

Scope of Work for Allied Services for
48th India Carpet Expo
14-17 April 2025
Bharat Mandapam, New Delhi

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

Carpet Export Promotion Council, an apex body set up by the Ministry of Textiles, Government of India is organizing the 48th edition of India Carpet Expo -Asia's Largest handmade Carpet Fair at New Delhi from 14-17 April 2025. The Fair sees the 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 Hall No.1 Bharat Mandapam, New Delhi.

Quotations are invited (as per the below format) from reputed companies (having experience in Exhibitions in India for the 48th India Carpet Expo scheduled from 14-17 April 2025 at Bharat Mandapam, New Delhi.

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 the India Carpet Expo,14-17 April 2025, at Hall No.1 Bharat Mandapam, New Delhi.

Date	Lady Guard	Guard		Supervisor		HH MD	RTSet	Manag er
	Day	Day	Nig ht	Da y	Nig ht	Da y	Day	Day
13.04.2025		5	5	1	1			
14.04.2025	1	10	5	1	1	1	4	1
15.04.2025	1	10	5	1	1	1	4	1
16.04.2025	1	10	5	1	1	1	4	1
17.04.2025	1	10		1		1	4	

2. Providing Vehicles during India Carpet Expo,14-17 April 2025, at Hall No.1 Bharat Mandapam, New Delhi.

S.no	Vehicle	Approx. Quantity	Time Period	Amount Per Unit
1	Crysta	12	Duty from 9.00 a.m. sharp (14th to 17th April 2025) for Hotel Duty (Shuttle Services)	
2	Swift Dzire	02	14th to 17th April 2025	
3	Tempo Traveler	01	for local duty from 8.00 a.m. to 7.00 p.m. (14th to 17th April 2025)	

Note: No. of vehicles may increase or decrease . Please Mention KM and Extra Hours

3. Providing Medical Services at the Venue for the India Carpet Expo,14-17 April 2025, at Hall No.1 Bharat Mandapam, New Delhi.

S.no	Particulars	Amount
1.	Maruti Omni Ambulance with Life Saving Equipment during Fair at Fair Ground	
2.	A Well Qualified & Experienced Doctor	
3.	A Well Qualified & Experienced Nurse.	
4.	A Well-Experienced Paramedic	
5.	A First Aid Medical Kit containing all essential Injections, Drugs & Medicines.	

4. Providing CCTV Service for the India Carpet Expo,14-17 April 2025, at Hall No.1 Bharat Mandapam, New Delhi.

S.no	Particular	Estimated No. required	Amount
1.	HD Video Cameras	50	
2.	Digital Video Recorder		
Total			

Note:

- The agency will submit all recorded footage of 4 days to CEPC in external USB SSD/HDD.
- Agency may ensure to cover all areas of event 24x7 for 4 Days

5. Providing Female and Male Promoters for the India Carpet Expo,14-17 April 2025, at Hall No.1 Bharat Mandapam, New Delhi.

S.no	Particulars	Quantity per day	Rate per Unit
1	Female Promoter- for 4 days from 14th -17th April 2025	04	
2	Male Promoter -for 4 days from 14th -17th April 2025	08	
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 shirts, Black Trousers and ties.

Promoters will be placed at the Travel desk at hotel, at the Venue in VIP Lounge/ Buyer Lounge, for traffic management at the venue,etc. Hotel duty will start between 7:00 AM to 8:00 AM

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

6. Printing of Publicity Material other Designing related work:

Quotations are invited from Agencies for the Designing and Printing of Publicity Material for 48th India Carpet Expo, 14-17 April 2025 at Bharat Mandapam, New Delhi, and as per the following:

S. No	Particulars	Approx Quantity
1	Buyers Response Forms <ul style="list-style-type: none"> • A4 Size • Color Print • Both Side Print 	400
2	Exhibitors Response Forms <ul style="list-style-type: none"> • A4 Size • Color Print • Both Side Print 	200
3	Invitation Cards including envelopes <ul style="list-style-type: none"> • Best Quality • Multi Color • Imported Paper • Gloss Lamination • One or Two-Fold • Self-Tape Envelope 	500 - 750
4	Invitation Card Inauguration Single Leaf <ul style="list-style-type: none"> • Best Quality • Multi Color • Imported Paper • Gloss Lamination • One or Two-Fold 	200 - 400
5	Single Entry Passes <ul style="list-style-type: none"> • Postcard Size • Multi Color • Single Entry • Unique Numbering 	500

6	Tea / Coffee Coupons <ul style="list-style-type: none"> ● Token Size ● 12 Coupons in one sheet ● Perforating ● Color Print ● Unique Numbering 	6,000
7	Water Coupons <ul style="list-style-type: none"> ● Token Size ● 12 Coupons in one Sheet ● Perforating ● Color Print ● Unique Numbering 	500
8	Fair Directory (Approx Pages: 220 pages F/B including cover) <ul style="list-style-type: none"> ● Multi Color ● 8.5” x 5.5” ● 300 – 350 pages (F & B)* ● 300 gms Cover Page ● 130 gsm inside pages ● Imported Paper, Gloss Lamination, Perfect Binding etc. 	550 - 600
9	Parking Sticker <ul style="list-style-type: none"> ● Multi Color ● 3” x 3.5” ● Front side gumming ● Unique Numbering 	100
10	Preparation of designs of the above printing material and others.	

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 without any further cost to the council.
- 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 the 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 the above items.

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 reputed events/Organizations.
4. 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.
5. No advance shall be given for above works.
6. Agency must depute a dedicated experienced designer at CEPC office New Delhi for designing.
7. The quoted price must include transportation charges.
8. In case of variation in specifications mentioned, agencies may submit their sample material with specifications along with the quotation.
9. Council have the right to accept or reject any proposal without assigning any reason.

7. Registration Desk for Buyers, Exhibitors, Visitors etc. for the India Carpet Expo,14-17 April 2025, at Hall No.1 Bharat Mandapam, New Delhi.

Approx. Numbers of Footfall: Buyers 300, Exhibitors 150, Media and General Visitor 200

S.no	Particulars	Amount
1	<p>03 Registration Counters for Buyers for 4 days from 14th -17th April 2025 with operators. (Trained Manpower).</p> <ul style="list-style-type: none"> • Card badge one side print, • Color Lanyard, • QR Code / Bar Code along • QR-based invitation by Email / Whatsapp • Entry exit Scanning • Time Spending report 	
2	<p>04 Registration Counters for Exhibitors for 3 Days from 13th -15th April 2025 with operators.</p> <ul style="list-style-type: none"> • Card badge, • Color Lanyard • Exhibitor Name Print 	
3	<p>01 Registration Counters for Buying Agents for 4 days from 14th -17th April 2025 with operators.</p> <ul style="list-style-type: none"> • Card badge one side print, • Color Lanyard, • QR Code / Bar Code along • QR QR-based invitation by Email / Whatsapp 	
	<p>01 registration counter for Media/General Visitors for 4 days from 14th -17th April 2025 with operators.</p> <ul style="list-style-type: none"> • Card badge one side print, • Color Lanyard 	

4	PVC Cards Both Side Print, Digital 4 Color Lanyard for Organizers & VIP.	
5	2 General Help Desk for Buyer / Exhibitors to print E-Way bills, Tickets, Boarding Passes etc. for 2 Days from 15th - 17th April 2025. With Latest Laptop, (B&W) LaserJet Printer and Operator.	
7	2 latest technology Laptops (i3 / i5, SSD etc.) with one All in one LaserJet printer Color Printer for CEPC Office for 5 days.	
8	Digital Photocopy Machine with papers and immediate refilling of toner during 4 days event	
10	02 Digital information kiosk configured with related software and other necessary equipments	
	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 14-17 April 2025

S.no	Particular	Amount
1	Photography	
2	Videography	

9. Setting up a cafeteria for Buyers and a VIP lounge at Hall No. 1, Bharat Mandapam, for the duration of the event.

Scope of Work:

The selected vendor will be responsible for:

1. Setting up a cafeteria and VIP lounge at the designated area.
2. Provide various snacks and beverages around the clock from 9 am to 5 pm.
3. Ensuring high-quality food and service.
4. Maintaining cleanliness and hygiene at the Buyer's and VIP lounge.

Bid Requirements:

Interested bidders should submit their bids along with the following documents:

1. Company profile
2. Menu and pricing details
3. Certificate of registration
4. FSSAI LICENSE
5. Proof of experience in similar events

10. Quotation for Providing Jute bags

S.no	Particular	Quantity	Amount Incl. GST
1	Jute bags.	1000	

- Available designs and customization options
- Bulk purchase discounts, if applicable
- Delivery timelines and payment terms

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 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
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: