

REQUEST FOR PROPOSAL (RFP) FOR INVITATION OF PRICE BID
Price Bid Reference No.: Mayurbhanj: NDS: NCDFI
Date: June 26, 2025

To,
All Interested Vendors/Service Providers

Sub: Invitation of Price Bid for Rate Contract for providing All Services for the Event(s) under Farmer Awareness Programme in Mayurbhanj, Odisha – Valid Till March 31, 2026

Dear Sir/Madam,

The National Cooperative Dairy Federation of India (NCDFI), having its Head Office at NDDB D-Lab Campus, Anand, Gujarat, invites online price bids from competent service providers for a Rate Contract to support Pre-Induction Training under the Farmer Awareness Programme in Mayurbhanj district, Odisha.

1. Background / Objective

NDDB Dairy Services (NDS) organises Farmer Awareness Meetings, Infertility Camps, Calf Rallies, and similar initiatives to educate and empower farmers on AI, breed improvement, animal health and more. To support this, NCDFI has been tasked with developing and operating Event Management System to ensure transparency, efficiency, and timely execution. In coordination with NDS field staff, NCDFI will also help implement these programmes in identified districts, with real-time access and monitoring enabled for designated officials. As part of the initiative, NCDFI is facilitating Pre-Induction Training under a Farmer Awareness Programme aimed at educating and sensitising dairy farmers in Mayurbhanj on scientific cattle management, health management, artificial insemination (AI), breed improvement, and associated best practices.

The programme will serve as a critical step to ensure that farmers are empowered with knowledge before entering structured livestock development programmes. To facilitate smooth execution of these events, NCDFI seeks to engage professional service providers who can deliver high-quality event support services efficiently and effectively across multiple locations within Mayurbhanj district.

2. Estimated Volume and Duration

Approximately 1,000 farmers are expected to participate in the programme over the contract duration. Events may be conducted in multiple sub-events across various locations in the district during the validity of the Rate Contract, which will remain effective till March 31, 2026.

3. Scope of Work

Vendors are required to submit their most competitive price bid for providing complete event services as detailed in Annexure-I, on a per-farmer basis.

Sl. No.	Item Description	Components (Annexure-I)	Quotation Basis (INR)
1	Event Services for AI Project	As per Annexure-I	Per Participant

4. Bid Submission Guidelines

- a) Bids must be submitted through the online NCDFI eMarket Portal of NCDFI: <https://events.ncdfimarket.com/>
- b) Only one bid per bidder will be accepted. Any collusion, contact with other bidders, or submission of dummy bids under different names will result in disqualification.
- c) Prices should be quoted in Indian Rupees and shall be fixed, inclusive of all the charges, **excluding taxes (if any)**
- d) Bids must be submitted on or before **June 28, 2025 4PM.**

5. Quotation Validity

All quotations must remain valid till March 31, 2026.

6. Quality Standards and Expectations

The selected service provider must ensure:

- Hygienically prepared food and clean serving arrangements.
- Properly branded and professionally designed banners and event materials.
- Neat and comfortable seating arrangements with Table and Chairs as per requirement.
- Functional equipment (e.g., projector, sound system).
- Courteous and well-groomed support staff.
- Timely setup and dismantling of all infrastructure.

7. Service Timeline

Events under this contract may be held in multiple phases or sub-events during the contract period, depending on the project implementation schedule.

8. Performance Monitoring

NCDFI may undertake spot inspections during the events and/or collect feedback from participants to ensure that quality standards are maintained throughout the programme. Non-compliance may affect future empanelment or lead to termination of the contract.

9. Evaluation of Quotations

Quotations will be evaluated based on the following:

- Completeness and compliance of documentation.
- Conformance to terms and specifications.
- Lowest evaluated total cost on a per-farmer basis.

The decision of NCDFI will be final and binding on all bidders.

10. Award of Contract

- a) The contract shall be awarded to the bidder offering the lowest evaluated responsive bid.
- b) NCDFI reserves the right to accept or reject any or all bids without assigning any reason.
- c) Successful bidders will be notified in writing prior to the expiry of the bid validity period.
- d) The contract may be terminated without prior notice if services are found to be unsatisfactory.

11. Terms of Payment

100% payment shall be made within three (3) working days of successful service delivery and submission of necessary supporting documents (invoices, attendance, feedback, etc.).

12. Service Provider Responsibilities

All equipment, tools, and materials used for the event shall be the responsibility of the service provider. Any loss or damage, whether to person or property, shall be borne entirely by them.

13. Taxes and Duties

The service provider shall be solely responsible for all applicable taxes, duties, and statutory compliances during the course of service delivery.

14. Accessing Bid Documents

- a) The RFP document can be downloaded from:
<https://www.ncdfimarket.com/index.php/auctions-2/>
- b) To initiate the bidding process, interested vendors must send an email to etenders@ncdfimarket.com at least 2 days prior to the bid deadline, providing the following information:
- Name of the Organisation
 - Full Name of Contact Person (as per Aadhaar/PAN)
 - Contact Number
 - Email ID
 - Status of Registration with NCDFI (Yes/No)

NCDFI will provide all the handholding and support for registration and bidding process as needed.

15. Contact for Clarifications & Technical Support

For any clarification, kindly reach out to:

- **Mr. Vrushant Dave:** vrushant@ncdfi.coop | +91 99786 65638
- **Mr. Surajit Ganguly:** surajit@ncdfi.coop | +91 99786 07302

We look forward to your active participation in contributing towards the success of this farmer-oriented initiative in Mayurbhanj.

Components of Event Services

- Welcome Banner (Farmer Awareness Programme: Pre-Induction Training)
- Hall / Tent Setup
- Tables and Chairs
- Projector / LCD Display
- Stationery Kit (Notebook & Pen)
- Refreshments (Tea & Biscuits)
- Lunch Arrangement
Resource Person – Honorarium and Accommodation/Travel Expenses as applicable
- Potable Clean and Safe Drinking Water
- Decoration and Welcome Flower Bouquet