

Quotations are invited from Agencies for the following items of work during India Carpet Expo, 15-18 October, 2022 at Bhadohi Carpet Expo Mart, Bhadohi, Uttar Pradesh.

Interested Agencies can apply for any item of work as per their work profile in separate sealed envelopes

1. Appointment of Security Agency for India Carpet Expo, 15-18 October, 2022 at Bhadohi Carpet Expo Mart, Bhadohi, Uttar Pradesh

Date	Guard		Lady Guard	Supervisor		Bouncer	AM	HHMD	RT Set	Manager
	Day	Night	Day	Day	Night	Day	Day	Day	Day	Day
14.10.2022	5	10	0	1	1	0	0	0	0	0
15.10.2022	15	15	2	2	1	6	1	1	4	1
16.10.2022	15	15	2	2	1	6	1	1	4	1
17.10.2022	15	15	2	2	1	6	1	1	4	1
18.10.2022	15	0	2	1	0	6	1	1	4	0

Note: These are approximate estimated requirements which may undergo minor changes during the event

2. Designing and Printing Works for India Carpet Expo, 15-18 October, 2022 at Bhadohi Carpet Expo Mart, Bhadohi, Uttar Pradesh

S. No.	Particulars	Rate Per Unit
1.	Buyers Response Forms – Qty 500 Copies - A4 Size - Color Print	

	- Both Side Print	
2.	Exhibitors Response Forms – Qty 300 Copies - A4 Size - Color Print - Both Side Print	
3.	Invitation Card for Inauguration for India Carpet Expo including envelopes – Qty 1000 - Best Quality - One or Two-Fold - One Extra Leaf - Self-Tape Envelope	
4.	Single Entry Passes – Qty 1000 - Post Card Size - Multi Color - Single Entry - Unique Numbering	
5.	Tea / Coffee Coupons– Qty 9000 Coupons - 12 Coupons in one sheet - Perforating - Color Print - Unique Numbering	
6.	Water Coupons – Qty 4000 Coupons - 12 Coupons in one Sheet - Perforating - Color Print - Unique Numbering	
7.	Fair Directory – Qty 800 - Multi Color - 8.5" x 5.5" - 250 – 300 pages (F & B) - 300 gms Cover Page - 130 gsm inside pages - Imported Paper, Gloss Lamination, Perfect Binding etc.	
8.	Other Designing related Works on requirement basis	

Note:

- i. Interest bidders can opt the sample of above items from CEPC, New Delhi Office.
- ii. Quantity mentioned above is estimated and can be increase or decrease

as per requirement basis. The quoted price cannot be change if quantity increase or decrease.

- iii. CEPC reserves the right to order any sub-set or super-set of the above items.
- iv. The quoted price must include transportation charges.
- v. Agency is responsible for timely delivery of above items at event location.
- vi. All Items must be delivered 2 days before the event starts.
- vii. Final content of Fair Directory will be given 7 days before the event starts.
- viii. Agency must depute dedicated experienced designers at CEPC office for designing of above printing items.

3. Setting up Cafeteria - India Carpet Expo, 15-18 October,2022 at Bhadohi Carpet Expo Mart, Bhadohi, Uttar Pradesh.

Agency is required to provide rates for food items for breakfast, Lunch, Snack Tea, Coffee, Soft Drinks, and Mineral Water

4. Providing of Vehicles during India Carpet Expo, 15-18 October,2022 at Bhadohi Carpet Expo Mart, Bhadohi, Uttar Pradesh

S. No	Vehicle Name	Particulars	Quoted Amt.
1.	Innova/Crysta	15 - Duty from 8.00 a.m. sharp from 15th to 18th October, 2022) for Hotel Duty (Shuttle Services)	
2.	Tempo Traveler	8 -10 for local duty from 8.00 a.m. to 7.00 p.m. for Hotel Duty (Shuttle Services)	

Note: These are approximate estimated requirements that may undergo minor changes during the event.

5. Engagement of Agency for decoration of the venue(including flowers and flower pots), providing bouquets for India Carpet Expo, Expo, 15-18 October,2022 at Bhadohi Carpet Expo Mart, Bhadohi, Uttar Pradesh.

6. Providing Emergency Medical Services during India Carpet Expo, 15-18 October,2022 at Bhadohi Carpet Expo Mart, Bhadohi, Uttar Pradesh. (All Prevailing Covid Guidelines issued by the Govt. of India to be followed)

S.No.	Particulars	Amount
1.	Ambulance with Life Saving Equipment during Fair from Expo, 15-8 October 2022 at Bhadohi Carpet Expo Mart, Bhadohi	
2.	A Well Qualified & Experience Doctor (Space will be provided by the Council)	
3.	A Well Qualified & Experienced Nurse.	
4.	A Well Experienced Paramedic	
5.	A First Aid Medical Kit containing all essential injections, drugs & medicines	

7. Providing CCTV during India Carpet Expo, 15-18 October,2022 at Bhadohi Carpet Expo Mart, Bhadohi, Uttar Pradesh

S.No.	Particulars	No. required	Charges (Per day)
1.	Camera Image	80	
2..	Digital Video Recorder	3	
3.	Hard Disk	01	

8. Providing Female and Male Promoters during India Carpet Expo, 15-18 October,2022 at Bhadohi Carpet Expo Mart, Bhadohi, Uttar Pradesh

S.No.	Particulars	Charges (Per day)
1.	Female Promoter – 4 for 4 days from 15 th -18 th October, 2022 with their own food	
2.	Male Promoter – 15 for 5 days from 15 th to 18 th October,2022 with their own food	

Note: These are approximate estimated requirements which may undergo minor changes during the event

The Duty Hours shall be from **9:00 a.m. to 7:00 p.m.** The Female Promoters should wear the same color Sarees and the Male Promoters should wear Shirt, Trouser and Tie. Preference will be given to the Female Promoters who can speak in foreign languages like German, Spanish, French, Chinese & Japanese.

9. Quotation for Registration of Buyers, Exhibitors, Visitors, etc. during India Carpet Expo, 15-18 October,2022 at Bhadohi Carpet Expo Mart, Bhadohi, Uttar Pradesh

Approx. Numbers of Footfall: Buyers 500, Exhibitors 300, Media and General Visitor 300

S. No.	Particulars	Quoted Amount per registration counter / unit
1.	Registration Counters for Buyers for 4 days from 15 - 18 October-2022 with operators. Card badge both side print, Transparent Plastic Cover, Digital 4 Color Lanyard, QR Code / Bar Code along with Photograph	
2.	Registration Counters for Exhibitors for 3 Days from 14 – 16 October 2022 with operators. Card badge both side print, Transparent Plastic Cover, Digital 4 Color Lanyard, QR Code / Bar Code along with Photograph	
3.	Registration Counters for Buyers Agents and Media for 4 days from 15 - 18 October-2022 with operators. Card badge both side print, Transparent Plastic Cover, Digital 4 Color Lanyard, QR Code / Bar Code.	
4.	Registration Counter for General Visitor, Contingent, Service etc for 4 days from 15 - 18 October-2022 with operators Card badge both side print, Transparent Plastic Cover, Digital 4 Color Lanyard.	
5.	PVC Cards Both Side Print, Digital 4 Color Lanyard for CEPC Officials & VIP.	
6.	2 General Help Desk for Buyer / Exhibitors to print E-Way bills, Tickets, Boarding Passes etc for 2 Days from 17 – 18 October 2022. With Laptop, (B&W) LaserJet Printer and Operator.	

7.	3 (Three) latest technology Laptops (i3 / i5, SSD etc) with one All in one LaserJet printer and one-Color Printer for CEPC Office for 5 days.	
8.	Digital Photocopy Machine with papers and immediate riffling of toner during 4 days event	
9.	Barcode / QR code Scanner at all Entry Exit Gates to capture the timings of buyers and ensure genuine entry.	

Note:

- i. Agency must have registration management software. After the event agency has to submit the detailed MIS report of the event.
- ii. A daily report of category wise registration is also required at end of each day of event. Which mainly contain the time of buyer spent in the event each day.
- iii. All Computer / Laptop, Printers, A4 Papers, Stationary etc. will be provided by agency only.
- iv. Agency may pre-print enough quantity of PVC Badges, Paper Badges, Lanyard etc.
- v. Color theme for Lanyard & badges will be different for each category i.e officials, Buyers, Exhibitors etc.
- vi. The manpower for the above must be well dressed and excellent communication skills at the Registration Counters
- vii. The installed printers / photocopier toners must be refill immediately. Agency have to depute the technical manpower.
- viii. After submission of quotations selected agency may call for demo.
- ix. CEPC reserves the right to order any sub-set or super-set of the above items.

10.Quotation for Photographer and Videographer during India Carpet Expo, 15-18 October,2022 at Bhadohi Carpet Expo Mart, Bhadohi, Uttar Pradesh.

Camera to be hired on the basis of requirement on the site The duty hours shall be from 9.00 A.M. to 6.00 P.M

11.Quotation for Providing Jute Bags during India Carpet Expo, 15-18 October,2022 at Bhadohi Carpet Expo Mart, Bhadohi, Uttar Pradesh

S.no	Particular	Quantity	Amount
1.	Jute Bags	1500	

Specification

India Carpet expo-15-18 October 2022 at Bhaodhi Carpet Expo Mart

Size	40x35x10 CM
Fabric	80z Cora Canvas
Handle	Cot. Padded & Cot. strap
Print	Both Side (Design Will Be provided separately)

Terms & Conditions

- These are approximate estimated requirements that may undergo minor changes during the event.
- Interested Agencies can apply for any item of work as per their work profile in separate sealed envelopes.

Interested Agencies may submit Quotations for items in a separate sealed envelope by 18th July 2022, 5 PM

**Officiating Executive Director-cum-Secretary
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**Dr. SMITA NAGARKOTI
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