



Request for Proposal (RFP)

Organizing 54EC Brokers Meet at Kolkata

INVITATION TO BIDS

Reference Number: 2:09:Brokers Meet - Kolkata:2026-27

July 27, 2026

POWER FINANCE CORPORATION LIMITED
(An ISO 9001:2015 Certified Company)
(A Govt. of India Undertaking)
Corp. Office: Urjanidhi, 1 Barakhamba Lane, Connaught Place,
New Delhi-110001, India



POWER FINANCE CORPORATION LIMITED
Urjanidhi, 1 Barakhamba Lane,
Connaught Place, New Delhi-110 001

No: 2:09:Brokers Meet - Kolkata:2026-27

Date : July 27, 2026

To
All PFC Empanelled Event Management Agencies

Sub: Appointment of agency for organizing 54EC Brokers Meet at Kolkata

Sir,

PFC intends to appoint an Agency for organizing 54EC Brokers Meet at Kolkata. Kindly quote your lowest competitive rates for the work mentioned above as per the scope of work and the enclosed terms and conditions.

This tender is being called through GeM; bidders are requested to register themselves at **GeM Portal** to participate in the tendering process and procure the tender documents from the above website before the last date of sale of tender documents and submit the bid online.

Thanking you,

Yours faithfully,

Sd/-

(G. Onkara)
Chief General Manager
(Admn.)



ANNEXURE – I

GENERAL TERMS & CONDITIONS

1.0 DEFINITION OF TERMS

- 1.1 The Contract' means the agreement entered into between Owner and Contractor as per the Contract Agreement signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.2 'Owner' shall mean the Power Finance Corporation Limited., New Delhi, India (A Government of Undertaking) having its Corporate office at "Urjanidhi", 1, Barakhamba Lane, Connaught Place, New Delhi – 110 001 and shall include their legal representatives, successors and assigns
- 1.3 'Contractor' or 'Manufacturer' shall mean the Bidder whose bid will be accepted by the Owner for the award of the Works and shall include such successful Bidder's legal representatives, successors and permitted assigns.
- 1.4 'Sub-Contractor' shall mean the person named in the Contract for any part of the Works or any person to whom any part of the Contract has been sublet by the Contractor with the consent in writing of the Engineer and will include the legal representatives, successors and permitted assigns of such person.
- 1.5 The terms 'Equipment', 'Stores', and 'Materials' shall mean and include equipment, stores and materials to be provided by the Contractor under the Contract.
- 1.6 'Works' shall mean and include the furnishing of equipment/materials at site and if required, supervision of unloading, storage, handling at site, testing and putting into satisfactory operation as defined in the Contract.
- 1.7 'Specifications' shall mean the Specifications and Bidding Document forming a part of the Contract and such other Schedules and drawings as may be mutually agreed upon.
- 1.8 The term 'Contract Price' shall mean the lumpsum price quoted by the Contractor in his bid with additions and/or deletions as may be agreed and incorporated in the Letter of Award, for the entire scope of the works.
- 1.9 'Inspector' shall mean the Owner or any person nominated by the Owner from time to time, to inspect the equipment, stores or Works under the Contract and/or the duly authorised representative of the Owner.
- 1.10 'Notice of Award of the Contract' / 'Letter of Award' / 'Telex of Award' shall mean the official notice issued by the Owner notifying the Contractor that his bid has been accepted.
- 1.11 'Date of Contract' shall mean the date on which Notice of Award of Contract/Letter of award has been issued.



- 1.12 'Month' shall mean the calendar month. 'Day' or 'Days' unless herein otherwise expressly defined shall mean calendar day or days of 24 hours each. A 'Week' shall mean continuous period of 7 (seven) days.
- 1.13 'Writing' shall include any manuscript, type written or printed statement, under or over signature and/or seal as the case may be.
- 1.14 When the words 'Approved', 'Subject to Approval', 'Satisfactory', 'Equal to', 'Proper', 'Requested', 'As Directed', 'Where Directed', 'When Directed', 'Determined by', 'Accepted', 'Permitted', or words and phrases of like importance are used the approval, judgment, direction etc., is understood to be a function of the Owner/Engineer.
- 1.15 'Performance and Guarantee Test' shall mean all operational checks and tests required to determine and demonstrate capacity, efficiency, and performance as specified in the Contract Documents.
- 1.16 The term 'Final Acceptance' shall mean the Owner's written acceptance of the Works performed under the Contract, after successful commissioning/completion of Performance and Guarantee Tests, as specified in the accompanying Technical Specifications or otherwise agreed in the Contract.

2.0 SUBMISSION OF BIDS

- 2.1 The entire process of bidding shall be through GeM Portal. If require any brochures/specifications relating to items in such case their scan copy to be uploaded in technical bids. The technical bid should have all the technical details. Price bid should have only price details. If price schedule or any details of price bid is disclosed in technical bid, the bid will be out-rightly rejected."
- 2.2 Proposals received late, after the due bid opening date and time will be rejected by the system itself and in no case physical bids shall be accepted. The Owner shall not be responsible for non-delivery/late delivery of proposals sent by post.

3.0 SIGNATURE OF BIDS

- 3.1 The bid must contain the name and place of business of the person or persons making the bid and must be signed and sealed by the Bidder with his usual signature. The names of all persons signing should also be typed or printed below the signature.
- 3.2 Bid by a partnership must be furnished with full names of all partners and be signed with the partnership name, followed by the signature(s) and designation(s) of the authorized partner(s) or other authorized representative(s).
- 3.3 Bids by Corporation/Company must be signed with the legal name of the Corporation/Company by the President, Managing Director or by the Company Secretary or other person or persons authorized to bid on behalf of such Corporation/Company in the matter.



- 3.4 ~~Satisfactory evidence of authority of the person signing on behalf of the Bidder shall be furnished with the bid. The format for authority letter is enclosed at Appendix III.~~
- 3.5 The Bidder's name stated on the proposal shall be the exact legal name of the firm.
- 3.6 Bid shall be uploaded on **GeM Portal** with signatures of authorized person.



4.0 DEADLINE FOR SUBMISSION OF BIDS

- 4.1 Bids submitted by fax/telegram will not be accepted. No request from any Bidder to the Owner to collect the proposal from airlines, cargo agents etc. shall be entertained by the Owner.
- 4.2 The Owner may, at its discretion, extend this deadline for the submission of bids by amending the Invitation to Bid/ RFP which will be, in which case all rights and obligations of the Owner and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 4.3 The amendment(s) of the NIT shall be put on our web-site directly. The bidders would be required to regularly visit our website for updating themselves about any amendments which may arise from time to time. It will be assumed that all the information contained/updated in the website has been taken into account by the Bidder in its bid.

5.0 MODIFICATION AND WITHDRAWAL OF BIDS

- 5.1 No bid may be modified subsequent to the deadline for submission of bids.
- 5.2 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal/modification of a bid during this interval may result in the forfeiture of bid security.

6.0 LATE BIDS

- 6.1 Any bid received by the Owner after the time & date fixed or extended for submission of bids prescribed by the Owner will be rejected and/or returned unopened to the Bidder.

7.0 EARNEST MONEY DEPOSIT (EMD) / BID GUARANTEE

- 7.1 ----

8.0 OPENING OF BIDS BY THE OWNER

- 8.1 The Bids shall be opened by the Owner on any date after the last date fixed for Bid receipt as specified in Invitation of Bids or in the case any extension has been given thereto, after the extended Bid submission date as notified on portal and PFC portal.
- 8.2 The Bidders' names, bid prices, modifications, bid withdrawals and the presence or absence of the requisite bid guarantee and such other details as the Owner, at its discretion may consider appropriate, will be announced at the opening.
- 8.3 No electronic recording devices will be permitted during bid opening.

9.0 CLARIFICATION OF BIDS



- 9.1 To assist in the examination, evaluation and comparison of bids the Owner may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

10.0 PRELIMINARY EXAMINATION

- 10.1 The Owner will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 10.2 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the Bidder does not accept the correction of the errors as above, his Bid will be rejected and the amount of Bid Guarantee forfeited.
- 10.3 The Bidder should ensure that the prices furnished in various price schedules are consistent with each other. In the case of any inconsistency in the prices, furnished in the specified price schedules to be identified in Bid Form for this purpose, the Owner shall be entitled to consider the highest price for the purpose of evaluation and for the purpose of award of Contract use the lowest of the prices in these schedules.
- 10.4 Prior to the detailed evaluation, the Owner will determine the substantial responsiveness of each bid to the RFP. For the purpose of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the RFP without material deviations. A material deviation is one which affects in any way the prices, quality, quantity or delivery period or which limits in any way the responsibilities or liabilities of the Bidder or any right of the Owner as required in these RFP documents and specifications. The Owner's determination of a bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.
- 10.5 A bid determined as not substantially responsive will be rejected by the Owner and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

11.0 PRICE

- 11.1 The Bidder shall quote Firm prices valid till the complete execution of the order.
- 11.2 The Bidder shall quote, item wise unit and lot prices for all the material and services (if any).

12.0 TAXES AND DUTIES

- 12.1 All the Bidders are requested to familiarize themselves with the laws, rules and regulations prevailing in India and consider the same while developing and submitting their Proposal.



- 12.2 All Taxes and other levies payable by the bidder on goods, equipments, components, Sub-assemblies, raw materials & any other items used for their consumption or dispatched directly to owner by the contractor or their sub-suppliers shall be included in the bid price & any such taxes, duties, levies additionally payable will be to bidder's account & no separate claim on this account will be entertained by the owner.
- 12.3 The Contractor shall be liable and pay all non-Indian taxes, duties, levies, lawfully assessed against the Owner or the Contractor in pursuance of the Contract. Tax liability, if any, on Contractor's personal income & property shall be borne by the Contractor and shall be the responsibility of the Contractor as per Tax Laws of India.
- 12.4 PFC shall be entitled to deduct applicable tax (if any) at source as per Indian Laws from all payments due to the Contractor under the contract.
- 12.5 As regards the Indian Income Tax, surcharges on Income Tax and any other Corporate tax, PFC shall not bear any tax liability, whatsoever, irrespective of the mode of contracting. The Contractor shall be liable and responsible for payment of all such taxes, if attracted under the provisions of the law. In this connection, attention of Contractors is invited to the provisions of Indian Income Tax Act and the circulars issued by the Central Board of Direct Taxes, Government of India.
- 12.6 If any rates of taxes/duties/levies (hereinafter called 'Tax') are increased or decreased, a new Tax is introduced, an existing Tax is abolished or any change in interpretation or application of any Tax occurs in the course of the performance of Contract, which was or will be assessed on the Contractor in connection with performance of the Contract, an equitable adjustment of the Contract Price shall be made to fully take in to account any such change by addition to the Contract Price or deduction there from, as the case may be. However, these adjustments would be restricted to direct transactions between the Owner and the Contractor and not on procurement of components/products/ services etc. by the Contractor and shall also not be applicable on the bought out items dispatched directly from sub vendor's works to site.

13.0 BID CURRENCIES

- 13.1 Prices shall be quoted in Indian Rupees only.

14.0 MODIFICATION AND WITHDRAWAL OF BIDS

- 14.1 To be made on E-Tender portal, if any.

15.0 PERIOD OF VALIDITY OF BIDS

- 15.1 Bids shall remain valid and open for acceptance for a period of 06 months after the date set for Bid opening.

16.0 BID OPENING

- 16.1 Bids for which an acceptable notice of withdrawal has been submitted pursuant to clause 5.0 above shall not be opened. The Purchaser will examine all other Bids to determine whether they are complete whether the requisite Bid Guarantees have been



furnished, whether the documents have been properly signed, and whether the Bids are generally in order.

17.0 PROCESS TO BE CONFIDENTIAL

- 17.1 Any effort by a bidder to influence the Purchaser in the process of examination, clarification, evaluation and comparison of Bids, and in decisions concerning the award of Contract, may result in the rejection of his Bid.

18.0 CORRECTION OF ERRORS

- 18.1 Bids determined to be sub-sequentially responsive will be checked by the Purchaser for any arithmetic errors in computation and summation, Errors will be corrected by the Purchaser as follows:

- a) where there is discrepancy between amounts in figures and in words, the amount in words will govern.
- b) where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit rate and the quantity, the unit rate as quoted will govern, unless in the opinion of the Purchaser there is an obviously gross misplacement of the decimal point in the unit rate, in which event the total amount as quoted will govern and the unit rate will be corrected.

- 18.2 The amount stated in the Bid Form will be adjusted by the Purchaser in accordance with the above procedure for the correction of errors and shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of Bid, his Bid will be rejected and the Bid Guarantee forfeited.

19.0 TIME SCHEDULE

- 19.1 The basic consideration and the essence of the Contract shall be the strict adherence to the time schedule specified in the bidding documents and incorporated in the Contract for supplies and services.

20.0 PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- 20.1 The Purchaser reserves the right to accept or reject any Bid and to annul the bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidders or bidders of the grounds for the Purchaser's action.

21.0 Bank Guarantee

- 21.1 The Bank Guarantee shall be issued from (a) a Public Sector Bank or (b) a Scheduled Indian Bank.
- 21.2 Failure of the successful bidder to comply with the requirements of Clause 26 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid



Guarantee, in which case the Purchaser may make the award to the next lowest evaluated bidder or call for new Bids.

22.0 LOCAL CONDITIONS

- 22.1 It will be imperative on each bidder to fully inform himself of all local conditions and factors which may have any effect on the performance of the Contract covered under these specifications and documents.

23.0 PAYMENT TERMS

- 23.1 No advance payments will be made.
- 23.2 Agency will be paid after the successful completion of the job on production of original Invoice.

23.0 LIQUIDATED DAMAGES IN CASE OF FAILURE IN SERVICES

- 23.1 The timely completion of the work is the essence of the contract and no delay is permitted in carrying out the job as the same is time bound. If bidder fails to complete the various activities as per scope of work within the stipulated period, the liquidated damages are payable by the bidder @½ (half percent) per day of delay.

However, the total liability of the bidder under this clause shall not exceed 10% of total order value.

24.0 FORCE MAJEURE

24.1 Definition of Force Majeure

Force Majeure means any circumstances beyond the control of the parties, including but not limited to:

- a) war and other hostilities, (whether war be declared or not), invasion, act of foreign enemies, mobilization, requisition or embargo;
- b) ionizing radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel, radioactive toxic explosives, or other hazardous properties of any explosive nuclear assembly or nuclear components thereof.
- c) rebellion, revolution, insurrection, military or usurped power and civil war;
- d) riot, commotion or disorder, except where solely restricted to employees of the Contractor.



25.0 CONTRACTOR'S DEFAULT

25.1 Notice of Default

If the Contractor is not executing the Works in accordance with the Contract or is neglecting to perform his obligations there under so as to seriously affect the programme for carrying out of the Works, the Purchaser may give notice to the Contractor requiring him to make good such failure or neglect.

25.2 Nature of Contractor's Default

If the Contractor:

- a) has failed to comply within a reasonable time with a notice, or
- b) assigns the Contract or sub-contracts the whole of the Works without the Employer's written consent or
- c) becomes bankrupt or insolvent and has a receiving order made against him or compounds with his creditors, or carries on business under a receiver, trustee or manager for the benefit of his creditors or goes into liquidation.

The purchaser may, after giving 15 days' notice to the Contractor terminate the Contract and expel the Contractor from this Site.

Any such expulsion and termination shall be without prejudice to any other rights of powers of the Purchaser, or the Contractor under the Contract.

The Purchaser may upon such termination complete the works himself or by any other Contractor. The Purchaser or such other Contractor may use for such completion any of the Contractor's equipment which is at the Site as he or they may think proper, and the Purchaser shall allow the Contractor a fair price for such use.

25.3 Valuation of Date of Termination

The Purchaser shall, as soon as possible after such termination, certify the value of the works and all sums then due to the Contractor as on the date of termination.

25.4 Payment after Termination

The Purchaser shall not be liable to make any further payments to the Contractor until the Works have been completed. When the Works are so complete, the Purchaser shall be entitled to recover from the Contractor the extra costs, if any, of completing the Works after allowing for any sum due to the Contractor under Sub-clause 46.3. If there is no such extra cost the Purchaser shall pay any balance due to the Contractor.

25.5 Effect on Liability for Delay

The Contractor's liability under clause 34 shall immediately cease when the Purchaser expels him from the Site without prejudice to any liability there under that may have already occurred.



26.0 CANCELLATION

PFC reserves the right to cancel the Job thereby if:

- a) The Bidder fails to comply with any of the terms of the order.
- b) The Bidder becomes bankrupt or goes into liquidation.
- c) The *Performance of the bidder is found unsatisfactory/not as per the requirement of PFC.*

27.0 DISPUTES AND ARBITRATION

27.1 The Purchaser & Supplier shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

27.2 If after thirty (30) days from the commencement of such internal negotiations, the Purchaser & Supplier have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism specified below.

27.3 The dispute resolution mechanism to be applied shall be as follows:

- (a) In the case of dispute between the Purchaser and bidder the dispute shall be referred to adjudication/ arbitration in accordance with Indian Laws.

27.4 The award given by the Arbitrator(s) shall be speaking award.

27.5 Work to Continue

Performance of the contract shall continue during arbitration proceedings unless the Purchaser shall order suspension. If any such suspension is ordered the reasonable costs incurred by the Contractor and occasioned thereby shall be added to the Contract Price.

27.6 No, payments due or payable by the purchaser shall be withheld on account of pending reference to arbitration.

28.0 LAW AND PROCEDURE

28.1 Applicable Law

The law which is to apply to the Contract and under which the Contract is to be constructed shall be Indian Law. The Courts of Delhi shall have exclusive jurisdiction in all the matters arising in the Contract including execution of Arbitration Award.

28.2 ACCEPTANCE OF TERMS AND CONDITIONS

The Bidder must confirm his acceptance of the terms and conditions mentioned hereinabove and the enclosed documents. In case any clause is not acceptable to the Bidder, the same should be specifically brought out in deviation schedule given in the Bid Proposal Sheets with categorical confirmation that all other clauses are acceptable to the Bidder. If no mention is made in this regard, it shall be presumed that all clauses mentioned hereinabove are acceptable to the Bidder.



29.0 Preference to purchase from MSEs:

- 29.1 Purchaser reserves the right for providing preference to SSI/ NSIC/ MSME Industries in terms of "Public Procurement Policy for Micro and Small Enterprises (MSEs) Amendment Order 2018". Purchase preference for these SMEs will operate as follows:
- a. This Public Procurement policy shall apply to Micro and Small Enterprises registered with District Industries Centers or Khadi and village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises.
 - b.
 - 1) If the L-1 Agency is MSE vendor, than complete order will be awarded to this agency only.
 - 2) If any MSE vendor quotes within price band of L1+15% and if L1 price is from someone other than a Micro and Small Enterprise then the complete order will be awarded to such MSE agency if they ready to match the L-1 price, subject to b(3) below.
 - 3) In case of more than one such MSEs as explained above, the complete order will be awarded to agency who quoted lowest bid amount among them at L-1 Price. Further, preference will be given to such MSE owned by Women/SC/ST Entrepreneur if they ready to match L-1 price respectively.
 - 4) In case none of the MSEs qualified in above, complete order will be placed on L-1 agency.
- 29.2 Specifications as described in Annexure-A are mandatory requirement and will not be relaxed for any reason.
- 29.3 Above preferences shall be applicable to only those vendors, whose SSI/NSIC/MSME certificate contains the item(s) as listed in this tender.



ANNEXURE – II

1. SCOPE OF WORK

Scope of Work

The selected agency shall be responsible for providing end-to-end arrangements for the successful conduct of the **54EC Brokers Meet at Kolkata**. The scope of work shall broadly include, but not be limited to, the following:

- a) **Booking of a suitable venue** with a conference hall for approximately **60 participants**, having **round table seating arrangement**, a **stage for four dignitaries**, and **one podium with microphone**.
- b) **Audio-Visual arrangements**, including **01 LED Wall, 01 Plasma TV (50")**, **PA System (02 Speakers, Mixer & Amplifier)**, **04 Wireless Microphones**, **01 Podium Microphone**, **Slide Changer**, and all other accessories required for seamless conduct of the meeting.
- c) **Conference and branding arrangements**, including stage setup, podium, backdrop, standees, registration desk and other branding elements, as required by PFC.
- d) **Deployment of manpower**, including **02 receptionists** for registration and participant assistance throughout the programme.
- e) **Photography services** through deployment of **one professional photographer** for complete coverage of the programme.
- f) **Provision of flower bouquets** for presentation to the dignitaries, as per PFC's requirements.
- g) **Food & Beverage arrangements** for approximately **60 participants**, including **Tea/Coffee, 2 Veg & 2 Non-Veg Starters, Soup, Soft Drinks, Mineral Water & Veg/Non-Veg Dinner** as approved by PFC.
- h) **Procurement and supply of 60 mementoes** (approximately **₹2,500/- each**) bearing the **PFC logo**, or as approved by PFC.
- i) **Facilitation of registration of participants** and coordination during the programme.
- j) **Overall coordination and on-site event management**, including liaison with the venue, deployment of required manpower and ensuring smooth execution of all approved arrangements.
- k) The agency shall provide **all ancillary items, consumables and logistical support** necessary for the successful conduct of the meeting, whether or not specifically mentioned in the scope, without compromising the quality of services.



2.0 ELIGIBILITY CRITERIA

- 2.1 Agency/bidder should be empaneled as an event management agency with PFC for the period of June 2026 – May 2027.

3.0 AWARD CRITERIA

PFC will award the Contract to the bidder whose Bid has been determined to be substantially responsive to the bidding and has been determined as the lowest evaluated bid (L-1).

4.0 TERMS OF PAYMENT

100% payment will be made within 15 days from the date of receipt of bill on completion of job. Income tax and other tax shall be deducted at source from the bill as per applicable tax rules.



Annexure-A

Detailed Arrangements / Requirements

54EC BROKERS MEET AT KOLKATA

Sl. No.	Description	Specifications	Qty	Unit
1	Conference Hall	Round tables seating for 60 participants	1	Job
2	Stage with Head table	Sitting space of 4 persons (18 x 10 x 1 feet)	1	Job
3	Standeers	Design, printing & installation Size 8"X 4"	2	Nos
4	Podium with mic		1	nos
5	Podium branding		1	Job
6	Head table branding		1	Job
7	LED Wall	10" X 12"	1	No
8	LED Wall Riser	2 feet		
9	Plasma/LED TV	50"	1	No
10	PA System	2 Speakers, Mixer, Amplifier	1	Set
11	Wireless Microphones		4	Nos
12	Dias Mikes		4	Nos.
13	Presentation Clicker / Slide Changer		1	No
14	Photographer	Event coverage	1	No
15	Receptionists / Hostesses		2	Nos
16	Flower Bouquets		2	Nos
17	F&B Arrangements	Tea/Coffee, 2 Veg & 2 Non-Veg Starters, Soup, Soft Drinks, Mineral Water & Veg/Non-Veg Dinner for 60 pax	60	Pax
18	Mementoes	Approx. value Rs.2,500 each	60	Nos
	Management fee			
	Total			
	GST			
	Grand Total			

Notes:

- The quantities indicated above are tentative and may vary as per the actual requirement of PFC.



2. The successful agency shall coordinate with PFC for finalization of branding, stage layout, menu, mementoes and other arrangements.
3. All materials, equipment and services shall be of good quality and to the satisfaction of PFC.
4. The quoted rates shall include transportation, installation, dismantling, labour, taxes, duties and all incidental expenses required for successful execution of event
5. **The programme pertains to 54EC Brokers Meet to be held at Hotel Hindusthan International, Kolkata on 31.07.2026.**

All items are to be finalized as per the satisfaction of PFC.