



दिल्ली विकास प्राधिकरण / DELHI DEVELOPMENT AUTHORITY
अधिकाधी अभियंता का कार्यालय / OFFICE OF THE EXECUTIVE ENGINEER
उद्यान सिविल खंड-4 / HORTICULTURE CIVIL DIVISION- 4
नेहरू प्लेस, नई दिल्ली-110019 / NEHRU PLACE, NEW DELHI-110019
(निकटवर्ती बीएसईएस भवन) / (ADJACENT BSES BHAWAN)
ईमेल / E-MAIL:- eehcd4@dda.org.in / eehcd4dda@gmail.com

NOTICE INVITING QUOTATION

- For Hiring Agency for Providing new furniture and repair of old furniture.

1. INTRODUCTION:

The Delhi Development Authority is inviting quotation (NIQ) For providing and fixing new furniture and repair of old furniture at LG Site Office at 36 Mahadev Road.

NOTICE INVITING QUOTATION NO: 03/EE/HCD-4/DDA/2026-27dated 13/07/2026	
Name of Work	Notice inviting quotation (NIQ) For providing and fixing new furniture and repair of old furniture at LG Site Office at 36 Mahadev Road.
Time of supply of item	One week from the date of award of work.
Last Date for Submission of Bid	15/07/2026 up to 2:00 PM
Opening of Bid	15/07/2026 at 3:00 PM
Earnest Money Deposit (EMD)	Rs. 39650.00/-
Place for submission of Bid and Opening of Bid	OFFICE OF THE EXECUTIVE ENGINEER HORTICULTURE CIVIL DIVISION-4 NEHRU PLACE, NEW DELHI-110019 (ADJACENT BSES BHAWAN)

2. WORK BACKGROUND:

The Delhi Development Authority (DDA) proposes to undertake the work of providing new furniture and repairing existing furniture at the Hon'ble Lieutenant Governor's Site Office, 36, Mahadev Road, New Delhi.

The requirement for the said work has been raised by the Hon'ble Lieutenant Governor's Office.

The selected agency shall be responsible for the supply, transportation, installation, repair, refurbishment, polishing, upholstery, and commissioning of new and existing furniture, along with all allied works, as approved by and in accordance with the directions of the Engineer-in-Charge.

The agency shall provide end-to-end services for the execution of the work, including procurement of materials, deployment of skilled manpower, transportation, handling, installation, repair, quality assurance, testing (wherever applicable), completion, and rectification of defects during the warranty period, ensuring that all works are carried out to the satisfaction of the Engineer-in-Charge..

3. SCOPE OF WORK:

The agency/contractor shall be responsible for the providing, supplying, repairing, refurbishing, transporting, fixing, installation, and commissioning of new and existing furniture, complete in all respects, as approved by and under the directions of the Engineer-in-Charge, including but not limited to the following components:

A. Supply & Installation of New Furniture

- i. Providing, supplying, transporting, unloading, shifting, fixing, and installation of new furniture of approved make, design, dimensions, and specifications at designated locations.
- ii. All furniture shall conform to the approved samples, drawings, and technical specifications.
- iii. Minor modifications, adjustments, levelling, alignment, and fixing required for proper installation shall be included.

B. Repair & Refurbishment of Existing Furniture

- i. Repairing, restoring, refurbishing, and making serviceable existing furniture of various types.
- ii. Replacement of damaged or worn-out components such as plywood, MDF, particle board, solid wood members, laminates, veneers, edge banding, glass, locks, handles, hinges, drawer channels, castors, hydraulic mechanisms, and other fittings, wherever required.
- iii. Rectification of structural defects, strengthening of joints, welding, tightening, and replacement of defective hardware to restore functionality.

C. Polishing, Painting & Surface Finishing

- i. Sanding, polishing, painting, melamine polishing, PU polishing, French polishing, matte/gloss finish, or any other approved surface treatment as directed by the Engineer-in-Charge.
- ii. Touch-up and colour matching of repaired portions to achieve a uniform appearance.

D. Upholstery & Cushioning Works

- i. Reupholstery of chairs, sofas, and other upholstered furniture using approved fabric, rexine, or leatherette.
- ii. Replacement of damaged cushioning, foam, webbing, springs, and other upholstery materials with approved quality materials.
- iii. Stitching, finishing, and fitting complete in all respects.

E. Transportation & Handling

- i. Dismantling, loading, transportation, unloading, shifting, reassembly, and placement of furniture at designated locations.
- ii. Safe handling of furniture during transportation to avoid damage.

F. Quality Assurance & Inspection

- i. All materials shall be of approved make and quality and shall conform to the relevant BIS/CPWD/DDA specifications, wherever applicable.
- ii. Samples of materials, finishes, fabrics, hardware, and accessories shall be got approved before execution.
- iii. The completed work shall be subject to inspection and approval of the Engineer-in-Charge.

G. Cleaning & Disposal

- i. Cleaning of repaired and newly installed furniture after completion of work.
- ii. Removal and disposal of dismantled, damaged, and unserviceable materials, debris, packing materials, and other waste from the site as directed by the Engineer-in-Charge.

H. Defect Rectification & Warranty

- i. All newly supplied furniture as well as repaired/refurbished existing furniture shall be covered under a comprehensive warranty for a period of one (01) year from the date of satisfactory completion and acceptance of the work by the Engineer-in-Charge.
- ii. During the warranty period, any defect in materials, workmanship, fittings, finishes, upholstery, hardware, or functionality reported by DDA shall be inspected by the contractor and rectified/repaired or replaced, as required, within seven (07) days from the date of receipt of intimation of such defect, at no additional cost to DDA.
- iii. The contractor shall be responsible for ensuring that all rectification/replacement works are carried out to the satisfaction of the Engineer-in-Charge, and the warranty obligations shall remain fully enforceable throughout the warranty period.

I. Any Other Work

- i. Carrying out any other allied, incidental, or miscellaneous work related to furniture supply, installation, repair, refurbishment, polishing, upholstery, or maintenance as may be required for satisfactory completion of the work and as directed by the Engineer-in-Charge.

4. BID PROCESS:

4.1 Executive Engineer, HCD-4 on behalf of Delhi Development Authority invites sealed quotations (Envelope-I: Technical Bid & Envelope-II: Financial Bid) from the experienced agencies for the above mentioned work. The quotations (Envelope-I: Technical Bid & Envelope-II: Financial Bid) should reach in the *OFFICE OF THE EXECUTIVE ENGINEER, HORTICULTURE CIVIL DIVISION-4, NEHRU PLACE, NEW DELHI-110019 (ADJACENT BSES BHAWAN)* on or before 2:00 P.M. on 15/07/2026. The sealed quotations shall be opened on the same day at 3:00 P.M. in the presence of the intending agencies or their authorized representatives. Quotations must be submitted in sealed envelope superscribed: "Quotation For providing and fixing new furniture and repair of old furniture at LG Site Office at 36 Mahadev Road. ". Technical Bid (Envelope-I) will be opened first. Only technically qualified bidders will be eligible for opening of Financial Bid (Envelope-II).

Both Envelope properly labeled is to be put in a single envelope with proper Marking of the **Name of the Work and name of the Bidding Agency**. The intending agency can contact Executive Engineer/HCD-4 for any query and also visit the site for taking note of the Area on any working day

(A) Documents required in technical Bid (Envelope-I):

1. Valid GST Registration certificate of the Agency
2. Scanned Copy of PAN Number.
3. Minimum 3 similar work experience certificates with Government/PSU bodies.
4. Company profile & list of technical manpower.
5. Undertaking for availability of required equipments (T & P).
6. ISO certification in the name of the firm.
7. Submit a Undertaking.

(B) Documents required in Financial Bid (Envelope-II):

1. Schedule of price bid in the form of BoQ attached on Page 7-12.
2. The bidder shall submit rates lump-sum as per format provided in the quotation document.
3. Rates should be inclusive of all materials, manpower, transport, loading/unloading, installation charges, and GST as specified by DDA.

4.2 Submission of Bids: The quotations (Envelope-I: Technical Bid & Envelope-II: Financial Bid) duly sealed and labeled contained in a single envelope should reach in the office of *OFFICE OF THE EXECUTIVE ENGINEER, HORTICULTURE CIVIL DIVISION-4, NEHRU PLACE, NEW DELHI-110019 (ADJACENT BSES BHAWAN)* on or before 2.00 P.M. on 15/07/2026.

4.3 Opening of Bid: The Bid will be opened on 15/07/2026 at 3:00 PM in the Office of *OFFICE OF THE EXECUTIVE ENGINEER, HORTICULTURE CIVIL DIVISION-4, NEHRU PLACE, NEW DELHI-110019 (ADJACENT BSES BHAWAN)* in the presence of EE/HCD-4, AE (P) /HCD-4, Concerned AAO/AO and participating agencies.

5. TERMS AND CONDITIONS:

- a) Agency must complete full setup within the timeline approved by DDA.
- b) All designs must be approved by the organizer/DDA.

- c) Agency shall be responsible for safety, equipment protection, and compliance with venue rules.
- d) Payment as per DDA norms after completion and verification.
- e) DDA reserves the right to cancel any or all quotations without assigning reasons.
- f) Electricity & Water: Responsibility of the agency.
- g) General Compliance: All local regulations and DDA guidelines must be followed.
- h) Eligibility and Compliance: The contractor must have prior experience in providing and fixing new furniture and repair of old furniture.
- i) Payment Terms: Payment will be made as per DDA rules, subject to submission of invoices and satisfactory completion of services. Taxes, if applicable, shall be mentioned separately.
- j) Staff and Personnel The contractor shall deploy only qualified, skilled, experienced, and competent personnel for carrying out the repair, refurbishment, polishing, upholstery, installation, and allied furniture works.
- k) Damages and Liabilities: Any damage to property caused by the contractor or their staff shall be the contractor's responsibility and cost shall be recovered. The contractor shall be fully responsible for any mishaps, accidents, or claims arising from the event.
- l) Termination: DDA reserves the right to terminate the contract with immediate effect in case of non-compliance with terms, poor quality services, or violation of rules. In such a case, payments shall be made only for the work satisfactorily completed.
- m) Force Majeure: Neither party shall be liable for delays or failures due to causes beyond their reasonable control, such as natural disasters, strikes, or government restrictions
- n) Miscellaneous: All arrangements, providing new furniture and repair of old furniture, and site cleanup, shall be completed within the stipulated time.
- o) The contractor shall ensure environmental cleanliness and proper disposal of waste generated during the event.
- p) No additional time will be given to the agency to submit the requisite documents in Technical Bid. The scrutiny will be done based on the documents given in the envelope-I (Technical Bid). Any request for additional time for submission of documents will not be entertained.
- q) Debarred agency/ or individual shall not be permitted to participate in the tendering process.
- r) Any quotation received through e-mail shall be summarily rejected.
- s) The quoted rates should be invariably being written both in figures and words, failing which the quotation shall liable to be rejected.
- t) While utilizing the area, the agency shall ensure that no incisions/carvings/ chasing/defacing/graffiti/painting or any other alterations shall be made.
- u) The agency to ensure that the area and its surroundings are kept clean at all times. Disposal of solid waste generated by the agency shall be disposed of at his own cost to the Municipal bins.
- v) DDA reserves the right to withdraw the use of above facilities by the agency at the short notice due to exigencies. No claim on account of this shall be entertained by DDA.
- w) DDA officials may visit the office/factory/service center of contractor for Pre- dispatch Inspection for which travel and other logistic to be arranged by Contractor. Cost of carrying out inspection at manufacturer's factory/Service Center/Test Center/Govt. approved Lab is in the scope of contractor and thus should be considered by them in their schedule of rate.
- x) Complete details and ISI/Quality specification if any must accompany the quotation.
- y) Make/ brand of the item shall be stated wherever applicable. All supplies are subject to inspection and approval before acceptance. Manufacturer/supplier warranty certificates and manufacturer/ shall be furnished along with the supply, wherever applicable.
- z) DDA reserves the right to modify the quantity specified in this enquiry.
- aa) All the above guidelines will from the part of the NIQ.

6. CONTACT INFORMATION

For any clarifications or to obtain additional information, please contact:

Sh. LAKSHAY SINGLA
Executive Engineer
Horticulture Civil Division-4
Delhi Development Authority
Nehru Place, New Delhi-110019
(Adjacent BSES Bhawan)
E-Mail: eehcd4@dda.org.in /
eehcd4dda@gmail.com
Mobile: 7814345472


13-07-2026
AE/HCD-4


13/07/2026
Sh. Lakshay Singla
Executive Engineer
Horticulture Civil Division-4
Delhi Development Authority
Nehru Place, New Delhi-110019
(Adjacent BSES Bhawan)

SCHEDULE/BOQ**NOTICE INVITING QUOTATION NO: 03 /EE/HCD-4/DDA/2026-27 dated 15/07/2026**

Name of work: - Notice inviting quotation (NIQ) For providing and fixing new furniture and repair of old furniture at LG Site Office at 36 Mahadev Road.

SCHEDULE OF QUANTITIES						
Name of work:- Maintenance of completed scheme under Nazul A/C - II (HZ).						
Sub head:- "Upgradation of existing furniture at the LG Camp Office and providing new furniture at Mahadev Road."						
Sr. No.	DSR 2023	Description of item	Qty.	Unit	Rate	Amount
1.00	M/R	Providing and installing 3-seater sofa of premium teak (Sagwan)/Sheesam/walnut/mahogany/wenge & ebony wood (Alpha-1 three seater sofa from Nilambur furniture, Modern Solid wood cane sofa with handwoven rattan backrest and premium Upholstered cushion seating for living room spaces from Lakdi furniture & interior co., royal carved teak wood 3 seater sofa from Woodshala or equivalent), complete in all respects, including all necessary fittings, fixtures and accessories, as per the approved sample in accordance with the instructions and approval of the Engineer-in-Charge.	7.00	Nos.		
2.00	M/R	Providing and installing 2-seater sofa of premium teak (Sagwan)/Sheesam/walnut/mahogany/wenge & ebony wood (2-seater Carving sofa for living home PU leatherette Upholstery and premium Quality Wood and soft seating & nbsp; from Lakdi furniture & interior co., Maharaja Double seater sofa from Nilambur Furniture, Classic 2-seater viva la france concept teak wood sofa from woodshala or equivalent), complete in all respects, including all necessary fittings, fixtures and accessories, as per the approved sample in accordance with the instructions and approval of the Engineer-in-Charge.	2.00	Nos.		

3.00	M/R	Providing and installing Single seater sofa of premium teak (Sagwan)/Sheesam/walnut/mahogany/wenge & ebony wood (Mallika single seater teak wood sofa from Nilambur Furniture, Classic british crafted royal single seater sofa from woodshala, imperial teak wooden Rattan sofa, maroon fabric Upholstery, high density spring cushion, handcrafted termite resistant by AMD Furniture or equivalent), complete in all respects, including all necessary fittings, fixtures and accessories, as per the approved sample in accordance with the instructions and approval of the Engineer-in-Charge.	3.00	Nos.		
4.00	M/R	Providing and installing Side table of premium teak (Sagwan)/Sheesam/walnut/mahogany/wenge & ebony wood (Bedside table 2 drawers in imported teak wood with storage by AMD Furniture, Mahi bed side Table teak wood by Nilambur Furniture, Naysa Rattan bed side table with drawer by Homes of Rajasthan or equivalent), complete in all respects, including all necessary fittings, fixtures and accessories, as per the approved sample in accordance with the instructions and approval of the Engineer-in-Charge.	18.00	Nos.		
5.00	M/R	Providing and installing Coffee table of premium teak (Sagwan)/Sheesam/walnut/mahogany/wenge & ebony wood (Tweed heads solid teak wood coffee table by homes of rajasthan, Kodiak wooden coffee table in teak wood without storage by AMD Furniture, Tamas Coffee table teak by Nilambur furniture or equivalent), complete in all respects, including all necessary fittings, fixtures and accessories, as per the approved sample and in accordance with the instructions and approval of the Engineer-in-Charge.	4.00	Nos.		

6.00	M/R	Providing and installing Executive chair of premium quality (Emerald high back leatherette Ergonomic office chair Ruben Blue by interio by Godrej, Emerald high back leatherette Ergonomic office chair Tan by interio by Godrej, High Back leatherette & wooden office chair Revolving and height adjustable from Lakdi furniture and interior co. or equivalent), complete in all respects, including all necessary fittings, fixtures and accessories, as per the approved sample in accordance with the instructions and approval of the Engineer-in-Charge.	1.00	Nos.		
7.00	M/R	Providing and installing Executive Table of premium quality Teak(Sagwan)/Sheesam/walnut/mahogany/wenge & ebony wood (Director & executive L-shaped office tables modern desk made in plywood with veneer side unit storage & drawer, CPU storage & wire manager by Lakdi furniture and interior co., Boss and CEO Cabin Executive Direcior office table by Lakdi furniture and interior co., Classic wooden Executive office table with storage Drawers premium work desk by Ouch cart or equivalent), complete in all respects, including all necessary fittings, fixtures and accessories, as per the approved sample in accordance with the instructions and approval of the Engineer-in-Charge.	1.00	Nos.		
8.00	M/R	Providing and installing Visitor Chair of premium quality (Vintage Touch Elegant wooden Handmade Arm chair for home by Woodshala, Marvel Visitors Leatherette Executive Chair by interio by Godrej, Modern Premium Visitor Chair with cushioned seat, Ergonomic Backrest and chrome Metal Leg Base for office , Reception, Waiting Area by Lakdi furniture and interior co. or equivalent), complete in all respects, including all necessary fittings, fixtures and accessories, as per the approved sample in accordance with the instructions and approval of the Engineer-in-Charge.	3.00	Nos.		

9.00	M/R	Sanding and repolishing of existing Mid-Century Sofa (3-seater) in matte walnut finish, including application of protective clear coat. Reupholstery of sofa in light stone grey woven fabric or as per decision of Engineer-in-charge, including replacement of existing cushioning with 40–50 density High-Resilience (HR) foam and provision of a top memory foam comfort layer, complete in all respects as per approved sample and in accordance with the instructions and approval of the Engineer-in-Charge, with 1 (one) year warranty covering repair, maintenance and polishing as and when required.	1.00	Nos.		
10.00	M/R	Reupholstery of Contemporary Rolled-Arm Loveseat (Blue 2-Seater Sofa) in light silver-grey textured fabric including replacement of nail-head studs with slim off-white piping or as per decision of Engineer-in-charge, reduction of seat cushioning thickness by 25–30 mm, and provision of high-resilience foam for a cleaner, lighter profile and improvement of seam alignment and cushioning fit to achieve a crisp, tailored appearance, complete in all respects as per approved sample and in accordance with the instructions and approval of the Engineer-in-Charge, with 1 (one) year warranty covering repair, maintenance and polishing as and when required.	1.00	Nos.		
11.00	M/R	Reupholstery of Contemporary Rolled-Arm Loveseat (Red 2-Seater Sofa) in deep forest green wide-rib corduroy/chennile fabric with vertical channel texture for more formal look or as per decision of Engineer-in-charge complete in all respects as per approved sample and in accordance with the instructions and approval of the Engineer-in-Charge, with 1 (one) year warranty covering repair, maintenance and polishing as and when required.	1.00	Nos.		
12.00	M/R	Reupholstery of Compact Loveseat (Beige 2-Seater Sofa) in with premium fabric with vertical channel texture for more formal look as per decision of Engineer-in-charge, complete in all respects as per approved sample and in accordance with the instructions and approval of the Engineer-in-Charge, with 1 (one) year warranty covering repair, maintenance and polishing as and when required.	1.00	Nos.		

13.00	M/R	Sanding and repolishing of existing chairs in approved matte walnut finish, including application of protective clear coat for surface protection and enhanced durability; and carrying out complete reupholstery in premium-quality fabric, including replacement of existing cushioning with 40-50 density High-Resilience (HR) foam and provision of an additional top memory foam comfort layer, in all respects as per approved sample and in accordance with the instructions and approval of the Engineer-in-Charge, with 1 (one) year warranty covering repair, maintenance and polishing as and when required.	19.00	Nos.		
14.00	M/R	Sanding and repolishing and repair of Coffee tables complete in all respects as per approved sample and in accordance with the instructions and approval of the Engineer-in-Charge, with 1 (one) year warranty covering repair, maintenance and polishing as and when required.	6.00	Nos.		
15.00	M/R	Sanding and repolishing and complete repair of Dining table complete in all respects as per approved sample and in accordance with the instructions and approval of the Engineer-in-Charge, with 1 (one) year warranty covering repair, maintenance and polishing as and when required.	1.00	Nos.		
16.00	M/R	Comprehensive maintenance of Executive Chairs, including carrying out all necessary repair, restoration, servicing, and allied maintenance works required for restoring the chairs to proper functional and aesthetic condition, including complete reupholstery works, replacement/repair of cushioning and upholstery components wherever required, complete in all respects as per approved sample and in accordance with the instructions and approval of the Engineer-in-Charge, with 1 (one) year warranty covering repair, maintenance and polishing as and when required.	2.00	Nos.		
17.00	M/R	Sanding and repolishing and complete repair of Executive table, complete in all respects as per approved sample and in accordance with the instructions and approval of the Engineer-in-Charge, with 1 (one) year warranty covering repair, maintenance and polishing as and when required.	2.00	Nos.		
					TOTAL	

NOTE: Agency shall be responsible for For providing and fixing new furniture and repair of old furniture at LG Site Office at 36 Mahadev Road.

Name and Details of Agency

**UNDERTAKING FOR UNCONDITIONALLY ACCEPTANCE OF THE QUOTATION
TERMS & CONDITION**

To,
Executive Engineer
Horticulture Civil Division-4
Delhi Development Authority
Nehru Place, New Delhi-110019
(Adjacent BSES Bhawan)

Sub: UNDERTAKING FOR UNCONDITIONALLY ACCEPTANCE OF THE QUOTATION
TERMS & CONDITION

Sir,

1. The quotation documents for the work – “For providing and fixing new furniture and repair of old furniture at LG Site Office at 36 Mahadev Road.” has been provided to me/us by Delhi Development Authority and I/We hereby certify that I/We have inspected the sites and read the entire terms and conditions of the quotation documents made available to me/us. Which shall form part of the contract agreement and I/We shall abide by the conditions/Clauses contained therein.
2. I/We hereby unconditionally accept quotation conditions of DDA mentioned in quotation documents in it's entirely for the above work.
3. The contents of quotation have been noted wherein it is clarified that DDA reserves the rights to reject the conditional quotation without assigning any reason thereto.

Yours Faithfully
(Signature of the agency with
rubber stamp)