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 Notice Inviting Quotation (NIQ) from experienced agencies/firms for providing Exhibition Management Services for the Bamboo Products Exhibition Component to be organised during the Launch of Bamboo Projects Programme by the Hon'ble Union Minister, Ministry of Development of North Eastern Region (MDoNER).

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).

As part of the official launch of two flagship bamboo sector projects aimed at strengthening bamboo artisan clusters and promoting engineered bamboo products in the NER, NECBDC proposes to organise a Bamboo Products Exhibition showcasing curated stalls representing artisan clusters, MSMEs, startups, and value-added bamboo initiatives from across the region.

The Hon'ble Union Minister, MDoNER, during his visit to Guwahati on 25 January 2026, shall undertake a walkthrough of the exhibition. The exhibition is envisaged as a high-visibility platform to demonstrate bamboo innovations, products, and enterprise capabilities emerging from the North Eastern Region.
Given the protocol significance of the event and the requirement for professional setup and coordination, NECBDC intends to engage a competent agency for managing the Exhibition Component.

2. Project Brief

NECBDC proposes to engage a professional Agency for providing Exhibition Management Services for the Bamboo Products Exhibition Component to be organised during the Launch of Bamboo Projects Programme by the Hon'ble Union Minister, Ministry of Development of North Eastern Region (MDoNER), to be organised as per the indicative details given below:

SN	Particulars	Details
1	Programme	Bamboo Products Exhibition – NER
2	Organising Agency	NECBDC
3	Date	25 January 2026
4	Venue	Radisson Blu Hotel, Guwahati
5	Expected PAX	200–250
6	Exhibition Size	10 Bamboo Stalls (3m × 3m)
7	Special Feature	Walkthrough by Hon'ble Union Minister

The above details are indicative and may be refined by NECBDC in consultation with the selected agency and competent authorities. The 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 Agency to provide end-to-end planning, coordination, execution, and on-ground management of the Exhibition in a manner befitting a high-level Government of India event.

4. Scope of Engagement

- The scope shall include stall fabrication, exhibition branding, outdoor branding at venue, inauguration setup, documentation, manpower, power backup, transportation and related exhibition infrastructure.

Detailed scope of work is provided at Annexure–I.

5. Eligibility Criteria

The applicant must be a registered firm/agency with prior experience in exhibition setup for Government / PSU / Institutional events.

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
Website: www.necbdc.in

Sd/-
Admin / Procurement
North East Cane and Bamboo Development Council (NECBDC)

Annexure–I

Detailed Scope of Work

The agency shall be responsible for:

1. Fabrication of 10 stalls (3mtr × 3mtr) with table, chairs, fascia, backdrop, carpet, plug point.
2. Liaisoning, confirming, and finalizing stall participants including Artisans, Entrepreneurs, SHG's, Clusters for participating in the exhibition.
3. Outdoor branding at venue including standees, pillar branding, welcome backdrops.
4. Inauguration arrangements including lamp lighting and felicitations.
5. Documentation – photography, videography, promo movie, LED animation.
6. Manpower – emcee, ushers.
7. Generator / power backup.
8. Transportation of materials.
9. Additional exhibition infrastructure including box gate, view cutters, digital standee, podium, floral décor, signage etc.
10. Installation and dismantling.

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	**Virtual Launch Ceremony** (Digital unveiling of plaques for both projects) 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. 2. Project-II: Promotion of Engineered Bamboo Products through Cluster Strengthening and Export Facilitation in NER.
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 Agency for Exhibition Management Services for the Bamboo Products Exhibition Component to be organised during the Launch of Bamboo Projects Programme by the Hon'ble Union Minister, Ministry of Development of North Eastern Region (MDoNER)

Date: 25 January 2026

Venue: Radisson Blu Hotel, Guwahati

Sl. No.	Item	Specification	Size	Quantity	Amount
A	**Stall Arrangements**	1 Table 2 chair Facia 3 Side Backdrop Carpet Plugpoint	3mtrX3mtr	10	
B	**Inauguration Session**				
1	Lamp Lighting				
2	Felicitations (Gamusha, Hand Bouquet)			12	
C	**Outdoor Branding at Venue**				
1	Standee		3ftx6ft	11	
2	Outdoor Branding (Cube Pillar)		2ftx8ftx4side	2	
3	Single side Pillar		4ftx8ft	4	
4	Welcome Backdrop		12ftx8ft	2	
D	**Documentation**				
1	1 Still Camera+ 2 Videographer				
2	Promo Movie for Launch				
3	Animation for LED Wall				
E	**Manpower**				
1	Emcee			1	
2	Ushers			6	
F	**Power Backup**				
1	Power Supply Generator				
G	**Transportation**				
1	Transportation For Material carrying				
H	**Additional**				

1	Box Gate				
2	View Cutter				
3	Media gift				
4	Floral décor				
5	Map				
6	Transparent Folder				
7	Digital Standee				
8	Digital Podium				
9	Admin Expense				
10	Hotel Stay				
11	Video Shoot				
12	Designer				
13	Lunch				
	Total				

Rupees (in words)_____