



OFFICE OF THE PRINCIPAL UMA CHARAN PATNAIK ENGINEERING SCHOOL

BERHAMPUR-760010, DIST: GANJAM (ODISHA)

A State Government Institute Since 1956

(Under Government of Odisha, Skill Development & Technical Education Department)
Affiliated to AICTE & Administrative control of Director of Technical Education & Training, Odisha, Cuttack

E-Mail: principalucpes@gmail.com, Visit us: www.ucpesbam.in



Letter no 1971

Date 10.09.2025

Expression of Interest (EOI) for Engaging Event Management Services

UCP Engineering School, Berhampur invites Expressions of Interest (EOI) from experienced and competent event management agencies for organizing Vishwakarma Puja in the institution campus.

Details of Event:

Occasion: Vishwakarma Puja

Venue: UCP Engineering School Campus, Berhampur

Tentative Date: 17.09.2025

Scope of Work:

1. Stage and Pandal setup
2. Decoration and lighting at Venue and institution building
3. Sound system and Music arrangement during Visarjan from Venue to institute Gate
4. Seating arrangements- on tarpaulin or Dhurrie
5. Puja materials and priest coordination including Dhaknina/Service charge
6. Refreshments/snacks distribution- Sweets (Bundi) and Fruits for 300 students
7. Clean-up post event

Budget:

The total budget for the event is capped at ₹40,000 (Rupees Forty Thousand only), inclusive of all charges and GST.

Eligibility Criteria:

1. Prior experience in managing cultural or religious events in educational institutions.
2. Ability to execute within the stipulated budget and timeline.
3. GST registration and valid business credentials.



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Submission Guidelines:

Interested agencies are requested to submit their Expression of Interest along with the following documents by 12.09.2025 at 5.00 pm.

1. Company profile and experience details
2. Presentation of event details on conduct of puja
3. Portfolio of past events organized (preferably similar nature)
4. Maximum price for event management.
5. GST details

Last Date for Submission: 12th September 2025 5 pm

Mode of Submission: Submit a hard copy at the office of the Principal, UCP Engineering School, Berhampur and presentation at the venue.

Satya Samanta
10/09/2025
Principal, U C P Engineering School
Berhampur

Memo No 1972 Date 10.09.2025
Copy to Sub Collector, Berhampur/ Deputy Director, RADE, Berhampur/Principal GP
Berhampur/Principals of all Government ITI in Ganjam/ Tahasildar, Berhampur for information and
requested to display Eol in the office notice board for wide circulation.

Satya Samanta
10/09/2025
Principal, U C P Engineering School
Berhampur

Memo No 1973 Date 10.09.2025
Copy to all Department for information and requested to circulate the notice among students.

Satya Samanta
10/09/2025
Principal, U C P Engineering School
Berhampur

Memo No 1974 Date 10.09.2025
Copy to OIC(website) for information and requested to upload the notice in institute website.

Satya Samanta
10/09/2025
Principal, U C P Engineering School
Berhampur