

Expression of Interest for Event management consultancy for Spices Board

Spices Board (Ministry of Commerce and Industry, Govt of India) is inviting Event Management firms to submit quotation for organising and co-ordinating of an exhibition during month of May for Spices Board at Mumbai, commenced to honour the legend – Charlie Chaplin.

The sealed tenders are invited from reputed and well established event management firm (preferably Mumbai based) for organising and coordinating of an exhibition " The Chaplin line" to be held at Mumbai on May 2015. The specifications for the work as listed below :

Sl. No	Deliverables
1	Reinforcing brand identity and key messages
2	Stage and seating arrangements (200 nos)
3	Hall decoration
4	Master the ceremony
5	Making audio visual arrangements for the trailer of the movie and advertisements and for the inaugural function
6	Vendor management – interfacing with all event vendors as needed

The Financial quoting with cost break up to be submitted in the prescribed format given below.

Sl.No	Deliverables specified	Cost (inclusive of tax)

The sealed tender should be send along with detailed company profile, along with supporting documents of experience in organinsing grand event, preferably with celebrities and other relevant details.

The interested firms are to submit the sealed tender addressed to Mr Naresh VS, Deputy Director, Spices Board, NH-By pass, Palarivattom PO , Kochi 682025, so as to reach the addressee on or before 18th May 2015.