

CARPET EXPORT PROMOTION COUNCIL

TERMS OF REFERENCE OF EXPRESSION OF INTEREST (EOI) FOR INDIA CARPET EXPO, 10-13 MARCH, 2019 AT NEW DELHI.

About Carpet Export Promotion Council

Carpet Export Promotion Council (CEPC), registered under Companies Act, 1956 in the year 1982. The main objective of the Council is to support, protect, maintain, increase and promote the export of hand knotted carpets, woollen 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 -

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

Requirement

Carpet Export Promotion Council is organizing India Carpet Expo from 10-13 March, 2019 in **NSIC Exhibition Complex, Okhla Industrial Estate, New Delhi.**

Construction of booths/stands will be **NSIC Exhibition Complex, Okhla Industrial Estate, New Delhi.** (Approx. 250-300 stalls of different sizes ranging from 12 sq. mtrs to 120 sq. mtrs.) in 7000 sq. mtrs. stand area with front Maxima and back Octonorm system.

Eligibility for submission of proposal:

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

- i. The applicant should be a registered company/entity of repute.
- ii. A sound experience in conceptualizing, designing and executing the exhibition projects on turnkey basis for setting up of stands of international standard in more than 5000 Sq. Mtrs. in India during last 3 years;
- iii. The materials used in fabrication should in compliance with ISI specifications;
- iv. A turnover of minimum Rs. 5.00 Crores each year during the preceding three financial years i.e. 2015-16, 2016-17 & 2017-18 in his name. The turnover should pertain to stand constructions and other allied works in Trade Fairs for not less than 5000 sq. mtrs. in India.
- v. Should Handover the complete finished stands in all respects one day before i.e., by 10.00 a.m. 09.03.2019.
- vi. Should be registered under GST.

Scope of Work

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

Common facilities:

Common area (Excluding exhibitor stalls) will include:

- (i) A reception with Registration Counters of Buyers, Exhibitors, Buying Agents/Guests etc.
- (ii) Buyers & VIP Lounges for CEPC along with mini pantry with refrigerator, tea/coffee making machine and material, water, refreshment etc. and a concealed mini storage area depending on the layout and space available.

- (iii) 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 plan has to be done and shall be followed all over.

- (iv) The proposed stands will be designed on front Maxima and back Octonorm system.
- (v) For construction of pavilion/stalls, heights of the stall etc. shall be as per estimated requirement mentioned in the proforma.
- (vii) The fascia on every stands and the branding which runs through the entire Halls will be in the front maxima and back octonorm structure and exhibitors should get the full advantage of height for product display.
- (viii) The air conditioned halls shall be brightly lit with proper lights in the common area.

II Scope:

The organization/agency shall require to undertake the following activities:

1. Construction of stands of 12 Sq. Mtrs. and in multiple of 3 sq. mtrs. and/or as per requirement for display of exhibitors' products and also erect Buyers & VIP Lounge, Theme Pavilion including the requirement of furniture at all stands of the pavilion.
2. Individual stand for participant would be provided with standard furniture: three chairs, one round/rectangle table, one waste paper basket, and carpeting on floor, electrical plug point and 8 halogen lights of 100 watts each on 12 sq. mtrs. (More lights for bigger booths on pro-rata basis) [Carpet colour for passage and inside the booth is to be approved in advance].

III Miscellaneous:

1. Provision of stand designers for pre-fair services to exhibitors by giving 3D view of the individual stands.
2. The Agency so selected will give a presentation before the Committee on pre-decided date.
3. Provision of qualified window dressers for on-site assistance to exhibitors for display of their products.
4. Provision of Sofa, Centre Table, Reception Counter, decorative flower bouquet etc. as per requirement of the organizer.
5. The Agency so selected should obtain required clearance from the local authorities on Fire, Traffic and Electricity etc.

IV General:

1. The agency so selected 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. Power supply and Main Electrical connections and other required support system etc., shall be available as per the requirement. Accordingly, aforesaid provisions need to be checked by the agency so selected them-selves well in advance.
3. The agency, so selected, will ensure that fire prevention & extinguishing measures as per rules.

Guidelines for Submission of Expression Of Interest :

The Applying agency may submit the following details:

- a. Details of the Organization/agency
 - i. **Profile of the company/agency.**
 - ii. **Track Record** – previous experience of handling similar nature of work. The company must have 3 years work experience in designing, construction and setting up of stalls in more than 5000 Sq. Mtrs. in India (excluding advertising and printing).

- iii. **A CA certificate** verifying the turnover of the applicant own agency for the last 3 financial years i.e., for 2015-16, 2016-17 & 2017-18.
 - iv. **Copies of Income Tax Returns** for 2015-16, 2016-17 & 2017-18 with copy of the PAN Card.
- b. **Details of Manpower and Technical expertise.**
 - c. **Copies of job orders executed during last 3 years.**
 - d. **Photographs / CD of past jobs** along with job order and clearly indicate the size of the pavilion and cost of setting-up pavilion.
 - e. **Copies of GST Registration Certificates.**
 - f. **Earnest Money of Rs. 7.50 lakhs (Rupees seven lakhs fifty thousand)** through Demand Draft in favour of Carpet Export Promotion Council payable at New Delhi, with Separate envelopes of Technical Bid and Financial Bid.

Financials:

Kindly enclosed the costing as per details below:

- i. Detailed rates of items in the prescribed proforma (enclosed)
- ii. Government Taxes as applicable

Please send separate envelopes for Earnest Money, Technical and Financial Bids for India Carpet Expo, 10-13 March, 2019 by superscripting the names of the event **“India Carpet Expo, March, 2019 at New Delhi.”**

The envelopes should be super-scribed with **“Expression of Interest for India Carpet Expo, March, 2019 New Delhi”** and should have the full name, Postal Address, Fax, E-mail, Telephone number of the agency along with Mobile Number of authorized person(s).

Other special conditions:

- (i) Incomplete expression of interest or without required documents are liable to be rejected and shall not be considered.
- (ii) CEPC reserves the right to reject or accept any or all the proposals in part or full without assigning any reason whatsoever.
- (iii) The decision of the Committee of Administration, CEPC in this regard shall be final and binding upon the agency.

Evaluation Process:

- A nominated Committee will evaluate the papers received on the basis of the documents and details provided by the applicant.
- The profile and track record of the applicant, turnover, credentials including past similar assignments etc. shall be used as a means of evaluating the capability and capacity of each applicant to execute the job in a safe, successful and timely manner.
- The evaluation will be done on the following parameters:

Criteria Marking System Maximum Marks(100)

1. Manpower & Technical expertise - 45
2. Past Turnover - 15
3. Past Experience of doing similar work - 40

Only those agencies who score minimum 70% marks in the evaluation process shall qualify for presentation.

Penalty Clause :

- i. Penalty Clause will apply as per Contract Act.
- ii. The Agency, so selected, has to furnish Bank Guarantee or any other Security against the advance payment released to them at the time of awarding the job.

- iii. In case of non-completion of works within stipulated time by the Agency, so selected, the counter guarantee provided by the agency will be liable to be en-cashed as penalty.
- iv. The Agency, so selected, will depute necessary manpower at his cost for day to day supervision of work before and during the expo.
- v. Any other lapses in this regard will be liable for penalty on the Agency, so selected, as decided by the council.

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) 50% of the estimated cost on or after the date of handing over the procession of stands.
- (iii) 25% after the event and submission of final bill along with physical verification report.

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

The Executive Director-cum-Secretary,
Carpet Export Promotion Council,
(Setup by Ministry of Textiles, Govt. of India)
2nd Floor, Rajiv Gandhi Handicrafts Bhawan,
Baba Kharak Singh Marg,
New Delhi – 110001.
E-mail : info@cepc.co.in
Tel.: 011 – 2336 4716, 2336 4717
Website: www.cepc.co.in