

**Scope of Work for Event Management at
50th India Carpet Expo
11-14 April, 2026
NSIC Exhibition Ground, Okhla, New Delhi**

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 | Website: 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

1. About Carpet Export Promotion Council (CEPC)

The Carpet Export Promotion Council (CEPC), registered under the Companies Act, 1956, in 1982, functions under the aegis of the Ministry of Textiles, Government of India.

The primary objective of the Council is to support, protect, maintain, increase, and promote exports of hand-knotted carpets, woollen durries/druggets, and other textile floor coverings through appropriate promotional and developmental activities..

2. Requirement

CEPC proposes to organize the **50th India Carpet Expo** from **11–14 April 2026** at **NSIC Exhibition Ground, Okhla, New Delhi**. The 50th edition of the India Carpet Expo represents a landmark milestone, celebrating five decades of the Expo's contribution to promoting India's handmade carpet industry on the global platform. This special edition will showcase the **legacy, heritage, and craftsmanship** built over fifty successful editions, while simultaneously focusing on **future trends**, including contemporary design, sustainability, innovation, and evolving global buyer preferences. The overall **theme and branding of the event should cohesively reflect this balance between legacy and forward vision**, creating a unified visual identity across the exhibition

- Expected participation: **150+ exhibitors**
- Overseas buyer footfall: **Several hundred buyers per day**

3. Eligibility Criteria

Agencies meeting the following minimum criteria may submit EOIs:

1. The applicant must be a registered company/entity of repute.
2. Minimum **03 years' experience** in Event Management.
3. Minimum average **annual turnover of ₹1.00 crore** in any **three financial years** out of FY 2021-22, 2022-23, 2023-24 & 2024-25, **pertaining exclusively to Event management.**
4. The agency must be registered under GST.

4. Submission of Expression of Interest

Agencies must submit the following in **separate sealed envelopes**:

A. Earnest Money Deposit (EMD)

- ₹1,00,000 (One Lakh only) via Demand Draft in favour of **Carpet Export Promotion Council**, payable at New Delhi
- **MSMEs and Start-ups are exempted** as per Rule 170 of GFR

B. Technical Bid

- Company profile and organizational details.
- Experience details with documentary proof.
- CA-certified turnover certificate (Annexure-I)
- Copies of Income Tax Returns and PAN.
- Copies of executed job orders (Annexure-II)
- Details of manpower and technical expertise (Annexure-III)
- GST registration certificate.

C. Financial Bid

- Item-wise cost breakup as per the prescribed proforma
- Applicable government taxes

5. Scope of Work

Event management Companies are invited to share their Expression of Interest and Quotations as per the following scope of work:

The scope of work is as follows:

1. Providing Security for India Carpet Expo,11-14 April 2026 at NSIC Exhibition Ground, Okhla, New Delhi

Date	Lady Guard	Guard		Supervisor		Bouncer	DF MD	HH MD	RTSet	Manager
	Day	Day	Night	Day	Night	Day	Day	Day	Day	Day
10.04.26	-	5	10	1	1	-	-	-	-	-
11.04.26	1	15	10	2	1	2	1	1	4	1
12.04.26	1	15	10	2	1	2	1	1	4	1
13.04.26	1	15	10	2	1	2	1	1	4	1
14.04.26	1	15	5	1	1	2	1	1	4	1
Rate Per unit										

2. Providing Vehicles during the India Carpet Expo.

S.no	Vehicle	Approx. Qty	Time Period	Amt Per Unit/ KM/ Hr	Night Charges	Extra KM
1	Crysta	5	Shuttle Services			
2	Swift Dzire	4	11th to 14th April 2026)			
3	Traveler/Urbania (09 Seater)	5	Shuttle Services			

- A. No. of vehicles may increase or decrease as per requirement
- B. Drivers Should be in White Uniform/ White T-shirt
- C. Tissue Paper and Water Bottles to be kept in Vehicles.
- D. Shuttle Service (Duty from 8.00 a.m. sharp (11th to 14th April 2026) for Hotel Duty)

3. Providing Medical Services at the Venue

S.no	Particulars	Amount
1.	Maruti Omni Ambulance with Life Saving Equipment during Fair, 10 th to 14 th April 2026 at NSIC Exhibition Ground, Okhla, New Delhi, with a qualified and experienced doctor, nurse, and Paramedic Staff. Along with a First Aid Medical Kit containing all essential Injections, Drugs & Medicines and a wheelchair.	

4. Providing CCTV Service during India Carpet Expo,

S.no	Particular	Approx No. required	Rate per Camera
1.	CCTV Camera with Recording facility and all necessary Fittings from 10th To 14th April Midnight. * Note: Recording to be Submitted in Pendrive Post Show	80	

The number of CCTV Cameras may increase or decrease as per the requirement

5. Providing Female and Male Promoters during India Carpet Expo

S.no	Particulars	Quantity Per day	Rate/Unit
1	Female Promoter- for 4 days from 11th -14th April 2026	05	
2	Male Promoter -for 5 days from 10th to 14th April 2026	10	

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.

*Duty Hours may change and no. of promoters may increase or decrease.

*Deployment sheet date and quantity-wise will be shared 2 days prior to the Show.

6. Registration Desk for Buyers, Exhibitors, Visitors etc.

Approx. Numbers of Footfall: Buyers 500, Exhibitors 300, Media and General Visitor 300

S.no	Particulars
1	03 Registration Counters for Buyers for 4 days from 11 - 14 April 2026 with operators. Card badge, both sides printed, Transparent Plastic Cover, Digital 4 Color Lanyard, QR Code / Bar Code, along with a photograph
2	03 Registration Counters for Exhibitors for 3 Days from 10 - 12 April 2026 with operators. Card badge both side print, Transparent Plastic Cover, Digital 4 Color Lanyard, QR Code / Bar Code along with a photograph
3	01 Registration Counters for Buyers, Agents and Media for 4 days from 11 - 14 April 2026 with operators. Card badge both side print, Transparent Plastic Cover, Digital 4 Color Lanyard, QR Code / Bar Code.
4	01 Registration Counter for General Visitor, Contingent, Service etc for 4 days from 11 - 14 April 2026 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	01 General Help Desk for Exhibitors to print E-Way bills, etc for 2 Days from 13-14 April 2026. 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 ensure genuine entry.
10	Note: Design, and colours of lanyards to be approved before the event by the competent Authority.
	Total Amount

The agency shall provide an integrated digital registration system with real-time data capture and post-event database submission.

7. Providing Photography and Videography Services during the event

S.no	Particular	Quantity	Amount
1	Photographer	02	
2	Videographer	01	
Total			

The duty hours shall be from 9.00 A.M. to 6.00 P.M

8. Providing Service of High Speed WIFI for 5 days from 10th - 14th April 2026

S.no	Particular	Rate
1	WIFI at all Exhibition areas Dedicated connection in Buyers and Vip Lounge, Registration Counter and CEPC Fair office	

The Event Management Companies are encouraged to visit the site before submission of their quotes.

6. General Conditions

- CEPC reserves the right to accept or reject any or all EOIs without assigning reasons.
- Incomplete EOIs are liable to be rejected.
- Decisions of the Committee of Administration, CEPC shall be final and binding.

7. Evaluation & Selection Process

S.No	Description	Marks
STAGE - 1 (TECHNICAL)		
1	The agency should have Minimum 03 years' experience in Event Management	Experience: Max 25 marks 03 Years : 15 Marks

		More Than 03 Year: 25 Marks
2	The agency should have Minimum average annual turnover of ₹1.00 crore in any three financial years out of FY 2021-22, 2022-23, 2023-24 & 2024-25, pertaining exclusively to Event management	Turnover: Max 25 marks 01 Cr - 15 Marks More than 1 Cr : 25 Marks
For an agency to qualify for the opening for Financial bid , it must obtain a minimum of 30 marks out of 50.		
Final selection shall be based on:		
<ul style="list-style-type: none"> ● 50% weightage – Technical ● 50% weightage – Financial Bid 		

7. Submission Address

The envelopes should be super-scribed with “**Expression of Interest for India Carpet Expo, APRIL 2026, NEW DELHI**” and should have the full name, Postal Address, E-mail, Telephone number of the agency along with Mobile Number of authorized person(s)

Dr Smita Nagarkoti
Executive Director(Off.)
 Carpet Export Promotion Council
 507, Copia Corporate Suites
 Jasola Vihar, New Delhi – 110025
 Email: info@cepc.co.in
 Website: www.cepc.co.in

All further communications, clarifications, and updates regarding this tender will be published on the CEPC website www.cepc.co.in/tenders

Annexure "A"

(On Company Letterhead)

Rates quoted as per the description mentioned in the EOI

S. No	Item	Total Amount (In Rs)
1	Security Services	
2	Vehicles	
3	Medical Services	
4	CCTV Services	
5	Male & Female Promoters	
6	Registration of Buyers, Exhibitors, Visitors etc.	
7	Photography & Videography	
8	WIFI	
	Total	
	(Stamp and Signature of Authorized signatory) Date: Place:	

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.	Annual turnover for FY 22-23 FY 23-24	
8.	GST No.	
9.	MSME (UDYAM Registration No.)	
10.	Details of 2 International Exhibitions in India in the last where services have been provided in the last 3 years)	
11.	Kindly provide relevant Work Orders	

(Stamp and Signature of Authorized signatory)

Date:

Place:

ANNEXURE – I

FINANCIAL DETAILS – ANNUAL TURNOVER DETAIL

(To be submitted on letter head of the applicant/agency duly certified by Chartered Accountant)

Sl. No.	Financial Year	Annual Turnover in Rs.
1	2021-2022	
2	2022-2023	
3	2023-2024	
4	2024-2025	

Note: Balance Sheets & Profit and Loss Statements for each financial year should be submitted by the Applicant duly certified by the Chartered Accountant.

Place Date

Name of the Chartered Accountant
Firm

Stamp and Signature

ANNEXURE II**SIMILAR WORK ORDER DETAILS OF PROJECT**

(Bidder has to submit these details on their letterhead)

Sl. No.	Project Name	Name of the Client	Total Value of the Project in Rs.	Details of Activities Performed
1				
2				
3				
4				
5				

Note:

The bidder has to submit supporting documents / Completion Certificates /Work Orders as per the list for the similar projects done.

Date :

Place :

Stamp and Sign

ANNEXURE - III**MANPOWER DETAIL**

Sl. No.	Name	Designation	Experience	Qualification
1				
2				
3				
4				
5				

Date:

Place:

Stamp and Sign

ANNEXURE IV

GENERAL INFORMATION ON COMPANY'S LETTER HEAD

1.	Name of the Firm: -	
2.	Type of firm / Proprietary / Partnership / Pvt. Ltd /Public Ltd :	
3.	Head office address:	
4.	Local office address (if any): Attach approved plan of the office and ownership/possession deed	
5.	Mobile:	Contact:
6.	Landline:	Contact:
7.	Facsimile:	Telex/Fax:
8.	E-mail:	
9.	Place of incorporation / registration:	Year of incorporation /registration:
10.	GSTIN Registration No.	
11.	PAN Card	
12.	PF Registration number. Detailed Proof of Submission of PF in response to deployed staff is to be submitted by the Bidder.	
13.	An Undertaking for Non-Blacklisting on their letter head	
14.	Bidder has to submit Company Profile/ Brochures/Catalogue etc.	

Date:

Place:

Stamp and sign