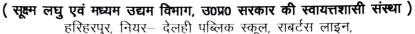
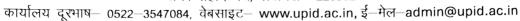


उ०प्र० डिज़ाइन एवं शोध संस्थान, लखनऊ

U.P. Institute of Design & Research, Lucknow



अमर शहीद पथ, लखनऊ- 226002





पत्रांक 🖠 🖇 / उ०प्र०डि०संस्थान(ल.) / 2025–26

दिनांकः *२१/10/,*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: 28-10-2025

Due Date: 31-10-2025 Time: 03:00 PM

Tender Opening Date: 31-10-2025 Time: 04:00 PM

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 providing items mentioned below-

	Tentage	
Item Name	quantity	Remark
Chair for guest	80	-
Flower decoration	-	front and reception area
Flower Petals - rose, Genda, chameli or any white flower petals, green leaves	2 kg each	6
Rose buds	60 organic wrapped (paper/jute, etc) rose buds	60
Red Carpet	-	Red carpet at the reception area, passage to exhibition area and seminar hall, First floor from library to end of the passage till staircase
Chandni - white sheets from tent house	16	sheets to cover the exhibition tables & two for each artisans

Promoti	on and Advertisemer	nt			
Item Name	quantity	Kemark			
Hoarding	3	20X10			
Banner	8	8X4			
Standee	10	6X4			
Vinyl back to back vinyl print on 5mm sunboard	36" x 18"	12			
Photo Print 36" x 24" in frame	Photo prints	2			
UPIDR Newsletter	100	-			
Book on Closing Ceremony Event of VSSY/ODOP Training Program of Year 2024-25	100	-			
Refreshm	ent with catering ser	Vice			
Item Name	quantity	Remark			
for Guests (delmonte juice, Cookies, cake, dry fruits sachet zipper pouch, water)	100 pcs	-			
Coffee machine for Guests for 1 day (cappuccino)	1	-			
Jasmine, Tulsi Tea & Davidoff coffee	100 person	-			
for staff / artisans / Designers	200 pcs	-			
(Samosa, one sweet, juice, water for					
staff/artisans/Designers /students)	2				
Waiter	4	-			
	Gifting				
Item Name	quantity	Remark			
chikankari stoles	60 pcs	-			
Jute Bags	60 pcs				
Chikankari folders	20 pcs				
Requirement List for De	coration at the Recep	ption Area and Aisle			
Item Name	quantity	Remark			
Rangoli colors	14	white, green, pink, red, blue, orange, violet - 2 kg each (7 colors x 2 = 14)			
Double sided tape	4	4 rolls			
Sutli	4	4 rolls			
Roli for tilak	4	4 packets			
cello tape 1 inch	2	2 rolls			
cello tape 2 inch	2	2 rolls			
Flat paint brush	2	1 inch			
Fevicol	1	500ml			
Poster color box	2	2 box			
Chart Paper white	12	12 sheets			
Ivory sheets	2	A3 - 2 packets			
Jute ribbon - 1/4th inch	12	12 rolls			

Satin ribbon - multi color - 1/2 inch		6 rolls
A 4 A	6	
A4 Acrylic stands	48	24 portrait & 24 landscape
A5 Acrylic stands	24	landscape
Fish wire	12	12 bunch
J- hooks	24	2 dozen
thick resham dori - twisted	12	12 skeins
Al pins	2	2 box

Terms and condition

- 1. Bidders have three years' experience in the field of supply of similar work like event organizing, catering, tentage work in State or Central Government Organizations; proof of such supplies should be produced like. Work order and same work experience certificate. (should be self-attested)
- 2. Bidders Annual turnover should be at least Rs 6 lac for each of the last three years, i.e., 2022-23, 2023-24 & 2024-25 as per the audited balance sheet, audited profit and loss statement and income tax return (with UDIN generated and Both signatory signed is necessary).
- 3. Registration Certificate/Certificate of incorporation.
- 4. Copy of GST Registration & GST Challan of last 6 months & GSTR-3B.
- 5. Copy of PAN /CIN No. of the Company.
- 6. Bidders have lists of clients with reference in firms with name, designation and contact details.
- 7. Self-certification of fully fledged office infrastructure.
- 8. No right or claim for exclusive work—assignments are at the department's discretion.
- 9. Department reserves the right to terminate tender at any time.
- 10. Bids invited through physical submission.
- 11. Technical and financial bids in separate envelopes.
- 12. Bid documents must include all prescribed forms without alteration.
- 13. 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 be12 months, and The Performance Security will be returned after the completion of the payment process.
- 14. There are some following annexures: -

Annexure-I of Technical Bid (100Rs Notary)

To,							
Director,							
Uttar Prac	desh Institut	te of					
Design &	Research,						
Lucknow.							
	– res					M	_ /•
Owner/Partner	/Proprietor/ 	Director /Ch	h		of registered emnly affirm	•	
following:			firm/or	rganization/c		iety name	ly
department/or	ganization/[Department	/Govt. in t	he preceding	g five years.		
						Deponent	
Verificati are true and co	on Verified a				ontents of th	e above affidavit	
						Deponent	
			••••••	••••••	•••••••••••••••••••••••••••••••••••••••		
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(Madhvendra Pratap Singh)
Finance & Account Officer