

DELHI DEVELOPMENT AUTHORITY
OFFICE OF THE DEPUTY DIRECTOR (HORT)-DWK
SECTOR-5, CENTRAL NURESERY, DWARKA, NEW DELHI-110075
T. No. 011-20892549, Email Id: - dydirhortdivdwk@dda.gov.in

Dated: 07/02/2026

No. F 20 (2)/2025-26/Hort. Dwk./DDA/95/

To.

The Director (System)
Delhi Development Authority
B-Block, Vikas Sadan
New Delhi-110023

Subject: Uploading on DDA website on 09.02.2026.

Name of Work: Notice inviting quotation (NIQ) for purchase of items for the DDA flower show.

Sir.

With reference to above cited subject, in this context it is submitted that the said NIQ has been approved by the Director (Hort.) Circle-1/DDA & it has been desired to upload this NIQ on DDA website.

You are therefore, requested to kindly upload the same on DDA website at your end on 09.02.2026

Encl: As above.


07/02/2026 b

**(Dr. R. J. Meena)
Dy. Director (Hort.)
Hort. Div.- Dwarka/DDA**

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OFFICE OF THE DEPUTY DIRECTOR (HORT)-DWK
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T. No. 011-20892549, Email Id: - dydirhortdivdwk@dda.gov.in

No. F 20 (2)/2025-26/Hort. Dwk./DDA/950

Dated: 07/02/2026

1. Introduction

The Delhi Development Authority is organizing Annual Flower Show Event "PALAASH 2026" at Asita from 21/02/2026 to 22/02/2026. In view of the acute time constraints and the immediate requirement for procurement of essential items such as cartage charges, loose flowers for animals, iron frames for baskets, loose flowers, decorative items for tray gardens and terrariums, and other miscellaneous items, it has become necessary to expedite the procurement process to ensure effective participation in the Flower Show (Palaash-2026).

NOTICE INVITING QUOTATION NO: 01/HD-DWK/DDA/2025-26 dated 07/02/2026	
Name of Work	Notice inviting quotation (NIQ) for purchase of items for the DDA flower show
Event	DDA Annual Flower Show event "PALAASH 2026"
Venue of Event	Asita.
Duration of Event	21/02/2026 and 22/02/2026
Last Date for Submission of Bid	13.02.2026 upto 3.00PM
Opening of Bid	13.02.2026 at 3.30PM
Place for submission of Bid and Opening of Bid	Office of the Deputy Director (Hort.) Horticulture Division Dwarka Delhi Development Authority Central Nursery, Sector-5, Dwarka New Delhi
Min. Reserve Price	Rs 3,00,000 (Including GST)
EMD Amount	Rs 6,000.00 to be deposited

2. Scope of Work

The selected vendors will be responsible for purchase of items mentioned in BOQ(page no.4) for the Flower Show. The following points outline the scope of work:

- **Permitted Items:** As per BOQ.
- **Time of Operation:** After award of work.

3. Bid Process

3.1 D.D. (Hort.)/DWK 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 Deputy Director (Hort.), Hort. Div. Dwarka on or before 3.00 P.M. on 13/02/2026. The sealed quotations shall be opened on the same day at 3:30 P.M. in the presence of the intending agencies or their authorized representatives.

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 D.D. (Hort.)/DWK 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. GST Registration certificate of the Agency
2. Scanned Copy of PAN Number
3. Scanned copy of reference of RTGS/NEFT of EMD deposited. EMD shall be deposited as earnest money through RTGS/NEFT/IMPS in the account of Sr. AO(CAU)Hort. Having Account No.0120111000010 and IFSC code HDFC0000120 Branch (HDFC Bank) Laxmi Nagar, District Centre, Vikas Marg, New Delhi-110092.
4. Valid License for sale/purchase of nursery items issued by MCD, NDMC or any other municipal Authorities/Govt. Body.
5. Vendors should provide details of previous similar events where they have participated with photographs

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

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 D.D. (Hort.)/DWK on or before 3.00 P.M. on 13/02/2026.

3.3 Opening of Bid: The Bid will be opened on 13/02/2026 at 3:30 PM in the Office of D.D. (Hort.)/DWK Delhi Development Authority, Central Nursery, Sector-5, Dwarka New Delhi in the presence of Deputy Director (Hort.)/DWK, Concerned AAO and participating agencies.

3.4 Bidding Process: will be determined based on quotations received having highest price(including of GST) quoted. Bidders must quote their price(including of GST) for the entire duration of the event.

3.5 Winning Bid: The highest bidder will be notified after the opening of Bid and must sign a formal agreement within 03 days.

4. Terms and Conditions

- **Earnest Money Deposit:** The interested bidder must deposit Rs 6000/- as EMD amount before the submission of Bid and proof for the amount deposited must be submitted by the Bidder in Envelope-I. The EMD amount will be adjusted against the quoted price of successfully selected bidder.
- **Payment Terms:** The quoted amount must be deposited in full before the event begins i.e. latest by in the DDA account given by DD (Hort.)DWK.

- **Compliance:** All vendors must adhere to the local regulatory requirements and event policies.
- 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.
- The work shall be carried out as per direction of Deputy Director (Hort.)/DWK
- Debarred agency/ or individual shall not be permitted to participate in the tendering process.
- Any quotation received through e-mail shall be summarily rejected.
- The quoted rates should be invariably being written both in figures and words, failing which the quotation shall liable to be rejected.
- In case of any complaint regarding poor quality & poor services on particular day, necessary penalty of Rs 3000/- will be imposed upon the agency.
- The facility shall be utilized purely on temporary basis for the event period of 2 days.
- The agency shall ensure proper upkeep/ maintenance of flower pots, grass cover etc.
- DDA reserves the right to withdraw the use of above facilities by the agency at the short notice due to exigencies.

5. Contact Information

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

Dr. R. J. Meena
 Deputy Director (Hort.)
 Horticulture Division Dwarka
 Delhi Development Authority
 Central Nursery, Sector-5, Dwarka, New Delhi
 E-Mail : dydirhortdivdwk@dda.org.in


 (Dr. R. J. Meena)
 Dy. Director (Hort.)
 Hort. Div.- Dwarka/DDA

Copy to:-

1. Director(H)Circle-1, DDA, for information please.
2. Director(System)DDA, Vikas Sadan New Delhi to display on DDA website.
3. Sr. AO(CAU)Hort. DDA for information please.
4. AAO(H)Dwk, DDA for information please.
5. All Assstt. Director (Hort.)DWK, HD-Dwk for information.
6. Office copy.


 Dy. Director (Hort.)
 Hort. Div.- Dwarka/DDA

SCHEDULE/BOQ**NOTICE INVITING QUOTATION NO: /HD-DWK/DDA/2025-26 dated 07/02/2026**

Name of work: Notice inviting quotation (NIQ) for purchase of items for the DDA flower show.

Schedule of Quantities

S.No.	Particulars	Qty.	Unit	Rate (Rs.)	Total amount (Rs.)
1	Hire charges of Trucks - 9 tonnes including GST (1 trip= 30km)	20	Per trip		
2	Loose flower for animal decoration	120	Kg		
3	Annual flowers for artistics arrangements	108	Nos		
4	Annual flower, succulents and foliage plants for hanging basket (1000 each)	3000	Nos		
5	Decorative items for tray garden and terrarium	As per requirement			
6	Miscellaneous like paint, wire, fevicol, moss grass etc.	As per requirement			

Name and Details of Agency