
Date: 29th September 2026

Request for Proposal

Venue Branding and Fabrication Services 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 appoint an experienced event branding and fabrication agency to undertake venue branding and fabrication services for Prajatantra 2026.

The selected agency will work closely with the Praja Foundation team to ensure that all branding elements are executed professionally, reflect the festival's visual identity, and contribute to a cohesive participant experience throughout the event.

3. Objective

The objective of this RFP is to identify and engage a qualified agency capable of delivering venue branding and fabrication services for Prajatantra 2026, including production, installation, and dismantling of approved branding elements within agreed timelines and quality standards.

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 agency shall be responsible for fabrication, printing, transportation, installation, maintenance (if required during the event), and dismantling of the following branding elements.

Bill of Quantities (BOQ)

Sr. No.	Item Description	Specifications	Quantity
1	Selfie Stand	Custom-designed free-standing photo-op installation incorporating event branding. Vendor to propose fabrication material, dimensions, and support structure.	1
2	Product Blocks	Fabricated branding cubes/blocks for venue décor, installations, and activity zones. Vendor to specify material, dimensions, and finishing.	12
3	Stage Branding	Fabrication and installation of stage branding elements including backdrop, fascia, side panels, and associated branding components as per approved artwork.	1
4	Podium Branding	Fabrication and installation of branded podium panels/wraps with premium print quality and finishing.	1
5	3D Letter Blocks	3D Letter Blocks + Base	11
6	Registrations Banner	Registration Desk Banner	1

Important Note

The specifications, dimensions, materials, fabrication requirements, branding applications, and quantities mentioned in this RFP are indicative and may vary based on the final collateral, branding asset, installation requirement, venue conditions, or product approved by Praja Foundation. Certain scope elements may be applicable only to specific branding collaterals or installations. Detailed artwork, production specifications, dimensions, and execution requirements will be shared with the selected agency during the implementation phase. Vendors are requested to account for reasonable flexibility in their proposals and pricing to accommodate such variations while maintaining the required quality standards and timelines.

The Scope Shall Include

- Fabrication and production
- Printing and finishing
- Transportation to and from the venue
- Installation and setup
- On-site support during setup and event days
- Dismantling after event completion
- Labour, equipment, and logistics costs
- 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 authorised representative

B. Relevant Experience

- Details of similar assignments completed in the last three years
- Portfolio showcasing branding, fabrication, or event production projects
- Photographs and brief descriptions of relevant work

C. Financial Proposal

The financial proposal should include:

- Item-wise pricing
- Material specifications
- Fabrication costs
- Printing costs
- Transportation costs
- Installation costs
- Dismantling costs
- Applicable taxes

6. Deliverables

The selected agency shall be responsible for:

- Production of all approved branding elements
- Transportation of materials to the venue
- Timely installation before event commencement
- Coordination with venue management, if required
- Availability of personnel during setup and event operations
- Dismantling and removal of branding materials after the event
- Restoration of venue spaces used during installation

7. Terms and Conditions

1. Quantities indicated in this RFP are tentative and may be revised based on final event requirements.
2. Final artwork and branding guidelines shall be provided by Praja Foundation.
3. The selected agency shall maintain confidentiality regarding all event-related information, branding assets, and communication materials.

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 agency shall ensure adherence to all venue regulations and safety requirements during installation and dismantling.

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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