



दिल्ली विकास प्राधिकरण/ Delhi Development Authority
कार्यालय अधिशाषी अभियंता / O/o Executive Engineer
उद्यानसिविलखंड-7 / Horticulture Civil Division -7
केन्द्रीय नर्सरी सेक्टर-5 द्वारका / Central Nursery, Sector -5, Dwarka
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INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING FORMING PART OF NIQ AND TO BE POSTED ON WEBSITE (Applicable for inviting NIQ)

NOTICE INVITING QUOTATIONS (NIQ)
(FOR DETERMINATION OF RATES ONLY)

NIQ No.: 01/ EE/HCD-7/DDA/2025-26

Date: 24.02.2026

Executive Engineer/Horticulture Civil Division-7/DDA/Horticulture Zone, New Delhi on behalf of DDA invites Online quotations from eligible and experienced agencies for **determination of market-reasonable rates** for providing **Total Station / DGPS / Drone Survey Services (TSS) under CE (Hort.), DDA**, as per details given below.

1. Name of Work:

Determination of rates for providing survey services using Total Station / DGPS / Drone including topographical survey, drone-based survey, hydrological/bathymetric survey, and Shajra superimposition for works under Horticulture Department, DDA.

2. Scope of Work

As per **Schedule of Items (Annexure-A)** and Additional Conditions enclosed with this NIQ.

3. Important Clarification

This NIQ is issued **only for determination of rates.**

- No work shall be awarded pursuant to this NIQ.
- No contract agreement shall be executed.
- Rates determined shall be used as reference/ceiling rates for future tenders.

4. Eligibility Criteria

The participating agency shall:

- Have experience in similar survey works.
- Possess required survey equipment, drone systems, licensed software, and trained manpower.
- Hold necessary statutory permissions (including DGCA compliance for drone operations).

5. Validity of Rates

Rates determined through this NIQ shall remain valid for one (01) year or until revised by the competent authority.

6. Mode of Submission

Bidders may submit their quotations either in the attached BOQ format (Excel) uploaded on the portal or in a separate PDF format containing the Item-wise quoted rates (as per Annexure-A), duly signed and stamped.

7. Submission of Rate Analysis (Mandatory)

Agencies shall submit detailed Item-wise rate analysis in the prescribed format (Annexure-B), duly signed and stamped.

Quotations without rate analysis may be liable to rejection.

8. Tender Fee / EMD

- Tender Fee: Nil
- Earnest Money Deposit (EMD): Nil

9. Important Dates

Particular	Date & Time
Last date of submission	02.03.2026 upto 03:00 PM
Opening of quotations	03.03.2026 at 03:30 PM

10. Evaluation Method

Quotations shall be evaluated item-wise for determination of reasonable and workable market rates.

Issued with the approval of competent authority.


Executive Engineer
HCD-7/DDA

Date: 24/02/2026 

File No. F-67(1292)EE/HCD-7/DDA/2025-26/455

Copy to :-

1. SE/HCC-2/DDA.
2. AO(CAU)Horticulture, DDA.
3. Dy. Director (Hort.)Dwarka/DDA.
4. Director (System) DDA for display at the DDAs website.


Executive Engineer
HCD-7/DDA


BOQ: SCHEDULE OF ITEMS (TSS)

Sr. No.	Item Description	Unit	Quoted Rates (Rs.)
1.	<p>Providing survey team on daily basis comprising one Surveyor, minimum two Assistant Surveyors, and one Draftsman for preparation of survey drawings, along with Total Station / DGPS or any other suitable survey equipment, required manpower, computer system, licensed software, and transportation support, for carrying out topographical survey and map-making using Total Station, DGPS, or other latest survey instruments, covering a minimum survey area of 12,000 sqm per day or as directed by Engineer-in-charge, complete in all respects as per the direction of the Engineer-in-Charge.</p> <p>The scope of work shall include preparation of layout plans, contour plans, and other required drawings using AutoCAD or appropriate licensed software; supply of soft copies of all drawings in two (02) pen drives, and five (05) hard copies of each drawing (such as contour plan, topographical plan, layout plan, tree survey plan, etc.), as directed by the Engineer-in-Charge. The survey shall also include identification and mapping of all existing permanent features, such as structures, buildings, public utilities, pathways, sewer lines, water lines, hilly terrain, trees, and other notable site features. The rate shall be inclusive of all statutory taxes, T&P, transportation of labour and equipment, software, manpower, and all incidental charges whatsoever. Nothing extra shall be payable.</p> <p>Survey Requirements for Landscape Development Proposals</p> <p>The survey plans prepared for landscape development proposals shall, inter alia, include the following:</p> <ul style="list-style-type: none"> • Site boundaries along with location and levels of adjacent roads • Contour levels at 1.00 m interval for moderately sloping sites and 0.50 m interval for undulating/terrain sites • Tree inventory information (refer Note-A below for details) • Utilities / underground services, clearly marked on the survey plan • Existing structures and site features such as pathways, built-up areas, etc., if present on site • In case of presence of a water body within the site, hydrological and bathymetric survey shall be carried out separately (refer Item No. 3 for detailed requirements) <p>Note-A: Tree Survey Requirements</p> <p>The tree survey plan shall include physical numbering of trees at site, wherein each tree shall be paint-marked, preferably with water-based / eco-friendly paint, with a unique identification number at an appropriate visible location, as directed by the Engineer-in-Charge. The same identification number shall be accurately reflected in the</p>	Per Job	

tree survey drawing.

Further, the contractor shall submit tree-wise data in tabular form, in both hard copy and soft copy, containing details such as tree number, species, girth, approximate height, and any other parameters as directed by the Engineer-in-Charge. The cost of paint, labour, documentation, preparation of drawings, and tabulated data shall be deemed to be included in the item rate and nothing extra shall be payable on this account.

For the purpose of measurement and payment, if the total area surveyed at a particular location is up to 12,000 sqm, the quantity executed shall be treated as one (01) job. If the surveyed area exceeds 12,000 sqm, payment shall be made on proportional basis, calculated with reference to the rate per job for 12,000 sqm or part thereof, as directed by the Engineer-in-Charge.

2.1 Extra for Drone-Based Survey with Integration

Extra for carrying out drone-based survey with data processing and integration for a specific area/location where topographical survey using Total Station/DGPS has already been completed and accepted under Item No. 1, and where drone survey is additionally required for integration, as directed by the Engineer-in-Charge.

The scope shall include aerial photography/videography, acquisition of drone data, and processing and integration of the drone data with the already prepared Total Station/DGPS survey data for preparation of photogrammetry-based outputs, such as orthomosaic maps, 3D terrain models, and other photo-interpreted products, wherever required.

The minimum area to be surveyed, processed, and integrated shall be 12,000 sqm per day per drone team, or as directed by the Engineer-in-Charge, ensuring conformity with the survey executed under Item No. 1.

Per
Job

For the purpose of measurement and payment, if the total area surveyed and integrated at a particular location is up to 12,000 sqm, the quantity executed shall be treated as one (01) job. If the surveyed and integrated area exceeds 12,000 sqm, payment shall be made on a proportionate basis, calculated with reference to the rate per job for 12,000 sqm or part thereof, as directed by the Engineer-in-Charge.

This item shall not be treated as a standalone conventional survey item and shall be executed only after completion and acceptance of Item No. 1 for the same area/location. The contractor shall submit all aerial photographs, processed photogrammetry data, videography footage, and integrated survey outputs in the format directed by the Engineer-in-Charge.

The rate shall be inclusive of licensed drone operation, drone equipment, statutory permissions/compliances, drone-

	<p>specific software processing, accessories, and all incidental charges. No payment shall be made under this item for conventional survey, manpower, drawing preparation, printing, transportation, or other components already covered under Item No. 1. Nothing extra shall be payable.</p>	
2.2	<p>Extra for Drone-Based Photography / Videography Only</p> <p>Extra for carrying out drone-based aerial photography and/or videography only, without preparation of photogrammetry outputs, survey drawings, or integration with Total Station/DGPS survey data, for a specific area/location, as directed by the Engineer-in-Charge. This item may be executed independently or in conjunction with Item No. 1, wherever only visual documentation, progress recording, monitoring, or record photography/videography is required.</p> <p>The minimum area to be covered under this item shall be 35,000 sqm per day per drone team, or as directed by the Engineer-in-Charge.</p> <p>For the purpose of measurement and payment, if the total area covered through drone-based photography/videography at a particular location is up to 35,000 sqm, the quantity executed shall be treated as one (01) job. If the covered area exceeds 35,000 sqm, payment shall be made on a proportionate basis, calculated with reference to the rate per job for 35,000 sqm or part thereof, as directed by the Engineer-in-Charge.</p> <p>The contractor shall submit all aerial photographs and/or videography footage in the required digital format, and hard copies wherever directed by the Engineer-in-Charge.</p> <p>The rate shall be inclusive of licensed drone operation, drone equipment, statutory permissions/compliances, accessories, and all incidental charges. No payment shall be made under this item for conventional survey, data processing, drawing preparation, printing, transportation, manpower, or any other components covered under Item No. 1 or Item No. 2(a). Nothing extra shall be payable.</p>	per job
3.	<p>Extra for carrying out detailed hydrological and bathymetric (BATHO) survey of water bodies such as ponds, lakes, reservoirs, wetlands, etc., including comprehensive mapping of all physical, hydrological, and topographical parameters, complete in all respects, as per the direction of the Engineer-in-Charge.</p> <p>The work shall include identification and establishment of TBM with reference to Mean Sea Level (MSL) by connecting to the nearest permanent Bench Mark of Survey of India; taking spot levels at 10.00 m interval or as directed; measurement of depth at various locations; and preparation of layout plan, contour plan (1.00 m contour interval)</p>	

	<p>depth plan, and cross-sections of the water body.</p> <p>The drawings shall clearly indicate HFL, LTC/lowest water level, FTL (where applicable), reduced levels, benchmarks, and reference datum. All drawings shall be prepared using AutoCAD or appropriate licensed software and shall be suitable for planning, design, statutory submissions, or court use, if required.</p> <p>The item includes supply of soft copies in pen drive/CD and five (05) hard copies of all drawings, complete with legends, scale, north direction, and annotations, as directed by the Engineer-in-Charge. Rates shall be inclusive of all statutory taxes, T&P, manpower, equipment, software, transportation, documentation, and all incidental charges. Nothing extra shall be payable.</p> <p>Where item No. 1 has already been executed for the same location, the rate under this item shall be deemed to cover only hydrological/bathymetric-specific additional work, and no duplication of costs shall be admissible.</p>	Per Acre
4.	<p>Extra for preparation and submission of Shajra superimposed over the topographical survey plan provided by the Department, including digitization of Shajra (where required). The scope of work shall include assisting the Engineering staff during coordination meetings with the concerned officials of the Revenue Department, GNCTD and Land Management (LM) Department of DDA, recording the observations, and incorporating all required additions / corrections / deletions / alterations as directed by the concerned authorities and/or Engineer-in-Charge.</p> <p>The item shall include preparation of final survey/demarcation plan using appropriate licensed software, superimposed with Shajra details, complete with all necessary legends, boundaries, coordinates, reference points, and annotations. The contractor shall provide colour printouts on A-2 size paper, duly signed by the authorized Surveyor, along with soft copy in the desired format in a pen drive/CD as directed by the Engineer-in-Charge.</p> <p>The plan/demarcation drawing prepared under this item shall be suitable for submission before statutory authorities and/or a court of law, if required. The rate shall be inclusive of all costs towards software, manpower, coordination, meetings, printing, documentation, transportation, statutory compliances, and all other incidental charges. Nothing extra shall be payable.</p>	Per Acre

Additional Conditions:

1. **Engagement Period, Number of Teams & Availability:** A minimum of **three (03) survey teams** shall be engaged for the area under **CE(Hort.)**, with one dedicated survey team for each circle, namely **HCC-1, HCC-2, and HCC-3**, during the entire contract period of **one year (or extended period, if applicable & approved)**.
 - **HCC-1** comprises **4 Divisions (HCD-1, HCD-2, HCD-3 & HCD-4)**,
 - **HCC-2** comprises **4 Divisions (HCD-5, HCD-6, HCD-7 & HCD-8)**,
 - **HCC-3** comprises **2 Divisions (HCD-9, HCD-10)**

The deployed teams shall remain available on an **as-and-when-required basis** and the contractor shall ensure uninterrupted availability of the survey teams as per the directions of the Engineer-in-Charge (EIC).

2. **Survey plans for landscape proposals:** For all survey plans prepared for landscape proposals, submission of a tree inventory in the prescribed and standardized format shall be mandatory. The agency shall ensure that the same standardized tree inventory format is followed in all surveys. Further, the agency should adopt a uniform CAD layering standard for all survey drawings submitted to the Landscape (LS) Department.
3. No additional payment shall be payable to the agency in cases where the survey drawings submitted for landscape proposals are found to be incomplete or deficient with respect to the information specified under Para II. Any required revisions or resubmissions shall be carried out by the agency at no extra cost, without levy of additional fees or dues.
4. **Deployment of Additional Survey Teams:** In case of urgency, increased workload, overlapping timelines, or site-specific requirements, **additional survey teams may be required within any circle**. Such additional teams shall be **arranged and deployed by the contractor without delay**, as directed by the EIC, to ensure timely completion of assigned tasks.
5. **Assessment of Team Requirement & Immediate Deployment:** For any quantity/area assigned by the **EIC**, along with specified timelines, the contractor shall assess the manpower and equipment requirements and **deploy adequate number of survey teams, including additional teams if required, by the next working day without fail**. No request for extension of time on account of non-availability of manpower, equipment, or teams shall be entertained.
6. **Replacement of Non-Performing Teams:** In case any deployed survey team is found technically deficient or non-responsive, the Engineer-in-Charge shall have the right to seek replacement of the team, which shall be effected by the contractor within 24 hours without any additional cost.
7. **Area of Jurisdiction:** The jurisdiction of work shall extend to **all areas under CE (Hort.) and, if required, anywhere within the territorial limits of Delhi**, in any quantity and frequency, as directed by the EIC. The contractor shall ensure adequate mobility and logistical support for all survey teams.

8. **Penalty for Non-Compliance:** A penalty of **Rs. 5,000/- per day per team** shall be imposed for failure to take up or complete the assigned work within the stipulated time, or for non-deployment of the required survey team(s) as directed by the EIC. Repeated defaults shall render the contractor liable for further action as per contract provisions, including termination.
9. **Responsibility for Equipment, Software & Statutory Permissions:** All survey equipment, software licenses, computer systems, transport vehicles, drone permissions/approvals (where applicable), and manpower shall be arranged, maintained, and operated by the contractor at their own cost. Any delay arising due to non-availability or non-compliance of statutory permissions or functional equipment shall be the sole responsibility of the contractor. In case of any untoward incident arising due to non-compliance with statutory provisions/approvals, the contractor shall be solely liable.
10. **Data Accuracy & Output Quality:** The contractor shall ensure complete accuracy of all survey data, drawings, contour maps, drone outputs, and photogrammetry products. In case of any error, discrepancy, or deficiency noticed at any stage, the contractor shall re-survey and submit corrected outputs **at no extra cost** and within the revised timeline stipulated by the EIC.
11. **Confidentiality & Data Handling:** All survey data, maps, drawings, drone footage, and processed outputs shall be treated as **confidential property of the Department**. The contractor shall not disclose, publish, or use the data for any purpose other than execution of the assigned work, without prior written approval of the competent authority.

RATE ANALYSIS FORMAT (Tentative)

RATE ANALYSIS (ITEM-WISE)

Name of Agency:

NIQ No.:

Item No:

Description:

Unit:

Quoted Rate (Rs.):

A. Manpower

Category	Nos	Rate	Amount

Subtotal A =

B. Equipment / Tools

Subtotal B =

C. Software / Processing

Subtotal C =

D. Consumables / Printing

Subtotal D =

E. Transportation / Logistics

Subtotal E =

F. Statutory / Compliance

Subtotal F =

G. Profit & Overheads

Subtotal G =

TOTAL RATE

A+B+C+D+E+F+G= Rs.

**Authorized Signatory
Signature & Stamp**