

**Scope of Work for Allied Services for
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

Tel: 011-45089420 | Email: info@cepc.co.in | Website: www.cepc.co.in





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 below format) from reputed Company (having experience of providing similar services in at least 2 International Exhibitions in India in the last 3 years) for 45th 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 45th 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

Companies are invited to share their 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	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 th to 11 th October 2023) for Hotel Duty (Shuttle Services)	
2	Swift Dzire	4	7 th to 11 th October 2023	
3	Tempo Traveler	2	for local duty from 8.00 a.m. to 7.00 p.m. (08 th to 11 th October 2023	

no. of vehicles may increase or decrease

4. Providing Medical Services at the Venue

S.no	Particulars	Amount
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	Amount
1.	Camera Image	100	
2.	Digital Video Recorder	02	
3.	Hard Disk	01	
Total			

6. Providing Female and Male Promoters during India Carpet Expo

S.no	Particulars	Quantity Per day	Rate per Unit
1	Female Promoter- for 4 days from 08 th -11 th October 2023	05	
2	Male Promoter –for 5 days from 08 th - 11 th October 2023 2023	15	
Total			

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. Hotel and Airport duty will start between 7:00 AM to 8:00 AM

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	Amount
1	<p>02 Registration Counters for Buyers for 4 days from 8 – 11 October 2023 with operators. (Trained Manpower)</p> <p>Card badge both side print, Transparent Plastic Cover, Digital 4 Color Lanyard, QR Code / Bar Code along with Photograph</p>	
2	<p>04 Registration Counters for Exhibitors for 3 Days from 06 – 09 October 2023 with operators.</p> <p>Card badge both side print, Transparent Plastic Cover, Digital 4 Color Lanyard, QR Code / Bar Code along with Photograph</p>	
3	<p>01 Registration Counters for Buyers Agents and 01 registration counter for Media for 4 days from 8 – 11 October 2023with operators.</p> <p>Card badge both side print, Transparent Plastic Cover, Digital 4 Color Lanyard, QR Code / Bar Code.</p>	
4	<p>01 Registration Counter for General Visitor, Contingent, Service etc for 4 days from 8 – 11 October 2023 with operators</p> <p>Card badge both side print, Transparent Plastic Cover, Digital 4 Color Lanyard.</p>	
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.	
	Total	
Note: Design, and colours of lanyards to be approved before the event by the competent Authority.		

8. Providing Photography and Videography Services during the event from 08-11 Oct, 2023

S.no	Particular	Amount
1	Photography	
2	Videography	

9. Providing Fresh Flowers and Pots for the Venue

S.no	Particular	Quantity	Rate
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 High Speed WIFI

Wifi Internet facility for 5 days from 7th – 11th October 2023.

S.no	Particular	Rate
1	wifi	

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 8th Oct 2023 to 11th Oct 2023

Terms & Conditions

1. These are approximate estimate 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 latest by 28th August 2023, 12:00 PM.

Off. Executive Director Cum Secretary
Carpet Export Promotion Council
 (Setup by Ministry of Textiles, Govt. of India)
 507, Copia Corporate Suites
 Jasola, New Delhi 110025
 Tel:011-45089420
 Email: info@cepc.co.in

Annexure "A"**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.	Details of 2 Domestic/ International Exhibitions in India in the last where services have been provided in the last 3 years)	

(Stamp and Signature of Authorized signatory)

Date:

Place: