

**Delhi Development Authority**  
**Landscape and Environment Planning Department**

**Request for Empanelment (RFE)**  
**of**  
**LANDSCAPE ARCHITECTS/ FIRMS**  
**For**  
**DEVELOPMENT of DDA GREENS**

**August 2025**

**INDEX**

<b>S. No.</b>	<b>Description</b>	<b>Page No.</b>
1.0	Introduction	<b>03</b>
2.0	Objectives	<b>04</b>
3.0	Scope of Services for Empaneled Landscape Architects/Firms	<b>04</b>
4.0	Eligibility Criteria	<b>05</b>
5.0	General Conditions	<b>07</b>
6.0	Duration	<b>08</b>
7.0	Method of Selection	<b>08</b>
8.0	Important Dates & Contact Information	<b>08</b>
9.0	Procedural Requirements	<b>09</b>
10.0	Instructions for submission of application	<b>09</b>
11.0	Application Format	<b>09-10</b>

### **Request for Empanelment (RFE)**

#### **For Empanelment of Landscape Architects/ Firms for Development of DDA Greens**

Issued by: DELHI DEVELOPMENT AUTHORITY

Date: 29.08.2025

#### **Important Dates**

<b>S. No</b>	<b>Activity</b>	<b>Date &amp; Time</b>
1.	Date of uploading the RFE on DDA's website	<b>29.08.2025</b>
2.	Last Date of submission of Application with required documents	<b>13.09.2025 up to 05.00 pm</b>
3.	Mode of Submission	<b>Through online mode only at the email: <a href="mailto:neelima.soni2033@dda.gov.in">neelima.soni2033@dda.gov.in</a></b>
4.	For any updates or clarifications	Office of Director (Landscape) Phone number: 011-23370585 Email-ID: <a href="mailto:neelima.soni2033@dda.gov.in">neelima.soni2033@dda.gov.in</a>

#### **1.0 INTRODUCTION**

The DELHI DEVELOPMENT AUTHORITY, herein referred to as the “DDA,” through its Landscape and Environment Planning Department, invites applications from qualified Landscape Architects/Firms for the empanelment to provide professional services for various landscape planning and design works across the jurisdiction of DDA. This initiative aims to enhance the ecological, aesthetic, and recreational value of the urban landscape in Delhi.

#### **Delhi Development Authority: Advancing Urban Ecological Stewardship**

The Landscape and Environment Planning Department of the Delhi Development Authority (DDA) serves as a key institutional body in shaping Delhi's urban ecological framework through environmentally sustainable and community-integrated planning. The department has developed over **16,000 acres of green cover**, including **7 biodiversity parks**, **11 major ecological**

**restoration projects along the Yamuna floodplains, and more than 773 urban parks**, thereby playing a critical role in enhancing the city's ecological resilience and improving environmental quality.

Urban parks across Delhi have been thoughtfully upgraded with inclusive amenities such as fitness & yoga zones, play areas, shaded seating spaces, and open grounds—creating multifunctional spaces that promote healthier lifestyles and community interaction. In addition, several parks are now available for cultural programming and artistic events, fostering social engagement while supporting self-sustaining models of urban green space.

DDA's restoration efforts go beyond surface-level beautification. The department has led major initiatives such as the restoration of floodplains of river Yamuna, rejuvenation of degraded water bodies and the reclamation of disused landfill areas. Collaborating with Delhi University, DDA has also developed landmark biodiversity parks in the Yamuna and Aravalli regions amongst others. By virtue of these initiatives, DDA has created vital ecological reserves that sustain native biodiversity, regulate microclimates, restore hydrological functions, and offer tranquil urban refuges.

Contributing to the environmental vision of Delhi's Master Plan, the Department actively collaborates with institutions like DMRC, PWD, and the Forest Department to ensure that ecological planning is seamlessly embedded into city-scale development.

In a deliberate and transformative shift, the DDA is opening its landscape initiatives to collaboration with external landscape architects. By moving beyond its traditional in-house model, DDA seeks to infuse upcoming projects with diverse design sensibilities, technical expertise, and innovative approaches to landscape planning.

## **2.0 OBJECTIVES**

To undertake the development or redevelopment of Delhi's hierarchical green spaces under the purview of DDA. Projects may include the creation of new green areas (Greenfield) or the enhancement of existing ones (Brownfield), based on the scope of work and site-specific requirements.

## **3.0 SCOPE of Services for Empaneled Landscape Architects/Firms**

Empaneled Landscape Architects or Firms will be responsible for delivering comprehensive landscape services for a range of project types of varying sizes in Government and/or Private Sector.

3.1 This may include, but is not limited to, the following categories:

### **A. Urban Landscapes**

- Design of urban parks of various scale and sizes
- Design/ Redevelopment of plazas and public open spaces of varying nature and scale.

- Streetscape design including medians, and footpaths with soft-scape and hardscape elements.

#### B. Environmental and Ecological Projects

- Design of floodplain projects and wetland parks.
- Biodiversity parks.
- Green corridors along Sustainable storm water drains, waterbodies

#### C. Heritage and Cultural:

- Greens with historical or cultural significance,
- Greens associated with heritage sites and monuments, etc.

#### D. Special Projects:

- Water-sensitive urban design, storm water management systems,
- Inclusive parks,
- Wayfinding and signage strategies for urban greens,
- Theme parks, etc

3.2 The empaneled consultants will broadly be invited for one or many of the following, as per the project-specific basis and DDA's requirements:

- A. Design and Planning: site analysis, contextual studies, and user needs assessment, conceptual design and schematic landscape layouts, master planning and design development, selection of planting palettes and horticultural planning, etc.
- B. Construction Document: Preparation of comprehensive construction document sets, technical detailing, BOQs, and specifications, etc.\*
- C. Implementation Support: site coordination and supervision support during implementation of the project, quality control to ensure design intent and standards are met, site visits, and periodic review during execution. \*
- D. Project Management and Coordination: Reporting, documentation, and management of timelines and deliverables, conducting periodic presentations, progress reviews, and submission of reports as per project milestones, etc.

*\* 3.2 (B) and 3.2(C) will have to be undertaken together.*

## 4.0 ELIGIBILITY CRITERIA

The interested Landscape Architect/ Firm shall meet the following eligibility criteria and submit the requisite documents for evaluation/Scrutiny for Empanelment.

S. No.	Criteria	Eligibility Criteria	Documents Required for Scrutiny
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1.	Qualification	Master of Landscape Architecture (for the Owner/Lead LA)	Certificates/ Degree from Recognized Institutes
2.	Experience	Min. 5 years of professional experience in Landscape Architecture preceding to the date of issue of this RFE, in designing and executing landscape projects of similar scale and complexity.	The consultant must submit a work award letter of date prior to 30.06.2020 and completion certificate in support of this.
3.	Team Composition	Availability of a qualified team, including landscape architects, horticulturists, service consultants, and project managers etc. The team members should be of the tune of 5 nos. The resource person may be on the pay roll of the firm, whosoever is participating in the tendering process, for the last three years.	A certificate on the letter head of the consultant with name of the Employees, Designation, Qualification, Experience in the relevant Fields and tenure of association with the Consultant
4.	Past Work	Must have completed at least 2 similar projects (from any of the categories in Para 3.1 or Green infrastructure like Institutes, office complex, IT Parks, Transit hubs, Airports, Housing etc) with an individual project cost not less than Rs. 2.0 crores, during the last 6 years preceding date of issue of EOI.	Work Award letter and completion certificate/s from the client/s for satisfactory completion of the project, along with the portfolio of projects.
5.	Registration with Council of Architecture	The individual or at least one partner of the Firm shall be registered with the Council of Architecture (CoA), India.	Certificate from Council of Architecture, India
6.	Affiliation/ Membership: (Preferred)	ISOLA (for the lead LA)	Membership Certificate from ISOLA
7.	Turnover:	Average annual turnover of at least Rs. 1 Cr in 3 years out of last 6 years (due to covid period) (2018-19, 2019-20, 2020-21, 2021-22, 2022-23, 2023-24) .	Certificate from qualified Chartered Accountant with UDIN
8.	PAN and GST	The Landscape Architect /Firm should have valid PAN No. and Goods and Service Tax Registration no. The GST registration should be alive on the date of submission of tender.	Copy of PAN and GST registration
9.	Legal Status	Individual or Registered Partnership/Company.	i. A company should furnish copy of the certificate of

			<p>incorporation and memorandum of association as a proof of identity.</p> <p>ii. A sole proprietorship firm or a Limited Liability Partnership firm should furnish copy of the registration certificate, GST or IT returns for the last three financial years preceding the Application Due Date as a proof of identity.</p> <p>iii. A registered partnership firm should furnish a copy of the IT returns for the last three financial years preceding the Proposal Due Date, copy of the registration certificate under the registrar of firms and a copy of the partnership deed executed between the partners as a proof of identity.</p>
10.	Blacklisted /Debarred	Must not be blacklisted or debarred by any government agency.	An affidavit on stamp paper of Rs. 100/- shall be submitted by the interested consultant as a proof of certificate.
11.	Application Form	As mentioned in Para 11	As mentioned in Para 11

## 5.0 GENERAL CONDITIONS:

- a. The applicant must be an individual or a group of Landscape Architects and should either be registered individually or partnership or operate through a registered firm in India.
- b. The individual or at least one partner of the Firm shall be registered with the Council of Architecture (CoA), India.
- c. Project allocation shall be determined based on the firm's expertise, availability, and at the sole discretion of DDA. After this empanelment process is over and Consultants are on boarded on Panel of DDA, project (s) with scope of work will be informed to all the Empaneled Agencies and Landscape proposal and financial proposal will be asked from them. Based on consultant's submitted proposal, internal committee after due scrutiny will assign the project and agreement will be signed by both the parties.
- d. Empaneled Landscape Architects shall be required to comply with all applicable project-specific norms, adhere to defined timelines, and maintain prescribed quality standards.
- e. DDA reserves the right to terminate empanelment at any time.

*Only those Landscape Architects/Firms who meet the specified eligibility criteria are invited to submit their applications in the prescribed format, along with all necessary supporting documents, within the stipulated deadline.*

## **6.0 DURATION**

The empanelment shall remain valid for a period of One (01) year from the date of issuance of the empanelment letter and may be extended by 2 more years on year to year basis at the discretion of DDA based on an evaluation of project performance. However, DDA reserves the right to terminate the engagement at any stage, without assigning any reason and without any obligation to provide compensation.

## **7.0 METHOD OF SELECTION**

Following scrutiny and preliminary evaluation of the submitted documents, Landscape Architects/Firms will be shortlisted for empanelment based on the recommendations of a committee constituted by the Competent Authority for this purpose.

A limited competition will be conducted among the empaneled agencies for the various categories of projects as outlined in Para 3.2. The selection process shall be specified in the respective Request for Proposals (RFPs).

It's a two stage process, wherein the technical evaluation will be carried out through project presentations, following which the financial/commercial bids of only those Landscape Architects/Firms who qualify the technical stage will be opened. The criteria and methodology for technical bid evaluation and scoring will be elaborated in the individual RFPs.

## **8.0. Important Dates & Contact Information**

<b>S. No</b>	<b>Activity</b>	<b>Date &amp; Time</b>
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### 9.0 Procedural Requirements:

- a) Applicants who have successfully fulfilled specified criteria shall be eligible to apply.
- b) Application form for 'Empanelment' can be downloaded from the official DDA's website i.e. [www.dda.gov.in](http://www.dda.gov.in).
- c) Interested entities who have expertise in providing services shall submit their RFE in the prescribed format with all the requisite supporting documents as detailed in para 5 of this document within the stipulated date.

### 10.0 Instructions for submission of application

- a. The application must be signed by the authorized representative(s) of the firm. All pages of the submitted documents shall be duly signed and stamped by the applicant. In cases where the applicant is unavailable due to any reason, an authorized representative from the firm may sign on their behalf, provided a valid Power of Attorney (POA) is furnished and attached with the application.
- b. The application must be submitted strictly in the prescribed formats enclosed, along with self-attested documentary evidence as specified in the RFE, supporting the information provided in the application form. Any suppression or misrepresentation of information may result in the cancellation of the firm's empanelment, should such discrepancies come to the notice of DDA at any stage, including post-empanelment.
- c. All future communications, updates, or additional information related to this advertisement will be conveyed via email from the office of the Director (Landscape).
- d. DDA reserves the right to accept or reject any or all applications at its discretion, without providing any reason. It also retains the authority to cancel or withdraw the empanelment process for Landscape Consultants at any stage, without obligation to disclose the reasons.
- e. DDA reserves the right to modify the criteria at any time, if so required.
- f. DDA shall not be responsible for any delay/loss of document or incorrect filling of Application form.

### 11.0 Application Format

Sub: Empanelment of Landscape Consultants

Format for Application of Request for Empanelment:

S.No.	Description/Details	
1.	Name of the firm with full address	
2.	Name of lead member of the firm and certificates of qualifications	
3.	Self-attested copy of registration of Council of Architecture, India	
4.	Year of establishment and experience	
5.	Management structure with details of manpower & infrastructure	
6.	Details of completed projects	
7.	Details of ongoing projects	

8.	E-mail id and contact nos.	
9	Any other details	

The eligible Landscape Architects/ Firms shall be required to submit self-attested copies of the following along with duly filled-in application form:

- a. Organizational Details – Information regarding the organization, including its scope of activities, portfolio of past projects, proof of legal status and registration, and any other relevant institutional details.
- b. List of Completed Works – Supporting documents validating the listed projects, such as appointment letters, work orders, contract agreements, or completion certificates issued by the client. In the absence of such documents, the firm must submit an affidavit attesting to the authenticity of the claims made.
- c. List of Ongoing Works – Documents substantiating the claims, such as appointment letters, work orders, contract agreements, or progress certificates issued by the client. In the absence of such documents, an affidavit affirming the authenticity of the information provided must be submitted by the firm.
- d. Certificates – Copies of all degrees and certificates relevant to the eligibility criteria outlined in Para 4 must be duly self-attested and submitted along with the application.
- e. Covering Letter / Intent of Participation – A cover letter, printed on the firm's letterhead, clearly expressing the Landscape Consultant's intent to participate and undertake projects, must be submitted. The letter should be concise and not exceed one page.

For experience certificates related to projects executed abroad, the project value must be converted into Indian currency and duly self-certified. Additionally, if the completion certificate is issued in a foreign language, it must be translated into English and the translated version must also be duly self-certified.

Dated: 29.08.2025

O/o Director (Landscape)  
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I.P Estate, ITO,  
New Delhi-02