

**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 Event Management Services for the Workshop and Launch of Bamboo Projects Programme, to be organised in the presence of 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).

In furtherance of the Government of India's strategic focus on bamboo-led sustainable livelihoods, green industrialisation, and value-chain integration, NECBDC is implementing two flagship bamboo sector projects focused on (i) strengthening traditional bamboo artisan clusters through modernisation and market access, and (ii) promoting engineered bamboo products through cluster strengthening and export facilitation.

As part of the official roll-out of these initiatives, NECBDC proposes to organise a Workshop and Formal Launch Programme at Guwahati, Assam, in the presence of Shri Jyotiraditya M. Scindia, Hon'ble Union Minister, MDoNER, along with senior officials of Central and State Governments, implementing partners, market linkage agencies, and other key stakeholders.

The programme is envisaged as a high-level institutional platform to communicate the Government's vision, formally launch the projects through digital unveiling, facilitate MoU exchanges with partners, enable stakeholder interaction, and engage with the media.

Given the stature of the programme, the involvement of high-level dignitaries, and the need for strict adherence to Government of India protocol and branding standards, NECBDC intends to engage a professional Event Management Agency for the planning and execution of the Workshop and Launch Programme.

2. Project Brief

NECBDC proposes to engage an Event Management Agency for the Workshop and Launch of Bamboo Projects Programme, to be organised in the presence of 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 Title	Workshop and 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 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, MSMEs, Media
10	Key Programme Elements	Stage programme, AV presentations, digital project launch, MoU exchange, ministerial address, media interaction
11	Media Coverage	Print, electronic and digital media

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 Event Management Agency to provide end-to-end planning, coordination, execution, and on-ground management of the Workshop and 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, seating, and venue setup
- Audio-visual, LED, sound, and lighting arrangements
- Digital / virtual project launch facilitation
- Protocol and on-ground event management
- Branding, signage, and event collaterals
- Media interaction coordination
- Delegate management and hospitality

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

Detailed Scope of Work (Workshop & Launch Programme)

1. Pre-Event Planning & Coordination
 - Programme understanding, agenda finalisation, cue sheets and show flow
 - Coordination with NECBDC, MDoNER, venue, and stakeholders
 - Mobilization of a minimum of **100 artisans** to participate in the workshop as part of the defined scope of work.
 - Site recce and layout finalisation
2. Stage, Venue Setup & Technical Arrangements
 - Stage with carpet and masking
 - Ministerial seating, sofas, dais chairs, centre tables
 - Podium / lectern with branding
 - LED wall, risers, AV control desk
3. Audio-Visual, Sound & Lighting
 - LED wall operation for films and digital launch
 - Professional sound system with podium, cordless and lapel microphones
 - Stage and media lighting
4. Digital / Virtual Project Launch
 - Technical facilitation for digital unveiling of projects
 - AV playback coordination
5. Branding & Event Collaterals
 - Registration backdrop and table branding
 - Delegate kits, ID cards, folders, stationery
6. Delegate & Hospitality Management
 - Registration management
 - Hi-tea coordination
7. Media Interaction Support
 - Media backdrop, microphones, coordination
8. Documentation & Post-Event Support
 - Photography and videography
 - Post-event content handover
 - Dismantling and restoration

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) <ol style="list-style-type: none">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 an Event Management Services for the Workshop and Launch of Bamboo Projects Programme, to be organised in the presence of 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 (Rs)
A	Branding and Design				
1	Registration Backdrop	6ftx8ft	48	1	
2	Registration Table Branding	10ftx3ft	30	1	
3	ID Card Printing			330	
4	Branding Notepad			50	
5	Branding Pen			260	
B	Stage Setup				
1	Stage with Carpet and Stage Masking	36' x 20' x 1.5' H		2448	
2	LED Wall	38ftx10ft		380	
3	Laptop, Switcher, splitter				
4	LED RISER With Masking	36' x 3'		108	
5	VJ				
7	Dais chair			10	
8	Centre Table			12	
	Table Bouquet			15	
9	Podium with Branding			2	
10	Console Masking and Riser Side masking		24ftx4ft+Riser Side masking	120	
11	Name header (Table Top)			20	
C	SLV				
1	Online Webinar and Internet				
2	Sound	2no.s stage Monitor, 1 pair sound 4 Nos. Cordless Mic 2 Nos. podium mic.			

3	Light	8 no.s Par 64 24 no.s LED Par Wash, Ceilbeam, Dimmer pack 1 no. (Extra Lights added)			
4	TV Monitor		55inch	2	
D	Others				
1	Printing of Leaflets fliers etc.			250	
2	Press Invitation and Management				
	Total				

Rupees (in words) _____