



REQUEST FOR PROPOSAL

Invitation of bids for the implementation of India's DPDP Act 2023

(Digital Personal Data Protection Act, 2023)

at The Delhi Golf Club

Request for Proposal (RFP) No- 01/02-2024 Dated 05th March 2024

Bids in sealed cover are invited for Services listed in Part III of this RFP. Please super scribe the above-mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

1. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -

a. Bids/queries to be addressed to:

**The Secretary
The Delhi Golf Club,
Dr. Zakir Hussain Marg New Delhi- 110003**

b. Postal address for sending the Bids: **As mentioned Above**

c. Name/designation of the contact personnel: **Mr. Ravindra Kr. Pathak-Sr. Manager IT**

d. Telephone numbers of the contact personnel: **9810619358**

e. e-mail ids of contact personnel: **managersystem@delhigolfclub.org**

f. Fax number: **NA**

2. This RFP is divided into three Parts as follows:

- a. Part I – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
- b. Part II – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.
- c. Part III – Contains Standard Commercial Conditions of RFP, which will form part of the Contract with the successful Bidder.

3. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

Part I – General information

1. Last date and time for depositing the Bids: By 4 PM on 26th March 2024

The sealed Bids, both technical and Commercial bid should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2. Manner of depositing the Bids: Sealed Bids should be either dropped in the Tender Box kept in **the Main Office of DGC** or to be sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non- delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).

3. Time and date for opening of Bids: At 12:00 PM on 27th March 2024.

(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4. Location of the Tender Box:

Tender Box will be placed in Main Office Area **outside Finance Controller's (FC) cabin**. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

5. Place of opening of the Bids:

Tender will be opened in the Board Room of DGC. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

6. Single Bid system: The Tender is a Single bid system.

7. Forwarding of Bids – Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like GST number, Bank address with NEFT Account if applicable, etc. and complete postal & e-mail address of their office.

8. Clarification regarding contents of the RFP: A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 7 (Seven) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

9. Clarification regarding contents of the Bids: During evaluation and comparison of bids, the DGC may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

10. Rejection of Bids: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD if any. Conditional tenders will be rejected.

11. Unwillingness to quote: Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.

12. Validity of Bids: The Bids should remain valid till Finalization of the vendor by the buyer.

13. Earnest Money Deposit: – NA

Part II – Essential Details of Items/Services required

1. Schedule of Requirements – Services required are as follows:

(a) Implementation of India's DPDP Act 2023 ([Digital Personal Data Protection Act, 2023](#)) at The Delhi Golf Club and making The Delhi Golf Club compliant with the DPDP Act 2023.

(All Technical specification & Details and scope of work are as per Para 2 of Part III of this RFP)

Part III – Evaluation Criteria & Price Bid issues

1. Evaluation Criteria - The broad guidelines for evaluation of Bids will be as follows:

- (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.
- (b) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Para 2 below.
- (c) The Bidder will be required to furnish details of experience of their firms/companies in implementation of the above Act by way of sharing satisfactory feedback report from their clients. Bidder also need to share their team size with experience.
- (d) The Bidder shall be selected as per above sl no. (a), (b) & (c) with technical evaluations, as per overview cost details and required negotiations.

2. Request for Proposal (RFP)

The Delhi Golf Club wishes to be India's DPDP Act 2023 compliant based on a contractual/customer requirement.

Bidder has to provide the details of scope and services required for implementation of the DPDP Act 2023 depending upon the initial assessment by the Bidder and will advise the applicable legislations and their implementation. The final compliance report shall be submitted by the selected Bidder based on the applicable legislations.

Bidder's implementation methodology ensures that The Delhi Golf Club achieve successful implementation, and compliance of the Act. Implementation involves identification of personally identifiable information (PII), determining controller and/or processor, drafting and explaining policies and procedures, internal audits and ongoing measurement program.

Bidder's consulting engagement will be executed by a team of consultants, who ensures that the security and compliance goals are achieved using a phase wise approach.

In summary, Bidder will ensure that The Delhi Golf Club has successfully fulfilled and is in compliance of all the requirements of the DPDP Act 2023, created a documented governance framework with roles and responsibilities, secured the organization to the fullest level from any non-compliance and are able to monitor and comply the Act based on the framework established by the Bidder.

The Scope of work shall include but not limited to:

- GAP Assessment
- Conducting Risk Assessment Workshop
- Produce a practical high level risk mitigation plan including suggested prioritization
- Provide with generic privacy policies, privacy notices, data subject consent and withdrawal forms required by the respective jurisdiction.
- Advise how The Delhi Golf Club can customize the privacy policies
- Produce and outline of practical ways we can implement Data Privacy for our Project in the respective jurisdictions.
- Recommend appropriate on-line Privacy training for The Delhi Golf Club staff, consultants, and volunteers.

Additional Scope will include the following:

- Compliance with principles relating to processing, such as purpose limitation, data minimization or accuracy.
- Identifying the legal basis for processing the personal data of a subject.
- Determining whether any sectoral regulation may determine specific data processing conditions that are different from those established by the Government in the respective jurisdiction
- Advising on mechanism to receive and manage to request to exercise rights of the data subjects.
- Advising on hiring data processors, including the content of the contracts or legal documents that regulate the controller - processor relationship.
- Advising on international data transfer instruments that are suited to the needs and characteristics of the organization and the reasons that justifies the transfer.
- Advising on Design and implementation of the data protection policies.
- Advising data protection measures that are suited to the risks and nature of the processing operations.
- Advising security measures that are suited to the risks and nature of the processing operations.

Phase-wise Implementation Plan

The project has the following phases for implementation:

- Phase I – Nomination of Team members and applicable legal requirements
- Phase II – Privacy impact Assessment and Security Risk Assessment
- Phase III –Documentation Support
- Phase IV – Tracking
- Phase V – Performance Monitoring

Customer Expectations in DPDP Act 2023 Assignment**Technical Support**

- Bidder shall provide reasonable technical support in the form of e-mail or telephonic call (During the working hours from 9 am till 6 pm during the weekdays) to The Delhi Golf Club. The maximum turn-around time for resolution of any technical query is 48 – 72 hours on all working days except Saturday and Sunday or any national holiday as per India Calendar.
- The use of the Service will always meet as per the requirements of the Act
- The use of the Service will always be uninterrupted, timely, secure or free from any error
- Any information obtained by The Delhi Golf Club as a result of the use of the Service will be accurate or reliable
- That defects in the operation or functionality of any software provided to The Delhi Golf Club as part of the Service will be corrected.

Liability

- Bidder shall be liable to the The Delhi Golf Club and shall indemnify The Delhi Golf Club for any consequences resulting from any disclosure by the Bidder of any confidential information of The Delhi Golf Club related to working, design and data owned/used by The Delhi Golf Club.

SERVICE FEE AND PAYMENTS

Bidder shall have to bid for the total amount with taxes along with the payment milestones for rendering the above mentioned Services from the date of commencement of the Agreement.

Secretary
The Delhi Golf Club