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**GOVERNMENT OF MEGHALAYA
DIRECTORATE OF SOCIAL WELFARE
MEGHALAYA, SHILLONG**

No. SW/SD/5/2016/Pt.IV/ 3624-30

Dated Shillong, the 17th June, 2026

From : Smti. Saloni Verma, IAS
Director of Social Welfare
Meghalaya, Shillong

To : 1. M/s MP Singhania & Co.
2. M/s The Circus Entertainment
3. M/s Opus Productions
4. M/s JJ Technologies & Trading Agencies
5. M/s Rocks Events & Media Group

Sub : Expression of Interest (EOI) for production and management of the
State Level Event on the Observance of International Day Against
Drug Abuse and Illicit Trafficking (IDADAAIT), 26th June, 2026.

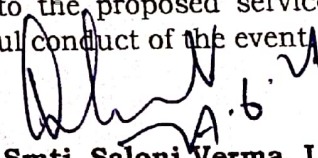
Sir/Madam,

In inviting a reference to the subject cited above, the Directorate of Social Welfare, Meghalaya, Shillong invites Expression of Interest from the Government Empanelled Event Management Agencies for production and management of the State Level Event on the Observance of International Day Against Drug Abuse and Illicit Trafficking, 26th June 2026.

In this regard, kindly prepare a detailed presentation along with the financial bids for the production and management of the aforesaid event as per the objective and scope of work as per *Annexure-I*.

The Event Management Agencies are required to make a presentation and submit the financial bids in hard copy before the Selection Committee on the **19th June, 2026 at 11:30 A.M** at the Office of the Directorate of Social Welfare, Lachauchiere, Shillong.

The selection of the Event Management Agencies will be on the same day and shall be based on the lowest responsive bid, subject to the proposed services meeting the requisite standards and requirements for the successful conduct of the event.

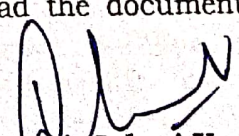

Smti. Saloni Verma, IAS
Director of Social Welfare
Meghalaya, Shillong

No. SW/SD/5/2016/Pt.IV/ 3624-30-A

Dated Shillong, the 16th June, 2026

Copy To:

1. The Under Secretary to the Government of Meghalaya, Social Welfare Department for information
2. To The Research Officer, Directorate of Social Welfare with a request to coordinated with National Informatics Centre (NIC), Shillong to upload the document in the Social Welfare Department's Website.


Smti. Saloni Verma, IAS
Director of Social Welfare
Meghalaya, Shillong

olc.

OBJECTIVE AND SCOPE OF WORK FOR EVENT MANAGEMENT AGENCIES

1. Objective

The objective of engaging an Event Management Agency is to professionally plan, coordinate and execute the State-Level Observance of the International Day Against Drug Abuse and Illicit Trafficking (IDADAIT) on **26th June, 2026**, under the aegis of the Social Welfare Department, Government of Meghalaya.

The event aims to:

- Raise public awareness on the prevention of drug abuse and illicit trafficking.
- Promote collective action and inter-departmental collaboration towards a drug-free society.
- Highlight the importance of treatment, rehabilitation and social reintegration of persons affected by substance use disorders.
- Provide a platform for stakeholders, law enforcement agencies, health professionals, educational institutions and community organizations to disseminate key messages under the campaign theme "**Break the Cycle #StopOrganisedCrime**".
- Ensure smooth, efficient and high-quality conduct of all programme activities through professional event management services.

2. Scope of Work

The selected Event Management Agency shall be responsible for the overall planning, logistics, coordination and execution of the programme, including but not limited to the following:

A. Venue Preparation and Stage Management

- Design and set up the main stage and premises, backdrop and podium branding in accordance with the approved theme and event guidelines.
- Provide stage furniture, lectern, floral arrangements and VIP seating arrangements.
- Arrange seating for dignitaries, guests, participants and media personnel.
- Ensure overall venue decoration and ambience.
- Setting up of information/ product stalls

B. Audio-Visual and Technical Arrangements

- Provide high-quality sound system, microphones, mixer and speakers.
- Arrange LED screen(s), projector and display systems as required.
- Provide professional lighting and technical support throughout the event.
- Ensure uninterrupted power supply with backup arrangements.

C. Branding and Publicity Materials

- Design, print and install:
 - Main backdrop and standees.
 - Welcome and directional signage.
 - Flex banners and thematic displays.
 - Name plates and table labels.
 - Certificates and programme materials, if required.

D. Registration and Event Coordination

- Set up registration counters and participant management systems.
- Deploy adequate manpower for ushering, protocol and coordination.
- Manage stage proceedings and programme flow in coordination with the organizing committee.
- Provide Master of Ceremony (MC), if required.

E. Documentation and Media Coverage

- Arrange professional photography and videography.
- Provide live streaming and audio-visual recording of the programme, if required.
- Prepare and submit edited photographs and video documentation after the event.
- Facilitate media interactions and press coverage in coordination with the Department.

F. Cultural and Special Segments

- Coordinate performances, award presentations and special activities as approved by the Department.
- Ensure proper sequencing and stage management for all programme components.

G. Hospitality and Logistics

- Arrange drinking water, refreshments, lunch and any other logistics related to the event as required by the Department
- Provide logistical support for dignitaries and invited guests.
- Ensure cleanliness and maintenance of the venue before, during and after the event.

H. Human Resources

Deploy adequate personnel, including:

- Event Manager;
- Stage Manager;
- Technical personnel and sound engineers;
- Ushers and registration staff;
- Photographers and videographers;
- Support staff required for smooth conduct of the programme.

I. Safety and Compliance

- Ensure adherence to safety standards and venue regulations.
- Maintain crowd management and emergency response arrangements.
- Obtain all necessary permissions, clearances and licenses, wherever applicable.

3. Deliverables

The Event Management Agency shall provide:

- Complete event setup and execution on 26th June 2026.
- Professional audio-visual and technical arrangements.
- Branding and publicity materials as approved by the Department.
- Event photography and videography with edited digital copies.
- Post-event report containing photographs, video highlights and details of the programme.
- Dismantling and restoration of the venue after completion of the event.

4. General Conditions

- All designs, content and branding materials shall be subject to prior approval of the Director of Social Welfare, Directorate of Social Welfare, Meghalaya, Shillong.
- The agency shall work in close coordination with the Department and comply with instructions issued from time to time.
- Any additional requirements essential for the successful conduct of the programme shall be carried out without compromising the quality and timelines.
- The Department reserves the right to modify the scope of work based on programme requirements.

5. Pre - Qualification Criteria:

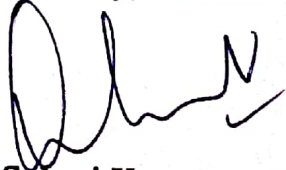
- i. Eligibility Criteria
 - The agency should be legally registered.
 - The agency should have experience in organizing government events, conferences, awareness campaigns, or similar programmes.
 - The agency should possess adequate manpower and logistical capacity.
 - The agency should not have been blacklisted by any Government Department/Agency.
 - Possess Valid PAN and GST Registration Certificate Signed and stamped photocopy.
 - Possess Valid Food Safety and Standards Authority of India (FSSAI) license Signed and stamped photocopy.
- ii. Constitution of Evaluation Committee
 - A Selection/Evaluation Committee constituted by the Department shall scrutinize and evaluate the proposals received.
- iii. Technical Evaluation

The Committee shall assess the proposals based on:

 - Relevant experience and past performance.
 - Understanding of the scope of work.
 - Proposed event plan and methodology.
 - Availability of manpower, equipment, and logistics.
 - Innovative ideas and communication strategy.
- iv. Financial Evaluation
 - Financial bids of technically qualified agencies shall be opened and examined.
 - Selection may be made based on the Least Cost Method (L1) or the Quality and Cost Based Selection (QCBS) method, as approved by the Department.
- v. Recommendation and Approval
 - The Evaluation Committee shall recommend the most suitable agency for approval by the Competent Authority.
- vi. Award of Work
 - Upon approval, a Work Order/Agreement shall be issued to the selected Event Management Group specifying the scope of work, timelines, deliverables, and payment terms.

Selection Process:

The Event Management Group/Agency shall be selected through a competitive process. Proposals received shall be evaluated by a Selection Committee based on technical competence, relevant experience, proposed methodology, and financial quotation. The final selection shall be made with the approval of the Competent Authority, and the successful agency shall be awarded the work accordingly.


Smti. Saloni Verma, IAS
Director of Social Welfare
Meghalaya, Shillong