



CARPET EXPORT PROMOTION COUNCIL
(SETUP BY MINISTRY OF TEXTILES, GOVT. OF INDIA)

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Scope of Work for Printing Services

50th India Carpet Expo

04–06 October 2026 • Carpet Expo Mart, Bhadohi, Uttar Pradesh

Quotations are invited from reputed companies having experience in exhibitions in India for the 50th India Carpet Expo, scheduled from 04–06 October 2026 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 50th edition of India Carpet Expo — Asia's largest handmade carpet fair — at Bhadohi from 04–06 October 2026. The fair sees participation of 250+ exhibitors and a footfall of more than 400 overseas buyers and VIPs during the 3-day event, organized across a 7-acre Expo Mart at Bhadohi.

Designing & Printing – 50th India Carpet Expo

S. No.	Particulars	Specifications	Approx. Qty.
1	Buyers Response Forms	A4 Size, Colour, Both Side Print	300
2	Exhibitors Response Forms	A4 Size, Colour, Both Side Print	200
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	Exit Forms	Single Colour, A3, 100 GSM, Perforation	200
7	Tea/Coffee Coupons	Token Size, 12 Coupons per Sheet, Perforated, Colour Print, Unique Numbering	12,000
8	Water Coupons	Token Size, 12 Coupons per Sheet, Perforated, Colour Print, Unique Numbering	1,000

S. No.	Particulars	Specifications	Approx. Qty.
9	Fair Directory	Multi-Colour, 8.5" x 5.5", 300–350 pages (portrait, landscape or similar size), 300 GSM Cover, 130 GSM Inside Pages, Imported Paper, Gloss Lamination, Perfect Binding, Logo Embossing on Cover Page, etc. Bidders must submit a sample matching the above specifications.	600
10	Parking Stickers	Multi-Colour, 3" x 3.5", Front-side Gumming, Unique Numbering Round Size – 300 A4 Square Size – 50	350
11	NotePads	Pages: 40 (F/B), Approx. size 8.5" x 5.5", Multicolour Front Cover, Hard-back Cover, Spiral Binding, branding on front; inside pages black & white printing.	1,000
12	Brochure	Pages: 16 (F/B), Approx. size A4, Cover 300 GSM, Inside 170 GSM, Centre Binding	500
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 the enclosed annexures.

ANNEXURE "A"

Rates Quoted as per Description Mentioned in EOI
(On Company Letterhead)

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

ANNEXURE "B"

General Information on Company Letterhead

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: _____