

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

**Request for Empanelment (RFE)
of
Architecture/ Landscape Architecture Firms
For
DEVELOPMENT of DDA GREENS**

January 2026

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REQUEST FOR EMPANELMENT (RFE)

For Empanelment of Architecture/ Landscape Architecture Firms for Development of DDA Greens

Issued by: DELHI DEVELOPMENT AUTHOURITY

Date: XX.XX.2026

Important Dates

S. No	Activity	Date & Time
1.	Date of uploading the RFE on DDA's website	XX.XX.2026
2.	Last Date of submission of Application with required documents	XX.XX.2026 up to 05.00 pm
3.	Mode of Submission	Through online mode only at the email: neelima.soni2033@dda.gov.in
4.	For any updates or clarifications	Office of Director (Landscape) Phone number: 011-23370585 Email-ID: neelima.soni2033@dda.gov.in

1.0 INTRODUCTION

The DELHI DEVELOPMENT AUTHOURITY, herein referred to as the “DDA,” through its Landscape and Environment Planning Department, invites applications from qualified Architecture/ Landscape Architecture 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, redevelopment or restoration of Delhi's hierarchical green spaces under the purview of DDA. Projects may include the creation of new green areas or the enhancement of existing ones based on the scope of work and site-specific requirements.

3.0 SCOPE OF SERVICES FOR EMPANELED LANDSCAPE ARCHITECTS/FIRMS

Empaneled Architecture/ Landscape Architecture Firms will be responsible for delivering comprehensive landscape services for a range of project types of varying sizes in Public 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 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 Architecture/ Landscape Architecture Firms 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

Interested Architecture / Landscape Architecture Firms are required to comply with the following eligibility criteria and submit the requisite documents, duly annexed with the application form enclosed, for evaluation/scrutiny for empanelment within the stipulated deadline.

4.1 TECHNICAL ELIGIBILITY CRITERIA

S.No.	Criteria	Technical Eligibility Criteria	Documents Required for Scrutiny
1.	Qualification	Master of Landscape Architecture	Certificates/ Degree from Recognized Institutes in Landscape Architecture of either Owner or Lead Landscape Architect in the firm. <i>(Document to be annexed as Annexure-I in application form)</i>
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.	Work award letter of required duration prior to date of issue of this RFE. <i>(Document to be annexed as Annexure-II in application form)</i>

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. with experience not less than 3 years.	A document with name of the 5 Employees with their Designation, Qualification, Experience in the relevant Fields (not less than 3 years). <i>(Document to be annexed as Annexure-III in application form)</i>
4.	Past Work	Must have completed at least 2 similar projects (from any of the categories in Para 3.1 or Green infra 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 the date of issue of this RFE.	<ol style="list-style-type: none"> Two completion certificates from client/s for satisfactory completion of the project with cost not less than Rs. 2.0 crores, during the last 6 years preceding the date of issue of this RFE. Portfolio of past projects (not exceeding 20 pages) <i>(Document to be annexed as Annexure-IV in application form)</i>
5.	Blacklisted/ Debarred	Must not be blacklisted or debarred by any government agency.	An affidavit on stamp paper of Rs. 100/- mentioning that the firm is not blacklisted or debarred by any government agency. <i>(Document to be annexed as Annexure-V in application form)</i>

4.2 FINANCIAL ELIGIBILITY CRITERIA

6.	Turnover	The agency should have positive net worth with average annual turnover of at least Rs.1 Cr in last 3 years (2022-23, 2023-24, 2024-25) .	Certificate from Chartered Accountant with UDIN <i>(Document to be annexed as Annexure-VI in application form)</i>
7.	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 application for Empanelment.	Copy of PAN and GST registration. <i>(Document to be annexed as Annexure-VII in application form)</i>

8.	Legal Status	Company, sole proprietorship firm, Limited Liability Partnership or Registered Partnership.	<ol style="list-style-type: none"> 1. A company should furnish copy of the certificate of incorporation and memorandum of association as a proof of identity. 2. A sole proprietorship firm or a Limited Liability Partnership firm should furnish copy of the registration certificate or IT returns for the last three financial years as a proof of identity. 3. A registered partnership firm should furnish a copy of the IT returns for the last three financial years and a copy of the partnership deed executed between the partners as a proof of identity. <p><i>(Document to be annexed as Annexure-VIII in application form)</i></p>
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5.0 GENERAL CONDITIONS

- a) DDA reserves the right to terminate the empanelment at any time.
- b) The empanelment will be cancelled if the agency has been declared insolvent/bankrupt or found involved in any illegal/anti national activity.
- c) 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.
- d) DDA reserves the right to modify the criteria at any time, if so required.
- e) DDA shall not be responsible for any delay/loss of document or incorrect filling of Application form.
- f) Empaneled Architecture/ Landscape Architecture Firms shall be required to comply with all applicable project- specific norms, adhere to defined timelines, and maintain prescribed quality standards.

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

- a) Following scrutiny and preliminary evaluation of the submitted documents, Architecture/ Landscape Architecture Firms will be shortlisted for empanelment based on the recommendations of a committee constituted by the Competent Authority of DDA for this purpose.
- b) The shortlisted Firms will be asked to submit duly signed and stamped copies of all documents submitted at the time of applying for empanelment before the finalization of the empanelment.
- c) After this empanelment process is over and Firms are on boarded on Panel of DDA, project (s) with scope of work will be informed to all the Empaneled Firms and then a limited competition based on the Quality and Cost Based Selection (QCBS) method in two stage will be conducted among the empaneled Firms.
- d) In the first stage the technical evaluation will be carried by the internal committee of DDA through project presentations, following which in second stage the financial/commercial bids of only those Architecture/ Landscape Architecture Firms who qualify the technical stage will be opened.
- e) Project allocation shall be determined based on the firm's expertise, availability, and at the sole discretion of DDA.
- f) An agreement will be signed by both the parties on the selection of Firms for the respective project.

8.0 IMPORTANT DATES & CONTACT INFORMATION

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9.0 INSTRUCTIONS FOR SUBMISSION OF APPLICATION

- a) Interested Firms who have expertise in providing services as categorized in Para 3.1 shall submit their application in the prescribed format enclosed with all the requisite supporting documents as detailed in para 4 of this document within the stipulated date.
- b) Application form for 'Empanelment' can be downloaded from the official DDA's website i.e. www.dda.gov.in.
- c) The application form must be signed and stamped by the authorized representative(s) of the firm.
- d) The shortlisted Firms shall be required to submit duly signed and stamped copies of all documents submitted at the time of applying for empanelment.
- e) 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.
- f) 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.
- g) All future communications, updates, or additional information related to this advertisement will be conveyed via email from the office of the Director (Landscape), DDA.
- h) 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.

10.0 Application Format

DELHI DEVELOPMENT AUTHORITY

PART-A

(Basic Details)

1. Name of the firm - _____
2. Full Address - _____
3. Year of establishment & Experience - _____
4. E-mail ID - _____
5. Contact nos. - _____

PART-B

Technical eligibility criteria

6. Qualification - *(Document to be annexed as Annexure-I)*

Name of Lead member of the firm having degree in Landscape Architecture-	Institute	Year of Passing

7. Experience- *(Document to be annexed as Annexure-II)*

	Project name	Date of Award
Work award letter		

8. Team Composition - *(Documents to be annexed as Annexure-III)*

S.No.	Name of team member	Designation	Qualification	Experience in the relevant Fields (not less than 3 years).
1.				
2.				
3.				
4.				
5.				

9. Past Work -- (Documents to be annexed as Annexure-IV)

S.No.	Project Name	Cost of the project (Not less than 2 crores)	Date of completion (during the last 6 years)
1.			
2.			
3.	Portfolio of past projects (not exceeding 20 pages)		Total No. of pages.....

10. Blacklisted/ Debarred Certificate - - (Documents to be annexed as Annexure-V)

Certificate/ Serial no.	Date of certificate
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11. Any other details, if any - _____

PART-C
Financial eligibility criteria

12. Turnover - (Documents to be annexed as Annexure-VI)

	Year	Annual turnover	UDIN
1.			
2.			
3.			

13. PAN & GST - (Documents to be annexed as Annexure-VII)

PAN No.	
GST No.	

14. Legal Status - (Documents to be annexed as Annexure-VIII)

Type of Legal Status (Company, sole proprietorship firm, Limited Liability Partnership or Registered Partnership.)

Declaration

I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief and nothing material fact/information has been suppressed or concealed there from. If particulars mentioned by me are found false or incorrect at any stage, then my services shall be liable to be terminated without any notice.

PLACE:

SIGNATURE AND STAMP
OF THE OWNER

DATE:

NAME:

PART-D
List of Documents

Sr. no.	Document	Please write yes if attached
1.	Application form	
2.	Qualification – <i>(Document to be annexed as Annexure-I)</i>	
3.	Experience- <i>(Document to be annexed as Annexure-II)</i>	
4.	Team Composition – <i>(Documents to be annexed as Annexure-III)</i>	
5.	Past Work – <i>(Documents to be annexed as Annexure-IV)</i>	
6.	Blacklisted/ Debarred Certificate- <i>(Documents to be annexed as Annexure-V)</i>	
7.	Turnover – <i>(Documents to be annexed as Annexure- VI)</i>	
8.	PAN & GST – <i>(Documents to be annexed as Annexure- VII)</i>	
9.	Legal Status – <i>(Documents to be annexed as Annexure- VIII)</i>	

Place:

Signature and stamp of the owner

Date:

Name:

O/o Director (Landscape)
11th Floor, Vikas Minar,
I.P Estate, ITO,
New Delhi

