



Expression of Interest (EOI)

Engagement of a reputed agency for Designing, Construction of stands and other allied work

for

Heimtextil, Frankfurt (Germany) from 11th to 14th January, 2022.

CARPET EXPORT PROMOTION COUNCIL

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

**Working Office: 2nd Floor, Rajiv Gandhi Handicrafts Bhawan,
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About Carpet Export Promotion Council

Carpet Export Promotion Council (CEPC), registered under Companies Act, 1956, was set up by 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 Heimtextil 2022 scheduled at Frankfurt, Germany from 11-14 January 2022.

Stand Construction will be in Hall No. 6.1 of the exhibition ground of Messe Frankfurt, Germany (Approx.10 stalls ranging from 12 sq. mtrs to 18 sq.mtrs.). Approximate Stand area will be around 130 -140 sq. mtrs.

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 during last 3 years in overseas exhibitions/fairs;
- III. The materials used in fabrication should in compliance with ISI specifications;
- IV. A turnover of minimum Rs. 1.00 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 500 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:

Erection of stands in maxima system of 3-meter height.	10-12
Spot Lights 200 watts per sq.metre for the exhibition area (Agency to quote rates for extra light in the stand separately)	Minimum 8 lights for 12 sq.m. booth & on pro-rata basis.
For Stall of 12-18 sq.m.:	
Table	1
Chairs	4
Waste Paper Basket	1
Power Point	1
Carpet Clamp 1 per sq.m.	12-18
Fascia (Corner Stand 2/3/4)	1
Flooring with Carpets as per choice of Color in the entire stall area,	
Mineral Water 1.5 ltrs. each day	2 Bottles
Provision for Steel Rods/Wooden Racks (If required)	
Pantry Coffee Machine for Pantry Sugar Cubes Milk Coffee Packets	As per Requirement

3. 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. The Agency should obtain clearance from the Organizers i.e., Messe Frankfurt for electricity, water connection, approval for space for ceiling suspension, timely possession/ handover of Halls etc.

4. 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.

5. Guidelines for Submission of Expression of Interest:

A. Technical Bid:

The Applying agency may submit the following details:

- a. Details of the Organization/agency
 - I. Profile of the company/agency.
 - II. Profile of the counterpart in Germany of the company/agency.
 - III. Track Record – previous experience of handling similar nature of work. The company must experience in designing, construction of stands in overseas fairs/exhibitions with minimum of 500 sq.mtrs. areas.
 - IV. A CA certificate verifying the turnover of the applicant Organization/agency for the last 3 financial years.
 - V. Copies of Income Tax Returns for 2020-21,2018-19 & 2019-20 along with a copy of the PAN Card and VAT Registration Certificate.
- b. Details of Manpower and Technical expertise.
- c. Copies of job orders executed during last 3 years.
- d. Photographs / CD of past jobs along with job order and clearly indicate the size of the pavilion and cost of setting-up pavilion.
- e. Copies of Service Tax and VAT Registration Certificates.
- f. Separate Bids for Earnest Money of Rs. 1 lakh (Rupees one Lakh only) through Demand Draft in favor of Carpet Export Promotion Council payable at New Delhi.

- g. 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 Heimtextil 2022, 11th to 14th January, 2022 Hannover, Germany.

The envelopes should be super-scribed with "Expression of Interest for Heimtextil 2022, Frankfurt, 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).

6. 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.

7. 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.

8. 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
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