

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; Email: pd@apfbc.in ;

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

Date: 26th 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@apfbc.in ; Website: www.apfbc.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 **10th June 2026** at 14.30 hours".
6. The Technical Bids shall be opened publicly on **10th 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