
Date: 29th September 2026

Request for Proposal

Awards and Recognition Merchandise for Prajatantra 2026 – National Youth Festival

About Praja Foundation

Praja Foundation is a non-partisan organisation working towards accountable governance and democratic participation in India. Through data-driven research, citizen engagement, and capacity-building initiatives, Praja works with governments, elected representatives, civil society organisations, and youth to strengthen democratic governance and improve urban governance systems.

1. About Prajatantra 2026

Prajatantra 2026 is a National Youth Festival organised by Praja Foundation that aims to bring together young leaders, students, practitioners, policymakers, and civil society organisations from across India to engage in discussions, competitions, workshops, and collaborative learning on issues of democracy, governance, and urban development.

Theme: *Housing the Future: Building Cities for All*

2. Project Background

Praja Foundation seeks to engage a vendor for the design adaptation, production, branding, packaging, and delivery of awards and recognition merchandise for Prajatantra 2026.

These products will be used for competitions, recognitions, felicitation ceremonies, speaker acknowledgements, volunteer recognition, and other festival-related award categories.

3. Objective

The objective of this RFP is to identify and appoint a qualified vendor capable of producing high-quality awards and recognition merchandise that reflects the identity and standards of Prajatantra 2026 while ensuring timely delivery and consistency in production quality.

Delhi Office Address

Praja Foundation
N-27, Mezzanine Floor, Munshi Lal Building, N Block Connaught
Place, Middle Circle, New Delhi, 110001
Tel: +91 9654366222

4. Scope of Work

The selected vendor shall be responsible for the production, branding, packaging, and delivery of the following items.

Bill of Quantities (BOQ)

Sr. No.	Item Description	Specifications	Quantity
1	Mementos	Custom-branded mementos of wooden medium size Ashoka Stambh. Vendor to specify dimensions, and branding method.	50
2	Trophies	Competition trophies for winners and runners-up across various categories. Vendor to specify material, dimensions, and customisation options.	5
3	Medals	Custom-designed medals with ribbons and event branding for competition participants and winners. Vendor to specify material, size, and finishing.	50

Important Note

The specifications, dimensions, materials, branding methods, engraving requirements, customisation requirements, finishing, packaging requirements, and quantities mentioned in this RFP are indicative and may vary based on the final award category, event requirement, or product approved by Praja Foundation. Certain specifications may be applicable only to specific products. Detailed artwork, award categories, branding guidelines, production specifications, and delivery requirements will be shared with the selected vendor during the implementation phase.

The Scope Shall Include

- Product manufacturing and production
- Custom branding, engraving, etching, UV printing, or other branding applications as required
- Sample development and approval, if required
- Individual packaging of products
- Quality checks before dispatch
- Transportation and delivery
- Replacement of defective, damaged, or incorrectly branded products
- Any ancillary materials required for successful execution

5. Proposal Submission Requirements

Interested agencies are requested to submit the following:

A. Organisational Profile

- Company profile
- Year of establishment
- PAN and GST details
- Key clients and projects
- Contact details of the authorized representative

B. Relevant Experience

- Details of similar assignments completed in the last three years
- Portfolio showcasing trophies, medals, mementos, corporate awards, institutional recognitions, or event awards
- Product catalogues and sample photographs, if available

C. Financial Proposal

The financial proposal should include:

- Item-wise pricing
- Material specifications
- Branding and customisation costs
- Packaging costs
- Transportation costs
- Applicable taxes

6. Deliverables

The selected vendor shall be responsible for:

- Production of all approved award items
- Submission of samples/mock-ups where required
- Timely delivery as per agreed timelines
- Replacement of defective, damaged, or incorrectly branded products
- Coordination with the Praja Foundation team throughout the production process

7. Terms and Conditions

1. Quantities indicated in this RFP are tentative and may be revised based on final event requirements.
2. Final artwork, branding guidelines, and award content shall be provided by Praja Foundation.
3. The selected vendor shall maintain confidentiality regarding all event-related information and branding assets.
4. Praja Foundation reserves the right to accept or reject any proposal without assigning any reason.
5. Rates quoted shall remain valid for a minimum period of sixty (60) days from the date of submission.
6. Any additional work beyond the approved scope shall require prior written approval from Praja Foundation.
7. The selected vendor shall ensure consistency in product quality, finishing, engraving quality, colour reproduction, and material specifications.

8. Submission Details

Interested agencies are requested to submit their technical and financial proposals on or before:

Submission Deadline: 10th October 2026

Proposals may be submitted electronically in PDF format to the designated contact persons mentioned below.

9. Contact Information

For any queries or clarifications regarding this RFP, please contact:

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