

**GOVERNMENT OF MEGHALAYA
DIRECTORATE OF INFORMATION AND PUBLIC RELATIONS**

:::

No. DAA.1/2012-13/Pt V/65

Dated Shillong the October, 2025

Expression of Interest

The Director of Information and Public Relations (DIPR), Government of Meghalaya invites sealed proposal **Expression of Interest for Event Management for Meghalaya Day Celebration, 2026.**

Intending Agency/Firm should have experience in the Management of at least 3 (three) State level Government Programmes.

Last date for submission of Expression of Interest supported by relevant documents will be on the **14th November 2025 at 2:00 PM** and the same will be opened on the same date and time in the presence of the participants or their authorized representative. If the date of submission happens to be a holiday, Expression of Interest will be opened on the next working day.

Terms and conditions of the Expression of Interest are available in the office of the undersigned during office hours by interested Agency/Firms only or the same can be download from the Department website www.megipr.gov.in.

Expression of Interest received after the above date and time will not be entertained.

The undersigned reserve the right to reject any EOI from any Agency without giving any reason whatsoever.

Sd/-

(Shri B. S. Sohliya, IAS)

Director of Information and Public Relations,
Meghalaya, Shillong.

Memo No. DAA.1/2012-13/Pt V/65-A

Copy to:-

Dated Shillong the ^{14th} October, 2025

1. The Under Secretary to the Government of Meghalaya, Information and Public Relations Department for information and necessary action.
2. The Director of Printing and Stationery, Govt. of Meghalaya for publishing the Tender in the next issue of the Meghalaya Gazette.
3. State Informatics Officer, NIC, Shillong for uploading the Tender documents in the Departmental website.
4. The Advertisement Branch for publication in Local Newspaper in one issue each.
5. Notice Board.



Director of Information and Public Relations,
Meghalaya, Shillong.

EVENT MANAGEMENT FOR MEGHALAYA DAY CELEBRATION 2026

SCOPE OF WORK: The Event Management Agency shall be responsible for effective management of the Meghalaya Day celebration 2026 which will be held on the 21st January, 2026. This will include the following:

- Overall development of event area (pavilions, seating arrangement, carpeting, stalls, hoardings, banners, appropriate decoration and branding, audio, video, photography, videography and lighting arrangements, special effects, acoustic effects, rest rooms and other elements that are generally required in large scale events) as per plans approved by DIPR. In case the venue gets changed, the agency will have to make necessary arrangements accordingly.
- Arrangement of help Desks with registration desk
- Arrange for the setting up of the stage(s) including designing and setting up of LED backdrop, VIP seating, ceremony etc.
- Arrangement of Sound System for the programme at the venue.
- Engage all Vendors / Sub Vendors required for carrying out all the above said services as per the sample/option approved by DIPR. Also, to ensure the deliverances of all services to the fullest satisfaction of the client.
- Procure all the necessary clearances and make arrangements for the security protocols of the VIP movement during the event.
- Arrange for artistes for the cultural programs planned in the event.
- Arrangement of Emcee for the programme.
- The event management firm shall be responsible for coordination, production, and dissemination all materials and collaterals.
- Designing of Print and Video Advertisements for the event.
- Propose and arrange for appropriate mementos/delegate kit to be given away at the Event as per instruction of DIPR
- End to end invitee management including printing of cards, inviting the guests for the programme, maintaining the invitee database in coordination with DIPR, etc.
- Arrangement of Refreshments and Lunch for VIP and participants, including setting up of a food Court for the VIP and guests.
- The Event Management Agency has to keep the entire venue including Pavilions/stalls, Food court, VIP Lounges, Stage, Green Rooms, Public seating areas/arrangements, VIP seating areas/arrangement, Pathways, Pavements, Refreshment stations, help desk, registration counters, first-aid counter, back areas as well as any other areas within the venue properly cleaned all the time during and after the event including rehearsals.

EXPRESSION OF INTEREST DETAILS

A. Technical Bid:

The Expression of Interest should be accompanied with the following:-

1. The application should be accompanied with a non-refundable processing fee of Rs. 1,000/- and Bid Security (EMD) @ of ₹ 2,00,000/- (Rupees Two lakh only) in the form of Demand Draft in favour of “**Director of Information and Public Relations, Meghalaya, Shillong**” payable at Shillong and 50% of EMD in case of Bidders belonging to Scheduled Caste/Scheduled Tribe copy of ST/SC certificate need to be mandated for the said purpose. The EMD is refundable to unsuccessful bidders. In case of successful bidders, the EMD will be retained as security deposit till satisfactory completion of the job.

This Directorate shall not be responsible for postal delay, if any. A bid not accompanied with a processing fee and Bid Security (EMD) of the stated amount shall be rejected as non responsive.

2. Court fee stamp of ₹ 1,000/- (Non Refundable).
3. Specimen of similar works done by the Tendering Firm with statement of work experience/profile for the last 3 years, indicating details thereof along with testimonials and certificates for such works.
4. Minimum annual turnover of ₹ 20,00,000/- (Event management) during the last 3 (three) financial years duly certified by Chartered Accountant.
5. Attested copy of the Goods and Services Tax (GST) registration Certificate/ up-to-date Income Tax Clearance Certificate and PAN number.
6. Trading license: The Non Tribal bidder must submit Trading License from KHADC/JHADC/GHADC (Mandatory) or else EOI will be rejected.
7. Copy of Audited Balance Sheet for the last 3 years from a Chartered Accountant.
8. Bankers solvency certificate issued by the Nationalized Bank for an estimated value of ₹ 20,00,000/- (Rupees Twenty lakh) only.
9. The financial bid of the Bidder who submits the above required documents will be eligible for financial bid opening
10. Event Proposal Presentation showcasing their concept plan, execution of plan, etc is required. Soft copy of the presentation/proposal to be presented before the EOI Committee

B. Financial Bid:

1. Rates quoted:

- (a) Should be inclusive of all charges. However the GST of the above mentioned taxes if any should be shown separately.
- (b) Should be valid for one calendar year from the date of acceptable of EOI.
- (c) Should be written clearly in figure and in words. Any alternation or overwriting must be duly signed by the Bidders.
- (d) Once the rates offered in the tender are accepted enhancement will not be entertained under any circumstances and Bidders will be liable to complete the works at the accepted rate.

2. The price quoted by the bidder shall remain fixed and shall not be subject to any variation for a period of the contract being 1 (one) year. A bid submitted with an adjustable price quotation will be treated as non responsive and rejected. The price quoted shall be provided separately under the Financial Bid enclosed in the main tender for each category and item presented in the Technical Bid duly specified and signed.
3. The bidder shall submit the Expression of Interest document in original duly signed on each and every page. The bidders are advised to keep a photo copy (at his own cost) of the bid document for his own reference.

4. Bid Evaluation:

The proposals so received will be evaluated in terms of both Technical and Financial parameters with respective weightage of 50% and 50% as per the table below:

Sl.	Particulars	Maximum Mark
4	1. Experience in event management for at least 3 years particularly in managing events at State level. 2. Event Proposal Presentation showcasing their concept plan, execution of plan, etc	50
5	SUB TOTAL	50
	Financial Offer	50
	TOTAL	100

Minimum qualifying marks in Technical Bid will be 45

General Terms and conditions:

1. In the event of failure to delivered the services within stipulated time/date confirming to the approved specification or refusal to undertake the work allotted the Earnest Money which is retained as Security Deposit shall be forfeited and work order will be cancelled.
2. The Bidder cannot be an associates or consortium.
3. The Quotation should be addressed to the Director of Information and Public Relations, Government of Meghalaya, Lower Lachumiere, Shillong 793001 by the designation only. The bid has to be submitted in two parts, **Technical Bid** and **Financial Bid** in separate envelop/ covers for each items of work. The sealed outer envelope should be clearly written "**Expression of Interest for Event Management for Meghalaya Day Celebration 2026.**"
4. All EOI must reach this office on or before **02:00 P.M.** on the **14th November 2025** and will be opened on the same day and time in presence of the Bidders or their authorized representatives. If the date of submission happens to be holiday, tenders will be opened on the next working day. This Directorate shall not be responsible for postal delay, if any.
5. The Director of Information and Public Relations, Government of Meghalaya, Shillong is not bound to accept the lowest tender and reserves the right to accept or reject any EOI without assigning any reason thereof.
6. The procedure adopted by the Director of Information and Public Relations, Meghalaya for opening the EOI shall be final and binding on all the parties.
7. Undertaking/Letter of Acceptance to the terms and conditions and also accepting the period of delivery the services of the same and the standard rate for 2 years.
8. The firm/agency has to give an affidavit on a non-judicial stamp paper of Rs.10/- attested by the Notary Public (in original) that there is no Vigilance/CBI case or arbitration cases pending with the Government of Meghalaya against the firm/supplier and that the Proprietor/Director/Members of the Board of Directors of the bidder and on whose behalf they have quoted has never been blacklisted by any institution Government or Private.
9. Undertaking/Letter of Acceptance to the terms and conditions and also accepting the period of delivery for supply of the same and the standard rate for a year.
10. The firm has to give an affidavit on a non-judicial stamp paper of Rs.10/- attested by the Notary Public (in original) that there is no Vigilance/CBI case or arbitration cases pending with the Government of Meghalaya against the firm/supplier and that the Proprietor/Director/Members of the Board of Directors of the bidder and the Principal Manufacturer on whose behalf they have quoted has never been blacklisted by any institution Government or Private.
11. The successful Bidders should ensure good services If at any stage it is found that the service provide by the firms is not according to be approved by the Committee, action as deemed fit will be taken against the Firm/Agency.
12. The Price Bid shall not be opened of those bidders who have not complied with the provisions of the bid Document or EMD clause or who have not complied with the provisions/technical specification of the bid document.
13. Any effort by a Bidder to influence the Purchaser in its decision on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

14. To call for Re-Tender in case the EOI Committee is not satisfied with the design(s) submitted by the participating Firms, the decision of the EOI Committee will be final and no claims or objections on any ground shall be entertained whatsoever.
15. No conditional tender shall be accepted.

A handwritten signature in black ink, consisting of a series of loops and a final flourish.

Director of Information and Public Relations,
Meghalaya, Shillong