

**Website Document:**

**EXPRESSION OF INTEREST (EOI)**

**EOI NO :** IOCL/MPSO/18-19/LT/WCD'19

***Last date of submission of documents: 28.12.2018 (17:00 hrs)***

Scope of work: EOI is invited from interested parties/ Event Management Companies for organizing Mega Cycle Rally on World Cycle Day i.e. on 20.01.2019 at Indore (MP) with target participants of 40000 (Min). Agencies associated with similar or Sports Events and must have an experience of handling a large gathering of minimum 10000 cyclists may apply.

Download period: from 22.12.18 to 27.12.18

Last date of submission of documents: 28.12.18 (5.00 PM)

Contact person : CM (ILS), Indore , Tel : 9425603876, [manojjain@indianoil.in](mailto:manojjain@indianoil.in), [abhishekb@indianoil.in](mailto:abhishekb@indianoil.in), Indore DO, Indian Oil Corporation Limited, Indian Oil Bhavan, Plot no. 8, Scheme no. 159, MR-10, Kushabhau Thakeray Marg, Indore- 452016

EOI document can be downloaded from our website : [www.iocl.com/talktous/suppliernotices.aspx](http://www.iocl.com/talktous/suppliernotices.aspx)

Terms and conditions of EOI :

1. EOI is invited from interested Parties/ Event Management companies for organizing Mega Cycle Rally on World Cycle Day i.e. on 20.01.2019 at Indore (MP) with target participants of 40000 (Min). Parties with proven credential & having experience of organizing such Mega events with minimum 10000 participants may please apply to above mentioned address.
2. Event Management Company has to take responsibility for Cycle Rally Route Finalization, obtaining permission on behalf of IOCL from District Administration and Local Authorities / Police/ Fire etc. Non-availability of clearance/ approval from above mentioned authorities may lead to cancellation of event and IOCL will not be held responsible for any type of compensation.
3. Arranging Venue for the event, Stage with backdrop, seating arrangement, VIP Lounge, Decoration, Refreshment etc., Expo - Indoor Venue, space for Press Conference, Lights and Sound - for the venue, event Collaterals - Note Pads, Pens, Folders, Press Gifts, Stationary, Certificates, Accreditations, Signages, Information boards, Video & Still photographer including manpower for event (Expo/Media/Event day etc.) and backup power.
4. T-Shirts & Caps as per approved designed needs to be provided to the participants.
5. Creatives for the event including coordinating all the activities for the event, Marketing Plan/ Publicity (Print/ Audio Visual/ Digital & Social Media/ Outdoor (OMCs Retail Outlets/ Other prominent places), Branding activities for the event (start/finish), enroute & media coverage
6. Parking Zone for cycles inside the venue, Walkies and fire Extinguisher - Event location and route, arranging Govt. Liasioning ( Route & other clearances/permission), route Facilities- Energy and Water stations (Gazebo / tables / chairs / Branding / Security guards), route Cleaning & Housekeeping, Bikers and lead vehicles, Traffic cones, Tapes, Marking,

barricading, Cheer Zone, Medical stations (Gazebo / tables / chairs / Branding / Security guards), ambulance parking zones, Cycle pit stops (Gazebo / tables / chairs / Technicians), en-route (chemical toilets / water tankers).

7. Documentary proof for organizing such event with 10000 participants is to be enclosed along-with application.
8. Limited Tender will be called with the eligible parties

*Note: This is only an EOI, Indian Oil Corporation reserves the right to cancel or defer the event or the tender without assigning any reason.*