



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

(सूक्ष्म लघु एवं मध्यम उद्यम विभाग, उ०प्र० की संस्था)
हरिहरपुर, नियर- देलही पब्लिक स्कूल, राबर्टस लाइन,
अमर शहीद पथ, लखनऊ- 226002

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



UTTAR PRADESH INSTITUTE OF DESIGN & RESEARCH

INTRODUCTION

Uttar Pradesh Institute of Design & Research (UPIDR), a wholly owned institute of Government of Uttar Pradesh, India, is engaged in the Education field specially Art & Craft, Fashion Design, Garment Design, Handicraft, etc.

Uttar Pradesh Institute of Design & Research (UPIDR) had established in 2003. Further details are available at www.upidr.ac.in. The strategic vision of UPIDR is to become a professional organization with appropriate organization structure and well-defined roles and responsibilities of the students.

Availabe Courses & Seats:

Sr.		Course	Availbale Seats	Annual Fees/ Student
1.	Diploma	Apparel Design and Fashion Technology	30	10370.00
2.		Costume Design and Garment Technology	30	10370.00
3.		Craft Technology	30	10370.00
4.		Interior Design	30	10370.00
5.	Bachelor	Bachelor of Design in Fashion	90	99800.00
6.		Bachelor of Fashion and Apparel Design	30	99800.00
7.	Masters	Master of Design in Fashion	15	74300.00

Request For Proposal (RFP)

Tender Details

- **Date of Issue:** 23.07.2026
- **Tender No.:** 124 /UPIDR/2026-27
- **Due Date:** 03.08.2026 **Time:** 05:00 PM
- **Tender Opening Date :** 04.08.2026 **Time:** 11:00 AM
- **Tender Fee of 5000/- (Five Thousand Rupee Only) DD must be submitted and drawn in favour of "U P Institute of Design, LKO".**

Scope of Work

- Admission support for availabe Courses & Seats.
- Lead generation and student outreach.
- Digital marketing and social media campaigns.
- Tele-calling and follow-up with prospective students.
- Conduct of seminars, webinars, and career fairs.
- School visits and student engagement activities.

(सुनील कुमार सिंह)
प्रधान सहायक
उ० प्र० डिजाइन एवं शोध संस्थान
लखनऊ

(नारायण प्रताप सिंह)
वित्त एवं लेखाधिकारी
उ० प्र० डिजाइन एवं शोध संस्थान,
लखनऊ

Payment Terms

- 100 % to 80% Admission- 100% Payment of Offer Price
- 80% to 60% Admission 60% Payment of Offer Price
- 60% to 50% Admission 30% Payment of Offer Price
- Below 50% Nil

Note- Department will Make payments to the Selected Company/Firm based on the actual Fees deposited by the Students in the First Year.

Contract Period

- 01 academic cycle (12 months), or
- 02 years after annual performance review and extension provision.

Data Security and Confidentiality

Selected Company/Firm Must follow these:

- Ownership of student data.
- Compliance with privacy laws.
- Non-disclosure obligations.
- Restrictions on use of institutional branding.
- All student Documents, databases, campaign content, and reports generated during the contract period should remain the property of the institution.

Reporting Requirements

Selected Company/Firm Must Submit these report to UPIDR Office:

- Daily lead reports.
- Weekly progress reports.
- Monthly performance review presentations.
- Admission funnels analytics.

Selection Process Technical Evaluation Criteria

Sr.	Evaluation Criteria	Description	Max. Marks	Evaluation Mark's
1.	Similar Project Experience	• 3-5 years' experience in admission support services = 05 Marks • Experience with Government educational institution = 05 Marks • Experience with Design, Architecture, Fashion or Creative Education Institutions = 05 Marks	15	

2.	Technology Planning	- Methodology and Work Plan = 05 Marks - Technology Platform and CRM Capability = 05 Marks - Deployment Team and Key Personnel = 05 Marks	15	
3.	Financial Document	- GST Certificate = 02 Marks - Pan Card of Company/Firm = 01 Marks - Last 03 Year Turn Over Certificate. 2022-23, 2023-24, 2024-25 (UDIN Generated) = 03 Marks - Last 03 Year Balance Sheet 2022-23, 2023-24, 2024-25 (UDIN generated) = 03 Marks - Last 03 Year Positive Net worth Certificate 2022-23, 2023-24, 2024-25 (UDIN generated) = 03 Marks - Last 03 Year ITR Copy 2022-23, 2023-24, 2024-25 = 03 Marks	15	
4.	Certificate & Other Document	- Local Address Certificate and other branch details- if any = 03 Marks - Staff Escalation Metrix with Phone Number and Email ID = 02 Marks - Dedicated Contact Number with Email ID = 02 Marks - Annexure-I (100rs E Stamp with Notary) Non-Blacklisting Certificate = 02 Marks - Annexure-II (200 Rs E Stamp with Notary) = 02 Marks - Annexure-III (200 Rs E Stamp with Notary) = 02 Marks - ATC = 02 Marks	15	
5.	Presentation	Presentation before Evaluation Committee	10	
	Total		70	
	Financial Proposal		30	
	Grand Total		100	


 (सुनील कुमार सिंह)
 प्रधान सहायक
 उ० प्र० डिजाइन एवं शोध संस्थान
 लखनऊ


 (नाथन प्रताप सिंह)
 वित्त एवं लेखाधिकारी
 उ० प्र० डिजाइन एवं शोध संस्थान,
 लखनऊ

Additional Terms & Conditions:-

1. No Right or Claim for Exclusive Work
2. All Needed Staff and necessary Stationery (Computer, Printer and Paper Etc.) will be provided by the Selected Company/Firms Itself. UPIDR not responsible for this.
3. Proposal Only Accept by hardcopy submits in ADMIN OFFICE.
4. Technical & Financial Poposal must be Separate Envelope.
5. Proposal should be Proper Seald Enlelope.
6. Bid Documents must include all prescribed forms without alteration.
7. All Bid Documents must be Self Attested.
8. Department reserve the right to terminate the Tender at any Time.
9. Selected Company/Firm must submit a Performance Security Rs. 4,50,000.00 (Rs Four Lack Fifty Thousand Rupee Only) in FD form, should be drawn in favour of "UP institute of Design LKO", Validity will be 12 Months.
10. The Contract may be terminated at any time upon 30 days Notice in the event of a breach of any term or Condition.
11. All Disputes arising out of this Tender/Contract shall be subject to the exclusive jurisdiction of the courts situated in Lucknow Only.
12. If Selected Company/firm submit fake documents or fail to start the work or breach of any term or Condition, performance security will be seized and Department is all right to reserve to blacklist.

ANNEXURE-I**ACCEPTANCE OF TERMS & CONDITIONS****(100 Rs E-stamp Notary)**

I, _____ son _____ of _____ resident _____ of _____ who is Proprietor/Partner/ Director/ Chairman of _____ have read and understood the contents of the foregoing sections with sound mind and without any pressure from any quarter. If any document or information furnished with tender/bid is found forged or fabricated at any time, the "Buyer Department" has full right to forfeit my/our EMD and Security Deposit and cancel the agreement.

I am putting my signature and seal of the organization, as a token of acceptance to the above.

Signature.....**Name –****Designation - Partner****Seal.....**

(सुनील कुमार सिंह)
प्रधान सहायक
सुप्रो डिजाइन एवं शोध संस्थान
लखनऊ

(माधव प्रताप सिंह)
वित्त एवं लेखाधिकारी
सुप्रो डिजाइन एवं शोध संस्थान
लखनऊ

Annexure-II of Technical Bid
(200 Rs E-Stamp Notary) For Non-Blacklisting

To,
Director,
Uttar Pradesh Institute of
Design & Research,
Lucknow.

I,s/o..... resident
of.....-..... Owner/Partner/Propri
etor/ **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


(सुनील कुमार सिंह)
प्रमाणित
उत्तर प्रदेश डिजाइन एवं रिसर्च संस्थान
लखनऊ


(मानवसिंह प्रताप)
वित्त एवं लेखाधिकारी
उ० प्र० डिजाइन एवं रिसर्च संस्थान
लखनऊ

Annexure-III of Technical Bid

(200Rs E-Stamp Notary)

Declaration Of Non-Criminal Record

I, _____ s/o - _____ resident of
_____ owner/Partner/Proprietor/Director/Chairman M/s
_____ of having its registered office at
_____ do hereby solemnly affirm and declare that neither bidder
nor the firm/ Partners/ proprietor/Director of the company has never been convicted or punished
by any Hon'ble Court of Law nor any criminal prosecution, involving moral turpitude, in which a
charge sheet is issued, is pending against any of them.

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

(सुनील कुमार सिंह)
प्रधान सहायक
उप प्रो डिजाइन एवं शोध संस्थान
लखनऊ

(राधादेवी प्रताप सिंह)
वित्त एवं लेखाधिकारी
उप प्रो डिजाइन एवं शोध संस्थान
लखनऊ