

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

GMP Certified

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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.

Date:24.01.2026

**Sd/-
Managing Director**

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