/Information—to be provided in the submitted proposal</b>	<b>Compliance</b>	<b>Reference &amp; Page Number</b>
1	Covering Letter for Technical Proposal and undertaking on total responsibility	As per <b>Annexure-12</b> and <b>Annexure-13</b>	Yes/No	-
2	The responding firm/ agency (a) should have made a payment of Tender Annual Charge, (b) should have submitted a EMD of amount, and (c) should have signed an MOU/Agreement in case of Consortium.	(a) DD/Online payment for Tender Annual Charge (b) The original Bank Guarantee for EMD must be furnished in the format prescribed in <b>Annexure-14</b> (c) In case of Consortium of Members, the MoU/Agreement, on an appropriate Non-Judicial Stamp Paper, purchased by the Lead Partner/Member, between the Lead Partner/Member and his Consortium Member/Partner(s), as per the format given clearly depicting the roles and Responsibilities of each member (at <b>Annexure – 15</b> ).	Yes/No	-
3	<b>Legal Entity:</b> The Tenderer (a) should be registered legal entity in India, under the Indian Companies Act, 1956 / The Partnership Act 1932 / Limited Liability Partnership Act, 2008. (b) should have been in existence for <b>at least five years</b> as on 31 March 2018. (c) should be registered with the relevant Tax Authorities.	a) Certificate of Incorporation b) Registration Certificate c) Goods and Service Tax (GST) and other Taxes, if any, Registration d) Valid PAN, EPF and ESI Registration	Yes/No	-
4	The Tenderer should be in the business of <b>Application Software for Forms Digitalisation : Design, Development and</b>	<b>Annexure-16</b> —Details of Responding Firm & Memorandum & Articles of Association should be attached, and Work orders confirming year and Area of activity	Yes/No	-

	<b>implementation of Decision Support System (DSS) having project sub-components</b> (viz., software design, development, deployment, installation, commissioning, and Operations & Maintenance) in India and should have executed / operationalised relevant projects in last 5 Years, as of 31st March 2018 (FY 17-18, FY 16-17, FY 15-16, FY 14-15, FY 13-14).			
5	The Tenderer shall not be banned/ debarred/blacklisted by any State or Central Government/any other institution/Local Bodies in India, as on the last date of submission of the Bid.	Individual self-certified letter by the designated official of the bidder per <b>Annexure-17</b>	Yes/No	-
6	Net worth of Bidder Company must be <b>Positive</b> in last three years (FY 2017-18, 2016-17 and FY 2015-16) as per the audited Balance Sheet. For the purposes of this RFP, "Net Worth" mean the aggregate value of the paid-up share capital and all reserves created out of the profits and securities premium account, after deducting the aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, as per the audited standalone balance sheet, but does not include reserves created out of revaluation of assets, write back of depreciation and amalgamation.	Chartered Accountant Certificate by each member as per <b>Annexure-18</b>	Yes/No	-
7	The Tenderer must possess valid ISO 9001:2015 or latest as on last date of bid submission.	Copy of Certification to be attached	Yes/No	-
8	The Tenderer should have valid CMMi Level 3 or above, on the date of Bid submission.	Copy of Certification to be attached.	Yes/No	-
9	The Tenderer shall furnish documentary proof of their technical capability to undertake job of application software development and	Copy of Certification/Proof to be attached.	Yes/No	



	digitization etc., in Client-Server, Web-based environment, and Mobile Apps.			
10	<b>Empanelment</b> Bidder having empanelled with any one State/Central Government Agencies/PSUs/Local Bodies, for e-Governance Projects (valid as on date of Bid submission)	Copy of Certification to be attached.	Yes/No	
11	<b>Average Annual Turnover of the Tenderer— from ICT Services (Average Annual turnover from IT Business /ITES /ICT System Integration projects, ICT Systems Development projects and their Implementation Work] in last 3 Financial Years (Turnover in Rs. Crores)- (FY 17-18, FY 16-17 and FY 15-16) as per the last published balance sheets— shall be greater than or equal to INR 2.5Crore (Rupees Two point Five Crore only).</b>	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from Statutory Auditor or Chartered Accountant; OR Copies of Work Orders with <b>Annexure-19</b> OR In case the bidder submits an audited financial result, a copy of the "Limited Review report" of financial results, prepared by the statutory auditor of the firm shall also be submitted.	Yes/No	-
12	The Tenderer shall have experience of executing Turnkey Projects over multiple location in India for Government or its Autonomous / PSU/Subordinate organisation/ Local Bodies etc.) as System Integrator— Total Solution provider— <b><u>Application Software for Forms Digitalisation ; Design, Development and implementation of Decision Support System (DSS) having project sub-components</u></b> (viz., software design, development, deployment, installation, commissioning, and Operations & Maintenance), completed and operational) and should have executed / operationalised relevant projects in last 5 Years (FY 17-18, FY 16-17, FY 15-16, FY 14-15 and FY 13-14)):- (a) One Project of Value >= INR 6.5 Crore Or (b) Two Projects of Value each >= INR 4.0 Crore Or	Completed <b>Annexure 16</b> supported with Work Order and Proof of Go-live/ Successful Implementation	Yes/No	-

	(c) Three Projects of value each >= INR 3.2 Crore.			
13	Power of Attorney/ Letter of Authority executed by the Bidder in favour of the Principal Officer or the duly Authorized Representative, certifying him as an authorized signatory for the purpose of this RFP.	Power of Attorney (Annexure-20)	Yes/No	-
14	Local Presence—The Tenderer should have its own Service Support Centres in Delhi / NCR or to give an undertaking of opening a local service support Centre after Award of the Work/Contract.	Relevant Documents or Undertaking signed by the Authorized Signatory with List of office (s) and support Centres in Delhi /NCR	Yes/No	-
15	The Tenderer must have minimum 25 technically qualified human resources 25 technically qualified human resources in Open Source Technology and at least 200 full time resources on its Permanent Payroll in India as on 31st March 2018 for this project.  Appropriate Certifications are necessary for the top Ten Resources handling different Areas of Projects.	Relevant Documents or Undertaking signed by the Authorized Signatory	Yes/No	-

## 0.2. Technical Qualification and Evaluation Criteria

- i. Only those Tenderers who qualify Pre-Qualification Stage (Clause 3.1) will be considered for opening of their Technical Bids. Any bid not meeting the above criteria (Clause 3.1) will be summarily rejected.
- ii. **Method of selection of Preferred Bidder:** Technical Qualification and Shortlisting of applicants followed by selection on the basis of Least Cost (L1 Method).
- iii. Technical evaluation of bids will be based on the criteria given in Clause 3.2.iv below. The bid proposal should strictly be in line with the formats provided in Chapter 5. **The applicant must respond to all the technical evaluation criteria, and obtain a minimum of 80 marks (or above) to qualify for financial bid opening.**
- iv. **Criteria for Technical Evaluation**

### Technical Evaluation Parameters

(Bidder has to score 60% or above in each Categories A., B., and C., and final score (Categories A., B., C., and D.) shall be  $\geq$  80 Marks out of 100 to qualify for Financial bid opening. Even if one Resource Person's Profile (provided) does not meet the specified Profile Requirements, the Bidder will not be considered for Financial Bid Opening.)

Sl.No	Criteria	Basis for Valuation	Max Marks	Supporting Documents (Forms to be used)	Ref.No.
<b>A. Bidder's Profile (25)</b>					
1.	<b>Average Annual turnover from IT Business /ITES [ICT System Integration projects, ICT Systems Development projects and their Implementation Work] in last 3 Financial Years (Turnover in Rs. Crores). (Rs. 2.5 Crore Eligibility Criteria)</b>	1. Greater than or equal to Rs. 10 Crores: <b>10 marks</b> 2. Between Rs. 10 Crores and greater than or equal to Rs. 8 Crores: <b>8 marks</b> 3. Between Rs. 8 Crores and greater than or equal to Rs. 6 Crores: <b>6 marks</b> 4. Between Rs. 6 Crores and Rs. 2.5 Crores: <b>4 marks</b> 5. Equal to Rs. 2.5 Crores: <b>2 Marks</b>	<b>10</b>	Annexure-5: Form 5 B  (Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor)	
2.	<b>Net Worth</b>  Net Worth of Bidder Company must be more than Positive in last three years as per the audited Balance Sheet.	The marks would be based on the following: 1. $\geq$ Rs. 1 Crore: <b>5 Marks</b> 2. $\geq$ Rs. 50 Lakhs but $<$ Rs. 1 Crore: <b>4 Marks</b> 3. $\geq$ Rs. 25 Lakhs but $<$ Rs. 50 Lakhs <b>3 Marks</b> 4. $\geq$ Rs. 10 Lakhs but $<$ Rs. 25 Lakhs <b>2 Marks</b> 5. $>$ 0 (Positive) but $<$ Rs. 10 Lakhs <b>1 Mark</b>	<b>5</b>	Annexure-18  (Certificate from the statutory auditor)	
3.	<b>Certification and Credentials</b> (valid on the date of submission of bid) ISO 9001: 2015 or latest; and SEI CMMiL3 Certification or above	ISO 9001:2015 & SEI CMMiL5: <b>5 Marks</b>  ISO 9001:2015 & SEI CMMiL3: <b>3 Marks</b>	<b>5</b>	Annexure-23  (supported by documentary evidence.)	
4.	<b>Empanelment</b> Bidder having empanelled with any one State/Central Government Agencies/PSUs/Local Bodies, for e-Governance Projects (valid as on date of Bid submission)	<b>Empanelled – 5 Marks</b> 1. Software Services / Website Services – 5 Marks 2. Rollout Services – 3 Marks 3. Network Services – 2 Marks 4. Manpower Services – 1 Mark	<b>5</b>	Annexure-24  Attested copy of Empanelment Certificate to be submitted	

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<b>B: Relevant Strengths (25)</b>					
5	Prior experience Government Development Authority/Housing Board /Local Bodies/ Government Departments/Ministries or its Autonomous/ PSU/Subordinate Organisations/Offices etc., <b>in Decision Support System (DSS) having project sub-components</b> (viz., software design, development, deployment, installation, commissioning, and Operations & Maintenance) in India <b>completed in past 5 financial years.</b>	<b>Maximum Five Projects</b> 1. Projects undertaken in India, with project value $\geq$ Rs. 1 Crore <b>(each project will carry 1 Mark)</b> 2. Projects undertaken in India, with project value $\geq$ 50 Lakhs but $\leq$ Rs. 1 Crore <b>(each project will carry 0.75 Mark)</b> 3. Projects undertaken in India, with project value $\geq$ 25 Lakhs but $\leq$ Rs. 50 Lakhs Crore <b>(each project will carry 0.5 Mark)</b>	5	Annexure 16 & Annexure 5: Form 5C  <b>(supported by documentary evidence.)</b>	
6	Prior Experience in integration of 3 <sup>rd</sup> Party e-Governance Services to Citizen / Business interface with Portal or Online System, for Government Development Authority/Housing Board /Local Bodies/ Government Departments/Ministries or its Autonomous/ PSU/Subordinate Organisations/Office etc., in India completed in past 5 financial years.	<b>Maximum Five Projects</b> 1. Projects undertaken in India, with project value $\geq$ Rs. 1 Crore <b>(each project will carry 2 Marks)</b> 2. Projects undertaken in India, with project value $\geq$ 50 Lakhs but $\leq$ Rs. 1 Crore <b>(each project will carry 1 Mark)</b> 3. Projects undertaken in India, with project value $\geq$ 25 Lakhs but $\leq$ Rs. 50 Lakhs Crore <b>(each project will carry 0.5 Mark)</b>	10	Annexure 16 & Annexure 5: Form 5  <b>(supported by documentary evidence.)</b>	
7	Past Experience in implementation of Workflow based Applications using Work Flow Engine (forms Automation) with User Authentication, completed and operational, during the last 5 financial years, for Government or its Autonomous/ PSU/Subordinate	<b>Maximum Five Projects</b> 1. Projects undertaken in India, with project value $\geq$ Rs. 1 Crore <b>(each project will carry 3 Marks)</b> 2. Projects undertaken	10	Annexure 16 & Annexure 5: Form 5C  <b>(supported by documentary evidence.)</b>	

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	organisation/ Local Bodies etc., in India completed in past 5 financial years.	in India, with project value >= 50 Lakhs but < Rs. 1 Crore (each project will carry 2 Marks)  3. Projects undertaken in India, with project value >= 25 Lakhs but < Rs. 50 Lakhs Crore (each project will carry 1 Mark)			
<b>C.- Solution Proposed, Approach and Methodology (40)</b>					
1.	Solution Proposed: Demonstration of understanding of the Department's requirements	Qualitative assessment based on Demonstration of understanding of the Department's requirements through providing: 1. Solution proposed and its components (5) 2. Technologies used (3) 3. Scale of implementation (2) 4. Learning on Issues (1) 5. Challenges (1) 6. Challenges likely to be encountered (1) 7. Mitigation proposed (1) 8. Client references (1)	15	A Note to be attached	
2.	Approach and Methodology to perform the work in this assignment	Qualitative assessment based on • Understanding of the objectives of the assignment: The extent to which the Systems Implementer's approach and work plan respond to the objectives indicated in the Statement/Scope of Work (3) • Completeness and responsiveness: The extent to which the proposal responds exhaustively to all the requirements of all the Terms of Reference (2)	3	A Note to be attached	

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3-	Project work break down structure	Qualitative assessment based on timelines, resource assignment, dependencies and milestones	2	A Note to be attached	
4-	Presentation by the Bidder	<ul style="list-style-type: none"> <li>• Quality of presentation and Clarity of Response (1)</li> <li>• Approach adopted to provide DDA with the Roadmap and Strategy for making early inroads into MOH&amp;UA Smart City Initiatives (3)</li> <li>• Senior Management Commitment demonstrated during the presentation (1)</li> </ul>	5		
5-	Software Size Estimation (Marking Scheme as per given below)	• Estimated Software Size in terms of Function Points (F)	10		
		• Productivity in terms of Hours of Function Point (P)	5		
<b>D. Resource Profile (15)</b>					
6-	Resume of all key technical resources proposed for the assignment	<p>Relevant CVs &gt;= 15: 8 Marks</p> <p>Relevant CVs &gt; 15 but &lt;= 25: 10 Marks</p> <p>Relevant CVs &gt;= 25: 15 Marks</p> <p>Domain Expert — Min. No. 1</p> <p>Business Analyst Lead — Min. 1 No.</p> <p>Development/Application Lead — Min. 9 Nos.</p> <p>IT infra Lead — Min. 1. No.</p> <p>Security Lead — Min. 1. No.</p> <p><b>All resources</b></p> <p>i) — preferably be directly on bidder's payroll;</p> <p>ii) — should be graduates B.E./B.Tech/MCA/M.Sc./M.Com etc.; and</p> <p>iii) — should have Min 5 years' experience in Software development with relevant project</p>	15	A Note to be attached	

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	<p>execution experience.</p> <p>Note: Manpower proposed is only minimum resources required. Bidder to propose additional manpower as per requirement.</p> <p>Resources cannot be changed without written permission.</p>				
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1. For all the above, the Completion Certificate of the projects completed in the last 5 years (as on 31.3.2018) need to be provided which are issued to the responding firm by the respective customers.
2. The value of the projects considered in the above criterion would be based on the Purchase Order or the LOI issued to the responding firm. In absence of the supporting documents, the projects would not be considered for evaluation.

**Software Size Marking Scheme (As per Clause 5 of Scope of Work – Resource Development Plan Column (1)) – Inclusion List (No. 3-10)**

S. No.	Deviation from Average S/w Size	S/w Size Deviation	Marks (Max 20)
1	> 50%	60%	0
2	> 40% and <= 50%	50%	4
3	> 30% and <= 40%	40%	8
4	> 20% and <= 30%	30%	12
5	> 10% and <= 20%	20%	16
6	> 10% and <= 10%	10%	20
8	> -15% and <= -10%	-15%	16
9	> -20% and <= -15%	-20%	12
10	> -30% and <= -20%	-25%	8
11	> -40% and <= -30%	-30%	4
12	<= -40%	-40%	0

**Productivity Marking Scheme as per Bidders (As per Clause 5 of Scope of Work – Resource Development Plan Column (2)) – Inclusion List (No. 3-10)**

S. No.	Deviation from average (in Hrs/FP)	Productivity Deviation	Marks (Max 20)
1	> 50%	60%	0
2	> 40% and <= 50%	50%	4
3	> 30% and <= 40%	40%	8
4	> 20% and <= 30%	30%	16

5	> 10% and <= 20%	20%	18
6	> 10% and <= 10%	10%	20
8	> 20% and <= 10%	-20%	18
9	> 30% and <= 20%	-30%	16
10	> 40% and <= 30%	-40%	8
11	> 50% and <= 40%	-50%	4
12	<= 50%	-60%	0

### 2.1. Pre-Qualification (PQ) Eligibility Criteria

#### Pre-Qualification Bid – Compliance Sheet

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Sr. No	Qualification Criteria	Documents/Information to be provided in the submitted proposal	Compliance	Reference & Page Number
1	<u>Covering Letter for Technical Proposal and undertaking on total responsibility</u>	As per <b>Annexure-12</b> and <b>Annexure- 13</b>	Yes/No	-
2	The responding firm / agency (a) should have made a payment of Tender Annual Charge, (b) should have submitted a EMD of amount, and (c) should have signed an MOU/Agreement in case of Consortium.  (A Consortium of 2 Members is allowed)	(a) DD/Online payment for <u>Tender Annual Charge</u> (b) The original Bank <u>Guarantee for EMD must be furnished in the format prescribed in Annexure-14</u> (c) In case of Consortium of Members, the <u>MoU/Agreement, on an appropriate Non-Judicial Stamp Paper, purchased by the Lead Partner/Member, between the Lead Partner/Member and his Consortium Member/Partner(s), as per the Table, given clearly depicting the roles and Responsibilities of each member (to be attached as Annexure – 15).</u>	Yes/No	-
3	<b>Legal Entity:</b> <u>The Tenderer (Sole bidder/Lead Member of the Consortium)</u> (a) <u>should be registered legal entity in India, under the Indian Companies Act, 1956 / The Partnership Act 1932 / Limited Liability Partnership Act, 2008.</u> (b) <u>should have been in existence for at least five years as on 31 March</u>	a) <u>Certificate of Incorporation</u> b) <u>Registration Certificate</u> c) <u>Goods and Service Tax (GST) and other Taxes, if any, Registration</u> d) <u>Valid PAN, EPF and ES1 Registration</u>	Yes/No	-



	<p><u>2018.</u> <u>(c) should be registered with the relevant Tax Authorities.</u></p> <p><u>Each Member of the Consortium shall be a legal entity w.r.t (a) above.</u></p>			
4	<p><u>The Tenderer (Sole Bidder/Lead Member) should be in the business of ICT System Integration or Application Development DSS (Decision Support System) with Operations &amp; maintenance Projects in India and should have executed / operationalized relevant projects in last 5 Years. as on date of Bid Submission."</u></p>	<p><u>Annexure-16 - Details of Responding Firm &amp; Memorandum &amp; Articles of Association should be attached, and Work orders confirming year and Area of activity</u></p>	<p><u>Yes/No</u></p>	-
5	<p><u>The Tenderer(Sole Bidder/Members of the Consortium) shall not be banned/ debarred/blacklisted by any State or Central Government/any other Government institution/Local Bodies in India, as on the last date of submission of the Bid.</u></p>	<p><u>Individual self-certified letter by the designated official of the bidder per Annexure-17</u></p>	<p><u>Yes/No</u></p>	-
6	<p><u>Net worth of Bidder Company (Sole bidder / Lead member) must be Positive in last three years (Fy. 2017-18, 2016-17 and Fy. 2015-16) as per the audited Balance Sheet.</u> <u>For the purposes of this RFP, "Net Worth" mean the aggregate value of the paid-up share capital and all reserves created out of the profits and securities premium account, after deducting the aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, as per the audited standalone balance sheet, but does not include reserves created out of revaluation of assets, write-back of depreciation and amalgamation.</u></p>	<p><u>Chartered Accountant Certificate by each member as per Annexure-18</u></p>	<p><u>Yes/No</u></p>	-

7	<u>The Tenderer/All Members of the Consortium must possess valid ISO 9001:2015 or latest as on last date of bid submission.</u>	<u>Copy of Certification to be attached</u>	<u>Yes/No</u>	-
8	<u>The Tenderer (Sole Bidder/ Lead Member) shall furnish documentary proof of their technical capability to undertake job of application software development and digitization etc., in Client-Server, Web based environment, and Mobile Apps.</u>	<u>Copy of Certification/Proof to be attached.</u>	<u>Yes/No</u>	
9	<u>Average Annual Turnover of the Tenderer (Sole Bidder / All Members of Consortium (Combined))- from ICT Services (Average Annual turnover from IT Business /ITES /ICT System Integration projects, ICT Systems Development projects and their Implementation Work] in last 3 Financial Years (Turnover in Rs. Crores). (FY 17-18, FY 16-17 and FY 15-16) as per the last published balance sheets - shall be greater than or equal to INR 2.5 Crore(Rupees Two point Five Crore only).</u>	<u>Extracts from the audited Balance sheet and Profit &amp; Loss; OR Certificate from Statutory Auditor or Chartered Accountant; OR Copies of Work Orders with Annexure-19 OR In case the bidder submits an audited financial result, a copy of the "Limited Review report" of financial results, prepared by the statutory auditor of the firm shall also be submitted.</u>	<u>Yes/No</u>	-

10	<p><u>"The Tenderer (Sole Bidder/Lead Member) shall have experience of ICT System Integration or Application Development Projects for DSS (Decision Support System) with Operations &amp; Maintenance and should have executed / operationalized relevant projects in last 5 Years, as on Date of Bid Submission, Government (or its Autonomous/ PSU/Subordinate Organisation/ Local Bodies etc.) or Large Corporations in India :</u></p> <p>=</p> <p><u>(a) One Project of Value &gt;= INR 6.5 Crore</u></p> <p><u>OR</u></p> <p><u>(b) Two Projects of Value each &gt;= INR 4.0 Crore</u></p> <p><u>OR</u></p> <p><u>Three Projects of value each &gt;= INR 3.2 Crore."</u></p>	<p><u>Completed Annexure 16 supported with Work Order and Proof of Go-live/ Successful Implementation</u></p>	<p><u>Yes/No</u></p>	<p>-</p>
11	<p><u>Power of Attorney/ Letter of Authority executed by the Bidder in favour of the Principal Officer or the duly Authorized Representative, certifying him as an authorized signatory for the purpose of this RFP.</u></p>	<p><u>Power of Attorney (Annexure-20)</u></p>	<p><u>Yes/No</u></p>	<p>-</p>
12	<p><u>Local Presence – The Tenderer (Sole Bidder/ Lead Member) should have its own Service Support Centres in Delhi / NCR or to give an undertaking of opening a local service support Centre after Award of the Work/Contract.</u></p>	<p><u>Relevant Documents or Undertaking signed by the Authorized Signatory with List of office (s) and support Centres in Delhi /NCR</u></p>	<p><u>Yes/No</u></p>	<p>-</p>
13	<p><u>"The Tenderer (Sole Bidder/ Lead Member (in case of Consortium)) must have minimum 50 Technically Qualified (in IT related field) Human Resources, and the Tenderer (Sole Bidder/ Consortium) must have at least</u></p>	<p><u>Relevant Documents or Undertaking signed by the Authorized Signatory</u></p>	<p><u>Yes/No</u></p>	<p>-</p>

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<p><u>25 technically qualified Human Resources in Open Source Software tools and Technology, as on Bid Submission Date, available with the firm.", as on the date of Bid Submission.</u></p> <p><u>Appropriate Certifications are necessary for the top Ten Resources handling different Areas of Projects.</u></p> <p><u>Apart from Educational &amp; Experience Certification, Professional Industry Certifications such as DBA Certification, Network Certification, etc. relevant to project works to be undertaken under this tender.</u></p>			
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**2.2. Technical Qualification and Evaluation Criteria**

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- i. Only those Tenderers who qualify Pre-Qualification Stage (Clause 3.1) will be considered for opening of their Technical Bids. Any bid not meeting the above criteria (Clause 3.1) will be summarily rejected.
- ii. Method of selection of Preferred Bidder: Technical Qualification and Shortlisting of applicants followed by selection on the basis of Least Cost (L1 Method).
- iii. Technical evaluation of bids will be based on the criteria given in Clause 3.2.iv below. The bid proposal should strictly be in line with the formats provided in Annexure-5. The applicant must respond to all the technical evaluation criteria, and obtain a minimum of 70 marks (or above) to qualify for financial bid opening.

**iv. Criteria for Technical Evaluation**

**Technical Evaluation Parameters**

(Bidder has to score 60% or above in each Categories A., B., and C., and final score (Categories A., B., C., and D.) shall be >= 70 Marks out of 100 to qualify for Financial bid opening. Even if one Resource Person's Profile (provided) does not meet the specified Profile Requirements, the Bidder will not be considered for Financial Bid Opening.)

<u>Sl.No</u>	<u>Criteria</u>	<u>Basis for Valuation</u>	<u>Max Marks</u>	<u>Supporting Documents (Forms to be used)</u>	<u>Ref.No.</u>
<b><u>A. Bidder's Profile (20)</u></b>					
<u>1.</u>	<u>Average Annual turnover of Tenderer (Sole Bidder/Consortium) from IT Business /ITES /ICT System Integration projects,</u>	<u>1. Greater than or equal to Rs. 10 Crores: 10 marks</u> <u>2. Between Rs.10 Crores and greater than or</u>	<u>10</u>	<u>Annexure -5 : Form 5 B</u> <u>(Extracts from the audited</u>	

	<p><u>ICT Systems Development projects and their Implementation Work] in last 3 Financial Years (Turnover in Rs. Crores).</u></p> <p><u>(Rs. 2.5 Crore – Eligibility Criteria)</u></p>	<p><u>equal to Rs. 8 Crores: 8 marks</u></p> <p><u>3. Between Rs. 8 Crores and greater than or equal to Rs. 6 Crores: 6 marks</u></p> <p><u>4. Between Rs. 6 Crores and Rs. 2.5 Crores: 4 marks</u></p> <p><u>5. Equal to Rs. 2.5 Crores: 2 Marks</u></p>		<p><u>Balance sheet and Profit &amp; Loss; OR Certificate from the statutory auditor)</u></p>	
<b>2.</b>	<p><b><u>Certification and Credentials Sole Bidder / Lead member of the Consortium</u></b> (valid on the date of submission of bid) ISO 9001: 2015 or latest; and SEI-CMMiL3 Certification or above</p>	<p>ISO 9001:2015 &amp; SEI-CMMiL5: <b>5 Marks</b></p> <p>ISO 9001:2015 &amp; SEI-CMMiL3 : <b>3 Marks</b></p>	<b>5</b>	<p>Annexure -23</p> <p>(supported by documentary evidence.)</p>	
<b>3.</b>	<p><b><u>Government Experience</u></b></p> <p><b><u>"Sole bidder / Lead member</u> having undertaken / executing project in any one state/ central government agencies Government (or its Autonomous/ PSU/Subordinate Organisation/ Local Bodies etc.) or Large Corporations in India, for IT Business /ITES [ICT System Integration projects, ICT Systems Development projects and their Implementation works (valid as on date of Bid submission."</b></p>	<p><b><u>Meeting the Criteria - 5 Marks (Maximum)</u></b></p> <p><u>1. Software Services / Website Services – 5 Marks</u></p> <p><u>2. Rollout Services – 3 Marks</u></p> <p><u>3. Network Services – 2 Marks</u></p> <p><u>4. Manpower Services – 1 Mark</u></p>	<b>5</b>	<p>Annexure -24 (Work order to be submitted)</p>	
<b>B. Relevant Strengths (30)</b>					
<b>4.</b>	<p><b><u>"Prior experience of The Bidder (Sole Bidder/Lead Member) on ICT System Integration or Application Development Projects for DSS (Decision Support System) with Operations &amp; Maintenance and should have executed / operationalized relevant projects in last 5 Years, as on Date of Bid Submission, for Government (or its Autonomous/ PSU/Subordinate Organisation/ Local Bodies etc.) or Large Corporations in India.</u></b></p>	<p><b><u>Maximum Marks - 10</u></b></p> <p><b><u>(a) One Project of Value &gt;= INR 6.5 Crore - 10 Marks</u></b></p> <p><b><u>(b) Two Projects of Value each &gt;= INR 4.0 Crore- 8 Marks</u></b></p> <p><b><u>(c) Three Projects of value each &gt;= INR 3.2 Crore- 5 Marks</u></b></p>	<b>10</b>	<p>Annexure 16 &amp; Annexure- 5: Form 5C</p> <p>(supported by documentary evidence.)</p>	
<b>5.</b>	<p><b><u>Prior experience of the Bidder (Sole Bidder/ Consortium) integration of 3rd Party governance Services to Citizen / Business interface with Portal or Online System,</u></b></p>	<p><b><u>"Maximum Five Projects (Maximum Marks 10):</u></b></p> <p><b><u>1. Projects undertaken in India, with project value &gt;= Rs. 2.5 Crore (each project will carry 5</u></b></p>	<b>10</b>	<p>Annexure 16 &amp; Annexure- 5 : Form 5</p> <p>(supported by documentary</p>	

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	<u>with Operations &amp; Maintenance, and should have executed / operationalized relevant projects in last 5 Years, as on Date of Bid Submission, for Government (or its Autonomous/ PSU/Subordinate Organisation/ Local Bodies etc.) or Large Corporations in India.</u>	<u>Marks)</u> <u>2. Projects undertaken in India, with project value &gt;= Rs. 1 Crore but &lt; 2.5 Crore (each project will carry 4 Marks)</u> <u>3. Projects undertaken in India, with project value &gt;= 50 Lakhs but &lt; Rs. 1 Crore (each project will carry 3 Mark)</u> <u>4. Projects undertaken in India, with project value &gt;= 25 Lakhs but &lt; Rs. 50 Lakhs (each project will carry 2 Mark).</u> <u>5. Projects undertaken in India, with project value &gt;= 10 Lakhs but &lt; Rs. 25 Lakhs (each project will carry 1 Mark).</u>		<u>evidence.)</u>	
<u>6.</u>	<u>Past Experience of the Bidder (Sole Bidder/ Consortium) in implementation of Workflow based Applications using Work Flow Engine (Forms Automation) with User Authentication, completed and operational, during the last 5 years, as on Bid Submission date, for Government (or its Autonomous / PSU/Subordinate Organisation/ Local Bodies), Large Corporates etc., in India, as on Bid Submission Date".</u>	<u>"Maximum Five Projects (Maximum marks 10):</u> <u>1. Projects undertaken in India, with project value &gt;= Rs. 2.5 Crore (each project will carry 5 Marks)</u> <u>2. Projects undertaken in India, with project value &gt;= Rs. 1 Crore but &lt; 2.5 Crore (each project will carry 4 Marks)</u> <u>3. Projects undertaken in India, with project value &gt;= 50 Lakhs but &lt; Rs. 1 Crore (each project will carry 3 Mark).</u> <u>4. Projects undertaken in India, with project value &gt;= 25 Lakhs but &lt; Rs. 50 Lakhs (each project will carry 2 Mark).</u> <u>5. Projects undertaken in India, with project value &gt;= 10 Lakhs but &lt; Rs. 25 Lakhs (each project will carry 1 Mark).</u>	<u>10</u>	<u>Annexure 16 &amp; Annexure- 5 : Form 5C</u>  <u>(supported by documentary evidence.)</u>	
<b>C. Solution Proposed, Approach and Methodology (25)</b>					
<u>1.</u>	<u>Solution Proposed : Demonstration of understanding of the Department's requirements</u>	<u>Qualitative assessment based on Demonstration of understanding of the Department's requirements through providing:</u> <u>1. Solution proposed and its components (3)</u> <u>2. Technologies used (1)</u> <u>3. Scale of implementation (1)</u> <u>4. Learning on Issues (1)</u>	<u>10</u>	<u>A Note to be attached</u>	

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		<u>5. Challenges (1)</u> <u>6. Challenges likely to be encountered (1)</u> <u>7. Mitigation proposed (1)</u> <u>8. Client references (1)</u>			
<u>2.</u>	<u>Workflow Engine for forms Digitalisation (to be deployed under this project) developed by the Bidder (COTS/Bespoke Model/Open Technology Standards based/Dot(.)NET technology platform based) (if any).</u>	<u>Demonstration of Workflow Engine with "Use Case" for form Digitalisation with localization features (both in English and Hindi) showing capabilities for an end-to-end solution of the chosen Use-Case (Presentation duration - 30 Minutes of time)</u>	<u>5</u>	<u>A Note (printed Brochure) on features of this product to be attached</u>	
<u>3.</u>	<u>Approach and Methodology to perform the work in this assignment</u>	<u>Qualitative assessment based on</u> <ul style="list-style-type: none"> <li>• <u>Understanding of the objectives of the assignment: The extent to which the Systems Implementer's approach and work plan respond to the objectives indicated in the Statement/Scope of Work (3)</u></li> <li>• <u>Completeness and responsiveness: The extent to which the proposal responds exhaustively to all the requirements of all the Terms of Reference (2)</u></li> </ul>	<u>5</u>	<u>A Note to be attached</u>	
<u>4.</u>	<u>Project work break down structure</u>	<u>Qualitative assessment based on timelines, resource assignment, dependencies and milestones</u>	<u>5</u>	<u>A Note to be attached</u>	
<b>D. Resource Profile (25)</b>					

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5.	<p><b>Resume of all key technical resources proposed for the assignment</b></p> <p>Project Manager – Min.1 No. Solution Architect – Min. 1 No. Business Analyst Lead – Min. 1 No. Application Developers – Min. 5 Nos.</p> <p><b>Project Manager and Application Developers - preferably be directly on bidder's payroll</b></p> <p>Note: Manpower proposed is only minimum resources required. Bidder to propose additional manpower as per requirement.</p> <p>Project Manager and Lead Resources cannot be changed without written permission.</p> <p>Expected Educational and Experience Requirements of Resource personnel at Table-D below.</p>	<p><b>Evaluation Methodology of CV, if meets criteria:</b></p> <p><b>Project Manager (1) CV: 5 Marks</b></p> <p>a. Qualification: 20% b. Adequacy for Assignment: 50% c. Relevant Experience: 30%</p> <p><b>Solution Architect (1) CV: 5 Marks</b></p> <p>a. Qualification: 25% b. Adequacy for Assignment: 50% c. Relevant Experience: 25%</p> <p><b>Business Analyst: CV: 5 Marks</b></p> <p>a. Qualification: 25% b. Adequacy for Assignment: 50% c. Relevant Experience: 25%</p> <p><b>Application Developers(5)</b></p> <p>2 mark will be awarded in respect of each developer Resource <b>who is on the payroll of the bidder and meets the required educational &amp; experience criteria specified in Table D below.</b></p>	<p><b>Project manager (5)</b></p> <p><b>Solution architect (5)</b></p> <p><b>Business Analyst Lead (5)</b></p> <p><b>Application Developers (10)</b></p>	<p><b>Resume of Key Technical Resources proposed for the assignment - CVs (Form-D.1 and Form-D.2 given below).</b></p>
		Total Marks (A+B+C+D)	<b>100</b>	

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1. For all the above, the Completion Certificate of the projects completed in the last 5 years (as on Date of Bid Submission) need to be provided which are issued to the responding firm by the respective customers.
2. The value of the projects considered in the above criterion would be based on the Purchase Order or the LOI issued to the responding firm. In absence of the supporting documents, the projects would not be considered for evaluation.
3. Resource Person – Required Educational and Experience Requirements (Table-D)

**TABLE D**

S.No.	Role	Education	Skills & Experience
1.	Project Manager	B. E/B. Tech./M. Sc/ M. Tech/ M.E./M.S./MCA	Minimum 8 years' Experience in Project Management and PMP Certified.
2.	Solution Architect	B. E/B. Tech./M. Sc/ M. Tech/ M.E./M.S. in Computer Science / IT / ECE, or MCA	Minimum 5 years' Experience in <ul style="list-style-type: none"> <li>• Web based solution design architecture</li> <li>• Cloud development</li> <li>• Product management</li> <li>• DevOps</li> </ul>
4.	Business Analyst	B. E/B. Tech./M. Sc/ M. Tech/ M.E./M.S. in Computer Science / IT / ECE, or MCA	Member with M.B.A or M.S. is preferred. Minimum 3 years' Experience in <ul style="list-style-type: none"> <li>• Requirement analysis with client and process</li> </ul>

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			owners. • Mapping business processes and proposing work solution
5.	Application Developers	B. E/B. Tech./M. Sc/ M. Tech/ M.E. /M.S. in Computer Science / IT / ECE, or MCA	Minimum 3 years' Experience in • Java/C/C++/PHP/ Net etc.,

**4. Form -D.1: - Curriculum Vitae (CV) of Key Personnel**

- a. **Proposed Position** [only one candidate shall be nominated for each position Expert]:
- b. **Name of Firm** [Insert name of firm proposing the staff]:
- c. **Name of Resource Person** [Insert full name]:
- d. **Date of Birth: Nationality:**
- e. **Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
- f. **Total No. of years of experience:**
- g. **Total No. of years with the firm:**
- h. **Areas of expertise and no. of years of experience in this area (as required for the Profile - mandatory):**
- i. **Certifications and Trainings attended:**
- j. **Details of Involvement in Projects** (only if involved in the same):
- k. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
- l. **Membership of Professional Associations:**
- m. **Employment Record** [Starting with present position and last 2 firms, list in reverse order, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

<u>From</u> (Year)	<u>To</u> (Year)	<u>Date of</u> <u>Employment</u>	<u>Purchaser</u>	<u>Position held</u>
-----------------------	---------------------	-------------------------------------	------------------	----------------------

- n. **Detailed Tasks Assigned** [List all tasks to be performed under this assignment]
- o. **Relevant Work Undertaken that Best Illustrates the experience as required for the Role (provide maximum of 6 citations of 10 lines each)**

*(Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 14 and as required for the role as listed in 'List of the key professional positions whose CV and experience would be evaluated')*

Name of assignment or project:  
Year:  
Location:  
Purchaser:  
Main project features:  
Positions held:  
Value of Project (approximate value or range value):  
Activities performed:

**p. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, from the assignment if engaged.

Date:

(Signature of staff member or authorized representative of the staff) Day/Month/Year  
 Full name of Authorized Representative:

**5. Form-D.2: Team Composition and their Availability**

(Any information withheld/ misrepresented, the <Nodal Agency> would establish the veracity and if found true, may lead to rejection of the bid OR cancellation of the contract.)

**Form-D.2.1: Team Composition and Key Tasks**

<u>Name of Resource Person with Qualification and Experience</u>	<u>Area of Expertise</u>	<u>Position assigned</u>	<u>Task assigned</u>	<u>Time committed to the other Assignment</u>

**Form-D.2.2: Information on Team involved in other engagements**

<u>Name of Resource Person with Qualification and Experience</u>	<u>Current Assignment where the Resource CV had been presented in the proposal</u>	<u>End Date of the Assignment (as estimated on the date of submission of this bid)</u>	<u>% Time Commitment</u>
<u>Name of the Resource</u>			

- v. The qualifying technical bids shall be ranked highest to lowest as per total technical score (St) obtained. The qualifying Bids shall be shortlisted as per Clause 3.2(iii) for financial evaluation in the second stage. All the qualifying Tenderers in the Technical Bid evaluation, will be invited for the financial evaluation in the second stage.

**2.3 Financial Bid Evaluation**

- i. The financial proposals of the firms which are not pre-qualified and shortlisted, shall not be opened.
- ii. Applicants shall submit their financial quotes for the project as per the provisions of Clause 2.7 and in the format provided in Chapter 5 – Form 5F. Applicants shall submit their quotes on 5 financial bid parameters:

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<u>Component</u>	<u>Head</u>	<u>Financial bid (INR)</u>
<u>P1</u>	<u>License Fee (Workflow Engine) (L) : for perpetual License of the Workflow Engine proposed to be used in this project</u>	
<u>P2</u>	<u>License Fee (DBMS) (D) : for open source DBMS, if any.</u>	
<u>P3</u>	<u>Development Fee (C): for the Development of Application Software for Forms Digitalisation using Workflow Engine: Design, Development and implementation of 35 Forms specified in Annexure – 1 of the RFP (including the workflow processes and outputs to be generated)</u>	
<u>P4</u>	<u>Security Audit Fee (S): For the Complete Application software for Forms digitalisation.</u>	
<u>P5</u>	<u>Annual O&amp;M Fee (M) : For complete Application Software</u>	
<u>P6</u>	<u>Recurring Annual Support Fee (DBMS) (F): for open source DBMS, if any.</u>	
<u>P7</u>	<u>Additional Work Fee (W) per Function Point: Fee per function point for any additional application/ Form/ workflow sought to be developed by DDA, which is not part of scope of work of this tender. It should be inclusive of Security Audit Fee.</u>	

*\* All quotes shall be inclusive of all taxes*

- iii. The combined value of these bid parameters will be considered for financial bid evaluation. Thus, financial bid (B) of an applicant will be given as:

$$(B= L+D+C+S+3*M+3*F+100*W)$$

**0.3. Financial Bid Evaluation**

- ~~i. The financial proposals of the firms which are not pre-qualified and shortlisted, shall not be opened.~~
- ~~ii. Applicants shall submit their financial quotes for the project as per the provisions of Clause 2.7 and in the format provided in Chapter 5 – Form 5F. Applicants shall submit their quotes on 2 financial bid parameters:~~

<b>Component</b>	<b>Head</b>	<b>Financial bid (INR)</b>
<del>P1</del>	<del>Development Fee (C): on PER FUNCTION POINT BASIS</del>	
<del>P2</del>	<del>Security Audit Fee (S): on PER FUNCTION POINT BASIS</del>	
<del>P3</del>	<del>Annual O&amp;M Fee (M) : on PER FUNCTION POINT PER YEAR BASIS</del>	

*\*All quotes shall be inclusive of all taxes*

- ~~iii. The combined value of these bid parameters will be considered for financial bid evaluation. Thus, financial bid (F) of an applicant will be given as:  
(F=C+S+M)~~

**2.4 Selection of Preferred Bidder**

Selection of the final bidder for carrying out the assignment will be on a Least Cost (L1) Method. Technically qualified and shortlisted bidder with the lowest financial bid will be selected as the Preferred Bidder. **If "tie" exists, then consideration for L1 shall be of 'highest marks gainer of tied bidders' in technically qualified phase.**

**3: Detailed Project (Deliverables) Timelines**


Sr. No.	Work Descriptions	Timelines in weeks											
A	Project Preparation and Business Blueprint Phase: 1. 2. 3. 4. 5. 6. 7.												
2	Workflow Forms Portal Development : 1. 2. 3. 4.												
3	System Integration - Application Design and Development based on COTS Product or Bespoke Model 1. 2. 3.												
4	System Acceptance and Operationalisation 1. 2. 3. 4.												
5	Develoement Phase Exit												
6	O&M Phase												

### 4: Proposed Forms Description

- (a)1. **Sports**
- (a) > Membership Application Form

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Delhi Development Authority

[Download Empty Form](#)

Membership Application Form

Application No.

No file chosen

**Select type of Membership**

Permanent     Temporary     Special Temporary     Senior Citizen

**Category of Membership**

General     Govt. Employee

**Details of Applicant**

Name      Date of Birth  (DD-MM-YYYY)  
 Gender     Male     Female     Others     Marital status     Single     Married  
 Nationality     Indian     Foreign  
 Name of     Mother     Father     Husband     Spouse

**Details of Address Residential:**

House No./Street/Road      State  (---Select---)  
 City      District  (---Select---)  
 Pin Code      Mobile/Phone   
 Fax      EmailID

**Details of Address Official:**

House No./Street/Road      State  (---Select---)  
 City      District  (---Select---)  
 Pin Code      Mobile/Phone   
 Fax      EmailID

Whether applicant is a     National level Player     State level Player  
 (Tick Whichever applicable)

**Details of Occupation**

Tpe of occupation     Service     Business     Profession     Others  
 Name of Occupation

**Details of Education**

Educational Qualification     HSS     Graduate     Post Graduate     Technical Graduate     Others

**Details of Dependants(including spouse) who are to be enrolled**

Name       No file chosen  
 Relationship     

Date Of Birth  (DD-MM-YYYY)

**Documents Enclosed**

Residence/ ID proof      No file chosen  
   

---

If Govt. servant,upload the employer certificate/Photocopy of Identity Card      No file chosen  
   

---

Age Certificate of self,spouse and dependant members      No file chosen

**Details of Payment**

Select Payment Method     Net Banking     Debit Card     Credit Card

Upload payment proof     No file chosen

**Declaration**

I have read the rules and regulations,Bye-laws contained in the brochure of Dwarka Sports Complex and undertake to abide by the same.In case,the details found to be incorrect then my application is liable to be rejected.

Date:-  (07-03-2019)

Upload Signature     No file chosen

**Notes:**

1. Children and spouse between 5-21 years are dependent members.
2. In case of "Permanent Membership", the subscription fee is Rs.150/- per month for the member and Rs.70/- per month for each dependant member from the date of approval of membership.
3. In case of "Sr. Citizen Membership", the subscription fee is Rs.90/- for the member and Rs.70/- for spouse (Rs.40/- if spouse is also a Sr. Citizen) per month.
4. In case of "Temporary Membership", entrance fee is Rs.1500/- for the member and Rs.210/- for each dependant member + 15% Service Tax.
5. In case of "Special Temporary Membership", entrance fee is Rs.4600/- for the member including Service Tax.

(b)2. **Engineering**

(b)2. Application Form For Booking of Community Hall/Open Spaces

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**DELHI DEVELOPMENT AUTHORITY**  
ONLINE BOOKING SYSTEM FOR COMMUNITY HALL / OPEN SPACES & PARKS

07-March-2019 Thursday Home

- FAQ
- Feedback On Community Halls
- Latest Revised Instructions/Rates/Other Details  
[English](#)
- Archive Instructions/Rates/Circulars
- List Of Community Hall
- List Of Open Spaces
- List Of Commonly Used Religious Sites
- List Of Registered Societies
- Registration of Society in DDA
- Availability
- Terms And Conditions [English](#) [Hindi](#)
- Check Rates
- Online Booking
- APPLICANT Login
- Archive Location maps
- ADMIN Login
- Refund process of Online Booking of DDA Sites
- Suggestions/Feedback
- Contact List

**DDA**

**IN EVERYWAY**

- [Delegation of power to allow the site/open space for holding religious functions](#) other than which is available online shall be allowed manually with the approval of SE(HQ)'s of respective zone of DDA
- Online Booking Resumed from 19/09/2018**
  - \* [Order for Manual Booking](#)
  - \* [List of Sites Blocked due to EAuctioning](#)
  - \* [Manual Booking Details](#)
  - \* [Delegation of powers to allow the site/open space for holding religious functions](#) other than which is available online, manually with the approval of Chief Engineer of respective zone of DDA
  - \* [Modification in Policy for Free and Nominal category](#)
- \* [Instructions For Renewal / Registration of societies \( NEW / RENEW\)](#)

Important: Make sure that payment is made within 15 minutes of generating the Challan otherwise Blocking will be automatically cancelled

Disclaimer: In case it is found that the applicant has got the booking done by supplying false or misleading information or documents, the booking will be liable to cancellation without any notice.

**Complaint Registration**  
For any kind of payment related problems, please send email at the following email-id's:-  
1. Corporation Bank, Mahipalpur, New Delhi      cb0624@corpbank.co.in  
2. Citrus Payment Solution Pvt. Ltd.              support@citruspay.com

(c)3. **Land Disposal**

(c)3. Application form for Industrial Plots Allotted by Delhi Development Authority

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**Delhi Development Authority**

**Application For Conversion Of Industrial Plots  
Allotted By Delhi Development Authority**

[Download Empty Form](#)

Application No.

No file chosen

Select Category  COMPANY  FIRM  INDIVIDUAL

**Details of the Company / Firm:**

Name of the Company/Firm Name of the Proprietor Name of the Partner/ Partners/Share Holders <b>*Please Click 'Add Partner Button' after Add Partner</b> Name of the Share Holder/s is to be certified by Chartered Accountant(CA) Name of the Board of Directors(In case of Company) <b>*Please Click 'Add Director Button' after Add Director</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">Name</td><td><input type="text"/></td></tr> <tr><td>Name</td><td><input type="text"/></td></tr> <tr><td colspan="2" style="text-align: center;"><b>Partner/ Partners/Share Name</b></td></tr> <tr><td><input type="text"/></td><td><input type="button" value="Add"/></td></tr> <tr><td colspan="2" style="text-align: right;"><input type="button" value="Add Partners"/></td></tr> <tr><td colspan="2" style="text-align: center;">Choose File No file chosen</td></tr> <tr><td colspan="2" style="text-align: center;">Upload <input type="button" value=""/></td></tr> <tr><td colspan="2" style="text-align: center;"><b>Board of Directors Name</b></td></tr> <tr><td><input type="text"/></td><td><input type="button" value="Add"/></td></tr> <tr><td colspan="2" style="text-align: right;"><input type="button" value="Add Director"/></td></tr> </table>	Name	<input type="text"/>	Name	<input type="text"/>	<b>Partner/ Partners/Share Name</b>		<input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="Add Partners"/>		Choose File No file chosen		Upload <input type="button" value=""/>		<b>Board of Directors Name</b>		<input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="Add Director"/>	
Name	<input type="text"/>																				
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<b>Board of Directors Name</b>																					
<input type="text"/>	<input type="button" value="Add"/>																				
<input type="button" value="Add Director"/>																					

**Details of Allottee:**

Name of the First Allottee Name of <input type="radio"/> Mother or <input type="radio"/> Father or <input type="radio"/> Husband Name of the second/Joint Allottee (If Applicable) Name of <input type="radio"/> Mother or <input type="radio"/> Father or <input type="radio"/> Husband Name of the Attorney	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Name</td><td><input type="text"/></td></tr> <tr><td>Name</td><td><input type="text"/></td></tr> <tr><td>Name</td><td><input type="text"/></td></tr> <tr><td>Name</td><td><input type="text"/></td></tr> <tr><td>Name</td><td><input type="text"/></td></tr> </table>	Name	<input type="text"/>	Name	<input type="text"/>	Name	<input type="text"/>	Name	<input type="text"/>	Name	<input type="text"/>
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**Details of Address of the Attorney:**

House No./Street/ Road City Pin Code Fax Name of the person in whose favour the Conversion is being done(Agreement to sell holder)	State District Mobile/Phone EmailID
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**Details of Address of the Applicant:**

House No. /Street/ Road City Pin Code Fax File No.	State District Mobile/Phon E-mail ID
--	---

**Details of Industrial plot allotted by DDA for which conversion is being sought:**

Unit No.	<input type="text"/>	Block	<input type="text"/>
Size (In sqm)	<input type="text"/>	Area	<input type="text"/>

**No Objection Certificate**

Whether Property is Mortgaged ?	<input type="radio"/> Yes <input type="radio"/> No
If Yes whether no objection from the mortgagee(s) enclose ?	<input type="radio"/> Yes <input type="radio"/> No
Whether there is any dispute pending in the court of law or otherwise regarding the title of the property/flat under reference	<input type="radio"/> Yes <input type="radio"/> No
NOC from Society in case of sublease	<input type="radio"/> Yes <input type="radio"/> No
Submit Payment Proof	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

Date	<input type="text" value="DD-MM-YYYY"/>	Signature of Applicant	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Place	<input type="text"/>		

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(e) Application form for flats allotted by CGH societies and all residential plots excluding stums and JJR plots

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**Delhi Development Authority**  
APPLICATION FOR CONVERSION OF LEASE-HOLD PROPERTY INTO FREE-HOLD  
IN RESPECT OF COMMERCIAL PLOTS

Application No.: [2] Upload Passport size Photograph: [Select File]

**Details of Allottee:**  
Name of the first Firm/Company allottee  
Name of  Mother or  Father or  Husband

**Details of Address:**  
Correspondence:  
House No./Street/Road [Select City] State [Select State] District [Select District]  
City [ ] Mobile/Phone [ ]  
Pin Code [ ] E-mail Id [ ]  
Fax [ ]  
Whether the correspondence address is same as permanent address(Yes/No),then provide the same  
Permanent:  
House No./Street/Road [Select State] [Select District]  
City [ ] State [ ] District [ ]  
Pin Code [ ] Mobile/Phone [ ]  
Fax [ ] E-mail Id [ ]

Name of the Second/Joint Allottee/Co-Lessee/Lessee(if Applicable)  
Name of  Mother or  Father or  Husband

**Details of Address:**  
Correspondence:  
House No./Street/Road [Select City] State [Select State] District [Select District]  
City [ ] Mobile/Phone [ ]  
Pin Code [ ] E-mail Id [ ]  
Fax [ ]  
Whether the correspondence address is same as permanent address(Yes/No),then provide the same  
Permanent:  
House No./Street/Road [Select State] [Select District]  
City [ ] State [ ] District [ ]  
Pin Code [ ] Mobile/Phone [ ]  
Fax [ ] E-mail Id [ ]

Name of the Applicant(if Attorney)  
Name of  Mother or  Father or  Husband

**Details of Address:**  
Correspondence:  
House No./Street/Road [Select City] State [Select State] District [Select District]  
City [ ] Mobile/Phone [ ]  
Pin Code [ ] E-mail Id [ ]  
Fax [ ]  
Whether the correspondence address is same as permanent address(Yes/No),then provide the same  
Permanent:  
House No./Street/Road [Select State] [Select District]  
City [ ] State [ ] District [ ]  
Pin Code [ ] Mobile/Phone [ ]  
Fax [ ] E-mail Id [ ]

If the Applicant is Attorney,detail of the person in whose favour the conversion is being done  
Name of the first Attorney  
Name of  Mother or  Father or  Husband

**Details of Address:**  
Correspondence:  
House No./Street/Road [Select City] State [Select State] District [Select District]  
City [ ] Mobile/Phone [ ]  
Pin Code [ ] E-mail Id [ ]  
Fax [ ]  
Whether the correspondence address is same as permanent address(Yes/No),then provide the same  
Permanent:  
House No./Street/Road [Select State] [Select District]  
City [ ] State [ ] District [ ]  
Pin Code [ ] Mobile/Phone [ ]  
Fax [ ] E-mail Id [ ]

Name of the Second Attorney  
Name of  Mother or  Father or  Husband

**Details of Address:**  
Correspondence:  
House No./Street/Road [Select City] State [Select State] District [Select District]  
City [ ] Mobile/Phone [ ]  
Pin Code [ ] E-mail Id [ ]  
Fax [ ]  
Whether the correspondence address is same as permanent address(Yes/No),then provide the same  
Permanent:  
House No./Street/Road [Select State] [Select District]  
City [ ] State [ ] District [ ]  
Pin Code [ ] Mobile/Phone [ ]  
Fax [ ] E-mail Id [ ]

**IF THE APPLICANT IS ATTORNEY**  
Attested copy of power of Attorney [Choose File] No file chosen  
Document showing possession of the premises with the person in whose favour the conversion is being done [Choose File] No file chosen  
Agreement to sell or any other document to evidence the transaction in whose favour the conversion is being done [Choose File] No file chosen

**File No (if Known)**

**DETAILS OF PROPERTY**  
Name of the Colony [ ] Plot No. [ ]  
Plot Area(Sq.Meter) [ ] Permissible built up area/FAR(in case of commercial plots only) [ ]  
Sector [ ] Block [ ]  
Pocket [ ] Date of Physical Possession(if Available) [DD-MM-YYYY]  
Whether the lease/sub-lease deed is executed and registered?  Yes  No  
Details of Registration of lease deed,if any in respect to plots:-  
Registration No. [ ] Book No. [ ]  
Date [DD-MM-YYYY] Vol. No. [ ]  
Page From [ ] Page To [ ]  
Whether the use of the property is as per lease deed/allotment letter?  Yes  No  
If the area of the portion is not being used for the purpose other than the prescribed use(Sq. Meter) [ ]  
Type of activities being carried out in portion referred at 11(i) above [ ]  
For the building constructed by the lessee/sub-lessee/allottee,copy of completion certificate form [Choose File] No file chosen  
Whether property stands Mortgaged?  Yes  No  
No objection certificate from Mortgagee(s) is enclosed [Choose File] No file chosen  
Whether the lease/allotment was cancelled/property re-entered?  Yes  No  
If Yes,whether restored?  Yes  No  
Whether there is any dispute pending in the court of law or otherwise regarding the title of the property?  Yes  No  
Whether the any application for Substitution/Mutation is pending?  Yes  No  
Whether there is any unauthorised construction in the premises?  Yes  No  
Amount of yearly Ground rent [ ]  
Whether upto date ground rent along with interest for belated payment,if any,has been paid?  Yes  No

**SELF ASSESSMENT OF CONVERSION CHARGE PAYABLE**  
Application is requested to calculate conversion charges etc. on self-assessment basis as per the Appendix before filling in the columns given below:-  
Conversion Charges [Rs] [In words]  
Surcharges wherever prescribed if the applicant is attorney [Rs] [In words]  
Sum Total [Rs] [In words]

**DECLARATION**  
I/We certify that the information given above is true and correct. I/We understand that if any fact has been suppressed or misrepresented,shall render this application invalid,and conversion null and avoid.  
Date: [DD-MM-YYYY] Signature of Lessee/Sub-Lessee/Allottee/Attorney:- [Select File]

Place: [ ] Save Details [Submit] [Clear] [Print]

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Application form for conversion of lease hold property into free hold in respect of flat,floor,shops in multi-stored residential and commercial complexes

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**Delhi Development Authority**  
**APPLICATION FOR CONVERSION OF LEASE HOLD PROPERTY INTO FREE HOLD IN RESPECT OF FLAT/FLOOR/SHOP IN MULTIFLOOR RESIDENTIAL AND COMMERCIAL COMPLEXES**

Application No. :- [ ] Upload Passport size Photograph :- [ Select File ]

**Details of Allottee**  
Name of [ Mother or Father or Husband ] [ ]

**Details of Address**  
Correspondence:  
House No./Street/Road [ Select City ] State [ Select State ]  
City [ Select District ] District [ Select District ]  
Pin Code [ ] Mobile/Phone [ ]  
Fax [ ] E-mail Id [ ]  
Whether the correspondence address is same as permanent address(Yes/No),then provide the same  
Permanent: [ ]  
House No./Street/Road [ Select City ] State [ Select State ]  
City [ Select District ] District [ Select District ]  
Pin Code [ ] Mobile/Phone [ ]  
Fax [ ] E-mail Id [ ]

**Name of the Second/Joint Allottee/Sub-Lessee/Lessee(if Applicable)**  
Name of [ Mother or Father or Husband ] [ ]

**Details of Address**  
Correspondence:  
House No./Street/Road [ Select City ] State [ Select State ]  
City [ Select District ] District [ Select District ]  
Pin Code [ ] Mobile/Phone [ ]  
Fax [ ] E-mail Id [ ]  
Whether the correspondence address is same as permanent address(Yes/No),then provide the same  
Permanent: [ ]  
House No./Street/Road [ Select City ] State [ Select State ]  
City [ Select District ] District [ Select District ]  
Pin Code [ ] Mobile/Phone [ ]  
Fax [ ] E-mail Id [ ]

**Name of the Applicant(if Attorney)**  
Name of [ Mother or Father or Husband ] [ ]

**Details of Address**  
Correspondence:  
House No./Street/Road [ Select City ] State [ Select State ]  
City [ Select District ] District [ Select District ]  
Pin Code [ ] Mobile/Phone [ ]  
Fax [ ] E-mail Id [ ]  
Whether the correspondence address is same as permanent address(Yes/No),then provide the same  
Permanent: [ ]  
House No./Street/Road [ Select City ] State [ Select State ]  
City [ Select District ] District [ Select District ]  
Pin Code [ ] Mobile/Phone [ ]  
Fax [ ] E-mail Id [ ]

**If the Applicant is Attorney,detail of the person in whose favour the conversion is being sought**  
Name of [ Mother or Father or Husband ] [ ]

**Details of Address**  
Correspondence:  
House No./Street/Road [ Select City ] State [ Select State ]  
City [ Select District ] District [ Select District ]  
Pin Code [ ] Mobile/Phone [ ]  
Fax [ ] E-mail Id [ ]  
Whether the correspondence address is same as permanent address(Yes/No),then provide the same  
Permanent: [ ]  
House No./Street/Road [ Select City ] State [ Select State ]  
City [ Select District ] District [ Select District ]  
Pin Code [ ] Mobile/Phone [ ]  
Fax [ ] E-mail Id [ ]

**Name of the Second Attorney**  
Name of [ Mother or Father or Husband ] [ ]

**Details of Address**  
Correspondence:  
House No./Street/Road [ Select City ] State [ Select State ]  
City [ Select District ] District [ Select District ]  
Pin Code [ ] Mobile/Phone [ ]  
Fax [ ] E-mail Id [ ]  
Whether the correspondence address is same as permanent address(Yes/No),then provide the same  
Permanent: [ ]  
House No./Street/Road [ Select City ] State [ Select State ]  
City [ Select District ] District [ Select District ]  
Pin Code [ ] Mobile/Phone [ ]  
Fax [ ] E-mail Id [ ]

**If the Applicant is Attorney**  
Attached copy of power of Attorney [ Choose File ] No file chosen  
Document showing possession of the premises with the person in whose favour the conversion is being sought [ Choose File ] No file chosen  
Agreement to sell or any other document to support the transaction in whose favour the conversion is being sought [ Choose File ] No file chosen

**File No. (if known)** [ ]

**DETAILS OF PROPERTY**  
Name of the Locality [ ] Name of colony [ ]  
Flat/Floor/Shop No. [ ] Plot area of the Flat/Floor/Shop as per the sanctioned document(Sq. meter) [ ]  
Proportionate common area attributed to the Flat/Floor/Shop(Sq. meter) [ ] Total area of the Flat/Floor/Shop including Proportionate common area(Sq. meter) [ ]  
Plot No. [ ] Plot Area(Sq. meter) [ ]  
Covered area on ground and other floors,if any(Sq. meter) [ ]  
Sector [ ] Block [ ]  
Pocket [ ] Date of Physical Possession(if Available) [ DD-MM-YYYY ]  
Whether the lease/sub-lease deed is executed and registered? [ Yes ] [ No ]  
Details of Registration of lease deed,if any in respect to plots:-  
Reg. No. [ ] Vol. No. [ ]  
Date [ DD-MM-YYYY ] Page No. [ ]  
Page From [ ] Page To [ ]  
Whether the use of the property is as per lease deed/allotment letter? [ Yes ] [ No ]  
If the area of the portion is not being used for the purpose other than the prescribed use(Sq. Meter) [ ]  
Type of activities being carried out in portion referred at 11(i) above for the building constructed by the lessee/sub-lessee/allottee,copy of completion certificate/Form "D" [ Choose File ] No file chosen  
Whether property stands Mortgaged? [ Yes ] [ No ]  
No objection certificate from Mortgagee(s) [ Choose File ] No file chosen  
Whether the lease/allotment was cancelled/property re-entered? [ Yes ] [ No ]  
If Yes,whether restored? [ Yes ] [ No ]  
Whether there is any dispute pending in the court of law or otherwise regarding the title of the property? [ Yes ] [ No ]  
Whether there is any application for Substitution/Mutation is pending? [ Yes ] [ No ]  
Amount of yearly ground rent [ ]  
Whether upto date ground rent along with interest for belated payment,if any,has been paid? [ Yes ] [ No ]

**DECLARATION**  
Application is requested to calculate conversion charges etc. on a self-assessment basis as per the Appendix before filling in the columns given below:-  
Conversion Charges [ Rs. ] In words [ ]  
Surcharges wherever prescribed if the applicant is attorney [ Rs. ] In words [ ]  
Sum Total [ Rs. ] In words [ ]

**DECLARATION**  
I/We certify that the information given above is true and correct. I/We understand that if any fact has been suppressed or misrepresented,shall render this application invalid and conversion null and void.  
Date: [ DD-MM-YYYY ]  
Place: [ ] Signature of Lessee/Sub-Lessee/Allottee/Attorney:- [ Select File ]

**SAVE DETAILS** [ Submit ] [ Clear ] [ Print ]

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(g) Application form for conversion of lease hold property into free hold in respect of DDA Built-up shops, commercial flats

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**Delhi Development Authority**  
APPLICATION FOR CONVERSION OF LEASE-HOLD PROPERTY INTO FREE-HOLD  
IN RESPECT OF DDA BUILD-UP SHOPS/COMMERCIAL FLATS

Application No.:- [ 2 ] Upload Passport size Photograph:- [ ]

**Details of Allottees**  
Name of the First  Firm  Company allottee  Co-Lessee  Lessee  
Name of  Mother or  Father or  Husband

**Details of Address**  
House No./Street/Road [ ] State [ --Select State-- ]  
City [ --Select City-- ] District [ --Select District-- ]  
Pin Code [ ] Mobile/Phone [ ]  
Fax [ ] E-mail id [ ]

Name of the Second  Joint Allottee  Co-Lessee  Lessee (If Applicable)  
Name of  Mother or  Father or  Husband

**Details of Address**  
House No./Street/Road [ ] State [ --Select State-- ]  
City [ --Select City-- ] District [ --Select District-- ]  
Pin Code [ ] Mobile/Phone [ ]  
Fax [ ] E-mail id [ ]

Name of the Applicant (If Attorney)  
Name of  Mother or  Father or  Husband

**Details of Address**  
House No./Street/Road [ ] State [ --Select State-- ]  
City [ --Select City-- ] District [ --Select District-- ]  
Pin Code [ ] Mobile/Phone [ ]  
Fax [ ] E-mail id [ ]

If the Applicant is Attorney, detail of the person in whose favour the conversion is being sought  
Name of the first Attorney  
Name of  Mother or  Father or  Husband

**Details of Address**  
House No./Street/Road [ ] State [ --Select State-- ]  
City [ --Select City-- ] District [ --Select District-- ]  
Pin Code [ ] Mobile/Phone [ ]  
Fax [ ] E-mail id [ ]

Name of the Second Attorney  
Name of  Mother or  Father or  Husband

**Details of Address**  
House No./Street/Road [ ] State [ --Select State-- ]  
City [ --Select City-- ] District [ --Select District-- ]  
Pin Code [ ] Mobile/Phone [ ]  
Fax [ ] E-mail id [ ]

**If the Applicant is Attorney**  
Attested copy of power of Attorney  No file chosen  
Document showing possession of the premises with the person in whose favour the conversion is being sought  No file chosen  
Agreement to sell or any other document to support the transaction in whose favour the conversion is being sought  No file chosen

File No. (If Known) [ ]

**Details Of Property**  
Shop No./Unit No. [ ] Name of colony [ ]  
Name of the Locality [ ] Area of the Shop (Sq. meter) (as per allotment cum demand letter) [ ]  
Sector [ ] Block [ ]  
Pocket [ ] Date of Physical Possession (If Available) [ DD-MM-YYYY ]  
Whether the lease deed is executed and registered?  Yes  No

Details of Registration of lease deed, if any in respect to plots:-  
Registration No. [ ] Book No. [ ]  
Date [ DD-MM-YYYY ] Vol. No. [ ]  
Page From [ ] Page To [ ]

Whether the use of the property is as per lease deed/sub-lease deed/allotment letter?  Yes  No  
If the area of the portion is not being used for the purpose other than the prescribed use (Sq. Meter) [ ]

Type of activities being carried out in portion referred at 11(i) above  
For the building constructed by the lessee/sub-lessee/allottee, copy of completion certificate/form "D"  No file chosen

Whether property stands Mortgaged?  Yes  No  
No objection certificate from Mortgagee(s)  No file chosen

Whether the lease/sub-leases/allotment was cancelled/property re-entered?  Yes  No  
If Yes, whether restored?  Yes  No

Whether there is any dispute pending in the court of law regarding the title of the property?  Yes  No

Whether the any application for Substitution/Mutation is pending?  Yes  No  
Whether there is any unauthorised construction in the premises?  Yes  No

Amount of yearly Ground rent of the shop as per allotment/demand letter [ ]  
Whether upto date ground rent along with interest for belated payment, if any, has been paid?  Yes  No

**Self-Assessment of Conversion Chage Payable**  
Application is requested to calculate conversion charges etc. on self-assessment basis as per the Appendix before filling in the columns given below:-

Conversion Charges	Rs [ ]	In words [ ]
Surcharges wherever prescribed if the applicant is attorney	Rs [ ]	In words [ ]
Sum Total	Rs [ ]	In words [ ]

**DECLARATION**  
I/We certify that the information given above is true and correct. I/We understand that if any fact has been suppressed or misrepresented, shall render this application invalid, and conversion null and void.

Date: [ DD-MM-YYYY ]  
Place: [ ] Signature of Lessee/Sub-Lessee/Allottee/Attorney:- [ ]

**Save Details**

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(d)4. **Housing**

(h) Application form for conversion into freehold of flats allotted by DDA (Form: C-1 (Allottee Cases))

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

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**Delhi Development Authority**  
form:C-1(ALLOTTEE CASES)

**APPLICATION FORM FOR CONVERSION INTO FREEHOLD OF  
FLATS ALLOTTED BY DELHI DEVELOPMENT AUTHORITY**

Application No.:-[0]      Upload Passport size Photograph:- [Select File]

**Details of ATTORNEY**      FORM: [C-1(ALLOTTEE CASES)]

File No. [ ]

Name of first:  Allottee  Lessee  Mutatee

Name of  Mother  Father  Husband

Name of the second/joint  Allottee  Lessee  Mutatee (if Applicable)

Name of the second/joint  Mother  Father  Husband  
(Applicant of Applicant)

**Details of Address**

Correspondence:

House No./Street/Road [ ]      State [--Select State--]

City [--Select City--]      District [--Select District--]

Pin Code [ ]      Mobile/Phone [ ]

E-mail ID [ ]

Whether the correspondence address is same as permanent address(Yes/No),then provide the details below [-Select-]

Permanent:

House No./Street/Road [ ]      State [--Select State--]

City [--Select City--]      District [--Select District--]

Pin Code [ ]      Mobile/Phone [ ]

E-mail ID [ ]

**Details of Flats allotted by DDA**

Name of the Colony [ ]      Category [ ]

Flat No. [ ]      Block [ ]

Sector [ ]      Floor [ ]

Pocket [ ]

Whether property is Mortgaged?  YES  NO

If yes,then No objection Certificate to be uploaded  No file chosen

Whether there is any dispute pending in the court of law or otherwise regarding the title of the property/flat under reference  YES  NO

**Documents Enclosed (please Download and fill the following document,then Upload the same)**  
(Manual copy should also be send to the authority in case of the time of conversion)

1 Affidavit  No file chosen

2 Indemnity Bond  No file chosen

3 Undertaking  No file chosen

4 Payment Challan/Details  No file chosen

5 Copy of GPF  No file chosen

6(i) Sepeciman signature & photograph  No file chosen

6(ii) Copy of all original documnet  No file chosen

6(iii) Copy of physical possession

(a) Electricity bill  No file chosen

(b) Voter id  No file chosen

(c) Aadhar card  No file chosen

(d) Passport  No file chosen

(e) Driving licence  No file chosen

6(iv) Any id proof  No file chosen

Date: [DD-MM-YYYY]

Mobile No. [ ]  No file chosen

**Save Details**      [Submit]      [Clear]      [Print]

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➡ Application form for conversion into freehold of flats allotted by DDA (Form: C-2 (Attorney Cases))

Formatted: Indent: Left: 0.44", Bulleted + Level: 1 + Aligned at: 1.25" + Indent at: 1.5"

## Delhi Development Authority

form:C-1(ALLOTTEE CASES)

### APPLICATION FORM FOR CONVERSION INTO FREEHOLD OF FLATS ALLOTTED BY DELHI DEVELOPMENT AUTHORITY

Application No.:  Upload Passport size Photograph:

---

**Details of ATTORNEY**

File No.  FORM:

Name of first:  
 Allottee  Lessee  Mutatee  
 Name of  Mother  Father  Husband  
 Name of the second/joint  
 Allottee  Lessee  Mutatee (if Applicable)  
 Name of the second/joint  
 Mother  Father  Husband  
 (Applicant of Applicant)

---

**Details of Address**

Correspondence:

House No./Street/Road  State   
 City  District   
 Pin Code  Mobile/Phone   
 E-mail ID

Whether the correspondence address is same as permanent address (Yes/No), then provide the details below

Permanent:

House No./Street/Road  State   
 City  District   
 Pin Code  Mobile/Phone   
 E-mail Id

---

**Details of Flats allotted by DDA**

Name of the Colony	<input type="text"/>	Category	<input type="text"/>
Flat No.	<input type="text"/>	Block	<input type="text"/>
Sector	<input type="text"/>	Floor	<input type="text"/>
Pocket	<input type="text"/>		

Whether property is Mortgaged?  YES  NO  
 If yes, then No objection Certificate to be uploaded  No file chosen

Whether there is any dispute pending in the court of law or otherwise regarding the title of the property/flat under reference  YES  NO

---

Documents Enclosed (please Download and fill the following document, then Upload the same)  
 (Manual copy should also be send to the authority in case of the time of conversion)

1 Affidavit	<input type="button" value="Choose File"/> No file chosen
2 Indemnity Bond	<input type="button" value="Choose File"/> No file chosen
3 Undertaking	<input type="button" value="Choose File"/> No file chosen
4 Payment Challan/Details	<input type="button" value="Choose File"/> No file chosen
5 Copy of GPF	<input type="button" value="Choose File"/> No file chosen
6(i) Speciman signature & photograph	<input type="button" value="Choose File"/> No file chosen
6(ii) Copy of all original document	<input type="button" value="Choose File"/> No file chosen
(a) Allotment letter	<input type="button" value="Choose File"/> No file chosen
(b) Demand letter	<input type="button" value="Choose File"/> No file chosen
(c) Possession letter	<input type="button" value="Choose File"/> No file chosen
(d) Noc for electric & water connection	<input type="button" value="Choose File"/> No file chosen
(e) Site possession slip	<input type="button" value="Choose File"/> No file chosen
(f) Copy of bank challan	<input type="button" value="Choose File"/> No file chosen
6(iii) Copy of physical possession	<input type="button" value="Choose File"/> No file chosen
(a) Electricity bill	<input type="button" value="Choose File"/> No file chosen
(b) Voter id	<input type="button" value="Choose File"/> No file chosen
(c) Aadhar card	<input type="button" value="Choose File"/> No file chosen
(d) Passport	<input type="button" value="Choose File"/> No file chosen
(e) Driving licence	<input type="button" value="Choose File"/> No file chosen
6(iv) Any id proof	<input type="button" value="Choose File"/> No file chosen

Date:

Mobile No.   No file chosen

---

**Save Details**

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➡ Application form for Aawasiya Yojana

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# Delhi Development Authority

Swarna Jayanti Aarogya Yojna  
Application for Medical Identity



## Delhi Development Authority Application Form For DDA Aawasiya Yojana

Download Empty Form  
Form No. 2

Choose File No file chosen  
Upload your photo

**Details of Applicant:**

Name Of the Applicant

Name Of  Mother or  Father or  Spouse

Gender  Male  Female  Transgender

Date of Birth

Category

Nationality

Aadhaar No

PAN No

---

**Details of Address**

House No./Street/Road  State

City  District

Pin Code  Mobile/Phone

Email ID

---

**Details of Joint/ Second Applicant (if Applicable):**

Name Of Joint/ Second Applicant

Relation (In case of reserved category)(As per Clause 2(XI) or 2(XII) of Eligibility)

Name of the Spouse(if both husband & wife apply separately)

Applicant No. of Spouse(if applied separately)

---

**Preference of Locations(with code):**

1.  2.  3.  4.  5.  6.  7.

---

**Details of Bank:**

Name of the Bank

Name of the Branch

Account No.

IFSC Code

**PAY NOW**

---

**DECLARATION:**

I/We hereby declare that I/we have carefully, read and understood the terms and conditions as the broch for along with the instructions and hereby agree to abide them. I/we fulfil the eligibility given in the broch to apply under the scheme. I/we know if it is found that if I/we am/are not eligible as per conditions down clause 2 of the brochure or have falsely claimed the benefit of reservation or has given false affidavit/ information including quoting wrong PAN number or suppressed any information the application/allotment will therefore be rejected/ cancelled summarily without issuing any show cause notice for the same. In case,of such cancellation/rejection all payments deposited against the application(s)/allotment(s) shall be forfeited.

Date

Place

Signatur of Applicant  Choose File No file chosen Upload

Signatur of Joint Applicant  Choose File No file chosen Upload

---

**For Office Use Only:**

Application Received on

With the above mentioned particulars.

Choose File No file chosen

Upload Applicant's/

---

Authorized Signature of the Bank Official with Seal  Choose File No file chosen Upload

Submit Print

5. RWA  
Resident Welfare Association Maintenance Request Form

Formatted: Numbered + Level: 1 +  
Numbering Style: 1, 2, 3, ... + Start at: 1 +  
Alignment: Left + Aligned at: 0.25" + Indent  
at: 0.5"

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Level: 1 + Aligned at: 1.25" + Indent at: 1.5"



# Delhi Development Authority

[Download Empty Form](#)

## Resident Welfare Association Maintenance Request Form

Registered Mobile No. of the Resident

### Details of Resident:

Name

### Details of Address:

Area

Road  Building

Flat No.  Room No.

Pin Code  Mobile/Phone

Email ID

### Details of Maintenance:

Type of Problem(Tick whichever is applicable)

Electrical  Security  Heating  Plumbing  Internet  Pest Control  External Grounds  Gas(lpg)

Date occurred  Problem Caused by

Description(Optional)

Item to be fixed

If any other problem is to be fixed then mention here

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### 6. Personnel: Retiring Employees

➤ Application form to be filled by the Head of Office for assessing Pension & Gratuity

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

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## Delhi Development Authority

(Annexur-VI) Application form to be filled in by the Head of office for assessing Pension & Gratuity

**(Annexur-VI) Application form to be filled in by the head of office for assessing Pension & Gratuity**

**Details of retiring employee:**

Name

Date of Birth

Father/Husband/Mother

Class of pension applicable

Date of Joining of service

Date of Superannuation of service

Present Posting

Last Posting

Present or last appointment including name of establishment

Head of Account to which pension and gratuity are debit able

Total period of military service for which pension and gratuity was sanctioned(if any)

Amount and nature of any pension/gratuity received from the military service

Amount and nature of any pension/gratuity received for previous civil service

Government under which the service was rendered

Obtain No Demand Certificate from the Staff Quarter Cell as provided in Rule 57

Assess the service and emoluments qualifying for pension as provided in Rule 59

Assess the outstanding dues against the employee, other than the dues relating to the allotment of staff quarter as provided in Rule-72(1)

Details of omissions, imperfections or deficiencies in the service book which have been ignored under Rule-59(1)(b) (ii)

The length of qualifying service(for the purpose of adding toward broken periods, a month is reckoned as thirty days)

Period of non-qualifying service	From	To
Interruption in service condoned under Rule-28	<input type="text" value="Click here for DATE"/>	<input type="text" value="Click here for DATE"/>
Extra-ordinary leave not qualifying service	<input type="text" value="Click here for DATE"/>	<input type="text" value="Click here for DATE"/>
Period of suspension not treated as qualifying	<input type="text" value="Click here for DATE"/>	<input type="text" value="Click here for DATE"/>
Any other service not treated as qualifying	<input type="text" value="Click here for DATE"/>	<input type="text" value="Click here for DATE"/>

Emoluments reckoning for gratuity

Average emoluments(emoluments drawn during last ten months of service):

Post Held	From	To	Pay
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Personal Pay	<input type="text"/>	Average Emolument	<input type="text"/>

Date on which form-5 has been obtained from the employee(to be obtained eight month before the date of retirement of the employee)

Proposed pension

Proposed Graded relief

Proposed retirement Gratuity

Date from which pension is to commence

Proposed amount provisional, if department or judicial proceeding is instituted against the employee before retirement

Details of dues outstanding against the employee recoverable from gratuity:

Licence free for the allotment of the staff quarter(See sub-rule(2),(3),and (4) of Rule-72)

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(#)> Application form for commutation of a fraction of pension without medical examination when applicant desires that the payment of the commuted value of pension should be authorized through pension payment order

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# Delhi Development Authority

Application for commutation of a fraction of pension without medical examination when applicant desires the payment of the commuted value of pension should be authorised through pension payment order.(see rules 5(2) 12,13(3),14(1),15(3))

(To be Submitted in duplicated at least three months before the date of retirement)

### Details of retiring employee:

Name	<input type="text" value="Enter Name"/>	Father/Mother/Spouse/Husband	<input type="text" value="Enter Father"/>
Designation	<input type="text" value="Enter Designation"/>	Date of Birth	<input type="text" value="DOB"/>
Last place of posting	<input type="text" value="Last Posting Place"/>		
Date of retirement on superannuation or on the expiry of extension in service granted under FR56(d)	<input type="text" value="Date Retirement FR"/>		
Fraction of superannuation pension proposed to be commuted	<input type="text" value="Fraction"/>		
Disbursing authority from which pension is to be drawn after retirement	<input type="text" value="Pension Retirement"/>		
Address:			
House	<input type="text" value="Enter HouseNO"/>	State	<input type="text" value="--Select--"/>
City/Village	<input type="text" value="City"/>	District	<input type="text" value="District"/>
Pin Code	<input type="text" value="Enter PINCode"/>	Mobile/Phone	<input type="text" value="Enter MobileNo"/>
Fax	<input type="text" value="Enter Fax"/>	Email ID	<input type="text" value="Enter EmailID"/>
Name of the Bank through which the pension is to be drawn:			
Name	Account Number	IFSC Code	Address
<input type="text" value="BankName"/>	<input type="text" value="AccountNo"/>	<input type="text" value="IFSC Code"/>	<input type="text" value="Address"/>
<p>Note: 1.The application should indicate the fraction of the amount of monthly pension(subject to a maximum 40% there of w.e.f.1.1.96)which he/she desires to commute and the amount in rupees.</p> <p>2.Strike off which is not applicable.</p>			
Place	<input type="text" value="Place"/>	Signature	<input type="text" value="Signature"/>
Date	<input type="text" value="Date"/>		
<input type="button" value="Submit"/>		<input type="button" value="Print"/>	

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(A) Application form for specimen signature, thumb & imager impression and joint photograph of the retiring employee

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# Delhi Development Authority

(Annexure-XII) Application form for Specimen Signature, Thumb & Finger Impression and join Photograph of the retiring employee

Details of retiring employee:

Name	<input type="text" value="Enter name"/>	Designation	<input type="text" value="Enter Designation"/>		
Date of Birth	<input type="text" value="DD/MM/YYYY"/>	Retiring on	<input type="text" value="DD/MM/YYYY"/>		
Signatures1	<input type="text" value="Signatures1"/>	Signatures2	<input type="text" value="Signatures2"/>	Signatures3	<input type="text" value="Signatures3"/>
Thumb	<input type="text" value="Thumb"/>	Forefinger	<input type="text" value="Forefinger"/>	Middle Finger	<input type="text" value="Middle Finger"/>
Ring Finger	<input type="text" value="Ring Finger"/>	Little Finger	<input type="text" value="Little Finger"/>		
Single/Join Photograph	<input type="button" value="Choose File"/> No file chosen				
Single/Join Photograph	<input type="button" value="Choose File"/> No file chosen				
Single/Join Photograph	<input type="button" value="Choose File"/> No file chosen				
Single/Join Photograph	<input type="button" value="Choose File"/> No file chosen				

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(e) Application form to be filled in by the retiring employee

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# Delhi Development Authority

(Annexure-V) Application form to be filled in by the retiring employee(see rules 599(1)(c) and 61(1))

**Details of retiring employee:**

Name  Date of Birth

Date of retirement  Department/Office

Address:

House  State

City/Village  District

Pin Code  Mobile/Phone

Fax  Email ID

Name of the Bank through which the pension is to be drawn:

Name  Account Number  IFSC Code  Address

List of document to be enclosed:  
(attested)

Three specimen signatures  No file chosen

Three Copies of passport size joint Photograph with wife/husband to be attested by Head office  No file chosen

Two Slip showing the particulars of height and prrsnal identification marks  No file chosen

Details of the family in form-3  No file chosen

Indicate whether family pension is admissible from any other source military of state govt.and /or a public sector undertaking/autonomous body/local body under the central or a state gov.  No file chosen

Date  Signature

Place  Designation

1. Two slip each bearing the LTI and finger impression duly attested may be furnished by person who is not literate to sign his name .If an employee on account of physical disability is unable to give left hand thumbs and finger impression, he may give right hand thumb and finger impression .If the employee has lost both the hands,he may give his toe impression .Impression should be duly attested by a Gazetted Office of the DDA

2. Two copies of the passport size photographs of self are to be furnished only it the employee is governed by Rule -54 of the CCS (Pension) rule ,1972 and is unmarriade or a widowel or widow .3. Where it is not possible for an employee to submit a photograph with his wife or her husband ,he or she may submit separate photographs.Join photographs shall be attested by the Head of Office

4. Specity a few conspicuous marks, not less than two, if possible

5. Any subsequent change in address should be notified to the Head of Office

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(p) Application for Drawal of Pension through Central bank of India

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# Delhi Development Authority

Application form for drawal of Pension through Central Bank of India

**Details of Pensioner:**

Name  P.P.O NO

Address:

House No/Street/Road  State

City/Village  District

Pin Code  Mobile/Phone

Fax  Email ID

**Details of the authorised CBI:**

Name  Branch Where payment Desired

**Name of the Bank through which the pension is to be drawn:**

Name  Account Number  IFSC Code  Address

**List of document to be enclosed:**  
(attested)

Application form for specimen signature, Thumb & Finger impression and joint Photograph  No file chosen

Original P.P.O Book  No file chosen

Date  Signature

Place

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➤ Application form for Details of Family

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# Delhi Development Authority

(Annexur-VII) Application Form for Details of Family (see rule 54(12))

Details of retiring employee:

Name  Designation

Date of Birth  Date of Appointment

Details of the members of the family as on::

Name	D.O.B	Relationship with employee	Remarks
<input type="text" value="FName"/>	<input type="text" value="Date Of Birth F"/>	<input type="text" value="Relationship"/>	<input type="text" value="Remarks"/>

I hereby undertake to keep the above particulars upto date by nothing to the Head of office of any addition or alteration::

Signature

Date :

Place:

Note: Family for this purpose means family, as defined in clause (b) of sub rule (14) of rule 54 of the CCS (pension) rules, 1972::

Counter signed by Head of Office::

Name  Designation

Signature

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## 7. Personnel: Scholarship Forms

➤ Application form for grant of scholarship for higher technical/professional education for wards of staff in grade pay of Rs 4800/- (3 forms into 1)

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### Delhi Development Authority

Application for grant Scholarship for higher technical/professional education for staff in grade pay up to 4800/-

Name	<input type="text"/>			Father/Mother/Husband's Name	<input type="text"/>
Designation	<input type="text"/>	Date of Birth	<input type="text" value="DD/MM/YYYY"/>	Date of Appt. in DDA	<input type="text" value="DD/MM/YYYY"/>
UID	<input type="text"/>	Pay Band/Grade Pay(Upload Latest Pay Slip)	<input type="button" value="Choose File"/> No file chosen		
Details of Department/Division					
Department/Division	<input type="text"/>			State	<input type="text" value="--Select--"/>
House No./Street/Road	<input type="text"/>	City	<input type="text"/>	District	<input type="text"/>
Mobile/Phone No.	<input type="text"/>	Pin Code	<input type="text"/>		
Photocopy of Bank Passbook 1st Page	<input type="button" value="Choose File"/> No file chosen		Photocopy of Family Details	<input type="button" value="Choose File"/> No file chosen	
Name of Scholar	<input type="text"/>			Name of the course under taken by students	<input type="text"/>
Duration of the course	<input type="text"/>	From	<input type="text" value="DD/MM/YYYY"/>	To	<input type="text" value="DD/MM/YYYY"/>
Full name of the Institution & name of University					
Whether/Institution is recognized by Central/State Govt. & University Details			<input type="button" value="Choose File"/> No file chosen		
Total Fee Charges (excluding) Mess/Hostel			<input type="button" value="Choose File"/> No file chosen		
					Signature of the DDA Employee
Certificate from the Principal or Head of Institute in which the student is studying.					
Certificate that <input type="text"/> Son/Daughter of sh. <input type="text"/> is a student of this institution and is at present studying in the I/II/III/IV the year of <input type="text"/> (course) the duration of the course is <input type="text"/> years. The academic session is from <input type="text" value="DD/MM/YYYY"/> to <input type="text" value="DD/MM/YYYY"/>					
This institution is recognized by <input type="text"/> and is affiliated to <input type="text"/> and the examination is conducted by the <input type="text"/> . The course is regular/correspondence.					
He/She is not enjoying free ship and is not a recipient of any stipend/assistance from any source for this course. He/She has been granted merit-cum-means scholarship or other has not been granted any scholarship.					
The particulars of the fees to be paid by the students under:-					
Date of starting the course		<input type="text" value="DD/MM/YYYY"/>	Date of joining the institution		<input type="text" value="DD/MM/YYYY"/>
Date from which fees paid		<input type="text" value="DD/MM/YYYY"/>			
Yearly amount of tuition fee <input type="text"/>					
It is also certified that the minimum education qualification for admission to the course, which the student is pursuing at institution <input type="text"/> class.					
Dated: <input type="text" value="DD/MM/YYYY"/>					
Seal of Institution		Signature of the Head of Institute <input type="text"/>			
Dues referred to in rule 73 <input type="text"/>					
Whether nomination made for retirement gratuity/death gratuity(please give No. of file/service ok)			<input type="button" value="Nomination made for retiree"/>		
Whether family pension 1964 applies to the employee, and if so:					
Emoluments reckoning for the family pension <input type="text"/>					
The amount of the family pension payable to the family of the employee, if death takes place after retirement:					
Before attaining the age of 67 Years <input type="text"/>					
After attaining the age of 67 Years <input type="text"/>					
Address:					
House	<input type="text"/>	State	<input type="text" value="--Select--"/>		
City/Village	<input type="text"/>	District	<input type="text"/>		
Pin Code	<input type="text"/>	Mobile/Phone	<input type="text"/>		
Fax	<input type="text"/>	Email ID	<input type="text"/>		
Name of the Bank through which the pension is to be drawn:					
Name	<input type="text"/>	Account Number	<input type="text"/>	IFSC Code	<input type="text"/>
Address		<input type="text"/>			
List of documents to be enclosed:					
Detail of height and personal identification marks			<input type="button" value="Choose File"/> No file chosen		
Details of the family in form-3			<input type="button" value="Choose File"/> No file chosen		
Date	<input type="text" value="DD/MM/YYYY"/>	Signature	<input type="text"/>		
Place	<input type="text"/>	Stamp and seal	<input type="text"/>		
<input type="button" value="Submit"/>		<input type="button" value="Print"/>			

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Application form grant of Distress Sickness etc. for Staff in Grade Pay up to Rs. 4800/-

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# Delhi Development Authority

Application for grant of Distress Sickness etc. for Staff in Grade Pay upto Rs. 4800/-

## DELHI DEVELOPMENT AUTHORITY WELFARE SECTION STAFF BENEFIT FUND


Application for grant of Distress Sickness etc. for Staff in Grade Pay upto rs. 4800/-  
FORM-4

Medical card No.	Enter medical card no		
Name	Enter Name	<input type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Husband	Enter Relator Name
Designation	Enter Designation	Date Of Birth Enter Date of birth	Date of Appointment in DDA Enter Date of App
UID No.	Enter UID	Pay band/Grade Pay(Upload Latest Pay slip)file size 200KB	<input type="button" value="Choose File"/> No file chosen
<b>Details of Department/Division</b>			
Department/Division	Enter Department/Division		
House No./Street/Road	Enter House No./Street/Rd	State	--Select--
City		District	Pincode <input type="text"/> Enter Pin Code
Mobile/Phone	Enter Mobile/Phone	Email-Id	Enter Email id
Photocopy of Bank Passbook 1st page(file size 200KB)	<input type="button" value="Choose File"/> No file chosen	Photocopy of Family Details(file size 200KB)	<input type="button" value="Choose File"/> No file chosen
Leave on till Date	Enter Leave till date	Sick from which date	Enter Sike date
Last Salary Drawn	Enter Last salery down	Without Salary from which date	Enter without salery
<b>If Any Leave</b>			
Leave not due but sanctioned	Enter leave not due	Letter of sanction leave without pay(file size 200KB)	<input type="button" value="Choose File"/> No file chosen
Duration	Enter Duration	Date	Enter Date
Signature of the Employee		Signature of the leave account holding officer	
Name of the Hospital at which employee is/was admitted	Enter Name of the Hospiti	Admission Date	Enter Admissio Date
Name of the Hospital whether empaneled for that disease or not	Enter Name of the Hospiti	Name of the disease	Enter Name of the diseas
Employee is sick from	Enter Employee is sick fro	Date leave is going on from	Enter leave is going
Discharge Date but still ill	EnterDischarge Date but s	Employee got the fitness certificate on	Enter Employee got the fit
<input type="button" value="SUBMIT"/> <input type="button" value="Print"/>			
			Signature of the Doctor
Name of Doctor	Enter Name of Doctor	Designation	Enter Designation
Letter No.	Enter Letter No		
Date	Enter Date		
Personnel Officer, DDA for necessary action			
			Signature of the Assistant Account Officer
Name	Enter Name	Designation	Enter Designation
			Office Stamp

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(t) Application for activities for Women Empowerment including Seminar Camps training gender sensitization camps etc

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## Delhi Development Authority

Application for activities for Woman Empowerment including Seminar Camps training, gender Sensitization camps etc.

**DELHI DEVELOPMENT AUTHORITY**  
**WELFARE SECTION**  
**STAFF BENEFIT FUND**

**Application for activities for Woman Empowerment including Seminar Camps training, gender Sensitization camps etc.**  
**FORM-5**

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Name	<input type="text" value="Enter Name"/>	<input type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Husband	<input type="text" value="Enter Relator Name"/>
Designation	<input type="text" value="Enter Designation"/>	Date Of Birth	<input type="text" value="DD-MM-YYYY"/>
UID No.	<input type="text" value="Enter UID"/>	Pay band/Grade Pay(Upload Latest Pay slip)(file size 200KB)	<input type="text" value="Date of Appointment in DDA DD-MM-YYYY"/>
Details of Department/Division			
Department/Division	<input type="text" value="Enter Department/Division"/>	State	<input type="text" value="--Select--"/>
House No./Street/Road	<input type="text" value="Enter House No./Street/Rd"/>	District	<input type="text" value="--Select--"/>
City	<input type="text" value="--Select--"/>	Pincode	<input type="text" value="Enter Pin Code"/>
Mobile/Phone	<input type="text" value="Enter Mobile/Phone"/>	Email-Id	<input type="text" value="Enter Email-Id"/>
Photocopy of Bank Passbook 1st page(file size 200KB)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload your photo"/>	Photocopy of Family Details(file size 200KB)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload your photo"/>

Tick Option(s) from the following (Family visit with 2 children only)

Red cross First Aid Training programme  
 Women Safety Training Programme viz Marshal Arts etc.  
 Self Dependent Training  
 Computer  
 Cutting & Tailoring  
 Beautician

The employee Photo is to be attested by the concern in-charge

Note: Final decision will be taken by the Governing Body based on number of option(s) received from the Applicants

**DECLARATION**

I have not attended any camp in the past. I will follow all rules/regulations as prescribed during the stay at camp & any violation/defiance would result in action as deemed for consideration by the administration.

Signature /Stamp of In-Charge(file size 200KB)	Signature of the Employee(file size 200KB)
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload your photo"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload your photo"/>

**Medical Certificate**

It is certified that Smt.  W/o D/o

Designation  possesses good health for travel.

Signature/Stamp of Medical Officer(file size 200KB)  No file chosen

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(+) ➤ Application for development of Occupational Skills of disabled DDA employees including Seminars, camps etc and giving aides to their wards, special software etc. and organization workshops

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# Delhi Development Authority

Application for development of occupational skills of disabled DDA employees including seminars,camps,etc, and giving aides to their wards, special software etc.and organizing workshops.

Name	<input type="text" value="Enter Name"/>	<input type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Husband	<input type="text" value="Enter Relator Name"/>
Designation	<input type="text" value="Enter Designation"/>	Date Of Birth dd/mm/yyyy	Date of Appointment in DDA dd/mm/yyyy
UID No.	<input type="text" value="Enter UID"/>	Pay band/Grade Pay(Upload Latest Pay slip) ( file size 200KB)	<input type="button" value="Choose File"/> No file chosen
<b>Details of Department/Division</b>			
Department/Division	<input type="text" value="Enter Department/Division"/>		
House No./Street/Road	<input type="text" value="Enter House No./Street/Ro"/>	State	--Select--
City	<input type="text" value="v"/>	District <input type="text" value="v"/>	Pincode <input type="text" value="Enter Pin Code"/>
Mobile/Phone	<input type="text" value="Enter Mobile/Phone"/>	Email-Id	<input type="text" value="EnterEmail"/>
Photocopy of Bank Passbook 1st page(file size 200KB)	<input type="button" value="Choose File"/> No file chosen	Photocopy of Family Details (file size 200KB)	<input type="button" value="Choose File"/> No file chosen
Physically/Mentally challenged(Details/Certificate)file size 200KB	<input type="button" value="Choose File"/> No file chosen		
<input type="radio"/> Requirement of wheel chairs <input type="radio"/> Requirement of crutches <input type="radio"/> Requirement of sewing machines <input type="radio"/> Computer training specially designed for special catagory			
Note: Final decision will be taken by the Governing body based on number of option(s) recived from the Applicants.			
	<input type="button" value="Submit"/>	<input type="button" value="Print"/>	Signature of the Employee <input type="text"/>

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Application form grant of Recreational Facilities viz holiday Camps study tour of employee/wards

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# Delhi Development Authority

Application for grant of Recreational facilities viz holiday camp study tour of employee/wards.

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## DELHI DEVELOPMENT AUTHORITY WELFARE SECTION STAFF BENEFIT FUND

Application for grant of Recreational facilities viz holiday camp study tour of employee/wards.  
FORM-7

		<a href="#">Choose File</a> No file chosen	<a href="#">Upload photo</a>
Name	<input type="text" value="Enter Name"/>	<input type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Husband	<input type="text" value="Enter Relator Name"/>
Designation	<input type="text" value="Enter Designation"/>	Date Of Birth DD-MM-YYYY	Date of Appointment in DDA DD-MM-YYYY
UID No.	<input type="text" value="Enter UID"/>	Pay band/Grade Pay(Upload Latest Pay slip)	<a href="#">Choose File</a> No file chosen <a href="#">Upload slip</a>
Details of Department/Division			
Department/Division	<input type="text" value="Enter Department/Division"/>		
House No./Street/Road	<input type="text" value="Enter House No./Street/Rd"/>	State	--Select--
City	<input type="text" value="City"/>	District	<input type="text" value="District"/>
Mobile/Phone	<input type="text" value="Enter Mobile/Phone"/>	Email-Id	<input type="text" value="Enter EmailID"/>
Photocopy of Bank Passbook 1st page	<a href="#">Choose File</a> No file chosen <a href="#">Upload</a>	Photocopy of Family Details	<a href="#">Choose File</a> No file chosen <a href="#">Upload</a>
Tick Option from the following (Family visit with 2 children only)			
<input type="radio"/> Visit of a Newspaper Printing Press <input type="radio"/> Aravalli Bio-Diversity park <input type="radio"/> Yamuna Bio-Deversity park <input type="radio"/> Okhla Bird Sanctuary <input type="radio"/> Garden of five senses <input type="radio"/> Kalindi Kunj <input type="radio"/> Purana Kila Boating Park <input type="radio"/> Chilla Park (Sanjay Jheel) <input type="radio"/> Visit of FM Radio Station Office			
The employee Photo is to be attested by the concern in-charge			
Note: Final decision will be taken by the Governing Body based on number of option(s) received from the Applicants			
DECLARATION			
I hereby declare that all the facts stated above by me are true and I/My son/my daughter have not attended any camp in the pasi. I will follow all rules/regulations as prescribed during my stay at the camp & any violation/defiance would result in action as deemed for consideration by the administration.			
<input type="text" value="Signature /Stamp of In-Charge"/>		<input type="text" value="Signature of the Employee"/>	
Medical Certificate			
It is certified that Smt. <input type="text" value="Certified"/>		W/o D/o <input type="text" value="W/O D/O"/>	
<input type="text" value="Designation"/>		possesses good health for travel.	
			<input type="text" value="Signature/Stamp of Medical Officer"/>
<a href="#">Submit</a>			


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### (A)8. Staff Quarter

(w) FORM-A Application for the Allotment of Staff Quarter (Type I to IV)

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## Delhi Development Authority

**Application for the Allotment of Staff Quarter (Type I to IV)**

**FORM-A**

**Note: Fields marked with (\*) are mandatory**

Grade Pay Limit\*  Rs. 1300 to Rs. 1800/-  Rs. 1900 to Rs. 2800/-  Rs. 4200 to Rs. 4800/-  Rs. 5400 to Rs. 6600/-

Name Of Applicant\*

Father  Mother  Husband's

Designation\*  --Select Designation--  Date of Birth\*  DD-MM-YYYY

Grade Pay as on 1st April of the current Financial Year\*

Office Address where posted

House No./Street/Road\*  State\*  --Select State--

City\*  --Select City--  District\*

Mobile/Phone\*  Email ID\*

Pool under which you are applying\*  General Pool  SC Pool  ST Pool  Ladies Pool

Date of work-charge apptt.(if applicable)\*  DD-MM-YYYY Date of appointment on regular Establishment\*  DD-MM-YYYY

Date of Retirement\*  DD-MM-YYYY Pin Code\*

Present Correspondence Address

House No./Street/Road\*  State\*  --Select State--

City\*  --Select City--  District\*

Pin Code\*  Email ID\*

Whether having accommodation facility from DDA or any other Govt. Organisation\*  Yes  No

If yes, give full details  Choose File  No file chosen Did you applied during the last year\*  Yes  No

If any Grounds/ Reason of Request for Change of Floor/ Locality\*

Are you debarred from allotment of govt. residence\*  Yes  No If yes, upto which date?  DD-MM-YYYY

Whether you are a regular employee of DDA?  Yes  No Whether you are on deputation in DDA?  Yes  No

Details of house which the spouse/his wife/her husband and children own within the jurisdiction of local municipality or any adjoining municipal area

House No\*  Place\*\*

Name of Owner\*  Monthly Rent(?)

Aadhaar Card No.\*

Whether your wife/husband/member of family residing with you are in the services of Central Government/State Government/Government controlled unit?  Yes  No

Give details if Yes.

Choice (Only 2 choice shall be considered) (1)\*  --Select Choice--  (2)\*  --Select Choice--

Will you accept the allotment if not made at the place of your choice?  Yes  No

**Declaration**

Certified that I have read, the rules governing the allotment of house in delhi to the officers of DDA and declare that the particulars furnished by me are correct and nothing has been concealed and allotment given to me/allotment already given to me is under the rule governing the allotment of houses to the officers of DDA.

I undertake that without written prior approval of the Vice-Chairman, I will not rent out the house fully or any part of it. When I will have no need of the house or whenever I will not be entitled for allotment of it I will vacate the house and responsible hand over its vacant possession to DDA. I will pay licence fee, electricity, water bill and any other fee before giving the possession. I further declare that.

I or my wife,husband or my minor children do not own a house within the jurisdiction of local municipality or adjoining municipality.

I or my wife,husband or my minor children do not own a house within the jurisdiction of local municipality or adjoining municipality and I,my wife/husband or minor children have (?)  as monthly income from this house.

Dated  DD-MM-YYYY Signature of Applicant\*

Certified that Sh./Smt./Km.  is working in DDA since  According to the office record, his/her date of appointment on regular Estt. is  current F.Y.(?)  and currently the basic pay is(?)

Signature of Pay & Disbursing Officer

Name

Designation

UPLOAD SEAL  Choose File  No file chosen

Dated  DD-MM-YYYY

**Submit** **Print**

Software designed,developed and hosted by Systems Department of DDA.

(x) FORM-A Application for the Allotment of Staff Quarter (Type V to VIII)

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# Delhi Development Authority

## Application for the Allotment of Staff Quarter (Type V to VIII)

FORM-A

Note: Fields marked with (\*) are mandatory

Applying for Type (Level in Pay Matrix)  V  VI  VII

Grade Pay Limit\*  Rs. 7600 to Rs. 8900/-  Rs. 10000/- and Above

Name Of Applicant\*

Father  Mother  Husband's

Designation\*  --Select Designation--

Date of Birth\*  DD-MM-YYYY

Grade Pay as on current Financial Year(?)\*

---

Office Address where posted

House No./Street/Road

City  --Select City--

Pin Code

State\*  --Select State--

District

Email ID\*

Pool under which you are applying\*  General Pool  SC Pool  ST Pool  Ladies Pool

Date of work-charge apptt.(if applicable)  DD-MM-YYYY

Date of Retirement  DD-MM-YYYY

Date of appointment on regular Establishment\*  DD-MM-YYYY

Date when you reached at the State of (₹) 7600/- as Grade Pay  DD-MM-YYYY

---

Present Correspondence Address

House No./Street/Road

City  --Select City--

Pin Code

State\*  --Select State--

District

Email ID\*

Whether having accommodation facility from DDA or any other Govt. Organisation\*  Yes  No

If yes, give full details  Choose File No file chosen

Did you applied during the last year\*  Yes  No

If any Grounds/ Reason of Request for Change of Floor/ Locality

Are you debarred from allotment of govt. residence  Yes  No

If yes, upto which date?\*  DD-MM-YYYY

Whether you are a regular employee of DDA?  Yes  No

Whether you are on deputation in DDA?\*  Yes  No

---

Details of house which the spouse/his wife/her husband and children own within the jurisdiction of local municipality or any adjoining municipal area

House No

Name of Owner

Aadhaar Card No.

Place\*

Monthly Rent(₹)\*

If your wife/husband/member of family residing with you are in the services of Central Government/State Government/Government controlled unit?  Yes  No

Give details if Yes.

Choice (Only 2 choice shall be considered) (1)  --Select Choice-- (2)\*  --Select Choice--

Will you accept the allotment if not made at the place of your choice?  Yes  No

---

**Declaration**

Certified that I have read, the rules governing the allotment of house in delhi to the officers of DDA and declare that the particulars furnished by me are correct and nothing has been concealed and allotment given to me/allotment already given to me is under the rule governing the allotment of houses to the officers of DDA.

I undertake that without written prior approval of the Vice-Chairman, I will not rent out the house fully or any part of it. When I will have no need of the house or whenever I will not be entitled for allotment of it I will vacate the house and responsible the hand over its vacant possession to DDA. I will pay licence fee, electricity, water bill and any other fee before giving the possession. I further declare that.

I or my wife,husband or my minor children do not own a house within the jurisdiction of local municipality or adjoining municipality.

I or my wife,husband or my minor children do not own a house within the jurisdiction of local municipality or adjoining municipality and I,my wife/husband or minor children have (₹)  as monthly income from this house.

Dated  DD-MM-YYYY

Signature of Applicant\*

---

Certified that Sh./Smt./Km.  is working as  in DDA since

According to the office record, his/her date of appointment on regular Estt. is  He/She Grade Pay as on 1st April, 2014 Grade Pay (₹)

since and currently the basic pay is (₹)

Signature of Pay & Disbursing Officer

Name

Designation

UPLOAD SEAL  Choose File No file chosen

Dated  DD-MM-YYYY

Software designed, developed and hosted by Systems Department of DDA.

(A) FORM-C Application for the Change of Staff Quarter (Type I to IV)

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# Delhi Development Authority

## Application for the Change of Staff Quarter (Type I to IV)

FORM-C

Note: Fields marked with (\*) are mandatory

Applying for Type\*  I  II  III  IV

Grade Pay Limit\*  Rs. 1300 to Rs. 1800/-  Rs. 1900 to Rs. 2800/-  Rs. 4200 to Rs. 4800/-  Rs. 5400 to Rs. 6600/-

Name Of Applicant\*

Name Of \*

Father  Mother  Husband's

Designation\*

Date of Birth\*

Grade Pay as on 1st April 2014 (₹)\*

---

Office Address where posted

House No./Street/Road

State\*

City

District

Mobile/Phone

Email ID\*

Pool under which you are applying\*  General Pool  SC Pool  ST Pool  Ladies Pool

Date of work-charge apptt.(if applicable)

Date of appointment on regular Establishment\*

Date of Retirement

Pin Code

---

Present Residential Address for Correspondence

House No./Street/Road

State\*

City

District

Pin Code

Email ID\*

Whether having accommodation facility from DDA or any other Govt. Organisation\*  Yes  No

If yes, give full details including date of allotment/Locality/Type etc  No file chosen

Did you applied during the last year\*  Yes  No

If any Grounds/ Reason of Request for Change of Floor/ Locality

Are you debarred from allotment of Govt. residence  Yes  No

If yes, upto which date?\*

Whether you are a regular employee of DDA?  Yes  No

Whether you are on deputation in DDA?\*  Yes  No

---

Details of house which the officer/his wife/her husband and minor children own within the jurisdiction of local municipality or any adjoining municipal area

House No

Place\*

Name of Owner

Monthly Rent(₹)\*

Aadhaar Card No.

Whether your wife/husband/member of family residing with you are in the services of Central Government/State Government/Government controlled unit?  Yes  No

Give details if Yes.

Choice (Only 3 choice shall be considered) (3)\*

(2)\*

Will you accept the allotment if not made at the place of your choice?  Yes  No

---

**Declaration**

Certified that I have read, the rules governing the allotment of house in delhi to the officers of DDA and declare that the particulars furnished by me are correct and nothing has been concealed and allotment given to me/allotment already given to me is under the rule governing the allotment of houses to the officers of DDA.

I undertake that without written prior approval of the Vice-Chairman, I will not rent out the house fully or any part of it. When I will have no need of the house or whenever I will not be entitled for allotment of it I will vacate the house and responsible the hand over its vacant possession to DDA. I will pay licence fee, electricity, water bill and any other fee before giving the possession. I further declare that.

I or my wife/husband or my minor children do not own a house within the jurisdiction of local municipality or adjoining municipality.

I or my wife/husband or my minor children do not own a house within the jurisdiction of local municipality or adjoining municipality and I, my wife/husband or minor children have (₹)  as monthly income from this house.

Dated

Signature of Applicant\*

---

Certified that Sh./Smt./Km.  is working as  in DDA since

According to the office record, his/her date of appointment on regular Estt. is  He/She is drawing as on 01.04.2014 Grade Pay (₹)

since and currently the basic pay is (₹)

Name

Designation

Signature of Pay & Disbursing Officer

UPLOAD SEAL  No file chosen

Dated

Software designed, developed and hosted by Systems Department of DDA.

(7) FORM-C Application for the Change of Staff Quarter (Type V to VIII)

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# Delhi Development Authority

## Application for the Change of Staff Quater (Type V to VIII)

FORM-C

Note: Fields marked with (\*) are mandatory

Applying for Type\*  V  VI  VII  VIII

Grade Pay Limit\*  Rs. 7600 to Rs. 8900/-  Rs.10000/- and Above

Name Of Applicant\*

Name Of  Father  Mother  Husband's

Designation\*  --Select Designation--

Date of Birth\*  DD-MM-YYYY

Grade Pay as on 1st April 2014(₹)\*

---

Office Address where posted

House No./Street/Road

City  --Select City--

Pin Code

Mobile/Phone

Pool under which you are applying\*  General Pool  SC Pool  ST Pool  Ladies Pool

Date of work-charge apptt.(if applicable)  DD-MM-YYYY

Date of Retirement  DD-MM-YYYY

Date of appointment on regular Establishment\*  DD-MM-YYYY

Date when you reached at the State of (₹) 7600/- as Grade Pay  DD-MM-YYYY

---

Present Residential Address for Correspondence

House No./Street/Road

City  --Select City--

Pin Code

State\*  --Select State--

District

Email ID\*

Whether having accommodation facility from DDA or any other Govt. Organisation\*  Yes  No

(If yes, give full details including date of allotment/locality/type etc.)  Choose File No file chosen

Did you applied during the last year\*  Yes  No

If any Grounds/ Reason of Request for Change of Floor/ Locality

Are you debarred from allotment of govt. residence  Yes  No

If yes, upto which date?\*  DD-MM-YYYY

Whether you are a regular employee of DDA?  Yes  No

Whether you are on deputation in DDA?  Yes  No

---

Details of house which the spouse/his wife/her husband and children own within the jurisdiction of local municipality or any adjoining municipal area

House No

Name of Owner

Aadhaar Card No.

Place\*

Monthly Rent(₹)\*

If your wife/husband/member of family residing with you are in the services of Central Government/State Government/Government controlled unit?  Yes  No

Give details If Yes.

Choice (Only 3 choice shall be considered) (1)  --Select Choice--

(2)\*  --Select Choice--

(3)  --Select Choice--

Will you accept the allotment if not made at the place of your choice?  Yes  No

---

**Declaration**

Certified that I have read, the rules governing the allotment of house in delhi to the officers of DDA and declare that the particulars furnished by me are correct and nothing has been concealed and allotment given to me/allotment already given to me is under the rule governing the allotment of houses to the officers of DDA.

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I or my wife,husband or my minor children do not own a house within the jurisdiction of local municipality or adjoining municipality and I,my wife/husband or minor children have (₹)  as monthly income from this house.

Dated  DD-MM-YYYY

Signature of Applicant\*

---

Certified that Sh./Smt./Km.  is working as  in DDA since

According to the office record, his/her date of appointment on regular Estt. is  He/She is drawing as on 01.04.2014 Grade Pay (₹)

since and currently the basic pay is (₹)

Signature of Pay & Disbursing Officer

Name

Designation

UPLOAD SEAL  Choose File No file chosen

Dated  DD-MM-YYYY

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### ④9. Medical Cell

(aa) Check List (For Information & Documents to be submitted with Indoor Claims)

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# Delhi Development Authority

Check List  
(For Information & Documents to be submitted with Indoor Claims)  
(In general cases other than Death or Lost of Documents)

### Part-A(Informative):-

Name of Employee/Pensioner	<input type="text"/>	Designation	<input type="text"/>
Medical Card No.	<input type="text"/>	Name Of Hospital	<input type="text"/>
a) Empanelled	<input type="radio"/> Yes <input type="radio"/> No	OR	b) Registered
Basic Pay at the time of Admission			<input type="radio"/> Yes <input type="radio"/> No
Basic Pay(Rs)	<input type="text"/>	Grade Pay(Rs)	<input type="text"/>
Name Of Bank	SBI ▼	IFSC Code	<input type="text"/>
Account No.	<input type="text"/>		
Page Numbering of Claim papers		Whether Medical Advance paid	<input type="radio"/> Yes <input type="radio"/> No
From 1 to	<input type="text"/>		
Period Of Treatment		To	
From	DD-MM-YYYY	To	DD-MM-YYYY

### Part-B(to attach documents):-

**B-1:(In case of Empanelled Hospitals)**

Name Of Disease	<input type="text"/>	All Original Cash Receipts	<input type="button" value="Choose File"/> No file chosen
Copy of Discharge Summary	<input type="button" value="Choose File"/> No file chosen	Detailed Bill(Break up of Bill)	<input type="button" value="Choose File"/> No file chosen
Original Bill	<input type="button" value="Choose File"/> No file chosen	Copy of Medical Contribution Paid(For pensioners who have not paid contribution/10 years)	<input type="button" value="Choose File"/> No file chosen
Copy of Medical Card	<input type="button" value="Choose File"/> No file chosen		

**B-2:(Additional In case of Non-Empanelled Hospitals)**

Prescription Slips	<input type="button" value="Choose File"/> No file chosen	Original Bills of Medicines/Tests etc. (Prescribed by hospital during Indoor Treatment Only)	<input type="button" value="Choose File"/> No file chosen
Copy of Registration Certificate Of Hospital	<input type="button" value="Choose File"/> No file chosen	Emergency Certificate(If Required)	<input type="button" value="Choose File"/> No file chosen

### Note:-

- In Cases of Cardiac Artery/Vascular Stenting and Cataract surgery the Pouch of Stens and Sticker of lens respectively to be attached.
  - Certificate issued by Hospital may be produced in case of replacement of knee.
  - In case of empanelled hospitals whether his/her identity was disclosed by the employee/pensioner of DDA at the time of hospitalisation.
- Yes  No
- Signature of Applicant

### Details Of Address

House No./Street/Road	<input type="text"/>	State	ANDAMAN & NICOBAR ISLANDS ▼
City	ANDAMAN & NICOBAR ISLANDS ▼	District	Adilabad ▼
Pin Code	<input type="text"/>	Mobile/Phone	<input type="text"/>
E-mail Id	<input type="text"/>		

### Save Details

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Application for submission of claim for Spl. Chronic Disease/Post Operative

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# Delhi Development Authority

Application for submission of claim for Spl. Chronic Disease/Post Operative

Medical Card No.	<input type="text"/>	Name of Pensioner/Family Pensioner/Official	<input type="text"/>
Name of Spl. Chronic Disease OR Specify the operation(for Post-Operative)	<input type="text"/>	Amount of Claim	<input type="text"/>
Statement of VRS.	<input type="button" value="Choose File"/> No file chosen	Original Cash Memo	<input type="button" value="Choose File"/> No file chosen
Prescription	<input type="button" value="Choose File"/> No file chosen		
Period of Medicine Claimed	Previous Claim:	DD-MM-YYYY	TO DD-MM-YYYY ON DD-MM-YYYY
	This Claim:	DD-MM-YYYY	TO DD-MM-YYYY ON DD-MM-YYYY

### Certificate/Undertaking

1. I undertaking that medicines claimed are exclusively for the treatment of special disease mentioned above only(In case of diabetes occurred with diadetes ancillary).
2. I undertaking that the quality of medicines purchased is in accordance with the prescription.
3. It certified that all medicines purchased before this claim have been consumed by me in accordance to prescription.
4. Doctor's certificate (Essentiality certificate) is appended.
5. I am also undertaking that I will, without any demur,refund the amount to DDA,the amount ,if any found in admissible on detailed scrutiny/audit subsequently.
6. I am liable to face any action,if taken by DDA on A/c of false/in admissible claim including disciplinary action.

### Please,make payment through my following bank account

Stae Bank Of India 
  Central Bank Of India 
  Other Bank

Saving Account No. 
 Other Bank Name 
 IFSC Code

Signature of Applicant

### Details Of Address

House No./Street/Road 
 State

City 
 District

Pin Code 
 Mobile/Phone

E-mail Id

Details/Statement of all Vouchers of OPD Claim for

S.No.	Date	Cash Memo/Receipt No.	Date	Name of Doctor/Hospital/Lab	Amount
1	DD-MM-YYYY	<input type="text"/>	DD-MM-YYYY	<input type="text"/>	<input type="text"/>
					<input type="button" value="Add"/>
Total Amount					Rs <input type="text"/>

Signature of the Claimant

### Save Details

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(cc) ➤ Application for submission of OPD medical claim for reimbursement under the annual ceiling for the Year (Working Staff)

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# Delhi Development Authority

Application for submission of OPD Medical claim for Reimbursement under the annual ceiling for the year

Employee Type	<input type="text" value="Working Staf"/>	Name of Bank	<input type="text" value="SBI"/>
IFSC Code	<input type="text"/>	Account No.	<input type="text"/>
New Biometric Medical Card No.	<input type="text"/>	Name of Employee	<input type="text"/>
Designation	<input type="text"/>	Name of Section in which working	<input type="text"/>
Name of <input type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Husbands	<input type="text"/>	Phone/Mobile No.	<input type="text"/>
Email Id	<input type="text"/>	Pay Scale last drawn	<input type="text"/>
Grade Pay last drawn	<input type="text"/>	Amount of entitlement under the Annual Ceiling	<input type="radio"/> 36000 <input type="radio"/> 27000 <input type="radio"/> 18000 <input type="radio"/> 13500
Name of Spl. Chronic Disease OR Specify the operation (for Post - Operative)	<input type="text"/>	Amount of OPD Claim	<input type="text"/>
Statement of VRS.	<input type="button" value="Choose File"/> No file chosen	Original Cash Memo	<input type="button" value="Choose File"/> No file chosen
Prescription	<input type="button" value="Choose File"/> No file chosen	Copy of BM Card	<input type="button" value="Choose File"/> No file chosen

\*Strike out which is not applicable

**PRE-RECEIPT CUM UNDERTAKING**

Received(Rs)  through credit transfer in SBI/CBI/received Cheque for bank.I also undertake to refund the amount,if excess/inadmissible amount is found in my pension/other dues/future payments.

Date  Signature of the Claimant

**FOR OFFICE USE ONLY**

Pay Order  
Please Pay(Rs)   
To Sh./Smt.  By cheque/transfer of credit.

Signature  
Asstt. Accounts Officer(OPD Medical Counter)

Details/Statement of all Vouchers of OPD Claim for Rs

S.No.	Date	Cash Memo/Receipt No.	Date	Name of Doctor/Hospital/Lab	Amount
1	DD-MM-YYYY	<input type="text"/>	DD-MM-YYYY	<input type="text"/>	<input type="text"/>
					<input type="button" value="Add"/>
<b>Total Amount</b>					<input type="text" value="Rs"/>

Signature of the Claimant

**Save Details**

~~(dd)~~ Application for submission of OPD medical claim for reimbursement under the annual ceiling for the Year (Pensioner/Family Pensioners)

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# Delhi Development Authority

Application for submission of OPD Medical claim for Reimbursement under the annual ceiling for the year

Employee Type	<input type="text" value="Pensioner/Family Pensioners"/>	Name of Bank	<input type="text" value="SBI"/>
IFSC Code	<input type="text"/>	Account No.	<input type="text"/>
New Biometric Medical Card No.	<input type="text"/>	Name of Employee / Pensioner / Family Pensioner	<input type="text"/>
Designation	<input type="text"/>	Phone/Mobile No.	<input type="text"/>
Name of <input type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Husbands	<input type="text"/>	Pay Scale last drawn	<input type="text"/>
Email Id	<input type="text"/>	Amount of entitlement under the Annual Ceiling	<input type="radio"/> 36000 <input type="radio"/> 27000 <input type="radio"/> 18000 <input type="radio"/> 13500
Grade Pay last drawn	<input type="text"/>	Amount of OPD Claim	<input type="text"/>
Name of Spl. Chronic Disease OR Specify the operation (for Post - Operative) Statement of VRS.	<input type="text"/>	Original Cash Memo	<input type="text" value="Choose File"/> No file chosen
Prescription	<input type="text" value="Choose File"/> No file chosen	Copy of BM Card	<input type="text" value="Choose File"/> No file chosen

\*Strike out which is not applicable

**PRE-RECEIPT CUM UNDERTAKING**

Received(Rs)  through credit trasfer in SBI/CBI/received Cheque for bank.I also undertake to refund the amount,if exces/inadmissible amount is found in my pension/other dues/future payments.

Date  Signature of the Claimant

---

**FOR OFFICE USE ONLY**

Pay Order  
Please Pay(Rs)   
To Sh./Smt.  By cheque/transfer of credit.

Signature  
Asstt. Accounts Officer(OPD Medical Counter)

---

Details/Statement of all Vouchers of OPD Claim for

S.No.	Date	Cash Memo/Receipt No.	Date	Name of Doctor/Hospital/Lab	Amount
1	<input type="text" value="DD-MM-YYYY"/>	<input type="text"/>	<input type="text" value="DD-MM-YYYY"/>	<input type="text"/>	<input type="text"/>
					<input type="button" value="Add"/>
<b>Total Amount</b>					<input type="text" value="Rs"/>

Signature of the Claimant

**Save Details**

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(ee) Form-B SwarnaJayantiAarogya Yojna (Application for Medical Identity Card)(Pensioners)

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**Delhi Development Authority**  
Swarna Jayanti Aarogya Yojna  
Application for Medical Identity

Upload Passport size Photograph:-

Name of the Applicant  Name of  Father  Mother  Husband

Designation  Date Of Birth

Date of Retirement  Last Basic Pay Drawn(Excluding Grade Pay)

PPO No.

Residential Address  
House No./Street/Road  State   
City  District   
Pin Code  Mobile/Phone

No. of existing DDA Medical Identity Card  Date of Issue   
No. of existing Biometric Medical Card collected while in server  Date of Surrender

Signature of the Applicant

Name of Bank  Account No.   
Branch Name   
Bank Address   
House No./Street/Road  State   
City  District   
Pin Code

Are you availing any medical facility as dependent on your son/daughter/parents who are government employees?  Yes  No  
Whether spouse is/was working in Central Govt. / State Govt. / Statutory Autonomous Body/Public Sector Enterprise/ Local Body / Private Organization?  Yes  No  
If yes, mention complete name and address of the Spouse Office?  
Name of Spouse  Address Of Spouse Office   
State  House No./Street/Road   
District  City   
Mobile/Phone  Pin Code   
E-mail Id

Whether medical facilities being availed from that office?  Yes  No  
Is he/she is willing to avail medical facilities under DDA Medical Scheme?  Yes  No  
If yes, have you submitted the joint declaration form?  Yes  No  
Whether he/spouse /other departments is /are availing the medical facility from any other department?  Yes  No  
 Children Studying  Children Employed  
(Married,employed children & sons than 25 years of age shall not be treated as dependents)(Son suffering from permanent disability irrespective of age limit are treated as dependents.)  
Are your parents dependent on you?  Yes  No  
Since When?   
Are they living with you or your family?  Yes  No  
Upload Documentary proof  No file chosen  
Are they pensioner?  Yes  No

Are they availing any medical facility as dependent from any other source?  Yes  No  
Details of their income from all sources  No file chosen

Signature of the Applicant

**DECLARATION**  
I solemnly declare that have the following legal dependent(s) whose photographs is / are below.

Name of Spouse <input type="text"/>	Name of Dependent <input type="text"/>
Date of Birth <input type="text" value="DD-MM-YYYY"/>	Relation <input type="text"/>
Upload Passport Size Photo <input type="button" value="Choose File"/> No file chosen	Date of Birth <input type="text" value="DD-MM-YYYY"/>
	Upload Passport Size Photo <input type="button" value="Choose File"/> No file chosen
Name of Dependent <input type="text"/>	Name of Dependent <input type="text"/>
Relation <input type="text"/>	Relation <input type="text"/>
Date of Birth <input type="text" value="DD-MM-YYYY"/>	Date of Birth <input type="text" value="DD-MM-YYYY"/>
Upload Passport Size Photo <input type="button" value="Choose File"/> No file chosen	Upload Passport Size Photo <input type="button" value="Choose File"/> No file chosen
Name of Dependent <input type="text"/>	Name of Dependent <input type="text"/>
Relation <input type="text"/>	Relation <input type="text"/>
Date of Birth <input type="text" value="DD-MM-YYYY"/>	Date of Birth <input type="text" value="DD-MM-YYYY"/>
Upload Passport Size Photo <input type="button" value="Choose File"/> No file chosen	Upload Passport Size Photo <input type="button" value="Choose File"/> No file chosen
Name of Dependent <input type="text"/>	Name of Dependent <input type="text"/>
Relation <input type="text"/>	Relation <input type="text"/>
Date of Birth <input type="text" value="DD-MM-YYYY"/>	Date of Birth <input type="text" value="DD-MM-YYYY"/>
Upload Passport Size Photo <input type="button" value="Choose File"/> No file chosen	Upload Passport Size Photo <input type="button" value="Choose File"/> No file chosen

The total monthly income (from all sources including income from house/other immovable properties/ fixed deposit etc.) of my dependent father and/ or dependent mother is less than Rs. 3500/-  
My children/son/daughters are dependent on me and is/are NOT earning Rs. 3500/- or more per month & that my daughter(s) is/are NOT married. That age of my son/daughters are not more than 25 years.  
In case of my change in the status of my dependents (due to death , marriage, employment), I will inform Senior AO (Medical) at the earliest and will stop availing DDA Medical facilities. I will refund the full cost of any treatment that my dependent may have received after he/she became ineligible. I shall be liable for disciplinary action should I fail to do so.  
I am NOT a member of any other medical scheme funded by Central Govt. PSU or any other Pvt./Govt. organization.  
My spouse & dependent family member(s) is NOT a member of CGHS or any other Govt./Pvt. Medical Scheme.  
I understand that in case I have submitted any incorrect information, or if my DDA medical Identity Card is misused or used by any authorized person, my membership will be cancelled without any notice or further hearing. In addition, I will pay the entire cost of expenditure incurred on such by unauthorized person(s). I will also be liable for legal action by the DDA. I will also immediately report the loss of my DDA Medical Identity Card to the Medical Cell, DDA.

Signature of Applicant

Following contributions has / have been paid by me. Copies of receipt are attached.

S.No.	Cash Memo/Receipt No.	Date	Amount	Remarks
1	<input type="text"/>	<input type="text" value="DD-MM-YYYY"/>	<input type="text"/>	<input type="checkbox"/> Receipt attached <input type="checkbox"/> Receipt do not attached
Total Amount [Rs]				<input type="button" value="Add"/>

Medical Contribution  Issued on.   
Further the enlightenment of the member included in this card has been checked strictly as per DDA medical scheme/cs(MA) Rules Emitted to Category   
 PRIVATE  SEMI PRIVATE  General WARD

Card No.  Issued on.

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FORM-C SwarnaJayantiAarogya Yojna (Application for Medical Identity Card)(Family Pensioners)

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Delhi Development Authority

Swarna Jayanti Aarogya Yojna Application for Medical Identity Card

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Form-C

Family Pensioner

Name of Family Pensioner, Name of DDA Employee, Relation of Family Pensioner with the Employee, Date of Retirement, Designation at the time of Retirement, Designation at the time of Pensioner, Basic Pay at the time of death of DDA Employee, PPO No., Number of existing DDA Medical Identity Card, Number of existing Biometric Medical Card Collected while in service, Name of DDA Employee, Date Death of DDA Employee, Designation at the time of Death of DDA Employee, Basic Pay at time of Retirement, Basic Pay at the time of Pensioner, Date of Birth of Family Pensioner, Date of Issue, Date of Surrender

Residential Address: House No./Street/Road, City, Pin Code, Email ID, State, District, Mobile/Phone, Name of Bank, Branch Name, Account No.

Bank Address: House No./Street/Road, City, Pin Code, State, District, Are you availing any medical facility as dependent on your son/daughter/parents etc. Who are government employees. If Yes state the organization and complete address. Yes No

Address of Organization: Name of Organization, House No./Street/Road, City, Pin Code, Email ID, State, District, Mobile/Phone

Are you availing any medical facility as dependent from any other source/Dept. Are they availing Medical facilities from any other source/Dept. Are they living with you or your family? Since When?

Are they availing any medical facility as dependent from any other source? Are they Pensioner? Details of their income from all source (Including Pension)

DECLARATION: 1. I solemnly declare that I have the following legal dependent(s) whose photographs(s) is/are affixed below. Name of Dependent, Relation, Date of Birth, Name of Dependent, Relation, Date of Birth, Name of Dependent, Relation, Date of Birth, Name of Dependent, Relation, Date of Birth, Name of Dependent, Relation, Date of Birth, Name of Dependent, Relation, Date of Birth, Name of Dependent, Relation, Date of Birth, Name of Dependent, Relation, Date of Birth

2. The total monthly income (from all sources including income from house/other immovable property fixed deposit etc.) of my dependent father-in-law and / or dependent mother-in-law is less than Rs3500/- 3. By child/children is/are dependent on me and is/are NOT earning Rs 3500/- or more per month & that my daughter(s) is/are NOT married. That age of my son/sons is/are not more than 25 years. 4. In case of any change in the status of my dependent (due to death marriage employment), I will inform Senior AO (Medical) at the earliest and will stop availing DDA Medical facilities. I will refund the full cost of any treatment that my dependent may have received after he/she become ineligible. I shall be liable for disciplinary action should I fail to do so. 5. I am NOT a member of any other medical scheme funded by Central Govt. PSU or any other Pvt./Govt. organization. 6. I understand that in case I have submitted any incorrect information or if my DDA medical Identity Card is misused or used by any authorized person my membership will be cancelled without any notice or further hearing. In addition I will pay the entire cost of expenditure incurred on such by unauthorized person(s). I will also be liable for legal action by the DDA. I will also immediately report the loss of my DDA Medical Identity Card to the Medical Cell DDA. [Choose File] No file chosen [Signature of]

FOR OFFICE USE ONLY: Certified that information furnished by the applicant has been verified. Further the entitlement of the member included in this card has been checked strictly as per DDA medical scheme/CS (MA) Rules. Entitled to Category: Private Semi Private General Ward Signature Sr. AO (Medical) / (Pension) Name, Designation, Signature (D.D./A.D Medical) Name, Designation, Sh. / Smt., Vojna on, Enrolled in DDA Swarna Jayanti Aarogya, Dated, Issued Medical Identity Card No., Date, Issued Medical Identity Card No., Signature of D.D.O./AO(Medical)

Submit Print

**Annexure 5**

**5: Formats for Technical and Financial Proposal**

**Form 5 A**

**General Information of the firm**

(To be submitted on Tenderer Company/Firm's letter head)  
[Using the format below, provide information about your firm]

**General Information Form**

1. Name of the company/Firm of the Tenderer:
2. Legal status of the Company/Firm (Public Pvt. Ltd, etc):
3. Date of Incorporation (dd/mm/yyyy format):
4. ROC Reference No.
5. Details of Company Registration:
6. Details of Registration with appropriate authorities of GST etc.
7. Whether company/firm has a valid CMMI-3 (or higher) certification for software development along with ISO -9001-2015 certification:
8. Registered address, telephone, tele-fax in Delhi  
.....  
.....  
.....
9. Contact person, Designation, Contact No., Mobile no. and Address including email ID  
.....  
.....  
.....

We, ..... [Name of the lead firm], confirm that we have minimum 25 Technically qualified human resources in Open Source Technology and at least 200 (two hundred) fulltime resources on our permanent payroll in India as on 1<sup>st</sup> April 2018

Signature of the Consultant/Authorized representative

**Note:** The following supporting documents are required to be submitted with this form:

- Certificate of Incorporation/Registration
- Valid CMMI-3 certification (or higher) for software development along with ISO 9001-2015 certification
- Power of Attorney for Signing of the RFP document (Annexure-20)

**Form 5 B**

**Financials – Annual turnover**

(To be submitted on Auditor's letter head)

S.No.	Financial Year	Annual Turnover in INR (Crores)
1	2015-16	
2	2016-17	
3	2017-18	

**Certificate from the Statutory Auditor**

This is to certify that ..... *[Name of the applicant]* has received the payments shown above against the respective years on account of professional fees received for ICT-related services - IT/ITES Business [ICT System Integration projects, ICT Systems Development projects, Digitisation and their Implementation Work]

Name of Authorized Signatory:

Designation:

Name of the firm:

(Signature of the Statutory Auditor)

Seal of the Firm

**Form 5C**  
**Bidder's Experience**

(To be submitted on firm's letter head)

[Using the format below, provide information on each assignment for which your firm, and each Affiliate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an JV for carrying out consulting services similar to the ones requested under this assignment.]

Assignment Name and Project cost	Approx. value of the contract (in INR in Lacs/Crore):
Country: Location within country:	Duration of assignment (months):
Name of Client	Total No. of staff-months of the assignment:
Address	Approx. value of the services provided by your firm under the contract (in INR in Crore):
Start Date (Month/Year) Completion Date (Month/Year)	No. of professional staff-months provided by associated consultants
Name of Lead Partner	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Name of Associated Consultants, if any:	
Narrative description of the Project: (highlight project capital cost in the narration)	
Description of actual services provided by your staff within the assignment:	

**Note: Project Datasheet will be considered for evaluation only if relevant work order/contract agreement and client certificate is submitted for the same.**

Firm's Name:

Authorized Signature:

Note: For the purpose of evaluation of Bidders INR 60.0 (INR Sixty Only) per USD shall be considered as the applicable currency conversion rate. In case of any other currency the same shall first be converted to USD as on the date 60 (Sixty) days prior to the proposal due date and the amount so derived in USD shall be converted in to INR at the aforesaid rate. The conversion rate of such currency shall be the daily representative exchange rates published by the IMF for the relevant date.



**Form 5D**  
**Project Resources (Personnel) CV Format**  
(Please use separate forms for multiple CVs)

Name of the Resource	<<insert details>>
Proposed Position	<<insert details>>
Date of Birth	<<insert details>>
Qualification Details	<<insert details – year of pass, percentage details, graduated in, college name, place>>
Language known	<<insert details>>
No. of years of Experience (post qualification)	<<insert details>>
Project details	For each project <<insert details – Project name, client name, year, roles & responsibilities of the resource>>

**Form 5E**  
**Description of Approach, Methodology and Work Plan**  
(To be submitted on firm's letter head)

**a) Technical Approach and Methodology:**

In this chapter you should explain your understanding of the objectives of the assignment/job, approach to the assignment/job, understanding of the expected structure, design and outputs of the portal, methodology for carrying out the activities and obtaining the expected output. You should highlight the problems/project specific risks and their importance and explain the technical approach you would adopt to address them

**b) Work Plan:( Refer to Annexure-3)**

The consultant should propose and justify the main activities of the assignment/job, their content and duration, phasing and interrelations, milestones (including online intimation), and issuing of licenses at different stages of pooling. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the scope of work and ability to translate them into a feasible working plan.

The work plan must also detail the plan for capacity building of DDA staff and proposed methodology for technical handover of the system to DDA.

**c) Organization and staffing:**

The bidders should propose and justify the structure and composition of ~~you~~the proposed team structure, separately for the development and O&M phases. You should list the main disciplines of the assignment, key personnel responsible and proposed support technical staff.

\*Applicants may be required to make a presentation of their technical proposal as required by DDA.

**Form 5F**  
**Financial Proposal Format**  
(Bidders's official letterhead)

1. Our professional fee for providing procurement services to DDA under this assignment shall be as follows:

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Component	Head	Financial bid (INR)
P1	<u>License Fee (Workflow Engine) (L) : for perpetual License of the Workflow Engine proposed to be used in this project</u>	
P2	<u>License Fee (DBMS) (D) : for open source DBMS, if any.</u>	
P3	<u>Development Fee (C): for the Development of Application Software for Forms Digitalisation using Workflow Engine: Design, Development and implementation of 35 Forms specified in Annexure – 1 of the RFP(including the workflow processes and outputs to be generated)</u> [Form-wise breakup to be provided in Table 1 below]	
P4	<u>Security Audit Fee (S):For the Complete Application software for Forms digitalisation.</u> [Form-wise breakup to be provided in Table 1 below]	
P5	<u>Annual O&amp;M Fee (M) : For complete Application Software.</u> [Form-wise breakup to be provided in Table 1 below]	
P6	<u>Recurring Annual Support Fee (DBMS) (F): for open source DBMS, if any.</u>	
P7	<u>Additional Work Fee (W) per Function Point: Fee per function point for any additional application/ Form/ workflow sought to be developed by DDA, which is not part of scope of work of this tender. It should be inclusive of Security Audit Fee.</u>	
	<b>Financial Parameter</b> <b>B = L+D+C+S+3*M+3*F+100*W</b>	

The detailed break up of costs of **Development (Table-1)** as given below.

Note:

- a. \*All quotes shall be inclusive of all statutory taxes viz., GST and all taxes and duties applicable. In case of any statutory taxes/duties are levied after the award of work and during the period of contract, then it shall be payable by DDA. However all applicable deductions on account of taxes and duties etc shall be made by DDA.
- b. Bidders are requested to quote in BoQ1. Also man-months rates for technical persons are to be given in BoQ2.
- c. Any additional personnel required for managing the operations (as directed by DDA with due notice of 2 months) shall be provided at the same cost as indicated in this financial quote.

**Project Resources Deployment Plan (Table 1)**

**Work Flow Forms Digitalisation**

Sr. No.	Form #	Man Months (Development Phase)	Security Audit Fee	Annual O&M Fee
1.	Form1			

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<u>4.</u>	<u>Form 4</u>			
<u>5.</u>	<u>Form 5</u>			
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<u>11.</u>	<u>Form 11</u>			
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<u>13.</u>	<u>Form 13</u>			
<u>14.</u>	<u>Form 14</u>			
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<u>16.</u>	<u>Form 16</u>			
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<u>31.</u>	<u>Form 31</u>			
<u>32.</u>	<u>Form 32</u>			
<u>33.</u>	<u>Form 33</u>			
<u>34.</u>	<u>Form 34</u>			
<u>35.</u>	<u>Form 35</u>			
<u>36.</u>	<u>Other (Specify)</u>			
<u>Total</u>				
<u>Taxes</u>				
<u>Grand Total</u>				

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**O&M Support (Complete Application)**

<b>Sr. No.</b>	<b>Manpower to be deployed</b>	<b>Period for which to be deployed</b>	<b>Man-months</b>	<b>Cost per Man-month</b>	<b>O&amp;M Cost</b>


2. Our offer shall be valid up to 180 days from Date of Opening of Tender (Pre-Qualification Bid Technical Proposal).

3. We understand that our fee will be paid in accordance the following milestones specified in Clause 45 of the tender document.:

\_\_\_\_\_ (Name and Designation of the Person signing)

\_\_\_\_\_ (Signature with Seal)

\_\_\_\_\_ Date.

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Component	Head	Financial bid (INR)
P1	<del>Development Fee (C): on PER FUNCTION POINT BASIS</del>	
P2	<del>Security Audit Fee (S): on PER FUNCTION POINT BASIS</del>	
P3	<del>Annual O&amp;M Fee (M) : on PER FUNCTION POINT PER YEAR BASIS</del>	
	<del>Financial Parameter F = C+S+M</del>	

The detailed break-up of costs of **Development (Table-1) as given below.**

Note:—

- a. ~~\* All quotes shall be inclusive of all statutory taxes viz., GST and all taxes and duties applicable. In case of any statutory taxes/duties are levied after the award of work and during the period of contract, **then it shall be payable** by DDA. However all applicable deductions on account of taxes and duties etc shall be made by DDA.~~
- b. ~~Bidders are requested to quote in BoQ1. Also man-months rates for technical persons are to be given in BoQ2.~~
- c. ~~Any additional personnel required for managing the operations (as directed by DDA with due notice of 2 months) shall be provided at the same cost as indicated in this financial quote.~~

**Project Resources Deployment Plan (Table 1)**

**Work Flow Forms Digitalisation (Development Phase + warranty Phase)**

Sr.No.	Form #	Assessed Function Points (FP) Software Size (f) in F.P	Man-Months Development Phase	Man-months Warranty Phase	Man-months (Total)
---	Form1				
---	Form 2				
---	Form 3				
---	Form 4				
---	Form 5				
---	Form 6				
---	Form7				
---	Form 8				
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---	Form 34				
---	Form 35				
---	Other (Specify)				
Grand Total					
Average Manpower					

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Rate (Rs.) per Month				
Total Cost				
Taxes				
Total Development Fee				

**O&M Support (Complete Application)**

Sr. No.	Manpower to be deployed	Period for which to be deployed	Man-months	Cost per Man-month	O&M Cost

2. Our offer shall be valid up to 180 days from Date of Opening of Tender (Technical Proposal).

3. We understand that our fee will be paid in accordance the following milestones specified in Clause 45 of the tender document.:

\_\_\_\_ (Name and Designation of the Person signing)

\_\_\_\_ (Signature with Seal)

\_\_\_\_ Date.

**Project Undertaking****(In the Bidder's Company/Firm Letterhead)**

I, ..... son/daughter of Sh. .... r/o ..... working as ..... in M/s ..... do hereby solemnly affirm and declare as under :

- 1) That M/s ..... have submitted a tender for ““Selection of Agency for Development of Application Software for Forms Digitalisation using Workflow Engine: Design, Development and implementation - Three Bid Systems (Pre-Qualification (PQ), Technical & Financial Bids).That M/s ..... fulfills all the Pre-Qualification Eli ~~Design, Development and implementation of GIS System : Software Digitization, Ground Truthing and Superimposition of Layout plans, Zonal Plans etc.”~~”
- 2) That M/s ..... fulfils all the Pre-Qualification Eligibility Criteria mentioned in Tender Document **Pre-Qualification Bid – Compliance Sheet (Annexure-2)** which are as follows: -

<b><u>Sr. No</u></b>	<b><u>Qualification Criteria</u></b>	<b><u>Documents/Information to be provided in the submitted proposal</u></b>	<b><u>Compliance</u></b>	<b><u>Reference &amp;Page Number</u></b>
1	<u>Covering Letter for Technical Proposal and undertaking on total responsibility</u>	<u>As per Annexure-12 and Annexure- 13</u>	<u>Yes/No</u>	-
2	<u>The responding firm / agency (a) should have made a payment of Tender Annual Charge. (b) should have submitted a EMD of amount.. and (c) should have signed an MOU/Agreement in case of Consortium.</u>  <u>(A Consortium of 2 Members is allowed)</u>	<u>(a) DD/Online payment for Tender Annual Charge</u> <u>(b) The original Bank Guarantee for EMD must be furnished in the format prescribed in Annexure-14</u> <u>(c) In case of Consortium of Members, the MoU/Agreement, on an appropriate Non-Judicial Stamp Paper, purchased by the Lead Partner/Member, between the Lead Partner/Member and his Consortium Member/Partner(s), as per the Table, given clearly depicting the roles and Responsibilities of each member (to be attached as Annexure – 15).</u>	<u>Yes/No</u>	-
3	<b><u>Legal Entity:</u></b> <u>The Tenderer (Sole bidder/Lead Member of the Consortium)</u> <u>(d) should be registered legal entity in India, under the Indian Companies Act, 1956 / The Partnership Act 1932 / Limited</u>	<u>e) Certificate of Incorporation</u> <u>f) Registration Certificate</u> <u>g) Goods and Service Tax (GST) and other Taxes, if any, Registration</u> <u>h) Valid PAN, EPF and ES! Registration</u>	<u>Yes/No</u>	-



	<p><u>Liability Partnership Act, 2008.</u></p> <p>(e) <u>should have been in existence for <b>at least five years</b> as on 31 March 2018.</u></p> <p>(f) <u>should be registered with the relevant Tax Authorities.</u></p> <p>Each Member of the Consortium shall be a legal entity w.r.t (a) above.</p>			
4	<p>The Tenderer (<b>Sole Bidder/Lead Member</b>) should be in the business of <b>ICT System Integration or Application Development DSS (Decision Support System) with Operations &amp; maintenance</b> Projects in India and should have executed / operationalized relevant projects in last 5 Years, as on date of Bid Submission."</p>	<p><b>Annexure-16 - Details of Responding Firm &amp; Memorandum &amp; Articles of Association should be attached, and Work orders confirming year and Area of activity</b></p>	Yes/No	-
5	<p>The Tenderer(Sole Bidder/Members of the Consortium) shall not be banned/ debarred/blacklisted by any State or Central Government/any other Government institution/Local Bodies in India, as on the last date of submission of the Bid.</p>	<p>Individual self-certified letter by the designated official of the bidder per <b>Annexure-17</b></p>	Yes/No	-
6	<p>Net worth of Bidder Company (Sole bidder / Lead member) must be <b>Positive</b> in last three years (Fy. 2017-18, 2016-17 and Fy. 2015-16) as per the audited Balance Sheet.</p> <p>For the purposes of this RFP, "Net Worth" mean the aggregate value of the paid-up share capital and all reserves created out of the profits and securities premium account, after deducting the aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, as per the audited standalone balance sheet, but does not include reserves created out of revaluation of assets,</p>	<p>Chartered Accountant Certificate by each member as per <b>Annexure-18</b></p>	Yes/No	-

	<u>write-back of depreciation and amalgamation.</u>			
7	<u>The Tenderer(Sole Bidder/All Members of the Consortium)must possess valid ISO 9001:2015 or latest as on last date of bid submission.</u>	<u>Copy of Certification to be attached</u>	<u>Yes/No</u>	-
8	<u>The Tenderer (Sole Bidder/ Lead Member) shall furnish documentary proof of their technical capability to undertake job of application software development and digitization etc. in Client-Server, Web based environment, and Mobile Apps.</u>	<u>Copy of Certification/Proof to be attached.</u>	<u>Yes/No</u>	
9	<u>Average Annual Turnover of the Tenderer (Sole Bidder / All Members of Consortium (Combined))- from ICT Services (Average Annual turnover from IT Business /ITES [ICT System Integration projects, ICT Systems Development projects and their Implementation Work] in last 3 Financial Years (Turnover in Rs. Crores). (FY 17-18, FY 16-17and FY 15-16) as per the last published balance sheets - shall be greater than or equal to INR 2.5 Crore(Rupees Two point Five Crore only).</u>	<u>Extracts from the audited Balance sheet and Profit &amp; Loss; OR Certificate from Statutory Auditor or Chartered Accountant; OR Copies of Work Orders with Annexure-19 OR In case the bidder submits an audited financial result, a copy of the "Limited Review report" of financial results, prepared by the statutory auditor of the firm shall also be submitted.</u>	<u>Yes/No</u>	-

10	<p><u>"The Tenderer (Sole Bidder/Lead Member) shall have experience of ICT System Integration or Application Development Projects for DSS (Decision Support System) with Operations &amp; Maintenance and should have executed / operationalized relevant projects in last 5 Years, as on Date of Bid Submission, Government (or its Autonomous/ PSU/Subordinate Organisation/ Local Bodies etc.) or Large Corporations in India :</u></p> <p>=</p> <p><u>(c) One Project of Value &gt;= INR 6.5 Crore</u></p> <p><u>OR</u></p> <p><u>(d) Two Projects of Value each &gt;= INR 4.0 Crore</u></p> <p><u>OR</u></p> <p><u>Three Projects of value each &gt;= INR 3.2 Crore."</u></p>	<p><u>Completed Annexure 16 supported with Work Order and Proof of Go-live/ Successful Implementation</u></p>	<p><u>Yes/No</u></p>	<p>-</p>
11	<p><u>Power of Attorney/ Letter of Authority executed by the Bidder in favour of the Principal Officer or the duly Authorized Representative, certifying him as an authorized signatory for the purpose of this RFP.</u></p>	<p><u>Power of Attorney (Annexure-20)</u></p>	<p><u>Yes/No</u></p>	<p>-</p>
12	<p><u>Local Presence – The Tenderer (Sole Bidder/ Lead Member) should have its own Service Support Centres in Delhi / NCR or to give an undertaking of opening a local service support Centre after Award of the Work/Contract.</u></p>	<p><u>Relevant Documents or Undertaking signed by the Authorized Signatory with List of office (s) and support Centres in Delhi /NCR</u></p>	<p><u>Yes/No</u></p>	<p>-</p>
13	<p><u>"The Tenderer (Sole Bidder/ Lead Member (in case of Consortium)) must have minimum 50 Technically Qualified (in IT related field) Human Resources, and the Tenderer (Sole Bidder/ Consortium) must have at least</u></p>	<p><u>Relevant Documents or Undertaking signed by the Authorized Signatory</u></p>	<p><u>Yes/No</u></p>	<p>-</p>

	<p><u>25 technically qualified Human Resources in Open Source Software tools and Technology, as on Bid Submission Date, available with the firm.", as on the date of Bid Submission.</u></p> <p><u>Appropriate Certifications are necessary for the top Ten Resources handling different Areas of Projects.</u></p> <p><u>Apart from Educational &amp; Experience Certification, Professional Industry Certifications such as DBA Certification, Network Certification, etc. relevant to project works to be undertaken under this tender.</u></p>			
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<b>Sr. No</b>	<b>Qualification Criteria</b>	<b>Documents/Information — to be provided in the submitted proposal</b>	<b>Compliance</b>	<b>Reference &amp;Page Number</b>
1	Covering Letter for Technical Proposal and undertaking on total responsibility	As per <b>Annexure-12</b> and <b>Annexure-13</b>	Yes/No	-
2	The responding firm / agency (a) should have made a payment of Tender Annual Charge, (b) should have submitted a EMD of amount, and (c) should have signed an MOU/Agreement in case of Consortium.	(a) DD/Online payment for Tender Annual Charge (b) The original Bank Guarantee for EMD must be furnished in the format prescribed in <b>Annexure-14</b> (c) In case of Consortium of Members, the MoU/Agreement, on an appropriate Non-Judicial Stamp Paper, purchased by the Lead Partner/Member, between the Lead Partner/Member and his Consortium Member/Partner(s), as per the format given clearly depicting the roles and Responsibilities of each member (at <b>Annexure-15</b> ).	Yes/No	-
3	<b>Legal Entity:</b> The Tenderer (d) should be registered legal entity in India, under the Indian Companies Act, 1956 / The Partnership Act 1932 / Limited Liability Partnership Act, 2008.	e) Certificate of Incorporation f) Registration Certificate g) Goods and Service Tax (GST) and other Taxes, if any, Registration h) Valid PAN, EPF and ES-Registration	Yes/No	-

	(e) should have been in existence for <b>at least five years</b> as on 31 March 2018. (f) should be registered with the relevant Tax Authorities.			
4	The Tenderer should be in the business of <b>Application Software for Forms Digitalisation : Design, Development and implementation of Decision Support System (DSS) having project sub-components</b> (viz., software design, development, deployment, installation, commissioning, and Operations & Maintenance) in India and should have executed / operationalised relevant projects in last 5 Years, as of 31st March 2018 (FY 17-18, FY 16-17, FY 15-16, FY 14-15, FY 13-14).	<b>Annexure-16</b> —Details of Responding Firm & Memorandum & Articles of Association should be attached, and Work orders confirming year and Area of activity	Yes/No	-
5	The Tenderer shall not be banned/ debarred/blacklisted by any State or Central Government/any other Government institution/Local Bodies in India, as on the last date of submission of the Bid.	Individual self-certified letter by the designated official of the bidder per <b>Annexure-17</b>	Yes/No	-
6	Net worth of the Bidder Company must be <b>Positive</b> in last three years (FY 2017-18, 2016-17 and FY 2015-16) as per the audited Balance Sheet. For the purposes of this RFP, "Net Worth" mean the aggregate value of the paid-up share capital and all reserves created out of the profits and securities premium account, after deducting the aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, as per the audited standalone balance sheet, but does not include reserves created out of revaluation of assets, write back of depreciation and amalgamation.	Chartered Accountant Certificate by each member as per <b>Annexure-18</b>	Yes/No	-

7	The Tenderer must possess valid ISO 9001:2015 or latest as on last date of bid submission.	Copy of Certification to be attached	Yes/No	-
8	The Tenderer should have valid CMMi Level 3 or above, on the date of Bid submission.	Copy of Certification to be attached.	Yes/No	-
9	The Tenderer shall furnish documentary proof of their technical capability to undertake job of application software development and digitization etc., in Client-Server, Web-based environment, and Mobile Apps.	Copy of Certification/Proof to be attached.	Yes/No	
10	<b>Empanelment</b> Bidder having empanelled with any one State/Central Government Agencies/PSUs/Local Bodies, for e-Governance Projects (valid as on date of Bid submission)	Copy of Certification to be attached.	Yes/No	
11	Average Annual Turnover of the Tenderer / All the Consortium Members taken together – from ICT Services (Average Annual turnover from IT Business /ITES /ICT System Integration projects, ICT Systems Development projects and their Implementation Work) in last 3 Financial Years (Turnover in Rs. Crores)- (FY 17-18, FY 16-17 and FY 15-16) as per the last published balance sheets – shall be greater than or equal to INR 2.5 Crore (Rupees Two Point Five Crore only).	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from Statutory Auditor or Chartered Accountant; OR Copies of Work Orders with <b>Annexure-19</b> OR In case the bidder submits an audited financial result, a copy of the "Limited Review report" of financial results, prepared by the statutory auditor of the firm shall also be submitted.	Yes/No	-
12	The Tenderer shall have experience of executing Turnkey Projects over multiple location in India for Government or its Autonomous /PSU/Subordinate organisation/ Local Bodies etc.) as System Integrator – Total Solution provider – <b>Application Software for Forms Digitalisation ; Design, Development and implementation of Decision Support System (DSS) having project sub-components (viz.,</b>	Completed <b>Annexure 16</b> supported with Work Order and Proof of Go-live/ Successful Implementation	Yes/No	-

	software design, development, deployment, installation, commissioning, and Operations & Maintenance), completed and operational) and should have executed / operationalised relevant projects in last 5 Years (FY 17-18, FY 16-17, FY 15-16, FY 14-15 and FY 13-14);— (a) One Project of Value >= INR 6.5 Crore Or (b) Two Projects of Value each >= INR 4.0 Crore Or (c) Three Projects of value each >= INR 3.2 Crore.			
13	Power of Attorney/ Letter of Authority executed by the Bidder in favour of the Principal Officer or the duly Authorized Representative, certifying him as an authorized signatory for the purpose of this RFP.	Power of Attorney (Annexure-20)	Yes/No	-
14	Local Presence—The Tenderer of the Consortium should have its own Service Support Centres in Delhi / NCR or to give an undertaking of opening a local service support Centre after Award of the Work/Contract.	Relevant Documents or Undertaking signed by the Authorized Signatory with List of office (s) and support Centres in Delhi /NCR	Yes/No	-
15	The Tenderer must have minimum 25 technically qualified human resources in Open Source Technology and at least 200 full-time resources on its Permanent Payroll in India as on 31 <sup>st</sup> March as on 31 <sup>st</sup> March 2018 for this project.  Appropriate Certifications are necessary for the top Ten Resources handling different Areas of Projects.	Relevant Documents or Undertaking signed by the Authorized Signatory	Yes/No	-

3) M/s ..... accepts unconditionally all the terms & conditions of the tender document.

4) That I have been authorized by M/s ..... to sign this undertaking.

(Please enclose the copy of the resolution of Board of Directors of the Company for the authorization.)

Deponent

Verification:

I, the above named deponent do hereby solemnly affirm and declare that my above statements are true and correct and nothing has been concealed there from.

Place:

Date:

Deponent



**INDEMNITY BOND**

THIS BOND is made on this ..... day of ....., 2018 by M/s..... through Shri..... duly authorized representative of the ..... (hereinafter referred to as ..... which expression shall unless context requires different or another meaning, include its successors, administrators and assigns) in favour of the Delhi Development Authority, a body corporate constituted under Section 3 of Delhi Development Act, 1957 (hereinafter called "The Authority" which expression shall include its successors and assigns).

WHEREAS ..... has entered into an agreement executed on ....., 2018 with the Authority (hereinafter referred to as "The said Agreement") for the "~~Selection of Portal Development and Management Agency for DDA Land Pooling Policy (DDA LPP)~~Selection of Agency for Development of Application Software for Forms Digitalisation using Workflow Engine: Design, Development and implementation"

AND WHEREAS M/s..... has to indemnify the DDA against any loss or damage that DDA may sustain on account of any claims made by its employees for any loss / damage payment etc during performance of his duty in DDA or on any account as aforesaid.

Now therefore, in consideration of the said Agreement, the executant..... hereby undertakes to indemnify DDA and shall always keep it indemnified against any loss, damage that it may sustain or any claim made against it or any proceedings that may be taken out against any claims made by its employees for any loss / damage payment etc during performance of his duty in DDA.

Now, therefore, in witness thereof the executant Company has set its hand through its authorized representative on the day, month and the year first mentioned herein above.

EXECUTANT

For M/s  
Authorized representative  
(of Bidder or Lead Member in case of  
Consortium)

Witness:

- 1.
- 2.

## ANNEXURE-8

### General Instructions to bidder

1. The Dy. Director (Systems) on behalf of Delhi Development Authority invites online tenders from firm/ contractor of repute in two bid system for the following work:

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S.No.	REFERENC	Name of Work & Location	Earnest Money	Last Date & time of submission of on-line tender	Time & date of Opening of Technical bid
1	2	3	4	5	6
1	F10(40)2017/Sys	Selection of Agency for Development of Application Software for Forms Digitalisation using Workflow Engine: Design, Development and implementation	Rs. 16,00,000	3:30 PM on <u>01.05.2019</u> ... .....	3:30 PM on Intimated later

2. The tender document consisting of eligibility criteria, scope of work, and other details to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen from website <http://eprocure.gov.in/eprocure/app> or [www.dda.org.in](http://www.dda.org.in) free of cost.

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Intending agencies/tenderers need to register themselves on the E-Tendering Website <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating. The portal enrollment is free of cost. Bidders are advised to go through instructions provided at Annexure-X regarding '**Instructions for online Bid Submission**'. For any further clarification Contact on 24x7 Help Desk - Toll Free No. **1800 30702232** or send a mail over to – [cppp-nic@nic.in](mailto:cppp-nic@nic.in).

If needed they can be imparted training on online tendering process as per details available on the website. The intending bidder must have valid class-II or class-III digital signature to submit the bid.

3. Bidders registered in Contractor's Registration Board(CRB) of DDA are required to pay the e-tendering annual charges as under :

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S.No	Class of Contractor	Amount to be paid p.a.
1	Class-I	Rs. 20,000
2	Class-II	Rs. 16,000
3	Class-III	Rs. 14,000
4	Class-IV	Rs. 10,000

5	Class-V	Rs. 6,000
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The bidders who are not registered in DDA and wish to bid in DDA tenders are required to pay annual charge of e-tendering of Rs. 20,000.

- 3 Proof of registration (if applicable) and the proof of payment i.e., RTGS/NEFT number and its scan copy is to be uploaded in the technical bid.
- 4 Bidders are to submit "**Integrity Pacts**" (Annexure-10) on Rs. 100 non-judicial stamp paper in two original copies.
- 5 Earnest money shall be deposited through RTGS/NEFT in the account of Sr. A.O. Cash Main, D.D.A having account No. 1014042405 with Central Bank of India, Vikas Sadan, I.N.A. Branch, New Delhi (IFSC Code CBIN0282695). The unique transaction reference of RTGS/NEFT shall have to be uploaded by the tenderer at Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app> ) by the prescribed date. The Director (Systems) will get earnest money verified from Sr. A.O. Cash Main based on the unique transaction reference number against each RTGS/NEFT payment before the tenders are opened

Earnest money has to be deposited through transaction and the unique transaction reference of RTGS/NEFT against EMD shall be placed online at respective location before bid submission closing date & time.

Online tender documents submitted by intending bidders shall be opened only of those bidders, whose Earnest Money Deposit and other documents placed in the specified location are found in order.

## **ANNEXURE -9**

### **Instructions for Online Bid Submission**

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the "**Online Bidder Enrollment**" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id provided.
- 3) Bidder need to login to the site thro' their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 8) If there are any clarifications, this may be obtained through Help desk. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of the e-Token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.

- 12) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However of the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should submit the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the EMD as applicable and enter details of the instruments.
- 19) The details of payments made through RTGS/NEFT should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.

- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 1800 3070 2232 or send a mail over to [cppp-nic@nic.in](mailto:cppp-nic@nic.in).

\*\*\*\*\*

**INTEGRITY PACT**

To

.....  
.....  
.....

Sub: RFP No. .... for the Work .....

Dear Sir,

It is here by declared that DDA is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the Bidder will sign the integrity Agreement, which is an integral part of tender / bid documents, failing which the tenderer / bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the integrity Agreement on behalf of the DDA.

Yours faithfully  
Director (Systems)



To,

Director (Systems),

.....

.....

Sub: Submission of Tender for the Work of .....

Dear Sir,

I / We acknowledge that DDA is committed to follow the principles there of a enumerated in the integrity Agreement enclosed with the tender/bid document.

I / We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I / We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I / We will stand disqualified from the tendering process.

I / We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I / We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by DDA I / We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article-1 to the enclosed Integrity Agreement.

I / We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, DDA shall have unqualified, absolute and unfettered right to disqualify the tenderer / bidder and reject the tender/bid is accordance with terms and conditions of the tender/bid.

Yours faithfully

(Duly authorized signatory of the Bidder)

To be signed by the bidder and same signatory competent / authorized to sign the relevant contract on behalf of DDA, in on Non-Judicial Stamp Paper (INR 100) purchased by Bidder/Lead Member in case of Consortium.

**INTEGRITY AGREEMENT**

This Integrity Agreement is made at .....on this ..... Day of ..... 20 .....

**BETWEEN**

Chairman DDA represented through Director (Systems),

.....

(Name of Division)

DDA, ..... (Hereinafter referred as the

(Address of Division)

'Principal / Owner', which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

**AND**

.....  
.....

(Name and Address of the Individual / firm / Company)

through ..... (Hereinafter referred to as the

(Details of duly authorized signatory)

"Bidder / Contractor" and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

**Preamble**

WHEREAS the Principal /Owner has floated the Tender (RFP No.

.....) (hereinafter referred to as "Tender / Bid") and intends to award, under laid down organizational procedure, contract for

.....  
(Name of Work)

Hereinafter referred to as the "Contract".

AND WHEREAS the Principal / Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this integrity Agreement (hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral part and parcel of the Tender / Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

**Article 1: Commitment of the Principal / Owner**

(1) The Principal / Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:

- a) No employee of the Principal / Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b) The Principal / Owner will, during the Tender process, treat all Bidder(s) with equality and reason. The Principal / Owner will, in particular, before and during and Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
- c) The Principal / Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biases nature.

(2) If the Principal / Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC) / Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned of if there be a substantive suspicion in this regard, the Principal / Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

**Article 2: commitment of the Bidder(s) / Contractor(s)**

(1) It is required that each Bidder / Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has

knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.

(2) The Bidder(s) / Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in Tender process and during the Contract execution.

- a) The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal / Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he / she is not legally entitled to, in order to obtain in exchange any advantage to any kind whatsoever during the Tender process or during the execution of the Contract.
- b) The Bidder(s) / Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
- c) The Bidder(s) / Contractor(s) will not commit any offence under the relevant IPC / PC Act. Further the Bidder(s) / Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the principal / Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- d) The Bidder(s) / Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly Bidder(s) / Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents / representatives, if any. Either an Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participate in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent / parallel tender for the same item.
- e) The Bidder(s) / Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.

(3) The Bidder(s) / Contractors(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

(4) The Bidder(s) / Contractor(s) will not directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake / forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interest.

(5) The Bidder(s) / Contractors(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/her reputation or property to influence their participation in the tendering process).

### **Article3: Consequences of Breach**

Without prejudice to any rights that may be available to the principal / Owner under law or the Contract or its established policies and laid down procedures, the principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s) / Contractor(s) and the Bidder / Contractor accepts and undertakes to respect and uphold the Principal / Owner's absolute right:

1. If the Bidder(s) / Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal / Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s) / Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder / Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal / Owner.
2. Forfeiture of EMD / Performance Guarantee / Security Deposit: If the Principal / Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated / determined the Contract or has accrued the right to terminate / determine the Contract according to Article 3(1), the Principal / Owner apart from exercising any legal rights that may have accrued to the Principal / Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder / contractor.
3. Criminal Liability: If the Principal / Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal / Owner has substantive suspicion in this regard, the Principal / Owner will inform the same to law enforcing agencies for further investigation.

### **Article 4: Previous Transgression**

1. The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State government or any other Central / State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings / holiday listing of the Bidder / Contractor as deemed fit by the Principal / Owner.
3. If the Bidder / Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal / Owner may, at its own discretion, revoke the exclusion prematurely.

### **Article 5: Equal Treatment of all Bidders / Contractor / Subcontractors**

1. The Bidder(s) / Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder / Contractor

shall be responsible for any violation(s) of the principles laid down in this agreement / Pact by any of its Subcontractors/sub / vendors.

2. The Principal / Owner will enter into Pacts on identical terms as this one with all Bidders and contractors.
3. The Principal / Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions any stage of the Tender process.

#### **Article 6 - Duration of the Pact**

This pact begins when both the parties have legally signed it. It expires for the Contractor / Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged determined by the Competent Authority, DDA.

#### **Article 7 – Other Provisions**

- (1) This pact is subject to Indian Law, place of performance and jurisdiction is the Head Quarters of the Division of the Principal / Owner, who has floated the Tender.
- (2) Changes and supplements need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- (4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner / Principal in accordance with this Integrity Agreement / Pact or interpretation thereof shall not be subject to arbitration.

#### **Article 8 - LEGAL AND PRIOR RIGHTS**

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the parties agree that this Integrity Pact will have precedence over the Tender / Contract documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHERE OF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....

(For and on behalf of Bidder/Contractor [each Consortium Member, in case of Consortium])

.....

(For and on behalf of Principal/Owner)

WITNESSES:

1. ....

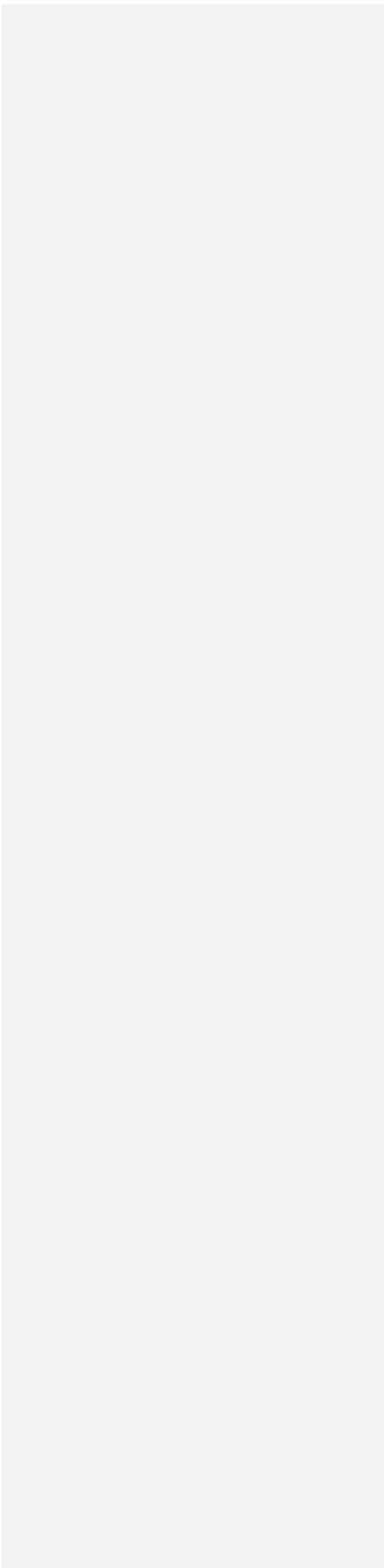
(Signature, name and address)

2. ....

(Signature, name and address)

Place:

Dated:



**ANNEXURE -11**

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head of the Bidder)

Date:

To,

---

---

---

---

---

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

---

---

---

---

---

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

---

---

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,  
(Signature of the Bidder, with Official Seal)



## Annexure 12: Covering Letter for Proposal

To:

<Location, Date>

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<email id>

**Subject:** Submission of the Technical bid for <Name of the Systems Implementation assignment>

Dear Sir/Madam,

We, the undersigned, offer to provide Systems Implementation solutions to the DDA, Delhi on <Name of the Systems Implementation engagement> with your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Technical bid and the Financial Bid sealed in a separate envelope.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for <180> days as stipulated in the RFP document.

We hereby declare that we are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended and we are not the subject of legal proceedings for any of the foregoing.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]: \_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_

Address: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

## Annexure 13: Undertaking on Total Responsibility

No. Date:

To:

Dear Sir,

Sub: Self certificate regarding Total Responsibility

This is to certify that we undertake total responsibility for the successful and defect free operation of the proposed Project solution, as per the requirements of the RFP for <*insert Name of the Systems Implementation assignment*> for the scope given in this RFP.

Thanking you,

Yours faithfully

(Signature of the Authorized signatory of the Bidding Organisation)

Name :

Designation :

Date :

Time :

Seal :

Business Address:

## Annexure 14: Bank Guarantee for Earnest Money Deposit

To,

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<Email id>

Whereas <Name of the bidder> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP #<RFP Number> dated<Date> for <Name of the assignment> (hereinafter called "the Bid") to DDA, Delhi

Know all Men by these presents that we <> having our office at <Address> (hereinafter called "the Bank") are bound unto the DDA (hereinafter called "the Purchaser") in the sum of Rs. <Amount in figures> (Rupees<Amount in words> only) for which payment well 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 <Date>

The conditions of this obligation are:

If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form;  
or

If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid

(a) Withdraws his participation from the bid during the period of validity of bid document; or

(b) Fails or refuses to participate in the subsequent Tender process after having been short listed;

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 <insert date> and including <extra time over and above mandated in the RFP> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

Our liability under this Bank Guarantee shall not exceed Rs. <Amount in figures> (Rupees <Amount in words> only)

This Bank Guarantee shall be valid up to <insert date>

It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <insert date> failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Date:

**Annexure-15 Role and Responsibility of Bidder**

Sl.No	Bidder	Role	Responsibility
(a)			
(b)			
(c)			

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**Annexure-16 : Copies of Work Orders of relevant projects**

Project #

<b>Relevant project experience</b>	
General Information	
Name of the project	
Client for which the project was executed	
Name and contact details of the client	
Project Details	
Description of the project	
Scope of services	
Service levels being offered/ Quality of service (QOS)	
Technologies used	
Outcomes of the project	
Other Details	
Total cost of the project	
Total cost of the services provided by the respondent	
Duration of the project (no. of months, start date, completion date, current status)	
Other Relevant Information	
Letter from the client to indicate the successful completion of the projects	
Copy of Work Order	

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Annexure-17 : Self certified certificate for not being blacklisted

*(To be submitted on the Letterhead of the responding agency)*

{Place}

{Date}

To,

Ref: RFP Notification no <xxxx> dated <dd/mm/yy>

Subject: Self Declaration of not been blacklisted in response to the **RFP for <Selection of Agency for Development of Application Software for Forms Digitalisation using Workflow Engine: Design, Development and implementation, Tender No<xxx>>**.

Dear Sir,

We confirm that our company, \_\_\_\_\_ and the Consortium Members (if any), is /are not blacklisted as on date, in any manner whatsoever by any of the State/UT and/or central government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Note: The Bidder shall necessarily provide a copy of 'Power of Attorney' authorizing the signatory for signing the Bid on behalf of the Bidder in its Pre-Qualification Bid.

**Annexure 18: Chartered Accountant Certificate for Net Worth**

*(To be submitted on the Letterhead of the responding agency)*

{Place}

{Date}

To,

Ref: RFP Notification no <xxxx> dated <dd/mm/yy>

Subject: Declaration of net worth in response to the **RFP for <Name of the Tender>, Tender No<xxx>>**

We have examined the books of accounts and other relevant records of M/s (Name of Company), Address, for the financial year 2017-2018, 2016-2017 and 2015-16. On the basis of such examination and according to information & explanation given to us, and to the best of our knowledge & belief, we hereby certify that the net worth of M/s Company name as at the end of financial year 2017-2018, 2016-2017, 2015-16 was as below.

Financial Year	Net Worth (Book Value in INR Lacs)
2017-2018	
2016-2017	
2015-2016	

Copy of summarized and audited balance sheets is attached for your reference.

Place:

Date:

Chartered Accountants Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:



**AGREEMENT**

THIS **AGREEMENT/CONTRACT AGREEMENT** is made on the ..... day of .....2019 at.....India

**BETWEEN**

The <insert Purchasername> having its office at ..... (hereinafter referred to as “the Purchaser”) which expression shall unless repugnant to the context or meaning thereof mean and be deemed to include its authorized agents, representatives and permitted assigns of the First Part.

**AND**

The Party <insert Agency name>, (hereinafter referred to as “Agency”) which expression shall unless repugnant to the context or meaning thereof mean and be deemed to include their successors and permitted assigns having its registered office at ..... of the Second Part.

**WHEREAS**

1)(a) The Purchaser had invited the bids vide their tender no. <insert service details> Dated xx.xx.xxxx (hereinafter referred to as 'Tender Document') for “Subject-----”

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2)(b) The AGENCY had submitted its proposal dated xx/xx/201x (hereinafter referred to as the 'Tender') for the provision of such services (i.e. ....) in accordance with its proposal as set out in its Tender and in accordance with the terms and conditions of the Tender and the tender documents.

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3)(c) The Purchaser has agreed to appoint the AGENCY for the provision of <insert service title> such services and the AGENCY has agreed to provide <insert service title>, as are represented in the Tender, including the terms of this Agreement/Contract Agreement, the Annexure attached hereto and in accordance with the terms and conditions of the Tender, and in terms of the discussions, negotiations, clarifications in relation to the implementation of the Scope of Work.

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4)(d) In consideration of the foregoing and the mutual covenants and promises contained herein and other good and valuable consideration the receipt and adequacy of which is hereby acknowledged, the parties intending to be bound legally.

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**NOW THIS AGREEMENT/CONTRACT AGREEMENT WITNESSETH AS FOLLOWS:**

1) In this Agreement/Contract Agreement words and expressions shall have the same meanings as are respectively assigned to them in the tender document vide no. <insert Tender Refence details> Dated <insert date>.

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2) All the terms and conditions as mentioned in the tender document vide no. <insert Tender Refence details> Dated <insert date> are ipso facto applicable under this Agreement/Contract Agreement.

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3) The following documents shall form part of this Agreement/Contract Agreement and be read and construed accordingly:-

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a	Price Details	Annexure-A
b	Tender Document/Corrigendums	Annexure-B

•4) In consideration of the payments to be made by the Purchaser to the Agency as hereinafter mentioned, the Agency hereby covenants with the Purchaser to provide <insert service detail>, in conformity in all respects with the provisions of this Agreement/ContractAgreement/Tender Documents.

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•5) The Purchaser hereby covenants to pay the Agency in consideration of the provision of <insert service detail> therein, the Agreement/ContractAgreement Price or such other sum as may become payable under the provisions of the Agreement/ContractAgreement/Tender Documents at the time and in the manner prescribed by the Agreement/ContractAgreement/Tender Documents.

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•6) The total value of the Contract shall not exceed ₹xxxxxxxxxxxx/- (Rupees xxxxxxxxxxxxxxxxxxxxxxxx Only) (GST extra as applicable).

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•7) This agreement/contractagreement shall be effective from dd/mm/yyyy (hereinafter "the said date" i.e. the date of signing of this Agreement/ContractAgreement and shall remain valid for a period of <insert period details in terms of month or year> from the date of signing of this Agreement/ContractAgreement.

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**IN WITNESS** whereof the parties hereto have caused this Agreement/ContractAgreement/Tender Documents to be executed in accordance with tender document read with prevailing laws.

**Signed, Sealed and Delivered for & on behalf of Agency**

**Signed, Sealed and Delivered for & on behalf of Purchaser**

Signed :

Signed :

Name :

Name :

Date :

Date :

Place : New Delhi

Place : New Delhi

**In the presence of:**

**In the presence of:**

Signed :

Signed :

Name :

Name :

Date :

Date :

Place : New Delhi

Place : New Delhi

**ANNEXURE - A :PRICE DETAILS**  
**ANNEXURE - B: Tender Document/Corrigendums**

**Annexure-20**

**Power of Attorney for signing Tender Document**

**Annexure-21**

**Service level Agreements (SLAs)**

**1. Approach**

Requests via email should be logged with the Onsite Support Engineer. No verbal communication shall be treated for any form of request. The Onsite Support Engineer shall align the manpower required for the reported issue. All requests logged by DDA, Users will be handled by Onsite Support Engineer. The primary mode of problem reporting is over E- mail. The Onsite Engineer prioritizes the request by type and severity in consultation with DDA.

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**2. Severity**

Severity is determined by how much the user is restricted from performing their work. There are three grades of severity:

- 3 - Low - Issue prevents the user from performing a portion of their duties.
- 2 - Medium - Issue prevents the user from performing critical time sensitive functions
- 1 - High - Service or major portion of a service is unavailable

However, during the agreement finalization, the Purchaser and the selected bidder should agree to agency that finalizes the incident severity.

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**3. Assistance Incident Request Targets**

S. No.	Severity	Response Time	Resolution Time
1	3 – Low	30 Minutes	3 Business Days
2	2- Low	30 Minutes	2 Business Days
3	1-High	30 Minutes	1 Business Day

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**4. Assistance Service Request Targets**

S. No.	Response Time	Resolution Time
1	1 Day	5 Business Days

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Server Uptime: 99.5%

Server Hardware Specifications

These items will be procured by DDA, based on the improved specifications given by the selected Bidder meeting the SLA criteria. During procurement, the selected bidder will provide handholding with DDA.

2 Processor Rack server with 512 GM RAM , 2 TB Harddisk with 5 Years support	Server Make & Model	
	<b>Form Factor and size (RU)</b>	Rack 2U
	<b>Processor Make</b>	Intel
	<b>Maximum number of sockets available on chipset</b>	2
	<b>Number of core per processor</b>	10
	<b>Processor Configuration</b>	Intel Xeon 2630 v4 (2.20 GHz/ 10 core/25 MB/85 Watt)
	Chipset compatible with CPU	Intel C621
	PCI slots (Express Gen 3.0)	4
	<b>RAM Size</b>	512 GB DDR4
	<b>RAM upgradable up to</b>	3072 GB
	DIMM Slots (Minimum)	24
	<b>Hard Disk Drive Capacity</b>	3 TB
	<b>Type of Hard Disk Drive</b>	SAS/ SSD
	RAID Type	5
	RAID Controller Cache	2048 MB
	RAID Controller Ports @ 12 Gbps	8
	Video Controller (Support VGA or above resolution)	Yes
	Bays (Minimum 2 internal or more hot plug)	4
	USB Ports (Version 2.0/3.0)	4
	Certifications, Compliance & Support by Windows, Red Hat or Novell	Yes
	Operating System : Windows Server 2012 R2 or higher / Linux or CentOS 7.5 (64-bit) or higher	1
	Network Card Supported	1G, 10G
	16 Gbps FC HBA Dual Port Card	1
	Redundant Power Supply	Yes
	Redundant Fan	Yes
	Total Number of Ports	6
	RoHS Compliance	Yes
	Maximum Power Consumption of the system	770 Watt
Power Supply	230 V +/-	

	Declare SPEC int_rate_base 2006, SPECfp_rate_2006 for processor.	1432 SPEC rating or higher
	<b>On Site OEM Warranty</b>	5 Years

Annexure-23

Certified copies of Credentials and Certifications



Annexure-24

Certified Copy of Empanelment with Government Agencies

## Function Point Complexities (Functional size measurement)

Function Point Complexities (ISO/IEC 14143:2007 Information technology --  
Software measurement -- Functional size measurement)

(DET – Data Element Type; RET – Record Element Type; FTR – File Type Element)

Internal Logical File (ILF)			
	1-19 DETs	20-50 DETs	51 or more DETs
1 RET	Low (7)	Low (7)	Average (10)
2-5 RETs	Low (7)	Average (10)	High (15)
6 or more RETs	Average (10)	High (15)	High (15)
External Interface File (EIF)			
	1-19 DETs	20-50 DETs	51 or more DETs
1 RET	Low (5)	Low (5)	Average (7)
2-5 RETs	Low (5)	Average (7)	High (10)
6 or more RETs	Average (7)	High (10)	High (10)
External Input (EI)			
	1 - 4 DETs	5 - 15 DETs	16 or more DETs
0 – 1 FTR	Low (3)	Low (3)	Average (4)
2 FTRs	Low (3)	Average (4)	High (6)
3 or more FTRs	Average (4)	High (6)	High (6)
External Output (EO)			
	1-5 DETs	6-19 DETs	20 or more DETs
0-1 FTR	Low (4)	Low (4)	Average (5)
2-3 FTRs	Low (4)	Average (5)	High (7)

4 or more FTRs	Average (5)	High (7)	High (7)
----------------	-------------	----------	----------

External Inquiry (EQ)			
	1-5 DETs	6-19 DETs	20 or more DETs
0-1 FTR	Low (3)	Low (3)	Average (4)
2-3 FTRs	Low (3)	Average (4)	High (6)
4 or more FTRs	Average (4)	High (6)	High (6)

Advertisement

**DELHI DEVELOPMENT AUTHORITY**

Dy. Director(Systems), on behalf of Delhi Development Authority, invites E-tender for **"Selection of Agency for Development of Application Software for Forms Digitalisation using Workflow Engine: Design, Development and implementation"** in three bid system from the specialized Agencies/Firms having experience 5 years & Average Annual Turnover more than **Rs. >= 2.5 Crores** during previous three years (cumulative) as of 31 March 2018.

Earnest Money **Rs.16,00,000**

e-Tendering annual charges upto Rs.20,000/-

Scope of work as detailed in the tender document.

The tender document consisting of eligibility criteria, scope of work and other details alongwith other necessary documents are available at DDA's website <http://www.dda.org.in> and at CPP portal of NIC at URL <http://eprocure.gov.in/eprocure/app>.

Various important dates are as follows:

Release of this RFP (available on DDA website)	22.03.2019 at 3:30 PM
Deadline for submission of queries in this RFP online at 1. <a href="mailto:ddsqueries@dda.org.in">ddsqueries@dda.org.in</a> mentioning your name, address, phone no, subject and query in clarity or call at 011-/24661470. (For queries w.r.t RFP Proposal)	01.04.2019 at 3:30 PM
Pre-bid meeting at Conference Hall, Ground Floor, B-Block, Vikas Sadan, INA, New Delhi-110023.	03.04.2019 at 3:30 PM
Release of Response to clarifications (through issue of Corrigendum)	08.04.2019 at 3:30 PM
Bid validity period	180 days from date of opening of Technical bids
<b><u>Bid Submission Starts</u></b>	<b><u>25.04.2019 at 3:30 p.m</u></b>
Last Date for submission of bids (3 bids-pre-qualification, technical and commercial)	<b><u>.01.05.2019</u></b> by 3.30 PM
Opening of Pre-Qualification (PQ) Bid at the Conference hall of Commissioner (LD), 4 <sup>th</sup> Floor, 'B' Block, Vikas Sadan, INA, New Delhi-110023	<b><u>02.05.2019</u></b> at 3.30 PM
Opening of Technical Bid and Financial Bid at the Conference hall of Commissioner (LD), 4 <sup>th</sup> Floor, 'B' Block, Vikas Sadan, INA, New Delhi-110023	Will be intimated later to shortlisted applicants

Please visit DDA's website at [www.dda.org.in](http://www.dda.org.in) or dial 1800110332

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