



Yashwantrao Chavan Academy of Development Administration,  
(YASHADA), Pune

Rajbhawan Complex, Baner Road, Pune – 411007

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## NOTICE INVITING QUOTATIONS

### Vendor Empanelment for Rental of the Services of Event Management related work for Institutional Events

Ref No.: Pro/1025/VE

Date: 21.08.2025

YASHADA invites **sealed quotations** from experienced and eligible vendors/agencies for **empanelment to provide rental services** for various official programs and events conducted at the YASHADA campus.

#### Scope of Work Includes:

- Stage design and setup
- Thematic decorations and floral arrangements
- Welcome gates and entrance decor
- Event branding and backdrop printing
- Lighting and ambiance elements
- Setup and dismantling services

#### Eligibility:

- Minimum 2–3 years of experience in decor work
- Valid PAN, GST registration, and other applicable licenses
- Experience with government/educational institutions preferred
- Financial and resource capacity to manage institutional-scale events

#### Pre-Bid Meeting:

A **Pre-Bid Meeting** will be held to clarify queries regarding the scope of work, terms and conditions, and submission requirements.

- **Date:** 02.09.2025
- **Time:** 11:00 AM
- **Venue:** Board Room, Admin Building, YASHADA Campus, Pune
- Participation is **optional but recommended**. Vendors are encouraged to send their authorized representatives.

#### Submission Details:

- **Date of Publishing of quotations:** 21.08.2025
- **Last Date for Seeking Clarifications if any:** 28.08.2025
- **Pre-bid Meeting:** 02.09.2025

- **Last Date for Submission:** 08.09.2025 at 05.00 PM
- **Opening of Quotations (Technical Evaluation):** 09.09.2025 at 03:30 PM
- **Presentations:** 11.09.2025 at 03:30 PM
- **Financial Evaluation:** 12.09.2025
- **Mode of Submission:** Hard copy/Email
- **Address:** Yashwantrao Chavan Academy of Development Administration (YASHADA), Rajbhawan Complex, Baner Road, Pune 411 007
- **Quotation Documents Must Include:** Company profile, financials, past work orders, GST & PAN copies, and filled application form.

The detailed RFP and Application Form are available on our website [[www.yashada.org](http://www.yashada.org)].

YASHADA reserves the right to accept or reject any or all quotations without assigning any reason.

**Registrar, YASHADA  
Pune**