

**Scope of Work for Allied Services for  
49th India Carpet Expo  
11-14 Oct, 2025  
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](mailto:info@cepc.co.in) | Website: [www.cepc.co.in](http://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 49<sup>th</sup> India Carpet Expo scheduled from 11-14 Oct 2025 at Carpet Expo Mart, Bhadohi.

Carpet Export Promotion Council, an apex body set up by the Ministry of Textiles, Government of India is organizing the 49<sup>th</sup> edition of India Carpet Expo -Asia's Largest handmade Carpet Fair at Bhadohi from 11-14 Oct 2025. 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 in a sealed envelope as per the following scope of work:

The scope of work is as follows:

### 1. Providing Security for India Carpet Expo, 11-14 Oct 2025 at Bhadohi Carpet Expo Mart, Bhadohi

Date	Lady Guard	Guard		Supervisor		HHMD	RT Set	Manager	DFM D
	Day	Day	Night	Day	Night	Day	Day	Day	Day
10.10.2025		05	15	1	1	0	0	0	0
11.10.2025	1	15	10	2	1	1	4	1	1
12.10.2025	1	15	10	2	1	1	4	1	1
13.10.2025	1	15	10	2	1	1	4	1	1
14.10.2025	1	15	0	1	0	1	4	0	1

### 2. Providing Vehicles during India Carpet Expo,

S.no	Vehicle	Approx. Qty	Time Period	Amount Per Unit
1	Crysta Shuttle Service	14	Duty from 8.00 a.m. sharp (11 <sup>th</sup> to 14 <sup>th</sup> October 2025) for Hotel Duty	
2	Swift Dzire	02	11 <sup>th</sup> to 14 <sup>th</sup> October 2025	
3	Tempo Traveler	01	for local duty from 8.00 a.m. to 7.00 p.m. (11 <sup>th</sup> to 14 <sup>th</sup> October 2025)	

**Note:** All Driver will be wearing T-shirts as per the designs given by the CEPC. T-shirts will be arranged by the vendor

### 3. 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 11 <sup>th</sup> -14 <sup>th</sup> October 2025	05	
2	Male Promoter-for 5 days from 11 <sup>th</sup> -14 <sup>th</sup> October 2025	15	
<b>Total</b>			

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**

### 4. 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	<b>02</b> Registration Counters for Buyers for 4 days from 11 <sup>th</sup> -14 <sup>th</sup> October 2025 with operators. <b>(Trained Manpower).</b> Card badge both side print, Transparent Plastic Cover, Digital 4 Color Lanyard, QR Code / Bar Code along with Photograph	
2	<b>04</b> Registration Counters for Exhibitors for 3 Days from 10 <sup>th</sup> -12 <sup>th</sup> October 2025 with operators. Card badge both side print, Transparent Plastic Cover, Digital 4 Color Lanyard, QR Code / Bar Code along with Photograph	
3	<b>01</b> Registration Counters for Buyers Agents and <b>01</b> registration counter for Media for 4 days from 11 <sup>th</sup> -14 <sup>th</sup> October 2025 with operators. Card badge both side print, Transparent Plastic Cover, Digital 4 Color Lanyard, QR Code / Bar Code.	
4	<b>01</b> Registration Counter for General Visitor, Contingent, Service etc for 4 days from 11 <sup>th</sup> -14 <sup>th</sup> October 2025 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 13 <sup>th</sup> -14 <sup>th</sup> October 2025 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	<b>02</b> Digital information kiosk configured with related software and other necessary equipment's	
	<b>Total</b>	
<b>Note: Design, and colors of lanyards to be approved before the event by the competent Authority.</b>		

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**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  
 Jasola, New Delhi 110025  
 Tel:011-45089420  
 Email: [info@cepc.co.in](mailto: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: