



Expression of Interest (EOI)

Engagement of a Reputed Agency for Designing, Construction of Stands and
Other Allied Work for

**Domotex International Trade Fair in Messe Fair Ground, Hannover
(Germany) From 13th To 16th January, 2022.**

CARPET EXPORT PROMOTION COUNCIL

(Set-up by Ministry of Textiles, Govt. of India)

Working Office: 2nd Floor, Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg,
New Delhi - 110001,

Phone: +91 11 23364716 / 17 | Email: info@cepc.co.in | Website: www.cepc.co.in

About Carpet Export Promotion Council

Carpet Export Promotion Council (CEPC), registered under Companies Act, 1956, was set up by Ministry of Textiles, Government of India in 1982. The main objective of the Council is to support, protect, maintain, increase and promote the export of hand knotted carpets, woolen druggets and floor coverings by such methods as may be necessary or expedient.

Major Activities carried out by the Carpet Export Promotion Council to attain the main objectives are -

- I. Organizing participation in specialized fair abroad.
- II. Organizing National Level participation in Domotex International Trade Fair at Hannover (Germany) as a nodal agency of Indian Handmade Carpets and other floor coverings.
- III. Organizing India Carpet Expo twice a year in New Delhi and Varanasi.
- IV. Organizing Seminars to Educate Carpet Exporters on various Matters.
- V. Undertaking Market Study for exploring new markets as well as in Existing markets for enhancing share of Handmade Carpets and Other floor coverings.
- VI. Organizing Exhibition-cum-Sale in Domestic Markets.

Requirement

Carpet Export Promotion Council is organizing national level participation in Domotex International Trade Fair in Hannover, Germany every year being a nodal agency.

Stand Construction will be in Hall No. 4 of Messe Fair Ground at Hannover, Germany (Approx.150 stalls ranging from 12 sq. mtrs to 80 sq.mtrs.). Approximate Stand area will be around 2500 sq. mtrs.

The details of requirement will be as per Annexure-I.

1. Eligibility for submission of proposal:

Agencies having following minimum qualifications are hereby invited to submit expression of interest on turnkey basis.

- I. The applicant should be registered company/entity of repute.
- II. A sound experience in conceptualizing, designing and executing the Exhibition projects on turnkey basis for similar job in overseas exhibitions/fairs;
- III. The materials used in fabrication should in compliance with ISI specifications;
- IV. A turnover of minimum Rs. 4.00 crores each year during the Preceding three financial years i.e., 2020-21, 2019-20 and 2018-19. The turnover should pertain to Trade Fair/similar jobs for not less than 2000-2500 sq.m.
- V. Should Handover the complete finished stands three days before the start of Exhibition.
- VI. Should be registered under Service Tax, VAT and other International laws.

- VII. Should attach the details of their counterpart in Germany along with their company profile.

2. Scope of Work

The scope of work for the Event shall include the following:

Common facilities:

Common area (Excluding exhibitor stalls) will include:

- I. A Reception Counter with CEPC's Office.
- II. VIP Lounges for CEPC along with mini pantry with refrigerator, Tea/coffee making machine and material, water, refreshment etc. and a concealed storage area depending on the layout and space available.
- III. Banner Hangings at the suitable permissible height of the ceiling of the hall for a proper visibility from a distant place, according to the guidelines of the organizer.
- IV. The Agency has to show minimum three option of Design Concept, Perspective view and Façade. A suitable branding has to be done and shall be followed all over.
- V. The proposed pavilion will be designed on an Maxima system.
- VI. For further conditions of construction of pavilion/stalls, heights of the stall etc. shall be as per estimated requirement mentioned at Annexure-I.
- VII. The fascia on every stand and the branding which runs through the entire Halls will be in the maxima/ and exhibitors should get the full advantage of height for product display.
- VIII. The hall shall be brightly lit with white lights not to allow dark pockets in the common area.
- IX. Lockable night sheets be provided to each exhibitor, if needed, by them.

3. Scope:

The organization/agency shall require undertaking the following activities:

- I. Construction of stands in multiple of 12 Sq. Mtrs. and as per requirement for display of exhibitors' products and also erect VIP Lounge, including the requirement of furniture at all stands of the pavilion as per Annexure-I.
- II. Individual stand for participant would be provided with standard furniture i.e., chairs, table, waste paper basket, carpeting on floor [Carpet color to be approved in advance], electrical plug point, spot lights etc. as mentioned in Annexure-I.

4. Miscellaneous:

- I. Provision of stand designers for pre-fair services to exhibitors by giving 3D view of the individual stands.

- II. The Agency will give a presentation before the Committee on pre-decided date.
- III. Provision of qualified window dressers for on-site assistance to exhibitors for display of their products.
- IV. Provision of Sofa, Centre Table, Reception Counter, decorative flower bouquet etc. as per requirement of the organizer.
- V. The Agency should obtain clearance from the Organizers i.e., Deutsche Messe AG, Hannover for electricity, water connection, approval for space for ceiling suspension, timely possession / handover of Halls etc.

5. General:

- I. The organization/agency will be responsible to ensure that suitable manpower is present at the site for construction and maintenance of the pavilion and coordination of the event till the end.
- II. The organization/agency would settle all the applicable bills of the organizers at the end of the Event.
- III. Power supply and Main Electrical connections and other support system etc., shall be available as per the requirement. Accordingly, aforesaid provisions need to be checked by the organization / agency themselves.
- IV. The agency will ensure that fire prevention & extinguishing measures as per rules.

6. Guidelines for Submission of Expression of Interest:

A. Technical Bid:

The Applying agency may submit the following details:

1. Details of the Organization/agency
 - a. Profile of the company/agency.
 - b. Profile of the counterpart in Germany of the company/agency.
 - c. **Track Record** – previous experience of handling similar nature of work. Work experience in designing, construction of stands in overseas fairs/exhibitions with minimum 2000 - 2500 sq.mtrs. areas.
 - d. A CA certificate verifying the turnover of the applicant Organization/agency for the last 3 financial years.
 - e. Copies of Income Tax Returns for 2020-21,2018-19 & 2019-20 along with a copy of the PAN Card and VAT Registration Certificate.
2. Details of Manpower and Technical expertise.
3. Copies of job orders executed during last 3 years.

4. Photographs / CD of past jobs along with job order and clearly indicate the size of the pavilion and cost of setting-up pavilion.
5. Copies of Service Tax and VAT Registration Certificates.
6. Separate Bids for Earnest Money of Rs. 7.50 lakhs (Rupees seven lakhs fifty thousand) through Demand Draft in favor of Carpet Export Promotion Council payable at New Delhi.
7. Tender Fees of Rs 1000 (Thousand) by way of Demand Draft in favor of Carpet Export Promotion Council payable at New Delhi.

B. Financial Bid:

Kindly enclosed the costing as per details below:

- I. Detailed rates of items in the prescribed proforma at Annexure-I.
- II. Taxes as applicable

Please send separate envelopes for **Tender Fees, Earnest Money, Technical and Financial Bids for Domotex International Trade Fair, 13th to 16th January, 2022 Hannover, Germany.**

The envelopes should be super-scribed with “**Expression of Interest for Domotex, 2022 at Hannover (Germany)**” and should have the full name, Postal Address, Fax, E-mail, Telephone number of the agency, along with Mobile Number of authorized person(s).

7. Other special conditions:

- I. Incomplete expression of interest or without documents are liable to be rejected and shall not be considered.
- II. CEPC reserves the right to reject or accept any or all the proposals in part or full without assigning any reason whatsoever.

8. Evaluation Process:

- I. A nominated Committee will evaluate the papers received on the basis of the documents and details provided by the applicant.
- II. The profile and track record of the applicant, turnover, credentials including past similar assignments etc. shall be used as a means of evaluating the capability and capacity of each applicant to execute the job in a safe, successful and timely manner.

III. The evaluation will be done on the following parameters:

Criteria Marking System Maximum Marks (100)

- a. Manpower & Technical expertise - 45
- b. Turnover - 15
- c. Experience of doing similar work & Thematic setting - 40

Only those agencies who score minimum 70% marks in the evaluation process shall qualify for presentation.

9. Terms of Payment:

The following will be proposed terms & conditions for assignment of job. Payments to the successful organization/agency will be made as per following schedule:

- I. 50% of the estimated total cost along with the work order.
- II. 25% of the estimated cost after start of work.
- III. 25% after the event and submission of final bill along with physical Verification report.

Interested agencies may submit their **Expression of Interest with separate Technical Bid and Financial Bid within 10 (ten) days from the date of publication.** The complete applications should be addressed to:

**Officiating Executive Director-cum-Secretary,
Carpet Export Promotion Council,
2nd Floor Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg,
New Delhi-110 001
Tel: 011-23364716/17
Email : info@cepc.co.in**