

Short Notice Tender – Tenting

TENDER/QUOTATION FOR AGM

Sealed Tender / Quotation are invited for providing Tenting at Delhi & District Cricket Association (DDCA) situated at Arun Jaitley Stadium, New Delhi – 110002 from reputed firms/agencies/companies having valid licenses and sanctions and experience in the field of Tenting and other Services for a minimum period of three years, to quote their best offers in SEALED COVERS for Annual General Meeting (23rd December 2025 at 09:00 AM) to be held at DDCA, Arun Jaitley Stadium, Ferozeshah Kotla ground, New Delhi.

The Company is 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 or Limited Company.	
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?	
Were you or your company ever required to suspend Tenting services for a period of more than 06 months continuously after you have commenced the business of providing Tenting services? If so, give the name of the contract and reasons thereof.	
Name, Designation and Tel.No.(s) etc. of the Contact Person -Name -Designation -Tel No. -E-mail address	
Year of commencement of Business	
Status of signatory of the Bidder	

<p>Statutory Details (Photocopy duly signed to be attached)</p> <p>-Registration No. of the Firm/Company</p> <p>-PAN</p> <p>-EPF – Registration No.</p> <p>-ESI Registration No.</p> <p>-Name & Address of Bankers along with Current Account Details:</p> <p>-Name of the Bank</p> <p>-Branch Address</p> <p>-IFSC Code</p>	
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Terms and Conditions

To be Signed and Stamped by the bidder and deposited with Tender

1. The tender document with terms & conditions is available at ddca.co. web portal of DDCA.
2. The tent houses having their registered office in Delhi/NCR are eligible to submit the tender. The rates should be all inclusive like setting charges, cartage and delivery, dismantling etc. at any place within DDCA.
3. The items supplied should be neat and clean and in perfect condition, torn or shabby and dirty items, even if delivered, will not be paid by DDCA.
4. DDCA will not be responsible for any damage to the items on account fire, theft, riots or otherwise.
5. The minimum turnover of the tenderer should be Rs. 1 Cr. per annum for last three years. The proof of turn over duly certified by the chartered accountant during the last three years shall be submitted with the tender.
6. The minimum business length of the bidder should be not lesser than 5 years.
7. DDCA reserves the right to reject or accept any part of tender or tender without assigning any reason whatsoever. In case of single tender is received, DDCA reserves the right to except/reject the same.
8. The quotation must reach the office of the DDCA by **20th December 2025** by 03:00 PM.
9. The rates are to quoted in the prescribed proforma only. Unresponsive and incomplete tender document shall be summarily rejected.
10. That all the correspondence will be addressed to the Tender & Purchase Committee, DDCA, New Delhi
11. That the persons employed by the selected tenderer shall at all times and for all purpose shall be the employees of the selected tenderer

who shall alone be liable and responsible for payment all kind of wages, salaries, PF, ESI, insurance, remuneration, claims, compensations and other benefits etc. to them without any claim or reimbursement from DDCA.

12. That it is responsibility of the selected tenderer to ensure that all the persons deployed by it will be efficient, skilled, honest and conversant with nature of work.
13. That the selected tenderer will provide uniform and also issue identity cards to each of its staff, supervisor for entry into DDCA. The uniform and identity cards be provided by the selected tenderer at its own cost. Security staff of DDCA shall be liberty to exercise check on any of the staff of the selected tenderer while entering the premises during the work and while leaving from the premises on completion of work.
14. That it shall be the responsibility of the selected tenderer that the character antecedents of such personnel deployed for work have been duly verified by the police authorities and shall produce such police verification on demand to DDCA.
15. That the selected tenderer shall not employ persons below the age of 18 years.
16. If the successful bidder/contractor fails to provide the Service to DDCA and/or if the services are not found satisfactory enough, the DDCA shall have the right to terminate the contract, without any notice.
17. If the successful bidder/contractor at any time defaults in executing contract job with due diligence and care and continues to do so, and / or the successful bidder/contractor commits default in complying with any of the terms and conditions of agreement and does not remedy it or take effective steps / measures to remedy it, or fails to complete the work as per the terms and conditions and does not complete them within the period specified in the notice given to him in writing, the DDCA may without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to the contractor, shall cancel the contract / agreement immediately without any notice and security deposit / contract performance guarantee will also liable to be forfeited to the DDCA. The DDCA on such cancellation shall have powers to carry out/ Execute the work through other agencies by any means at the risk and cost of the successful bidder/contractor.
18. The DDCA reserves the right to terminate the contract, without assigning any reason, contractor one month notice of its intention to do so and on the expiry of the said period of notice, the contract / agreement shall come to an end without prejudice to any right or remedy that may be accrued to the contractor. If any information furnished by successful bidder/contractor is found to be incorrect or false at any time, the tender / contract / agreement is liable to be terminated immediately, without notice, and the security deposit will also liable to be forfeited to the DDCA.

19. That in case the selected tenderer failed to provide the services on any day DDCA shall be free to engage/ hire services from the open market and the expenditure incurred would be recovered from the bills of the selected tenderer.
20. That it is the responsibility of the selected tenderer to follow all the statutes/ laws/byelaws, labor laws regulations of all statutory and Govt. agencies applicable from time to time and the selected tenderer will also be liable to pay all duties/fees/fines/statutory taxes including VAT/Goods & Service Tax etc. levied by any statutory authority.
21. That the selected tenderer shall keep DDCA totally indemnified and harmless against all claims, fines, duties, dues, payments, penalties, compensations, liabilities and other losses etc. which may incur on account of non-compliance or violation of any statutory provisions or on account of any accident, injury, full or partly loss of property or life or damage etc.
22. That the income tax, surcharge, labor welfare cess as applicable shall be recovered from the bills of the selected tenderer.
23. That the selected tenderer shall not use DDCA premises as godown for storing items and immediately remove its goods from the site on completion of job/work failing to do so DDCA will charge an amount of Rs. 20,000 per day till such time the goods is actually removed by the tenderer.
24. That in case of any dispute or differences of any kind arises between the parties, decision of Tender & Purchase Committee, DDCA shall be final and binding on both the parties. Further Tender & Purchase Committee, DDCA will have the power to appoint sole arbitrator and the decision of the arbitrator shall be final and binding on both the parties.
25. That the both the parties to this contract are subject to the jurisdiction of the courts of Delhi only.
26. The successful bidder shall not make any demand for increase of rates during the period of contract.
27. The tenderer shall not transfer sublet or assign the tender/contract or any part thereof, in any circumstances.
28. Any breach of these condition, entitle DDCA to rescind the contract. Further In case of any breach of agreement on part of successful bidder/ contractor, then the security deposit/earnest money deposited with DDCA by the successful bidder/ contractor shall stand forfeited without any further reference to successful bidder/ contractor who will have no claim of any kind in this regard.
29. For all the Tentage arrangements made at DDCA, the selected bidder will raise the bill to DDCA at the approved rates along with the physical verification report and payment would be released by cheque normally within a period 30 days after the receipt of the bill.

30. The rates should be exclusive of GST but inclusive of cartage and labor and other taxes and charges.
31. It may be noted that no digging of any kind would be allowed within DDCA premises for erection of Tent & Light items. In case any damage to infrastructure is caused, the contractor will carry out the complete repair of the same.
32. In case of breakdown of tentage or lighting items for any reasons whatsoever, the successful bidder/ contractor shall make an alternative arrangement at the earliest and make sure that the work should not suffer for such reason. In case of breakdown or due to any reason such breakdown leads to injuries to any person including third party then the contractor shall be liable for the same.
33. If the material/services supplied is found to be sub-standard, the successful bidder/ contractor shall be bound to replace the same with the standard material at his own cost, risk and responsibility. The necessary penalty will be imposed as per decision of DDCA.
34. All wirings have to be provided by the successful bidder/ contractor from the source to be specified by DDCA and all safety parameters must be followed, proper electrical connection to be made so as to avoid any hazard due to the work entrusted with the contractor. All electrical joints must be properly insulated so as to avoid short circuiting and fire, at any point of time.
35. All precautionary/safety measures should be adopted by the successful bidder/ contractor in erecting tents, fixing lights including carrying out all contractual work entrusted by DDCA. DDCA will not be responsible for any accident, mishappening and loss caused due to agency's negligence. The sole responsibility for any legal or financial implication would vest with the agency/contractor. DDCA shall have no liability whatsoever.
36. The successful bidder/contractor must ensure installing high quality material/fixtures to ensure beautiful/decorated site besides preventing any untoward incident/mishap on account of inferior quality of material installed.
37. The successful bidder/contractor must ensure all standby material/equipment ready at site prior to any event in order to avoid any embarrassing situation during the event due to shortage of material.
38. The quantities given are tentative and the actual quantities required may vary as per the sole requirement and the actual quantities shall be submitted along with the bill. In case the quantities actually consumed vary +/- 20%, the payment shall be made based on actual quantities. However, if variation is within +/- 20%, the payment as per tender & only shall be made.
39. All the terms and conditions contained in these tender documents will be a part and parcel of Agreement/Contract to be executed by the contracting agency with the DDCA.

40. Canvassing of any information in connection with the tender is strictly prohibited which may disqualify the tender. The tender must be unconditional.
41. Any bids/ tenders of such person, bodies, corporation and agencies may not be considered in case it is found that: -
 - a) Such agencies are in violation of DDCA earlier projects.
 - b) Have failed to comply the request and demands made by the DDCA in spite of show cause notice issued to them.
 - c) Those agencies or its constituents whose assignment / lease/ sublease had been terminated for default of contract or violations of terms and conditions agreed with DDCA terminated by DDCA in past.
 - d) Those agencies should not have been blacklisted or debarred by any State/ Central Government organization/ PSU etc.
42. **Applicable Laws:** The contract shall be governed by the laws of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing. All the disputes pertaining to the present contract shall be subject to Delhi Jurisdiction.
43. **Force Majeure:** Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.
44. Upon Verification, evaluation/assessment, if in, any case information furnished by the bidder is found to be false/incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained.
45. The quality of the tentage and lights arrangement etc. should be in good/new condition.
46. The agency will provide the tentage and lights etc. well in time before the function.
47. If the material/services supplied is found to be sub-standard, the agency/contractor shall be bound to replace the same with the standard material at his own cost, risk and responsibility. The necessary penalty will be imposed as per decision of DDCA.
48. In case of breakdown of tentage/ light items for any reasons whatsoever, the agency/ contractor shall make an alternative arrangement at the earliest and make sure that the work should not suffer for such reason. DDCA is not liable to compensate any loss due to break down or for any other reason.
49. If the agency/ Contractor fail to provide the Service to DDCA and/or

if the services is not found satisfactory enough, the DDCA shall have the right to terminate the contract.

50. In case successful bidder fails to undertake contract or forged documents/concealment any information, his EMD will be forfeited.
51. The commercial bid should be submitted on the Scope of Work attached with the tender document.
52. The vendor shall have in-house material for the completion of work.
53. List of assets along with inventory store godown shall be submitted along with the tender.

The last date for submission of above Tender / Offer / Quotation for AGM to be held at DDCA, Arun Jaitley Stadium, New Delhi is 20th December 2025 by 3 PM.

Signature.....

Name of the Tenderer & Address

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Scope of Work

Sr. No.	Element	Size	Sqft./Qty
1	Water proof Germen Hanger	As per site	12800
2	Red Carpet in Passage	As per site	2000
3	Grey Carpet	As per site	12800
4	Stage	28'X20X4	560
5	Steps with masking		2
6	VIP Sofa		20
7	Coffee table		10
8	Chairs with Black cover		400
9	Side wall		6000
10	Table with cover and frill		65
11	VIP Dias chairs		10
12	Mozza Barricading approx.		640
13	Truss gate		1
14	Light LED 100 watt		30
15	Heater		20
16	Pagoda's 5X5 mtr		5 Nos.
17	Standing table		12 Nos.
18	Kitchen Tent 15ft X 15ft		1 No.

Note: Above items are tentative and may increase as per the site.