



उ०प्र० डिज़ाइन एवं शोध संस्थान, लखनऊ
U.P. Institute of Design & Research, Lucknow

(सूक्ष्म लघु एवं मध्यम उद्यम विभाग, उ०प्र० सरकार की स्वायत्तशासी संस्था)

हरिहरपुर, नियर- देलही पब्लिक स्कूल, राबर्टस लाइन,

अमर शहीद पथ, लखनऊ- 226002

कार्यालय दूरभाष- 0522-3547084, वेबसाइट- www.upid.ac.in, ई-मेल-admin@upid.ac.in



पत्रांक 144 / उ०प्र० डि० संस्थान(ल.) / 2025-26 दिनांक: 10 सितम्बर, 2025

Request For Proposal (RFP)

UTTAR PRADESH INSTITUTE OF DESIGN & RESEARCH

(Ministry of Micro, Small & Medium Enterprises and Export Promotion,
Government of Uttar Pradesh)

Address:

Opposite Ansal Golf City, Near Delhi Public School,
Roberts Lines, Amar Shaheed Path,
Lucknow - 226002

Contact No.: +91-522-3547084

Email: admin@upid.ac.in

Website: www.upid.ac.in

Tender Details

- **Date of Issue:** 10-09-2025
- **Tender No.:** 144 /UPIDR/2025-26
- **Due Date:** 24-09-2025 **Time:** 5:00 PM
- **Tender Opening Date:** 25-09-2025 **Time:** 11:00 AM

A non-refundable Tender Fee of ₹5000/- (FIVE THOUSAND Rs ONLY) must be submitted and drawn in favor of "U P Institute of Design, LKO".

Scope of Work:-

Key Requirements for Consultant / Recruitment Agency

1. Experience & Track Record

- Minimum **10 years** of proven experience in career development, placements, or recruitment for design/craft/fashion/creative institutes.
- Demonstrated record of **student placements and internship** in reputed organizations (fashion, craft, retail, design studios, corporate, or creative/media sectors).
- Prior work with reputed educational institutions will be preferred.

2. Industry Network & Associations

- Strong and active **industry connections** with recruiters across **fashion, craft, retail, luxury, corporate, and creative industries**.
- Ability to bring in **recruiters, companies, and industry mentors** for placement drives and career sessions.

3. Program Development & Delivery

- Capacity to **design and deliver structured placement/Internship readiness modules**, including:
 - Personality & communication development
 - Resume building and LinkedIn optimization
 - Portfolio development (digital & physical)
 - Mock interviews and assessment rubrics
 - Freelancing and entrepreneurship guidance
- Ability to conduct **interactive workshops, group discussions, one-on-one mentoring, and real-world simulations.**

4. Student Support & Mentorship

- Provide **resume templates, portfolio guidelines, LinkedIn optimization tips, freelancing checklists, and interview rubrics.**
- Offer **mentorship by industry experts**, preferably from fashion, craft, and design backgrounds.
- Support students in **building personal brands** and preparing for global-standard placements.

5. Placement & Internship Facilitation

- Organize and execute **placement drives, recruiter engagement sessions, and career fairs.**
- Facilitate connections for **internships, live projects, and job opportunities** across industries.
- Ensure structured **feedback and evaluation** for students through measurable outcomes.

6. Unique Value Addition

- Ability to introduce **innovative methods** such as hackathons, campaign-based placements, CEO talks, industry networking events, or luxury/creative brand exposure.
- Strong focus on **cost-effectiveness while ensuring quality outcomes.**

7. Operational & Logistical Capability

- Willingness to conduct **on-campus sessions** at UPIDR (Lucknow).
- Deliver programs spanning **2–4 months**, depending on modules.
- Provide necessary materials, digital access, or platforms to students.

8. Interview Process Evaluation

Sl.No	Evaluation Criteria	Details to Evaluate	Evaluation	Max. Marks
1	Experience	01 Marks for each year of experience		10
2	Quality of Companies/Organizations Placed In	Reputation & Industry Relevance of companies where placement was made		10

3	Placement Success Rate	% of students were successfully placed (with proof & data)		10
4	Team Members	Number of team member, roles, expertise & experience		10

9. Technical Evaluation

Sl. No	Evaluation Criteria	Details to Evaluate	Evaluation	Max. Marks
1	<ul style="list-style-type: none"> 10 Year experience of internship and placement of the Design students 	05		15
	<ul style="list-style-type: none"> Work orders 	05		
	<ul style="list-style-type: none"> Relevant field experience certificates must be self-attested and submitted. 	05		
2	<ul style="list-style-type: none"> A copy of the PAN or CIN number of the company/firm must be attached. 	2		12
	<ul style="list-style-type: none"> A self-certified declaration stating the presence of a fully-fledged office in the buyer's local area (Lucknow) must be submitted 	3		
	<ul style="list-style-type: none"> Firm GST Registration certificate 	2		
	<ul style="list-style-type: none"> On Rs 100/- Notary Non-Blacklisting Certificate in favour of Director, UPIDR, Lucknow should be signed and attached. 	2		
	<ul style="list-style-type: none"> Firm GST Registration certificate. 	3		
3	<p>The bidder should have an average annual turnover should be minimum Rs.10 lakh during the last three financial years (2021–22, 2022–23, and 2023–24).</p> <p>Proof must include:</p> <ul style="list-style-type: none"> Audited Balance Sheets with UDIN generated and signatures from authorized signatories. 	3		8
	<ul style="list-style-type: none"> Profit & Loss Statements 	3		
	<ul style="list-style-type: none"> Income Tax Returns 	2		

4	No. of students placed in 5 years (calculation is based as 25 students placement per year)	3x5		15
5	Tender Fess Rs 5000/- should be drawn in favour of “UP Institute of Design LKO” .	10		10

Terms and condition

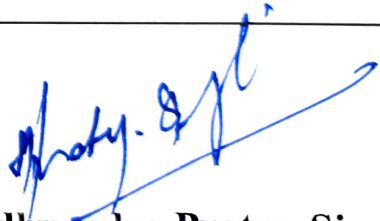
1. **Service Support:**

A **dedicated support number** and **registered email ID** of the company/firm must be provided.

2. No right or claim for exclusive work—assignments are at the department’s discretion.
3. Department reserves the right to terminate tender at any time.
4. Bids invited through physical submission.
5. Technical and financial bids in separate envelopes.
6. Bid documents must include all prescribed forms without alteration.
7. The successful tenderer must submit a **Performance Security of 5%** of the contract value after award of the tender, should be drawn in favour of **“UP Institute of Design LKO”** **Validity**, validity will be 12 months, and The Performance Security will be returned after the completion of the payment process.

Evaluation Criteria

- Technical score-based evaluation competence, prior experience.
- Financial bidding considered after technical qualification.


(Madhvendra Pratap Singh)
 Finance & Account Officer