



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)
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NOTICE INVITING QUOTATION

- For hiring an event management agency for the celebration of World Heritage Week (13th-18th April 2026) at Mehrauli Archaeological Park.

1. Introduction:

The Delhi Development Authority is organizing World Heritage Week (13th-18th April 2026).

NO: 02/EE/HCD-4/DDA/2026-27/ 14		Dated-09/04/2026	
Name of Work	For hiring an event management agency for the celebration of World Heritage Week (13th-18th April 2026) at Mehrauli Archaeological Park.		
Event	World Heritage Week (13th-18th April 2026)		
Venue of Event	Mehrauli Archaeological Park		
Estimated Cost	Rs -29,73,547/-		
Duration of Event	13.04.2026 to 18.04.2026		
Last Date for Submission of Bid	10.04.2026 up to 4:00 PM		
Opening of Bid	10.04.2026 at 5:00 PM		
Place for submission of Bid and Opening of Bid	Office of the Executive Engineer Horticulture Civil Division-4 Nehru Place, New Delhi-110019 (Adjacent to BSES Bhawan)		
Earnest Money	Rs. 59,471/- as Earnest Money in the form of RTGS/NEFT		

2. EVENT BACKGROUND:

World Heritage Day, also known as the International Day for Monuments and Sites, is observed globally on 18th April to promote awareness about cultural heritage and its preservation. In this regard, a week-long celebration from 13th to 18th April 2026 is proposed by the Delhi Development Authority (DDA) in collaboration with the Archaeological Survey of India (ASI) at Mehrauli Archaeological Park.

The celebration aims to engage citizens, students, and communities through a series of cultural, educational, and interactive activities, encouraging them to explore, experience, and appreciate Delhi's rich heritage. The initiative also seeks to highlight ongoing conservation efforts and foster a sense of ownership and responsibility towards preserving heritage sites for future generations, under the theme "*Dilli Ki Dharohar - Explore, Experience, Preserve.*"

3 . SCOPE OF WORK

The selected vendor shall be responsible for providing all necessary arrangements for the successful conduct of the event. This shall include tentage (décor and fabrication), seating arrangements, electrical works including DG sets and outdoor heaters, audio-visual equipment, floral decorations and decorative lighting, sound systems, LED screens with side panels/wings, stage setup, provision of anchor and artists/singers, high tea/meals, safe drinking water, portable toilet vans, vanity vans, VIP guest lounges, signage, photography and videography services, deployment of male and female ushers/volunteers, catering, security, housekeeping, dustbins, and all other items as required or as directed by the Officer-in-Charge, DDA.

The selected Event Management Agency (EMA) shall be responsible for the complete planning, setup, coordination, and execution of the programme, including but not limited to the following components:

a. Guest Handling & Front-of-House Management

- i. Meet & greet arrangements for invited guests at the venue entrance.
- ii. Deployment of adequate, well-groomed male and female ushers/volunteers for guest facilitation, seating coordination, and assistance to VVIPs.
- iii. Queue management, entry control, and coordination with security agencies, as required.

b. Seating & Venue Arrangements

- i. Provision of sofa seating arrangements for VVIP guests in the front rows.
- ii. Arrangement of round tables and banquet chairs for the remaining guests, suitably placed facing the stage.
- iii. Provision of electric open-air heaters/fans, as required, depending on weather conditions.
- iv. Supply and installation of silent DG sets/generators along with fuel and operators.
- v. Provision of an adequate number of vanity vans, VIP guest lounges, green room arrangements, etc.
- vi. Floral decorations along with aesthetically designed ambient lighting across the venue.

c. Stage, Audio-Visual & Lighting

- i. Designing and erecting a well-decorated and properly illuminated stage suitable for musical performances.
- ii. Provision of a high-quality sound system, including microphones, monitors, mixers, and all necessary audio equipment as required by the singers/artists.
- iii. Concert-grade stage lighting, ambient lighting, trussing (if required), and proper power distribution.
- iv. Provision of LED screens (as required) for branding/creative visuals, along with side panels/wings, subject to approval of the organizer.

d. Artist & Programme Coordination

- i. Coordination of logistics, travel (if required), and green room arrangements for the main vocalist/singer, accompanying artists, and technical teams.
- ii. Scheduling of rehearsals, sound checks, and overall programme coordination in consultation with the DDA nodal officer.

e. Photography & Videography

- i. Deployment of professional photographers and videographers for comprehensive coverage of the entire event.
- ii. Submission of edited photographs and a professionally edited video film to DDA in both soft and hard copies.

f. Housekeeping & Support Services

- i. Deployment of adequate housekeeping manpower to ensure cleanliness of the

venue before, during, and after the event, along with sufficient placement of dustbins across the venue.

ii. Proper waste collection, disposal, and overall hygiene management.

iii. Provision and deployment of an adequate number of portable toilet vans for VVIPs and the general public.

g. Parking & Movement Management

i. Coordination with local administration for parking planning, signage, and smooth guest movement.

ii. Deployment of volunteers for traffic and parking facilitation.

h. Any Other Work

i. Any additional work as assigned by the Organizer/DDA for the smooth conduct of the event.

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 4:00 P.M. on **10/04/2026**. The sealed quotations shall be opened on the same day at 5:00 P.M. in the presence of the intending agencies or their authorized representatives. Quotations must be submitted in sealed envelope superscribed: For hiring an event management agency for the celebration of World Heritage Week (13th–18th April 2026) at Mehrauli Archaeological Park DDA. 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 & Address of the Bidding Agency**. Address of the Firm/company/dealer submitting the tender should also be indicated on the envelope. All pages of the NIQ document to be signed and stamped by the agency and to be submitted in the envelope. 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.

Earnest money shall be deposited through RTGS/NEFT in the account of **Sr.A. O/CAU/Horticulture (EMD ACCOUNT) having account No. 01201110000010 with HDFC Bank, GF 01,02,03 Laxmi Deep Building, Laxmi Nagar Distt Centre Vikas Marg, Delhi-110090 (IFSC Code No. HDFC0000120)**.

Micro Small and Medium Enterprises (MSMEs) registered with Udyam Registration Portal for the relevant category of work are exempted from submission of Earnest Money Deposit (EMD).

Three similar nature of works each of value not less than 40% of the estimate cost or two similar works each of value not less than 60% of the estimated cost or one work of similar nature of value not less than 80% of the estimated cost in the last 7 years ending previous date of the last date of submission of bids. The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications for tenders.

(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 event experience certificates with Government/PSU bodies/Private.
4. Company profile & list of technical manpower.
5. Undertaking for availability of required equipment's (T & P).
6. The bidder must be in existence in the Event Management or similar business for a minimum period of three (3) years. Documentary evidences of experience shall be provided.
7. Duly Sealed and Signed Rate Quotation in prescribed format in Annexure-I (Schedule of Qty.).
8. Unconditional Acceptance Letter in prescribed format in Annexure-II (Undertaking of Unconditional acceptance of the NIQ terms & condition.

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

1. Schedule of price bid in the form of BoQ attached page no 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, and installation charges, but inclusive of GST as specified by DDA.

3.2 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 4.00 P.M. on 10/04/2026.

3.3 Opening of Bid: The Bid will be opened on 10/04/2026 at 5:00 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 creative 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) Hygiene Standards: Compliance with all safety and hygiene guidelines.
- g) Insurance: Agency must have insurance covering stall and operations.
- h) Electricity & Water: Responsibility of the agency.
- i) Fire Safety: Fire safety measures will be arranged by the bidder. In case of violation of any clause, necessary action along with penalty will be decided by the competent authority & shall be binding on the bidder. Agency will ensure all safety related issues and will be responsible for in case of any untoward incident/accident.

- j) General Compliance: All local regulations and DDA guidelines must be followed.
- k) Eligibility and Compliance: The contractor must have prior experience in organizing similar events. The contractor shall obtain all necessary permissions, licenses, and clearances for the event. The contractor must comply with all safety, fire, and public health regulations applicable under the Government rules.
- l) 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.
- m) Security and Safety: The contractor shall ensure the safety of guests, performers, and staff. First aid, fire safety, and crowd management measures must be in place. DDA reserves the right to ask the contractor to modify any arrangement deemed unsafe.
- n) Staff and Personnel: The contractor shall provide qualified personnel for event management, catering, and technical support. All staff shall follow DDA directives and maintain decorum during the event.
- o) Damages and Liabilities: Any damage to DDA 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.
- p) 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.
- q) 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
- r) Miscellaneous: All arrangements, including setup, dismantling, and cleanup, shall be completed within the stipulated time.
- s) The contractor shall ensure environmental cleanliness and proper disposal of waste generated during the event.
- t) 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.
- u) Debarred agency/ or individual shall not be permitted to participate in the tendering process.
- v) Any quotation received through e-mail shall be summarily rejected.
- w) The quoted rates should be invariably being written both in figures and words, failing which the quotation shall liable to be rejected.
- x) While utilizing the area, the agency shall ensure that no incisions/carvings/ chasing/defacing/graffiti/painting or any other alterations shall be made.
- y) 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.
- z) 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.
- aa) The amount of offer should be clearly written both in figures and words in Annexure-I. No over-writing should preferably be done. In any case, such over-writing/correction or insertions should be signed by the tenderer(s) or his authorized signatories. In case of discrepancy the amount written in words shall prevail.
- bb) Before execution of work, sample of work & material used, Event layout plan & strategies, should be got approved by Executive Engineer/ HCD-4, DDA. Any changes required at site; the agency bound to do the same without any extra cost.

- cc) The agency will bring all the materials required for the said purpose and will install for event purpose and after the completion period same will be dismantled and taken out by the agency.
- dd) The work to be carried out as per instructions of Executive Engineer/ HCD-4, DDA and to be carried out up to his satisfaction.
- ee) All the above guidelines will from the part of the NIQ.

5. 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



9/04/2021

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

NOTICE INVITING QUOTATION /NIQ

NO:02/EE/HCD-4/DDA/2026-27 | 14

Dated -09/04/2026

BOQ

Name of work: - For hiring an event management agency for the celebration of World Heritage Week (13th-18th April 2026) at Mehrauli Archaeological Park.

Celebration of World Heritage Week (13th-18th April 2026) at Mehrauli Archaeological Park.						
Sr. No.	Description	Qty	Unit	Days	Rate	Amount
1.00	Providing and installation of small stage (8' x 8' x 1' height) with proper levelling, finishing and carpeting complete	64.00	Sq. ft	2		
2.00	Providing complete PA system with 2 speakers, 2 base units, microphones, mixer, amplifier and operator, complete in all respects as per directions of the Engineer-in-Charge.	1.00	no's	2		
3.00	Providing tables (10 Nos.) with proper covering and arrangement	10.00	no's	2		
4.00	Providing chairs (20 Nos.) with/without covers, including arrangement complete in all respects as per directions of the Engineer-in-Charge.	20.00	no's	2		
5.00	Providing and laying carpet (20m x 50m), including fixing, finishing and removal after event	1000.00	sq.m	2		
6.00	Providing snacks for 300 persons per day, including preparation, serving and disposal	300.00	no's	2		
7.00	Providing packaged drinking water bottles (300 Nos.) per day, including supply and distribution	300.00	no's	2		
8.00	Providing water stations with safe and hygienic drinking water, including installation, maintenance and refilling	3.00	no's	5		
9.00	Provision for cash prizes (lumpsum)	10,000	INR	1		
10.00	Providing, designing, printing and supply of certificates (25 Nos.) complete in all respects	25.00	no's	1		
11.00	Providing water colour sets (300 Nos.) for participants	300.00	no's	1		
12.00	Providing and supply of crayons (300 Nos.) for participants, complete in all respects.	300.00	no's	1		
13.00	Providing brushes (300 Nos.) for painting/art activity	300.00	no's	1		
14.00	Providing cardboards (300 Nos.) for art/painting activity	300.00	no's	1		
15.00	Providing and supply of A3 size ivory sheets (400 Nos.) for participants, complete in all respects	400.00	no's	1		

16.00	Providing pencils (300 Nos.) for participants	300.00	no's	1		
17.00	"Providing and supply of erasers (300 Nos.) for participants, complete in all respects.	300.00	no's	1		
18.00	Providing cup holders for water (300 Nos.)	300.00	no's	1		
19.00	Providing mixing plates (300 Nos.) for colours/painting use	300.00	no's	1		
20.00	Providing clipboards (300 Nos.) for participants	300.00	no's	1		
21.00	Providing A4 size sheets (400 Nos.) for participants	400.00	no's	1		
22.00	Providing pens (300 Nos.) for participants	300.00	no's	1		
23.00	Providing and installation of stage (24' x 16') with proper levelling, finishing and carpeting complete	384.00	no's	1		
24.00	Providing complete sound system setup including speakers, subwoofers, microphones, mixer, amplifier, and technical staff	1.00	no's	1		
25.00	Providing, fabrication, installation, and dismantling of goalpost truss system with stage lighting arrangement as per technical rider specifications, including all fixtures, cabling, and technical manpower, complete in all respects.	1.00	no's	1		
26.00	Providing, placing, and arrangement of VIP sofas (30 Nos.), including shifting and removal after completion of the event, complete in all respects as per directions of Engineer-in-Charge."	30.00	no's	1		
27.00	Providing, placing, and arrangement of seating (300 Nos.), including chairs with/without covers, complete in all respects as per directions of Engineer-in-Charge.	300.00	no's	1		
28.00	Providing, installation, and removal of cycle barricading (1000 Rft) for crowd control and safety, complete in all respects as per directions of Engineer-in-Charge.	1000.00	rft	1		
29.00	Providing, installation, and maintenance of air-conditioned toilet van with all necessary facilities including water supply, sanitation, and housekeeping staff, complete in all respects as per directions of Engineer-in-Charge.	1.00	no's	1		
30.00	Providing, installation, operation, and maintenance of chemical toilets (4 Nos.), including regular cleaning, water supply, and sanitation, complete in all respects as per directions of Engineer-in-Charge.	4.00	no's	1		
31.00	Providing, installation, and arrangement of green room with necessary furnishings, lighting, seating, and other required facilities, complete in all respects as per directions of Engineer-in-Charge."	1.00	no's	1		

2.00	Providing 3-camera setup for event coverage on 18 April, including professional videography, equipment, crew, recording, and delivery of final output, complete in all respects.	Lumpsum	Lumpsum	1		
33.00	Providing 1 video camera and 1 still camera setup from 13th to 17th April, including professional crew, equipment, coverage, and delivery of photographs/videos, complete in all respects."	5	Days	5		
34.00	Providing, designing, printing, and supply of A3 size cheque boards on sun board (3 Nos.), complete in all respects as per approval of Engineer-in-Charge.	3	no's	1		
35.00	Providing, fabrication, installation, and dismantling of tent on truss structure with colour draping for entire event duration, complete in all respects as per directions of Engineer-in-Charge."	Lumpsum	Lumpsum	6		
36.00	Providing and setup of registration desk for 15th & 16th April, including table, chairs, stationery, and manpower, complete in all respects."	1	no's	2		
37.00	Providing medical desk for 15th & 16th April, including basic first aid facilities, medicines, and trained attendant, complete in all respects.	1	no's	2		
38.00	Providing Hand Held Metal Detector (HHMD) and Door Frame Metal Detector (DFMD) (02 Nos.) for security screening, including operation during event, complete in all respects.	2	no's	1		
39.00	Providing and setup of counter for Book My Show (01 No.), including basic structure, branding space, and arrangement, complete in all respects as per directions of Engineer-in-Charge.	Lumpsum	Lumpsum	1		
40.00	Providing and laying of carpet for storytelling and drawing competition area (500 sq. Mtr.), including fixing, finishing, maintenance during event, and removal after completion, complete in all respects.	500	sq.m	1		
41.00	Providing, placing, and arrangement of podium (01 No.), complete in all respects as per directions of Engineer-in-Charge.	1	Nos	1		
42.00	Provision of decorative trays duly covered with red cloth for ceremonial presentation/use, complete in all respects as per site requirement.	4	no's	1		
43.00	Providing services of a professional and experienced Master of Ceremony (Emcee) for smooth anchoring, stage coordination, audience engagement, and conducting the event program as per the direction of the Engineer-in-Charge, complete in all respects.	1	no's	1		

42.00	Providing trained ushers (04 Nos.) for proper seating guidance, guest assistance, crowd management, and smooth facilitation of event activities as per directions of the Engineer-in-Charge, complete in all respects.	4	no's	1		
45.00	Providing trained and uniformed security guards (08 Nos.) for access control, crowd management, safeguarding of property, and overall security arrangements at the event venue, as per directions of the Engineer-in-Charge, complete in all respects.	8	no's	1		
46.00	Providing trained volunteers (04 Nos.) for assisting in seating arrangement, guiding guests, managing seating allocation, and ensuring smooth coordination at the event venue as per directions of the Engineer-in-Charge, complete in all respects.	4	no's	1		
47.00	Providing comprehensive social media promotion services for the event, including planning, content creation, digital publicity, campaign management, and online outreach across relevant platforms for the specified duration, complete in all respects as per directions of the Engineer-in-Charge.	Lumpsum	Lumpsum	7		
48.00	Providing, installing, operating, and maintaining diesel generator sets (02 Nos., comprising main and backup) with adequate capacity including fuel, cabling, changeover arrangement, and all allied accessories for uninterrupted power supply during the event, complete in all respects as per directions of the Engineer-in-Charge.	2	no's	1		
49.00	Provision towards performance fees of Nizami Brothers, including all associated charges such as conveyance, transportation, lodging (if any), and miscellaneous expenses required for their participation in the event, complete in all respects as per directions of the Engineer-in-Charge.	Lumpsum	Lumpsum	1		
50.00	Providing end-to-end coordination services with schools, including communication, scheduling, liaison Ing, arrangement of participation, follow-up, and ensuring smooth participation of school groups in the event, complete in all respects	Lumpsum	Lumpsum	1		
	Flex Printing					
51.00	Providing and fixing high-quality flex printing for stage backdrop of approved design, including printing, mounting, installation on suitable structure/frame, and complete fixing arrangements at site	240	Sq. Ft	1		

	as per directions of the Engineer-in-Charge, complete in all respects.					
52.00	Providing and fixing outdoor hoardings of size 16' x 8' (total 05 Nos.) with high-quality flex printing of approved design, including mounting on suitable frames/structures, installation at designated locations, and complete fixing arrangements as per directions of the Engineer-in-Charge, complete in all respects.	640	Sqft	1		
53.00	Providing and fixing outdoor hoardings of size 12' x 10' (06 Nos.) with high-quality flex printing of approved design, including mounting on suitable frames/structures, installation at designated locations, and complete fixing arrangements as per directions of the Engineer-in-Charge, complete in all respects.	7200	Sqft	1		
54.00	Providing and placing floor standees of size 3' x 6' (10 Nos.) with high-quality printing of approved design on suitable material, including stand frame, installation at designated locations, and all allied arrangements as per directions of the Engineer-in-Charge, complete in all respects.	10	no's	1		
55.00	Providing and fixing direction/informational signages (25 Nos.) with high-quality printing of approved design on suitable durable material, including necessary mounting/installation at designated locations and all allied arrangements as per directions of the Engineer-in-Charge, complete in all respects.	25	no's	1		
56.00	Providing and placing standees for display of sitting/seat allocation plan (04 Nos.) with high-quality printing of approved layout on suitable material, including stand frame, installation at designated locations, and all allied arrangements as per directions of the Engineer-in-Charge, complete in all respects.	4	No's	1		
57.00	Provision of Pledge Board two no's 4 feet X 3 feet, with yellow stickers 4 inches X 5 inches and with pins, approx. 200 stickers and pins. Writing table cover with cloth as selected by the Engineer in charge.	2	No's	3		
		TOTAL AMOUNT				
		GST @18%				
		TOTAL INCLUDING GST				

Special Terms & Conditions

1. All seating arrangements, lighting, stage setup, and other necessary items shall be **approved in advance** by the Committee or the concerned Senior Officer prior to execution at site.
2. All materials, decorations, and temporary structures installed for the event shall be **dismantled and removed immediately after completion**, and the site shall be restored to its original condition.
3. The agency shall ensure **timely completion of all arrangements** strictly as per the approved schedule.
4. Any **damage caused to Government property** during execution shall be the sole responsibility of the agency and shall be rectified/repared at their own cost.
5. All works shall be executed strictly as per the **directions of the Engineer-in-Charge** and to their full satisfaction.
6. **Payment shall be released only after satisfactory completion** of the work, as certified by the Engineer-in-Charge.
7. In case of any **delay or deficiency in services**, a penalty may be imposed as deemed appropriate by the competent authority.
8. All deployed manpower shall be **well-trained, in proper uniform, and adequately briefed** for their respective duties.
9. The quoted rates shall be **inclusive of all costs**, including profit, contingencies, transportation, labour, and applicable taxes. **No additional payment** shall be entertained under any circumstances.
10. The Authority reserves the right to **accept or reject any or all bids** without assigning any reason thereof.

13. Any **additional requirement or change at site** shall be carried out only after obtaining prior approval from the Engineer-in-Charge.
14. The agency shall ensure that **all event management arrangements are finalized and approved in advance** by the Engineer-in-Charge before execution.

Payment shall be made based on actual quantities/services executed at site, duly verified and certified by the concerned authority.

NOTE: Event Management Agency (EMA) shall be responsible for end-to-end planning, coordination, and execution of event

Name and Details of Agency

UNDERTAKING FOR UNCONDITIONALLY ACCPETANCE OF THE NOTICE INVITING QUATATION (NIQ) TERMS & CONDITIONS.

Date:

To,

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

Subject: UNDERTAKING FOR UNCONDITIONALLY ACCPETANCE OF THE NIQ TERMS & CONDITION

Sir,

1. The quotation documents for the work -**For Hiring an Event Management Agency for a Cultural Event at Mehrauli Archaeological Park** 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 NIQ conditions of DDA mentioned in NIQ documents in it's entirely for the above work.
3. The contents of NIQ have been noted wherein it is clarified that DDA reserves to itself the right to reject any or all the quotation without assigning any reason thereof and to call for any other detail of information from any to the agency.
4. I/We shall be responsible for end-to-end planning, coordination, and complete execution of the Musical Event.

Yours Faithfully
(Signature of the agency with
rubber stamp)