

Quotations are invited from eligible agencies for the **Designing and Printing of Publicity Material** for the **47th India Carpet Expo**, 11 - 14 October 2025, At Carpet Expo Mart, Bhadohi, Uttar Pradesh has per the following specifications:

### Designing & Printing – 47th India Carpet Expo

| S. No. | Particulars                                  | Specifications  | Approx. Qty. |
|--------|--|---|--------------|
| 1      | Buyers Response Forms                        | A4 Size, Colour, Both Side Print  | 400          |
| 2      | Exhibitors Response Forms                    | A4 Size, Colour, Both Side Print  | 300          |
| 3      | Invitation Cards (with envelopes)            | Best Quality, Multi-Colour, Imported Paper, Gloss Lamination, One or Two-Fold, Self-Tape Envelope   | 500-750      |
| 4      | Invitation Card (Inauguration – Single Leaf) | Best Quality, Multi-Colour, Imported Paper, Gloss Lamination, One or Two-Fold   | 200-400      |
| 5      | Single Entry Passes                          | Postcard Size, Multi-Colour, Single Entry, Unique Numbering   | 500          |
| 6      | Tea/Coffee Coupons                           | Token Size, 12 Coupons per Sheet, Perforated, Colour Print, Unique Numbering  | 12,000       |
| 7      | Water Coupons                                | Token Size, 12 Coupons per Sheet, Perforated, Colour Print, Unique Numbering  | 1,000        |
| 8      | Fair Directory                               | Multi-Colour, 8.5" x 5.5", 300-350 pages (portrait or landscape or similar size), 300 gsm Cover, 130 gsm Inside Pages, Imported Paper, Gloss Lamination, Perfect Binding, etc. <b>Bidders must submit a sample</b> matching the above specifications. | 1,000        |
| 9      | Parking Stickers                             | Multi-Colour, 3" x 3.5", Front-side Gumming, Unique Numbering   | 50           |

|    |                               |   |              |
|----|-------------------------------|---|--------------|
| 10 | NotePads                      | Pages : 40 (F/B) Approx size: 8.5" x 5.5", Multicolor Front Cover Hard-back cover, Prefect Binding, branding on front, Inside pages black and white printing, Perforation on each page (inside) | 1,000        |
| 11 | Brochure                      | Pages : 16 (F/B) Approx size: A4, Cover 300 GSM, Inside 170 GSM, Centre Binding,  | 1,000        |
| 12 | Visiting cards                | F/B Printing, Texture Paper 300 GSM with Round Cutting  | 1 box of 100 |
| 13 | Other Designing-Related Works | As per requirement  | —            |

### Notes & Instructions to Bidders

1. Interested bidders may collect **samples** of the required items from the CEPC, New Delhi office to understand the quality standards expected.
2. Quantities are **indicative** and may be increased or decreased as per requirement. **Rates quoted must remain unchanged regardless of minor quantity variation.**
3. CEPC reserves the right to place **partial orders** or to order any subset of the listed items.
4. The agency will be **responsible for timely delivery** of all items to the event venue or any designated location. Quoted prices must include **transportation/delivery charges**. If the agency opts for CEPC to handle delivery to the event location, the delivery charges incurred by the Council will be **deducted from the agency's final bill**.
5. Final content for the Fair Directory will be provided **7 days prior to the event**.
6. If the Fair Directory page count increases by more than **10%**, additional payment will be made on a **pro-rata basis**.
7. Agencies must also provide a **compressed digital version** of all printed items.
8. The agency must have **in-house, state-of-the-art printing facilities** (black & white and colour, digital and offset) and be operational in **Delhi / Uttar Pradesh**.
9. The agency must have a **team of experienced designers**.

10. Prior experience in printing for **reputed events/organisations** is essential.
11. The scope of work includes, but is not limited to, the items listed, and the agency shall ensure satisfactory completion as per CEPC requirements.
12. **No advance payment** will be made.
13. The agency must **depute a dedicated designer** at the CEPC, New Delhi office for designing both digital and print versions of the items.
14. If an agency proposes any variation in specifications, **samples must be submitted** along with the quotation.
15. CEPC reserves the **right to accept or reject** any proposal without assigning any reason.
16. Agency may apply as per enclosed annexures

**Annexure “A”****(Company Letterhead)****Rates Quoted as per description mentioned in EOI**

| S. No. | Particulars                                  | Quoted Price |
|--------|--|--------------|
| 1      | Buyers Response Forms                        |              |
| 2      | Exhibitors Response Forms                    |              |
| 3      | Invitation Cards (with envelopes)            |              |
| 4      | Invitation Card (Inauguration – Single Leaf) |              |
| 5      | Single Entry Passes                          |              |
| 6      | Tea/Coffee Coupons                           |              |
| 7      | Water Coupons                                |              |
| 8      | Fair Directory                               |              |
| 9      | Parking Stickers                             |              |
| 10     | NotePads                                     |              |
| 11     | Brochure                                     |              |
| 12     | Visiting cards                               |              |
| 13     | Other Designing-Related Works                |              |

**Annexure “B”**

**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  | No. of Years In Printing                               |  |
| 9  | Mention 3 Major Printing works done earlier with dates |  |
| 10 | Any Other Information                                  |  |

*(Stamp and Signature of Authorized signatory)*

Date:

Place: