

DELHI DEVELOPMENT AUTHORITY
OFFICE OF THE EXECUTIVE ENGINEER
HORTICULTURE CIVIL DIVISION-7
CENTRAL NURSERY, SECTOR-5, DWARKA, NEW DELHI

NOTICE INVITING QUOTATION

1. Introduction

The Delhi Development Authority is organizing Annual Flower Show Event "PALAASH" at Park and Tree Plantation at Sector-16D, Dwarka from 22/02/2025 to 23/02/2025. To enhance the visitor experience, we invite **food stall** vendors to submit their quotations for the auctioning of stalls at the event.

NOTICE INVITING QUOTATION NO: 02/HCD-7/DDA/2024-25 dated 13/02/2025	
Name of Work	Notice inviting quotation (NIQ) for auctioning food stalls at the DDA flower show
Event	Organizing of DDA Annual Flower Show event "PALAASH"
Venue of Event	Park and Tree Plantation at Sector-16D, Dwarka.
Duration of Event	22/02/2025 and 23/02/2025
Last Date for Submission of Bid	15/02/2025 up to 3:00 PM
Opening of Bid	15/02/2025 at 4:00 PM
Place for submission of Bid and Opening of Bid	Office of the Executive Engineer Horticulture Civil Division-7 Delhi Development Authority Central Nursery, Sector-5, Dwarka New Delhi
Min. Reserve Price	Rs 10,000.00/stall/day (Including GST)
EMD Amount	Rs 25,000.00 to be deposited.

2. Scope of Work

The selected vendors will be responsible for providing food and beverages to the attendees of the Flower Show on payment basis. The following points outline the scope of work:

- **Stalls:** The auction is for six (6) food stalls.
- **Space Provided:** Each stall will have a space of 225(15'x15') sq. ft.
- **Permitted Food Items:** All Food and beverages Items except Alcohol/intoxications.
- **Time of Operation:** Stalls will be operational from 10:30 AM to 07:30 PM daily during the event days i.e. 22/02/2025 and 23/02/2025
- **Waste Disposal and Cleanliness:** will be Responsibility of Operating Vendor

3. Bid Process

3.1 Executive Engineer, HCD-7 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 Executive Engineer, HCD-07 on or before 3.00 P.M. on 15/02/2025. 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 Executive Engineer/HCD-7 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.
4. Scanned copy of cancelled cheque for refund of EMD to unsuccessful bidders.
5. Valid License for food handling and hygiene compliance issued by MCD, NDMC or any other municipal Authorities/Govt. Body.
6. Vendors should provide details of previous similar events where they have participated with photographs

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

1. Schedule of price bid in the form of BoQ attached on Page 5

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 EE/HCD-7, Delhi Development Authority, Central Nursery, Sector-5, Dwarka New Delhi on or before 3.00 P.M. on 15/02/2025.

3.3 Opening of Bid: The Bid will be opened on 15/02/2025 at 3:30 PM in the Office of Executive Engineer, Horticulture Civil Division-7, Delhi Development Authority, Central Nursery, Sector-5, Dwarka New Delhi in the presence of EE/HCD-7, AE (P) /HCD-7, Concerned AAO/AO and participating agencies.

3.4 Bidding Process: The stall rent for all 6 Nos. of food stalls will be determined based on quotations received having **highest price** quoted above the Minimum reserve price fixed by DDA. **Minimum Reserve Price for every Food stall is fixed at Rs 10,000/stall/day (Including GST)**. Bidders must quote their price for the entire duration of the event i.e. for two days.

3.5 Winning Bid: The highest bidder will be notified after the opening of Bid and must sign a formal agreement within 19/02/2025.

4. Terms and Conditions

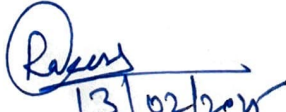
- **Stall Rent:** The stall rent for all 6 food stalls will be determined based on quotations received having highest price quoted above the Minimum reserve price fixed by DDA. **Minimum Reserve Price for every food stall is fixed at Rs 10000/stall/day (Including GST)** Bidders must quote their price for the entire duration of the event i.e. for two days.
- **Earnest Money Deposit:** The interested bidder must deposit Rs 25000/- as EMD amount through RTGS/NEFT in the account of Sr. A.O. (CAU) Horticulture having account no. 01201110000010 with HDFC bank and Branch- Laxmi Deep Building Laxmi Nagar Distt. Centre, Delhi-92 (IFSC code HDFC-0000120), before the submission of Bid and proof for the amount deposited must be submitted by the Bidder in Envelope-I. The selected Bidder's EMD will be kept with the DDA as security deposit & the same shall be released after 15 Days of the completion of the event. EMD amount of the unsuccessful bidders shall be refunded by DDA at the earliest.
- **Payment Terms:** The quoted amount must be deposited in full before the event begins i.e. latest by 19/02/2025 deposited through RTGS/NEFT in the account of Sr. A.O. (CAU) Horticulture having account no. 01201110000010 with HDFC bank and Branch- Laxmi Deep Building Laxmi Nagar Distt. Centre, Delhi-92 (IFSC code HDFC-0000120). The same be intimated to O/o EE/HCD-7.
- **Hygiene Standards:** Vendors must comply with all food safety and hygiene guidelines provided by local authorities.
- **Insurance:** Vendors must have insurance covering their stall and operations during the event.
- **Electricity and Water:** DDA will provide free electricity connection at a designated place. However, Arrangement of water for cooking and dish washing will be the responsibility of Vendor.
- **Stall Setup:** DDA will provide the stall area with covered tent only.
- **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.
- 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 5000/- will be imposed upon the agency.
- 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.

- The facility shall be utilized purely on temporary basis for the event period of 2 days.
- While utilizing the area, the agency shall ensure that no incisions/carvings/chasing/defacing/graffiti/painting or any other alterations shall be made.
- The successful bidder will provide cooked and pre-cooked food, tea, coffee, non-alcoholic beverages, juices, shakes, refreshments, baked items, snack etc. Cooking will be allowed with all safety measures only. Any related incident will be dealt by the agency at his own cost.
- Coffee/tea dispenser machines, freezer, ovens and other equipments may be used.
- The agency shall ensure proper upkeep/ maintenance of flower beds, grass cover etc. within the allotted space.
- No additional structure (permanent / temporary) is allowed to be erected by the agency.
- 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.
- 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.

5. Contact Information

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

RAKESH KUMAR
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Horticulture Civil Division-7
Delhi Development Authority
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Mobile: 9958681549, 8505818581


13/02/2024
RAKESH KUMAR
Executive Engineer
Horticulture Civil Division-7
Delhi Development Authority
Central Nursery, Sector-5, Dwarka
New Delhi

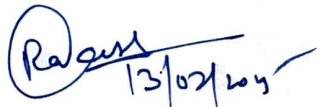
SCHEDULE/BOQ

NOTICE INVITING QUOTATION NO: 02/HCD-7/DDA/2024-25 dated 13/02/2025

Name of work: Notice inviting quotation (NIQ) for auctioning food stalls at the DDA flower show

S. No.	Description of items	Qty.	Quoted Rate	Amount
01.	Providing Food and Non Alcoholic Beverages to the attendees of the Flower Show on payment basis (Minimum Reserve Price is Rs 10,000/- per stall per day including GST)	1 job (6 food stalls)		

Name and Details of Agency


13/02/2025
Executive Engineer
Horticulture Civil Division-7