



GOVERNMENT OF ASSAM  
PROJECT MANAGEMENT UNIT (PMU)  
**ASSAM PROJECT ON FOREST AND BIODIVERSITY CONSERVATION SOCIETY (APFBCS)**  
ARANYA BHAWAN, PANJABARI, GUWAHATI – 781037  
Tel: +91 361-2733917; Website: [www.apfbcn.nic.in](http://www.apfbcn.nic.in); Email: [pd@apfbcn.in](mailto:pd@apfbcn.in) ;

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***Project: AFD financed Assam Project on Forest & Biodiversity Conservation - Phase II***

**BIDDING DOCUMENT**

**FOR**

**Hiring of Event Management Agency for Conduct of Closure Workshop of Assam Project on Forest and Biodiversity Conservation (APFBC) Phase-II**

**IFB No: APFBC/PMU/Phase-II/PC/2026/435/10**

**Dated: 26<sup>th</sup> May 2026.**

**Bidding Document Issued from: 27<sup>th</sup> May 2026.**

**Government of Assam**  
**AFD financed**  
**Assam Project on Forest & Biodiversity Conservation- Phase II**  
Assam Project on Forest & Biodiversity Conservation Society (APFBCS)  
Aranya Bhawan, Panjabari, Guwahati- 781037; Website: [www.apfbc.nic.in](http://www.apfbc.nic.in); Email: [pd@apfbc.in](mailto:pd@apfbc.in)

**INVITATION FOR BIDS (IFB)**  
**(IFB No. APFBC/PMU/Phase-II/PC/2026/435/10 dated 26<sup>th</sup> May 2026)**

Sealed bids are invited from eligible and experienced Event Management Agencies/Firms for the work titled "Hiring of Event Management Agency for Conduct of Closure Workshop of Assam Project on Forest and Biodiversity Conservation (APFBC) Phase-II" under APFBC Phase-II. Further details, including the scope of work, terms & conditions and other relevant information, may be seen in the detailed bidding document available at [www.apfbc.nic.in](http://www.apfbc.nic.in). The bidding document can be downloaded from **27<sup>th</sup> May 2026 to 10<sup>th</sup> June 2026**. The last date for submission of bids is **02:00 PM on 10<sup>th</sup> June 2026**. For any queries, please contact the address mentioned above during office hours.

Sd/-  
Project Director  
PMU, APFBC Society

**Government of Assam**  
**AFD financed**  
**Assam Project on Forest & Biodiversity Conservation- Phase II**  
**Assam Project on Forest & Biodiversity Conservation Society (APFBCS)**

Aranya Bhawan, Panjabari, Guwahati- 781037; Website: [www.apfbcn.nic.in](http://www.apfbcn.nic.in); Email: [pd@apfbcn.in](mailto:pd@apfbcn.in) ;

No. APFBC/PMU/Phase-II/PC/2026/435/10-A

Dated: 26<sup>th</sup> May 2026

**INVITATION FOR BIDS (IFB)**  
**Detailed Procurement Notice**

1. The Project Director, PMU, APFBC Society invites sealed bids from eligible and experienced Event Management Agencies/Firms in a two-bid system (Technical Bid and Financial Bid) contained in a single sealed envelope for the following service-

Brief Description of the Work	Period of Completion
Hiring of Event Management Agency for Conduct of Closure Workshop of Assam Project on Forest and Biodiversity Conservation (APFBC) Phase-II.	Five (05)days from the date of issue of Work Order including setup, execution of the two-day workshop, and dismantling.

2. The bidding document includes the terms and conditions applicable to submission of bids, eligibility and qualification criteria, scope of work, evaluation methodology, conditions of contract, and prescribed forms to be filled by the bidders.
3. Interested eligible Bidders may obtain further information from and inspect the bidding Document at the office of the Project Director, PMU, APFBCS, Aranya Bhawan, Panjabari, Guwahati-781037 (Assam), Email: [pd@apfbcn.in](mailto:pd@apfbcn.in) ; Website: [www.apfbcn.nic.in](http://www.apfbcn.nic.in)
4. Bids comprising both Technical Bid and Financial Bid shall be submitted on or before 14:00 hours on 10/06/2026 and must be accompanied by a Bid Security (EMD) of **Rs. 1.00 Lakh**. Any bid received after the deadline for submission shall be rejected and returned unopened.
5. The sealed envelope shall be superscribed as "Hiring of Event Management Agency for Conduct of Closure Workshop of Assam Project on Forest and Biodiversity Conservation (APFBC) Phase-II"; and "Not to be opened before **10<sup>th</sup> June 2026** at 14.30 hours".
6. The Technical Bids shall be opened publicly on **10<sup>th</sup> June 2026 at 14:30** hours in the presence of the bidders or their authorized representatives who may choose to attend at the office of the undersigned.
7. In the event of the office being closed on the date of opening of bids as specified above, the Technical Bids shall be opened on the next working day at the same time and venue. The Financial Bids of only technically qualified bidders shall be opened subsequently on a date to be notified separately.
8. The Project Director, APFBC Society shall not be held responsible for any delay in submission or non-receipt of bids for any reason whatsoever.
9. The Project Director, APFBC Society reserves the right to accept or reject any or all bids without assigning any reason thereof and to annul the bidding process at any stage without incurring any liability to the bidders.

**Sd/-**  
**Project Director**  
**PMU, APFBC Society**

## SECTION - I

### Instructions to Bidders

#### 1. Invitation for Bids

The Assam Project on Forest and Biodiversity Conservation Society (APFBC Society) invites sealed bids from eligible and experienced Event Management Agencies/Firms for “Hiring of Event Management Agency for Conduct of Closure Workshop of Assam Project on Forest and Biodiversity Conservation (APFBC) Phase-II”.

The bidder shall carefully read all instructions, terms and conditions, scope of work, eligibility criteria, and other contents of the bidding document before submission of the bid.

The bidder shall bear all costs associated with preparation and submission of the bid. APFBC Society shall not be responsible or liable for such costs regardless of the outcome of the bidding process.

#### 2. Eligibility and Qualification Criteria:

The bidders shall mandatorily satisfy all the following Eligibility and Qualification Criteria. Only those bidders who successfully meet the eligibility requirements and whose documents are found responsive shall be considered technically qualified for the next stage.

The technically qualified bidders shall be invited for Technical Presentation before the Evaluation Committee. The Technical Presentation shall be evaluated and marked as per the prescribed evaluation criteria. Only those bidders securing the minimum qualifying marks in the Technical Evaluation/Presentation shall be considered for opening of the Financial Bid.

Sl.	Criterion	Requirement(s)	Submissions*
1	Nationality /Jurisdiction	The bidder shall be an Indian entity and shall be operating under the jurisdiction of the State of Assam.	Valid Trade License, GST Registration Certificate, PAN Card, and Bank Account Details.
2	Financial Ability/Stability	The bidder shall have an average annual turnover of <b>Rs. 70.00 Lakh</b> during the last three (03) financial years, i.e., FY 2022-23, FY 2023-24, and FY 2024-25.	CA-certified Annual Turnover Certificate along with Audited Profit & Loss Statements/Financial Statements for FY 2022-23, FY 2023-24, and FY 2024-25.
3	Similar/ Comparable Experience	<p>The bidder should have experience in successfully organizing and managing at least one (01) Government/Semi-Government/PSU conference, workshop, exhibition, summit, or thematic event involving stage setup, exhibition/walkthrough arrangements, branding, audio-visual systems, LED display arrangements, and comprehensive event management services during the last three (03) financial years, i.e., FY 2022-23, FY 2023-24, and FY 2024-25.</p> <p>The value of such completed work/event shall be not less than <b>Rs. 50.00 Lakh</b>, and the event should have been conducted for a minimum of <b>300 participants/delegates</b>.</p>	Copies of Work Orders/Agreements and Completion Certificates issued by the Employer/Client indicating scope and value of work.

Sl.	Criterion	Requirement(s)	Submissions*
4	Local Presence	The bidder must have a registered office/local operational office in Assam/North-East India for effective coordination, timely execution, and on-site support during the event period.	Valid office address proof such as Trade License, GST Registration, Rent Agreement, Utility Bill, or any other Government-issued document.
5	History of Non-Performing Contracts	The bidder shall not have had any contract terminated due to default during the past three (03) years.	Notarized self-certificate, duly signed and sealed by the bidder.
6	Pending Litigation	The bidder shall have no pending litigation, arbitration, or legal proceedings that may materially affect the performance of the Contract. Any past litigation, if any, shall have been resolved.	Notarized self-certificate, duly signed and sealed by the bidder.
7	Blacklisting / Debarment	The bidder shall not have been blacklisted, debarred, or declared ineligible by any Central Government Department, State Government Department, PSU, Autonomous Body, or International Funding Agency as on the date of submission of bid.	Notarized self-declaration duly signed and sealed by the bidder.
8	Technical Submission Requirement	Bidders must submit 3D conceptual designs, video presentation, and detailed event execution plan along with the bid submission.	3D designs, video walkthrough/render, and execution methodology document

**\*Note: All documents must be duly signed and sealed by the authorized representative of the bidder.**

**Note:**

1. Mere fulfillment of the eligibility criteria does not guarantee award of contract.
2. Only those bidders fulfilling all eligibility requirements shall be shortlisted for Technical Presentation.
3. The Technical Presentation shall be evaluated by the Evaluation Committee based on concept, methodology, layout plan, event execution strategy, manpower deployment, and overall understanding of the assignment.
4. APFBC Society reserves the right to verify the authenticity of the documents submitted by the bidders.

**Technical Presentation Content:**

The bidders shortlisted after evaluation of the Eligibility and Qualification Criteria shall be invited to make a Technical Presentation before the Evaluation Committee of APFBC Society.

**As part of the Technical Bid submission, bidders shall mandatorily submit a detailed 3D conceptual model/rendering, video presentation, and execution plan of the proposed event setup based on the Scope of Work and venue layout provided by APFBC Society. The same shall be submitted in a pen drive along with the Technical Bid.**

The submitted 3D conceptual model/presentation shall be presented before the Evaluation Committee during the technical evaluation process.

The 3D presentation shall clearly demonstrate the bidder's understanding of the assignment, creativity, technical capability, and execution methodology for successful conduct of the Closure Workshop of APFBC Phase-II.

The Technical Presentation shall broadly include the following components along with corresponding marks:

- a) Overall event concept, theme, creativity, venue branding, entrance setup, registration area, and directional signage including 3D conceptual designs - 15 Marks.
- b) 3D design and setup of main conference hall including stage backdrop, podium, LED screens, lighting arrangements, seating layout, and audio-visual systems - 20 Marks.
- c) Detailed 3D walkthrough exhibition layout including photo exhibition panels, thematic displays, project achievements, success stories, branding elements, and product display stalls of APFBC Phase-I & Phase-II - 30 Marks.
- d) Venue beautification, thematic décor, floral arrangements, potted plants, eco-friendly installations, and overall ambience enhancement - 5 Marks.
- e) Detailed venue layout plan, visitor circulation, infrastructure planning, quality/specifications of materials, furniture, fixtures, LED/display systems, audio systems, lighting systems, and furnishing items - 15 Marks.
- f) Deployment plan of technical manpower, event coordinators, fabrication teams, audio-visual technicians, photographers/videographers, support staff, work schedule, execution methodology, and implementation strategy within the stipulated timeline of 5 (five) days - 15 Marks.

**Total Marks-100**

**Only those bidders securing a minimum of 75 (Seventy-Five) marks out of 100 in the Technical Presentation/Evaluation shall qualify for opening of the Financial Bid. The Financial Bids of bidders securing less than 75 marks shall not be opened and shall be rejected.**

**Note:**

1. The bidders shall prepare and present the 3D conceptual model strictly in accordance with the Scope of Work and venue requirements.
2. The Technical Presentation shall be evaluated and marked by the Evaluation Committee based on concept, creativity, feasibility, aesthetics, functionality, technical understanding, execution capability, and overall quality of the proposed 3D model and presentation.

### **3. Preparation & submissions of bids:**

- a) The bidder is advised to visit the venue/site at his/her own expense and obtain all necessary information required for preparation of the bid, conceptual plans, 3D designs/renderings, and Technical Presentation for the proposed event setup. The venue layout drawings and available area details shall be provided by APFBC Society.
- b) Each bidder shall submit only one bid and 3D design & video.
- c) Bidders shall not contact other Bidders on matters relating to this bid.
- d) Bid shall be addressed to –

**Office of the Project Director**

**Project Management Unit, Assam Project on Forest and Biodiversity Conservation Society (APFBCS), 3rd Floor, Aranya Bhawan, Panjabari, Guwahati- 781037.**

- e) The bidder is required to submit the bid in two distinct parts: the Technical Bid and the Financial Bid. The Technical Bid must include all relevant technical documents along with the

signed copy of the bidding document. The Financial Bid should contain the Letter of Bid (Financial) and the priced Bill of Quantities. Both parts then should be put in an outer envelope for submission clearly marked as '**Bid for Hiring of Event Management Agency for Conduct of Closure Workshop of Assam Project on Forest and Biodiversity Conservation (APFBC) Phase-II.**'

- f) The name of the bidder, address and contact no. should be mentioned on the reverse of the sealed envelope.
- g) All pages of the bid shall be signed and stamped by the authorized person to indicate that the bidder has agreed to all terms and conditions of the bid.
- h) Overwriting, alterations, if any, in the bid should be signed by the authorized signatory.
- i) Bid not accompanied by specified documents, self-declarations, signatures may be rejected by the office as non-responsive and may not be evaluated.

#### **4. Pre-bid Meeting:**

- a) Prospective bidders are invited to participate in the pre-bid meeting scheduled to be held on the date, time, and venue specified below. Bidders may submit their written requests for clarification or suggestions, if any, on the bidding document in advance, for the consideration of the Employer.

A Pre-Bid meeting shall take place at the following date, time and place:

Date: **3<sup>rd</sup> June 2026.**

Time: **12:00 Hours IST**

Place: APFBC Conference Hall, 2<sup>nd</sup> Floor, Aranya Bhawan, Panjabari, Guwahati – 781037(Assam).

- b) During the pre-bid meeting, clarifications sought by representatives of prospective bidders shall be addressed appropriately. However, all queries and suggestions must be submitted in writing through email to [pd@apfbcs.in](mailto:pd@apfbcs.in) no later than **5:00 PM on 3<sup>rd</sup> June 2026.**

The Employer shall publish written responses/clarifications to such requests, without identifying the source of the queries, on the official website of APFBC Society. If required, suitable amendments/addenda to the bidding documents may also be issued, which shall be binding on all prospective bidders.

#### **5. Bid Prices:**

- a) The bid shall be for the entire scope of work for conducting the Closure Workshop of APFBC Phase-II, including conceptualization, design, fabrication, installation, branding, walkthrough exhibition setup, stage setup, LED and audio-visual arrangements, product display stalls, venue beautification, photography/videography, manpower deployment, dismantling, arrangement of welcome kits and all related event management services as specified in the Scope of Work and Bill of Quantities (BOQ).
- b) Corrections, if any, in the bid shall be carried out before submission of the bid. Overwriting, if any, shall be duly authenticated by the authorized signatory of the bidder.
- c) The rates quoted by the bidder shall be firm and fixed for the entire contract period and shall not be subject to any escalation or adjustment on any account.
- d) The rates shall be quoted in Indian Rupees (INR) only and shall be inclusive of all taxes, duties, transportation, labour charges, installation, dismantling, and all other incidental expenses, excluding GST if specified separately.

#### **6. Bid Security**

- a) The bidder shall furnish, as part of their bid, a bid security in the amount specified in the detailed IFB for this particular work. The bid security shall be in favor of the 'Assam Project on

Forest and Biodiversity Conservation Society Phase II,' payable at Guwahati, Assam, in one of the following forms:

- i. Demand Draft/Fixed Deposit Receipt (FDR) or Term Deposit Receipt (TDR) issued by Nationalized/Schedule Bank in India.; or
  - ii. Bank Guarantee issued by a Nationalized/Schedule Bank in India.
- b) The Bid Security must remain valid for forty-five (45) days beyond the original or extended validity period of the bid.
- c) Any bid not accompanied by an acceptable Bid security shall be rejected by the Employer as non-responsive.
- d) Unless there is any challenge on the bid/bid process in any court of law, the Bid security of unsuccessful bidders will be returned within 28 days of the end of the validity period.
- e) The bid Security of the Successful Bidder will be discharged when the bidder has signed the Agreement and furnished the Performance Security.
- f) The Bid security shall be forfeited
- i. If the Bidder withdraws the Bid after Bid Opening during the period of Bid Validity;
  - ii. If the Bidder does not accept the correction of the Bid Price, pursuant to Clause 16; or
  - iii. In the case of a successful Bidder, if the Bidder fails within the specified time limit to:
    - Sign the Agreement.
    - Or furnish the required Performance Security.

**7. The Technical bid shall comprise the following:**

- a) Letter of Bid- Technical Part.
- b) Bid document Sealed & Signed by the authorized bidder.
- c) Bid Security
- d) Complete address and contact details of the Bidder with the following information:
  - i. Name of Firm:
  - ii. Address for communication:
  - iii. Telephone No(s):
  - iv. Office:
  - v. Mobile No.:
  - vi. E-mail ID:
- e) Documentary evidence, in accordance with Clause 2, establishing the bidder's qualifications to perform the contract if its bid is accepted. **The bidder shall also submit the proposed design concept/model/presentation in digital format through a pen drive.**
- f) The Technical bid shall not include any financial information related to the Bid price. Where material financial information related to the Bid price is contained in the Technical Part of Bid, the Bid shall be declared non-responsive.

**8. The Financial bid shall comprise the following:**

- a) Letter of Bid- Financial Part
- b) Priced Bill of Quantities.

**9. Signing of Bids:** The name and position held by each person signing the bid and related documents must be typed or printed below the signature.

**10. Deadline for Submission of Bids (with 3D designs and video):** Bids along with 3D designs and video must be submitted no later than the deadline for submission of bids viz. 14.00 hours on

**10<sup>th</sup> June 2026.** A Bidder may modify its bid any number of times before the deadline for submission of bids.

**11. Validity of Bid:** Bid shall remain valid for a period not less than 45 (forty-Five) days after the deadline date specified for submission.

**12. Bid Submission:** Bidders may submit their sealed envelopes containing the bids by post or by hand or drop in the box earmarked by the Employer.

**13. Opening and Evaluation of the Bids -Technical:**

- a) The Technical bids will be opened publicly on the specified date and time wherein willing bidders may remain present.
- b) The Employer shall examine the bid to determine whether the bid -
  - i. has been properly signed and properly designed;
  - ii. is substantially responsive to the requirements of the bidding document; and
  - iii. meets the qualification criteria specified.
- c) Only those bidders fulfilling all eligibility and qualification requirements shall be shortlisted for the Technical Presentation before the Evaluation Committee as part of the technical evaluation process.
- d) The shortlisted bidders shall make a Technical Presentation based on the 3D conceptual designs/renderings, layout plans, and proposed event execution plans submitted along with the Technical Bid, as specified in the bidding document.
- e) Only those bidders securing the minimum qualifying marks in the Technical Presentation/Evaluation shall be considered technically qualified and their Financial Bids shall be opened subsequently on a date to be notified separately.

**15) Opening and Evaluation of the Bids -Financial**

- a) The Financial bids will be opened on the specified date and time by the employer's evaluation committee in the presence of the representatives of those bidders whose bids have passed the minimum technical score.
- b) The committee shall examine and confirm that Letter of bid – Financial Part and Priced Bill of Quantities are in accordance with the requirements specified in the bidding document. If any of these documents or information is missing, the offer shall be rejected.
- c) During the evaluation of Financial bid, the substantial responsiveness of the bids will be further determined with respect to those bidding document conditions that were not examined in evaluation of Technical bids.

**15)Award of contract:**

- a) The Employer will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.
- b) Notwithstanding the above, the Employer reserves the right to accept or reject any bids and to cancel the bidding process and reject all bids at any time prior to the award of contract.
- c) The bidder whose bid is accepted will be notified of the award of contract by the Employer prior to expiration of the bid validity period.

**16) Adjustment:**

- a) Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by the APFBC Society.
- b) The unit price shall prevail and the total price shall be corrected, in case of any discrepancy.
- c) If the bidder does not accept the final price based on re-computation and correction of errors, its bid will be rejected and the bid security will be forfeited.

## **17) Liquidated Damages:**

- a) The selected Event Management Agency shall ensure timely completion of all fabrication, installation, testing, venue setup, and related arrangements for the Closure Workshop of APFBC Phase-II as per the approved plan and stipulated timeline. All event arrangements shall be fully completed and made operational at least one day prior to commencement of the workshop.
- b) In case of delay in setup, incomplete installation, non-functioning of LED/audio-visual systems, poor quality execution, non-deployment of required manpower, deviation from approved designs/layouts, or failure to provide any service as specified in the Scope of Work, APFBC Society may impose Liquidated Damages (LD) and/or suitable penalties.
- c) The Liquidated Damages shall be imposed at the rate of 0.5% of the Contract Value for each major deficiency/non-performance, subject to a maximum of 10% of the total Contract Value.
- d) Further, if any deficiency or non-performance adversely affects the conduct or quality of the workshop, APFBC Society reserves the right to:
  - i. deduct appropriate amounts from the bills payable to the Agency for deficient, incomplete, delayed, or unsatisfactory services/work;
  - ii. withhold payment against deficient, incomplete, or unsatisfactory services/work;
  - iii. arrange the deficient services/materials at the risk and cost of the Agency; and/or
  - iv. forfeit the Performance Security/EMD, either partly or fully.

The decision of APFBC Society regarding identification of deficiencies, assessment of performance, and imposition of Liquidated Damages/penalties shall be final and binding on the Agency.

## **18) Payments:**

- a) No advance payment shall be made to the selected Event Management Agency.
- b) Payment shall be made after successful completion of the Closure Workshop of APFBC Phase-II and submission of bills/invoices along with supporting documents, subject to certification by the authorized officials of APFBC Society regarding satisfactory completion of the work.
- c) The Agency shall submit the following documents along with the claim for payment:
  - (i) Original Invoice/Bill;
  - (ii) Work Completion Certificate/Verification from APFBC Society;
  - (iii) Photographs and video recordings of the event in digital format;
  - (iv) Any other supporting documents as required by APFBC Society.
- d) Payment shall be released after deduction of applicable taxes, penalties, Liquidated Damages (if any), and other statutory deductions as applicable under law.
- e) In case any work/service is found deficient, incomplete, delayed, or not in conformity with the approved specifications and Scope of Work, APFBC Society reserves the right to withhold or deduct proportionate payment for such deficient work/services.
- f) The final payment shall be subject to satisfactory dismantling and clearance of all temporary installations, materials, and equipment from the venue by the Agency.
- g) APFBC Society shall endeavor to release payment within a reasonable period after submission of complete bills/documents and acceptance of the work.
- h) All payments to the successful bidder shall be made by Account Transfer only.

## **19) Performance Security**

- a) Within 3 days of receipt of the Letter of Acceptance, the successful bidder shall deliver to the Employer a performance security, in the form provided in Section III, for an amount equivalent to 5% (five percent) of the contract price.
- b) The performance security should be pledged in favor of the 'Assam Project on Forest and Biodiversity Conservation Society Phase II,' payable at Guwahati, Assam.
- c) The validity of the performance security shall be for a period of 60 days beyond the date of completion of all contractual obligations.
- d) Failure of the successful bidder to submit the aforementioned Performance Security shall constitute sufficient grounds for the annulment of the award of contract and forfeiture of the bid security.

## **20) Provision for Variations**

Any variation in the scope of work, including addition, alteration, modification, reduction, substitution, or omission of any event management component, exhibition setup, branding element, display arrangement, audio-visual system, decoration item, manpower deployment, or related service, shall be carried out only with prior written approval of the Project Director, APFBC Society.

Such variations shall be executed as per the approved specifications, layout plans, and instructions of APFBC Society. Payment for approved variations shall be made on actual basis as per the quoted/approved rates or at rates determined by the competent authority in accordance with the terms and conditions of the contract.

No variation shall be considered valid or payable unless it has been specifically approved in writing by APFBC Society.

## **21) Insurance and Safety**

- a) The Event Management Agency shall be solely responsible for safety and security of all manpower, materials, equipment, installations, display systems, electrical fittings, LED screens, audio-visual systems, and other items deployed for the event.
- b) The Agency shall take all necessary safety precautions during fabrication, installation, operation, and dismantling activities at the venue and shall be responsible for any accident, injury, loss, or damage caused during execution of the work.
- c) The Agency is advised to maintain appropriate insurance coverage for manpower, equipment, materials, and third-party liability for the entire duration of the contract/event period.

## **22) Compliance with Laws**

The Event Management Agency shall comply with all applicable laws, rules, regulations, by-laws, and statutory requirements of the Central Government, State Government, local authorities, hotel/venue management, and other competent authorities relating to labour, safety, fire protection, electrical safety, environment, taxation, and event management activities.

## **23) Sub-contracting**

The Event Management Agency shall not sub-contract the entire work to any other agency without prior written approval of APFBC Society. However, engagement of specialized agencies/service providers for specific components such as audio-visual systems, fabrication, printing, lighting, photography/videography, or similar services may be permitted under the overall responsibility and supervision of the selected Agency.

The Agency shall remain solely responsible for quality, timely execution, and performance of all works/services under the contract.

## **24) Force Majeure**

- a) Neither APFBC Society nor the Event Management Agency shall be held responsible for any delay, disruption, or failure in performance of obligations under this contract arising from events beyond their reasonable control, including but not limited to natural calamities such as flood, cyclone, earthquake, fire, epidemic/pandemic, strikes, civil disturbances, war, Government restrictions/orders, or any other unforeseen circumstances affecting the planning, setup, execution, or dismantling of the Closure Workshop.

In the event of such Force Majeure conditions, the affected party shall immediately notify the other party in writing, providing details of the circumstances and their impact on the execution of the event.

APFBC Society may, at its discretion, reschedule the event, extend the timelines for setup/execution/dismantling, or modify the scope of activities depending on the prevailing situation.

### **b) Risk and Payment in Force Majeure Conditions**

No additional payment shall be admissible for any loss, damage, or destruction of executed works, installations, materials, or event infrastructure arising due to Force Majeure conditions prior to formal completion, certification, and acceptance of the work by APFBC Society. The Agency shall be responsible for ensuring adequate insurance coverage for all deployed materials, equipment, installations, and manpower to cover such risks.

Force Majeure shall not relieve the Agency from its obligation to restore services and complete the remaining activities as soon as practicable once normalcy is restored.

## **25) Termination Clause**

APFBC Society reserves the right to discontinue or withdraw the services of the Event Management Agency at any stage prior to or during the execution of the event in case of failure to perform contractual obligations, including but not limited to delay in venue readiness, non-compliance with approved designs/layouts, inadequate manpower deployment, poor quality of arrangements, or any act of negligence affecting the successful conduct of the Closure Workshop.

In such cases, APFBC Society may:

- get the balance or deficient works executed through any other agency at the risk and cost of the defaulting Agency;
- withhold or adjust any payments due to the Agency against losses incurred;
- forfeit the Performance Security/EMD either partly or fully, depending on the severity of default.

The contract shall be deemed to remain valid only up to satisfactory completion of all services, including setup, execution of the 2-day workshop, and dismantling/clearance activities. Upon successful completion and acceptance of all deliverables, the contract shall automatically stand concluded.

The decision of APFBC Society in this regard shall be final and binding.

## **26) Confidentiality**

The Event Management Agency shall maintain strict confidentiality of all project-related information, documents, photographs, videos, designs, layouts, and data received or generated during the execution of the assignment.

Such information shall not be disclosed, published, or shared with any third party without prior written consent of APFBC Society, except for the purpose of executing the assigned work.

## **27)Ownership of Materials**

All materials, designs, layouts, exhibition content, photographs, videos, branding material, documentation, and other deliverables prepared or paid for under this contract shall be the exclusive property of APFBC Society.

The Agency shall not reuse, reproduce, or remove such materials without prior written permission of APFBC Society. All temporary installations, equipment, and materials brought by the Agency shall be removed only after completion of dismantling and clearance as directed by APFBC Society.

## **28)Dispute Resolution**

Any dispute arising out of or relating to this contract shall be resolved through mutual consultation between the parties.

If the dispute is not resolved amicably, it shall be referred to arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time.

The arbitration shall be conducted by a sole arbitrator appointed by APFBC Society, and the venue of arbitration shall be Guwahati, Assam. The decision of the arbitrator shall be final and binding on both parties.

## **29)Miscellaneous:**

- a) The Agency shall ensure that all arrangements are executed in a professional manner with high standards of quality, safety, and aesthetics suitable for a Government-level official event.
- b) All approvals for designs, layouts, 3D concepts, materials, and execution methodology shall be obtained in writing from APFBC Society prior to implementation.
- c) Any instructions issued by APFBC Society or its authorized representatives during the execution of the work shall be binding on the Agency.
- d) The Agency shall ensure uninterrupted availability of manpower and technical support throughout the event period, including setup, execution of the 2-days workshop, and dismantling.
- e) The Agency shall be fully responsible for removal of all temporary installations, waste materials, structures, and equipment from the venue after completion of the event and restoration of the site to its original condition.
- f) APFBC Society reserves the right to inspect, review, and verify the quality and progress of work at any stage of execution.
- g) Any matter not specifically covered under the tender document shall be decided by APFBC Society, and such decision shall be final and binding on the Agency.

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**Section-III**  
**Scope of Work**

**1. Introduction:**

The Assam Project on Forest and Biodiversity Conservation (APFBC) is a flagship initiative of the Government of Assam focused on forest conservation, biodiversity management, and sustainable livelihood support through participatory approaches. Phase-I of the project was implemented from February 2012 to May 2019, while Phase-II commenced in August 2019.

The Assam Project on Forest and Biodiversity Conservation Society (APFBCS), established by the Government of Assam under the Societies Registration Act, is responsible for implementation and overall management of the project through the Project Management Unit (PMU), with support from Field Implementation Units (FIUs) and the Project Management and Monitoring Consultant (PMMC).

To formally conclude APFBC Phase-II and showcase the major achievements, interventions, success stories, and impacts of both Phase-I and Phase-II, APFBC Society proposes to organize a two-day “Closure Workshop of Assam Project on Forest and Biodiversity Conservation (APFBC) Phase-II” on **16<sup>th</sup> and 17<sup>th</sup> June 2026** at a designated hotel/venue in Assam.

Accordingly, APFBC Society intends to engage an experienced Event Management Agency for conceptualization, design, fabrication, installation, execution, management, and dismantling of the event setup excluding catering/food arrangements.

**2. Scope of Work:**

The selected Event Management Agency shall be responsible for end-to-end planning, coordination, execution, and management of the Closure Workshop of APFBC Phase-II.

The scope shall include conceptualization, fabrication, installation, branding, walkthrough exhibition setup, thematic photo galleries, product display stalls, stage setup, podium arrangement, LED screens, audio-visual systems, lighting, floral decoration, photography/videography, signage, and all related event management arrangements required for successful conduct of the workshop, excluding catering/food arrangements.

The agency shall also be responsible for setup, operation during the event period, dismantling, and restoration of the venue after completion of the workshop.

(i) **Objectives of the Workshop:** The Closure Workshop aims to:

- Showcase the achievements and outcomes of APFBC Phase-I & Phase-II.
- Present project interventions, success stories, and community impacts.
- Facilitate interaction among stakeholders, government officials, development partners, beneficiaries, and media.
- Organize thematic walkthrough exhibitions and product display stalls.
- Create professional visual branding and documentation of the project closure event.

(ii) **Scope of Services:** The Service Provider shall undertake the following activities, but not limited to:

**A. Event Planning & Coordination**

- Detailed planning and execution of the closure workshop.
- Preparation of event layout and implementation plan based on venue drawings/layouts provided by APFBC.
- Coordination with hotel/venue authorities for smooth execution of event-related activities.
- Deployment of an event management team for supervision, coordination, troubleshooting, and overall event management during setup and event days.
- Preparation of event flow plan, stage movement plan, and exhibition movement plan.

## **B. Venue Setup & Infrastructure**

The agency shall arrange and install all required event infrastructure including:

### **i. Stage & Auditorium Setup**

- Main stage setup with appropriate platforming and carpeting.
- Fabrication and installation of stage backdrop with approved design.
- Podium/lectern with branding.
- LED wall/screens of suitable size and resolution for presentations and videos.
- Audio system including speakers, cordless microphones, collar microphones, mixer, amplifiers, etc.
- Lighting arrangements for stage, exhibition areas, and walkthrough zones.
- Seating arrangements and aesthetic venue dressing as required.
- Power supply arrangements, cabling, and backup support for event-related equipment.

### **ii. Branding & Signage**

- Entrance arch/gate branding.
- Directional signage and standees.
- Registration desk branding.
- Display panels, banners, danglers, flex printing, vinyl branding etc., and thematic installations.
- Nameplates, session signage, and informational graphics.

## **C. Walkthrough Exhibition & Photo Gallery**

The agency shall conceptualize, design, fabricate, install, and manage a thematic walkthrough exhibition showcasing APFBC Phase-I and Phase-II achievements.

The work shall include:

- Design and development of thematic exhibition panels.
- High-quality photo exhibition displays with captions and project information.
- Timeline-based presentation of project milestones and achievements.
- Fabrication of walkthrough structures, display walls, partitions, and exhibition pathways.
- Installation of lighting for exhibition areas.
- Printing and mounting of photographs, infographics, maps, and project highlights.
- Display of before-and-after project impacts, biodiversity conservation activities, livelihood interventions, and community participation initiatives.
- Provision of display easels, frames, mounting systems, and related accessories.

## **D. Product Display Stalls**

The agency shall provide and manage stalls/display units for showcasing products, livelihood interventions, and outputs supported under the project.

The scope shall include:

- Fabrication and installation of stalls/kiosks/display counters.
- The stalls/display units shall preferably be designed using bamboo and eco-friendly materials with traditional Assamese architectural/aesthetic elements and a natural thematic appearance reflecting forests, biodiversity, and sustainability.
- Stall branding, thematic decoration, and cultural/traditional design elements.

- Provision of shelving/display systems for products, exhibits, and promotional materials.
- Lighting and electrical arrangements for stalls/display areas.
- Provision of tables, chairs, skirting, and necessary furnishings.
- Provision of display easels, frames, mounting systems, and related accessories.
- Installation, maintenance during the event, and dismantling after completion of the workshop.

#### **E. Welcome Kits**

- Design, preparation, packaging, and distribution of welcome kits for participants/delegates attending the Closure Workshop of APFBC Phase-II.
- The welcome kits shall include items such as workshop agenda/programme schedule, notebook, pen, name badge, folders, and other materials as approved by APFBC Society.
- The Event Management Agency shall also coordinate inclusion, packaging, handling, and distribution of additional materials/items to be provided by APFBC Society, including coffee table books, Banashree/Banashriti products, souvenirs, brochures, publications, and other promotional/information materials.
- The Agency shall ensure proper branding, timely arrangement, organized distribution, and safe handling of all welcome **kit materials during the event period.**

#### **F. Floral Decoration & Ambience**

- Flower arrangements for stage, podium, registration desk, and key areas.
- Decorative plants and aesthetic venue enhancement.
- Ambient décor in line with the theme of biodiversity, forests, and sustainability.
- Floral bouquets and table decor arrangements for dignitaries, guest seating areas, and designated discussion/meeting tables as required.

#### **G. Registration & Help Desk Arrangement**

- Setup of registration/help desk with required furniture and branding.
- Arrangement of registration materials and visitor management support.
- Deployment of support personnel for guiding participants and visitors.

#### **H. Audio-Visual & Technical Support**

- Continuous technical support during the event.
- Operation of LED screens, presentation systems, sound systems, and lighting.
- Coordination for display of project videos, presentations, and digital content.
- Availability of technicians throughout the event duration.

#### **I. Photography & Videography**

- The agency shall arrange professional documentation of the event including:
  - a) Event photography.
  - b) Videography coverage of sessions and exhibitions.
  - c) Recording of key proceedings.
  - d) Preparation of short event highlights video (if required).
  - e) Submission of edited photographs and video footage in digital format.

## J. Programme Facilitation and Anchoring Services

- Provision of experienced anchors/host for smooth conduct of the programme, including coordination of sessions, stage announcements, guest introductions, and overall flow of the event as per the approved schedule.
- The anchors shall ensure disciplined time management, proper sequencing of sessions, and seamless coordination between technical, stage, and exhibition activities during the Closure Workshop.
- The Event Management Agency shall ensure availability of adequate on-ground coordinators to support anchoring activities and manage real-time program execution at the venue.

## K. Dismantling & Restoration

- Safe dismantling and removal of all temporary structures, branding materials, equipment, and installations after completion of the event.
- Restoration of venue areas to original condition.
- Disposal/removal of waste generated during setup and dismantling.

## 3. Layouts & Designs

- Venue layout drawings and available area details shall be provided by APFBC.
- The Service Provider shall prepare detailed designs, concepts, and execution plans based on the approved layouts.
- All creative designs, artworks, branding materials, and exhibition concepts shall require approval from APFBC before production and installation.

## 4. Deliverables and Timelines

The selected Event Management Agency shall complete all activities within Five (05) days from the date of issue of Work Order, including planning, design finalization, fabrication, installation, execution of the two-day workshop, and dismantling of all temporary structures and materials.

The tentative deliverables and timelines are as follows:

Sl.	Deliverables	Timeline from Date of Work Order
1	Submission of detailed event execution plan, concept note, event flow/script, venue layout plan, 3D designs/renderings, and branding concepts for stage setup, walkthrough exhibition, display stalls, and welcome kits.	Within 1 day
2	Finalization of designs and approvals; fabrication, printing, and preparation of branding materials, exhibition panels, welcome kits, welcome gifts, signage, and related event materials.	Within 3 days
3	Installation and setup of stage, walkthrough exhibition, display stalls, LED/AV systems, branding materials, décor, lighting, welcome kit/gift distribution arrangements, and related event infrastructure at the venue.	Within 5 days
4	Completion of venue setup, testing of all systems/equipment, preparation and packaging of welcome kits/gifts, and readiness for the workshop.	At least 1 day prior to the event

5	Successful execution and management of the two-day Closure Workshop including anchoring, technical coordination, distribution of welcome kits/gifts, and event support services.	As per event schedule
6	Dismantling, site clearance, and submission of post-event report including photographs, video highlights/documentation, and summary of event execution in digital format	Within 2 days after completion of the event

**Note:**

- The timelines indicated above are tentative and may be modified by APFBC Society depending upon the actual schedule of the workshop.
- The agency shall deploy adequate manpower and resources to ensure timely completion of all assigned activities without affecting the quality of work.
- Any delay attributable to the agency may attract penalties as per the terms and conditions of the contract.

**5. Responsibility of the Service Provider**

- Ensure quality workmanship and professional event execution.
- Use quality materials, equipment, and trained manpower.
- Ensure safety, electrical compliance, and proper installation standards.
- Coordinate with APFBC officials throughout the event period.
- Obtain necessary permissions, if required, related to execution activities within the venue.

## **Section-IV**

### **LETTER OF BID-TECHNICAL**

*The Bidder must prepare the Letter of Bid with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.*

**Description of the Works:** Hiring of Event Management Agency for Conduct of Closure Workshop of Assam Project on Forest and Biodiversity Conservation (APFBC) Phase-II.

**IFB No. APFBC/PMU/Phase-II/EMA/2026/435/10 dated 26<sup>th</sup> May 2026.**

**To:**

The Project Director, APFBC Society,  
Aranya Bhawan, Panjabari,  
Guwahati - 781037

**Sub:** Technical Bid for 'Hiring of Event Management Agency for Conduct of Closure Workshop of Assam Project on Forest and Biodiversity Conservation (APFBC) Phase-II.'

Sir,

1. We, the undersigned, hereby submit our Bid in two parts, namely:

- (a) Technical Part; and
- (b) Financial Part

2. In submitting our Bid, we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the bidding document;
- (b) **Conformity:** We offer to execute the subject work in conformity with the bidding document and in accordance with the Period of Completion specified in Section -I;
- (c) **Bid Validity Period:** Our bid shall be valid for the period of 45 days, from the deadline fixed for the bid submission;
- (d) **Eligibility:** We meet the eligibility requirements and have no conflict of interest, we are not participating in more than one bid in this bidding process, and we have not been temporarily suspended or blacklisted or suspended by the Central or any State Government.
- (e) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices; and we will strictly observe the laws against fraud and corruption in force in India namely, "Prevention of Corruption Act 1988."

Yours faithfully,

Authorized Signature

Name & Title of Signatory \_\_\_\_\_

In the capacity of *[insert legal capacity of person signing the Letter of Bid]*

Name of Bidder \_\_\_\_\_

Address \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

**LETTER OF BID-FINANCIAL**

*The Bidder must prepare the Letter of Bid with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.*

**Description of the Works: Hiring of Event Management Agency for Conduct of Closure Workshop of Assam Project on Forest and Biodiversity Conservation (APFBC) Phase-II.**

**IFB No. APFBC/PMU/Phase-II/EMA/2026/435/10 dated 26<sup>th</sup> May 2026**

Our Reference: No..... Dated.....

To:  
The Project Director, APFBC Society,  
Aranya Bhawan, Panjabari,  
Guwahati – 781037

Subject: Financial Bid for “Hiring of Event Management Agency for Conduct of Closure Workshop of Assam Project on Forest and Biodiversity Conservation (APFBC) Phase-II”.

Sir,

1. We, the undersigned, hereby submit the second part of our Bid, the Financial Part. In submitting our Financial Part we make the following additional declarations:
  - (a) Our bid shall be valid for the period of 45 days from the deadline fixed for the bid submission;
  - (b) The total price of our Bid, including any unconditional discounts offered is:  
Total price of the bid **[insert the total price of the bid including GST and any other taxes, which will be payable on the services, in words and figures]:**

Yours faithfully,

Authorized Signature

Name & Title of Signatory \_\_\_\_\_  
In the capacity of *[insert legal capacity of person signing the Letter of bid]*  
Name of Bidder \_\_\_\_\_  
Address \_\_\_\_\_  
Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

Section-V

**Bidder Information Form**

Date: \_\_\_\_\_  
IFB No. and title: \_\_\_\_\_

Bidder's name: _____ <i>[insert full name]</i>
Bidder's actual or intended year of constitution: _____ <i>[indicate year of constitution]</i>
Bidder's legal address (in country of constitution): _____ <i>[insert street / number / town or city / country]</i>
Bidder's authorized representative information: Name: _____ <i>[insert full name]</i> Address: _____  Telephone/Fax numbers: _____  Email address: _____

**Form for Bid Security  
Demand Guarantee**

Beneficiary: \_\_\_\_\_  
Invitation for Bids No.: \_\_\_\_\_  
Date: \_\_\_\_\_  
Bid Guarantee No.: \_\_\_\_\_  
Guarantor: \_\_\_\_\_

We have been informed that \_\_\_\_\_ (hereinafter called "**the Bidder**") has submitted or will submit to the Beneficiary its bid (hereinafter called "**the Bid**") for the execution of \_\_\_\_\_ under Invitation for Bids No. \_\_\_\_\_ ("**the IFB**").

Furthermore, we understand that, according to the Beneficiary's conditions, Bids must be supported by a Bid guarantee.

At the request of the Bidder, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of INR \_\_\_\_\_ (Indian Rupees \_\_\_\_\_ only) upon receipt by us of the Beneficiary's first demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Bidder:

- a) Has withdrawn its Bid during the period of Bid validity set forth in the Bidder's Letter of Bid ("the Bid Validity Period"), or any extension thereto provided by the Bidder; or
- b) Having been notified of the acceptance of its Bid by the Beneficiary during the Bid Validity Period or any extension thereto provided by the Bidder, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the performance security, in accordance with the Instructions to Bidders ("**ITB**") of the Beneficiary's Bidding Documents.

This guarantee will expire:

- a) if the Bidder is the successful Bidder, upon our receipt of copies of the contract agreement signed by the Bidder and the performance security issued to the Beneficiary in relation to such contract agreement; or
- b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Bidder of the results of the bidding process; or (ii) twenty-eight days after the end of the Bid Validity Period.

Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

\_\_\_\_\_

**Performance Security  
Demand guarantee**

**Beneficiary:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PERFORMANCE GUARANTEE No.:** \_\_\_\_\_

**Guarantor:** \_\_\_\_\_

We have been informed that \_\_\_\_\_ (hereinafter called "**the Bidder**") has entered into Contract No. \_\_\_\_\_ dated \_\_\_\_\_ with the Beneficiary, for the execution of \_\_\_\_\_ (hereinafter called "**the Contract**").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Bidder, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ *[insert amount in figures]* (\_\_\_\_\_) *[insert amount in words]*1 such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's first demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Bidder is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the \_\_\_\_\_ day of \_\_\_\_\_ 2 \_\_\_\_2, and any demand for payment under it must be received by us at this office indicated above on or before that date.

\_\_\_\_\_  
[Signature]

***[Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.]***

<b>Bill of Quantities for 'Hiring of Event Management Agency for Conduct of Closure Workshop of Assam Project on Forest and Biodiversity Conservation (APFBC) Phase-II'.</b>							
<b>Sl.</b>	<b>Items (a)</b>	<b>Specifications (b)</b>	<b>Unit (c)</b>	<b>Quantity (d)</b>	<b>Days (e)</b>	<b>Unit Cost (f)</b>	<b>Total Cost per line item (g)=(d)x (e)x(f)</b>
1	Traditional Welcome & Reception Arrangement	Event Duty (10 AM-1 PM)	Nos.	4	2		
2	Stage with Gray Carpet	32 ft x 20 ft x 1 ft	Nos.	1	2		
3	Riser for Main LED Wall	32 ft x 4 ft	Nos.	1	2		
4	Masking for Main LED Riser	32 ft x 4 ft	Nos.	1	2		
5	Main LED Wall (P3.5)	32 ft x 12 ft	Nos.	1	2		
6	Riser for Side LED Wall	12 ft x 4 ft	Nos.	2	2		
7	Masking for Side LED Riser	12 ft x 4 ft	Nos.	2	2		
8	Side LED Wall (P3.5)	12 ft x 12 ft	Nos.	2	2		
9	Riser for Backside LED Wall	12 ft x 4 ft	Nos.	2	2		
10	Masking for Backside LED	12 ft x 4 ft	Nos.	2	2		
11	Backside LED Wall (P3.5)	12 ft x 12 ft	Nos.	2	2		
12	Laptop	High Configuration	Nos.	2	2		
13	Slide Changer	Presentation Control	Nos.	1	2		
14	HDMI Data Switcher	HDMI Compatible	Nos.	2	2		

<b>Bill of Quantities for 'Hiring of Event Management Agency for Conduct of Closure Workshop of Assam Project on Forest and Biodiversity Conservation (APFBC) Phase-II'.</b>							
<b>Sl.</b>	<b>Items (a)</b>	<b>Specifications (b)</b>	<b>Unit (c)</b>	<b>Quantity (d)</b>	<b>Days (e)</b>	<b>Unit Cost (f)</b>	<b>Total Cost per line item (g)=(d)x (e)x(f)</b>
15	HDMI Data Splitter	HDMI Compatible	Nos.	2	2		
16	LED TV for Stage Delegates	65 Inch	Nos.	3	2		
17	Podium Branding	6.5 ft x 4 ft	Nos.	2	2		
18	Sound System - RFC 3 Pairs	Professional Audio Setup	Set	3	2		
19	Sound - Podium Mic	Corded Podium Mic	Nos.	4	2		
20	Sound - Cordless Mic	Wireless Mic	Nos.	12	2		
21	Sound - Lapel Mic	Wireless Lapel Mic	Nos.	2	2		
22	Sound - Monitor	Audio Monitor Speaker	Nos.	2	2		
23	Sound - Mixer	Audio Mixer Console	Nos.	1	2		
24	Light - Sharpee	Moving Head Light	Nos.	4	2		
25	Light - LED PAR	LED PAR Can	Nos.	12	2		
26	Light - Face Light	Stage Face Light	Nos.	8	2		
27	Light - Light Mixer	Lighting Console	Nos.	1	2		
28	T-Truss	Structural Truss Setup	Set	2	2		
29	MC / Anchor	Event Anchor	Nos.	1	2		

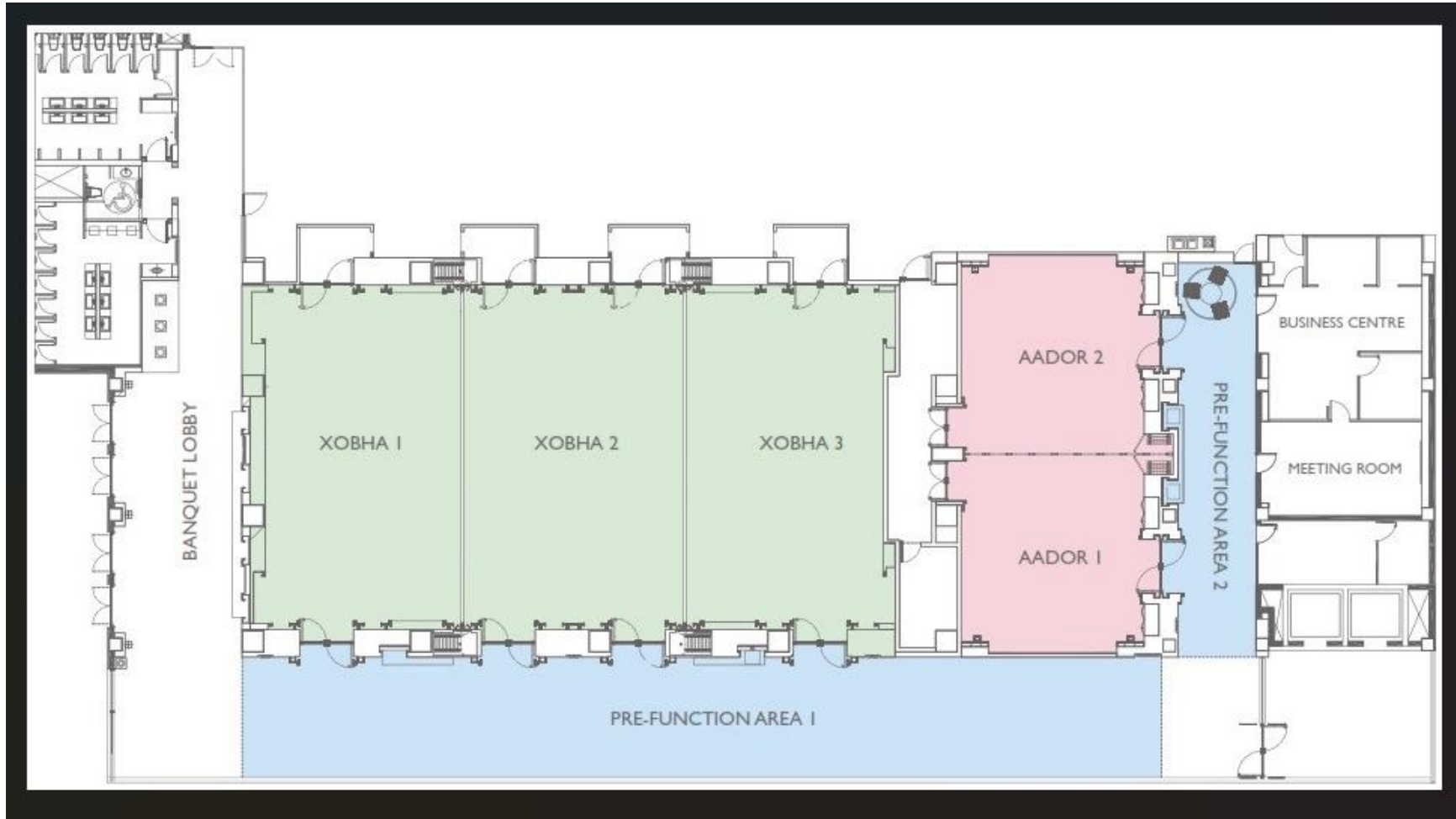
<b>Bill of Quantities for 'Hiring of Event Management Agency for Conduct of Closure Workshop of Assam Project on Forest and Biodiversity Conservation (APFBC) Phase-II'.</b>							
<b>Sl.</b>	<b>Items (a)</b>	<b>Specifications (b)</b>	<b>Unit (c)</b>	<b>Quantity (d)</b>	<b>Days (e)</b>	<b>Unit Cost (f)</b>	<b>Total Cost per line item (g)=(d)x (e)x(f)</b>
30	DJ Setup	Professional DJ Console	Set	1	2		
31	Console Masking with Black Cloth	20x4 (1), 4x4 (2)	Nos.	1	2		
32	Help Desk	6 ft x 3 ft	Nos.	2	2		
33	Passage Decor with Traditional Touch	Decorative Setup	Job	1	2		
34	Registration Backdrop	12 ft x 10 ft	Nos.	2	2		
35	Registration Table Branding	13 ft x 3 ft	No.	4	2		
36	Digital Standee	43 Inch	Nos.	6	2		
37	Inauguration Lamp	Traditional Lamp	Nos.	1	1		
38	2D Photobooth	Event Photo Booth	Nos.	1	2		
39	TV with Stand	LED TV with Floor Stand	Nos.	2	2		
40	Standee Branding	Event Branding	Nos.	10	2		
41	Wooden VIP Chair for Dias	VIP Seating	Nos.	10	2		
42	Two Seater Sofa	Lounge Sofa	Nos.	12	2		
43	Coffee Table	Center Table	Nos.	22	2		
44	Traditional Stall with Bamboo	Traditional Display Stall	Nos.	1	2		

<b>Bill of Quantities for 'Hiring of Event Management Agency for Conduct of Closure Workshop of Assam Project on Forest and Biodiversity Conservation (APFBC) Phase-II'.</b>							
<b>Sl.</b>	<b>Items (a)</b>	<b>Specifications (b)</b>	<b>Unit (c)</b>	<b>Quantity (d)</b>	<b>Days (e)</b>	<b>Unit Cost (f)</b>	<b>Total Cost per line item (g)=(d)x (e)x(f)</b>
45	Genset with Fuel	65 KVA DG Set	No.	1	2		
		30 KVA DG Set	Nos.	2	2		
46	Flower Decoration for Stage	Floral Decoration	Job	1	2		
47	Flower Bouquet for Centre Tables & Round Tables	Floral Arrangement	Nos.	50	2		
48	Welcome Gate Top	24 ft × 3 ft	Nos.	4	2		
49	Welcome Gate Pillar Branding	14 ft × 3 ft	Nos.	8	2		
50	Photography, Videography & Video Editing	Event documentation including edited highlight video and raw footage	Job	1	2		
51	Souvenir	Event Souvenir / Memento	Nos.	20	1		
52	Welcome Gifts	Guest Welcome Kits / Gifts	Nos.	150	1		
53	Transportation & Labour Charge	Loading, unloading, transportation and manpower charges	Job	1	1		
54	Miscellaneous	-	LS	1	2		
<b>Total Cost in Rs. excluding GST =</b>							
<b>GST in Rs.</b>							
<b>Total Cost in Rs. including GST</b>							

**(Rupees in words.....)**

**(Note: The lowest evaluated responsive bidder shall be decided on the total amount quoted exclusive of GST and other taxes as applicable).**

**Banquet Hall and Exhibition Layout Plan**



**Note:** The Banquet Hall Layout Plan provided in the tender document shall be used by the bidders for preparation of 3D designs/renderings and video presentations. However, APFBC Society reserves the right to make changes/modifications in the layout, if required, at the time of actual execution of the event.

**Banquet Hall Dimensions:**

<b><i>Venue</i></b>	<b><i>Level</i></b>	<b><i>Total Area (Sq.ft.)</i></b>	<b><i>Dimensions (ft.)</i></b>	<b><i>Ceiling height (ft.)</i></b>
<b><i>Xobha 1+2+3</i></b>	<b><i>Lobby</i></b>	<b><i>5120</i></b>	<b><i>99.5 x 51.5</i></b>	<b><i>14.5</i></b>
<b><i>Pre-Function Area 1</i></b>	<b><i>Lobby</i></b>	<b><i>1876</i></b>	<b><i>135x18.2</i></b>	<b><i>14.5</i></b>
<b><i>Pre-Function Area 2</i></b>	<b><i>Lobby</i></b>	<b><i>1223</i></b>	<b><i>62.2x11.6</i></b>	<b><i>13.5</i></b>
<b><i>Aador 1</i></b>	<b><i>Lobby</i></b>	<b><i>867</i></b>	<b><i>31.1x27.9</i></b>	<b><i>13.5</i></b>
<b><i>Aador 2</i></b>	<b><i>Lobby</i></b>	<b><i>867</i></b>	<b><i>31.1x27.9</i></b>	<b><i>13.5</i></b>