



**GOVERNMENT OF MEGHALAYA**  
TOURISM DEPARTMENT  
SHILLONG

**Invitation For Expression of Interest (Eoi)**  
**For**  
**Selection Of Motor Caravan Tour Operators in Meghalaya**

09 December 2022

EOI Ref No:

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## 1. Important dates and details

Activity	Details
Publishing date of EOI on the portal	9 <sup>th</sup> December 2022
Last date of receiving EOI	11 <sup>th</sup> January 2023
Email ID for submission of queries citing the EOI Ref No as the subject	<a href="mailto:info@meghalayatourism.in">info@meghalayatourism.in</a>
Pre-submission meeting date, time and location	15 <sup>th</sup> December 2022 at 1:00 PM Location: Directorate of Tourism Nokrek Building, 3rd Secretariat Lower Lachumiere, Shillong-793001 Meghalaya Helpline: +91-7640003050
Last date and mode of submission of queries	19 <sup>th</sup> December 2022 through email at <a href="mailto:info@meghalayatourism.in">info@meghalayatourism.in</a>
EOI Submission Mode	Through physical mode: courier / speed post/registered post
Address for communication and submission of EOI	<b>Directorate of Tourism</b> Nokrek Building, 3rd Secretariat Lower Lachumiere, Shillong-793001 Meghalaya Helpline: +91-7640003050

## 2. Introduction

Graced with gift of nature, Meghalaya is endowed with magnificent landscapes, cascading waterfalls, deep gorges, diverse flora and fauna, and crystal-clear water bodies, the state is a paradise for visitors. With its moderate climate during summer and comfortably cold temperatures during winter, Meghalaya is an all-season wonderland for tourists as well as adventure seekers. Apart from the natural beauty, Meghalaya also has a rich cultural heritage, tradition, indigenous customs, and beautiful handicrafts. Tourists can simply feel the thrills of travelling through the clouds and mists on winding roads.

The state has immense potential to become one of the most preferred tourist destinations for national as well as international tourists in the country. Government of Meghalaya understands the need for promoting tourism sector without affecting the fragile nature of the tourist sites, for which, the government has already taken few initiatives. One such initiative is homestay scheme wherein local people can provide accommodation to tourists at their homes. This which will ensure that the ecological balances are not disturbed or degraded in any way. Promotion of caravan tourism is another such step by the government towards environmental stability and long-term economic benefits.

### Growing demand of Caravan Tourism

With the growing demand of adventure, wildlife, pilgrimage, and eco-tourism, the accommodation needs of the tourists are now shifting towards forest edges, riverbanks, nearby waterfalls, and on the trails of tribal hamlets. Caravan tourism can meet such tourists' demands at places where permanent constructions are not feasible or permissible. With caravan tourism, the tourists can enjoy their journey without relying on hotels or motels and stay where no such facilities are available. It's been observed that the caravanning is fast gaining popularity and becoming an important leisure activity across the world.

To cope with the rising demand and transition in tourist preferences, especially in the post-pandemic era, the Tourism Department, Government of Meghalaya is aiming to enrich the unique and exclusive travel experience of the tourists visiting the state. In view of this, the department is planning to introduce motor caravans in the state through which tourists can have a once in a lifetime experience which is closest to nature, luxurious and involves minimum human contact by promising the visitors a safe escape.

In this regard, an EOI has been issued under a scheme '**Motorhome Meghalaya**' to invite applications from interested and eligible candidates wherein selected beneficiaries will be able to avail financial aid from the government to buy rigid caravans, also known as motorhomes or campervans or motor caravans.

Applicants with experience in the tourism sector are invited to submit their applications based on the eligibility criteria mentioned in the document.

## 3. Objectives of the Motor caravan project

- a) To promote and incentivize development in the alternative tourism sector
- b) To reduce the excessive concentration of tourists at a place in the state and thereby reduce unsustainable tourism
- c) To enhance the attractiveness and potential of the state as a preferred tourist destination and put Meghalaya on the tourist Map of the World

- d) To bring additional revenue to the already established businesses in the tourism service sector
- e) To provide visitors with a customizable, luxurious, private, and safe travel experience, as well as to showcase the unique ecology and culture of Meghalaya to the visitors.

**4. Who can apply?**

- a) Any tour operators/travel agents/tourist transport operators registered as well as recognized with Department of Tourism, Government of Meghalaya
- b) Any tourism cooperative societies/ Tourism Societies, registered as well as recognized with Government of Meghalaya
- c) Hotels, homestays, resorts etc.

Applicants shall fulfil the pre-qualification criteria as per clause 7.

**5. Scheme highlights**

The selected beneficiaries will get financial support from the Tourism Department, Government of Meghalaya to buy motor caravans fulfilling specified requirements and amenities to ensure adherence to quality, standards, and safety norms.

**Financial Support:**

S.N.	Motor Caravan Type	Maximum Support
1	2 (Two) berths motor caravans	30% of the project cost or maximum up to Rs.10 lakhs (Rs.10,00,000/-).
2	4 (Four) berths motor caravans	30% of the project cost or maximum up to Rs.15 lakhs (Rs.15,00,000/-)

**6. Minimum requirements for Motor Caravans**

The following infrastructural and technical components are desired for the motor caravans:

- a) The caravans which are single units comprising of accommodation facilities and propelling mechanism. They are also known as motorhomes or campervans or motor caravans
- b) The ideal length of the motor caravans shall be less than 8 meters
- c) The motor caravans must be compliant with Motor Caravan Policy defined in AIS 124 by ‘Automotive Industry Standards Committee’. A copy of the policy can be found in the link, [https://hmr.araiindia.com/Control/AIS/86201482519AM4\\_AIS-124\\_F.pdf](https://hmr.araiindia.com/Control/AIS/86201482519AM4_AIS-124_F.pdf)
- d) The motor caravans must have following minimum requirements:

S.N.	Criteria	Minimum requirements
1	Sleeping capacity	<ol style="list-style-type: none"> <li>1. Minimum of two persons or</li> <li>2. Minimum of four persons</li> </ol> Sleeping area may be converted from the seats
2	Kitchen	<ol style="list-style-type: none"> <li>1. Fridge</li> <li>2. Micro-wave oven</li> </ol>
3	Toilet cubicle	<ol style="list-style-type: none"> <li>1. Sufficient freshwater storage</li> <li>2. Hand shower</li> <li>3. Facilities of hot as well as cold water</li> </ol>
4	Storage	<ol style="list-style-type: none"> <li>1. Enough for tourist luggage</li> </ol>
5	Dining	<ol style="list-style-type: none"> <li>1. Table which is rigidly fixed or may be designed to be easily removable</li> </ol>
6	Comfort and convenience	<ol style="list-style-type: none"> <li>1. Air-condition</li> <li>2. Audio / video facility</li> <li>3. Net Connectivity</li> <li>4. Complete charging system – external and internal.</li> </ol>
7	Communication	<ol style="list-style-type: none"> <li>1. Communication facility between the passenger and the driver</li> </ol>
8	Privacy and safety	<ol style="list-style-type: none"> <li>1. Partition behind driver</li> <li>2. Satellite-based radionavigation system</li> <li>3. Fire extinguishers, one being near to the driver's seat</li> <li>4. For details of type and minimum number of extinguishers, the AIS 124 Motor Caravan Policy to be adhered to.</li> </ol>
9	Pollution and waste disposal	<ol style="list-style-type: none"> <li>1. Preferably Bharat Stage VI compliant vehicle</li> <li>2. Eco friendly waste treatment mechanism.</li> </ol>

## 7. Pre-qualification criteria

The Tourism Department shall evaluate only those applications which fulfil the following criteria:

- a) The applicant shall be permanent resident of Meghalaya
- b) The applicant shall have a minimum of three years of experience in the tourism service sector with a relevant documentary evidence
- c) The applicant shall have a minimum of 8m X 5m of parking area dedicated for parking of each motor caravan with proper access from the main road at the base location. The applicant must provide a photograph and a plan of the area as evidence.

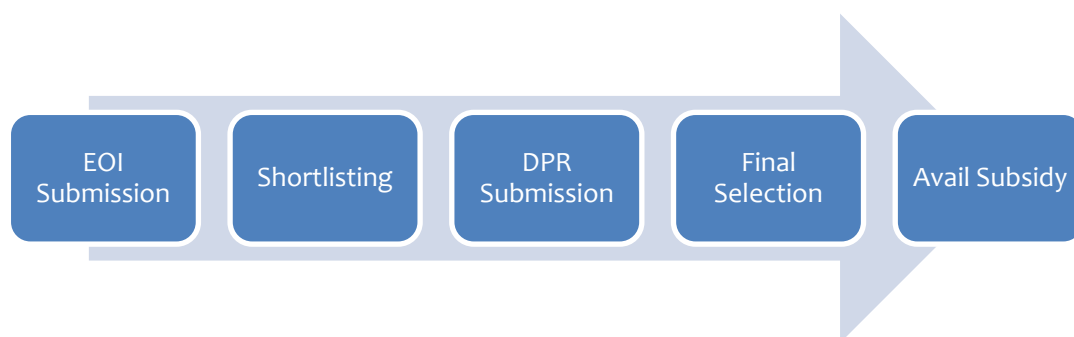
#### **8. General guidelines**

- a) Motor caravan operator shall employ a well-trained driver and an assistant (if required) to travel with the guests, extending all necessary assistance and security to the guests
- b) On demand of the guest, motor caravan operator shall be able to provide a well experienced cook on payment basis to travellers along with the vehicle
- c) On demand of the guest, motor caravan operator shall be able to provide tourists guides with thorough knowledge on the state and the destinations
- d) Motor caravan Operator shall be able to provide all the necessary medical assistance to the tourists upon request or demand
- e) Motor caravan operator shall be able to provide all necessary provisions, grocery, water, and other aids upon request
- f) Motor caravans shall comply with all standards issued by Government of Meghalaya/ Government of India for caravans, tourism, and transport
- g) The motor caravans shall be parked in the pre-designated parking areas or caravan parks approved by the Tourism Department
- h) If a parking area is proposed by the motor caravan owner, the area must be pre-approved by the District Tourist Officer as per the guidelines issued by the Government of Meghalaya.
- i) The base (proposed site for motor caravan parking) of operation should be in the state of Meghalaya
- j) The motor caravan should not be non-operational for a continued period of 60 days
- k) In case of any accidents / or any other issues leading to non-operation, the Tourism Department, Government of Meghalaya shall be notified
- l) The motor caravan cannot be resold before 5 years from the date of commencement of operations and without prior permission from the Tourism Department, Government of Meghalaya
- m) The deployed driver shall hold necessary license to operate the motor caravan.

#### **9. Pre-Submission Meeting**

Interested parties willing to participate in pre Eoi submission meeting are requested to share their intent of joining the meeting online on email: [info@meghalayatourism.in](mailto:info@meghalayatourism.in) mentioning “Pre-submission meeting for selection of motor caravan tour operators in Meghalaya” so that meeting invite can be forwarded to them.

## 10. Submission and Evaluation mechanism



### 10.1. EOI Submission

Applicants shall submit the Expression of Interest to the Tourism Department, Government of Meghalaya by submitting Expression of Interest (Annexure 1), Details of the Applicant (Annexure 2) and relevant documents as per Clause 12.2.

### 10.2. Shortlisting

The Tourism Department shall short list only the eligible applicants who meet the basic requirements as specified in this document.

- a) Loan eligibility
- b) Meeting the requirements mentioned in the prequalification criteria.

### 10.3. Detailed Project Report (DPR) Submission (only shortlisted participants)

Short-listed applicants will be invited for a presentation to present their Detailed Project Report which shall include the following components,

- a) Motor caravan design from an authorized caravan maker detailing the facilities
- b) Quotation from an authorised motor caravan manufacturer with estimated price (including GST)
- c) Site feasibility (if not in the govt. recognized caravan park or caravan parking area)
  - i. A plan showing the dimension, road width
  - ii. A satellite image (google earth or other maps) of the location
- d) Project Proposal/ Concept
- e) Approach and Methodology for project execution including approximate budgetary estimate and suggestions / comments

### 10.4. Final selection

Final selection of the applicants shall be conducted by the State Level Selection Committee (SLSC) headed by Director of Tourism. The SLSC will comprise of the following members:

- a) Director of Tourism, Government of Meghalaya – Chairman
- b) Deputy/Assistant Director of Tourism, Government of Meghalaya – Member secretary/Convenor
- c) A bank representative – Member



- d) A representative from DTO/RTO- Member
- e) Tourist officer of concerned district– Nodal Officer

The selected candidates list shall be published by the committee post evaluation.

#### **10.5. Avail Subsidy**

- a) The selected participants can submit their proposal to the government recognized banks
- b) Once approved, the subsidy amount shall be deposited to the loan account as capital support to the project
- c) The remaining amount of the project shall be financed by the bank for which EMI shall be paid by the beneficiary.

#### **11. Clarifications and Amendments**

For any request received for clarification of this EOI document, the response with any amendment to this document shall be posted on the website <http://www.meghalayatourism.in> for information of all the applicants. Applicants are advised to visit the website, for any amendments to the Terms and Conditions, change of dates and for Award of Shortlisted Applications.

#### **12. Submission Guidelines**

##### **12.1. Sealing of Envelopes and Submission**

EOI should be submitted (duly signed on all the pages) on or before the mentioned last date. The Tourism Department reserves the right to reject any or all the EOIs without assigning any reasons.

##### **12.2. Documents to accompany EOI**

The applications shall be complete with the following documents:

- a) Expression of Interest in Annexure 1
- b) Details of applicant in Annexure 2
- c) Supporting documents for pre-qualification criteria as per clause 7
- d) Letter of Authorization for Authorized Representative
- e) Financial Detail (Firm/organization's turnover of last three financial years)
- f) Pan card
- g) GSTIN certificate
- h) A photograph and a plan of the area dedicated for caravan parking at the applicant's base location

##### **12.3. Validity of EOI**

EOI shall remain valid for a period not less than 60 days after the deadline date specified for submission.

### **13. Disclaimer**

The Director of Tourism reserves the right:

- a) To reject any or all applications without assigning any reasons thereof.
- b) To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Directorate without assigning any reasons thereof.

**Director of Tourism**

Government of Meghalaya, Shillong.

#### 14. Annexure 1: Expression of Interest

To,  
The Director of Tourism,  
Meghalaya, Shillong.

**Sub:** Expression of Interest to avail the benefits under “Motorhome Meghalaya”

The undersigned having read and examined in detail all the EOI documents pertaining assignment; do hereby express the interest for the work as specified in the scope of work.

S. N.	Description	Response
1.	Name of the agency	
2.	Address	
3.	Name, designation & address of the person to whom all references shall be made	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	

We have enclosed the following documents:

- a. Expression of interest (on the firm’s letter head) duly seal and signed by the authorized person.
- b. Details of experience in Annexure 2.
- c. Self-Attested copies of Supporting Documents.

I or We hereby declare that my or our EOI is made in good faith and the information contained is true and correct to the best of my or our knowledge and belief.

Thanking you,  
Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Address:

Date & Place:

Witness by:

Signature

Name & Address

Date & Place

**15. Annexure 2: Details Of the Applicant**

S. N.	Categories	Details
1	Name of the applicant	
2	Address of the applicant	
3	Year of Incorporation	
4	Registration Number & Registration Authority	
5	Legal Status (Public/Private)	
6	Name & Designation of the Authorized person to whom all references shall be made regarding this Eoi	
7	Telephone No. (with STD Code)	
8	E-Mail of the Contact person:	
9	Mobile Number	
10	Website or any social media page (optional)	
11	Financial Detail (firm's turnover of last three financial years)	
12	GSTIN number	
13	PAN number	