

**Uttarakhand State Disaster Management Authority (USDMA)**

**36, IT Park, Sahastradhara Road, Dehradun**

**www.usdma.uk.gov.in, Phone No. 01352664317**

Advvt. No - 322/वि.अ. - अ.अ. / अ.अ. / 2025 / USDMA(2025)

**Invitation for Quotation (IFQ)**

**One Day Workshop on Cold Wave: Preparedness**

Uttarakhand State Disaster Management Authority (USDMA) invites quotations from eligible and experienced event management/service providers for providing event management, decoration, catering, branding, and audio-visual services for the "One Day Workshop on Cold Wave: Preparedness", to be held at Survey of India, Dehradun on 27 December 2025 (with preparatory/trial arrangements on 26 December 2025).

**Scope of Services**

The scope of work broadly includes:

- Auditorium and venue decoration
- VIP lounge, welcome and participants' lounge arrangements
- Catering services (tea, snacks, lunch, etc., as per approved menu)
- Floral decoration, carpeting, logistics, and manpower
- Flex printing, branding, banners, and signages
- Audio-visual setup including LED wall, sound system, live streaming, photography, and videography
- Power backup, internet connectivity, and IT support

*(Detailed BoQ and Scope of Work may be obtained from the USDMA office or as per the issued IFQ document.)*

**Submission of Quotation**

- **Last date for submission:** Within 07 (Seven) days from the date of publication of this notice
- **Mode of submission:** Sealed quotation to be submitted at the office of USDMA, Dehradun, during office hours. Quotation should be addressed to

**"Additional Chief Executive Officer (Admin)  
Uttarakhand State Disaster Management Authority (USDMA)  
36, Sahastradhara Road, IT Park, Dehradun - 248013"**

- **Superscription on envelope:** "Quotation for One Day Workshop on Cold Wave: Preparedness"

**General Conditions**

- The quotation should be item-wise and inclusive of all applicable taxes.
- USDMA reserves the right to accept or reject any or all quotations without assigning any reason.
- The decision of USDMA shall be final and binding.

  
(Anand Swaroop)

**Additional Chief Executive Officer (Admin)  
Uttarakhand State Disaster Management Authority (USDMA)  
Dehradun**