**DELHI DEVELOPMENT AUTHORITY**

**CONTRACTORS REGISTRATION BOARD**

Sub : **Eligibility Criteria for Registration of Tent Erecting Agencies/Event Management Companies**

Terms & Conditions for Tent Erecting Agencies/Event Management Companies who intend to get registered with DDA for the purpose of erecting shamianas/pandals to carry out marriages, family functions, social functions etc. are as under : -

1. The booking sites will be booked for the size of plots of 2000 sq m, 4,000 sq m, 6,000 sq m.

2. All the sites have been categorized in to 3 categories i.e., A, B & C keeping in view of importance of the venue/locality etc. The category-wise list is available at DDA website. The booking charges for C category sites will be Rs 8/- per Sq. mtr., B category Rs. 12/- per Sq. mtr and for A category Rs. 16/- per Sq. mtr.

3. The Advance booking period be allowed up to 120 days in advance as against the present period of 90 days.

4. The security deposit shall be charged @ Rs 10/- Sq. m for C category, @ Rs 15, per Sq. m for B category and @ Rs. 20/- per Sq. m for A category. Cleaning charges will be charged @ Rs 250 sq. m as before.

5. The booking charges shall be accepted from the person through online RTGS only from the account of the person and not in cash or by credit/debit card or by Net banking through account of the person booking the site. However, the Security deposit shall be paid by the person from his debit/credit card only. One full working day shall be allowed for making payment by RTGS and the site shall remain blocked for that day.

6. The Security deposit shall be charged at normal rates as detailed in para 4 above, upto 60 days of booking and beyond 60 days it shall be double the normal rates.

7. Cancellation charges shall be 20% (i.e., 80% shall be refunded) if booking is cancelled upto 30 days or more and the same shall be 50% if booking is cancelled upto 15 days. No refund shall be admissible if booking is canelled less than 15 days from the date of function.

8. In case the booking is cancelled due to death cases within the blood relations, no deduction shall be made except the taxes and the same shall be refunded only at the level of the Chief Engineer (HQ).

9. Any person who books a marriage site must at least ten days before the marriage to go the website and inform the DDA who his Tent Erecting Agencies will be. For this he will select the Tent Erecting Agencies from the list already registered with DDA. If Tent Erecting Agencies selected is not already registered with DDA then the same will be required to register.

10. Each Tent Erecting Agencies/Event Management Companies shall be required to deposit a Security deposit as and FDR in favour of DDA with the CRB depending upon the category for which he wants to erect the tent i.e., A, B or C as under : -

1. A Category 7.5 lacs
2. B Category 5.00 lacs
3. C Category 2.5 lacs

11. Tent Erecting Agencies/Event Management Companies shall be allowed to book before hand upto a maximum of 15 days before each due-date and get the site booked for 50% of the applicable booking charges. However, full charges shall be applicable in case of ‘Saya’ days irrespective of usage.

12. In case it is found that the site has been used illegally by the Tent Erecting Agencies/Event Management Companies, the entire amount of the Security deposit shall be forfeited by the Chief Engineer after giving due notice to Tent Erecting Agencies/Event Management Companies and the agency after three such incidents shall be liable to the be blacklisted/debarred forever from putting up their tents on any DDA property.

13. Since Registration of marriages has become compulsory, it was decided that Refund of 60% of the Security deposit amount shall be made online automatically immediately after applicant have loaded his application number for marriage registration and the remaining 40% shall be refunded online after the applicant uploads a copy of ‘Marriage Registration Certificate’. To that extent the automatic refund of security after 15 days shall stop and shall happen when the applicant uploads the application number. The balance 40% will be refunded by CE(HQ) on line after seeing the certificate’s uploaded copy and tallying the boy and Girls’ name with those for whom the booking was made.

14. Tent Erecting Agencies/Event Management Companies shall not modify the existing partnership or enter into any fresh partnership without prior approval of the enlistment authority. Such proposal, if any, shall be submitted in advance giving full details of the intending partnership/sole proprietorship alongwith the draft partnership deed/affidavit and documents as required. Any change in status of the contractor as an individual or in constitution of the firm without prior approval of the enlistment authority will render the contractor/firm liable to be removed from approved list of contractors.

The Application Form will be available at Secretary (CRB) Office at 1st Floor DDA Vikas Minar, ITO, New Delhi.

Note. The last date of receiving application form for registration has been extended upto 12.9.2014.