

Website Advertisement

Government of India is organising “Women of India Festival” every year to promote “Organic Farm Produces” across India. This year Mahila Arthik Vikas Mahamandal (MAVIM) is hosting the event on behalf of Government of Maharashtra from 16th February 2018 to 20th February 2018 at P.L. Deshpande Kala Academy (Ravindra Natya Mandir, Prabhadevi). The theme of the exhibition and sale is based on the “Organic Farm produces” and around 200 vendors from all over nation will be participating in this event.

MAVIM would like to higher an event management company for the selected task as mentioned below. The interested agencies/individuals are requested to send their sealed financial bids and operational plan in the format enclosed.

The bids can be sent to the following address on or before by 5th February 2018. MAVIM will call upon all the applicants with short presentation with prior notice and the most economically competent proposal will be finalised by the technical committee constituted by MAVIM head office.

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Bid Document

Sr. No.	Particulars (Tasks)	Tentative Plan	Timeline	Cost (Rs.)
1	To manage and anchor the inaugural event of “Women of India Festival-2018” on first day (i.e.16 th March 2018)			
2	To manage and anchor the event on 19 th January 2018 in Auditorium 1) Series of panel discussions on “Organic Products and their marketing”			
3	Identify the invitees from the sector in consultation with MAVIM and insure the participation of the same.			
4	Overall stage management of 19 th January programme			
5	To manage the celebrities invited by MAVIM on each day of the event (1 to 2 hrs on each day)			
6	To contact and co-ordinate with various organisations/agencies (list will be provided by MAVIM) for inviting them to attend the event			
7	To manage the local PR of the event via. Social media (Whatsapp, Twitter, Facebook), print media (pamphlets through local newspaper at potential areas), local cable dissemination, display through flex and banners/hoardings around venue, at local stations			

Scope for Event Management Company

Scope of work: -

- 1) To manage and anchor the inaugural event of “Women of India Festival-2018” on first day (i.e.16th March 2018)
- 2) To manage and anchor the event on 19th January 2018 in Auditorium
- Series of panel discussions on “Organic Products and their marketing”
- 3) Identify the invitees from the sector in consultation with MAVIM and insure the participation of the same.
- 4) Overall stage management of 19th January programme
- 5) To manage the celebrities invited by MAVIM on each day of the event (1 to 2 hrs on each day)
- 6) To contact and co-ordinate with various organisations/agencies (list will be provided by MAVIM) for inviting them to attend the event.
- 7) To manage the local PR of the event via. Social media (Whatsapp, Twitter, Facebook), print media (pamphlets through local newspaper at potential areas), local cable dissemination, display through flex and banners/ hoardings around venue, at local stations