



No. GIDS/ Q-37/2026

Date: 10 July 2026

NOTICE INVITING SEALED QUOTATIONS

Invitation of Sealed Quotations for Hiring of Stage Decoration and Furniture Services for one day Event.

Sealed quotations are invited from experienced and reputed agencies/firms for providing Stage Decoration, Floral Decoration, Furniture, Podium, VIP Seating Arrangements, and other allied services for the Event proposed to be organized by Institute at Brij Rama Mahal, Hotel Clarks Avadh, Lucknow on 25th July 2026 (Timing 09:00 AM to 05:00 PM).

The services shall be provided strictly in accordance with the specifications and requirements mentioned in Annexure-I (Schedule of Requirements).

The selected agency shall be responsible for complete supply, installation, dismantling and related services required for successful execution of the event.

Scope of Work

The successful agency shall be responsible for:

- Supply, installation, operation, maintain during the event and dismantle after completion of the event.
- Deploying trained and experienced technical personnel throughout the event.
- Completing installation well before the commencement of the event and dismantling immediately after the event.
- Ensuring uninterrupted and satisfactory functioning of all equipment during the event.

Eligibility Criteria

The bidder should:

1. Have experience in providing similar services for conferences, seminars, government Institutions, universities or academic events.
2. Possess valid GST registration and PAN.
3. Have adequate technical manpower, equipment and logistics to execute the assignment successfully.

Terms & Conditions

1. Rates shall be quoted item-wise in the format prescribed in **Annexure-I**. GST, if applicable, shall be indicated separately.
2. The Institute reserves the right to accept or reject any or all quotations without assigning any reason.
3. The successful agency shall provide all services strictly in accordance with the specifications mentioned in Annexure-I.
4. Any loss or damage caused to the hotel venue or Institute property due to the negligence of the contractor shall be recovered from the contractor.



गिरि विकास अध्ययन संस्थान

GIRI INSTITUTE OF DEVELOPMENT STUDIES

(A National Research Institute of the ICSSR New Delhi, Ministry of Education, GOI & Govt. Of U.P.)
(आईसीएसएसआर नई दिल्ली, शिक्षा मंत्रालय, भारत सरकार और उत्तर प्रदेश सरकार का एक राष्ट्रीय अनुसंधान संस्थान)

Aliganj Housing Scheme, Sector O, Aliganj, Lucknow, Uttar Pradesh 226024

अलीगंज हाउसिंग स्कीम, सेक्टर ओ, अलीगंज, लखनऊ, उत्तर प्रदेश २२६०२४

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5. Payment shall be released after successful completion of the event and submission of invoice along with applicable documents, subject to satisfactory certification by the competent authority.
6. The Institute reserves the right to increase or decrease the quantity of any item depending upon the actual requirement.
7. The successful agency shall comply with all applicable statutory rules, labour laws, and safety regulations.
8. The decision of the Institute shall be final and binding in all matters relating to this quotation.
9. The quotation should reach the Institute on or before the prescribed date and time.

Interested parties are requested to send their sealed quotation(s) duly typed “**Quotation for Hiring of Stage Decoration & Furniture Services for Event**” on the envelop, address to the Director, Giri Institute of Development Studies, Sector –O, Aliganj, Lucknow – 226024 on or before 16th July 2026. For further inquiry, if any, may contact to the Institute during office hours.

Documents to be Submitted

- Copy of GST Registration Certificate
- PAN Card
- Experience Certificates/Work Orders for similar assignments.
- Any other relevant document supporting technical capability, if applicable.

Enclosures:

- Annexure-I – Schedule of Requirements.

Director
Giri Institute of Development Studies (GIDS)
Lucknow



Annexure- I - Schedule of Requirements				
S. No.	Description of Items	Specifications/Dimension	Qty.	Amount (Rs.)
1	Main Stage with carpet, fixed in proper manner and complete covered in front with the frill, with side steps as required	24' L x 12' W x 2' H	1	
2	Steps around main stage		1	
3	Printing of Side wings, with wooden framing and masking	12 ft. L x 3 ft. W	6	
4	VIP flower garden	24 ft. L x 3 ft. W		
5	Podium flower decoration	2 ft. L x 3 ft. W	1	
6	Center table flower pot		7	
7	Dice chair VIP		5	
8	Center table		7	
9	VIP Sofas	2 Seater Sofa	4	
10	Sunboard (Printed)	4 ft. x 2 ft. (5 mm thickness)	2	
11	Standee with masking	4' x 8' height	8	
12	Podium sunboard	4 ft. x 2 ft.	1	
13	Standee	5' x 2.5'	4	
14	Riser	4 ft. x 20 ft.	1	
15	Riser covering	2 ft. x 20 ft.	1	
16	Stage covering	24 ft. x 2 ft.	1	
		TOTAL		
		GST		
		G. TOTAL		