



DELHI TRANSPORT CORPORATION
I.P. ESTATE, NEW DELHI-110002

Tender No: DTC/Admn/2025/ 2237

Dated: 14.11.2025

NOTICE FOR INVITING QUOTATIONS

Quotations are invited for the following work on behalf of the MD DTC from the registered vendors having work experience with Govt. Departments.

Description of work: Tentage and Catering services for the function of inauguration of DTC bus terminal at Azadpur, New Delhi

Date and time of receipt of quotations in the office of Dy. Manager (tender cell, room no 207), DTC, HQs:	17.11.2025 up to 11:00 AM
Date and time for Opening of tender:	17.11.2025 at 11:30 AM

Term and conditions:

1. The work shall be carried out as per DTC specifications and on the basis of directions received from the concerned department/officials.
2. The program may have addition/deletion of any item as per necessity and directions of Competent Authority.
3. Necessary recoveries may be made as per applicable rules from the gross amount of bill, if required.
4. The work shall be executed round the clock till the completion of allotted tasks for which nothing extra shall be paid.
5. Any damage to existing systems/structure or to any human being occurred during execution shall be the responsibility of the agency. All precautions shall be taken, Safety equipment shall be used to protect the work from electricity, height, chemicals and welding raised at the cost of the contractor. Rates quoted shall include cost of these measures.
6. The work shall be done in the presence of authorized representative of the contractor.
7. All structure shall be firmly grounded and stable against wind force, live load and dead loads.
8. Structures shall be designed and executed considering adverse weather conditions and as per laid down norms of the government.
9. Joinery and supports should be properly engineered, firm and with good furnish.
10. All the furniture should be firm, comfortable and as per requirement.
11. No material, Labour or Tools & Plants will be issued by the department to the agency.
12. The time allowed for completion of the work is 18.11.2025 by 06:00AM.
13. Payment will be made as per used inventories and on submission of duly verified bill as per the allotted work order.


Manager (Admin), HQ

Copy to:

1. Dy. CGM (Admin)- for kind information please
2. Manager (IT, HQs)- for uploading the NIQ on DTC website
3. Manager (Tender cell), DTC. HQ IP Estate for information and to make the arrangement for receipt of quotations and opening as per above schedule.
4. Notice Board
5. Master file

Scope of work

S.No.	Description and quantity of items	Unit/No
1	German Hanger for main Pandal 40 ft. X 30 ft. with light and fabric arrangement	Sq. Meter
2	VIP Stage 30 ft. X 20 ft. with Podium with Mics and Stage Backdrop LED Wall- 12 ft. X 32 ft. P 2.9V.	Sq. Feet
3	Stage for Media person 16 ft. X 28 ft.	Sq. Feet
4	VIP stage chunnat and backside side wall with tress framing.	1 Job
5	VIP stage to Media chunnat roofing.	1 Job
6	Red carpeting VIP stage to media, passage from main gate to stage etc.	Sq. Feet
7	15 Planters	In Nos
8	Flower decoration work at designated place on given date main gate work, stage, VIP/media stage etc. passage at side wall area etc.	1 Job
9	15 VIP chairs with white towels and center table with Flower Vask.	In Nos
10	300 chairs with cover.	In Nos
11	10 Sofa sets with covers.	In Nos
12	20 Center Table for front row for VVIP	In Nos
13	One (01) 125 KVA DG set with diesel.	In Nos
14	Sound system with pin-to-pin connectivity as per requirement.	1 Job
15	Tent and Catering Arrangements:- 12 round tables and chairs with white table covers.	1 Job
16	50 Flex board (6'X3') with Standees with installation	In Nos
17	30 Nos Flowers/Gumlas	In Nos
18	2 Plazma screens (65 inch) for public viewing of event	In Nos
19	Vanity Van	In Nos
20	Ushers	In Nos
21	Flower Bouquet 10 Nos	In Nos
22	Hoarding 12 ft. x 8 ft.	In Nos
23	Lighting of Lamp with Material and Lamp (on rental)	Job
24	Flag off Stage (12ft x 08ft)	1 Job
25	Videography and Photography including through drone. Also live streaming facility (two way)	1 Job