



अधिशायी अभियंता कार्यालय  
उद्यान सिविल खण्ड -10  
दि०वि०प्रा०., सीड बेड पार्क, स्कूल ब्लॉक  
शकरपुर, दिल्ली- 110092

क्रमांक. F1(T.N.)2025-26/A/c/HCD-10/DDA/ 556

दिनांक: 13-01-26

Minutes of the Pre Bid Meeting

RFP No.: 02/EE/HCD-10/DDA/2025-26

**Name of Work:** Selection of Event Aggregator at Designated DDA Parks for Conceptualization, Design, Execution and Delivery of Cultural Events.

**Estimated Cost:** Rs. 86,01,600.00

Provision of pre-bid meeting with the intending bidders was made in RFP document. Accordingly, pre-bid meeting for the RFP of "Selection of Event Aggregator at Designated DDA Parks for Conceptualization, Design, Execution and Delivery of Cultural Events" was held on 09.12.2025 at 3:00 PM under the Chairmanship of Director (Landscape), DDA in her chamber to clear the doubt of intending bidders. The consolidated list of queries and corresponding replies is placed below:

S. No.	Query	Reference page & Para of RFP	Clarification
1	<b>Programming Flexibility</b> To what extent can the Aggregator: <ul style="list-style-type: none"><li>• Co-curate with partner organizations,</li><li>• Allow co-branded or sponsor-branded IPs,</li><li>• Run ticketed + sponsored models together?</li></ul>	General	The Aggregator is permitted to co-curate events with partner organizations and may undertake co-branded or sponsor-branded intellectual properties (IPs). The Aggregator may also adopt mixed revenue models, including ticketed and sponsored events. However, the following conditions shall apply: <ol style="list-style-type: none"><li>1. <b>Primary Accountability:</b> For all Minimum Guarantee (MG) events, the Aggregator shall remain the lead agency and the single point of contact (SPOC) for DDA for all operational, legal, statutory, safety, and compliance matters.</li><li>2. <b>Branding Requirement:</b> Each MG event must prominently carry the Aggregator's primary branding, alongside any partner or sponsor branding.</li><li>3. <b>Liability:</b> All MG events, whether co-curated, co-branded, or co-sponsored, shall be deemed the sole responsibility of the Aggregator for all legal, technical, commercial, and statutory purposes.</li><li>4. <b>Approvals:</b> Any co-curation, partnership, or sponsorship arrangement shall be subject to prior written approval by DDA, including placement of branding and communication material.</li></ol>

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2	<b>MG Risk &amp; Shortfall</b> If due to circumstances (e.g. approvals, law & order, pollution bans, unforeseen restrictions on events), the Aggregator is unable to conduct 16 events: Is there any roll-over provision for next year for unused MG events?	General	<p>If the Aggregator is unable to conduct an MG event due to <b>extraordinary circumstances</b> (government orders, law-and-order issues, pollution bans, Force Majeure), the Authority may provide <b>additional dates within the same contract year</b> to complete the MG requirement.</p> <p>It is to be noted that in each month, only 10 total event days, including set up and dismantling days, will be allowed to the onboarded agency. This is to preserve the ecology of the landscape in Baansera Park.</p> <p>This provision will not apply where the shortfall is due to delays or lapses attributable to the Aggregator.</p>
3	<b>Security Deposit &amp; Performance Guarantee</b> <ul style="list-style-type: none"> <li>The RFP mentions Performance Security 10% and also a rolling Security Deposit 10% in Annexure 1.               <ul style="list-style-type: none"> <li>Are these two separate instruments or are they referring to the same 10%?</li> <li>In either case – them being separate or same instruments, can the exact amounts, mode of payment and deadlines be shared for both of them or either of them?</li> </ul> </li> </ul>	Page 11, Para 6b, Page 18 Para 10a, Page 21 Annexure 1	<p>This is an inadvertent duplication. <b>Only one security instrument shall apply.</b></p> <p>The applicable instrument will be the <b>Rolling Security Deposit of 10%</b>, as specified in Annexure 1, calculated on the value of the Minimum Guarantee (MG) events in form of a Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in favor of Sr. A.O. CAU (Hort.). In case a fixed deposit receipt of any Bank is furnished by the contractor to the Government as part of the performance guarantee and the Bank is unable to make payment against the said fixed deposit receipt, the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to the Government to make good the deficit.</p> <p>The clause on Performance Security is hereby withdrawn.</p> <p><b><i>It is to be noted that the security deposit will be 10% of the quote that the bidder will propose in their financial bid.</i></b></p>
4	<b>Taxes &amp; Other Charges</b> <ul style="list-style-type: none"> <li>Please clarify whether the License Fee is exclusive of all taxes, and whether DDA will levy any additional venue-wise rental, electricity, water, parking or facilitation charges over and above the License Fee.</li> </ul>	Page 20 Annexure 1	<p>The License Fee is inclusive of all applicable taxes. No additional venue rental shall be charged by DDA beyond the License Fee.</p>



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5	<b>Permissions &amp; NOCs</b> The RFP places the onus on Aggregator to obtain all NOCs. <ul style="list-style-type: none"> <li>Will DDA issue any facilitation letters or be shown as "organizer" for specific permissions when required?</li> <li>Typical time frame DDA will sign off on layout / security plan / approvals?</li> </ul>	Page 3 Para 3f, Page 4 Para 4a	DDA will provide <b>facilitation support</b> in the form of <b>property-owner NOCs</b> or endorsement letters wherever required for statutory permissions. However, the entire responsibility for <b>applying, obtaining, and ensuring timely approvals</b> from all regulatory bodies shall rest solely with the Event Aggregator.  DDA will review and sign off on <b>layouts, security plans, and related submissions</b> within a <b>reasonable timeline of 7 working days</b> , subject to submission of complete documentation by the Aggregator.
6	<b>Government Takeover / Priority Use</b> If events are cancelled due to Govt of India or DDA requiring the venue: <ul style="list-style-type: none"> <li>Will there be fee adjustment, roll-over, or alternative date guaranteed?</li> </ul>	Page 3 Para 3e, Page 4 Para 4a	If the venue is required by the Government of India or DDA for priority or official use, the scheduled MG event shall be <b>rescheduled to an alternative date</b> mutually agreed upon. No financial penalty shall apply, and the MG commitment will be protected.
7	<b>Technical Evaluation – 70 Marks Cut-off</b> <ul style="list-style-type: none"> <li>Will detailed scoring sheets / sub-criteria be shared (especially for Approach &amp; Methodology / Creative Strength)?</li> </ul>	Page 14-15 Para 7.1	The criteria for the marking of the presentation are as defined: <ul style="list-style-type: none"> <li>i. Approach and Methodology: 30</li> <li>ii. Publicity and Outreach Plan: 30</li> <li>iii. Creative and Conceptual Strength: 40</li> </ul> <p style="text-align: center;"><b>TOTAL: 100 Marks</b></p> For details of the criteria mentioned above, the bidders are encouraged to refer to the RFP.
8	<b>Tiebreaker</b> <ul style="list-style-type: none"> <li>In case of tie-in financial bids (same License Fee), what will be the tiebreaker (higher technical score, additional presentation)?</li> </ul>	General	In the event of a tie in the financial bids (i.e., identical License Fee quotes), the tied bidders shall be required to submit a <b>revised, higher financial quote</b> within 24 hours in a sealed envelope.  If a tie persists even after the revised submission, the Authority shall conduct a <b>transparent draw of lots</b> in the presence of the tied bidders. The bidder selected through this process shall be declared the successful bidder.
9	<b>Can a nodal person be appointed for assistance in navigating the CPP portal as we do not have experience with the same, please?</b>	General	For any bid related queries, <b>Mr. Sandeep Kushwaha</b> , Executive Engineer, DDA, can be contacted.  Phone No: +91 98689 15016

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10	<p><b>EMD – Mode, Amount &amp; Submission Clarification</b></p> <p><b>Please clarify the exact Mode of Payment of EMD, i.e.:</b></p> <ol style="list-style-type: none"> <li>Demand Draft / Pay Order</li> <li>RTGS / NEFT</li> <li>Online Payment through CPP Portal</li> <li>Bank Guarantee</li> </ol> <p>Kindly confirm which of the above is <b>mandated</b>.</p> <ul style="list-style-type: none"> <li><b>Please confirm the Bank Account Details</b> (in case of RTGS/NEFT), including: <ol style="list-style-type: none"> <li>Account Name</li> <li>Account Number</li> <li>IFSC Code</li> <li>Bank Name</li> <li>Branch</li> </ol> </li> <li><b>Please clarify whether physical submission of the original EMD instrument is required</b>, in addition to uploading the scanned copy on the CPP Portal: <ol style="list-style-type: none"> <li>If yes, <b>where and by</b> what deadline is the physical copy to be submitted?</li> </ol> </li> <li><b>Please confirm the validity period of the EMD</b> (e.g., 90 days / 180 days / till award of contract).</li> <li><b>Please confirm the timeline and conditions for refund of EMD for:</b> <ol style="list-style-type: none"> <li>Unsuccessful bidders</li> <li>Successful bidder (after Performance Security submission)</li> </ol> </li> </ul>	Page 18 Para 11	<p>Bidders shall submit an earnest money deposit (EMD) <b>Rs.4,30,080/- accounting to 5%</b> of the annual reserve price along with the bidding documents through RTGS/NEFT in the account of Sr. A.O. (CAU), Horticulture having account No. 01201110000010 (IFSC Code HDFC0000120), HDFC Bank, Branch Laxmi Deep Building, Laxmi Nagar Distt. Centre, Delhi - 110092.</p> <p>The EMD shall be deposited into <b>DDA's designated bank account</b> as specified in the RFP.</p> <p>The EMD will be refunded after submission of the Performance Guarantee and shall be forfeited if the bidder fails to submit the Security Deposit within the stipulated time as specified in this RFP.</p>



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11	<p>We meet the minimum turnover eligibility requirement of ₹2 crore and above as specified in the RFP. We have also been profitable in two of the last three financial years, including the current year.</p> <p>The financial year 2024–25 reflects a loss solely due to an exceptional force majeure event. A large-scale international concert organized by us at Jawaharlal Nehru Stadium had to be postponed due to unforeseen heavy rainfall (act of God). Although the event was conducted on a later date, the postponement led to refund requests amounting to approximately ₹1 crore. As a procedural requirement for processing the insurance claim, the resulting loss had to be recorded in our books for that financial year.</p> <p>This loss was non-recurring, event-specific, and not reflective of our overall financial or operational capacity. Apart from this isolated instance, we fully comply with all other eligibility criteria.</p> <p>In view of the above, we respectfully request relaxation on the profitability condition for FY 2024–25, as this is a genuine and documented case.</p>	Page 10 Para 5a	<p>Relaxation is being provided on these special grounds.</p> <p>The revised clause for Minimum Eligibility Criteria under the subheading "Net worth" shall be as follows:</p> <p><b>"The agency shall not have incurred loss in more than 1 year in the last 3 financial years."</b></p>
12	Technical Proposal Submission	Page 14 Para 7.1	<p>It is hereby clarified that the bidders will have to submit a technical proposal comprising of the criteria mentioned in the "Technical Proposal Evaluation" of the RFP.</p> <p>This is separate from the Minimum Eligibility criteria and the presentation.</p>