



# The Asiatic Society

Founded in 1784

*An Institution of National Importance declared by an Act of Parliament and  
An Autonomous Organization under Ministry of Culture, Government of India*

**Patron : Hon'ble Governor of West Bengal**



Ref. No. : **TASK/2026-27/EOI/004**

Date **12.06.2026**

## EXPRESSION OF INTEREST (EOI)

### Expression of Interest for Engagement of an Event Management Agency for Organizing International Day of Yoga (IDY) 2026

The Asiatic Society, Kolkata invites sealed Expressions of Interest (EOI) from reputed and experienced Event Management Agencies/Firms for organizing the International Day of Yoga (IDY) 2026 programme scheduled to be held on 21<sup>st</sup> June 2026 at The Asiatic Society, 1 Park Street, Kolkata-700016.

#### 1. Objective

The objective of this EOI is to identify and engage a competent agency capable of planning, coordinating and executing the International Day of Yoga programme in a professional manner in accordance with the requirements of The Asiatic Society.

#### 2. Scope of Work

The selected agency shall be responsible for providing the following services:

- Certified Yoga Instructor along with one Assistant Instructor.
- Overall Event Coordination and Management.
- Customized Branding Materials comprising:
  - One Backdrop (8 ft × 8 ft)
  - Two Standees (6 ft × 3 ft)
- Post-session Herbal/Green Tea with Digestive Biscuits for participants.
- Packaged Drinking Water for participants.
- Supply of Premium Quality Yoga Mats for participants.
- One Professional Still Photographer for event coverage.
- Public Address System including sound arrangement with lapel microphone and cordless microphone.
- One Event Promoter/Coordinator.
- Supply of 100 Nos. dry-fit white round-necks renowned branded T-shirts of assorted sizes with approved logos printed on the front.
- Arrangement for post-event media coverage/publication in a leading newspaper.
- Any other ancillary arrangements required for smooth conduct of the programme.

Page 1 / 2



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### 3. Eligibility Criteria

The agency/firm should:

- a) Be registered under the relevant statutory provisions.
- b) Possess valid PAN and GST Registration.
- c) Have experience in organizing Government/Semi-Government/PSU/Institutional events.
- d) Have adequate manpower and logistics for execution of the assignment.

### 4. Documents to be submitted

Interested agencies shall submit:

1. Covering Letter expressing interest.
2. PAN Card.
3. GST Registration Certificate.
4. Work Orders/Completion Certificates of similar works executed.
5. Contact details of authorized representative.
6. Technical & Financial bid attached as **Annexure-I & Annexure II** (inclusive of all taxes, transportation, labour, installation and other incidental charges).

### 5. Submission of EOI

Interested agencies may submit their sealed proposal superscribing:

"EOI for Engagement of Event Management Agency for International Day of Yoga (IDY) 2026"


to the following address:

**The Administrator  
The Asiatic Society  
1, Park Street  
Kolkata – 700016**

**Last Date & Time of Submission : 15.06.2026 till 03:00 PM  
Date & Time of Opening : 16.06.2026 at 11:00 AM**

### 6. General Terms & Conditions

1. The selected agency shall complete all arrangements before commencement of the programme.
2. All materials supplied shall be of good quality and subject to approval of The Asiatic Society.
3. The agency shall be responsible for transportation, installation, operation and dismantling of all equipment/materials.
4. Payment shall be released after successful completion of the programme and submission of bill in proper form.
5. The Society reserves the right to modify the scope of work, cancel the EOI process, or reject any proposal without assigning any reason.
6. The decision of The Asiatic Society shall be final and binding on all participating agencies.

  
(Administrative Officer)  
The Asiatic Society, Kolkata





ANNEXURE – I

TECHNICAL BID

**Name of Work:**

**Engagement of an Event Management Agency for organizing the International Day of Yoga (IDY) 2026 programme at The Asiatic Society, Kolkata.**

1. Name of the Agency/Firm :
2. Address of the Agency/Firm :
3. Name of Authorized Representative :
4. Mobile No. :
5. E-mail ID :
6. PAN No. :
7. GST Registration No. :
8. **Details of Similar Events Executed:**

Sl. No.	Name of Organization	Nature of Work	Year	Remarks
1				
2				
3				

**9. Documents Enclosed**

- PAN Card
- GST Registration Certificate
- Work Order(s)/Completion Certificate(s) of Similar Works
- Contact Details of Authorized Representative
- Any Other Relevant Document

**DECLARATION**

I/We hereby certify that all information furnished above is true and correct to the best of my/our knowledge and belief. I/We agree to undertake the work in accordance with the terms and conditions stipulated in the EOI document.

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Authorized Signatory**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal of the Agency/Firm**



**ANNEXURE – II**

**FINANCIAL BID**

**Name of Work:**

**Engagement of an Event Management Agency for organizing the International Day of Yoga (IDY) 2026 programme at The Asiatic Society, Kolkata.**

**Name of the Agency/Firm:**

**Address:**

**Contact Number:**

**GST Number:**

**Financial Offer**

I/We hereby offer to undertake and complete the entire scope of work as detailed in the EOI document for the following consolidated lump-sum amount:

Quoted Amount (in Figures): Rs. \_\_\_\_\_

Quoted Amount (in Words):

**DECLARATION**

I/We have carefully examined the EOI document and agree to execute the complete scope of work as specified therein. The quoted amount is inclusive of all taxes, duties, labour charges, transportation, logistics, branding materials, printing, installation, event management charges, media coverage charges and all incidental expenses required for successful completion of the programme. No extra payment shall be claimed on any account.

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Authorized Signatory**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal of the Agency/Firm**

