

## Request for Proposal for Invitation of Price Bid

Price Bid Ref No: RGM: NCDFI

Dt. 29.05.2026

To,  
**The Member**

Dear Sir/Madam,

Subject : Invitation for Price Bid for Annual Rate Contract for **Event Management Services** under Farmer Awareness Programme of AI Project in **Bapudham, Bihar**

National Cooperative Dairy Federation of India (NCDFI), having its registered office at NH-48, Vaghasi, Anand 388320, Gujarat, invites for price bids from eligible and experienced service providers for Annual Rate Contract up to 30/09/2026 for providing **Event management services** for Farmer Awareness Programmes under AI Project at various locations in India.

The bidder is requested to carefully read all terms and conditions before submission of quotation. Submission of bid shall be deemed as unconditional acceptance of all terms and conditions of this RFQ.

1. You are invited to submit your most competitive quotation for the following item :-

<b>Sl No.</b>	<b>Item</b>	<b>Components</b>	<b>Quotation Basis (in Rs.)</b>
1	Event Services (Farmer Awareness) of the AI Project Min. 40-50 farmers/batch	Annexure-I	Per participant

### **2. Bid Submission**

- a) The price bid shall be submitted in the <https://events.ncdfimarket.com/bidder/>
- b) Rate shall be quoted on **per participant basis**.
- c) Quoted rates shall be **exclusive of GST** but inclusive of all other costs including transportation, logistics, manpower, loading/unloading, local conveyance, handling charges, insurance, etc.
- d) No escalation in rates shall be permitted during contract period.
- e) Any hidden or additional charges raised after award of contract shall not be entertained.
- f) Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.
- g) The decision taken by NCDFI would be final and bidders have to abide by that.

**3. Validity of Quotation**

- a) Quotation shall remain valid for a period of 30/09/2026.
- b) NCDFI reserves the full right to revoke and terminate the contract, either partially or entirely, at any stage during the contract period, in the event that the services provided by the Event Management Agency are found to be unsatisfactory, inadequate, delayed, or not in compliance with the agreed terms, conditions.

**4. Components:** As per Annexure I.

**5. Evaluation of Quotation**

- a) Bids shall be evaluated for completeness, eligibility, relevant experience, and compliance with the scope of work, terms, and conditions of this RFQ. Only substantially responsive and technically qualified bids shall be considered for financial evaluation.
- b) Among technically qualified bidders, the contract shall normally be awarded to the bidder quoting the lowest evaluated price (L1). The decision of NCDFI shall be final and binding.

**6. Award of contract**

- a) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- b) The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.

**7. Location:** East and West Champaran, Bihar

**8. Terms of Payment:**

- a) Payment within seven (7) working days after successful completion of programme.
- b) Submission of invoice, attendance records, photographs, bills, and programme completion confirmation from Project Coordinator is mandatory.
- c) Submission of Detailed Impact Assessment report (per event) is mandatory.
- d) In case the agreed services are not provided, proportionate deduction shall be made from the invoice, as confirmed by the Project Coordinators (Annexure - I).

**9.** The responsibility for machinery, service instruments, furniture etc. provided by the service provider shall rest solely with the service provider.

**10. Taxes & duties:**

The supplier shall be entirely responsible for all taxes, duties, etc. incurred for conducting the event as specified.

**11. Submission Deadline:** Last date and time for bid submission:

Date: 05/06/2026

Time: 12 PM

**12. Downloading the Document**

- a) The bid document will be available in the website at <https://www.ncdfimarket.com/index.php/auctions-2/> and can be downloaded and used as tender document for uploading the offer.
- b) The interested vendors are required to send an email at [etenders@ncdfimarket.com](mailto:etenders@ncdfimarket.com) by providing the Name of the organization, Name of the contact person, Contact No, E-Mail, Status of registration with NCDFI (Yes/No) prior to 2 days before the bid end date:

**13. Earnest Money Deposit (EMD)/ Bid Security:**

The EMD for the RFQ is Rs. 25,000 and shall be deposited by L1 Bidder **his own Escrow Account (preferred)** or in the form of NEFT/RTGS at:

- Beneficiary Name: National Co-operative Dairy Federation of India Ltd.
- Bank Name: Union Bank
- Branch Address: Anand Branch (Amul Dairy Road)
- Account Number: 520141000774940, IFSC Code: UBIN0905208

Transaction fee: 0.40% of the contract value (+ applicable GST) will be adjusted from EMD as against each invoice raised.

**14. Contact Details - Registration/bidding guidance will be provided by NCDFI team to interested bidders.**

**Contact Person:**

1. Vrushant Dave (NCDFI): [vrushant@ncdfi.coop](mailto:vrushant@ncdfi.coop) | 9978665638
2. Surajit Ganguly (NCDFI): [surajit@ncdfi.coop](mailto:surajit@ncdfi.coop) | 9978607302

**Annexure-I**

<b>Sr. No.</b>	<b>Item Description</b>	<b>Specification / Details</b>	<b>Unit</b>
<b>1</b>	Banners - Farmer Training	Printing and installation of training banners as per PCs and NCDFI branding requirements	Per Event
<b>2</b>	Hall Rent	Training hall/venue with adequate seating capacity for participants with basic facilities	Per Event
<b>3</b>	Tables & Chairs	Arrangement of required tables and chairs for participants, speakers, and coordinators	Per Event
<b>4</b>	Projector / LCD & Audio System	LCD projector/screen, sound system, microphones, and technical support during event	Per Event
<b>5</b>	Small Notebook & Pen	Distribution of notebooks and pens to all participants	Per Participant
<b>6</b>	Full Meal	Tea/Coffee with biscuits and snacks such as samosa or equivalent items + Veg meal arrangement as approved by NCDFI/PC	Per Participant
<b>7</b>	Resource Person Honorarium & Transportation	Honorarium payment and travel reimbursement /transport arrangement for resource persons	Per Event
<b>8</b>	Local Conveyance charges for Farmers	Transportation support/ conveyance charges as approved	Per Participant
<b>9</b>	Gift items	Gift item worth Rs.500/- (Max 10 Nos of participants)	Per Participant
<b>10</b>	Miscellaneous Arrangements	Any additional items/services required by Project Coordinator for successful programme execution	Per Event