



उ०प्र० डिजाइन 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

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पत्रांक 188 / उ०प्र० डि० संस्थान(ल.) / 2025-26 दिनांक: 28/10/2025

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

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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

Promotion and Advertisement		
Item Name	quantity	Remark
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	-
Refreshment with catering service		
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 (Samosa, one sweet, juice, water for staff/artisans/Designers /students)	200 pcs	-
Waiter	4	-
Gifting		
Item Name	quantity	Remark
chikankari stoles	60 pcs	-
Jute Bags	60 pcs	
Chikankari folders	20 pcs	
Requirement List for Decoration at the Reception 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	6 rolls
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 be 12 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 Pradesh Institute of
Design & Research,
Lucknow.

I, s/o – resident of - _____
Owner/Partner/Proprietor/**Director**/Chairman of _____ M/s
_____ having its registered office at -
_____ do hereby solemnly affirm and declare the
following: That our firm/organization/company/society namely
M/S _____ has never been blacklisted by any
department/organization/Department/Govt. in the preceding five years.

Deponent

Verification Verified at _____ on the that the contents of the above affidavit
are true and correct to the best of my knowledge and belief.

Deponent

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(Madhvendra Pratap Singh)
Finance & Account Officer