



Expression of Interest (EOI)

for

Engagement of a Reputed Agency for Designing, Construction of Stands and Other Allied Work for Heimtextil – International Trade Fair for Home and Contract Textiles, Frankfurt (Germany) from 13th to 16th January 2026.

CARPET EXPORT PROMOTION COUNCIL

Set-up by the Ministry of Textiles, Govt. of India

Carpet Export Promotion Council,
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Website: www.cepc.co.in

About Carpet Export Promotion Council

Carpet Export Promotion Council (CEPC), registered under the Companies Act, 1956, was set up by the Government of India in 1982. The main objective of the Council is to support, protect, maintain, increase and promote the export of hand-knotted carpets, woolen 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 -

- *Organizing participation in National Level participation specialized fair abroad as a nodal agency of Indian Handmade Carpets and other floor coverings.*
- *Organizing India Carpet Expo twice a year in New Delhi and Varanasi.*
- *Organizing Seminars to Educate Carpet Exporters on various Matters.*
- *Undertaking Market Study for exploring new markets as well as in Existing markets for enhancing share of Handmade Carpets and Other floor coverings.*
- *Organizing Exhibition-cum-Sale in Domestic Markets.*

Requirement

Carpet Export Promotion Council is organizing national level participation in *Heimtextil - International Trade Fair for Home and Contract Textiles, Frankfurt (Germany) from 13th to 16th January, 2026.*

Stand Construction will be in Hall No. 11.1 of Messe Fair Ground Frankfurt, Germany (Approx.50 stalls ranging from 09 sq. mtrs to 36 sq.mtrs.). Approximate Stand area will be around 800-900 sq. mtrs.

The details of requirement will be as per Annexure-I.

I Eligibility for submission of proposal:

Agencies having the following minimum qualifications are hereby invited to submit expressions of interest on a turnkey basis.

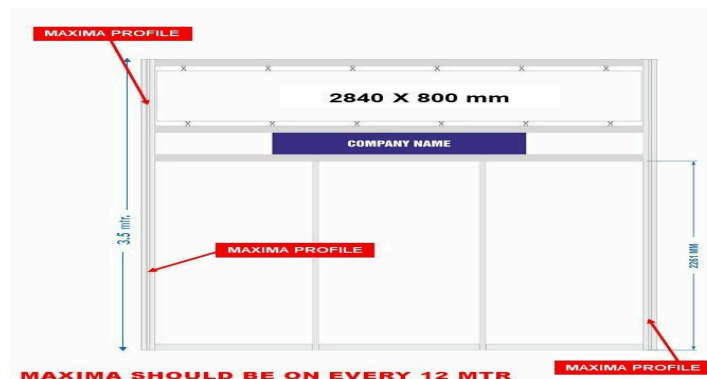
1. The applicant should be a registered company/entity of repute.
2. A sound experience in conceptualizing, designing, and executing the Exhibition projects on a turnkey basis for similar jobs in overseas exhibitions/fairs;
3. The materials used in fabrication should in compliance with ISI specifications;
4. A turnover of minimum Rs. 3.00 crores each year for any three years in the last 5 financial years i.e., 2021-22, 2022-23,2023-24 and 2024-25 The

- turnover should pertain to Trade Fair/similar jobs for not less than 600-800 sq.m.
5. Should hand over the complete finished stands 02 days before the start of the Exhibition.
 6. Should be registered under Service Tax, GST and other international laws.
 7. Should attach the details of their counterpart in Germany along with their company profile. (The bidder shall remain fully responsible for the acts and performance of its overseas counterpart. Any default by the counterpart shall be deemed as a default by the bidder.)

Scope of Work

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

1. Exhibitor Stalls & Hall (layout attached)
 - a. The proposed pavilion will be designed on a Maxima system.
 - b. For further conditions of construction of pavilion/stalls, heights of the stall etc. shall be as per the estimated requirement mentioned at Picture 1
 - c. The fascia on every stand and the branding which runs through the entire Halls will be in the maxima/ and exhibitors should get the full advantage of height for product display.
 - d. The hall, along with the passages, shall be brightly lit with white lights not to allow dark pockets in the common area.
 - e. Lockable night sheets or Curtains be provided to each exhibitor, if needed, by them
 - f. Construction of stands in sizes of 09,12,18,24,36 Sq. Mtrs. etc., and as per the requirement for the display of exhibitors' products.
 - g. Individual stand for participant would be provided with standard furniture i.e., chairs, table, wastepaper basket, carpeting on floor [Carpet color to be approved in advance], electrical plug point, spotlights etc. as mentioned in Annexure-I.



2. Pantry (approx 12-18 Sq M)

- a. Pantry with refrigerator, Tea/coffee-making machine and materials, water, refreshments, etc., and a concealed storage area, depending on the layout and space available, as mentioned in Annexure-I.
- b. Provision of 2 female (English-speaking) stands attendant-cum-interpreters for all the days during the show.

3. CEPC Office (approx 12-15 sq m)

- a. Approximately 12-18 Sq M, Office with Sofa, Chair, Table, LED TV, Flower Bouquets as mentioned in Annexure-I.

4. Miscellaneous:

1. The Agency must show a minimum of three options of Design Concept, Perspective view and Façade. A suitable branding must be done and shall be followed all over.
2. The Agency will give a presentation before the Committee on a pre-decided date.
3. The Agency should obtain clearance from the Organizers i.e., Messe Frankfurt, for electricity, water connection, approval for space for ceiling suspension, timely possession handover of Halls etc.

5. General:

1. The organization/agency will be responsible to ensure that adequate manpower is present at the site for construction and maintenance of the pavilion and coordination of the event till the end.
2. The organization/agency would settle all the applicable bills of the organizers at the end of the Event.
3. Power supply and Main Electrical connections and other support systems etc., shall be available as per the requirement. Accordingly, aforesaid provisions need to be checked by the organization/ agency themselves.
4. The agency will ensure fire prevention & extinguishing measures as per rules.

Guidelines for Submission of Expression of Interest:

A. Technical Bid:

The Applying agency may submit the following details:

a. Details of the Organization/agency

- a. Profile of the company/agency. (ANNEXURE-2)
- b. Profile of the counterpart in Germany of the company. (ANNEXURE-2A)
- c. Track Record - previous experience of handling similar nature of work. Work experience in designing, construction of stands in overseas fairs/exhibitions with minimum of 600-800 sq.mtr. Areas.
- d. A CA certificate verifying the turnover of the applicant Organization/agency for the last 3 financial years. (ANNEXURE-A)
- e. Copies of Income Tax Returns for 2021-22, 2022-23, 2023-24 and 2024-25 along with a copy of the PAN Card and GST Registration Certificate.
- f. Details of Manpower and Technical expertise. (ANNEXURE-B)
- g. Copies of job orders executed during the last 5 years. (ANNEXURE-C)
- h. Photographs / Pen drive of past jobs, along with job order and clearly indicating the size of the pavilion and cost of setting up the pavilion.
- i. Copies of Service Tax and VAT Registration Certificates.

1. Any bidder who has been debarred/blacklisted by any Central/State Government department or agency shall be ineligible to participate. A self-declaration to this effect must be submitted with the Technical Bid.
2. Separate Bids for Earnest Money of Rs. 7.50 lakhs (Rupees seven lakhs fifty thousand) through Demand Draft in favor of Carpet Export Promotion Council payable at New Delhi. Note: Micro & Small Enterprises and Start Ups are eligible for Bid Security exemption as per Rule 170 of GFR.
3. Performance Security: Performance Security of 10% of the total Work order will have to be furnished before issuance of Workorder in the form of an Account Payee Demand Draft in favor of Carpet Export Promotion Council payable at New Delhi. Performance Security should remain valid for a period of sixty days beyond the date of completion.
4. Arbitration Clause: Any and all claims, disputes, controversies or differences arising between the parties out of or in relation to or in connection with this agreement or with a breach thereof, which cannot be satisfactorily settled by correspondence or mutual conference between the parties hereto, shall be determined by arbitration in accordance with the then prevailing rules or arbitration under the Arbitration and Conciliation Act 1996. (The venue of such arbitration shall be New Delhi and the language of arbitration shall be in English. Each party shall bear its own cost of arbitration. For any further disputes or claims regarding the contract, the jurisdiction shall be Hon'ble Delhi High Court.)
5. CEPC reserves the right to terminate the contract in case of unsatisfactory performance, breach of terms, or failure to deliver as per schedule, without any financial liability on CEPC.

B. Financial Bid: Kindly enclose the costing as per details below

- a. Consolidated rates in (Euro) per Sq. Mtr of items as per detailed requirements in Annexure-1
- b.

Please send separate envelopes for Earnest Money, Performance Security, Technical and Financial Bids for Heimtextil - International Trade Fair, 13th to 16th January, 2026 Frankfurt, Germany.

S.No	Description	Marks
STAGE - 1 (TECHNICAL)		
1	Should have min turnover of 3 crore per annum from executing Exhibition set up & management for reputed organization during last five financial years. Non - exhibition related turnover will not be considered. Agency needs to attach turnover proofs for exhibition considered as follows: documentary evidence like letter of appreciation from the client specifying value & nature of work.	Turnover: Max 20 marks 3-5 Cr :10 marks 5-8 Cr: 15 marks > 10 Cr: 20 marks
2	Should have experience of organizing at least Two exhibitions in last 5 years (Necessary work orders/ appreciation certificates from the clients for an event of minimum area of 600-800 sqm to be submitted. The event execution should include complete execution right from construction of stands to interior & exterior elements.	Maximum 20 marks 2 events :10 marks 3 - 6 events: 15 marks More than 6 events: 20 marks
3	Manpower and Technical expertise.	Max Marks :10
For an agency to qualify for concept & design presentation, minimum 30 points out of 50 Points of the technical presentation & documents will be calculated for short listing the eligible bidders & shall be carried forward for final scoring. Applicants scoring a minimum of 30 marks in the technical bid shall be called for making their design presentation.		
STAGE - 2 (DESIGN PRESENTATION)		
4	Layout Map, Concept & plans of all elements of the event infra & management to be provided in both soft copy in USB & hard copy). There should be a detailed presentation depicting the design & concept of the event, event set up Methodology & plan etc.)	Max Marks: 50
	TOTAL MARKS	MAX MARKS: 100
Minimum 60 points out of 100 Points of the technical bid and design presentation will be calculated for short listing the eligible bidders for opening the financial bids.		

The envelopes should be super-scribed with “Expression of Interest for Heimtextil - International Trade Fair, Frankfurt, Germany” and should have the full name, Postal Address, E-mail, Telephone number of the agency, along with Mobile Number of authorized person(s).

Other special conditions:

- Incomplete expression of interest or without documents are liable to be rejected and shall not be considered.
- CEPC reserves the right to reject or accept any or all the proposals in part or full without assigning any reason whatsoever.

Evaluation Process:

- Technical Bids will be evaluated, and eligible and qualifying agencies will be called for Design Presentation in front of the committee members. The date and time which will be uploaded on the website and all applying agencies will be intimated vide email.
- Financial Bids of the Agencies qualifying as per their Technical and Design Presentation Round will be opened by the committee.
- Final evaluation will be based on 50% weightage of the combined Technical and Design scores (out of 100 marks), and 50% weightage to the Financial Bid.
- CEPC reserves the right to award the work to an agency whose proposal is deemed most advantageous in terms of overall quality, design concept, and financial competitiveness, even if that agency is not the lowest financial bidder.

Terms of Payment:

The following will be the proposed terms & conditions for assignment of job. Payments to the successful organization/agency will be made as per the following schedule:

- a. No advance payment shall be considered.
- b. 50% of the total cost on the 1st day of opening of the respective exhibition after due inspection
- c. Balance 50% amount would be released on successful completion of the event pursuant to receipt of satisfactory report of the officer deputed for the event and NoC of no dues from show organizer.

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

**Executive Director(Officiating)
Carpet Export Promotion Council,
507, Copia Corporate Suites, Jasola
New Delhi-110 025**

Tel: 011-45089420