



OFFICE OF THE EXECUTIVE ENGINEER  
HORTICULTURE CIVIL DIVISION NO.10  
D.D.A., SCHOOL BLOCK, SHAKARPUR,  
DELHI-110092  
E-mail: eehcdx@gmail.com

No. F.1 (309)2025-2026/EE/HCD-10/A/DDA 627

Date: 19-2-26

To,

M/s Lastmile Solution India Pvt Ltd  
A-65, 3rd floor, FIEE Complex  
Okhla Industrial Area, Phase-II  
New Delhi-110020  
E-mail: finance@lastmileindia.com

Name of work: Engagement of Event Management Agency Organizing annual  
flower show event "PALAASH 2026" at Asita.  
E-tender ID : 2026\_DDA\_897308\_1  
NIT No. : 29/EE/HCD-10/DDA/2025-2026  
Estimated cost: Rs. 59,99,132.00  
Earnest money: Rs. 1,19,983.00  
Time Allow: 5 Days  
FDR in Shape of PG : HDFC Bank Deposit A/c No 50301308603139 amounting to Rs 299957/-  
valid upto 18.09.2026.  
Time Allow: 05 Days

Dear Sir (s),

Your percentage tender for the above mentioned work has been accepted on behalf of  
Delhi Development Authority at your quoted tender amount subject to following terms & condition:-

1.	Estimated Cost	Rs. 59,99,132/- (Rupees Fifty Nine Lakh Ninety Nine Thousand One Hundred Thirty Two Only)
2.	Contractor Enhancement	@(-) 25% below (Twenty Five percent below) on the Estimated Cost.
3.	Quoted Tender amount	Rs. 44,99,349/- (Rupees Forty Four Lakh Ninety Nine Thousand Three Hundred Forty Nine Only)
4.	Accepted Tender Amount	Rs. 44,99,349/- (Rupees Forty Four Lakh Ninety Nine Thousand Three Hundred Forty Nine Only)

**Note: The payment of bill(s) shall be released only after verification of PG submitted in shape of FDR mentioned above from the bank.**

Time allowed for carrying out the work shall 05 Days only.

You are requested to attend this office for drawing formal agreement along with a non-judicial stamp paper worth Rs.100/- (Rs. One hundred only) which shall be brought by you within 03 days after the date of issue of this letter, failing which the acceptance of the work is likely to be withdrawn.

Please note that the time allowed for carrying out the work as entered in the tender will be reckoned from the Next day after the date of issue of this letter to commence the work. You are requested to contact A.E-VII/HCD-10/DDA of this division and start the work immediately.

Thanking you,

Yours faithfully

  
(Sandeep Kushwaha)  
Executive Engineer  
HCD-10/D.D.A

**Copy to :-**

1. C.E.(Hort.)/D.D.A.
2. S.E./HCC-3/D.D.A.
3. F.O. to C.E. (Hort.), D.D.A.
4. All EE's/ Hort. Zone/DDA
5. E.E. (QAC)-VI/D.D.A., Vikas Sadan, New Delhi.
6. Sr. A.O./CAU(Hort.)/ D.D.A.
7. AE(QC) to CE(Hort.)/DDA Vikas Minar, New Delhi.
8. Labour Commissioner, 15, Rajpura Road, Delhi
9. Income Tax Office (contractor circle), Ward 38(3), Civic Centre, Minto Road, New Delhi.
10. Secy., DDA Contractor Association (Regd.) Vikas Kuteer, New Delhi.
11. DDA Contractor Welfare Association (Regd) Vikas Kuteer, New Delhi.
12. Secy. DDA Contractor Registration Board, Vikas Minar, New Delhi.
13. T.Y.A.DDA Contractor Association, 11-12, Vir Sawarkar Block, Budh Bazar, Gandhi Nagar, Delhi-31.
14. Delhi Contractor & Building Association (Regd.), 306, Masjid Moth, Rai Sahib Mkt., South Extn. Pt-II, N.D.-49.
15. AE-VII/HCD-10/D.D.A. with the direction to hand over the site the contractor and ensure timely start the work.
16. A.E.(P)HCD-10/D.D.A.
17. Head Clerk, A.A.O., /HCD-10/D.D.A.
18. DDA's website.
19. Agreement copy.

Executive Engineer  
HCD-10/D.D.A.

Tender Inviting Authority: Delhi Development Authority

Name of Work: Engagement of Event Management Agency for Organizing annual flower show event "PALAASH 2026" at Asita.

NIT No: 14/EE(P)/HCC-3/DDA/2025-26

29/EE/HCD-10/DDA/2025-26

Name of the Bidder/ Bidding Firm /	Lastmile Solutions India Pvt. Ltd, Delhi						
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**PRICE SCHEDULE**

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	TOTAL AMOUNT in Rs. P	TOTAL AMOUNT In Words
1	Organizing of annual flower show event "PALAASH" at Asita as per Scope of work, Bill of quantities, terms and Conditions, instruction & complete satisfaction of DDA.	1.00	JOB	5999132.00	5999132.00	INR Fifty Nine Lakh Ninety Nine Thousand One Hundred & Thirty Two Only
<b>Total in Figure</b>					5999132.00	INR Fifty Nine Lakh Ninety Nine Thousand One Hundred & Thirty Two Only
<b>Quoted Rate in Figures</b>					4499349.00	INR Forty Four Lakh Ninety Nine Thousand Three Hundred & Forty Nine Only
<b>Quoted Rate in Words</b>						INR Forty Four Lakh Ninety Nine Thousand Three Hundred & Forty Nine Only

Note: The rates are inclusive of all taxes including GST, bidder shall quote rate accordingly  
 1. We, have carefully studied scope of the work and all terms and conditions of this tender document. The rates quoted above are in acceptance to all terms and condition along with scope of work described in the tender document.  
 2. Validity of Rate: 30 days from the date of opening of financial bid.  
 3. All rates quoted above are inclusive of all taxes as applicable and the same will remain firm and final in all respect for the scope of work as specified in the tender document.  
 4. We shall not retract from the rate quoted above, in event of award of work in full or part.

*[Signature]*  
**Executive Engineer**  
 HCD-10/DDA

Bill of Quantities for Organizing of annual flower show event "PALAASH" at Asita **21.02.2026 & 22.02.2026**

### BILL OF QUANTITIES

Name of Work: Engagement of Event Management Agency for Organizing annual flower show event "PALAASH 2026" at Asita.

Sr. No.	Description of Item	Qty.	Unit	Rate	Amount
1	Hiring of Wi-fi enabled CCTV surveillance system installed at site consisting of of 20 Nos of Wi-fi camera(30 Mtr. IR Range), Sim card. Wi-Fi router. 1Nos 32" LED Monitors, 1 Nos. CPU, 1 Nos. UPS i/c upkeep of recording for one month backup data complete etc. along with sufficient no. of operation & monitoring staff for 2 days. complete as per direction by Engineer-in-charge.	40	Each	3500	140000
2	Hiring of 25 Nos. of 12 watt multicolour LED focus/spike light. including suitable mounting arrangement, connection etc. as required for 2 days. complete as per direction by Engineer-in-charge.	50	Each	200	10000
3	Installation & Removal of fairy light along approximate 100-meter path including connection, erection etc. complete for 2 days. complete as per direction by Engineer-in-charge.	2	Per Job	30000	60000
4	Installation & Removal of decorative lighting of tree. including connection, erection, operation etc complete for 2 days. complete as per direction by Engineer-in-charge.	2	Per Job	30000	60000
5	Hiring of 2 Nos of 125 KV Diesel generator(silent) along with operator, fuel, including loading. unloading and transportation up to event site etc all complete (2 nos. X 2 Days), complete as per direction by Engineer-in-charge.	4	Each	22500	90000
6	Supplying of 3000 nos. of bamboo khooti/stick of minimum size 1 feet. complete as per direction by Engineer-in-charge.	3000	Each	25	75000
7	Advertisement of flower festival "Palaash 2026" at Social media, Print & Digital Media platforms, etc. As per approval and direction by Engineer-in-charge.	1	Per Job	150000	150000
8	Provision of Flex Banners				
8.1	3 nos. of size 25'x10' all complete as per direction by Engineer-in-charge.	750	Sq. ft.	110	82500
8.2	Banners on light pole of different size including printing, wooden bidding and fixing etc all complete as per direction by Engineer-in-charge.	2800	Sq. ft.	110	308000

A - Nil  
C - Nil  
D - Nil  
OW - Nil

AE(P)/HCC-3

EE(P)/HCC-3

8.3	Advertising balloon 10' with printing of suitable text/art work/DDA Logo etc with refilling of air, anchoring etc all complete as per direction by Engineer-in-charge.	10	Each	5000	50000
8.4	Standees 6 No's all complete as per direction by Engineer-in-charge.	6	Each	1000	6000
9	<b>Provision of Tent</b>				0
9.1	Main stage PVC tentage of size (50' X 24') for 2 days, complete as per direction by Engineer-in-charge.	2400	Sq. ft.	150	360000
9.2	Back stage PVC tentage of size (10' X 10') for 2 days, complete as per direction by Engineer-in-charge.	200	Sq. ft.	150	30000
9.3	Food spill over tent Mandap of size (20' X 40') for 2 days, complete as per direction by Engineer-in-charge.	1600	Sq. ft.	120	192000
9.4	Competition tent mandap of size (10' X 20') for 2 days, complete as per direction by Engineer-in-charge.	1000	Sq. ft.	120	120000
9.5	Control room tent Pagoda of size (10' X 20') for 2 days, complete as per direction by Engineer-in-charge.	400	Sq. ft.	120	48000
9.6	Food stall tent Pagoda of size (15' X 15' x 6 Nos.) with standy and cover. for 2 days, complete as per direction by Engineer-in-charge.	1350	Sq. ft.	120	162000
9.7	Hiring of General PA system with amplifiers, DVD player, speakers, microphones, along with wiring including required wires/cables for the system and all the accessories with all controls at specific location. DVD Player, Speaker & Microphone, Podium Microphone, Sound Mixer Sound System including Amplifier, Mic, DVD Player & Speakers complete Set etc. for 02 days, complete as per direction by Engineer-in-charge.	2	Per Job	100000	200000
9.8	50 Tables (5' X 2.5') for 02 days, complete as per direction by Engineer-in-charge.	100	Each	120	12000
9.9	Banquet Chair with cover (250 Nos. for 02 days), complete as per direction by Engineer-in-charge.	500	Each	75	37500
9.10	2-seater well cushioned Sofa Set (25 Nos. for 02 days) with Glass Table all complete as per direction by Engineer-in-charge.	50	Each	1600	80000
9.11	Red/Green carpet for 02 days, complete as per direction by Engineer-in-charge.	10000	sqft	15	150000
9.12	MS Pipe with 20ft height, various coloured Flags with Installation at site, complete as per direction by Engineer-in-charge.	200	Each	400	80000
9.13	Vanity van (01 No.) For 02 Days, complete as per direction by Engineer-in-charge.	2	Each	40000	80000
9.14	LED 1 Nos. for 2 days (Size 10' x 12'), complete as per direction by Engineer-in-charge.	240	sqft	300	72000
9.15	Medical Room (Size 10' x 10') with First Aid Kit, complete as per direction by Engineer-in-charge.	200	Sqft	120	24000

A - Nil  
C - Nil  
D - Nil  
OW - Nil

AE(P)/HCC-3

EE(P)/HCC-3

10	<b>Provision and printing of Certificate, Booklets, Badges, Invitation Card etc.</b>				0
10.1	Provision of Certificate for public participants of A4 size on 250 GSM DO paper, complete as per direction by Engineer-in-charge.	100	Each	100	10000
10.2	Provision of pamphlets in Glossy Paper of A4 size (colour print), complete as per direction by Engineer-in-charge.	500	Each	20	10000
10.3	Provision of Class tags in A6 size, complete as per direction by Engineer-in-charge.	538	Each	20	10760
10.4	Provision of File cover with DDA logo printed on top, complete as per direction by Engineer-in-charge.	50	Each	40	2000
10.5	Provision of Exhibits tags of A5 size, printed on Sunboard/Glossy paper with 3' bamboo stand and fixing complete, complete as per direction by Engineer-in-charge.	57	Each	250	14250
10.6	Provision of Signages of A3 size, printed on Sunboard/Glossy paper with 3' bamboo stand and fixing complete, complete as per direction by Engineer-in-charge.	18	Each	1000	18000
10.7	Provision of information brochure of A5 size with 12 nos. of pages in each booklet, complete as per direction by Engineer-in-charge.	200	Each	150	30000
10.8	Provision of big size 12 cones white thread all complete as per direction by Engineer-in-charge.	12	Each	2500	30000
10.9	Provision of 500 Nos. of Cloth Badges & ID Cards with satin lanyard & plastic holder of approved design and size, complete as per direction by Engineer-in-charge.	500	Each	200	100000
11	<b>Provision of purchase of new shields/memento for public participants, complete as per direction by Engineer-in-charge.</b>				
11.1	Big Shield (1st prize)	10	Each	2500	25000
11.2	Medium Shield (2nd prize)	10	Each	2000	20000
12	<b>Provision of purchase of new shields/memento PALAASH 2026, complete as per direction by Engineer-in-charge.</b>				
12.1	Big Size cup (1st prize)	9	Each	2500	22500
12.2	Medium Size cup (2nd prize)	9	Each	2000	18000
12.3	Small Size cup (3rd prize)	9	Each	1500	13500
12.4	Big Size Shield for Bagwan area up to 50 acre park (1st prize)	1	Each	3500	3500
12.5	Medium Size Shield for Bagwan area up to 50 acre park (2nd prize)	1	Each	3000	3000

A - Nil  
C - Nil  
D - Nil  
OW - Nil

AE(P)/HCC-3

EE(P)/HCC-3

12.6	Big Size Shield for Bagwan area above 50 acre park (1st prize)	1	Each	3500	3500
12.7	Medium Size Shield for Bagwan area above 50 acre park (2nd prize)	1	Each	3000	3000
12.8	Special or champion shield for overall 1st prize.	1	Each	5000	5000
12.9	Providing memento for Palaash 2026 for Jury Members.	12	Each	3000	36000
12.10	Providing memento for Medical Team.	1	Each	2500	2500
12.11	Providing memento for. Pottery, sketch, Origami Artist etc.	8	Each	2500	20000
12.12	Providing memento for Host Division i.e. Horticulture, Landscape, Civil and Electrical.	4	Each	3000	12000
13	<b>Food and Catering.</b>				0
13.1	Provision of High Tea, drinking water and refreshment/snacks with sufficient nos. of serving staff with dress code for distribution during inaugural and closing ceremonies, complete as per direction by Engineer-in-charge.	300	Each	500	150000
13.2	Provision of lunch, sweets, drinking water including ceramic cutleries etc with sufficient nos. of serving staff with dress code for distribution during inaugural and closing ceremonies, complete as per direction by Engineer-in-charge.	300	Each	750	225000
13.3	Provision of food (Puri-sabzi with sweet, disposable plates & cutlery, napkins etc), complete as per direction by Engineer-in-charge.	2500	Each	200	500000
	<b>Total staff/people available during palash festival = 2500 nos (Food items may vary as per the requirement) Note:- As per prior approval of Engineer-in-charge.</b>				0
14	<b>Decoration</b>				0
14.1	Decoration of VIP lounge, stage, Entrance Gate, with flower and with loose flower along with labour & other raw material as per requirement complete as per direction by Engineer-in-charge.	1	Per Job	125000	125000
14.2	Provision of Bunches/Bouquet/Garland for Greetings of VIPs/Officers/Jury etc (Flower selection as per requirement), complete as per direction by Engineer-in-charge.	1	Per Job	40000	40000
14.3	Hiring of Taxi/Sedan for 8 hours a day including fuel, driver etc all complete for Judges of Flower Show as & when required, complete as per direction by Engineer-in-charge.	16	Each	4000	64000

A - Nil  
C - Nil  
D - Nil  
OW - Nil

AE(P)/HCC-3

EE(P)/HCC-3

14.4	Provision of hanging flower basket(filled with vermicompost, soil etc ) along with chain and flower (petunia, cocopeat )etc. complete as per direction by Engineer-in-charge.	13	No.	'3500	45500
14.5	Provision of Backdrop, selfie point etc. with premium flowers as per direction by Engineer-in-charge.	2000	Sft	55	110000
15	<b>Fun related activities</b>				0
15.1	Providing and arranging Anchor with speech scripted for the event with protocols, assuring synchronized performance management, synchronization of stage performers with folk troupes/artists for entire event for two days, complete as per direction by Engineer-in-charge.	2	Per Job	50000	100000
15.2	Hiring of Dhol & Nagara Party constituting 4 nos. of player of respective instruments Per Day for 2 days, complete as per direction by Engineer-in-charge.	8	Per Job	4000	32000
15.3	Hiring of Disc Jockey along with all essential equipment and artist complete per day for 2 days, complete as per direction by Engineer-in-charge.	2	Per Job	15000	30000
15.4	Hiring of 2 nos. Cartoon dressed man with all makeup elements complete per day for 2 days, complete as per direction by Engineer-in-charge.	4	Per Job	4000	16000
15.5	Hiring of Parties for 4 types of regional dance artists along with makeover, dress and equipment's with minimum 8 artist all complete, per day for 2 days, complete as per direction by Engineer-in-charge.	2	Per Job	80000	160000
15.6	Hiring of live portrait artist along with canvas, brush, paint etc. all complete per day for 2 days, complete as per direction by Engineer-in-charge.	2	Per Job	8000	16000
15.7	Hiring of pottery artist along with forming vessels and other objects with clay and other raw materials complete for pottery workshop all complete per day for 2 days, complete as per direction by Engineer-in-charge.	2	Per Job	8000	16000
15.8	Hiring of origami artist along with flat square paper sheet, glue and all necessary elements required for workshop all complete per day for 2 days, complete as per direction by Engineer-in-charge.	2	Per Job	8000	16000
15.9	Hiring of magic show artist along with all elements necessary for performing magic show all complete per day for 2 days, complete as per direction by Engineer-in-charge.	2	Per Job	10000	20000

A - Nil  
C - Nil  
D - Nil  
OW - Nil

AE(P)/HCC-3

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16	Fire Fighting - Provision in entire event area including kitchen, food court, main hangar and surrounding areas with firefighting equipment including ABC Type fire extinguishers, Sand buckets etc all complete during entire event period.	1	Per Job	50000	50000
17	Conservancy : Provision of cleaning staff each day for conservancy and maintenance of the entire event areas including back areas, surrounding areas including surrounding toilet areas etc. Staff should be in proper uniform with sufficient manpower, garbage bag, and other items as per requirement of the event complete. (Min. 20 person per day.), complete as per direction by Engineer-in-charge.	40	Each	1500	60000
18	<b>Streaming and Photography</b>				0
18.1	Hiring of Photographer team with DSLR Camera & supplementary equipment's along with Drone Photography & videography all-inclusive to cover entire event for 2 days. (Dates will be decided by Engineer-in-charge and will be conveyed to the agency in 1 day advance), complete as per direction by Engineer-in-charge.	2	day	35000	70000
19	<b>General public arrangement</b>				
19.1	Drinking Water stations for 700 persons per day for 03 days.) with dispensers and paper cup at 60 locations all complete as per direction Engineer-in-charge.	3	Per Job	9000	27000
19.2	200 ml water bottle with 1 pack 24 piece. Total = 500 pack, complete as per direction by Engineer-in-charge.	500	Each	120	60000
20	<b>Toilet arrangements</b>				
20.1	Bio chemical toilets along with urinals for General Public (Male and Females) with hand washers with liquid soap, proper water facility and their cleanliness at regular intervals and to maintain proper hygiene. (10 No.) per day for 02 Days. (10 x 2= 20), complete as per direction by Engineer-in-charge.	20	Nos.	3000	60000
				Total	5084010.00
				Add Gst @18%	915122.00
				<b>Grand Total</b>	<b>5999132.00</b>

*Handwritten signature*  
19/1/22

**Executive Engineer**  
**HCD-10/DA**

A - Nil  
C - Nil  
D - Nil  
OW - Nil

AE(P)/HCC-3

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