

**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**/MARKETING/B2B/506/2024

Date: 12th January 2026

**Notice Inviting Request for Quotation**

North East Cane and Bamboo Development Council (NECBDC) invites Request for Quotation (RFQ) from experienced agencies/firms for providing Event Management services for the upcoming launch of Bamboo projects by hon'ble Minister of DoNER

**1. Background**

The North East Cane and Bamboo Development Council (NECBDC), under the aegis of the North Eastern Council (NEC) and the Ministry of Development of North Eastern Region (MDoNER), Government of India, is the nodal institution mandated to promote holistic development of the cane and bamboo sector across the North Eastern Region (NER).

The North Eastern Region accounts for more than 60% of India's bamboo resources and supports millions of livelihoods across artisan clusters, self-help groups, farmer producer organisations, and micro-enterprises. Recognising bamboo as a strategic resource for sustainable livelihoods, green industrialisation, climate resilience, and circular economy, the Government of India has prioritised the sector through focused policy interventions and programme-based investments.

In this context, NECBDC, with support from MDoNER and NEC, is implementing two flagship bamboo sector projects aimed at:

- Strengthening traditional bamboo artisan clusters through modernisation, design upgradation, and market access, and
- Promoting engineered bamboo products by developing modern processing clusters and facilitating domestic and export market linkages in the NER.

These projects are designed to address structural gaps in the bamboo value chain by integrating artisans and enterprises with modern technology, institutional finance, digital and retail platforms, and organised markets, while ensuring sustainability, quality standards, and income enhancement.

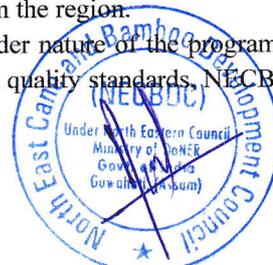
As part of the official roll-out and public dissemination of these initiatives, NECBDC proposes to organise a formal Launch of Bamboo Projects Programme at Guwahati, Assam, in the presence of Shri Jyotiraditya M. Scindia, Hon'ble Union Minister, Ministry of Development of North Eastern Region (MDoNER), along with senior officials from the Central and State Governments, implementing partners, market linkage agencies, and other key stakeholders.

The Launch Programme is envisaged not merely as a ceremonial event, but as a high-visibility institutional platform to:

- Communicate the Government's vision for bamboo-led development in the NER
- Showcase key project components and partnerships
- Facilitate MoU exchanges with market and implementation partners
- Enable interaction with media and stakeholders
- Reinforce confidence among artisans, entrepreneurs, and investors in the bamboo ecosystem

The programme shall also include an exhibition walkthrough of bamboo products and interventions, highlighting outcomes, innovations, and market-ready offerings emerging from the region.

Given the stature of the dignitaries involved, the multi-stakeholder nature of the programme, and the need for strict adherence to government protocol, branding, timelines, and quality standards, NECBDC intends to engage



a professional and experienced Event Management Agency for the planning and execution of the Launch Programme.

## 2. Project Brief

NECBDC proposes to engage a professional Event Management Agency for the Launch of Bamboo Projects Programme, to be organised as per the indicative details given below:

SN	Particulars	Details
1	Programme Title	Launch of Bamboo Projects in the North Eastern Region
2	Organising Agency	North East Cane and Bamboo Development Council (NECBDC)
3	Ministry	Ministry of Development of North Eastern Region (MDoNER)
4	Occasion	Inauguration by Shri Jyotiraditya M. Scindia, Hon'ble Union Minister, MDoNER
5	Date	25 January 2026
6	Venue	Radisson Blu Hotel, Guwahati, Assam
7	Programme Duration	Approximately 45 minutes
8	Expected Participation (PAX)	Approximately 250 participants
9	Nature of Participants	Senior Government Officials, Implementing Partners, Market Linkage Agencies, Artisans, MSMEs, Media
10	Exhibition Component	Bamboo Products Exhibition with approx. 10 stalls
11	Key Programme Elements	Exhibition walkthrough, Project film screening, Digital / Virtual Project Launch, MoU Exchange, Ministerial Address, Media Interaction
12	Media Coverage	Print, electronic and digital media interaction post programme

The above details are indicative and may be refined by NECBDC in consultation with the selected agency and competent authorities. The Event Management Agency shall be required to plan and execute the programme in alignment with the approved agenda, protocol requirements, and institutional branding guidelines.

## 3. Objective of Engagement

The objective of this NIQ is to engage a professional and experienced Event Management Agency to provide end-to-end planning, coordination, execution, and on-ground management of the Launch Programme in a manner befitting a high-level Government of India event.

## 4. Scope of Engagement

The scope of work shall broadly include:

- Pre-event planning and coordination
- Stage, technical, and AV arrangements
- Digital / virtual launch facilitation
- Exhibition walkthrough support
- Protocol, hospitality, and on-ground management
- Branding, signage, and event collaterals
- Media interaction coordination

Detailed scope of work is provided at Annexure-I.

## 5. Eligibility Criteria

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.

## 6. Submission of Quotation



- The quotation shall be submitted strictly in the prescribed BoQ format.
- The BoQ format is enclosed as Annexure–III.
- The quoted rates shall be inclusive of all costs, except applicable taxes.

#### 7. Selection Method

- Selection shall be made on L1 (Lowest Quotation) basis, subject to fulfillment of eligibility criteria and technical suitability.
- NECBDC reserves the right to seek clarifications, if required.

#### 8. Submission Details

- Last Date & Time: 20 January, 2026 by 12 PM
- Mode: Sealed quotation (hard copy)

#### Address for Submission:

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

#### 9. General Terms & Conditions

- NECBDC reserves the right to accept or reject any or all quotations without assigning any reason.
- Payment shall be made after successful completion of the event and submission of invoice.
- All statutory taxes shall be applicable as per Government of India rules.
- The selected agency shall strictly adhere to protocol, security, and branding instructions issued by NECBDC / MDoNER.

For any queries or clarifications, agencies may contact:

Email: [necbdc@gmail.com](mailto:necbdc@gmail.com)

Website: [www.necbdc.in](http://www.necbdc.in)

Sd/-

Admin / Procurement

North East Cane and Bamboo Development Council (NECBDC)



## Annexure-I

### Detailed Scope of Work

The selected Event Management Agency (EMA) shall be responsible for providing end-to-end event management services for the Launch of Bamboo Projects Programme, as per the scope detailed below:

#### 1. Pre-Event Planning & Coordination

- Understanding the programme objectives, approved agenda, and protocol requirements.
- Preparation of a detailed event execution plan, including timelines and show flow.
- Coordination with NECBDC, MDoNER officials, venue management, and other stakeholders.
- Conduct of site recce(s) at the venue and finalisation of event layout.
- Preparation of cue sheets, show calling plan, and backstage coordination plan.
- Coordination for finalisation of branding elements in line with NECBDC / MDoNER guidelines.

#### 2. Stage, Venue Setup & Technical Arrangements

- Design and installation of stage setup, including:
  - Stage backdrop / branding panels
  - Ministerial seating arrangement
  - Podium / lectern with branding
- Provision and operation of LED screen(s) for:
  - Project film screening
  - Digital / virtual launch
  - Event graphics and titles
- Arrangement of professional sound system, including:
  - Podium microphones
  - Handheld microphones
  - Lapel microphones for dignitaries
- Provision of appropriate lighting for stage and media coverage.
- AV control desk, laptops, clickers, and seamless switching during the programme.

#### 3. Digital / Virtual Project Launch Facilitation

- Technical support for digital / virtual unveiling of project plaques or visuals.
- Coordination with content providers for timely playback of AVs and launch elements.
- Ensuring smooth execution of the virtual launch segment as per approved cue sheet.

#### 4. Exhibition Walkthrough Support

- Coordination for Hon'ble Minister's walkthrough of the Bamboo Products Exhibition.
- Facilitation of smooth movement, time management, and protocol compliance.
- Arrangement of basic directional signage, if required, for exhibition areas.
- Coordination with NECBDC officials and exhibitors during the walkthrough.

#### 5. Protocol, Hospitality & On-Ground Event Management

- Deployment of trained event coordinators / ushers / volunteers for:
  - Guest reception and seating
  - Stage access management
  - Dignitary movement coordination
- Backstage coordination for speakers and dignitaries.
- Green room support and liaison with protocol officials.
- Overall on-ground supervision to ensure timely and orderly conduct of the programme.



#### 6. Branding, Signage & Event Collaterals

- Design, printing, and installation of approved branding elements, including:
  - Stage backdrop graphics
  - Standees / signage within the venue
  - Directional signage (as required)
- Ensuring uniform branding across all event touchpoints in line with NECBDC / MDoNER identity guidelines.
- Printing of limited event collaterals (agenda cards, name plates, etc.), if required and approved.

#### 7. Media Interaction Support

- Coordination for the post-programme media interaction session.
- Arrangement of microphones, backdrop, and basic setup for media briefing.
- Support in crowd and movement management during media interaction.

#### 8. Event Documentation & Post-Event Support

- Coordination for basic photography and videography coverage of key programme moments, if included in the scope.
- Support in handover of photographs and video clips to NECBDC post event.
- Proper dismantling and restoration of venue spaces after completion of the programme.

#### 9. General Obligations

- Ensure adherence to Government of India protocol, security, and safety guidelines.
- Maintain professional conduct and confidentiality.
- Ensure timely execution without disruption or deviation from the approved programme.
- All manpower, equipment, logistics, and consumables required for the scope shall be the responsibility of the Event Management Agency.

Note: Any activity not explicitly mentioned in this scope shall be undertaken only upon prior written approval of NECBDC.



## Annexure-II

### Indicative Programme Agenda

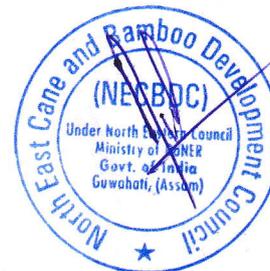
Programme: Launch of Bamboo Projects in the North Eastern Region

Date: 25 January 2026

Venue: Radisson Blu Hotel, Guwahati

Total Duration: Approximately 45 minutes

Time Slot	Duration	Agenda Item
05.15 - 05.18	3 min	Walk-through of the Exhibition
05:18 – 05:20	2 min	Lighting of the lamp
05:20 – 05:23	3 min	Formal Welcome & Opening of Programme
05:23 – 05:28	5 min	Short film about the Project
05:28 – 05:30	2 min	<b>Virtual Launch Ceremony</b> (Digital unveiling of plaques for both projects) <ol style="list-style-type: none"><li>1. Project-I: Strengthening Traditional Bamboo Artisan Clusters through Market Access, Modernizing Products and linking them with Digital and Retail Ecosystems in the North Eastern Region.</li><li>2. Project-II: Promotion of Engineered Bamboo Products through Cluster Strengthening and Export Facilitation in NER.</li></ol>
05:31 – 05:33	2 min	MoU Exchange between NECBDC and Market Linkage Partners for Project-I and Project-II.
05:33 – 05:35	2	Address by Empanelled Partner I
05:35 – 05:37	2	Address by Empanelled Partner II
05:37 – 05:39	2	Address by Empanelled Partner III
05:39 – 05:54	15 min	Address by MDoNER
05:54 – 05:56	2 min	Vote of Thanks & Closing of Programme
05:56 – 06:00	4 min	Media Interaction



**Annexure-III**

Format for Submission of Bill of Quantities (BoQ) with Indicative Specifications\*\*

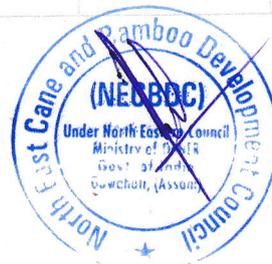
*(To be submitted by the Bidder on their letterhead, duly signed and stamped)*

Project: Engagement of Event Management Agency for Launch of Bamboo Projects Programme

Date: 25 January 2026

Venue: Radisson Blu Hotel, Guwahati

SN	Item	Specification	Size	Qty	Amt(Rs)
A	Stall 3mtrX3mtr	1 Table 2 chair Facia 3 Side Backdrop Carpet Plugpoint	3mX3m	10	
<b>B</b>	<b>Branding and Design</b>				
1	Registration Backdrop		6ftx8ft	1	
2	Registration Table Branding		10ftx3ft	1	
3	Delegate Kit			260	
4	ID Card Printing			260	
5	Branding Notepad			260	
6	Branding Pen			260	
7	MoU Folder			10	
<b>C</b>	<b>Stage Setup</b>				
1	Stage with Carpet and Stage Masking		40' x 24' x 1.5' H	600	
2	LED Wall		40ftx10ft	400	
3	Laptop,Switcher,splitter				
4	LED RISER With Masking		40' x 3'	120	
5	VJ, Laptop,Switcher,splitter for LED Wall				
6	Sofa			10	
7	Dais chair			10	
8	Centre Table			12	
	Table Bouquet			15	
9	Podium with Branding			2	
10	Console Masking and Riser Side masking		18ftx4ft+Riser Side masking	96	
11	Name header (Table Top)			20	
<b>D</b>	<b>Inauguration Session</b>				
1	Lamp Lighting				
2	Felicitations (Gamusha, Hand Bouquet)			12	
<b>E</b>	<b>SLV</b>				
<b>1</b>	<b>Online Webuinar and Internet</b>				
2	Sound	2no.s stage Monitor, 1 pair sound 4 No.s Cordless Mic 2 No.s podium mic.			



SN	Item	Specification	Size	Qty	Amt(Rs)
3	Light	8 no.s Par 64 24 no.s LED Par Wash, Ceilbeam, Dimmer pack 1 no.			
4	TV Monitor		55inch	2	
<b>F</b>	<b>Outdoor Branding at Venue</b>				
1	Standee		3ftx6ft	10	
2	Outdoor Branding (Cube Pillar)		2ftx8ftx4side	4	
3	Singl side Pillar		4ftx8ft	8	
4	Welcome Backdrop		18ftx10ft	1	
<b>G</b>	<b>Documentation</b>				
1	1 Still Camera+ 2 Videographer				
2	Promo Movie for Launch				
3	Animation for LED Wall				
<b>H</b>	<b>F&amp;B</b>				
1	Hi Tea			250	
<b>I</b>	<b>Manpower</b>				
1	Emcee			1	
2	Ushers			6	
<b>J</b>	<b>Power Backup</b>				
1	Power Supply Generator				
<b>K</b>	<b>Transportation</b>				
1	Transportation For Material carrying				
<b>L</b>	<b>Others</b>				
1	Printing of Leaflets fliers etc			250	
2	Press Invitation and Management				
4	Misc				
<b>M</b>	<b>Sub Total</b>				
<b>N</b>	<b>Net Event Cost</b>				
<b>O</b>	<b>GST</b>				
<b>P</b>	<b>Grand Total (incl GST)</b>				

Rupees (in words) \_\_\_\_\_

