

**Scope of Work for Event Management at  
45th India Carpet Expo  
8-11 Oct, 2023  
Bhadohi Carpet Expo Mart, Bhadohi, Uttar Pradesh**

**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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## 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

Quotations are invited (as per format in Annexure A and B) from an Event Management Company (having experience of providing similar services in at least 2 International Exhibitions in India in the last 3 years) for 45<sup>th</sup> India Carpet Expo scheduled from 8-11 Oct 2023 at Bhadohi Carpet Expo Mart, Bhadohi.

Carpet Export Promotion Council, an apex body set up by the Ministry of Textiles, Government of India is organizing the 45<sup>th</sup> edition of India Carpet Expo -Asia's Largest handmade Carpet Fair at Bhadohi from 8-11 Oct, 2023. The Fair sees participation of 250+ exhibitors and a footfall of more than 400 Overseas Buyers and VIPs during the 4-day event. The 4-day event is being organized in a 7 Acre Expo Mart at Bhadohi

Event management Companies are invited to share their Expression of Interest and Quotations as per the following scope of work:

The scope of work is as follows:

### 1. Providing Security for India Carpet Expo,8-11 Oct 2023 at Bhadohi Carpet Expo Mart, Bhadohi

Date	Lady Guard	Guard		Supervisor		AM	HH MD	RTSet	Manager
		Day	Night	Day	Night	Day	Day	Day	Day
07.10.2023		5	15	1	1				
08.10.2023	1	15	15	2	1	1	1	4	1
09.10.2023	1	15	15	2	1	1	1	4	1
10.10.2023	1	15	15	2	1	1	1	4	1
11.11.2023	1	15		1		1	1	4	

### 2. Setting up of Cafeteria at Bhadohi Carpet Expo Mart, Bhadohi- Agency will share proposed Menu along with rates. Agency will be making direct sales at the fair ground. Menu offered and rates will be approved by the organizer.

### 3. Providing Vehicles during India Carpet Expo,

S.no	Vehicle	Approx. Quantity	Time Period	Amount Per Unit
1	Crysta	15	Duty from 8.00 a.m. sharp (08 <sup>th</sup> to 11 <sup>th</sup> October 2023) for Hotel Duty (Shuttle Services)	
2	Swift Dzire	4	7 <sup>th</sup> to 11 <sup>th</sup> October 2023	
3	Tempo Traveler	2	for local duty from 8.00 a.m. to 7.00 p.m. (08 <sup>th</sup> to 11 <sup>th</sup> October 2023)	

no. of vehicles may increase or decrease

### 4. Providing Medical Services at the Venue

S.no	Particulars
1.	Maruti Omni Ambulance with Life Saving Equipment during Fair at Fair Ground
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.

### 5. Providing CCTV Service during India Carpet Expo,

S.no	Particular	No. required
1.	Camera Image	100
2.	Digital Video Recorder	02
3.	Hard Disk	01

### 6. Providing Female and Male Promoters during India Carpet Expo

S.no	Particulars	Quantity Per day
1	Female Promoter- for 4 days from 08 <sup>th</sup> - 11 <sup>th</sup> October 2023	05
2	Male Promoter –for 5 days from 08 <sup>th</sup> - 11 <sup>th</sup> October 2023 2023	15

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, Black Trousers and Tie.

**Promoters will be placed at Travel desk at hotel and Airport, at the Venue in VIP Lounge/**

## Buyer Lounge, for traffic management at the venue etc

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

### 7. Registration Desk for Buyers, Exhibitors, Visitors etc.

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

S.no	Particulars
1	<b>02</b> Registration Counters for Buyers for 4 days from 8 – 11 October 2023 with operators. <b>(Trained Manpower)</b> Card badge both side print, Transparent Plastic Cover, Digital 4 Color Lanyard, QR Code / Bar Code along with Photograph
2	<b>04</b> Registration Counters for Exhibitors for 3 Days from 06 – 09 October 2023 with operators. Card badge both side print, Transparent Plastic Cover, Digital 4 Color Lanyard, QR Code / Bar Code along with Photograph
3	<b>01</b> Registration Counters for Buyers Agents and <b>01</b> registration counter for Media for 4 days from 8 – 11 October 2023 with operators. Card badge both side print, Transparent Plastic Cover, Digital 4 Color Lanyard, QR Code / Bar Code.
4	<b>01</b> Registration Counter for General Visitor, Contingent, Service etc for 4 days from 8 – 11 October 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 10 – 11 October 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 refilling 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.
10	<b>Note: Design, and colours of lanyards to be approved before the event by the competent Authority.</b>

### 8. Providing Photography and Videography Services during the event

### 9. Providing Fresh Flowers and Pots for the Venue

S.no	Particular	Quantity
1	Fresh Flower Bouquets	As per requirement (Demand will be shared day before) approx. Quantity 100
2	Fresh Flowers for decoration	As per requirement
3	Fresh Flower Pots on Rent	200

Quantity may increase or decrease as per requirement

### 10. Providing Service of WIFI (100 Mbps) Speed

Wifi Internet facility for 5 days from 7<sup>th</sup> – 11<sup>th</sup> October 2023.

### 11. Providing E- Rickshaw Service (For shuttle from the Main gate to Hall Entrance)

S.no	Particular	Quantity Per day
1	E- Rickshaw Service	10

Service from Morning 8:30 to 6:30 From 8<sup>th</sup> Oct 2023 to 11<sup>th</sup> Oct 2023

### 12. Providing Housekeeping Service -

S.no	Particular	Quantity
1	Conservancy services in the halls/ Shops/ toilets/ Stairs etc. (12000 Sq Mtr) Including labor and Materials	As per requirement

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The Event Management Companies are encouraged to visit the site before submission of their quotes and they may get in touch with CEPC Regional Office, Bhadohi on Bhadohi@cepc.co.in

Quotes are to be submitted in sealed envelopes as per Annexure A and Annexure B with an Earnest Money of 3.00 lakhs through a Demand Draft in favor of the Carpet Export Promotion Council payable at New Delhi For any queries and clarifications, it may please be emailed on [info@cepc.co.in](mailto:info@cepc.co.in)

**Annexure "A"****(On Company Letterhead)****Rates Quoted as per description mentioned in EOI**

<b>S. No</b>	<b>Item</b>	<b>Rates (In Rs)</b>
<b>1</b>	<b>Security Services</b>	
<b>2</b>	<b>Medical Services</b>	
<b>3</b>	<b>CCTV Services</b>	
<b>4</b>	<b>Male &amp; Female Promoters</b>	
<b>5</b>	<b>Registration of Buyers, Exhibitors, Visitors etc.</b>	
<b>6</b>	<b>Photography &amp; Videography</b>	
<b>7</b>	<b>Fresh Flower &amp; Pots</b>	
<b>8</b>	<b>E- Rickshaw Services for Shuttle on rent</b>	
<b>9</b>	<b>Housekeeping Service</b>	
	<b>Others (Please Specify)</b>	
	<i>(Stamp and Signature of Authorized signatory)</i>  Date: Place:	

**Annexure "B"**

**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.	Annual turnover for FY 21-22 FY 22-23	
8.	GST No.	
9.	MSME ( UDYAM Registration No.)	
10.	Details of 2 International Exhibitions in India in the last where services have been provided in the last 3 years)	
11.	Kindly provide relevant Work Orders and Supporting Documents for Point No 8	

*(Stamp and Signature of Authorized signatory)*

Date:

Place: