



# MARKFED - ODISHA

OLD STATION ROAD  
BHUBANESWAR-751006

Ref. No. : 638

EG1 - 70/2026/27

Date 20.02.2026

## EXPRESSION OF INTEREST (EOI)

### **For Selection of Event Management & Decoration Service Provider**

#### **For 43rd Annual General Body Meeting (AGBM)**

MARKFED, Odisha invites Expression of Interest (EOI) from experienced Event Management / Decoration Service Providers for providing comprehensive event arrangements on the occasion of the 43rd Annual General Body Meeting (AGBM) of MARKFED.

### **1. Event Details**

- **Occasion:** 43rd Annual General Body Meeting (AGBM)
- **Organizer:** MARKFED, Odisha
- **Date & Time:** 11th March 2026 (from 9:00 AM onwards)
- **Venue:** The Institution of Engineers (India), Odisha State Centre
- **Expected Attendees:** Approximately 300 persons

### **2. Scope of Work**

#### **A. Tent & Infrastructure Arrangements**

1. Welcome Gate (Decorated)
2. Tent (50 ft × 40 ft) with proper walling and matting
3. Kitchen Room Arrangement
4. Hall and Pathway Red Carpet
5. Registration Room (16 ft × 16 ft)
6. Stand Fans – 12 Nos.

#### **B. Hall Arrangements**

1. Traditional Lamp (Deep with Ghee) – complete setup
2. Stage Long Table – 01 Nos.
3. VIP Chairs – 30 Nos.
4. White Towels – 30 Pieces

**THE ODISHA STATE COOPERATIVE MARKETING FEDERATION LIMITED**

Tel. : (0674) 2310626 / 2311128, E-mail : odishamarkfed@gmail.com, orissamarkfed@yahoo.com  
www.markfedodisha.nic.in

### **C. Sound System**

1. High-quality Sound System
2. 04 Cordless Microphones
3. Adequate speakers covering entire venue
4. Technical operator during entire event

### **D. Flower Decoration**

1. Decoration of Main Gate
2. Guest Podium Decoration
3. Internal Hall Floral Arrangements

### **E. Other Items**

- Generator backup
- Proper lighting arrangements
- Cleanliness and waste disposal arrangement
- Name plates for dignitaries
- Backdrop Flex / Branding

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## **3. Eligibility Criteria**

The Agency / Firm should:

- Be based at Bhubaneswar with a functional office / operational setup.
- Possess valid GST Registration.
- Have adequate manpower and logistics capability.

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## **4. Submission of EOI**

Interested Agencies / Firms may submit their EOI along with:

- Profile of the Firm
- Copies of GST registrations
- Contact Details
- Financial Quotation (Item-wise / Lump sum)

**Last Date of Submission: 05.03.2026 at 12:00 PM**

### **Mode of Submission:**

Physical submission in sealed cover addressed to:

The Managing Director

MARKFED

Old Station Road

Bhubaneswar – 751006

The envelope should be superscribed as:

**“EOI for Event Management Services – 43rd AGBM”**

## **5. Selection Method**

- The applicant must submit financial quotation along with the EOI.
- The financial quotations shall be opened and evaluated on 05.03.2026 at 04:00 PM by the Purchase Committee constituted for the 43rd AGB.
- Evaluation shall be based on eligibility criteria and financial competitiveness.
- The bidder quoting the Lowest Price (L1) may be called for negotiation.
- Final price shall be fixed through negotiation with the L1 bidder.
- Submission of EOI does not automatically guarantee selection.
- MARKFED reserves the right to accept or reject any or all EOIs, wholly or partly, without assigning any reason thereof.

## 6. Mode of Payment

- Payment shall be made through RTGS / NEFT to the bank account of the selected service provider.
- 100% payment shall be made after successful completion of the event upon submission of:
  - Original Bill / Invoice
  - GST-compliant Tax Invoice
  - Certification of satisfactory service by the Secretary, MARKFED

### Optional (if approved by Competent Authority):

- Up to 30% advance may be released against invoice.
- Balance payment after successful completion of the event.

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## 7. General Conditions

1. The agency shall ensure timely completion of all arrangements at least 3 hours before commencement of the meeting.
2. All materials used must be of good quality and in proper working condition.
3. The agency shall be responsible for safety, security and proper conduct of its staff.
4. Any damage to venue property due to negligence shall be borne by the agency.
5. The agency shall comply with all applicable statutory norms including labour laws and GST regulations.
6. MARKFED reserves the right to modify the scope of work depending on actual requirements.
7. In case of unsatisfactory service, MARKFED may impose suitable penalty or cancel the work order.
8. In case of dispute, the jurisdiction shall be Bhubaneswar.
9. Force majeure conditions shall be applicable as per Government norms.
10. The selected agency shall coordinate with the secretary of MARKFED for smooth execution of the event.

  
Secretary  
MARKFED, Odisha