



दिल्ली विकास प्राधिकरण / DELHI DEVELOPMENT AUTHORITY
अधिशाषी 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 an Event Management Agency for a Cultural Event at Mehrauli Archaeological Park

1. Introduction:

The Delhi Development Authority is organizing Cultural Event on 11/04/2026.

NO: 01/EE/HCD-4/DDA/2026-27		Dated 07/04/2026	
Name of Work	Notice inviting quotation (NIQ) For Hiring an Event Management Agency for a Cultural Event at Mehrauli Archaeological Park.		
Event	Cultural Event followed by Serving High Tea for Dignitaries.		
Venue of Event	Mehrauli Archaeological Park		
Estimated Cost	Rs -38,74,235/-		
Duration of Event	11/04/2026		
Last Date for Submission of Bid	08/04/2026 up to 4:00 PM		
Opening of Bid	08/04/2026 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 BSES BHAWAN)		
Earnest Money	Rs. 1,00,000/- as Earnest Money in the form of RTGS/NEFT		

2. EVENT BACKGROUND:

The Delhi Development Authority proposes to organize a cultural evening featuring performances by artists from different states, followed by the serving of high tea for dignitaries.

The event will be attended by approximately 400 invited guests, including VVIP dignitaries and senior officials and artists from various states. The venue is located at **Mehrauli Archaeological Park.**

The selected vendor shall be responsible for providing all necessary arrangements required for the successful conduct of the cultural event and banquet programme. This includes tentage (décor and fabrication), seating arrangements, electrical works

including DG sets and outdoor electric 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, male and female ushers/volunteers, catering, security, housekeeping, dustbins, and all other items as required or as directed by the Officer-in-Charge from DDA.

The selected Event Management Agency (EMA) shall be responsible for end-to-end planning, coordination, and execution of the cultural event.

SCOPE OF WORK

The Event Management Agency shall be responsible for the complete 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. 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. Providing and supplying 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 well-lit stage suitable for musical performance.
- ii. High-quality sound system, microphones, monitors, mixers, and all necessary musical audio equipment as required by Singers/Artists.
- iii. Concert-grade stage lighting, ambience lighting, truss (if required), and power distribution.
- iv. LED screen (optional/partial for branding/creative visuals and side panels/wings, subject to approval of 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. Banquet & Catering

- i. Shortlisting and presenting a minimum of three reputed catering vendors (Government/PSU/Private-empanelled or experienced vendors) for approval.
- ii. Coordination with the selected caterer for high tea arrangements, crockery and cutlery, deployment of service staff, live counters, beverages, water stations, and overall dining layout and execution.
- iii. All catering-related decisions, including menu, service style, layout, and logistics, shall be finalized jointly by the EMA and the selected catering agency. The same shall be subject to prior approval of DDA, and no deviation shall be permitted without written consent.
- v. Menu Finalization-The EMA, in coordination with the selected catering agency, shall prepare a detailed five-star standard menu (multi-cuisine, live counters, specialty items, beverages, etc).

F. 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.

G. 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 in the banquet area.
- 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.

H. Parking & Movement Management.

- i. Coordination with local administration for parking plan, signage, and guest movement.
- ii. Deployment of volunteers for traffic/parking facilitation.

I. Any Other Work

- i. Any additional work assigned by the organizer/DDA for smooth conduct of the event.

3. Bid Process:

3.1 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 **08/04/2026**. 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: "Quotation for Event Management Services – Cultural Event & Banquet – 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. 0120111000010 with HDFC Bank, GF 01,02,03 Laxmi Deep Building, Laxmi Nagar Distt Centre Vikas Marg, Delhi-110090 (IFSC Code No. HDFC0000120)**.

Micro and Small Enterprises (MSEs) registered with Udyam Registration Portal for the relevant category of work are exempted from submission of Earnest Money Deposit (EMD), subject to submission of a valid registration certificate. Medium enterprises are not eligible for this exemption.

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.**
4. Company profile & list of technical manpower.
5. Undertaking for availability of required equipment's (T & P).
6. Proposed event plan and layout description.
7. 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.

8. Duly Sealed and Signed Rate Quotation in prescribed format in Annexure-I (Schedule of Qty.).
9. 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 8-13.
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 **08/04/2026**.

3.3 Opening of Bid: The Bid will be opened on **08/04/2026** 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.

4. 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

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Er. Lakshay Singhla

Executive Engineer

Horticulture Civil Division-4

Delhi Development Authority

Nehru Place, New Delhi-110019

(Adjacent BSES Bhawan)

NOTICE INVITING QUOTATION /NIQ

NO:01/EE/HCD-4/DDA/2026-27

Dated -07/04/2026

SCHEDULE OF QUANTITY / BOQ

Name of work: - Notice inviting quotation (NIQ) For Hiring an Event Management Agency for a Cultural Event at Mehrauli Archaeological Park.

Sr. No	Item Description	Rate	Amount
1	<p><u>Preparation of Stage for Cultural Performance-</u></p> <p>Providing and laying a temporary stage of Minimum size: 40 ft (Length) × 32 ft (Width) × 3 ft (Height). constructed with a strong and rigid structural framework using MS pipes/wooden platform supports, properly braced and levelled to ensure adequate strength, stability, and load-bearing capacity for cultural performances and movement of performers.</p> <p>The stage platform shall be finished with wooden boards/plywood of suitable thickness, covered with high-quality carpet, properly stretched and fixed to avoid wrinkles or displacement.</p> <p>The item includes:</p> <p>Arrangement of adequate structural supports to ensure the stage remains hard, firm, and vibration-free during use</p> <p>Provision of steps with handrails for safe access to the stage</p> <p>Decorative backdrop setup (if required) with suitable framing, along with view cutters on both sides of the stage.</p> <p>Floral decoration including fresh/artificial flowers along stage frontage</p> <p>Placement of flower pots in the foreground as per design/approval</p> <p>Covering of visible sides of stage with cloth/skirting for aesthetic finish</p> <p>Ensuring proper alignment, levelling, and safety compliance</p> <p>10 no's Floral Bouquets for visiting dignitaries</p> <p>Etc., complete in all respects as per site requirements and as directed by the Engineer-in-Charge.</p>		
2	<p><u>Provision of Green Rooms and Portable Toilets for Artists-</u></p> <p>Providing, erecting, and maintaining temporary green room facilities for artists, consisting of 07 Nos. waterproof tents, each of size Mini. 5.0 m × 5.0 m, designated separately for male and female artists.</p> <p>Each tent shall be constructed with a sturdy frame and weatherproof covering, properly anchored and levelled, and shall include:</p> <p>Adequate chairs and tables for seating and preparation of artists</p> <p>Proper flooring with matting/carpet</p>		

	<p>Arrangement of lighting and electrical points inside the tents Provision of fans/cooling arrangements as required Partitions or enclosures to ensure privacy (if required) Clean and hygienic conditions throughout the event duration The arrangement shall be suitable to accommodate approximately 100 artists (around 15 artists from each state), ensuring comfort and functionality. The item also includes: Providing and placing 04 Nos. portable toilets (porta cabins) & 2 Nos. AC Vanity Toilets van of standard size, with proper ventilation, water arrangement, and regular cleaning/maintenance Ensuring hygienic conditions, including periodic servicing, waste disposal, and availability of consumables (tissue, handwash, etc.) Complete in all respects including transportation, installation, maintenance during the event period, and dismantling after completion, as per site requirements and directions of the Engineer-in-Charge.</p>		
3	<p><u>Providing Ambient Site Lighting for Green Rooms and Service Areas-</u></p> <p>Providing, supplying, installing, testing, and maintaining ambient lighting arrangements for Green Rooms and service areas in the rear courts, using suitable lighting fixtures to ensure adequate illumination, safety, and functionality during the event. The item includes: Provision of LED flood lights / area lights / decorative fixtures as required for uniform ambient lighting Erection of temporary poles/stands/trusses with proper mounting of fixtures at suitable height Laying of electrical cabling with proper insulation, protection, and concealment to avoid hazards Provision of distribution boards, switches, MCBs, and necessary electrical accessories Ensuring safe load distribution, earthing, and compliance with electrical safety norms Arrangement of backup power connection from DG set / existing supply (as applicable) approx.. 3 DG sets. Adequate illumination levels to cover green room tents, circulation paths, and rear service areas Deployment of technician/electrician for operation and maintenance during the event Complete in all respects including installation, operation during event period, and dismantling after completion, as per site requirements and directions of the Engineer-in-Charge.</p>		
4	<p><u>Providing Tables, Chairs, and VIP Seating Arrangement-</u></p> <p>Providing, arranging, and placing seating furniture for the event, consisting of round tables of 4 feet diameter along with six chairs per table, suitable for accommodating approximately 300 dignitaries/ pax. In case, the number of dignitaries exceeds , the payments to be made on pro rata basis. The item includes:</p>		

	<p>Supply of round tables (4 ft dia) with proper covering and skirting Provision of chairs with proper upholstery/covering, neatly arranged around each table Table decoration shall include high-end quality tablecloths and linens suitable for seating arrangements for foreign delegates and dignitaries, along with elegant centerpieces and aesthetic décor elements, all as approved by the Engineer-in-Charge. Proper layout and spacing to ensure comfortable seating and movement The item also includes: Providing VIP seating arrangement comprising 02-seater sofas - 10 Nos., placed at designated locations Provision of centre/side tables along with VIP sofas Arrangement of decorative elements such as fragrance candles / diffusers / floral pieces on tables for enhanced ambiance Ensuring all furniture is clean, well-maintained, and of good quality Cooling arrangements via mist fans / jumbo coolers etc. Complete in all respects including transportation, placement, maintenance during the event, and removal after completion, as per site requirements and directions of the Engineer-in-Charge.</p>		
5	<p><u>Providing and Serving High Tea for Dignitaries</u></p> <p>Providing and serving High Tea for approximately 300 dignitaries, comprising a curated selection of snacks and beverages representing the authentic and delicate flavours of multiple Indian states, namely Assam, West Bengal, Odisha, Punjab, Gujarat, Tamil Nadu, and Kerala.</p> <p>Scope of Work:</p> <p>Preparation and service of a wide variety of regional snacks and delicacies from the above-mentioned states Provision of tea, coffee, and other beverages as required Arrangement of service counters, 10 standing tables, crockery, and bone China cutlery, along with adequate and trained serving staff Ensuring hygienic preparation, handling, and service of food in accordance with standard food safety norms Proper presentation and aesthetic display of food items The food service area shall be properly enclosed or adequately covered</p> <p>The item also includes:</p> <p><u>Providing packed refreshment boxes for Artist Troupe - 100 Nos.</u> <u>Providing packed refreshment boxes for Staff - 50 Nos.</u></p> <p>Standard veg Refreshment Boxes:</p> <p>Veg Sandwich Samosa (1 pc)</p>		

Kaju Katli (1 pc)

Packaged Juice (200 ml) / Tetra Pack Beverage
Tissue Paper + Disposable Spoon

Each refreshment box shall be properly packed in hygienic, eco-friendly, food-grade packaging.

Menu (Indicative – Baisakhi Themed High Tea / Welcome Experience):

Beverages:

Americano | Cappuccino Latte | espresso.

Lemon Tea | Darjeeling Tea | Ginger Tea

Kulhad Masala Chai

Fresh water melon juice

Lemonade

Bakery Items:

Tea Cake

Assorted Cookies | Croissant | Apple pie

East of India – Assam, West Bengal & Odisha**Live Counter: Jhol Momos**

Paneer Masala Momos

Exotic Vegetable Momos

Served with Nutty Sesame Jhol Gravy

Regional Specialties:

Kolkata Paneer Kathi Roll

Odia Rasgulla | Sandesh

Ghugni Chaat | Piyaji Pakora

Beetroot Chop | Aloo Chop

Kolkata Jhalmuri

Vegetable Spring Roll

Western Region – Gujarat

Gujarati Dabeli

Khandvi Rolls | Khaman Dhokla

Gathiya | Bhakarwadi

Stuffed Thepla Rolls

The Heartland – Punjab (Baisakhi Special)

Punjabi Tikki Chaat

Pindi Dahi Bhalla

Tille Wali Kulfi

Kachori with Bhaji

Bhutteyan di Tikki (Corn Fritters)

Meethe Chawal

Down South – Tamil Nadu & Kerala**Live Counter: Benne Dosa**

	Podi Masala Coconut Chutney Tomato Chutney Sambar Other Dishes: Mini Podi Idli Medu Vada Pesarattu Vegetable Stew with Appam & Malabari Parotta		
6	<u>General Requirements-</u> Provision of an adequate number of water dispensers with safe and hygienic drinking water at suitable locations, along with banners and standees as per site requirements or as directed by the Engineer-in-Charge.		
	<u>Special Terms & Conditions</u> <ol style="list-style-type: none"> 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. The agency shall ensure proper cleanliness and housekeeping of the entire venue, including stage, seating areas, and food service areas, throughout the duration of the event. 3. 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. 4. The agency shall ensure timely completion of all arrangements strictly as per the approved schedule. 5. 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. 6. All works shall be executed strictly as per the directions of the Engineer-in-Charge and to their full satisfaction. 7. Payment shall be released only after satisfactory completion of the work, as certified by the Engineer-in-Charge. 8. In case of any delay or deficiency in services, a penalty may be imposed as deemed appropriate by the competent authority. 9. All deployed manpower shall be well-trained, in proper uniform, and adequately briefed for their respective duties. 10. 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. 11. The Authority reserves the right to accept or reject any or all bids without assigning any reason thereof. 12. The quality and standard of food provided shall be equivalent to that of reputed Luxury / 5-Star Hotel Chains, such as: <ul style="list-style-type: none"> • Taj Hotels • The Oberoi Group • ITC Hotels • The Leela Palaces Hotels and Resorts • Radisson Hotel Group • Hyatt Hotels Corporation 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. 15. Payment shall be made based on actual quantities/services executed 		

	at site, duly verified and certified by the concerned authority.		
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NOTE: Event Management Agency (EMA) shall be responsible for end-to-end planning, coordination, and execution of the Musical Evening and Sit-Down Banquet/Dinner

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)