



कालीन निर्यात संवर्धन परिषद CARPET EXPORT PROMOTION COUNCIL

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

Registered Office: Shree Jee Complex, Shop No T3, Sharma Market, Harola, NOIDA, (U.P.)

Working Office: 507, Copia Corporate Suite, Jasola, New Delhi - 110025

Tel.: +91-11-45089420, Website: www.cepc.co.in, E-Mail : info@cepc.co.in

Regional Office: Bhadohi Carpet Expo Mart, Carpet City, Bhadohi, - 221409 (U.P.)

Regional Office: IICT Campus, Baghi Ali Mardan Khan, Nowshera, Srinagar - 190023 (J & K)

Website of Ministry of Textiles: www.texmin.nic.in

NO. CEPC/SEC/ICE-MARCH-2023/

Dated: 23.01.2023

Quotations are invited from Agencies for the following items of work during India Carpet Expo, 15-18 March 2023 at NSIC Exhibition Ground, Okhla, New Delhi.

Interested Agencies can apply for any item of work as per their work profile in separate sealed envelopes as per format Annexure -1

1. Appointment of Security Agency for India Carpet Expo, 15-18 March 2023 at NSIC Exhibition Ground, Okhla New Delhi.

Date	Lady Guard	Guard		Supervisor		AM	HH MD	RTSet	Manager
	Day	Day	Night	Day	Night	Day	Day	Day	Day
14.03.2023		5	10	1	1				
15.03.2023	1	15	15	2	1	1	1	4	1
16.03.2023	1	15	15	2	1	1	1	4	1
17.03.2023	1	15	15	2	1	1	1	4	1
18.03.2023	1	15		1		1	1	4	

2. Agency for Designing and Printing Works for India Carpet Expo, 15-18 March 2023

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	

	<ul style="list-style-type: none"> - Self-Tape Envelope 	
4	Single Entry Passes – *Qty 1000 <ul style="list-style-type: none"> - Post Card Size - Multi Color - Single Entry - Unique Numbering 	
5	Tea / Coffee Coupons– *Qty 9000 Coupons <ul style="list-style-type: none"> - 12 Coupons in one sheet - Perforating - Color Print - Unique Numbering 	
6	Water Coupons – *Qty 4000 Coupons <ul style="list-style-type: none"> - 12 Coupons in one Sheet - Perforating - Color Print - Unique Numbering 	
7	Fair Directory – *Qty 800 <ul style="list-style-type: none"> - 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:

- Interested bidders may collect the sample of above items from CEPC, New Delhi Office.
- Quantity mentioned above is estimated and can be increased or decreased as per requirement basis. The quoted price cannot be changed if quantity increases or decreases.
- CEPC reserves the right to order any sub-set or super-set of the above items.
- The quoted price must include transportation charges
- Agency is responsible for timely delivery of above items at event location.
- All Items must be delivered 2 days before the event starts.
- Final content of Fair Directory will be given 7 days before the event starts.
- Agency must depute dedicated experienced designers at CEPC office for designing of above printing items.

3. Setting up Cafeteria - India Carpet Expo, 15-18 March 2023 at NSIC Exhibition Ground, Okhla New Delhi- Menu along with rates

Quotations are invited from agencies for setting up a cafeteria in the fairground. Cafeteria to provide meals to the exhibitors on a self-payment basis. Agencies must submit their offered menus along with the prices. Space will be provided by the council.

4. Providing Vehicles during India Carpet Expo, 15-18 March 2023 at NSIC Exhibition Ground, Okhla New Delhi

S.no	Vehicle	Approx. Quantity	Time Period	Amount Per Unit
1	Crysta	15	Duty from 8.00 a.m. sharp (15 th to 18 th March 2023) for Hotel Duty (Shuttle Services)	
2	Swift Dzire	4	14 th to 18 th March 2023	
3	Tempo Traveler	2	for local duty from 8.00 a.m. to 7.00 p.m. (14 th to 18 th March 2023)	

5. Providing Emergency Medical Services during India Carpet Expo, India Carpet Expo, 15-18 March 2023 at NSIC Exhibition Ground, Okhla New Delhi. (All Prevailing Covid Guidelines issued by the Govt. of India to be followed)

S.no	Particulars	Amount
1.	Maruti Omni Ambulance with Life Saving Equipment during Fair, 15-18 March 2023 at MSIC Exhibition Ground Okhla New Delhi	
2.	A Well Qualified & Experience Doctor	
3.	A Well Qualified & Experienced Nurse.	
4.	A Well Experienced Paramedic	
5.	A First Aid Medical Kit containing all essential Injections, Drugs & Medicines.	

6. Providing CCTV Service during India Carpet Expo, 15-18 March 2023 at NSIC Exhibition Ground, Okhla New Delhi.

S.no	Particular	No. required	Charges Per day
1.	Camera Image	80	
2.	Digital Video Recorder	02	
3.	Hard Disk	01	

***Charges must include Labor charges**

7. Providing Female and Male Promoters during India Carpet Expo, 15-18 March 2023 at NSIC Exhibition Ground, Okhla New Delhi

S.no	Particulars	Charges (Per Day)
1	Female Promoter– 16 for 4 days from 15 th -18 th March 2023 with Tiffin & Lunch	
2	Male Promoter – 50 for 5 days from 15 th to18 th March 2023 with Tiffin & Lunch	

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, Trousers and Tie. Preference will be given to Female Promoters who can speak in a foreign language like German, Spanish, French, Chinese & Japanese.

Duty Hours may change and no. of promoters may increase or decrease.

8. Quotation for Registration of Buyers, Exhibitors, Visitors etc during India Carpet Expo, 15-18 March 2023 at NSIC Exhibition Ground, Okhla New Delhi:

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 March 2023 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 13 – 17 March 2023 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 March 2023 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 March 2023 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 March 2023.	

	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.	

9. Quotation for Providing Jute Bags during India Carpet Expo, 15-18 March 2023 at 15-18 March 2023 at NSIC Exhibition Ground, Okhla New Delhi

S.no	Particular	Quantity	Amount
1	Jute Bags	1500	

10. Quotation for Providing Snacks and Lunch in Buyers and VIP Lounge during India Carpet Expo, 15-18 March 2023 at NSIC Exhibition Ground, Okhla New Delhi

Agencies must submit their offered menus along with the prices. Menu must include Indian, Continental, Italian along with Tea, Coffee, Snacks, Soft Drinks etc. Space will be provided by the council

11. Quotation for Providing Gift Items for Buyers, Vips and Exhibitors during India Carpet Expo, 15-18 March 2023 at NSIC Exhibition Ground, Okhla New Delhi

S.no	Particular	Product Description with Image	Quantity	Amount
1.	Buyer		400	
2.	Exhibitor		600	

12. Providing Photography and Videography during India Carpet Expo, 15-18 March 2023 at NSIC Exhibition Ground, Okhla New Delhi.

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

Terms & Conditions

1. These are approximate estimated requirements which may undergo minor changes during the event.
2. 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 separate sealed covers within 10 Days to:

Officiating Executive Director-cum-Secretary
Carpet Export Promotion Council
507, Copia Corporate Suites, Jasola Vihar New Delhi-110025
[Tel:011-45089420](tel:011-45089420)
Email: info@cepc.co.in