

Expression of Interest (EOI)

**Indian Institute of Tourism and Travel Management (IITTM), Gwalior  
(An Autonomous Body under Ministry of Tourism, Govt. of India)**

**Notice No.: DIR/IITTM/2026/15**

**Date: 02.02.2026**

**1. Invitation for Expression of Interest (EOI)**

IITTM invites Expression of Interest (EOI) from experienced, competent, and financially sound consulting agencies/ firms/ organizations for empanelment as Project Management / Consultancy Agencies to support various project assignments and consultancy works at the Institute.

The EOI should be submitted in accordance with the requirements, terms, and conditions outlined in this document.

**2. Background and Objective**

IITTM periodically undertakes projects related to tourism research, destination planning, capacity building, marketing studies, infrastructure development planning, and policy consultancy. To enhance efficiency in project execution and uphold professional standards, IITTM intends to empanel qualified agencies to provide project management and consultancy services on an as-and-when-required basis.

The empanelled agencies will be eligible to receive work orders on individual assignments based on IITTM requirements.

**3. Scope of Empanelment**

Empanelled agencies may be engaged in assignments including but not limited to:

- Project planning, management and monitoring.
- Feasibility studies and Detailed Project Reports (DPR).
- Tourism destination branding and marketing strategies.
- Research and evaluation studies.
- Market assessment and stakeholder consultation studies.
- ICT development support and data analytics.
- Capacity building program design and execution.
- Advisory and regulatory compliance support.

(Actual detailed scope will be customized and attached as Annexure-I when specific projects are identified.)

#### **4. Eligibility Criteria**

Interested agencies must meet the following minimum criteria:

- Registered entity (Company/LLP/Partnership) under applicable Indian law.
- Minimum 3 years of experience in project management and consultancy assignments in Government/PSU/Autonomous bodies or reputed private sector.
- Proven experience in similar assignments with verifiable work orders and completion certificates.
- Adequate professional personnel and organizational strength.
- Not blacklisted or debarred by any Central/State Government, PSU, or Autonomous Body.

Documents such as company registration certificate, GST/PAN, experience certificates, and technical capabilities should be submitted.

#### **5. Submission Requirements**

- Covering Letter expressing interest in empanelment.
- Agency Profile with legal status and key contact details.
- Technical Capability including details of similar assignments.
- Financial Capability (turnover statements for last 3 years).
- Declaration on non-blacklisting.
- Any other supporting documents as required.

#### **6. Submission Details**

**Mode of Submission:** Hard copy / email submission as specified by IITTM.

**Address for Submission:** Director, IITTM, IITTM Campus, Govindpuri, Gwalior, MP-474011

**Last Date & Time of Submission:** 25<sup>th</sup> Feb 2026

**Queries/Clarifications:** Dr. Jeet Dogra, Email: jeet.dogra@iittm.ac.in , Contact details: 9340430047

#### **7. Evaluation Process and Shortlisting**

A Selection Committee constituted by IITTM will evaluate responses based on eligibility and compliance.

Agencies found eligible will be shortlisted for the empirical panel.

Empanelment will be valid for an initial period of one year (extendable up to three years) from the date of notification .

#### **8. General Conditions**

IITTM reserves the right to accept or reject any or all EOIs without assigning reasons.

Empanelment does not guarantee any minimum volume of work.

Empanelled agencies will be invited for individual assignments with separate Terms of Reference (TOR) and fee negotiation.

#### **9. Annexures (Indicative)**

**Annexure-I** – Scope of Services

**Annexure-II** – Agency Information Format

**Annexure-III** – Experience Details Format

**Annexure-IV** – Financial Capability Format

**Annexure-V** – Non-Blacklisting Declaration

**Annexure-VI**- Undertaking

**Indicative Scope of Services**

The empanelled agencies may be required to provide consultancy and project management support for assignments including but not limited to:

**A. Project Management Services**

- Preparation of Project Implementation Plans
- Project scheduling and monitoring
- Progress reporting and milestone tracking
- Coordination with stakeholders and implementing agencies
- Risk assessment and mitigation planning
- Quality assurance and deliverable verification

**B. Research and Consultancy Services**

- Tourism feasibility studies and baseline surveys
- Market research and demand assessment
- Impact assessment studies (economic, social, environmental)
- Policy advisory and institutional strengthening support
- Tourism product development studies

**C. Destination Development & Branding**

- Destination branding strategy formulation
- Marketing and promotional planning
- Visitor experience design
- Tourism master planning and destination management plans
- Sustainable tourism and responsible tourism frameworks

**D. Capacity Building & Training Support**

- Training need assessment
- Curriculum/module design
- Workshop and training programme implementation
- Monitoring and evaluation of training outcomes

**E. Digital and Technology Support**

- Tourism data analytics support
- ICT-enabled tourism solutions
- MIS development and reporting tools
- Digital marketing advisory

Note: The detailed Terms of Reference (ToR) will be issued separately for each assignment.

**ANNEXURE – II****Agency Information Format  
(To be filled by the Applicant Agency)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Agency/Firm	
2	Legal Status (Company/LLP/Partnership etc.)	
3	Year of Establishment	
4	Registered Office Address	
5	Communication Address	
6	Contact Person Name & Designation	
7	Mobile Number	
8	Email ID	
9	Website (if any)	
10	PAN Number	
11	GST Registration Number	
12	Registration Certificate Details	

**Authorized Signatory Name:****Signature with Seal:****Date:**

**ANNEXURE – III**

**Experience Details Format  
(Details of Similar Assignments Executed)**

<b>Sl. No.</b>	<b>Name of Client</b>	<b>Organization</b>	<b>Project Title</b>	<b>Nature of Assignment</b>	<b>Contract Value (₹)</b>	<b>Duration</b>	<b>Completion Certificate Enclosed (Yes/No)</b>

**Declaration:**

The above information is true and correct to the best of our knowledge.

**Authorized Signatory:**

**Signature & Seal**

**Date:**

**ANNEXURE – IV**

**Financial Capability Format  
Annual Turnover Details (Last Three Financial Years)**

<b>Financial Year</b>	<b>Annual Turnover (₹)</b>	<b>Audited Statement Attached (Yes/No)</b>
Year 1		
Year 2		
Year 3		

**Bank Details**

**Name of Bank:**

**Branch:**

**Account Type:**

**IFSC Code:**

**Certified by Chartered Accountant:**

**Name & Registration Number:**

**Signature & Seal:**

**Date:**

**Declaration on Non-Blacklisting**  
(To be submitted on Agency Letterhead)

**DECLARATION**

We hereby declare that our organization has not been blacklisted, debarred, or suspended by any Central Government Department, State Government, PSU, Autonomous Body, or any other statutory authority as on the date of submission of this Expression of Interest.

We further certify that no legal proceedings are pending against our organization which would adversely affect our eligibility for empanelment with IITTM.

In case the above declaration is found false at any stage, IITTM shall have the right to cancel the empanelment and take appropriate action as deemed fit.

**Authorized Signatory Name:**

**Designation:**

**Signature with Seal:**

**Date:**

**Undertaking for Acceptance of IITTM Terms & Conditions  
(To be submitted on Agency Letterhead)**

**UNDERTAKING**

We hereby undertake that we have carefully read and understood the EOI document issued by IITTM and agree to abide by all terms, conditions, rules, and procedures related to empanelment and subsequent project assignments.

We further agree that empanelment does not guarantee any assured volume of work and IITTM shall have full discretion in awarding assignments.

**Authorized Signatory:**

**Signature & Seal**

**Date:**