

**SHORT TENDER NOTICE - TENTING SERVICES**

**TENDER/QUOTATION FOR PROVIDING TENTING SERVICES DURING INDIA VS. WEST INDIES – 2ND TEST MATCH FROM 10TH OCTOBER TO 14TH OCTOBER 2025**

Sealed Tenders/Quotations are invited for providing Tenting Services at the Delhi & District Cricket Association (DDCA), located at Arun Jaitley Stadium, Feroz Shah Kotla Ground, New Delhi – 110002, from reputed firms/agencies/companies holding valid licenses, statutory sanctions, and with a minimum of three years' experience in providing tenting services. Interested parties are requested to submit their best offers in sealed covers for the India vs. West Indies 2nd Test Match, scheduled to be held from 10th October to 14th October 2025 at DDCA, Arun Jaitley Stadium, Feroz Shah 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	10,000/- (Non-refundable- to be deposited in form of Demand Draft along with bid document)
EMD	Rs. 2,50,000/- (Two Lakh Fifty Thousand only)
Security Deposit	10% of the bid amount to be deposited by way of a demand draft within 48 hours of award of tender. EMD will be retained as security deposit till completion of work

**Interested applicants must submit the following details:**

<b><u>COMPANY/FIRM PROFILE</u></b>	
Name of the Company/Firm, with 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	
Has your Company/Firm ever changed its name any time? If so, when, the earlier name and the reason thereof?	
Has your company been ever blacklisted by any organization? If so, when, and the reason thereof?	
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? If so, give the name of the contract and reasons thereof.	
Details of Contact Person:- -Name -Designation -Tel. No(s) -Fax No(s) -E-mail address	
Year of commencement of Business	

<p>Statutory Details (Photocopy duly signed to be attached)</p> <ul style="list-style-type: none"> <li>- Registration No. of the Firm</li> <li>- PAN</li> <li>- EPF – Registration No.</li> <li>- ESI Registration No.</li> <li>- GST Registration No.</li> <li>- Name &amp; Address of Bankers along with Current Account Details</li> </ul>	
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(Rs. In Lakhs)

Details of Audited annual financial turnover (gross) – Copy to be enclosed (CA Certificate is mandatory)	FY 2022 -2023	FY 2023 -2024	FY 2024 -2025

## INSTRUCTIONS TO BIDDERS

1. The tender document along with terms & conditions is available on DDCA's web portal: [www.ddca.co](http://www.ddca.co).
2. Only tent houses having a registered office in Delhi/NCR are eligible to submit the tender. The quoted rates should be all-inclusive, including setting up, cartage, delivery, dismantling, etc., at any location within DDCA.
3. The bidder must have provided tentage services for at least 5 events in Delhi/NCR of similar scale.
4. All items supplied must be neat, clean, and in perfect condition. Items that are torn, shabby, or dirty will be rejected and no payment will be made for them.
5. DDCA will not be responsible for any damage or loss due to fire, theft, riots, or any other reason.
6. Tenders in the prescribed proforma, accompanied by an Earnest Money Deposit (EMD) of ₹2,50,000/- in the form of a bank draft drawn in favour of *Delhi & District Cricket Association*, will be considered. The selected agency/contractor will be required to execute an agreement on a ₹100/- non-judicial stamp paper, accepting all terms and conditions.
7. In case of selection, the EMD will be converted into caution money, which will be held without interest for the duration of the contract.
8. The bidder must have a minimum annual turnover of ₹2 Crores in each of the last three financial years. Turnover proof must be certified by a Chartered Accountant.
9. The bidder must have a minimum of five years of business experience in the relevant field.
10. DDCA reserves the right to accept or reject any tender or part thereof without assigning any reason. In the case of a single bid, DDCA reserves the right to accept/reject the same.
11. The sealed tender must reach the DDCA office by 3<sup>rd</sup> October 2025, 05:00 PM.
12. Rates must be quoted in the prescribed format only. Incomplete or unresponsive tenders shall be summarily rejected.
13. All correspondence must be addressed to the Tender Committee, DDCA, New Delhi.
14. The staff employed by the successful bidder shall remain their employees and shall have no claim whatsoever on DDCA for wages, salaries, PF, ESI, insurance, or any other benefits.
15. The successful bidder must ensure that its staff is efficient, skilled, honest, and conversant with the nature of work.
16. The contractor must provide uniforms and ID cards for each of its staff/supervisors at its own cost. DDCA security reserves the right to inspect staff upon entry and exit.
17. The contractor must provide police-verified staff and produce such verification when demanded by DDCA.
18. No employee under 18 years of age shall be engaged.
19. In case the contractor fails to provide the services or the services are found unsatisfactory,

DDCA reserves the right to terminate the contract without notice.

20. In case of default, failure to execute the work diligently, or breach of terms, DDCA reserves the right to terminate the contract, forfeit the security deposit, and get the work done at the risk and cost of the contractor.
21. DDCA may also terminate the contract at any time by giving one month's notice, without assigning any reason.
22. If the contractor fails to provide services on any day, DDCA reserves the right to hire services from the open market, and any additional cost will be deducted from the contractor's bill.
23. The contractor must comply with all applicable laws/regulations/statutes/by-laws, including payment of all applicable taxes (VAT, GST, etc.).
24. The contractor shall indemnify DDCA against any penalties, claims, compensations, or legal actions arising from non-compliance or accidents.
25. Income tax, surcharge, and labour welfare cess will be deducted from the contractor's bills, as applicable.
26. The contractor must not use DDCA premises for storage after the event. Failure to remove items will attract a penalty of ₹20,000 per day.
27. In case of disputes, the decision of DDCA shall be final. DDCA may appoint a sole arbitrator, and the decision of the arbitrator shall be binding.
28. Jurisdiction of courts shall lie exclusively in Delhi.
29. No rate escalation will be allowed during the contract period.
30. The contract/tender shall not be transferred, sublet, or assigned under any circumstances.
31. Breach of any conditions may lead to termination of the contract, and forfeiture of EMD/Security Deposit.
32. Bills for tent and lighting arrangements shall be raised along with a physical verification report, and payments shall be made via cheque within 45 days.
33. Quoted rates should be exclusive of GST but inclusive of cartage, labour, and other charges.
34. No digging is allowed in DDCA premises. Any damage to infrastructure must be repaired by the contractor at their own cost.
35. In the event of any breakdown of tent or lighting equipment, the contractor must make alternative arrangements immediately. Liability for any injuries or damages will rest solely with the contractor.
36. Sub-standard materials must be replaced immediately at the contractor's cost. Penalties will be imposed at DDCA's discretion.
37. All wiring must be done from sources approved by DDCA, with full adherence to safety norms. All electrical joints must be properly insulated.
38. Safety precautions must be observed during the erection of tents and lighting. DDCA will not be liable for any accidents or losses due to the contractor's negligence.

39. Only high-quality materials/fixtures must be used to ensure safety and aesthetic appeal.
40. Contractor must ensure standby equipment/material is available at the site to avoid any disruption during the event.
41. Quantities mentioned are tentative. Final payment will be based on actual consumption, with permissible variation of  $\pm 20\%$ .
42. All terms and conditions in this document shall be part of the final Agreement/Contract with DDCA.
43. Canvassing in any form is strictly prohibited and shall lead to disqualification.
44. Bids may be rejected if the agency:
  - a. Is found in violation in previous DDCA projects;
  - b. Failed to comply with previous DDCA directives despite notices;
  - c. Had prior contracts terminated by DDCA due to default;
  - d. Is blacklisted/debarred by any Government agency or PSU.
45. The contract shall be governed by the laws of India, and disputes shall fall under the jurisdiction of Delhi courts only.
46. Force Majeure: Neither party shall be liable for failure to fulfill obligations due to natural calamities, governmental orders, epidemics, or other unforeseen events. Affected parties must notify the other immediately.
47. If any information provided by the bidder is found to be false or misleading, the bid will be rejected without further correspondence.
48. All tent and lighting arrangements must be in good/new condition.
49. The contractor must ensure all equipment is installed well in time before the start of the event.
50. Sub-standard materials/services must be replaced by the contractor at their own cost, risk, and responsibility.
51. In the case of breakdowns, immediate alternatives must be arranged. DDCA will not be responsible for any losses.
52. If services are not provided or found unsatisfactory, DDCA may terminate the contract immediately.
53. If the selected bidder fails to commence the contract, the EMD will be forfeited.
54. The commercial bid must be submitted as per the Scope of Work attached with the tender document.
55. The bidder must not be a member of DDCA and must not have any close relatives employed with DDCA. A signed undertaking must be submitted. Applicants are advised to go through the Articles of Association of DDCA to avoid any conflict of interest.

The last date for submission of above Tender /Offer / Quotation for INDIA Vs. WEST INDIES 2<sup>ND</sup> TEST MATCH FROM 10<sup>TH</sup> OCTOBER TO 14<sup>TH</sup> OCTOBER 2025 to be held at DDCA, Arun Jaitley Stadium Ferozshah Kotla Grounds, New Delhi is 03<sup>rd</sup> October 2025 by 03.00 PM.

**Chairman, Tender & Purchase Committee**  
**DDCA, Arun Jaitley Stadium**  
**Ferozshah Kotla Grounds, New Delhi**

30<sup>th</sup> September, 2025

## Scope of Work

### A) Overlays

S. No	Description	Size	Sqft	Qty
1	VOC Complete VOC with 4rooms ( Customised hard wall, front side glass wall, ceiling, air conditioning, carpeting, complete furniture, door with lock etc.)			4
2	One room back side of VOC for Delhi Police & Security Agency offices (with customised hard wall, ceiling, air conditioning, carpeting, complete furniture, door with lock etc. The room shall be partitioned as required			1
3	Banquet Chair with cover (All over the Stadium)			2500
4	Plastic Chair: hard plastic chairs to players dressing room inside/outside area			50
5	Fan			2
6	Pagoda:22 canopies 5x5mtr with carpeting, tables for scanners, chairs, stools, 3cores electrical connections, boards as per requirement.			22
7	Office table			20
8	Office Chair			36
9	Takhat			As per requirement
10	Buffet Table with frill			250 / 260
11	Platform with carpet at Gates no. 9 to 14 Stadium side Iron based with 24mm ply board platform with iron steps. Plus, platform in all Pagoda's		<b>6000sq ft</b>	
12	Store /Clock Room: Stores with Metro wall, waterproof shades, for cloak room with raised platform carpeting, barricade, masking, tables, chairs, 3cores electrical connections, board & Lock etc. iron racks as per requirements.	14x26	364	2
		12x16	192	2
		12x36	432	2
13	Masking: Masking all along the stadium (mask be with frame, White fabric, hardboard with perforation) wherever required. Tentative may chage as per requirement of Delhi Police	8x8	1	1
		14x16	1	1
		12x14	1	1
		14x26	1	1
		8x8	1	1
				1
		80x6x1ht	1	1
		6x6x1	1	1
		1000x12	1	1
		500x8	1	1
		100x8	1	1
500x8	1	1		

17	Tin Chaddar Boundary		925ft	
18	View Cutter: Iron pipe framed view cutters for ladies (White Fabric)	4x7		22
19	Police tower with fabric			10
20	Police morcha: Sand bags with sand and fabric for Police morcha Barricade 20 in different area surrounding the stadium			As per requirement
21	Jaali Barricading		2800 running ft	
22	Mozo Barricading: Mozo barricading in North East & North West ground floor premium area (to prevent injury to spectators no equipment should have sharp edges)		4000 running ft	
23	Mobile toilet – Good Quality			5
24	Q manager: inside/concourse area of the stadium (wherever required) agency is responsible for placement & safe custody			20
25	Cricket side Screen black color	17'x80'		1
26	Cricket side Screen black color	19'x80'		1
28	Octonorm table: Octonorm table with raised platform & standard chairs for photographers in the ground (platform may extend as per requirement)			35
29	Round table with napron			9
30	Bar Table with Napron			37
31	Sofa (2 seater)			12
33	Draping Chunut 2 <sup>nd</sup> Floor OCH	16x52		1
34	Doctor Point with Air Condition			5
36	LIGHTING: The stadium periphery ad adjoining areas including parking needs to be lighted up as security measure continuously from 24hrs before the match to match day full night (total 48hrs) . The lighting will carried out as per police requirement by the contractor.			
37	Kitchen near bay area with metro sheets, wire meshed net, exhaust fan, black masking, plug points, tables, takhats, lights with door and lock etc			
38	View Cutter behind B and C Block on boundary wall			
41	Fencing around AC Plant at Rooftop at NCH			
42	Required partition in the existing structure as required			
43	Food Counter for distribution of food boxes			2
44	Broadcaster room 14' x 12 feet Airconditioned outside OCH			
45	Storage Room 20 x 25 feet outside OCH			
46	Standing Fan: Standing fans to all frisking points, cloak			As per

	rooms on match day. Agency is responsible for placement and safe custody of fans.			requirement
47	Cooler			As per Req
48	Tower AC			As per Req
49	Wall Fan			As per Req
<b>54</b>	<b>Setting of Kitchen area for Hospitality areas incl canopies</b>			
<b>55</b>	<b>Setup of press conference area</b>			
<b>56</b>	<b>Generators as per requirement is raised</b>			
<b>57</b>	<b>Flower Decoration of Padma Vibhushan Shri Arun Jaitley Statue</b>			
<b>57</b>	<b>Any other items require as per site</b>			

**A) HILL B**

1.	Chairs with cover	1500
2.	Stalls	6nos.
3.	Lighting on stalls (as per required)	
4.	Extension boards (power load by DDCA)	10-12nos.
5.	3 German Pagoda	
6.	Mist fan	20nos.
7.	Any other items require as per site	

**B) HILL A kitchen and platform, dugout**

S. NO.	Particulars	Size
1.	Waterproof Caterer Kitchen -	20'x24'
2.	All Four side Tin Covering -	12'x 88'
3.	1 Gate -	8'x 8'
4.	Tables -	20
5.	Chair -	20
6.	Extension Board -	8
7.	Exhaust Fan –	2
8.	Wire in Hill -A	
9.	Lights -	6
10.	Hill A Store room waterproof an all-side hard wall lockable door, Light, Extension Board	12' x14'
11.	Fan –	6
12.	Platform for dugout	18' x 12' 1.5 ft height

**C) Corporate Boxes (NCH)**

S. NO.	Particulars	Size
1	Corporate Box 1 – 37	
	a) Buffet tables with frill	75
	b) Standing Table with Frill	42
	c) Extension Board	45
	Drum	100 ltr x 10 plastic
	Lock and key	48 Container lock
	Chain	10 5ft
	Tubs	55 plastics
	Mist Fan with wire and Extension Board	4
	Sofa	5
	Kitchen Storage, Waterproof, Platform, table, Chair, Extension Board, light, 3 Core wire – 16 x 48 (NCH Garden)	2
	Fan	11
	Cupboard	1