

SHORT TENDER NOTICE – SIGNAGES SERVICES

TENDER/QUOTATION FOR INDIA VS. WEST INDIES 2ND TEST MATCH FROM 10TH OCTOBER TO 14TH OCTOBER 2025

Sealed Tenders/Quotations are invited for providing Signages Services to the Delhi & District Cricket Association (DDCA), situated at Ferozeshah Kotla, New Delhi – 110002, from reputed firms/agencies/companies having valid licenses, sanctions, and experience in the field of Signages Services for a minimum period of two years, to quote their best offers in SEALED COVERS for the INDIA vs. WEST INDIES 2ND TEST MATCH, scheduled from 10TH OCTOBER TO 14TH OCTOBER 2025 to be held at DDCA, Arun Jaitley Stadium, Ferozeshah Kotla Grounds, New Delhi.

Time Schedule for Tender Process:

Date of publication of tender notification on official website	30/09/2025
Last date for Sale of tender document	03/10/2025
Last date for receipt of duly filled in tenders	03/10/2025 at 05:00 pm
Date and Time of the opening Bid	To be notified
Cost of Tender	1,000/- (Non-refundable- to be deposited in form of Demand Draft along with bid document)

Applicants are required to give the following details: -

COMPANY/FIRM PROFILE	
Name of the Company/Firm and complete registered address	
Legal Status (Individual, Sole Proprietary firm, Hindu Undivided Family (HUF) business, Partnership firm, Consortium, Joint Venture, Limited Company or Corporation)	
Status of the signatory of the applicant	
Year of commencement of Business	
Has your company been ever blacklisted by any organization?	
Were you or your company ever required to suspend services for a period of more than 06 months continuously after you have commenced the business of providing services? If so, give the name of the contract and reasons thereof.	
Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?	
Name, Designation and Tel. No(s) of the Contact Person -Fax No(s) -E-mail address	
Statutory Details (Photocopy duly signed to be attached) - Registration No. of the Firm - PAN - EPF – Registration No. - ESI Registration No. - GST Registration No. - Name & Address of Bankers along with Current Account Details	

(Rs. In Lakhs)

Details of annual financial turnover (gross)	FY 2023 -2024	FY 2024 -2025

Special Conditions of Contract

1. Please read the Terms & Conditions carefully before filling up the document.
2. Incomplete documents will be rejected. It is in the interest of applicants to inspect the proposed premises before submitting the bid.
3. DDCA reserves the right to obtain feedback from previous/present clients of the applicant and also depute its team(s) to inspect the site(s) under the current contract(s) for on-the-spot first-hand information regarding the maintenance and other Signages-related services provided by the applicant. The decision of the DDCA in this regard will be final and binding on all bidders.
4. The applicant should be in the business of providing Signages Services for a minimum period of two years as on the date of submission of the tender.
5. The service provider shall provide the services mentioned in Annexure-A to the satisfaction of DDCA.
6. All costs pertaining to placement, removal, printing, and designing of signages, including all transportation costs to and from the stadium, shall be borne by the service provider.
7. The rates may be quoted separately for wooden and metal frames.
8. The applicant shall ensure that all statutory compliances for its personnel are its own responsibility.
9. All statutory taxes/fees of any kind shall be borne by the applicant.

Instructions to the Bidders

1. Necessary details/clarifications, if any, can be obtained from the Tender Committee, DDCA Office between 11:30 AM to 5:00 PM on any working day.
2. All Quotations/Offer/Tenders should be submitted on the firm's letterhead as per Annexure 'X', duly stamped with the Company/Firm/Organization seal.
3. An Earnest Money Deposit (EMD) of 10% of the quoted final cost, in the form of a Bank Draft, shall be submitted by all bidders. The Bank Draft should be in favour of Delhi & District Cricket Association, payable at New Delhi. Quotations submitted without EMD shall be rejected.
 - EMD amount shall be refunded to unsuccessful bidders within a week of opening the commercial bids.
 - EMD must be submitted along with PAN No./TAN No./Service Tax Number, valid ID proof, and complete Company/Firm/Organization Registration details, including Memorandum & Articles, and Partnership/Proprietorship documents, as applicable.
4. Payment for the services provided by the bidder shall be made within 45 working days after submission of bills post completion of the match.
5. DDCA reserves the right to accept or reject any or all offers, cancel the tender entirely, or modify the terms and conditions without assigning any reason.
6. The envelope containing the quotation, SUPERSCRIBED with the name of the item, shall be addressed to the Tender Committee, Delhi & District Cricket Association, Arun Jaitley Stadium, Ferozeshah Kotla Grounds, New Delhi – 110002, and should be dropped in the designated box kept at the reception of DDCA during office hours (10:00 AM to 5:00 PM).
7. The quotation must reach the DDCA office by 3rd October 2025 by 05:00 PM.

8. Incomplete quotations in any respect will be summarily rejected.
9. In the event another party is to be engaged as a supplier for the tender, this may only be done with the written consent of the authorized official of DDCA.
10. All disputes shall be subject to the jurisdiction of the courts of Delhi.
11. It is hereby clarified that all rights granted pursuant to this Tender are valid only for this match. No future rights are granted.
12. The bidder should not be a member of DDCA, and should not have any close family relatives working in DDCA. A signed undertaking to this effect shall be submitted with the tender.

The last date for submission of above Tender /Offer / Quotation for INDIA Vs. WEST INDIES 2ND TEST MATCH FROM 10TH OCTOBER TO 14TH OCTOBER 2025 to be held at DDCA, Arun Jaitley Stadium Ferozshah Kotla Grounds, New Delhi is 3rd October 2025 by 03.00 PM.

**CHAIRPERSON,
TENDER & PURCHASE COMMITTEE
DDCA**

30th September, 2025

ANNEXURE 'X'

**PROFORMA FOR SUBMISSION OF COMMERCIAL BID
PA SYSTEM**

S.No.	Item Name	Cost Per Item	Quantity	Total Cost	Taxes	Final Cost

Total Cost in Figures: _____

Total Cost in Words: _____

Date:

Place:

Signatures
(Name of Authorised Signatory)
Company Stamp

Annexure 'A'

Fixing of existing stadium signages, making & fixing of outside stadium police boards, parking, park & ride, terms & conditions, directional, 'way to', gate directions, exit, and map boards as per the requirements of Delhi Police.

1. 8x6 – 30
2. 14x8 – 5
3. 4x3 – 60
4. 5x4 – 140
5. 4x4 – 40
6. 6x4 – 50, 10x3 – 25, 3x3 – 15, 8x8 -5

NOTE:

1. Approximate Area: 8,500 sq. feet
2. Quality: Minimum 260 GSM
3. The above numbers are tentative. Exact quantities shall be informed prior to the match. Payment shall be made based on the actual quantities used.
4. Signage boards must be retained at the DDCA office before installation.
5. Proof of installation, including photographs, must be submitted to DDCA along with the final bill.