IDBI trustee
IDBI Trusteeship Services Ltd

IDBI TRUSTEESHIP SERVICES LIMITED

REQUEST FOR PROPOSAL (RFP)

Appointment of a Consultant for Implementation of the
Digital Personal Data Protection Act, 2023 and the DPDP Rules, 2025

RFP Reference: ITSL/RFP/DPDP/2026-27

Date of issue: November 06, 2026

Issued by: IDBI Trusteeship Services Limited

Universal Insurance Building, Ground Floor, Sir P. M. Road, Fort, Mumbai 400 001

IDBI Trusteeship Services Limited (ITSL) invites proposals from qualified firms to support it in implementing the Digital Personal Data Protection Act, 2023 and the DPDP Rules, 2025 across all its business lines, before the substantive obligations take effect on 13 May 2027.

Disclaimer

This RFP is not an offer and does not create any obligation on ITSL. ITSL may amend, extend, cancel or re-issue this RFP, accept or reject any or all proposals, or waive minor deviations, without assigning reasons and without liability. Bidders bear all costs of preparing and submitting their proposals. Information in this RFP is confidential and is to be used only for responding to it.

Activity Schedule for RFP (Tentative)

#	Activity	Date and time
1	Issue of RFP	06 November, 2026
2	Last date for pre-bid queries (by email)	12 November, 2026, 5:00 pm
3	ITSL responses to queries	16 November, 2026
4	Last date for submission of proposals	21 November, 2026, 6:00 pm
5	Opening of eligibility and technical proposals	23 November, 2026, 4:00 pm
6	Presentations by eligible bidders	25 & 26 November 2026 (Tentative)
7	Opening of commercial proposals of technically qualified bidders	27 November, 2026 4.00 pm
8	Issue of Letter of Intent	30 November, 2026
9	Engagement kick-off	Within 7 days of Letter of Intent
10	ITSL Official Website (URL)	https://idbitrustee.com/
11	Venue	Corporate Office, Universal Insurance Building, Ground Floor, Sir P. M. Road, Fort, Mumbai 400 001

Contact for queries: Mr. Dhruba Jyoti Bora, Executive Vice President, compliance@idbitrustee.com , Telephone – 022-4080 7094. Queries to be raised by email only, with the subject line "Pre-bid query – ITSL DPDP RFP".

The above schedule is tentative only and subject to change. Any changes will be notified through ITSL website. The formulation of the evaluation criteria, the conduct of the evaluation of the responses to the RFP and the subsequent selection of the successful bidder(s) will be entirely at the discretion of ITSL and its decision shall be final and no correspondence seeking clarifications on the decision shall be entertained. The Bidders, in their own interest are requested to check website regularly to know the updates. At any time prior to the last date for receipt of bids, ITSL may, for any reason, modify the RFP Document by issuing corrigendum. The corrigendum (if any) and clarifications to the queries from all bidders will be posted on websites mentioned in RFP. Any such corrigendum shall be deemed to be incorporated into this RFP.

1. Introduction

1.1 About ITSL

IDBI Trusteeship Services Limited is a SEBI-registered debenture trustee (Registration No. IND000000460), promoted by IDBI Bank, LIC of India and GIC of India. As a SEBI-registered Debenture Trustee under SEBI (Debenture Trustees) Regulations, 1993, ITSL provides trustee services for secured and unsecured listed-debenture issuances by way of public issue or private placement , including pre-issue due diligence, creation and monitoring of security, covenant compliance, and ongoing

reporting, ensuring full lifecycle oversight from issuance to redemption. ITSL also acts as trustee to Real Estate Investment Trusts (REITs) and Infrastructure Investment Trusts (InvITs) and Alternative Investment Funds (AIF), ensuring adherence to SEBI regulations, trust deeds, and safeguarding the interests of investors through independent oversight. ITSL also undertakes debenture trustee, security trustee, escrow, and agency roles in non-regulated transactions, including loan and unlisted debenture issuances, structured finance arrangements, employee benefit and welfare trusts, and other contractual fiduciary assignments. The company facilitates holding and administration of assets, monitoring of obligations, and execution of transaction requirements in accordance with agreed contractual terms.

1.2 Background

The DPDP Act, 2023 and the DPDP Rules, 2025 were notified on 13 November 2025. The substantive obligations (sections 3 to 17) and the penalty schedule take effect on 13 May 2027, with penalties of up to ₹250 crore per instance.

A trustee receives personal data directly as well as indirectly mostly from depositories, registrars, lenders, issuers and originators — and holds it under several regulatory regimes. ITSL therefore needs a partner, who can settle its role and lawful basis segment by segment, and then put the policies, contracts, processes and controls in place.

1.3 Objective

ITSL seeks to appoint one firm (the "Consultant") for end-to-end support in implementing the DPDP Act and Rules across all its business lines and support functions, so that ITSL is compliant and able to evidence compliances by 13 May 2027.

1.4 Definitions

In this RFP, "Act" means the Digital Personal Data Protection Act, 2023; "Rules" means the DPDP Rules, 2025; "Bidder" means a firm submitting a proposal; and "Consultant" means the successful Bidder. Other terms have the meanings given in section 2 of the Act.

2. Scope of work

The Consultant will cover every business line and support function of ITSL, across all of it's workstreams, and deliver a Board-approved and operating DPDP framework by 10th April, 2027.

2.1 Coverage

- **Business lines:** Debenture trusteeship (listed and unlisted); security trusteeship; security and facility agency; InvIT, REIT, AIF trusteeship; securitisation and structured finance trusteeship; escrow agency; employee benefit and welfare trusts; and any other trusteeship or custody service ITSL offers.
- **Support functions:** human resources, finance and accounts, information technology, compliance, legal, secretarial, investor grievance and administration.
- **Locations:** registered office and all branch offices, data centres, disaster recovery sites and third-party storage.

2.2 Strategic and Operational Deliverables-

1. Design of privacy control framework: Establishing a structured framework for implementing privacy principles across the ITSL's ecosystem.
2. Development of privacy documentation: Drafting and institutionalizing SOPs and maintenance of the Record of Processing Activities (ROPA) and

implementation of the DPDP Policy of ITSL in accordance with the ITSL's business activity.

3. Collection points: Identifying collection points mapped to the grounds for processing to establish the framework on consent management.
4. Creation of Privacy Notices: Designing purpose-specific Privacy Notices at data collection points and mapping them to the purposes of processing.
5. Consent management: Defining and implementing consent mechanisms for identified data collection points.
6. Data retention and deletion: Establishing policies and workflows for data lifecycle management in compliance with regulatory timelines.
7. Transfer Impact Assessments: Evaluating cross-border data transfers and associated risks.
8. Privacy by Design in Artificial Intelligence ('AI') applications: Embedding privacy principles into AI/ML models and automated decision-making systems.
9. Data Principal Right's enablement: Operationalizing mechanisms for access, correction, erasure, and Grievance Redressal.
10. Incident reporting mechanism: Designing a structured process for breach detection, reporting, and mitigation.
11. Data Mapping and ROPA integration: Creating visual process data flow diagrams and aligning them with ROPA entries.
12. Data Protection Impact Assessments ('DPIA'): Conducting Process DPIAs for high-risk processing activities and new projects.
13. Training and capacity building: Delivering targeted training programs across departments to build privacy awareness and operational readiness.
14. Website/ Mobile app privacy assessment: Reviewing and enhancing the ITSL's digital interfaces for privacy compliance.
15. Contractual risk review: Evaluating third-party contracts for data protection clauses and obligations.
16. Baseline documentation for automation: Establishing foundational documentation and controls to support future automation of privacy operations.
17. Continuous Regulatory Tracking: The Consultant shall monitor notifications, circulars, or rules issued under Digital Personal Data Protection Act, 2023 and the DPDP Rules, 2025 or any other rules affecting the services under this RFP during the engagement period at no extra charge.

Across all workstreams of ITSL, the Consultant will also amend ITSL's business SOPs, train staff by role, test the controls before 10th April, 2027 and maintain a status tracker.

2.3 Timeline

The engagement runs from kick-off to 10th April, 2027, followed by a post-implementation support period of 3 months. Bidders must propose a phase-wise plan along with the timelines within which such milestones shall be achieved that completes discovery and the Board note within around 6 weeks of kick-off.

2.4 Out of scope

Licensing or deployment of software tools, and legal representation before the Data Protection Board or any court, are out of scope unless offered as a separately priced option.

3. Eligibility Criteria

A Bidder must meet every criterion below on the last date of submission. Only Bidders who meet all of them will have their technical proposals evaluated. Consortium bids and sub-contracting of core work are not permitted.

#	Criterion	Supporting documents
E1	A firm or company registered in India (LLP, partnership or company), in existence for at least **5 years** on the date of submission	Certificate of incorporation or registration; LLP / partnership deed
E2	Average annual turnover of at least **₹5 crore** from assurance, audit or advisory services in the last three financial years (FY 2023-24 to FY 2025-26)	Audited financial statements or a CA certificate with UDIN
E3	The bidder should be in operating-profit (EBITDA i.e. Earnings before Interest, Tax, Depreciation & Amortization) during the last 03(three) financial year(s) i.e., FY2023-2024, FY2024-2025 and FY2025-2026. AND the net worth of the bidder should be positive as per the Balance Sheet for FY 2025-26.	Audited Balance sheet, Profit/Loss statement of the firm of last three financial years.
E4	At least **three** DPDP Act gap assessment or implementation engagements since August 2023, of which at least **one** is for a regulated entity from BFSI.	Work orders or engagement letters, with completion or client certificates
E5	At least **25** professionally qualified staff (CA, CISA, CISSP, CIPP/CIPM, ISO 27001 / 27701 lead auditor or law graduates) on its rolls	Declaration on letterhead, signed by the authorised signatory
E6	A full-service office in **Mumbai** from which the engagement will be delivered	Address proof (GST registration, lease or utility bill)
E7	Not blacklisted or debarred by any government body, regulator, PSU or financial institution, and no conflict of interest with ITSL	Self-declaration (**Annexure B**)
E8	Valid PAN and GST registration	Copies of PAN and GST certificates

Credentials may be anonymised where client confidentiality requires, but must state the client's sector and regulator. ITSL may verify any credential directly with the client and ITSL shall have the right to reject a bid if any material information is found to be false, misleading or suppressed.

4. Procedure for Opening of the Bids:

Bids received within the specified closing date and time in the Activity Schedule in page 2 will be opened in the presence of bidders" representatives who choose to attend the "bid-opening process" on the specified date, time and venue as given in the Activity Schedule (maximum two representatives per bidder will be permitted in each of the bid openings).

a) The date and Venue of the opening of the Bids shall be as per the Activity Schedule. The representatives of the bidders should carry the identity card and a letter of authority from the bidder to identify their bonafides for attending the opening of the Bids.
b) The outer sealed Super Envelope and the envelopes containing the Eligibility bid and Technical propsal shall be opened by the Purchase Committee of ITSL in the presence of the bidders/their Authorised representatives who choose to attend, as per the activity schedule.
c) It may be noted that technical proposal will be evaluated for those bidders only, who are found eligible as per the eligibility criteria mentioned in Clause 3. Those who are not found eligible will be informed by ITSL.
d) On completion of the eligibility Bids evaluation, the date, time & venue of for the technical presentation will be intimated to all shortlisted bidders.
e) The bidders who qualify the eligibility evaluation shall have to provide a technical presentation on Work Plan, Methodology and demonstration of skill sets to complete the project by April 10, 2027 to ITSL. The schedule and venue of the same will be conveyed.
f) Commercial proposal will be opened for those bidders only, who secure minimum 70 marks in the technical evaluation.

4.1 Rejection of non-compliant bid:

a) ITSL reserves the right to reject any or all bids on the basis of any deviation(s).
b) Bids found with suppression of details, subjective, conditional offers, partial offers will be rejected. The decision of ITSL in the evaluation of bids shall be final.

4.2 Right to terminate the Process:

a) ITSL may terminate the RFP process at any time without assigning any reasons whatsoever. ITSL makes no commitments, express or implied, that this process will result in a business transaction with anyone.
b) This RFP document does not constitute an offer by ITSL. The bidder's response to this RFP may result into selection of bidder(s) after completion of selection process as detailed in this RFP document.
c) ITSL reserves the right to accept or reject any proposal, and to annul the RFP process and reject all proposals at any time, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for its action.
d) ITSL may cancel any procurement under this RFP at any time without assigning any reasons whatsoever. Decision of ITSL will be final in this matter.

5. Bid Evaluation

Proposals will be selected on Quality and Cost Based Selection (QCBS), weighted **70% technical and 30% commercial**. Only Bidders scoring at least **70 of 100** on the technical evaluation will have their commercial bids opened.

5.1 Technical evaluation (100 marks)

#	Category	Evaluation Criteria	Score	Max Score
1	**Consultancy & Privacy Implementation Experience (Demonstrative proof to be submitted for scoring)**	**Overall consultancy experience (minimum 5 years)**		**30**
		• >10 years	**20**	
		• >7 years and up to 10 years	**15**	
		• 5 years and up to 7 years	**10**	
		Experience in implementing DPDP Act aligned Data Privacy Program (minimum 1 year)		
		• 2 year and above with documented implementation proof)	**10**	
		• ≥ 1 year and up to 2 years (with documented implementation proof)	**5**	
2	**Financial Strength (Turnover)**	**Annual turnover as per audited financials**		**10**
		More than or equal to ₹25 Crore	**10**	
		Above ₹ 10 Crore and less than ₹25 Crore	**8**	
		Above ₹ 5 Crore and less than ₹10 Crore	**5**	

3	**Technical Competency of Professionals associated with the Bidder (Demonstrative proof to be submitted for scoring)**	**Bidder Composition**		**20**
		More than 10 qualified professionals with expertise in: • Data Privacy & Legal Compliance – Minimum 2 • Information Technology – Minimum 2 • Data Governance & Management – Minimum 2	**5**	
		More than 5 qualified professionals with expertise in: • Data Privacy & Legal Compliance – Minimum 1 • Information Technology – Minimum 1 • Data Governance & Management – Minimum 1	**3**	
		Certifications & Qualifications		
		Professional certifications of minimum 10 of the staff who is having such as CIPP/E, CIPM, ISO 27001 Lead Implementer/ Auditor, CDMP, etc.	**5**	
		Professional certifications of minimum 5 of the staff who is having such as CIPP/E, CIPM, ISO 27001 Lead Implementer/Auditor, CDMP, etc.	**3**	
		Project Leader Profile		
		Experience of the designated Project Leader in prior oversight of 5 engagements including 3 DPDP projects	**10**	
		Experience of the designated Project Leader in prior oversight of 5 engagements including 2 DPDP projects	**8**	
		Experience of the designated Project Leader in prior oversight of 4 engagements including 2 DPDP projects	**6**	
		Experience of the designated Project Leader in prior oversight of 3 engagements including 1 DPDP projects	**4**	
4	**PO in Hand / Work in Progress**	**Evidence of recent project delivery in GDPR/CPRA/CCPA/PDPA (other than DPDP) in India or abroad**		**10**
		• Successfully completed or work in process for more than 5 projects.	**10**	
		• Successfully completed or work in process for more than 3 projects.	**6**	
5	**Legal Advisory**	**Legal Documentation Support**		**10**
		5 or more dedicated staff by the bidder and legal firm in Drafting privacy notices, consent forms, and data processing agreements, Strategic legal guidance during DPDP Act implementation and alignment with MeitY guidelines and regulatory requirements	**10**	
		2 or more dedicated staff by the bidder and legal firm in Drafting privacy notices, consent forms, and data processing agreements, Strategic legal guidance during DPDP Act implementation and alignment with MeitY guidelines and regulatory requirements	**5**	

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6	**Technical presentation on the in-scope services, eligibility and technical criteria**	Presentation on Work, Methodology and demonstration of skill sets to complete the project by April 10, 2027.	**20**	**20**

5.2 Documents/Evidences to be submitted for Technical Evaluation

#	Category	Evaluation Criteria	Documents/Evidences
1	**Consultancy & Privacy Implementation Experience (Demonstrative proof to be submitted for scoring)**	Overall consultancy experience (minimum 5 years)	Firm/Company registration certificate and copy/evidence of first work order executed
		Experience in implementing DPDP Act aligned Data Privacy Program (minimum 1 year)	Copy of Order and latest status of execution
2	**Financial Strength (Turnover)**	Demonstrated annual turnover from audited financials	Audited Financials for FY 2025-26
3	**Technical Competency of Professionals associated with the Bidder (Demonstrative proof to be submitted for scoring)**	Bidder Composition	List of professionals with name, qualifications, domain and experience.
		Certifications & Qualifications	List of professionals with name, qualifications, domain and experience.
		Project Leader Profile	Latest CV of designated Project Leader
4	**PO in Hand / Work in Progress**	Evidence of recent GDPR/CPRA/CCPA/PDPA project (other than DPDP) delivery in India or abroad	Copy of PO in Hand/Work in Progress
5	**Legal Advisory**	Legal Documentation Support	List of professionals with name, qualifications, domain and experience along with a declaration meeting the required skills.
6	**Presentation on Work Plan, Methodology and demonstration of skill sets to complete the project by April 10, 2027.**		A copy of presentation to be shared in PDF (converted from PowerPoint).

5.2 Commercial evaluation

The lowest commercial bid (L1) scores 100. Every other bid scores (L1 ÷ bid amount) × 100, based on the total fee excluding GST.

5.3 Final score

Final score = (technical score × 0.70) + (commercial score × 0.30). The highest final score will be selected.

- If bids tie, the higher technical score prevails.
- If there is still tie among the bids, the bidder with higher number of completed and ongoing project on DPDP Act, 2023 implementation will be selected.

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6. Submission and terms

How to submit

Proposals are to be submitted a super envelope and three separate envelops as named below are to be kept inside the super envelope, by the deadline in the RFP schedule.

1. **Envelope A – Eligibility:** Covering letter (**Annexure A**), eligibility compliance table (**Annexure B**) and the supporting documents for E1 to E8, , Non-Disclosure Agreement (**Annexure F**) and Submission Check List (**Annexure G**).
2. **Envelope B – Technical:** Firm profile, credentials (**Annexure C**), team CVs (**Annexure D**), approach and methodology, work plan and sample deliverables (redacted).
3. **Envelope C – Commercial:** Fee in the format at **Annexure E** only. Any price in Envelope A or B will lead to rejection.

Proposals must be signed by an authorised signatory, with each page initialed, and remain valid for **60 days** from the submission deadline.

7. Commercial terms

- No advance payment will be released against purchase order.
- ITSL shall make payments only after the signing/execution of the Non-Disclosure Agreement (NDA), and Service Level Agreement (SLA).
- Payments shall be made in tranches linked to deliverables and completion of milestones, as follows:

Phase	Deliverables	Payment (%) *
Phase 1: Gap Remediation Planning	Final Gap Analysis Report, Remediation Roadmap	**10%**
Phase 2: Framework Design	Draft Data Privacy Framework, Consent UX Design, Governance Model	**15%**
Phase 3: Implementation Support	Support for policy finalization, DPIA templates, Rights Portal design	**15%**
Phase 4: Governance Enablement	Incident Response Plan, Breach Notification Protocol, Training Modules	**25%**
Phase 5: Final Review & Handover	Final Audit Readiness Checklist, Board Presentation Support.	**25%**

***Retention Clause:** 10% of the total contract value shall be retained and will be released 6 months post completion of the project and no implementation gap found during the period.

ITSL shall have the right to withhold payment in respect of deficient or incomplete deliverables, without prejudice to other contractual remedies.

Invoices shall be raised upon completion of each phase and shall be payable within 30 days of submission.

- **Taxes:** Applicable GST shall be paid extra as per prevailing rates.
- ITSL will not be paying any out-of-pocket expenses or travelling expenses relating to the implementation of the project. All incidental expenses necessary for performing the agreed scope are included in the professional fee.

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8. Penalties

8.1 Delay Penalty

If any deliverable is delayed beyond the agreed timeline without prior written approval from the ITSL, a penalty of 1% of the payment due for that phase per week of delay shall be levied, subject to a maximum of 10% of the contract value.

8.2 Non-Compliance Penalty

If the Consultant fails to meet the compliance requirements as per the DPDP Act, 2023 or the agreed scope of work, the ITSL reserves the right to:

- Withhold up to 10% of the total contract value until rectification.
- Terminate the contract if non-compliance persists beyond 30 days of written notice.

8.3 Quality Penalty

If the deliverables are found to be materially deficient or not aligned with the agreed standards, the Consultant shall rectify the issues at no additional cost. Failure to do so within the stipulated time or within such timeline as agreed by ITSL may attract a penalty of 2% of the total contract value.

9. Key terms of engagement

- **Confidentiality and data protection:** the Consultant signs an NDA (**Annexure F**) and a data processing agreement, processes ITSL's personal data only for the engagement, in India, and returns or erases it on completion.
- **Personnel:** Key personnel named in the proposal cannot be replaced without ITSL's prior written consent and an equally qualified substitute.
- **Liability:** Limited to the total fee, except for breach of confidentiality, data protection or wilful misconduct.
- **Intellectual property:** All deliverables vest in ITSL on payment; the Consultant keeps its pre-existing methods and tools.
- **Indemnification:** The Consultant shall indemnify and hold harmless ITSL, its directors, officers and employees against all losses, claims, damages, liabilities and expenses arising from any breach of the Agreement, negligence, misconduct or violation of applicable laws by the Consultant or its personnel.
- **Termination:** By ITSL for convenience on 30 days' notice, paying for work completed, or immediately for material breach without any payment of balance fee and recovery of penalty, if any.
- **Governing law and disputes:** Laws of India, courts of Mumbai;
- **Integrity:** canvassing in any form disqualifies the Bidder.
- **Manuals/SOPs:** The Bidder must supply all relevant manuals, documents, SOP relating to the project. The manuals shall be in English. Unless and otherwise agreed, the project shall not be considered to be completely delivered for the purpose of taking over, until such manuals, documents, SOP as may be necessary are provided to ITSL.

10. Deficiency in the Bidder's Performance

10.1. The work shall be carried out by the Successful Bidder strictly in accordance with the scope of work specified by the ITSL. Time shall be deemed to be of the essence of this Contract.

10.2. If at any time during the performance of the Contract, the Successful Bidder encounters conditions / situations impeding adherence to the scope of work, the Successful Bidder shall promptly notify ITSL in writing of the fact of the delay, its likely duration and the cause(s) thereof. After receipt of the Successful Bidder's notice, ITSL shall at the earliest evaluate the condition / situation, and consider, extending the

Successful Bidder's time for performance, with or without penalty, in which case, the extension shall be ratified by the Parties by written amendment of the Contract or through an email.

10.3. Except as provided in the above clause, a delay by the Successful Bidder in the performance of its delivery obligations shall render the Successful Bidder liable to the imposition of penalty, unless an extension of time is agreed upon without levying penalty.

10.4. A delay by the Successful Bidder in the performance of its Contract obligations shall render the Successful Bidder liable to any or all the following sanctions:

i. Forfeiture of its performance security
ii. Termination of the Contract for default

11. Termination

11.1. ITSL may, terminate this Contract by giving the Bidder a prior and written 30 (thirty) days' notice indicating its intention to terminate the Contract under the following circumstances:

a. Where it comes to ITSL's attention that the Bidder (or the Bidder's team) is in a position of actual conflict of interest with the interests of ITSL, in relation to any of terms of the Bidder's Bid or this Contract.
b. Where the Bidder's ability to survive as an independent corporate entity is threatened or is lost owing to any reason whatsoever, including inter-alia the filing of any bankruptcy proceedings against the Bidder, any failure by the Bidder to pay any of its dues to its creditors, the institution of any winding up proceedings against the Bidder or the happening of any such events that are adverse to the commercial viability of the Bidder. In the event of the happening of any events of the above nature, ITSL shall reserve the right to take any steps as are necessary, to ensure the effective transition of the project to a successor Bidder, and to ensure business continuity.
c. ITSL shall have the right to terminate the engagement with immediate effect in the event of any material breach of confidentiality or data protection obligations, unauthorised disclosure or misuse of ITSL's information, fraud, wilful misconduct or gross negligence, submission of materially false or misleading information, repeated failure to meet agreed milestones or deliverables, or material regulatory restrictions affecting the Consultant's ability to perform the engagement.

11.2. The payments will be made for all services rendered up to the date the termination becomes effective, at the contracted terms and prices.

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Annexures

Annexure A – Covering letter (on Bidder's letterhead)

To:

Executive Vice President- Compliance Dept.,
IDBI Trusteeship Services Limited,
Universal Insurance Building,
Ground Floor, Sir P.M. Road,
Fort, Mumbai – 400001.

Sub: Proposal for DPDP Act implementation support – RFP No. ITSL/RFP/DPDP/2026-27/

We submit our proposal in response to the above RFP. We have read and accept all its terms. Our proposal is valid for 60 days from the submission deadline. We confirm that the information in our proposal is true and that we have no conflict of interest with ITSL.

Signature,
Authorised Signatory Name-
Designation-
Date-
Seal-

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Annexure B – Eligibility compliance and self-declaration

To:

Executive Vice President- Compliance Dept.,
IDBI Trusteeship Services Limited,
Universal Insurance Building,
Ground Floor, Sir P.M. Road,
Fort, Mumbai – 400001.

Sub: Proposal for DPDP Act implementation support – RFP No. ITSL/RFP/DPDP/2026-27

Ref.: Eligibility criteria compliance and self-declaration

#	Criterion	Complied (Yes / No)	Document reference (Page no.)
E1	In existence for at least 5 years		
E2	Average turnover of at least ₹5 crore		
E3	The bidder should be in operating-profit (EBITDA i.e. Earnings before Interest, Tax, Depreciation & Amortization) during the last 03(three) financial year(s)		
E4	At least three DPDP Act gap assessment or implementation engagements since August 2023, of which at least one is for a regulated entity from BFSI.		
E5	At least 25 qualified professionals		
E6	A full-service Office in Mumbai		
E7	Not blacklisted; no conflict of interest		
E8	Valid PAN and GST registration		

We declare that we have not been blacklisted or debarred by any government body, regulator, PSU or financial institution, and that no proceedings that could lead to such action are pending.

Signature,
Authorised Signatory Name-
Designation-
Date-
Seal-

Annexure C – Credentials Format

Date: _____

To:

Executive Vice President- Compliance Dept.,
IDBI Trusteeship Services Limited,
Universal Insurance Building,
Ground Floor, Sir P.M. Road,
Fort, Mumbai – 400001.

Dear Sir,

Sub.: Credential Details

#	Client (or sector, if confidential)	Regulator	Scope of work	Period	Status	Evidence attached
1						
2						
3						
4						
5						

I certify that the above-mentioned information and the relevant enclosures/attachments are true and correct. *(Please attach documentary evidence like PO copy, certificate from the customers etc.)*

SIGNATURE
Name:
Designation: Authorised Signatory
Date:
Place:
Company Seal

Annexure D – CV format for Project Leader and Key Personnel to be deployed for the proposed project.

Name · proposed role · qualifications and certifications · total years of experience · years in data privacy and IT assurance · three relevant engagements (client sector, role, period), time commitment to this engagement (%).

Annexure E – Commercial Bid Format

(To be submitted on the Company's Letter Head and included in Commercial Bid)

Date: _____

To:

Executive Vice President- Compliance Dept.,
IDBI Trusteeship Services Limited,
Universal Insurance Building,
Ground Floor, Sir P.M. Road,
Fort, Mumbai – 400001.

Dear Sir,

Ref.: RFP for remediation of identified gaps and implementation of the Data Privacy Governance Framework to comply with the Digital Personal Data Protection (DPDP) Act, 2023

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, submit our Commercial Bid in conformity with the said RFP documents for **Rs. (in figure) (Rupees in words)**.

i. Bid Price quoted is exclusive of all applicable taxes such as GST.
ii. Applicable taxes are to be deducted at source, if any, as per prevailing rates.
iii. In case of discrepancy between figures and words, the amount in words shall prevail.

We declare that all the terms & conditions as per the RFP are agreeable to us.

(Signature)

(Name of the signatory)

(In the capacity of)

Duly authorized to sign Bid for and on behalf of

(Company Seal)

Date:

Place:

Annexure F – Non-Disclosure Agreement (NDA)

ITSL's form of NDA, to be signed by the Bidder and submitted with Envelope A.

Annexure G – Service Level Agreement (SLA)

SLA to be signed by the selected Bidder before start of the project.

Annexure H – Submission Check List

This check list is to be filled up and submitted in Envelop A.

#	Supporting documents	Enclosed (Yes/No)
1	Certificate of incorporation or registration; LLP / partnership deed	
2	Copy/evidence of first work order executed for total years of consultation experience of the company/firm	
3	Audited Balance sheet, Profit/Loss statement of the company/firm of last three financial years.	
4	Work orders or engagement letters, with completion or client certificates for DPDP Act, 2025 implementation	
5	Declaration for 25 professionally qualified staff on letterhead, signed by the authorised signatory	
6	Address proof (GST registration, lease or utility bill)	
7	Copies of PAN and GST certificates	
8	Bidder Composition - List of professionals with name, qualifications, domain and experience.	
9	Certifications & Qualifications - List of professionals with name, qualifications, domain and experience.	
10	Copy of PO in Hand/Work in Progress - GDPR/CPRA/CCPA/PDPA project (other than DPDP) delivery in India or abroad	
11	List of legal professionals with name, qualifications, domain and experience along with a declaration meeting the required skills.	
12	PDF copy of presentation on Work, Methodology and demonstration of skill sets to complete the project by April 10, 2027.	
13	Covering Letter **(Annexure A)**	
14	Self-declaration (**Annexure B**)	
15	Credential details **(Annexure C)**	
16	CV of Project Leader and Key Personnel **(Annexure D)**	
17	Commercial Bid **(Annexure E)**	
18	Non-Disclosure Agreement **(Annexure F)**	
19	Submission Check List **(Annexure H)**	