

**Scope of Work for Allied Services for
47th India Carpet Expo
15-18 Oct, 2024
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 in Exhibitions in India for 47th India Carpet Expo scheduled from 15-18 Oct 2024 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 47th edition of India Carpet Expo -Asia's Largest handmade Carpet Fair at Bhadohi from 15-18 Oct, 2024. 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,15-18 Oct 2024 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
14.10.2024		5	15	1	1				
15.10.2024	1	15	15	2	1	1	1	4	1
16.10.2024	1	15	15	2	1	1	1	4	1
17.10.2024	1	15	15	2	1	1	1	4	1
18.10.2024	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 (15 th to 18 th October 2024) for Hotel Duty (Shuttle Services)	
2	Swift Dzire	4	15 th to 18 th October 2024	
3	Tempo Traveler	2	for local duty from 8.00 a.m. to 7.00 p.m. (15 th to 18 th October 2024)	

Note: 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 15 th -18 th October 2024	05	
2	Male Promoter –for 5 days from 15 th - 18 th October 2024	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.
No lunch or Pick-up/drop facility will be provided**

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	02 Registration Counters for Buyers for 4 days from 15 th -18 th October 2024 with operators. (Trained Manpower). Card badge both side print, Transparent Plastic Cover, Digital 4 Color Lanyard, QR Code / Bar Code along with Photograph	
2	04 Registration Counters for Exhibitors for 3 Days from 13 – 15 October 2024 with operators. Card badge both side print, Transparent Plastic Cover, Digital 4 Color Lanyard, QR Code / Bar Code along with Photograph	
3	01 Registration Counters for Buyers Agents and 01 registration counter for Media for 4 days from 15 th -18 th October 2024 with operators. Card badge both side print, Transparent Plastic Cover, Digital 4 Color Lanyard, QR Code / Bar Code.	
4	01 Registration Counter for General Visitor, Contingent, Service etc for 4 days from 15 th -18 th October 2024 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 October 2024. 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 Buying agents and ensure genuine entry.	
10	02 Digital information kiosk configured with related software and other necessary equipment's	
	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 15-18 Oct, 2024

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 15th – 18th October 2024.

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	Amount Per/Rickshaw/day
1	E- Rickshaw Service	10	

Service from Morning 8:30 AM to 6:30 PM From 15th Oct 2024 to 18th Oct 2024

12. Quotation for Providing Canvas bags

S.no	Particular	Quantity Per day	Amount Incl. GST & Freight
1	8oz Cora Canvas bags.	1500	

13. Quotation for Providing Gift Items for Buyers, VIPs and Exhibitors during India Carpet Expo, 15th Oct 2024 to 18th Oct 2024 at Carpet Expo Mart, Bhadohi

S.no	Particular	Product Description with Image	Quantity	Amount
1	Buyers		400	
2	Exhibitors		600	

Agencies are requested to kindly send the sample along with Quotations.

Quantity may increase or decreases before placing the final order.

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 within 07 (seven) days from the date of publication to.

Off. Executive Director Cum Secretary
Carpet Export Promotion Council
 (Setup by Ministry of Textiles, Govt. of India)
 507, Copia Corporate Suites
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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: