

Document to be loaded for EOI

**EXPRESSION OF INTEREST (EOI)**

**EOI NO :IOCL/MPSO/2017-18/LT/SAKSHAM'18 (1)**

**Download period : 09.12.2017 to 13.12.2017**

**Last date of submission of documents: 14.12.2017 (17:00 hrs)**

**Scope of work:** EOI is invited from interested parties/ Event management companies for organizing Mega cycle rally at Indore (Madhya Pradesh) in 3<sup>rd</sup> week of January 2018 with targeted participants of 20000 (Twenty thousand only) (minimum). Parties with proven credential & having Experience of organizing such events with minimum 5000 (five thousand only) participants may please apply.

Contact person: Chief Divisional Retail Sales Manager, Indore DO, Indian Oil Corporation Limited, IndianOil Bhavan, Plot no. 8, Scheme no. 159, MR-10, Kushabhau Thakeray Marg, Indore- 452016 Tel: 0731- 2970520, E mail: [abhishekb@indianoil.in](mailto:abhishekb@indianoil.in).

Terms and conditions of EOI :

1. EOI is invited from interested Parties/ Event Management companies for organizing Mega cycle rally at Indore (Madhya Pradesh) in 3<sup>rd</sup> week of January 2018 with targeted participants of 20000 (minimum). Parties with proven credential & having experience of organizing such Mega events with minimum 5000 participants may please apply to above mentioned address.
2. 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 back up power.
3. 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
4. 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). Water & Energy drink - Energy drink, water in the stadium.
5. Documentary proof for organizing such event with 5000 participants is to be enclosed along-with application.
6. 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.*