

# CARPET EXPORT PROMOTION COUNCIL

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

## TERMS OF REFERENCE (TOR) FOR EXPRESSION OF INTEREST (EOI) FOR CONSTRUCTION OF STANDS AND OTHER ALLIED WORK FOR 43<sup>rd</sup> INDIA CARPET EXPO FROM 15-18 OCTOBER, 2022 AT CARPET EXPO MART, BHADOHI, UTTAR PRADESH.

### Requirement

Carpet Export Promotion Council (CEPC) is organizing the 43<sup>rd</sup> India Carpet Expo from 15<sup>th</sup> to 18<sup>th</sup> October 2022 **at Bhadohi Carpet Expo Mart, Bhadohi, Uttar Pradesh.**

The requirement is for the Construction of booths/stands **at Bhadohi Carpet Expo Mart, Bhadohi, Uttar Pradesh. Approximately** 350-400 stalls of different sizes ranging from 12 sq. mtrs to 120 sq. mtrs will be constructed in an area of approximately 6000 sq. mtrs. (Ground and First Floor) The stands constructed will have a front in Maxima and back as per the Octonorm system.

### Key Schedule

Description	Date & Time
<b>Publishing of EOI</b>	07.07.2022
<b>Submission of EOI</b>	18.07.2022 by 5:00 PM at CEPC Office, New Delhi
<b>Pre- Inspection of Venue</b>	11th July-15th July 2022
<b>Opening of Bid</b>	Will be intimated via Email and will be updated on website

### Eligibility for submission of Expression of Interest

Agencies having following minimum qualifications are hereby invited to submit an expression of interest.

- I. The applicant should be a registered company/entity of repute.
- II. Agency must have a sound experience in conceptualizing, designing, and executing the exhibition projects on a turnkey basis and **setting up stands of international standard for 8000-10000 Sq. Mtrs. in India during last 5 years;**
- III. Should have experience of organizing at least Two exhibitions in the last 5 years
- IV. The materials used in fabrication should be in compliance with ISI specifications;
- V. **A turnover of minimum Rs.5.00 Crores** each year during any three financial years from 2017-18, 2018-19, 2019-20, 2020-21 & 2021-22 in his name. The turnover should pertain to stand constructions and other allied works in Trade Fairs for not less than 5000 sq. mtrs. In India.
- VI. Agency should have net worth of **min 08 Crore as of March 31st March, 2022.**
- VII. Should be registered under GST.

## **Scope of Work**

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

The organization/agency shall require to undertake the following activities:

1. **Construction of stands of 12 Sq. Mtrs. and in multiple of 3 sq. mtrs. and/or** as per requirement for display of exhibitors' products and also erect Buyers/VIP Lounge, Theme Pavilion including the requirement of furniture at all stands of the pavilion. The proposed stands will be designed on the front Maxima and back Octonorm system.
2. Individual stand for participants would be provided with standard **furniture: three chairs, one round/rectangle table, one waste paper basket, an electrical plug point, and 10 halogen lights of 100 watts each (White & Yellow) on 12 sq. mtrs.** (More lights for bigger booths on a pro-rata basis)
3. **Common facilities:**  
Common area (excluding exhibitor stalls) will include:
  - I. **A reception with Registration Counters** of Buyers, Exhibitors, Buying Agents/Guests, Covid Isolation Room, Covid – testing facilities (on payment basis) etc. Provision of Sofa, Centre Table, Reception Counter, decorative flower bouquet etc. as per the requirement of the organizer.
  - II. **Buyers/VIP Lounges (Approximately 150-250 sq m)** along with mini pantry with refrigerator, tea/coffee making machine and material, water, refreshment etc., and a concealed mini storage area.
  - III. **Food Cafeteria in Hanger (Approximately 125-150 sq m )** with seating of approximately 50 people
  - IV. **Banner Hangings** at the suitable permissible height of the ceiling of the hall for proper visibility from a distant place, according to the guidelines of the organizer.
  - V. The Agency must work on a **suitable branding plan** which shall be followed all over. Agency must show a minimum of three options Design Concept, Perspective view, and Façade. Design for entry gate of Hall.
  - VI. **The Led fascia on every stand** and the branding which runs through the entire Halls will be in the front maxima and back octonorm structure and exhibitors should get the full advantage of height for product display.
  - VII. **Power supply and Main Electrical connections** and other required support systems etc., may be made available as per the requirement. Agencies must have provisions of providing electrical requirements through gensets as the final decisions on electrical connections will be made at the time of issuance of the work order. All internal wiring will be covered by a cable protector
  - VIII. Color Carpet for passages

#### 4. General:

- I. The agency so selected 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 agency, so selected, will ensure that fire prevention & extinguishing measures as per rules.
- III. The agency, so selected, will ensure prevailing Covid-19 protocol guidelines for organizing the Exhibition as per prevailing rules/ guidelines.
- IV. The Agency will be responsible for obtaining required clearance from all the local authorities on Fire, Traffic and Electricity etc.
- V. Agency must necessarily take insurance before the start of the event.
- VI. Should Handover the complete finished stands in all respects one day before i.e., by 10.00 a.m. 14.10.2022.

#### **Guidelines for Submission of Expression Of Interest:**

The Applying agency may submit the following details: (as per annexures (I-V))

##### A. Details of the Organization/agency

- i. **Profile of the company/agency.**
- ii. **Track Record** – previous experience of handling similar nature of work. The company must have 5 years work experience in designing, constructing, and setting up stalls in more than 5000 Sq. Mtrs. in India (excluding advertising and printing).
- iii. **A CA certificate** verifying the turnover of the applicant own agency for the any 3 financial years i.e., for, 2017-18, 2018-19, 2019-20 ,2020-21 and 2021-22.
- iv. **Copies of Income Tax Returns** for any 3 financial years i.e., for 2017-18, 2018-19, 2019-20 ,2020-21 and 2021-22. with copy of the PAN Card.

##### B. Details of Manpower and Technical expertise.

##### C. **Copies of job orders executed during** any 3 financial years i.e., for 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22.

##### D. **Photographs of past jobs** along with job order and clearly indicate the size of the pavilion and cost of setting-up pavilion.

##### E. **Copies of GST Registration Certificates.**

##### F. **Earnest Money of Rs. 10 lakhs (Rupees Ten lakh only)** through Demand Draft in favour of Carpet Export Promotion Council payable at New Delhi, with Separate envelopes of Technical Bid and Financial Bid.

##### G. **Rs.1000** to be paid while submission of the Bid as EOI processing fee through Demand Draft in favour of Carpet Export Promotion Council payable at New Delhi.

##### H. The agency must submit **proposed Layout plan of the exhibition hall** at Bhadohi Carpet Expo Mart. The layout should show the proposed No of booths along with the Buyers/VIP and cafeteria

earmarked. **A dedicated CEPC Staff Will be available to facilitate the Inspection/Visit of the agency at the desired time and date of Pre-Inspection/Visit.**

- I. The Agency so selected will give a presentation on the Proposed Concept/design, Layout and branding before the Committee on a pre-decided date.

### **Financials:**

Kindly submit the costing as per the details below:

- I. Detailed rates of items in the prescribed proforma (enclosed) (Annex- A)
- II. Government Taxes as applicable

Please send separate envelopes for Earnest Money, Technical and Financial Bids for India Carpet Expo, 15-18 October, 2022 by superscribing the names of the event **“India Carpet Expo, October, 2022 at Bhadohi, Uttar Pradesh.**

S.No.	Description	Marks
<b>STAGE - 1 (TECHNICAL, DESIGN/CONCEPT PRESENTATION)</b>		
1	Should have min turnover of 5 crore per annum from executing Exhibition set up & management for reputed organization during last five financial years. Non – exhibition related turnover will not be considered. Agency needs to attach turnover proofs for exhibition considered as follows: documentary evidence like letter of appreciation from the client specifying value & nature of work.	<b>Turnover: Max 20 marks</b> 5-10 Cr :10 marks 10-15 Cr: 15 marks > 15 Cr: 20 marks
2	Agency should have net worth of min 08 Crore as on March 31st March. 2022. (Agency to provide CA certificate clearly stating net worth). Agency shall be disqualified if the above criteria is not met	<b>Net worth: Max 10 marks</b> 8 Cr: 5 marks 9 – 12 Cr: 8 marks > 12 Cr: 10 marks
3	Should have experience of organizing at least Two exhibitions in last 5 years  (Necessary work orders/ appreciation certificates from the clients for an event of minimum area event of 8000-10,000 sqm to be submitted. The event execution should include complete execution right from construction of stands to interior & exterior elements Agency Shall Not be disqualified if the above criteria are not met however no marks will be given in this category.	<b>Maximum 20 marks</b> 2 events :5 marks 3 - 6 events: 10 marks More than 6 events: 20 marks

4	Proof of in-house inventory such as Panels, Lights, Maxima, Air Conditioning (documents to be submitted as proof).	<b>Max Marks :10</b>
5	Layout Map, Concept & plans of all elements of the event infra & management to be provided in both soft copy in USB & hard copy). There should be a detailed presentation depicting the design & concept of the event, event set up Methodology & plan etc.)	<b>Max Marks: 40</b>
	<b>TOTAL MARKS</b>	<b>MAX MARKS: 100</b>
<b>Minimum 60 points out of 100 Points of the technical presentation&amp; documents will be calculated for short listing the eligible bidders for opening the financial bids.</b>		

The envelopes should be super-scribed with “**Expression of Interest for India Carpet Expo, October, 2022 Bhadohi, Uttar Pradesh**” and should have the full name, Postal Address, Fax, E-mail, Telephone number of the agency along with Mobile Number of authorized person(s).

#### **FINANCIAL BID (Criteria of Selection of Bids)**

- I. The Bidding process will be under Cost cum Quality Based System (CCQBS)
- II. **The weightage of Technical Bid and Presentation will be 50% and financial bid will be 50%**
- III. Applicant scoring the Highest marks as per the above process will be declared the successful bidder.

#### **Other Special Conditions:**

- I. Incomplete expression of interest or without required 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.
- III. The decision of the Committee of Administration, CEPC in this regard shall be final and binding upon the agency.

#### **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.

#### **Penalty Clause:**

Penalty Clause will be as per Contract Act.

**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) 25% of the estimated total cost along with the work order.
- (ii) 50% of the estimated cost on or after the date of handing over the procession of stands.
- (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 Earnest Money, Technical Bid and Financial Bid by 18th July 2022, 5:00 PM**. The complete applications should be addressed to:

The Officiating Executive Director-cum-Secretary

**CARPET EXPORT PROMOTION COUNCIL**

(Setup by Ministry of Textiles, Govt. of India)

2nd Floor, Rajiv Gandhi Handicrafts Bhawan,

Baba Kharak Singh Marg, New Delhi – 110001.

Tel.: 011 – 2336 4716, 2336 4717

E-mail : [info@cepc.co.in](mailto:info@cepc.co.in) | Website: [www.cepc.co.in](http://www.cepc.co.in)

## ANNEXURE – I

### FINANCIAL DETAILS – ANNUAL TURNOVER DETAIL

(To be submitted on letter head of the applicant/agency duly certified by Chartered Accountant)

Sl. No.	Financial Year	Annual Turnover in Rs.
1	2017-2018	
2	2018-2019	
3	2019-2020	
4	2020-2021	
5	2021-2022	

**Note:** Balance Sheets & Profit and Loss Statements for each financial year should be submitted by the Applicant duly certified by the Chartered Accountant.

Place Date

Name of the Chartered Accountant Firm

Stamp and Signature

## ANNEUXRE II

### SIMILAR WORK ORDER DETAILS OF PROJECT VALUE OF RS. 5 CRORES

(Bidder has to submit these details on their letter head)

Sl. No.	Project Name	Name of the Client	Total Value of the Project in Rs.	Details of Activities Performed
1				
2				
3				
4				
5				

#### Note:

The bidder has to submit supporting documents / Completion Certificates /Work Orders as per the list for the similar projects done of value more than Rs. 5 Crores.

Date: Place:

Stamp and Sign



## ANNEXURE - III

### MANPOWER DETAIL

Sl. No.	Name	Designation	Experience	Qualification
1				
2				
3				
4				
5				

Date: Place:

Stamp and Sign

## ANNEXURE - IV

### NET WORTH CERTIFICATE

This is certifying that Net worth of (Name of The Firm) having  
its Regd. Office at

(Address of the Firm) as on (Date) is as follows:

(Rs. In Lacs)

Particulars	Financial Year:
Paid up Share Capital [which includes (i) Paid up Equity Share capital (ii) Fully, Compulsorily and mandatorily compulsorily and mandatorily convertible Debentures]	
Add: - Reserves (Including Share Premium provided it is realized in Cash or Cash equivalents)	
Subtract: - Revaluation Reserves	
Subtract: -Intangible Assets	
Subtract: - Miscellaneous Expenditure to the extent not written off & carry forward losses	
Net Worth Total	

Further Certified that the above information is given out of books of accounts &  
other financial documents produced before us.

Place:

For M/s.....

Date:

Chartered Accountant

Registration No.

**ANNEXURE V****GENERAL INFORMATION ON COMPANY'S LETTER HEAD**

<b>1.</b>	Name of the Firm: -	
<b>2.</b>	Type of firm / Proprietary / Partnership / Pvt. Ltd /Public Ltd:	
<b>3.</b>	Head office address:	
<b>4.</b>	Local office address (if any):	
	Attach approved plan of the office and ownership/possession deed	
<b>5.</b>	Mobile:	Contact:
<b>6.</b>	Landline:	Contact:
<b>7.</b>	Facsimile:	Telex/Fax:
<b>8.</b>	E-mail:	
<b>9.</b>	Place of incorporation / registration:	Year of incorporation /registration:
<b>10.</b>	GSTIN Registration No.	
<b>11.</b>	PAN Card	
<b>12.</b>	PF Registration number. Detailed Proof of Submission of PF in response to deployed staff is to be submitted by the Bidder.	
<b>13.</b>	An Undertaking for Non-Blacklisting on their letter head	
<b>14.</b>	Bidder has to submit Company Profile/ Brochures/Catalogue etc.	

Date:

Place:

Stamp and sign

