

**GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF TOURISM**



Request for Proposal (RFP)
For
Empanelment of Event Management Agencies/Vendors/NGOs
with
Department of Tourism, Government of Arunachal Pradesh

RFP Ref No: DOT-15014/4/2026

Date: 9th September, 2026

Issued by:

Department of Tourism, Government of Arunachal Pradesh

Directorate of Tourism, Donyi Colony, Itanagar – 791111

Website: www.arunachaltourism.com

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INTRODUCTION

The Department of Tourism, Government of Arunachal Pradesh, is the nodal agency responsible for the promotion, development, and regulation of tourism in the State. Since its inception, Arunachal Pradesh Tourism has been consistently working towards showcasing the State's unique cultural heritage, pristine natural beauty, and adventure potential to both domestic and international tourists. Recognizing the immense potential of tourism as a key driver of socio-economic growth, the Government has identified Tourism as one of the priority sectors for development in the State.

The Department aims to position Arunachal Pradesh as a year-round, high-value, and sustainable tourism destination by actively promoting its natural, cultural, and adventure tourism offerings. To achieve this, the Department regularly participates in national and international tourism fairs, exhibitions, festivals, and promotional events to enhance visibility and attract tourists and investors.

In this context, the Department of Tourism now proposes to empanel qualified and experienced Event Management Agencies/vendors/NGOs having proven experience in organizing tourism-related events and promotional activities within the State or other parts of India to assist in organizing various tourism events, festivals, roadshows, conventions, and promotional activities at state, national and international levels for an initial period of Two (2) years with the possibility of further annual extensions up to one (01) additional year based on performance and mutual consent. The empanelled agencies will be responsible for comprehensive event planning and execution, including obtaining necessary permissions and licenses, designing and developing event infrastructure, coordinating with vendors and stakeholders, and ensuring quality delivery as per the Department's standards.

For the purpose of empanelment, agencies shall be categorized into two distinct classes based on their experience, financial capacity, and nature of events executed: **Category–A: Large-Scale Events and Category–B: Medium-Scale Events.**

These selected empanelled agencies/Vendors/NGOs having proven experience in organizing tourism-related events and promotional activities within the State or other parts of India will be expected to uphold high standards of quality, innovation, and professionalism in all activities related to tourism promotion in Arunachal Pradesh.

CHAPTER – 1

NOTICE INVITING PROPOSALS

DOT-15014/4/2026

Dated 9th September 2026

Department of Tourism, Government of Arunachal Pradesh, invites applications for **empanelment of Event Management Agencies/Vendors/NGOs** for a period of **Two (02) years**, extendable annually for up to **one (01) additional year**, from **reputed and experienced Event Management Agencies / Vendors / NGOs** having **proven experience in organizing tourism-related events, festivals and promotional activities** within the State or other parts of India for **empanelment** to provide professional services for the conceptualization, planning, management, and execution of tourism-related events, festivals, exhibitions, conferences, and promotional campaigns across Arunachal Pradesh and other locations in India.

Empanelled agencies will assist the Department in strengthening the **Arunachal Tourism brand** through high-quality, innovative, and culturally rooted events and festivals that reflect the state's diversity, sustainability ethos, and unique tourism offerings.

Name of The Work: Empanelment of Event management Agency with Department of Tourism, Govt. of Arunachal Pradesh

Particulars	Date & Time
RFP Document Available	Online www.arunachaltourism.com
Date of Issue	11 th September, 2026
Mode of Submission	Physical Mode to Director (Tourism), Directorate of Tourism Office, Donyi Colony, Itanagar
Pre-Bid Meeting	14 th September 2026, 2:00 PM
Last Date for Submission	18 th September 2026, 4:00 PM
Opening of Technical Bid	21 st September 2026, 11:00 AM
Presentation by Shortlisted Agencies	22 nd September 2026, 11:00 AM
Finalization of List of empanelled agencies/Vendors/NGOs	22 nd September, 2026
EMD	EMD in a fixed deposit (FD) for a term of 1 year in Demand Draft of Rs.10,000/- in favour of "Director Tourism, Directorate of Tourism, Govt. of Arunachal Pradesh" payable at SBI Itanagar drawn at any Accredited Bank
Address for Bid Submission	Director of Tourism, Govt. of Arunachal Pradesh, Directorate of Tourism, Donyi Colony, Itanagar.
The Department reserves the right to accept or reject any or all proposals without assigning any reasons thereof.	

Sd/-

(Director of Tourism)

Department of Tourism

Govt. of Arunachal Pradesh, Itanagar

CHAPTER 2 – TENDER FORM

(For all terms & conditions of tender document are acceptable to bidder)

To

The Director Tourism,
Govt. of Arunachal Pradesh,
Directorate of Tourism,
Donyi Colony, Itanagar – 791111.

Ref. No.: DOT-15014/4/2026, **Date:** 9th September 2026

Subject: Submission of Proposal – Empanelment of Event Management Agencies

Sir,

Having examined the RFP for Empanelment of Event Management Agencies issued by the Department of Tourism, Government of Arunachal Pradesh, I/We hereby offer to provide the required services in full conformity with the terms and conditions of the said document.

If our proposal is accepted, I/We undertake to execute the services as specified in the Scope of Work within the prescribed timelines as per Department norms.

I/We hereby indicate our preference to apply for [Category–A/Category–B], based on our experience, financial capacity, and the nature of events undertaken, in accordance with the eligibility criteria specified in the RFP. I/We understand that an applicant empanelled under Category-A may also be considered for Category-B assignments at the discretion of the Department, whereas a Category-B applicant shall remain restricted to Category-B assignments.

I/We agree to keep our proposal valid for 90 days from the submission deadline and understand that the Department reserves the right to accept or reject any proposal without assigning reasons.

I/We further understand that empanelment does not guarantee any work or minimum value of assignments. Obligations for any assignment shall arise only upon issuance and acceptance of a formal Work Order/Letter of Award by the Department.

I/We also confirm that we meet all eligibility criteria and fully agree to the terms and conditions of the RFP, including any amendments or corrigenda issued.

Thanking you,

Yours faithfully,

(Signature with Date)

Name: _____

Designation: _____

Company/Firm Name: _____

Address: _____

Contact No.: _____

Email: _____

(To be signed by the Proprietor or Authorized Director(s) of the Company under the official seal.)

CHAPTER 3 – SCOPE OF WORK

The selected Event Management Agencies/Vendors/NGOs having proven experience in organizing tourism-related events and promotional activities within the State or other parts of India shall assist the Department of Tourism, Government of Arunachal Pradesh, in the conceptualization, planning, coordination, management, and execution of tourism-related events, festivals and promotional activities within and outside the State. Agencies/ Vendors/NGOs will provide end-to-end event management solutions, adhering to the Department's objectives, branding standards, and timelines.

The exact scope of work, deliverables, price schedule, timelines, and other assignment-specific requirements shall be specified separately by the Department for each assignment or Work Order.

The scope of work, differentiated by agency category, shall broadly include, but not be limited to, the following components:

3.1 Event Management Support

Category–A (Large-Scale Events): Provide comprehensive services for large-scale state, national and international tourism events, flagship festivals, summits, conventions, roadshows, exhibitions, workshops, and promotional campaigns. Responsibilities include pre-event planning, venue selection, permissions, logistics coordination, guest management, and on-ground execution.

Category – B (Medium-Scale Events): Agencies under this category shall support state-level, district-level, and community-based tourism events, including festivals, tourism fairs, departmental campaigns, awareness programmes, press meets, workshops, and other promotional activities. The scope shall include end-to-end event management, covering planning, coordination, local logistics, permissions, and on-ground execution at both state and district levels.

3.2 Concept Development and Infrastructure Setup

Develop innovative concepts, stage designs, thematic décor, lighting, sound, AV systems, seating arrangements, crowd management, green rooms, dressing areas, waste management, and other support facilities in line with the scale of events.

Category–A: Handle elaborate thematic and infrastructure requirements for large-scale events.

Category–B: Provide infrastructure and thematic support for state, district, and local tourism events, including festivals, workshops, and promotional activities, with coordination, logistics, and on-ground execution across the State.

3.3 Creative and Media Production

Design and produce creatives, short films, radio jingles, brochures, digital posters, and other promotional materials.

Ensure all content aligns with Arunachal Tourism branding guidelines.

Category–A: May be required to produce high-quality multimedia campaigns for national/state visibility.

Category–B: May be required to produce high-quality multimedia campaigns for state-level visibility, while also focusing on localized promotional materials for community and district-level events.

3.4 Digital and Social Media Promotion

Plan and execute digital and social media campaigns, including content creation, real-time coverage, influencer engagement, and performance monitoring.

Category–A: Lead campaigns targeting wider audiences across national or state platforms.

Category–B: Lead campaigns for state-level outreach, while focusing on local community engagement through digital and multimedia platforms.

3.5 Artist and Vendor Coordination

Identify, negotiate, and coordinate with artists, cultural troupes, anchors, performers, speakers, and vendors.

Ensure timely onboarding, rehearsals, and smooth coordination during events, scaled appropriately to the category of event.

3.6 Documentation and Reporting

Conduct professional photography, videography, and AV documentation of events.

Submit post-event reports detailing activities, participation, media coverage, and recommendations.

3.7 Tableaux and Exhibition Fabrication

Design and fabricate tableaux, floats, pavilions, and exhibition stalls for events like Republic Day Parades, State Festivals, Statehood Day, ITM NE and National Fairs.

Ensure thematic representation of Arunachal Pradesh's culture, heritage, biodiversity, and tourism potential.

Scale of fabrication and thematic complexity will vary according to the event category.

3.8 Thematic and Cultural Branding

Develop integrated branding concepts that strengthen the visual and cultural identity of Arunachal Tourism.

Ensure consistent use of official logos, slogans, colours, and approved design standards across all events and promotional platforms.

3.9 Sanitation and Waste Disposal

Maintain cleanliness and hygiene at all event venues.

The selected agency shall collect, remove, and dispose of garbage and waste responsibly, in coordination with local authorities.

3.10 Temporary Office and Site Management

Establish a temporary on-site office/workstation with communication and coordination facilities.

Deploy a dedicated team to remain available for coordination with the Department and stakeholders throughout the project duration.

3.11 Electrical and Power Arrangements

Ensure all electrical installations and cabling are safely insulated and free from hazards.

Install and operate generator sets and temporary electrical setups, obtaining necessary permissions and clearances.

3.12. Manpower Deployment/Event Coordination:

Deploy qualified and experienced event managers, coordinators, anchors, public relations officers, technical personnel, liaison officers, hospitality staff, volunteers, security personnel, and other manpower as required for each assignment.

The agency shall ensure proper briefing, supervision, conduct, identification, and coordination of all deployed personnel throughout the event. The number, qualifications, deployment period, duties, and category of personnel shall be specified separately for each assignment or Work Order.

Scale of electrical and power arrangements will correspond to the event size and category.

CHAPTER 4 – SELECTION PROCEDURE FOR EMPANELMENT

- a. Preliminary screening of applications will be conducted by the Department based on qualifying criteria.
- b. Eligible agencies will be invited for presentation before the selection committee.
- c. A minimum of 70 marks is required for qualification. Bidders securing less than 70 marks shall not be empanelled
- d. Where the number of technically qualified bidders exceeds the available empanelment slots, bidders shall be selected in descending order of their technical scores. Where fewer bidders qualify, only those securing the minimum qualifying marks shall be empanelled, even if all available slots are not filled.
- e. Up to Three (03) agencies/vendors/NGOs per category may be empanelled based on merit.
- f. The evaluation for empanelment of agencies will be done on the following aspects:
 1. List of existing and retained clients and work done for these clients in the past years.
 2. Work done in event management for the past years.
 3. Presentation of recent works for event organizing etc. and past track record and the proposed approach given by the Agency to promote Arunachal Pradesh as a world class tourism destination before the selection committee regarding its approach, methodology to be followed, capacities, experience, existing facilities so as to evolve best campaign for Arunachal Tourism.
 4. The empanelment process shall be based exclusively on the creative and technical parameters only. **No financial bids are required to be submitted at this stage.**
 5. The agencies fulfilling the eligibility criteria will be requested to make a presentation of some of their recent work's done, in respect to event management.

Evaluation Parameters include:

- Quality of creative and technical manpower.
- Presentation and strategy to promote Arunachal Pradesh as a tourism brand.
- Track record and client profile.

CHAPTER 5 - CATEGORY-WISE EMPANELMENT STRUCTURE & BIDDING RESTRICTIONS

To ensure fair competition and quality-based execution of events, the Department of Tourism, Government of Arunachal Pradesh, shall empanel Event Management Agencies under two categories based on their experience, financial capacity, and past performance. Each category shall correspond to a defined project value range, and agencies shall be eligible to participate in bidding processes only within their respective category limits.

Category	Eligibility Criteria (Minimum Mandatory)	Permissible Project Value Range	Nature of Events	Remarks
Category–A: Large-Scale Events	Minimum 5 years' experience in event management, minimum average annual turnover of ₹2 Crore in last 3 years, and at least 3 similar works of value ₹1 Cr. or above.	₹75 Lakhs and above	Large Scale State/National/International events, flagship festivals, summits, conventions, or campaigns organized by the Department.	May also be considered for Category–B projects , if deemed suitable by the Department.
Category–B: Medium-Scale Events	Minimum 3 years' experience, average annual turnover of ₹50 Lakhs in last 3 years, and at least 3 similar projects of value not less than ₹50 Lakhs.	Below ₹75 Lakhs	State and district-level festivals, tourism fairs, promotional events, awareness programmes, workshops, press meets, and community-based tourism activities.	Shall not bid/participate in tenders / bids above ₹75 Lakhs .

5.1 Restriction on Bidding Eligibility

1. Applicants shall apply for only one category for which they fulfil the prescribed eligibility criteria. However, a Category-A applicant may also be considered for Category-B assignments at the Department's discretion, whereas a Category-B applicant shall remain restricted to Category-B assignments.
2. The Department reserves the right to upgrade or downgrade an empanelled agency during the period of empanelment. Any upgradation or downgradation shall be based on documented performance, fulfilment of the applicable eligibility criteria and approval of the competent authority.

CHAPTER 6 - TECHNICAL MARKS ALLOCATION FOR EMPANELMENT

All eligible proposals shall be evaluated on the basis of Technical Capacity and Presentation, as detailed below:

Category–A

Category	Evaluation Parameter	Marks Distribution	Maximum Marks
Category–A: Large-Scale Events (Minimum 5 yrs operational experience, average annual turnover of ₹2 Cr and at least 03 similar projects each valued at ₹1 Cr or above)	1. Work Experience (Number of large-scale events executed at the State wise/ nationally/ internationally level during the last 5 years)	03–05 projects – 12 marks 06–10 projects – 18 marks More than 10 projects – 25 marks	25
	2. Creative & Media Projects (social media, Short Films, Radio Jingles, etc.)	Fewer than 03 projects -00 marks 03–05 projects – 10 marks More than 5 projects – 15 marks	15
	3. Years of Operation	5 – 6 years – 08 marks 7– 8years – 12 marks 9 years & above – 15 marks	15
	4. Average Annual Turnover (Last 3 FYs)	₹2–3 Cr – 10 marks More than 3 Cr – 15 marks	15
	5. Presentation & Concept	Quality of proposed methodology (10), concept, branding (10), and past work execution (10)	30
Total Technical Marks			100

Category–B:

Category	Evaluation Parameter	Marks Distribution	Maximum Marks
Category–B: Medium-Scale Events (Minimum Last 3 yrs of operational experience, ₹50 Lakh annual turnover, 3 similar projects of value not less than ₹50 Lakhs.)	1. Event Management Experience (Number of state-level, district level, medium-scale or similar events executed State/ district or local level during the last 3 years)	03–04 projects – 12 marks 05–06 projects – 18 marks >6 projects – 25 marks	25
	2. Creative & Media Projects (social media, Short Films, Radio Jingles, etc.)	3 – 5 projects – 08 marks 6– 10 projects – 12 marks More than 10 projects – 15 marks	15
	3. Years of Operation	3 to less than 5 years – 08 marks 5 to less than 7 years – 12 marks 7 years & above – 15 marks	15
	4. Average Annual Turnover (Last 3 FYs)	₹50 Lakhs to less than 75 Lakhs – 08 marks ₹75 Lakhs–1 Cr – 12 marks More than 1 Cr – 15 marks	15
	Presentation & Concept	Quality of proposed methodology (10), concept, branding (10), and past work execution (10)	30
Total Technical Marks			100

Agencies securing a minimum of 70 marks shall qualify for empanelment consideration. Only applicants who qualify in the preliminary eligibility scrutiny shall be considered for technical evaluation. Applicants failing to meet the prescribed eligibility criteria shall be rejected and shall not proceed to the technical evaluation stage.

Tie-Breaking: In the event that two or more bidders obtain the same technical score, the bidder securing higher marks under the Work Experience criterion shall be ranked higher. If the tie continues, the bidder having the higher average annual turnover during the prescribed three financial years shall be ranked higher. If the tie still persists, the Department's Selection Committee shall determine the ranking through a transparent and recorded decision.

CHAPTER 7 – OTHER TERMS & CONDITIONS

- a. **Adherence to Government Norms and Ethical Standards:** The agency shall comply with all applicable rules, regulations, and guidelines of the Government of Arunachal Pradesh and the Government of India. All activities shall be conducted in a transparent, ethical, and professional manner, upholding the highest standards of integrity and fairness in dealings with the Department, stakeholders, and vendors.
- b. **Intellectual Property and Copyright Responsibility:** All creative content, designs, concepts, artwork, photographs, audio-visual materials, documents and other deliverables produced specifically by the Agency for the Department shall be original and, upon payment for the relevant assignment, all intellectual property rights therein shall vest exclusively and perpetually in the Department. The Department shall have an unrestricted, irrevocable, worldwide and royalty-free right to use, reproduce, modify, adapt, publish, distribute and sublicense such deliverables for any governmental or promotional purpose. For any pre-existing or third-party material incorporated into the deliverables, the Agency shall obtain the necessary permissions and grant the Department a perpetual, irrevocable, worldwide and royalty-free licence for its use. The Agency shall be solely responsible for any infringement, plagiarism or third-party intellectual-property dispute and shall indemnify and hold the Department harmless against all related claims, damages, losses, costs, expenses and legal proceedings.
- c. **Taxes and Statutory Deductions:** No financial quotation shall be submitted at the empanelment stage. Taxes, statutory deductions and other financial conditions shall apply to quotations invited for individual assignments/work orders after empanelment.
- d. **Delay and Penalty Clause:** Failure to deliver services within the agreed timelines shall attract a penalty of **0.5% (half percent)** of the total project value for each week of delay, subject to a maximum of **10%** of the project value. The Department reserves the right to terminate the work order or forfeit the Performance Security wherever prescribed in the individual work order, in case of undue delay or unsatisfactory performance.
- e. **Blacklisting and Disqualification:** The Department reserves the right to blacklist or disqualify any Agency found guilty of misconduct, fraudulent practices, misrepresentation of information, breach of contract, collusion, or any act detrimental to public interest. However, no order of blacklisting shall be issued without serving a written show-cause notice specifying the grounds for the proposed action and providing the Agency a reasonable opportunity to submit its written explanation and, where considered necessary, to be heard in person. The Department shall consider the Agency's response and pass a reasoned order. Any Agency so blacklisted may also be barred from participating in future tenders or empanelment processes issued by the Department for the period specified in the order.
- f. **Dispute Resolution and Arbitration:** In the event of any dispute or difference arising between the Department and the agency regarding the interpretation or performance of the contract, the

same shall be settled amicably through mutual discussion. Failing amicable resolution, the dispute shall be referred to arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (as amended). The venue of arbitration shall be Itanagar, and the courts under the jurisdiction of the Gauhati High Court, Itanagar Permanent Bench, shall have exclusive jurisdiction over all legal matters arising under this contract.

- g. Termination for Default:** The Department may terminate the empanelment or any work order, wholly or partly, by giving the Agency fifteen (15) days' written notice specifying the default, where the Agency's performance is unsatisfactory or delayed, or where the Agency breaches any term or condition of the empanelment or work order. If the Agency fails to remedy the default within the notice period, the Department may terminate the empanelment or work order, forfeit the Performance Security in accordance with the applicable terms, recover losses or damages, and make alternative arrangements at the Agency's risk and cost.
- h. Termination for Convenience:** The Department may, at any time and without assigning any reason, terminate the empanelment or any work order, wholly or partly, by giving the Agency fifteen (15) days' written notice. In such cases, the Agency shall be paid for satisfactorily completed and accepted work up to the effective date of termination, subject to verification and adjustment of any amounts recoverable by the Department. No compensation shall be payable for anticipated profits, loss of opportunity, or unperformed work.
- i. Force Majeure:** Neither party shall be liable for any failure or delay in performing its obligations where such failure or delay results from circumstances beyond its reasonable control, including acts of God, natural calamities, war, civil disturbances, epidemics, pandemics, strikes, lockouts, fire, floods, or government-imposed restrictions. The affected party shall promptly notify the other party and take reasonable measures to minimise the consequences of the force-majeure event.
- j. No Guarantee of Work:** Empanelment shall not confer any right or entitlement upon an Agency to receive any minimum quantity or value of work. The Department does not guarantee the issuance of any work order during the empanelment period. Work orders, if any, shall be issued solely on the basis of the Department's requirements, availability of funds, suitability and performance of the empanelled Agency, and other applicable considerations. No compensation or claim shall be admissible on account of non-allocation or reduced allocation of work.
- k. Conflict of Interest:** The Agency shall disclose any actual, potential, or perceived conflict of interest that may affect its impartiality or performance. The Agency shall not undertake any assignment that conflicts with the interests of the Department without prior written approval. Failure to disclose a conflict of interest may result in cancellation of the work order, termination of empanelment, forfeiture of Performance Security, and other action permissible under law.
- l. Confidentiality:** The Agency shall keep confidential all non-public information, documents, data, plans, and materials received from or generated for the Department and shall use them solely for the assigned work. Such information shall not be disclosed to any third party without the Department's prior written consent, except where disclosure is required by law. This obligation shall survive completion or termination of the empanelment or work order.
- m. Sub-contracting:** The Agency shall not assign, transfer, or subcontract the whole or any material part of an assignment without the Department's prior written approval. Approval of subcontracting shall not relieve the Agency of any obligation or liability, and the Agency shall remain fully responsible for the acts, omissions, quality, and performance of its subcontractors.
- n. Performance Review:** The Department may periodically review the Agency's performance based on quality, timeliness, responsiveness, compliance, financial discipline, and satisfactory completion of assignments. The Department may issue written directions for corrective action and

specify a reasonable period for compliance. Continued unsatisfactory performance or failure to take corrective action may result in reduced allocation of work, suspension, termination of empanelment, or other action under the applicable terms, after providing the Agency a reasonable opportunity to respond.

- o. Allocation of Assignments:** For each assignment, the Department shall invite assignment-specific technical and financial quotations from eligible empanelled agencies in the relevant category. The assignment shall ordinarily be awarded to the agency offering the most suitable proposal based on the prescribed technical and financial evaluation criteria. In cases of urgency, specialized requirements, continuity of work, or assignments of limited value, the Department may allocate work directly to an empanelled agency based on its experience, suitability, past performance, availability, and quoted rates, with reasons recorded in writing. Empanelment shall not guarantee equal distribution or any minimum quantity or value of work.

CHAPTER 8 – SUBMISSION OF DOCUMENTS

Mandatory documents to be submitted:

The following documents must be enclosed in a **sealed envelope** clearly marked “*Technical Bid – Empanelment of Event Management Agencies*” and submitted within the stipulated deadline. Non-submission of any of the mandatory documents may lead to disqualification.

1. **Tender Form:** Duly filled-in, signed and sealed application form.
2. **EMD** in a fixed deposit (FD) for a term of 1 year in Demand Draft of **Rs.10,000/-** in favour of Director Tourism, Directorate of Tourism, Govt. of Arunachal Pradesh” payable at SBI Itanagar drawn at any Accredited Bank.
3. **Proof of Operational Continuity:** Documentary evidence establishing that the agency has been in continuous operation for at least (five years for Category-A and three years for Category-B) as on 24.08.2026 (e.g., supporting records such as GST returns, ITRs, audited accounts, work orders, or renewed licences., etc.).
4. **Work Experience:** Copies of work orders and corresponding completion certificates issued by Government Departments/Vendors/NGOs, in support of eligibility criteria mentioned in the RFP.
5. **Financial Statements:** Copies of audited balance sheets and Chartered Accountant (CA)-certified annual turnover statements for the financial years 2023–24, 2024–25 and 2025–26. (Annexure – II.)
6. **Statutory Registrations:** Copies of valid GST Registration Certificate, Permanent Account Number (PAN), and applicable legal-registration/constitution document.
7. **Non-Blacklisting Declaration:** A duly signed declaration on the agency’s letterhead confirming that the firm has not been blacklisted or debarred by any Central/State Government, PSU, or Autonomous Body.
8. **Form–1 (Bid Submission Form):** Duly filled, signed, and sealed Form–1 along with all supporting enclosures as specified in the RFP document.
9. **Annexure I - Bidder Experience.**

Director, Tourism
Govt. of Arunachal Pradesh
Itanagar

RFP for Empanelment of Event Management Applicant

	GOVERNMENT OF ARUNACHAL PRADESH DEPARTMENT OF TOURISM ITANAGAR	Directorate Of Tourism
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DOT-15014/4/2026

Dated Itanagar, the 9th Sept' 2026**FORM – 1**

To be filled and submitted with physical bid at the office of Director (Tourism), Govt. of Arunachal Pradesh, Directorate of Tourism, Donyi Colony, Itanagar.

**APPLICATION FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES
(To be submitted by Event Management Agencies/Vendors/NGOs on their Letter Heads)**

1.	Name of the Agency:	
•	Legal Status: (Proprietorship, partnership firm, limited liability partnership (LLP), private/public limited company, society, trust, or NGO.)	
•	Registration/ Incorporation Certificate, Trade Licence or other applicable legal-registration document, along with its validity, wherever applicable.	
2.	Contact Details:	
•	Address:	
•	Contact No.:	
•	E-Mail ID:	
3.	Year of Establishment:	
4.	GST Copy:	
5.	PAN Card and Aadhaar Card of Proprietor:	
6.	Category applied for:	Category A/ Category B

I/we hereby certify that all the particulars given above are correct and true to the best of my knowledge.

I hereby state that I accept and agree to all the terms and conditions of this empanelment process and I shall not raise dispute about these conditions at a later date:

Authorized Signature & Seal:

Full Name:

Designation:

Address:

	GOVERNMENT OF ARUNACHAL PRADESH DEPARTMENT OF TOURISM ITANAGAR	Directorate Of Tourism
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DOT-15014/4/2026

Dated Itanagar, the 9th Sept' 2026**ANNEXURE I: Bidder Experience****EVENTS MANAGED FOR GOVERNMENT DEPARTMENTS****List of Project/s:**

- **Category A:** Eligible projects executed during the last five years
- **Category B:** Eligible projects executed during the last three years

With minimum project value of:

- **Category A:** Project of the prescribed Category A value 01 Cr. or above
- **Category B:** projects of not less than 50 lakhs

Sl. No.	Name & location of project	Classification of project Private or Government	Financial Year	Project Value (INR Lakh)	Work Order and Completion Certificate
1.					
2.					
3.					
4.					
5.					

Signature of Authorized Signatory

RFP for Empanelment of Event Management Applicant

	GOVERNMENT OF ARUNACHAL PRADESH DEPARTMENT OF TOURISM ITANAGAR	Directorate Of Tourism
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DOT-15014/4/2026

Dated Itanagar, the 9th Sept' 2026

ANNEXURE II: TURNOVER DETAILS

S. No.	Period	Turnover (INR)		Remarks (If Any)
		Amount in Figure	Amount in Words	
1.	2023-24			
2.	2024-25			
3.	2025-26			
	Total			

Note: Attach Copy of Audited Financial Statement for Average Annual Turnover for the Last 3 Financial Years

Signature of Authorized Signatory