



Expression of Interest (EOI) notification for Identification of Agencies for the event management of international conference on Kerala Skill Conclave as part of Vijnana Keralam

[Ref No: 710/2025/K-DISC dated 10.3.2025]



KERALA DEVELOPMENT INNOVATION STRATEGIC COUNCIL (K-DISC)

India Height, Govt. Women's College Road
Vazhuthacaud, Thiruvananthapuram -
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1. Acronyms

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|--------|---|
| EOI | - Expression of Interest |
| K-DISC | - Kerala Development and Innovation Strategic Council |
| KKEM | - Kerala Knowledge Economy Mission |

2. EOI Document Details

| Sl. No | Milestone | Date and Time |
|--------|--|------------------|
| 1 | Release of Expression of Interest (Eoi) | 10/03/2025 |
| 2 | Bidders meeting | 12/03/2025 |
| 3 | Last date for submission of written questions by bidders | 13/03/2025 |
| 4 | Response to the queries | 14/03/2025 |
| 5 | Last date for submission of Eoi response | 16/3/2025, 5 pm |
| 6 | Opening of Eoi responses | 17/03/2025, 11am |
| 7 | Declaration of short listed firms | TBA |

Issued by:

The Member Secretary,
Kerala Development and Innovation Strategic Council (K-DISC), 2nd Floor,
India Heights, Govt. Women's College Road, Vazhuthacaud
Thiruvananthapuram-695014

EOI Submission in above address or in the email by 16/3/2025 5pm:-
demandaggregation@knowledgmission.kerala.gov.in

3. Introduction

The Kerala Development and Innovation Strategic Council (K-DISC) a society under the Travancore Cochin Literary Scientific and Charitable Societies Act 1955 is a strategic think tank and advisory body of the Government of Kerala. In the State budget 2021, the Government of Kerala, has embarked on a major initiative to make Kerala a premier hub for the Knowledge Economy. K-DISC has been entrusted with coordinating the activities of the Kerala Knowledge Economy Mission (KKEM). The Government of Kerala had declared the Kerala Knowledge Economy Mission (KKEM) as a flagship project for providing employment to educated-unemployed in Kerala. The Government of Kerala has approved the implementation plan for the Vijnanakeralam Program under the Kerala Knowledge Economy Mission (KKEM). This initiative aims to establish field level mechanisms supported by Job Stations in each district. As part of Vijnanakeralam it was proposed to conduct an international skill conclave.

The purpose of this Expression of Interest (EOI) is to identify reputed and experienced event management agencies for the planning, execution, and management of the International Skill Conclave. The conclave aims to bring together global experts, industry leaders, policymakers, and skilled professionals to discuss advancements in skill developments.

4 Scope of Work

The selected agency will be responsible for the end-to-end management of the event, including but not limited to:

- Logistics and venue coordination
- Event registration process
- Distribution of virtual badges with QR codes and physical badges
- Attendance tracking system
- Real-time facility monitoring to prevent delays during the event
- Efficient planning of parallel sessions
- Mechanism for collecting session feedback
- Live streaming of conference sessions
- Support for presenting slides, videos, and other multimedia content from speakers
- Arrangements for food and refreshments
- Assistance with invitations, visas, and travel arrangements
- Speaker and session coordination
- Media relations and public communication management
- Ensuring safety protocols, permissions, and regulatory compliance.
- Post-Event Reporting, Compiling reports, feedback analysis, and documentation.
- Integration with other partners and solutions mobilised for the summit.
- Any additional requirements to ensure the seamless execution of the conference.

5. Eligibility Criteria

Interested agencies shall fulfill the following criteria:

- A minimum of 5 years of experience in event management, preferably in large-scale international conferences.

- Proven track record of organizing at least three (3) similar events.
- Strong financial stability with audited financial reports of the last 3 years.
- Availability of skilled professionals and technical resources.
- Experience in handling government, corporate, or international events will be an added advantage.

6. Template for EOI Response

Interested organisations are invited to submit their EOI detailing,

- Cover Letter expressing interest.
- Company Profile, including past experience and key achievements.
- Details of similar events organized with supporting documents (work orders, testimonials, etc.).
- Financial Statements for the last three years.
- Proposal on preliminary plan.

Applicants should submit a proposal with the following documents as per the tender schedule. Shortlisted applicants would receive a call for a detailed discussion by K-DISC, at a mutually convenient date immediately.

The EOI submission should include,

6.1 Covering Letter

A brief introduction and statement of interest.

6.2 Organisation Particulars

- a) Name of the Organisation
- b) Legal Name: [Name of the organisation as registered with the relevant authority]
- c) Legal Status: [Indicate the legal structure of the organisation, such as a partnership, society, company, etc.]
- d) Registration Number: [Provide the unique registration number assigned to the organisation by the relevant authority if any.]
- e) Date of Registration: [Indicate the date when the organisation was registered with the relevant authority]
- f) Registered Address: [Provide the complete postal address of the organisation's registered office]
- g) Full name of the contact person: [Provide the designation of the organisation's main contact person]
- h) Designation of the contact person: [Provide the full name of the organisation's main contact person]
- i) Contact Mobile Phone Number: [Provide the mobile phone number the organisation's main contact person]
- j) Contact e-mail id: [Provide the email address for the organisation's main contact person].
- k) URL of the organisation

6.3 Organisational Capabilities

- a) Introduction: Provide a brief introduction about your organisation including the

- number of years of experience and key areas of specialisation, including its history, scope of work and structure.
- b) Organisational structure and capacity
 - c) Expertise and experience
 - d) Experience: Provide information on your organisation's experience in the relevant field, including specific projects or contracts that demonstrate your organisation's capabilities including the number of years of experience and key areas of specialisation. Also, provide details of the organisation's expertise in designing, implementing, and managing workspace.
 - e) Client References: [Provide a list of references for the organisation's previous clients who can speak to their experience working with us. This should include contact information for the references, as well as a brief description of the work we did for them.]
 - f) Quality Management: [Provide a brief overview of the organisation's quality management system, including any relevant certifications, processes, and procedures that you follow to ensure the quality of our work.]
 - g) Similar Projects: Provide information on your organisation's experience with similar projects (similar in scope and complexity to the current tender), including the size, scope, service provided and outcomes of the project

6.4 Approach and Methodology for the Project

Providing a high-level overview of the approach that the organisation will take to establish and operate the Job Stations in the selected locations. This should include the key principles and strategies that will guide the project towards its goals, the project in the timeframe and the strategies for risk management. A short brief on how the agency would be able to add value to Kerala Knowledge Economy Mission and a detailed plan as a business proposal.

6.5 Financial statement for last 3 years

Supporting Documents

Any additional information that supports your application.

7. Submission Deadline & Contact Details
 The EOI must be submitted in a sealed envelope or via email to demandaggregation@knowledgmission.kerala.gov.in by 16/3/2025 5pm

8. Evaluation Process

EOIs will be evaluated based on the evaluation framework provided. Shortlisted agencies may be invited for a presentation before the final selection.

8.1. Evaluation Framework

The evaluation of applications will follow a structured framework to ensure the selection of the most suitable partner for this initiative:

1. Eligibility & Compliance Check (Qualifying Criteria) - 20%

Submission Completeness: All required documents submitted (Cover Letter, Company Profile, Financials, etc.).

Minimum Experience: At least 5 years in event management.
 Past Events: Organized at least three (3) similar large-scale events.
 Financial Stability: Audited financial statements for the last three (3) years.

2. Experience & Track Record - 25%

Relevant Industry Experience: Experience with international conferences, skill development events, or government collaborations.

Scale of Events Managed: Experience in handling events of similar size and complexity.

Client Testimonials & Case Studies: Positive feedback and documented success stories.

3. Technical & Operational Capability - 25%

Event Execution Plan: Detailed approach for planning, logistics, technology, and stakeholder engagement.

Resource Availability: Dedicated project team with experienced professionals.

Technology & Innovation: Use of digital platforms for event management (e.g., registration systems, virtual participation options).

Risk Management & Contingency Plans: Defined strategies for handling disruptions or emergencies.

4. Marketing & Audience Engagement Strategy - 15%

Promotional Strategy: Effective use of digital and traditional media for outreach.

Partnership & Sponsorship Approach: Ability to attract sponsors and increase event reach.

Stakeholder Engagement: Strategy for involving policymakers, industry leaders, and international participants.

5. Financial Proposal & Cost Competitiveness - 15%

Budget Breakdown: Transparent cost estimation for all event components.

Value for Money: Cost-effectiveness without compromising event quality.

Alternative Revenue Streams: Ability to generate sponsorships or reduce costs through partnerships.

6. Presentation & Interview (if applicable) - Bonus 10%

Clarity of Proposal: Well-structured and compelling presentation.

Response to Queries: Demonstrates deep understanding and capability.

Innovative Ideas: Unique concepts that enhance the event's impact.

Evaluation Score in brief follows: -

| Criteria | Weightage (%) |
|--|---------------|
| Eligibility & Compliance Check (Qualifying Criteria) | 20% |
| Experience & Track Record | 25% |
| Technical & Operational Capability | 15% |
| Marketing & Audience Engagement Strategy | 15% |
| Financial Proposal & Cost Competitiveness | 15% |
| Presentation & Interview (if applicable) | Bonus 10% |

*Cut off marks- 60%