



GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF TOURISM
ITANAGAR

Directorate
Of
Tourism

DOT-17011/1/2021

Dated Itanagar, the 11th Sept' 2025

Ref. No: - DOT-17017/1/2024

Date: - 11th Sept' 2025

Notice Inviting Expression of Interest/Request for Proposal for Event Management of Agencies/Vendors/ Firms/NGOs for Organising World Tourism Day.

Department of Tourism (DoT), Govt. of Arunachal Pradesh invites proposals from prospective applicants for event management of Agencies /Vendors /Firms/NGOs, etc. for organizing World Tourism Day in accordance with the terms and conditions prescribed in the Expression of Interest (EoI) document.

Prospective applicants are advised to study the EoI document carefully before submitting their proposals in response to the EoI. Submission of proposal in response to this EoI shall be deemed to have been done after careful study and examination of this document.

Vendors/Firms/NGOs/Etc. fulfilling the conditions may submit their Expression of Interest together with **Demand Draft of Rs.1000/-** in favour of **Director, Directorate of Tourism**, Itanagar and requisite documents up to **5.00 P.M of 22nd September, 2025** to the Office of the Director Tourism. Clearly superscripted as "*Expression of Interest/Request for Proposal for Event Management – World Tourism Day 2025*" the EoI can be downloaded from www.arunachaltourism.com and any corrigendum/ addendum shall only be published on the website.

Yashini B.
(Yashaswini B.) IAS
Director (Tourism)
Department of Tourism
Govt. of Arunachal Pradesh

DOT-17011/1/2021 /820

Director
Dated Itanagar, the 11th Sept' 2025
Itanagar

Copy to: -

1. The SPA to Secretary (Tourism), Govt. of Arunachal Pradesh for information please.
2. Office copy.



**Expression of Interest/Request for Proposal
For 'Event Management' for Dept. of Tourism,
Govt. of Arunachal Pradesh**

DOT-17017/1/2024, Dated 11th September, 2025

Department of Tourism
Government of Arunachal Pradesh
Itanagar

Yash B
Director
(Tourism) Govt of (A.P.)
Itanagar

**GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF TOURISM
ITANAGAR**

EXPRESSION OF INTEREST (EOI)



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1. SCHEDULE OF ACTIVITIES

Sl. No.	Milestone	Dates & time Details
1.	Issue of EoI on website: www.arunachaltourism.com	11 th Sept' 2025
2.	EoI Bid end date	22 nd Sept' 2025 (5:00 PM)
3.	Physical Doc submission (Security deposit) Date	22 nd Sept' 2025
4.	Technical Bid Evaluation	23 rd Sept' 2025
5.	Presentation for technical bid (10:00 am onwards)	23 rd Sept' 2025
6.	Financial Bid Evaluation	23 rd Sept' 2025

2. DISCLAIMER

This Expression of Interest (EOI) is issued solely for the purpose of providing preliminary information to interested parties and inviting proposals for consideration.

The issuance of this EOI does not, in any manner, imply or create any obligation, commitment, or binding contract on the part of the Department of Tourism, Government of Arunachal Pradesh.

The Department reserves the absolute right to amend, modify, or withdraw this EOI, or to reject any or all submissions at any stage, without assigning any reason thereof.

Submission of an EOI by any event management agency/vendors/NGO/firm shall not confer any right, claim, or entitlement with respect to selection or award of work.

The Department shall not be liable for any costs, expenses, or losses incurred by applicants in connection with the preparation, submission, or subsequent clarifications of their proposals.

All decisions of the Department of Tourism, Government of Arunachal Pradesh, regarding this EOI process shall be final, conclusive, and binding on all applicants.

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3. OTHER KEY INFORMATION



Information Head	Head Name	Head Description
A	Name of Authority	Department of Tourism, Government of Arunachal Pradesh
B	Projected Amount	Rs.30,00,000.00 (Rupees Thirty Lakhs) only
C	Application Fee	Basic application fee in the form of DD of INR Rs. 1,000/- (Non-Refundable) need to be paid in favour of the Director Tourism, Govt. of Arunachal Pradesh payable at SBI Itanagar drawn at any Accredited Bank.
D	EMD	EMD in the form of fixed deposit (FD) for a term of 1-year amount of Rs. 60,000.00 (Rupees Sixty thousand only) need to be paid in favour of the "Director, Tourism, Govt. of Arunachal Pradesh" payable at SBI Itanagar drawn at any Accredited Bank.
E	Security Deposit	The EMD amount of Rs. 60,000.00 (Rupees Sixty thousand only) of successful agency for empanelment shall be adjusted as a security deposit at the time of issuing the work order. The EMD of unqualified bidders will be returned immediately.


Director
 (Tourism) Govt of (A P)
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**GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF TOURISM
ITANAGAR**



EXPRESSION OF INTEREST (EOI)

For the event management services for organizing World Tourism Day 2025

The Department of Tourism, Government of Arunachal Pradesh, invites **Expressions of Interest (EOI)** from reputed and experienced Event Management Agencies/Vendors/Firms/NGOs, etc. for conceptualizing, coordinating, and executing the celebration of **World Tourism Day 2025**, scheduled to be held on **27th September 2025** at **D.K Convention Centre, I.G Park, Itanagar**.

4. BACKGROUND & OBJECTIVE

World Tourism Day is celebrated annually on 27th September across the globe to highlight the importance of tourism in fostering cultural exchange, sustainable development, and economic growth. The celebration in Arunachal Pradesh aims to:

- **Highlight the unique identity** of Arunachal Pradesh as a premier tourism destination, showcasing its breathtaking landscapes, rich biodiversity, and diverse tribal cultures.
- **Recognize and felicitate stakeholders**—including homestay operators, tour operators, and community initiatives—for their contribution to strengthening the tourism sector.
- **Engage the youth and children** in cultural and creative programmes to foster pride in their heritage and traditions.
- **Encourage dialogue and networking** among policymakers, industry leaders, entrepreneurs, local communities, and Tourism Department to chart a collective vision for tourism growth in the State.

The Department seeks to appoint a professional agency with proven expertise to ensure that the celebrations are conducted at a high standard, reflecting the vibrancy of Arunachal Pradesh.

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5. KEY PROGRAMMES AND EVENTS

The celebration will feature a diverse range of activities, including but not limited to:

- **Inaugural Function & Stage Decoration** – Complete event setup, including stage design, backdrop, and thematic decoration.
- **Annual Tourism Awards** – Presentation of awards such as *Best Homestay Operator*, *Best Tour Operator*, *Best Tourism Village*, etc.
- **Cultural Performances** – Traditional dances and performances showcasing Arunachal Pradesh's tribal heritage.
- **Tourism Exhibition** – Display of five (5) stalls near the venue, featuring tourism case studies, GI-tagged products, and tourism initiatives.
- **Success Stories & Promotional Videos** – Screening of achievements under the *Chief Minister's Paryatan Shiksha Yojana (CMPSY)* and destination-focused films.
- **Kids' Fashion Walk in Traditional Attire** – Children showcasing traditional tribal costumes.
- **High Tea & VIP Luncheon** (approx. 100 pax)– Hospitality for dignitaries, officials, and invited guests.

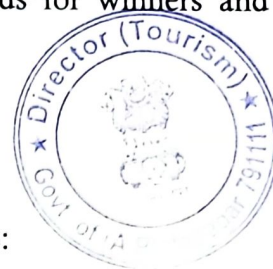
6. SCOPE OF WORK

The selected agency/firm/vendor/NGO shall be responsible for comprehensive event management, including:

- **Event Concept & Execution Plan:** Development of a creative event concept and preparation of a comprehensive execution plan in close consultation with the Department.
- **Stage, Sound, Lighting & Décor:** Complete setup and management of stage, professional sound and lighting systems, floral arrangements, and thematic decorations in line with the event concept.
- **Artist & Performance Management:** Coordination and management of artists, performers, and cultural troupes, including scheduling, rehearsals, stage support, and performance flow.
- **Exhibition Stalls:** Design, fabrication, installation, and supervision of exhibition stalls, ensuring high-quality structure, branding, and proper maintenance throughout the event.
- **Audio-visual production, documentation, photography, and videography.**
- **Publicity campaigns, branding, media coordination, and social media coverage.**
- **Guest reception, protocol, hospitality, high tea, and luncheon logistics.**
- **Power Backup (Generator & Fuel):** Provision and maintenance of adequate generator set with required fuel to ensure uninterrupted power supply throughout the event.
- **General Lunch & Refreshments** – Arrangement of hygienic and quality lunch, along with refreshments, for approximately 1,200 participants, including students, artistes, volunteers and invited guests.

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- **Souvenirs & Awards:** Arrangement of customized traditional gifts for dignitaries and awardees, along with prize money, certificates, and cash awards for winners and honourees under various categories.
- Any other task assigned by the Department.



7. ELIGIBILITY CRITERIA

Vendors/Firms applying must fulfil the following minimum requirements:

- Be a registered firm/NGOs/Vendors, etc. under Govt. of Arunachal Pradesh with at least **two (2) years of experience** in large-scale event management.
- Firms / Vendors / NGOs/Agencies **must have a valid Goods and Services Tax (GST) registration** and shall be required to submit a copy of their GST registration certificate along with the bid.
- Have successfully organized at least **two (2) major Government/Corporate events** of comparable scale.
- Demonstrate sound financial standing, supported by audited turnover statements for the last three financial years.
- Possess adequate manpower, infrastructure, technical expertise, and local coordination capacity.

8. SUBMISSION OF EOI

Interested agencies are required to submit their proposals along with the following documents:

- Company profile with valid registration details.
- Details of similar events organized, with supporting references.
- Information on key personnel, technical resources, and infrastructure.
- Audited financial statements of the last three financial years.
- A preliminary concept note/proposal for organising World Tourism Day 2025.
- Power Point Presentation.

9. EVALUATION & SELECTION PROCESS

1. The bidders must provide information in the attached format with all supporting documents for all the credentials claimed. Those who fail to provide documents shall not be qualified for Technical Presentation.

A. Technical Evaluation

No.	Particulars		Total Marks
1.	Age of the Vendor/Firm	2-5 years - 10 Marks Above 5 years – 12 marks Above 10 years – 15 marks	15
2.	Experience of last three years	2-5 events - 10 Marks Above 5 events – 12 marks Above 10 events – 15 marks	15

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3.	Project Cost	Above 10 Lakhs – 8 Marks Above 25 Lakhs – 11 Marks Above 1 Crore. – 15 Marks				15
3.	CSR or Inclusion Initiatives	Inclusion of local artisans, CBTs, or underrepresented communities in the event. (Documents and Photographs to be enclosed)				5
4.	Use of Eco-Friendly Infrastructure	Use of Bamboo/local natural products for stage, stalls, decoration, etc. (Documents and Photographs to be enclosed)				10
5.	Presentation	No.	Particulars	Min. Marks	Max. Marks	40
		1.	Introduction	1	4	
		2.	Middle Part	2	5	
		3.	Concept & Clarity	2	5	
		4.	Execution Plan	3	7	
		5.	End Part	1	4	
			Total	9	25	
Total Technical Bid Marks						100

*The financial evaluation shall be opened only of those bidders who obtained an aggregate of 70 Marks in technical score.

B. Financial Evaluation: L1 bidder among the technically qualified bidders will be considered.

This weighted evaluation/marks obtained in technical competence ensures the financial bid/evaluation are considered in final selection.

10. GENERAL CONDITIONS

- This EOI is issued solely for shortlisting and does not constitute an award of contract.
- The Department of Tourism reserves the right to accept or reject any or all EOIs without assigning any reason.
- Canvassing in any form will lead to disqualification.
- The decision of the Department shall be final and binding.

11. INSTRUCTIONS TO APPLICANTS

- The EOI should be submitted in a **sealed envelope** clearly superscribed: *"Expression of Interest for Event Management – World Tourism Day 2025"*.
- The proposal should be signed by an authorized representative of the applicant agency.
- Applicants may submit supporting brochures, portfolios, or media clippings of past events.
- Late submissions will not be considered

 **Director**
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Manager



12. TECHNICAL BID DOCUMENT

- a) Annexure I: Proposal Submission Cover Letter
- b) Proof of submission of Application Fee & EMD with transaction ID/Reference No.
- c) Annexure II: Application Overview
- d) Annexure III: Experience Certificate /Project Closure Statements
- e) Annexure VI: List of enclosures
- f) Annexure IV: Audited Financial Statements

13. FINANCIAL BID DOCUMENT

Annexure V: Financial Bid

14. SUBMISSION DETAILS

The sealed EOI must be submitted on or before **5:00 PM, 22nd of September, 2025** at the following address:

Director (Tourism)

Department of Tourism, Government of Arunachal Pradesh

Donyi Colony, Itanagar, Arunachal Pradesh - 791111

Email: tourismdirectorap@gmail.com / arunachaltourismhrd@gmail.com

Issued with the approval of the Competent Authority.

Yashini. B.
Director
(Tourism) Govt of (A.P.)
Itanagar

[Signature & Seal of Competent Authority]

Name: (Mrs. Yashaswini B.), IAS

Designation: Director (Tourism)

Place: Itanagar

Date: 11th Sept' 2025

PROPOSAL SUBMISSION COVER LETTER
(On the Company' letterhead)

No:

{Location, Date}

To

The Director Tourism
Department of tourism
Govt. of Arunachal Pradesh
Itanagar – 791111.



Sub: Submission of Proposal for Event Management Service for Organising "World Tourism Day 2025".

Dear Madam,

I/We, the undersigned, wish to submit our Expression of Interest for Event Management service in Arunachal Pradesh in accordance with your EoI No. Ref. No: - DOT-17017/1/ 2024, Dated 11th Sept' 2025; we are hereby submitting our proposal, as per the specified format.

We hereby declare that:

- a. All the information and statements made in this proposal are true and we accept that any misinterpretation contained in this Proposal may lead to our disqualification by 'The Authority', DoT, Arunachal Pradesh.
- b. We have no conflict of interest as stated in this document.
- c. We meet the eligibility requirements as stated in this document.
- d. In competing for (and, if we are empanelled) the Empanelment, we undertake to observe the laws against fraud and corruption, including bribery as per document.
- e. Our Proposal is binding upon us and subject to any modifications resulting from the Agreement negotiations.
- f. We undertake, if our Proposal is accepted, we will be entered into an Agreement to initiate the event management and documentation production no later than the date specified by "The Authority".
- g. We understand that 'The Authority' is not bound to accept my Proposal that 'The Authority' receives.
- h. We understand that 'The Authority' can reject our Proposal without giving any reason, whatsoever.

Yours Sincerely

Authorized Signature
Name and Designation of Signatory:
Name of Company:
Address:
Contact information (Phone & Email)

Director
Tourism
Govt of (A P)
Itanagar

Expression of Interest for Event Management for
Dept. of Tourism, Govt. of Arunachal Pradesh



Annexure – II

APPLICATION FORMAT FOR EVENT MANAGEMENT

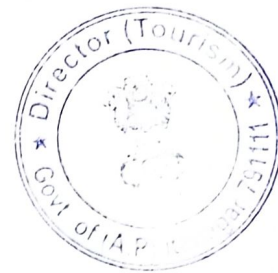
Category under which applicant is made: -		National Level OR State Level
Sl. No.	Description	Details
01.	Name of the Vendor/Firm	
02.	Address	
03.	Name of Proprietor/Partners/Directors	
04.	Date of Establishment	
05.	Number of years in event management	
06.	No. of branches/offices (if any) and their addresses	
07.	Infrastructure	
	a) Event Planner (Name and number)	
	b) Event Coordinator (Name and number)	
	c) Event Manager (Name and number)	
	d) Other (Name and number)	
08.	GST Registration Number (GSTIN)	

Firm's Name:

Signature of Authorized Representative:

[Signature]
Director
(Tourism) Govt of (A P)
Itanagar

Expression of Interest for Event Management for
Dept. of Tourism, Govt. of Arunachal Pradesh



Annexure – III
Experience Certificate/Project Closure report

1. List projects in the last three years as per the Clause D of Section 12 of the EoI.
2. The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the Employer stated below:

Name of Project	
Project value (in lakhs)	
Name of Client	
Address	
Project Sanctioned & Execution (ongoing or completed) Yes/No	
Project Duration (in months)	
State Date (month/year)	
Completion date (month/date)	
Narrative description of Project:	
CSR initiatives with requisite documents	

*Copy of Work Order/Completion Certificate signed by the competent authority as said in the EoI documents to be submitted.

Firm's Name:

Signature of Authorized Representative:

Director
(Tourism) Govt of (A P)
Itanagar

Expression of Interest for Event Management for
Dept. of Tourism, Govt. of Arunachal Pradesh



Annexure – IV
Audited Financial Statement

Sl. No.	Financial Year	Annual Turnover (in INR Lahks)
01	FY 2022-23	
02	FY 2023-24	
03	FY 2024-25	

Enclose certificate issued by Chartered Accountant stating the details of annual turnover during the above financial year along with audited financial statements.

Firm's Name:

Signature of Authorized Representative:

 **Director**
(Tourism) Govt of (A P)
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Expression of Interest for Event Management for
Dept. of Tourism, Govt. of Arunachal Pradesh



Annexure – V

Financial Bid

Sl. No.	Description of Event	Detailed Job Outline	Offered Amount	
			Amount in lakhs	Amount in Words
01.	Event Management for organising World Tourism Day 2025	Services proposed at Scope of Work in Clause 6 of EoI		

Firm's Name:

Signature of Authorized Representative:

*Director
(Tourism) Govt of (A P)
Manager*

Expression of Interest Event Management for
Dept. of Tourism, Govt. of Arunachal Pradesh



Annexure – VI

(Mention list and details of all enclosures being submitted with the EOI submission)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

[Signature & Seal of Competent Authority]

Name: (Mrs. Yashaswini B.), IAS

Designation: Director (Tourism)

Place: Itanagar

Date: 10th Sept' 2025

 **Director**
(Tourism) Govt of (A P)
Itanagar