

THE KERALA STATE HOMOEOPATHIC CO-OPERATIVE PHARMACY LTD. (HOMCO)

GMP Certified

(Reg.No. T-432). XII/37-39, Mararikulam South
Pathirappally P.O., Alappuzha-688 521, Kerala
E-mail:homcokerela@gmail.com Web: www.homcokerala.com



Office : 0477-2258012
: 0477-2258665
MD : 9447158012
Production Dept. : 9946668792
Marketing Dept. : 9946668794
: 9946668795

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SCOPE OF ASSIGNMENT FOR EVENT MANAGEMENT AGENCIES

The Kerala State Homoeopathic Co-operative Pharmacy Limited (HOMCO), Alappuzha, proposes to inaugurate its Second Division at Valiyakalavoor, Alappuzha, in the first week of February 2026.

In this connection, HOMCO invites **Expression of Interest (EOI)** from experienced and reputed Event Management Agencies for planning, coordination, and execution of the inauguration programme.

Scope of Work / Duties:

The selected agency shall be responsible for, but not limited to, the following:

- 1. Event Planning & Coordination**
 - Overall planning and execution of the inauguration programme
 - Coordination with HOMCO officials
- 2. Venue & Stage Arrangement**
 - Stage, backdrop, podium, seating, shamiana, and decoration
 - Lighting, sound system, microphones, and LED display
 - Power backup arrangements
- 3. Protocol & Guest Management**
 - VIP reception, escorting, and seating arrangements
 - Coordination for lamp lighting, plaque unveiling, and other ceremonial activities
- 4. Hospitality Support**
 - Arrangement of refreshments / lunch (if approved)
 - Drinking water and sanitation support

Eligibility:

- Minimum 3 years' experience in handling government / PSU / large-scale public events
- Proven capability with adequate manpower and infrastructure

Interested agencies may submit their EOI along with:

- Company profile
- Details of similar works executed

- GST registration and contact details

The EOI may be submitted in sealed cover or by email as per HOMCO instructions, **on or before 29.01.2026 at 5.00pm.**

HOMCO reserves the right to accept or reject any or all EOIs without assigning any reason.

Sd/-

Date:24.01.2026

Managing Director

website: <https://homcokerala.com>

Email: homcotenders@gmail.com