

**THE NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSINESS  
DEVELOPMENT (NIESBUD)**  
**(Autonomous Institute under Ministry of Skill Development and Entrepreneurship,  
Govt. of India)**

A-23, Sector-62, NOIDA – 201309 (U.P.)  
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**REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF AGENCIES FOR  
FABRICATION AND SUPPLY OF BANNERS, STANDEES, BACKDROPS, ETC.**

No. NIESBUD/Fabrication/83/2025-26/

Date: 16-07-2025

## **1. Introduction**

The National Institute for Entrepreneurship and Small Business Development (NIESBUD), an autonomous institute under the Ministry of Skill Development and Entrepreneurship (MSDE), Government of India, invites proposals from reputed and experienced agencies for empanelment to undertake fabrication and supply of banners, standees, backdrops, directional boards, event branding materials, and other related fabrication works for various programs, events, and workshops organized by the Institute at its premises in Noida and other locations as required.

## **2. Scope of Work**

The empanelled agency shall be responsible for:

- Designing, printing, and installing the following items:
  - Flex/Vinyl banners (with/without framing)
  - Eco-solvent printed standees (roll-up or with frame)
  - Fabric backdrops for stages, podiums, etc.
  - Directional signage/boards
  - Cut-outs, branding panels, foam boards
  - Stall branding and installation (as applicable)
- Timely delivery and installation at NIESBUD premises or designated venues
- Dismantling/removal after event (if applicable)
- Minor creative editing and printing support for event-specific materials

### 3. Eligibility Criteria

Criteria	Requirement
Legal Entity	Registered proprietorship, partnership firm, or company
Experience	At least 3 years of experience in fabrication/event branding for Govt./PSUs/Autonomous Bodies/Private etc.
Work Orders	At least 3 similar assignments executed in last 3 years
Financial Turnover	Minimum average turnover of ₹20 lakhs in last 3 FYs (attach CA certificate)
PAN/GST	Must possess valid PAN and GST Registration
Office	Must have local office/workshop in Delhi-NCR with own printing/fabrication setup
Blacklisting	Should not have been blacklisted by any Govt./PSU (self-declaration required)

### 4. Submission of Proposal

Interested agencies should submit their proposals in a sealed envelope superscribed as “Proposal for Empanelment – Fabrication and Event Branding Works at NIESBUD”, containing:

1. Cover Letter on company's letterhead
2. Company Profile
3. Details of Past Experience with proof (copies of work orders/completion certificates)
4. Copy of PAN, GST Registration, Incorporation Certificate
5. CA-certified turnover certificate
6. Details of in-house fabrication/printing setup
7. Rate card as per format enclosed in Annexure-I
8. Self-declaration regarding non-blacklisting (Annexure-II)

All documents should be signed and stamped by the authorized signatory.

### 5. Evaluation Criteria

Evaluation will be done in two stages:

- Technical Evaluation (Experience, Infrastructure, Past Clients)
- Financial Evaluation (Item-wise rates submitted as per Annexure-I)

Only technically qualified agencies will be considered for empanelment. NIESBUD may conduct physical inspection of facilities if required.

## 6. General Terms and Conditions

1. Rates should be quoted inclusive of all taxes and valid for a period of 1 year.
2. The Institute reserves the right to enter into rate contract or empanel multiple agencies.
3. No minimum work guarantee is assured.
4. Payments will be made on actual work order basis upon successful completion and submission of bills and work proofs.
5. In case of unsatisfactory service, the Institute reserves the right to terminate the empanelment at any time without giving any prior notice or assigning any reason.
6. All disputes are subject to the jurisdiction of Delhi courts only.

## 7. Important Dates

Particulars	Date
Date of Issue of RFP	15-07-2025
Last date for submission	11-08-2025
Opening of Proposals	12-08-2025

## 8. Contact Information

For any clarifications, please contact:

Sh. Mohit Dutt Kandpal (Mob. No. 9953912660)

### **Annexure-I: Rate Format**

**(To be submitted on Agency Letterhead)**

<b>Item</b>	<b>Specification</b>	<b>Unit</b>	<b>Rate (₹)</b>
Flex Banner with framing	8x4 ft	Sq.ft	₹...
Eco-solvent Standee	6x3 ft roll-up	Per piece	₹...
Vinyl Backdrop with structure	Custom size	Sq.ft	₹...
Foam Board Signage	A3/A2/A1	Per board	₹...
Directional boards	With stand support	Per piece	₹...

***Note: GST to be mentioned separately, if applicable.***

## **Annexure-II: Declaration**

**(To be submitted on Letterhead)**

I/We hereby declare that our agency i.e. M/s. \_\_\_\_\_ has not been blacklisted/debarred by any Government Department/Organization and that all information provided in the proposal is true to the best of our knowledge.

Authorized Signatory

Name:

Designation:

Date:

Seal: