

NORTH EAST CANE AND BAMBOO DEVELOPMENT COUNCIL
Under North Eastern Council (NEC), Ministry of DoNER, Government of India
G.S Road, Burnihat, Assam – 793101, India

RFQ No. NECBDC/W.B.C/158/2025-26

Date: 8th August 2025

Notice Inviting Request for Quotation

North East Cane and Bamboo Development Council (NECBDC) invites Request for Quotation (RFQ) from experienced agencies/firms for providing **Outreach and Knowledge Partner services** for the upcoming **North East Bamboo Conclave 2025**.

A. Brief Event Details

The brief outlines the key event details, including venue, participation, and logistical arrangements for the upcoming program. (For detail information, please refer to the concept note attached)

#	Particulars	Details
1	Proposed Venue	Radisson Blu, Guwahati
2	Expected Participants	300-400 nos.
3	Speakers & Panelists	25-35 nos.
4	Guest of Honor	40-50 nos.
5	Exhibitors	40-50 nos.
6	Expected count of Participants availing flights	10-15 nos.
7	Expected count of participants availing of Stay & fooding (1 night)	60-80 nos.
8	Transit / Venue transfer for Speakers & Panelists	25-35 nos.
9	Transit / Venue transfer for Exhibitors	40-50 nos.

B. Scope of Work

1. Outreach, Invitations & Stakeholder Engagement

- **Curated Outreach:** Identify and invite senior policymakers, industry leaders, CSR heads, R&D experts, designers, investors, and bamboo clusters across India and overseas.
- **Stakeholder Mapping:** Develop a stakeholder universe (govt., PSUs, corporates, startups, artisans, exporters, multilateral agencies) aligned to conclave objectives.
- **Personalized Engagement:** Draft formal invitation letters, follow-up communication, and coordinate confirmations with targeted high-level participants.
- **Mobilization of NE Stakeholders:** Ensure representation of bamboo SHGs, FPOs, artisans, and MSMEs from all 8 NE states.
- **CSR/Investor Outreach:** Liaise with corporate foundations and PSUs to bring CSR commitments and investment prospects to the conclave.

2. Knowledge Curation & Content Development

- **Concept Note Finalization:** Refine and update the concept note, ensuring alignment with conclave themes (investment, innovation, CSR, and policy convergence).
- **Session Curation:** Design technical sessions, plenaries, and MoU slots in consultation with NECBDC and NEC.

- **Agenda Structuring:** Prepare the program flow, cue sheets for moderators, and talking points for dignitaries.
- **Research Support:** Provide background notes, fact sheets, and sectoral insights (India vs global bamboo industry, CSR investment trends, technology adoption gaps).
- **Knowledge Collaterals:** Prepare high-quality briefs, brochures, digital catalogs, and background material for dissemination before and during the event.

3. Event Documentation & Reporting

- **Real-Time Documentation:** Maintain detailed notes of inaugural, plenary, and technical sessions, including key messages, MoUs signed, and investment commitments.
- **Media Content:** Provide concise press notes, social media content, and updates highlighting conclave highlights.
- **Photography & Videography Coordination:** Support NECBDC in collating visual documentation for future references.
- **Post-Event Report:** Develop a comprehensive report summarizing participation, key takeaways, policy recommendations, and stakeholder commitments. The report should include visuals, infographics, and quotes from participants.
- **Knowledge Repository:** Archive presentations, speeches, and session summaries into a reference compendium for NECBDC and stakeholders.

4. Communication & Branding Support

- **Brand Positioning:** Align all knowledge products with “North East Bamboo Conclave” branding and NECBDC’s identity.
- **Message Crafting:** Support NECBDC in developing consistent communication for dignitaries, partners, and media houses.
- **Digital Amplification:** Provide curated content for social media handles, highlighting conclave milestones, thought leadership, and bamboo sector opportunities.
- **Pre/Post Engagement:** Design knowledge-led campaigns that sustain engagement with participants and investors beyond the conclave.

5. Coordination & Management Support

- **Speaker Management:** Act as knowledge liaison for speakers/panelists, assisting with session briefs, presentations, and logistics coordination.
- **Institutional Partnerships:** Facilitate MoU drafts, partnership notes, and investment intent documents.
- **On-Ground Knowledge Desk:** Set up a support desk at the venue to provide delegates with schedules, session briefs, and sectoral information.
- **Monitoring & Feedback:** Conduct participant surveys, analyze feedback, and recommend improvements for future conclaves.

Deliverables

1. Refined concept note and finalized event agenda.
2. At least **30–40 high-profile confirmations** (policy makers, corporates, CSR foundations, R&D experts).

3. Knowledge collaterals (background notes, brochures, session briefs).
4. Real-time session documentation & media-ready content.
5. Comprehensive **Post-Event Report** (40–50 pages, with visuals, recommendations, MoU summary, and impact analysis).
6. Knowledge repository for NECBDC archives.

C. Submission of BoQ

The format for the Bill of Quantities (BoQ) is hereby provided below:

Sl. No.	Item Description	Unit	Qty.	Rate (INR)	Amount (INR)
A. Outreach & Invitations					
1.	Stakeholder mapping, outreach & invitation of speakers, panelists, corporates, CSR agencies, investors, artisans	Lumpsum	1		
2.	Follow-up communication, confirmation management, and coordination with invitees	Lumpsum	1		
B. Knowledge Curation & Content Development					
1.	Refinement of concept note, session design, and agenda preparation	Lumpsum	1		
2.	Preparation of background notes, sectoral briefs, cue sheets, talking points, MoU/partnership notes	Lumpsum	1		
3.	Development of knowledge collaterals – brochures, catalogues, session briefs, digital content	Lumpsum	1		
C. Event Documentation & Reporting					
1.	Real-time session documentation (inaugural, plenary, technical sessions)	Lumpsum	1		
2.	Preparation of media briefs, press notes, and social media content	Lumpsum	1		
3.	Comprehensive Post-Event Report (including visuals, quotes, recommendations, MoU summary, impact analysis)	Report	1		
D. Communication & Branding Support					
1.	Message crafting for dignitaries, consistent communication support for NECBDC	Lumpsum	1		
2.	Digital amplification (pre, during, and post-event campaigns)	Lumpsum	1		
E. Coordination & Management Support					
1.	Speaker/panelist management (briefing notes, session coordination, presentation support)	Lumpsum	1		
2.	On-ground knowledge desk & support during conclave	Day	1		
3.	Monitoring, survey, and feedback analysis	Lumpsum	1		
F. Administrative & Overheads					
1.	Admin charges	_ % of components A-E			
Total (before taxes)		Sum of A+B+C+D+E+F			
1.	GST @ 18%				
Grand Total (incl. GST)					

Terms & Conditions

- **Selection Method:** The selection will be made on L1 (Lowest Quotation) basis.
- **Eligibility:** The applicant must be a registered firm/agency and shall submit a comprehensive organization profile highlighting relevant prior experience in the proposed area of work.
- **Submission deadline:** 14th August 2025 by 05:00 PM

Address for submission

The Managing Director
North East Cane and Bamboo Development Council
G.S. Road, Burnihat
Guwahati, Assam – 793101

For any queries or clarifications, agencies may contact:

Email: necbdc@gmail.com

Website: www.necbdc.in

Sd/-

Admin, NECBDC

Northeast Bamboo Conclave 2025

Promoting Investments, CSR and Bio-Economy

On the occasion of World Bamboo Day, 18th September

Venue: Hotel Radisson Blu, Guwahati (tentative)

Concept Note

Introduction and Need for the Conclave

Bamboo is one of the world's fastest-growing and climate-resilient materials and has become an essential industrial input for furniture, packaging, housing, textiles and even bio-energy. India has 13.96 million ha of bamboo-bearing area, the second-largest in the world, and the **Northeast** accounts for **over 60 % of the country's bamboo reserves**. Despite this natural advantage, the sector remains under-leveraged: there are limited investments, most micro-enterprises are invisible to national markets, modern processing technologies have low penetration and value chains remain fragmented. Bamboo MSMEs and self-help groups (SHGs) in NE face challenges such as lack of certification, poor branding and inadequate buyer linkages. There is also a geographic imbalance in corporate social responsibility (CSR) spending in India – over 60 % of CSR funds go to a few industrialised states whereas the NE receives just 2-4 %. These structural gaps mean the region's more than **2 million people who depend on bamboo for livelihoods** cannot fully benefit from the transition to a green economy.

To unlock this potential, a platform is needed that brings together producers, designers, technology providers, buyers, policymakers and investors. **World Bamboo Day 2025** (18 September) is an ideal anchor to convene such a platform. A one-day conclave and trade-linkage forum will celebrate bamboo's versatility, elevate NE bamboo clusters to the national stage and act as a catalyst for private sector, CSR and policy engagement. The conclave will be organised by the North East Cane and Bamboo Development Council (NECBDC) with support from the North Eastern Council (NEC) and Ministry of DoNER.

Objectives

1. **Promote investment and market linkage** - Provide a common platform where NE bamboo producers, SHGs and startups meet buyers from retail chains, exporters and institutional procurement agencies to form new supply partnerships.
2. **Showcase innovations and technology** - Highlight modern processing tools, engineered bamboo products and design innovations to encourage value addition.
3. **Facilitate policy and CSR convergence** - Enable ministries, state governments and CSR foundations to discuss policy support, standards and financing for the bamboo sector.
4. **Celebrate bamboo's socio-economic role** - Raise national awareness about bamboo's role in livelihoods, gender empowerment and ecological resilience.
5. **Establish an annual platform** - Lay the foundation for a recurring, rotating national conclave that systematically builds the bamboo ecosystem.

Event Overview

- The event will be held on **18 September 2025** at **Radisson Blu Hotel, Guwahati**. It will convene **180 + curated participants** drawn from all eight NE states and rest of India. The day will be structured around a morning inaugural session with senior officials from NEC, MDoNER, MSME and NBM followed by three technical/plenary sessions covering

- **Building a bamboo economy**
- **Design, branding and certification**
- **Policy roadmap towards a Viksit bamboo economy by 2047**

An MoU exchange slot will be used to announce partnerships or investments concluded during the conclave. Parallel to the plenary sessions, a **15 + stall exhibition** will showcase products and innovations from SHGs, MSMEs, startups and bamboo artisan clusters.

Stakeholder Universe

The conclave intends to be an inclusive platform representing the entire bamboo value chain. It includes following stakeholders:

- **Government & Public Sector** – Ministry of Development of North Eastern Region (MDoNER); NEC; National Bamboo Mission (NBM); Ministry of MSME; APEDA; state Industry & Commerce departments; bamboo development agencies; and infrastructure bodies such as Railways, CPWD and Smart Cities Missions. Their presence will facilitate policy convergence and funding alignment.
- **Industrial Units & Manufacturers** – Firms producing furniture, panels, engineered bamboo products and bamboo-based composites (e.g., All Time Plastics, Century Plyboards, Greenply Industries, and Bamboo India). Other manufacturing segments include incense sticks, animal feed, charcoal, salt and furniture hardware.
- **Technology & R&D Institutions** – CMTI, IPIRTI, IIT Guwahati, BCDI Tripura, NESAC, NID and other agencies that can provide technical training and technology transfer.
- **Private Sector & CSR Influencers** – Oil & gas companies (Oil India, ONGC, Indian Oil), corporates (Tata Group, Adani Foundation, Reliance Foundation, HUL Foundation), multinationals (IKEA, Godrej, ITC, Fabindia, West Elm, ATP) and financial institutions (SBI Foundation, HDFC Foundation). These actors are potential investors, sponsors and market linkages.
- **Bamboo Growers & Farmers** – Bamboo Growers Associations, farmer-producer organisations (FPOs) and aggregators.
- **Artisans & Micro-enterprises** – Traditional craft clusters such as Kraftinn, Cane Craft, Eco Concepts, Green Gold Bamboo Works, Nagaland Cane & Bamboo Products Society, Dimapur Handicrafts Cooperative, Arunachal Bamboo Handicrafts Units and Manipur Bamboo Craft Cluster.
- **Exporters & Traders** – Export Promotion Council members dealing in bamboo, ASEAN export consortia and exporters from hubs like Guwahati, Dimapur and Kolkata.
- **Market Linkage Platforms** – e-commerce and retail platforms like Amazon, Flipkart, Pepperfry, Urban Ladder, Indiamart, Snapdeal and GoCoop.
- **Funding & Financial Institutions** – NABARD, SIDBI, NEDFi, North East Regional Financial Corporation and cooperative banks etc.
- **Multilateral & Development Agencies** – UNDP India, INBAR, Asian Development Bank, World Bank India, JICA and GIZ, which can provide technical cooperation or funding.

By engaging this diverse set of stakeholders, the conclave will create an ecosystem in which design experts, technology providers, financiers, policymakers and market platforms can interact with producers.

Outcomes and Takeaways

- **MSMEs, SHGs & Artisans** - They will gain enhanced visibility by presenting products directly to national buyers and platforms. Buyer–seller interactions are expected to generate exposure to orders and partnerships. Sessions on certification, design, exports and technology will help artisans improve product quality and competitiveness.
- **Buyers, Exporters & Retailers** - They will access high-potential, cluster-based producers across NE, enabling them to diversify product sourcing into sustainable packaging, furniture, home décor and crafts. Direct engagement with **BIS, APEDA and NBM** will help them find suppliers ready for certification and export.
- **Policy Makers & State Officials** -Feedback from SHGs, buyers and industry experts is expected to shape policy decisions. The conclave will serve as a convergence platform where multiple ministries and market enablers can coordinate towards future actions.
- **Designers, Startups & Tech Innovators** – The conclave shall provide a platform for showcasing new bamboo materials, processing tools and design ideas. Opportunities exist for design tie-ups with clusters and exporters, enabling collaborative development.
- **Foundations, PSUs & CSR Agencies** - The conclave presents ready CSR opportunities in tribal, rural and women-led value chains. Long-term ecosystem building with measurable SDG outcomes and recognition for tribal upliftment and green innovation is an attractive proposition.

Expected Impact

The NE Bamboo Conclave is expected to generate multi-dimensional impact. Economically, it will integrate over 8 million bamboo-dependent people—40% of them women—into national and global value chains, boosting incomes, MSME revenues, and women-led SHGs through higher-value products and export linkages. Socially, it will preserve cultural heritage while empowering tribal and rural entrepreneurs with credit and design support. Environmentally, bamboo’s renewable, carbon-absorbing qualities promote sustainable alternatives to wood, plastic, and concrete, advancing India’s climate goals. At the policy level, the conclave will drive inter-ministerial convergence, certification reforms, and collaborative projects, laying the foundation for a pan-India bamboo ecosystem rooted in the Northeast.
