



Expression of Interest (EOI)

for

**Engagement of a Reputed Agency for Designing,
Construction of Stands and Other Allied Work for
Domotex International Trade Fair in Messe Fair
Ground, Hannover (Germany) From 11th To 14th
January, 2024.**

CARPET EXPORT PROMOTION COUNCIL
Set-up by Ministry of Textiles, Govt. of India

Carpet Export Promotion Council,
507, Copia Corporate Suites, Jasola New Delhi - 110001,

Phone: +91 11 45089420

Email: info@cepc.co.in

Website: www.cepc.co.in

About Carpet Export Promotion Council

Carpet Export Promotion Council (CEPC), registered under Companies Act, 1956, was set up by Government of India in 1982. The main objective of the Council is to support, protect, maintain, increase and promote the export of hand knotted carpets, woolen druggets and floor coverings by such methods as may be necessary or expedient.

Major Activities carried out by the Carpet Export Promotion Council to attain the main objectives are –

- ***Organizing participation in specialized fair abroad.***
- ***Organizing National Level participation in Domotex International Trade Fair at Hannover (Germany) as a nodal agency of Indian Handmade Carpets and other floor coverings.***
- ***Organizing India Carpet Expo twice a year in New Delhi and Varanasi.***
- ***Organizing Seminars to Educate Carpet Exporters on various Matters.***
- ***Undertaking Market Study for exploring new markets as well as in Existing markets for enhancing share of Handmade Carpets and Other floor coverings.***
- ***Organizing Exhibition-cum-Sale in Domestic Markets.***

Requirement

Carpet Export Promotion Council is organizing national level participation in Domotex International Trade Fair in Hannover, Germany every year being a nodal agency.

Stand Construction will be in Hall No. 4 of Messe Fair Ground at Hannover, Germany (Approx.150 stalls ranging from 12 sq. mtrs to 80 sq.mtrs.). Approximate Stand area will be around 2500 sq. mtrs.

The details of requirement will be as per Annexure-I.

I Eligibility for submission of proposal:

Agencies having following minimum qualifications are hereby invited to submit expression of interest on turnkey basis.

- i. The applicant should be registered company/entity of repute.
- ii. A sound experience in conceptualizing, designing and executing the Exhibition projects on turnkey basis for similar job in overseas exhibitions/fairs;
- iii. The materials used in fabrication should in compliance with ISI specifications;

- iv. A turnover of minimum Rs. 3.00 crores each year for any three years in the last 5 financial years i.e., 2018-19, 2019-20, 2020-21, 2021-2022 and 2022-23 The turnover should pertain to Trade Fair/similar jobs for not less than 2000-2500 sq.m.
- v. Should Handover the complete finished stands three days before the start of Exhibition.
- vi. Should be registered under Service Tax, VAT and other international laws.
- vii. Should attach the details of their counterpart in Germany along with their company profile.

Scope of Work

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

Common facilities:

Common area (Excluding exhibitor stalls) will include:

1. A Reception Counter with Theme Pavilion.
2. Pantry with refrigerator, Tea/coffee making machine and material, water, refreshment etc. and a concealed storage area depending on the layout and space available.
3. Banner Hangings at the suitable permissible height of the ceiling of the hall for a proper visibility from a distant place, according to the guidelines of the organizer.

The Agency has to show minimum three option of Design Concept, Perspective view and Façade. A suitable branding has to be done and shall be followed all over.

4. The proposed pavilion will be designed on a Maxima system.
5. For further conditions of construction of pavilion/stalls, heights of the stall etc. shall be as per estimated requirement mentioned at Annexure-I.
6. The fascia on every stand and the branding which runs through the entire Halls will be in the maxima/ and exhibitors should get the full advantage of height for product display.
7. The hall shall be brightly lit with white lights not to allow dark pockets in the common area.
8. Lockable night sheets be provided to each exhibitor, if needed, by them.
9. Figure- 01
10. Figure- 01

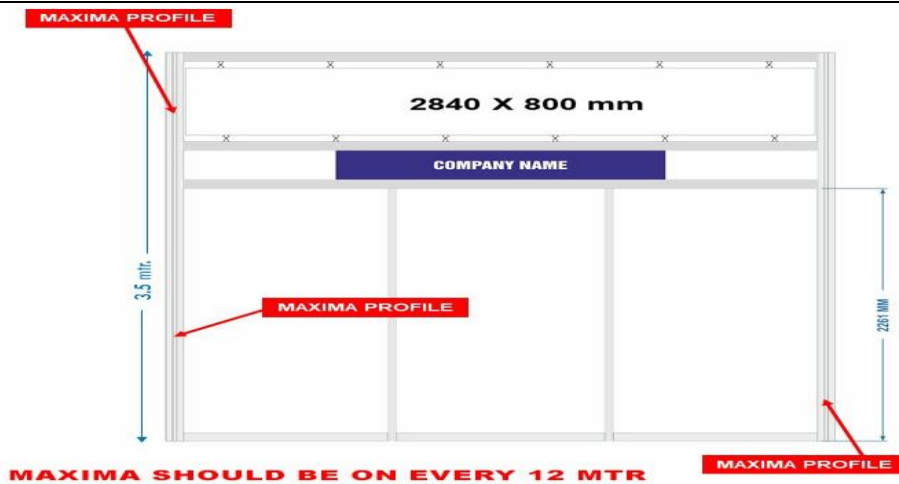


Figure- 01

II Scope:

The organization/agency shall require undertaking the following activities:

1. Construction of stands in multiple of 12 Sq. Mtrs. and as per requirement for display of exhibitors' products and also erect Theme Pavilion, including the requirement of furniture at all stands of the pavilion as per **Annexure-I**.
2. Individual stand for participant would be provided with standard furniture i.e., chairs, table, waste paper basket, carpeting on floor [Carpet color to be approved in advance], electrical plug point, spot lights etc. as mentioned in Annexure-I.

III Miscellaneous:

1. The Agency will give a presentation before the Committee on pre-decided date.
2. Provision of Sofa, Centre Table, Reception Counter, decorative flower bouquet etc. as per requirement of the organizer.
3. The Agency should obtain clearance from the Organizers i.e., Deutsche Messe AG, Hannover for electricity, water connection, approval for space for ceiling suspension, timely possession handover of Halls etc.

IV General:

1. The organization/agency 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.
2. The organization/agency would settle all the applicable bills of the organizers at the end of the Event.
3. Power supply and Main Electrical connections and other support system etc., shall be available as per the requirement. Accordingly, aforesaid provisions need to be checked by the organization/ agency themselves.

4. The agency will ensure that fire prevention & extinguishing measures as per rules.

Guidelines for Submission of Expression of Interest:

A. Technical Bid:

The Applying agency may submit the following details:

- a. Details of the Organization/agency
 - i. Profile of the company/agency. **(ANNEXURE-2)**
 - ii. Profile of the counterpart in Germany of the company. **(ANNEXURE-2A)**
 - iii. **Track Record** – previous experience of handling similar nature of work. Work experience in designing, construction of stands in overseas fairs/exhibitions with minimum of 2000-2500 sq.mtr. areas.
 - iv. A CA certificate verifying the turnover of the applicant Organization/agency for the last 3 financial years. **(ANNEXURE-A)**
 - v. Copies of Income Tax Returns for 2018-19,2019-20, 2020-21,2021-22 and 2022-23 along with a copy of the PAN Card and VAT Registration Certificate.
- b. Details of Manpower and Technical expertise. **(ANNEXURE-B)**
- c. Copies of job orders executed during last 5 years. **(ANNEXURE-C)**
- d. Photographs / Pen drive of past jobs along with job order and clearly indicate the size of the pavilion and cost of setting-up pavilion.
- e. Copies of Service Tax and VAT Registration Certificates.
- f. **Separate Bids for Earnest Money** of Rs. 7.50 lakhs (Rupees seven lakhs fifty thousand) through Demand Draft in favor of Carpet Export Promotion Council payable at New Delhi. **Note: Micro & Small Enterprises and Start Ups are eligible for Bid Security exemption as per Rule 170 of GFR.**
- g. **Performance Security:** Performance Security of 10% of the total Work order will have to be furnished before issuance of Workorder in the form of an Account Payee Demand Draft in favor of Carpet Export Promotion Council payable at New Delhi. Performance Security should remain valid for a period of sixty days beyond the date of completion.

B. Financial Bid:

Kindly enclose the costing as per details below:

- i. Consolidated rates in (Euro) per Sq. Mtr of items as per detailed requirements in **Annexure-1**
- ii. Taxes as applicable

Please send separate envelopes for **Earnest Money, Performance Security, Technical and Financial Bids for Domotex International Trade Fair, 11th to 14th January, 2024 Hannover, Germany.**

S.No	Description	Marks
STAGE - 1 (TECHNICAL)		
1	Should have min turnover of 3 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.	Turnover: Max 20 marks 3-5 Cr :10 marks 5-8 Cr: 15 marks > 10 Cr: 20 marks
2	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 2000-2500 sqm to be submitted. The event execution should include complete execution right from construction of stands to interior & exterior elements.	Maximum 20 marks 2 events :10 marks 3 - 6 events: 15 marks More than 6 events: 20 marks
3	Manpower and Technical expertise.	Max Marks :10
<p>For an agency to qualify for concept & design presentation, minimum 30 points out of 50 Points of the technical presentation & documents will be calculated for short listing the eligible bidders & shall be carried forward for final scoring. Applicant scoring minimum of 30 marks in the technical bid shall be called for making their design presentation.</p>		
STAGE - 2 (DESIGN PRESENTATION)		
4	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.)	Max Marks: 50
	TOTAL MARKS	MAX MARKS: 100
<p>Minimum 60 points out of 100 Points of the technical bid and design presentation will be calculated for short listing the eligible bidders for opening the financial bids.</p>		

The envelopes should be super-scribed with “**Expression of Interest for Domotex, 2024 at Hannover (Germany)**” and should have the full name, Postal Address, E-mail, Telephone number of the agency, along with Mobile Number of authorized person(s).

Other special conditions:

- Incomplete expression of interest or without documents are liable to be rejected and shall not be considered.
- CEPC reserves the right to reject or accept any or all the proposals in part or full without assigning any reason whatsoever.

Evaluation Process:

- Technical Bids will be evaluated and eligible and qualifying agencies will be called for Design Presentation in front of the committee members. The date and time which will be uploaded on the website and all applying agencies will be intimated vide email.
- Financial Bids of the Agencies qualifying as per their Technical and Design Presentation Round will be opened by the committee.
- The weightage of Technical and Design Presentation will be 50% and weightage of Financial Bids will be 50%

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) 25% of the estimated cost after start of work.
- (iii) 50% after the event and submission of final bill along with physical Verification report.

Interested agencies may submit their **Expression of Interest with separate Technical Bid and Financial Bid within 10 (ten) days from the date of publication**. The complete applications should be addressed to:

**Officiating Executive Director-cum-Secretary,
Carpet Export Promotion Council,
507, Copia Corporate Suites, Jasola
New Delhi-110 025
Tel: 011-45089420**