



ODISHA KNOWLEDGE CORPORATION LIMITED

Expression of Interest
For
Selection of Event Management Agency
OKCL Annual Meet 2026

SHORT EOI CALL NOTICE

Odisha Knowledge Corporation Limited (OKCL) invites **Expression of Interest (EOI)** from experienced and reputed **Event Management Agencies** for **conceptualization, planning, and presentation of ideas** for the **OKCL Annual Meet 2026**.

The purpose of this EOI is to assess the **creative approach, understanding of requirements, and proposed execution plan** of the agencies. **Commercial bids will not be evaluated at this stage.**

- **Last date for submission of queries:** 12th January 2026, 6:00 PM
- **Event briefing by OKCL:** 14th January 2026, 11:00 AM
- **Presentation by agencies:** 15th January 2026, 11:00 AM
- **Release of Final BOQ:** 16th January 2026
- **Last Date of Submission of Bid:** 20th January 2026, 12:00 PM

The EOI document is available on the official website www.okcl.org and may be downloaded for reference.

Sd/-

Managing Director
Odisha Knowledge Corporation Limited

09.01.2026

1. INTRODUCTION

Odisha Knowledge Corporation Limited (OKCL) proposes to organize its Annual Meet 2026 at Bhubaneswar to recognize and felicitate Authorised Learning Centers (ALCs) and DLC Coordinators (DLCs) for their performance and contribution.

Through this EOI, OKCL intends to understand the capability, creativity, execution approach, and innovative ideas of Event Management Agencies before issuing a final Tender.

2. EVENT DETAILS (INDICATIVE)

Particular	Details
Event Name	OKCL Annual Meet 2026
Location	Railway Auditorium, Bhubaneswar, Odisha
Event Date	21 st February 2026 (Saturday)
Duration	One (01) Day Event
Participants	ALCs, DLCs, OKCL Officials, Invited Guests
Expected Strength	1000–1200 (Approx.)

3. BROAD SCOPE OF WORK (FOR PRESENTATION PURPOSE)

Agencies are required to **present their approach and ideas** based on the indicative scope below:

3.1 Food & Beverage Management

- Breakfast, Lunch, Tea & Snacks
- Crowd handling strategy
- Hygiene and service flow
- Counter planning and water arrangements

3.2 Venue, Stage & Seating

- Registration & entry management
- Stage layout & green room planning
- Seating & VIP arrangements

3.3 Branding & Creative Concept

- Event theme & visual identity
- Stage backdrop (LED/Flex)
- Entry gate & on-ground branding

3.4 Audio-Visual & Technical Setup

- Sound, lighting, LED screens
- Backup and technical manpower

3.5 Manpower & Coordination

- Event management team structure
- Volunteer & usher deployment

3.6 Photography & Videography

- Event coverage approach
- Highlight film concept

3.7 Safety & Crowd Management

- Medical & emergency planning
- Access control

4. PRESENTATION REQUIREMENTS

Agencies shall make a **presentation covering the following:**

1. Company profile & experience
2. Similar large-scale events handled
3. Understanding of OKCL Annual Meet requirement
4. Creative theme & event flow
5. Indicative BOQ-based planning (no prices) (Annexure – I for Reference)
6. Value additions & innovations
7. Team structure

No commercial quote / price is required at this stage

6. EOI SUBMISSION DETAILS

- **Last date for submission of queries:** 12th January 2026, 6:00 PM
- **Event briefing by OKCL:** 14th January 2026, 11:00 AM
- **Presentation by agencies:** 15th January 2026, 11:00 AM Onwards
- **Release of Final BOQ:** 16th January 2026
- **Last Date of Submission of Bid:** 20th January 2026, 12:00 PM
- **Email for Queries:** accounts@okcl.org

Sd/-

Managing Director
Odisha Knowledge Corporation Limited
09.01.2026

Basic Requirement and specification Details (Indicative BOQ) (ANNEXURE – I)

A. For Food and Beverage Arrangements:

Sr.No.	Items	Specifications	Approx. Quantity
1	Food & Beverage Arrangements	<p>1) Breakfast: 8:00 AM Masal Upma, Aloo Mutter Curry, Puri & Alu Dum, Tea & Coffee</p> <p><i>Minimum 6 counters shall be deployed to ensure smooth operations within the limited time available.</i></p> <p><i>Drinking water dispensers with 20-liter bottles and paper cups (or higher capacity) will be provided at convenient locations for easy access by all.</i></p>	700
		<p>2) Lunch: 1:00 PM Starter – American Corn Fry, Veg Hot and Soup, Paneer Pakoda, Chicken Pakoda Main Course Veg – Romali Roti, Green Peas Rice, Yellow Dal Fry, Ghanta, Mushroom Besara, Chana Chenna Curry, Khajuri tomato Khata Main Course Non Veg – Chicken Masala, Dry Fish Besara Center Table – Green Salad, Pampad, Pickle, Dahi Bara, Dessert – Rice Payes, Fruit Custard</p> <p><i>Minimum 6 counters shall be deployed to ensure smooth operations within the limited time available.</i></p> <p><i>Drinking water dispensers with 20-liter bottles and paper cups (or higher capacity) will be provided at convenient locations for easy access by all.</i></p>	1000
		<p>3) Evening Snacks: 4:00 PM Alu Chop (1) , Veg Cutlet (1), Bara (1), Samosa (1), Chenna Gaja (1) Tea Coffee</p> <p><i>Minimum 6 counters shall be deployed to ensure smooth operations within the limited time available.</i></p> <p><i>Drinking water dispensers with 20-liter bottles and paper cups (or higher capacity) will be provided at convenient locations for easy access by all.</i></p>	700

B. For Branding, Gate Setup, Stall, LED and Technical Setup:

Sr. No.	Item	Specifications	Approx. Quantity
A. Branding & Signage			
1	Directional Board	5 x 2.5	6
2	Welcome Standee / Other Branding Standee	3 x 6	4
3	Flat Flex	18 x 3	—
4	Table Branding	5 x 2.5 x 2.5	2
5	Name Tag – for Stage	—	7
6	Stage Podium Branding	—	—
B. Entry & Gate Setup			
7	Main Gate (Flat Gate)	24 x 10 x 3	1
8	Flower Decoration – Gate	Marigold Chain	—
9	Red Carpet	1200 SQFT	—
10	Big Jaganath Idol and Diya Lighting by the Guests		
C. Stall Setup			
11	Stall Platform	14 x 8	2
12	Stall Backdrop	14 x 8	2
D. Stage, LED & Technical Setup			
13	LED Curve	36 x 14	—
14	LED Side Panel	4 x 14 (4 pcs)	—
15	LED Riser		—
16	LED Side Wing Riser		—
17	Sound Set Up	Extra Microphone	As Per Requirement
18	Two Channel Live	—	—
19	Digital Podium	---	1
20	Dedicated Lease Line	—	—
21	DG with Fuel	Considering 12 hr fuel bur	—
22	85" TV with Stand	85 Inch	4
E. Selfie & Engagement Zone			
23	Selfie Back Drop	8 x 8	2
24	Selfie Platform	8 x 8	2
F. Furniture & Seating			
25	Table	—	4
26	Banquet Chair	—	20
27	White Single Sofa	—	7
28	White Double Sofa	—	8
29	Tea Table	—	12
G. Floral Decoration (Stage Area)			
30	Flower Decoration – Stage	Gerbera Continuous Paneling	—
31	Flower Decoration – Podium	Top Border Orchid Panel	—
H. Media & Coverage			
32	Photography & Two Cam Videography	—	—