



# Expression of Interest for Printing of

Publicity Material for 45th India Carpet Expo

&

Council's Annual Report for the FY 2022-23

**Carpet Export Promotion Council**

(Setup by Ministry of Textiles, Govt of India)

Address: 507, Copia Corporates, Suites, Jasola, New Delhi - 110025

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## **About Carpet Export Promotion Council**

Carpet Export Promotion Council (CEPC) is an apex body setup by the Ministry of textiles, Govt of India. The main objective of the Council is to support, protect, maintain, increase and promote the export of hand-knotted carpets, woolen druggets, and other floor coverings by such methods as may be necessary or expedient.

### **About Event:**

Council is organizing the flagship event 45th India Carpet Expo, Bhadohi scheduled for 8 - 11 October, 2023 at Bhadohi Carpet Expo Mart, Carpet City, Bhadohi (U.P.) under the aegis of Ministry of Commerce & Industries and Ministry of Textiles, Govt of India. More than 200 Exhibitors participate in this fair and the fair sees a footfall of hundreds of Overseas buyers every day.

### **Requirements:**

Quotations are invited from Agencies for the **Designing and Printing of Publicity Material of 45th India Carpet Expo** and **Council's Annual Report for the financial year 2022-23** as per following:

#### **1. Designing and Printing for 45th India Carpet Expo**

<b>S. No</b>	<b>Particulars</b>	<b>Approx Quantity</b>
1	<b>Buyers Response Forms</b> <ul style="list-style-type: none"><li>• A4 Size</li><li>• Color Print</li><li>• Both Side Print</li></ul>	500
2	<b>Exhibitors Response Forms</b> <ul style="list-style-type: none"><li>• A4 Size</li><li>• Color Print</li><li>• Both Side Print</li></ul>	300
3	<b>Invitation Cards including envelopes</b> <ul style="list-style-type: none"><li>• Best Quality</li><li>• Multi Color</li><li>• Imported Paper</li><li>• Gloss Lamination</li><li>• One or Two-Fold</li><li>• Self-Tape Envelope</li></ul>	500 - 750

4	<b>Invitation Card Inauguration Single Leaf</b> <ul style="list-style-type: none"> <li>● Best Quality</li> <li>● Multi Color</li> <li>● Imported Paper</li> <li>● Gloss Lamination</li> <li>● One or Two-Fold</li> </ul>	200 - 400
5	<b>Single Entry Passes</b> <ul style="list-style-type: none"> <li>● Postcard Size</li> <li>● Multi Color</li> <li>● Single Entry</li> <li>● Unique Numbering</li> </ul>	500
6	<b>Tea / Coffee Coupons</b> <ul style="list-style-type: none"> <li>● Token Size</li> <li>● 12 Coupons in one sheet</li> <li>● Perforating</li> <li>● Color Print</li> <li>● Unique Numbering</li> </ul>	12,000
7	<b>Water Coupons</b> <ul style="list-style-type: none"> <li>● Token Size</li> <li>● 12 Coupons in one Sheet</li> <li>● Perforating</li> <li>● Color Print</li> <li>● Unique Numbering</li> </ul>	1,000
8	<b>Fair Directory</b> <ul style="list-style-type: none"> <li>● Multi Color</li> <li>● 8.5" x 5.5"</li> <li>● 300 - 350 pages (F &amp; B)*</li> <li>● 300 gms Cover Page</li> <li>● 130 gsm inside pages</li> <li>● Imported Paper, Gloss Lamination, Perfect Binding etc.</li> </ul>	1,000
9	<b>Parking Sticker</b> <ul style="list-style-type: none"> <li>● Multi Color</li> <li>● 3" x 3.5"</li> <li>● Front side gumming</li> <li>● Unique Numbering</li> </ul>	50
10	<b>Other Designing related Works on Requirement basis.</b>	

**Note:**

- a. Interested bidders may collect the sample of above items from CEPC, New Delhi Office to ensure the quality of deliverables.
- b. 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.**
- c. CEPC reserves the right to order any sub-set or super-set or partial order of the above items.
- d. Agency is responsible for timely delivery of above items at event location or desired location at the time of delivery.
- e. Final content of Fair Directory will be given 7 days before the event starts.
- f. In case, Pages of fair directory (Item at S. No 8) increase by more than 10% of above mentioned, additional cost will be paid on pro rata basis.
- g. Apart from Printing files, agencies must provide a Digital version (Small Size) of all above items.

**2. Designing and Printing of Council's Annual report for the financial Year 2022-23:**

<b>S. No.</b>	<b>Description</b>	<b>Approx Quantity</b>
<b>1</b>	<b>Annual Report 2022-23</b> <ul style="list-style-type: none"><li>● Finished Size 8.5" x 11" (A4)</li><li>● No. of Pages (Estimated 150 - 200)</li><li>● Cover Page (250gsm)</li><li>● Inside Color pages (100gsm)</li><li>● Lamination</li><li>● Gloss Lamination on Outer Covers</li><li>● Perfect Binding</li><li>● Content Hindi &amp; English</li></ul>	<b>1500- 2000</b>
<b>2</b>	<b>Envelopes for annual report</b> <ul style="list-style-type: none"><li>● 80gsm</li><li>● Single Color Printing</li><li>● Content Hindi &amp; English</li><li>● Self-Tape Envelope</li></ul>	

**Note:**

- a. Interested bidders may collect the sample of above items from CEPC, New Delhi Office to ensure the quality of deliverables.
- b. 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.**
- h. Agency may ensure the timely delivery of annual reports at the desired location in Delhi Only.
- i. Council will provide only english content, agencies may translate in Hindi on their own and extra cost will be paid for translation.
- j. In case of increase in Pages of the annual report increases by more than 10% of above mentioned, additional cast will pay on pro rata basis.
- k. Apart from Printing files, agencies must provide a Digital version (Small Size) of Annual Report..

**Instructions for Bidders**

1. The Agency must have its own in-house state-of-the-art facilities for black & white and color printing (digital and offset) and all other auxiliary facilities and should be in operation in Delhi only.
2. Agency must have an experienced designers team.
3. Agency must have experience in printing for repute events/Organizations.
- 4. Agency may submit details; their details are per Annexure B.**
5. The broad scope of work for the assignment shall be as mentioned in, but not limited as above. Agency is required to comply with the same for ensuring the completion of each phase of activity which is entirely up to the satisfaction of CEPC.
6. No advance shall be given for above works.
7. Agency must depute a dedicated experienced designer at CEPC office New Delhi for designing of annual report in digital version and for printing version items.
8. The quoted price must include transportation charges.
9. In case of variation in specifications mentioned, agencies may submit their sample material with specifications along with the quotation.
10. Interested agencies may also submit the quotation only for one head either Printing of publicity material for ICE or Annual Report.

11. Council have the right to accept or reject any proposal without assigning any reason.

Interested Agencies may submit Quotations As per **Annexure "A"** for items in separate sealed covers within 7 Days to:

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

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## (Company Letterhead)

## Rates Quoted as per description mentioned in EOI

## 1. Designing and Printing for 45th India Carpet Expo

S. No	Item	Quoted Rates (per piece)
1	Buyers Response Forms	
2	Exhibitors Response Forms	
3	Invitation Cards including envelopes	
4	Invitation Card Inauguration Single Leaf	
5	Single Entry Passes	
6	Tea / Coffee Coupons	
7	Water Coupons	
8	Fair Directory	
9	Parking Stickers	
10	Other Designing related Works on Requirement basis.	

## 2. Designing and Printing of Council's Annual report for the financial Year 2022-23:

S. No.	Item	Quoted Price (Per Piece)
1.	Annual Report 2022-23	
2	Envelopes for annual report	

(Stamp and Signature of Authorized signatory)

Date:Place:

**GENERAL INFORMATION ON COMPANY’S LETTER HEAD**

1	Name of the Firm	
2	Type of Firm	
3	Address	
4	Contact Person Name	
5	Contact No.	
6	Email:	
7	GST No.	
8	No. of Years In Printing	
9	Mention 3 Major Printing works done earlier with dates	
10	Any Other Information	

*(Stamp and Signature of Authorized signatory)*

Date:

Place: