



ASSAM SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD.

No. SIDC/RAMP/NIT/MSMEEVENT/36/2025-26/5148

Dated: 22/08/2025

SHORT NOTICE INVITING TENDER

The Managing Director, Assam Small Industries Development Corporation (ASIDC) Ltd., invites sealed bids from reputed agencies/firms for the work **“Vendor Development Programme (VDP) for Handloom/ Handicraft/ Food Processing/ Jewellery and allied sectors under Raising and Accelerating MSME Performance (RAMP) Scheme from 26th to 27th August, 2025 at Vivanta, Guwahati”** as per the following scope of works:

Submission of bid shall be through offline mode (hard copy). Further details and subsequent communication may be seen at <https://asidcltd.assam.gov.in/> and State Public Procurement Portal. The last date for submission of bids is **25/08/2025 (up to 3:00 PM)**. No bids shall be accepted after the deadline.

Scope of work:

The selected agency shall provide end-to-end event management including:

1. **Venue & Decor** – Hall set-up, stage/dais, floral decoration etc.
2. **Audio-Visual & IT** – LED/screens, sound system, mics, photography, video recording/live streaming.
3. **Hospitality & Registration** – Registration desk, welcome kits, tea/coffee/lunch in coordination with hotel.
4. **Program Execution** – Stage management, emcee, sessions on market linkages & export opportunities.
5. **Exhibition Zone** – Stalls/booths for MSMEs with full fabrication, branding & lighting.
6. **Logistics** – Material transport, ushering staff, on-ground coordination.
7. **Mobilization & Outreach** – Mobilization of MSMEs, coordination with associations/SHGs, ensuring participation.
8. **Miscellaneous** – Invitations, badges, photography album, edited event video, and any other requirement by ASIDC.

Eligibility Criteria

1. Valid Certificate of Incorporation along with MOA and AOA
2. Valid Trade Licence (if under renewal, proof of application for renewal to be submitted)
3. GST Registration (if applicable)
4. PAN Card of the agency/firm
5. Experience certificate (if any)

Financial Bid

Item rate quotations to be submitted as prescribed in format as annexure A.

Terms & Conditions

1. Sealed bids (two packet system: Technical and Financial) received on or before the last date shall only be considered. Bids will be opened on 25/08/2025 at 15.00 Hrs at the office of Managing Director, Assam Small Industries Development Corporation Ltd.
2. The financial bids of only technically qualified bidders will be opened.
3. In case of any dispute, the decision of the Competent Authority shall be final and binding.

The undersigned reserves the right to reject any or all bids in public interest without assigning any reason thereof.

-Sd-

Managing Director
ASIDC Ltd.

Copy forwarded to:

1. Office Notice Board for Circulation.
2. ASIDC's website for Hosting.
3. State Public Procurement Portal.

-Sd-

Managing Director
ASIDC Ltd.

Annexure – A

(To be submitted on Bidder's Letterhead with Rs. 8.25/- Court Fee Stamp affixed on this quotation only)

Affix Rs. 8.25/- **COURT FEE STAMP** Here

RATE QUOTATION

To,

The Managing Director,
ASIDC Ltd
Bamunimaidam

Sub: Rate Quotation for the work “.....”

Dear Sir,

With reference to your NIQ dated I/we M/s....., having examined the NIQ and understood their contents, hereby submit my/our bid for the aforesaid work as below:

SL NO	PARTICULAR	SPECIFICATION	SIZE	Total Sqft	QNTY	RATE	AMOUNT
1	Stage	Wooden Stage of 4 inch Height with decor	10ft x 8ft	80 sq ft	1		
2	Light	LED Parcans			4		
3	LED Wall	LED panel walls as backdrop	8ft x 6ft		2 Days		
4	LED Wall - Raiser	Raiser for LED screen	8ft x 4ft	32 sq ft			
5	New Carpet	Red Colour Carpet for Stage	10 ft x 8 ft	80 sq ft	1		
6	Stalls	Customised Stalls with chairs, tables and lights			20		
7	High Quality Sound System	Including speakers, microphones, amplifier and mixer			3 Days		
8	Standeers	Standeers at the venue	6ft x 3 ft		10		
9	Console Masking	Black Masking					
10	Gamosa	Traditional Assamese Gamosa for Felicitation the guests (Mat)			15		
11	Banner	8 ft x 6 ft (Normal Flex)			6 Nos		
12	Souvenir	Gift Item Rhino			15		
13	Photographer/Videographer	Still Photo and videographer including editing			2 Days		

14	Stationery Item	Pen, Notebook Etc			50 nos		
15	Backdrop	Iron framed backdrop behind registration desk	6ft x 7ft	42	1		
16	Registration board	Iron framed registration board in front of registration desk	4ft x 2.5ft	10	1		
17	Gate pillars	Iron framed gate pillars at the entrance gate	7ft x 2ft	14	2		
18	Food	Morning hi Tea, Evening hi Tea, Veg Lunch	-	-	100		
19	Material Transportation		As per actual				
	Total						
	Add GST@						
	Total including GST						
	Total in Words						

Yours faithfully,

Date:

(Signature, name and designation of the Authorised signatory)

Name and seal of Bidder