



EPCH
हस्तशिल्प निर्यात संवर्धन परिषद्
Connecting. Empowering. Transforming.

**EXPORT PROMOTION COUNCIL
FOR HANDICRAFTS**

CIN: U20299DL 1986NPL023253 | GST NO. 07AAACE1747M1ZJ

DETAILS FOR SUBMISSION OF PROPOSAL FOR DESIGNING AND SET-UP FOR HANDICRAFTS EXPORT AWARD FUNCTION

Name of Function : 25th Handicrafts Export Award Function
Tentative Date : 17th June 2026 (Wednesday)
Venue : ExpoInn Suites & Convention, Banquet Hall (Second Floor), India
Exposition Mart Ltd, Gate 11, 25-29, Knowledge Park II,
Greater Noida, Delhi (NCR)-201310

Background: The Export Promotion Council for Handicrafts (EPCH) has been organizing Export Awards since 1989 to felicitate exporters who have contributed significantly to the development as well as to the exports of handicrafts from the country. The institution of these awards is said to be one of the vital steps taken by EPCH.

The objective of the Handicrafts Export Awards is to create a sense of healthy competition amongst exporters and to encourage wholesome competition through the institution of such prestigious awards. The Awards have become a coveted recognition amongst the handicrafts exporters and more exporters strive to receive this award. The same has also led to the quantum jump in the exports of handicrafts from the country.

The organizer intends to appoint a professional Event Management / Production Agency for conceptualization, fabrication, stage setup, installation, operation, execution, and dismantling after the event, audio-visual systems, branding, décor, display panels, media setup, and allied arrangements for the Handicrafts Export Award Function proposed to be held at India Expo Centre & Mart. The selected agency shall provide turnkey services including manpower, equipment, logistics, operation, and coordination for successful execution of the event.

Eligibility Criteria: Agencies having following minimum qualifications are hereby invited to submit offer for the event on turnkey basis.

Interested agencies should have:

- A minimum of 3 years' experience in conceptualizing, designing and executing the projects on turnkey basis.
- A turnover of minimum Rs. 3 crores each year during the preceding three financial year i.e. 2023-24, 2024-25 and 2025-26.
- Have prior experience in government/corporate such award functions
- Possess experience in handling AV production and event fabrication
- Submit company profile with client list of the work undertaken in the last 3 years.
- Provide PAN, GST registration and statutory documents
- Submit portfolio/photos of similar events executed

Agency Responsibilities

The selected agency shall be responsible for:

- Concept design and artwork development
- Fabrication and printing
- Transportation and logistics
- Installation and dismantling

- Technical manpower and operators
- Event-day coordination
- Power load assessment and cabling
- Safety compliance and structural stability
- Backup equipment for critical systems
- Housekeeping during setup/removal

Deliverables

The agency shall submit:

- Stage, venue and seating layout plan
- Creative designs/artworks for approval
- Technical specifications of AV equipment
- Execution timeline
- Manpower deployment plan
- Power requirement details
- Rehearsal and testing schedule
- Arrangements for live social media feed.

Timeline

- Setup completion: On the day of the event as per venue access availability
- Testing & rehearsal: Prior to event commencement
- Dismantling: Immediately after completion of event or as directed

Financial Proposal

The agency shall submit:

- Item-wise detailed financial quotation as per specification given below.
- Applicable taxes separately
- Rates inclusive of transportation, installation, operation, and dismantling

Terms & Conditions

- All branding artwork shall be approved before production.
- Any damage to venue property shall be borne by the agency.
- The agency shall ensure uninterrupted technical operations during the event.
- Organizer reserves the right to modify quantities or requirements.
- Payment terms shall be as per work order/contract conditions.
- The manpower deputed should be trained and well-disciplined and follow the instruction of organizer time to time.

Contact & Coordination

The selected agency shall coordinate closely with the organizer and venue management for all operational requirements and approvals.

GUIDELINES FOR SUBMISSION OF PROPOSAL

Interested organizations/agencies are required to submit their proposals in a sealed envelope clearly mentioning the name of the event on the envelope clearly mentioned "**HANDICRAFTS EXPORT AWARD FUNCTION 2026**". Proposals must be submitted within the stipulated period from the date of release of this advertisement.

Conditional proposals will not be accepted and are liable to be rejected summarily.

A. Details of the Organization/Agency

The following documents/information must be submitted:

1. Company/Agency Profile.
2. Proof of a minimum of Three (3) years of experience in conceptualizing, designing, and executing projects/events on turnkey basis.
3. Proof of annual turnover of at least INR 3 Crores during each of the preceding three financial years 2023-24, 2024-25 & 2025-26. Please attaché Chartered Accountant's Certificate verifying the turnover of the organization/agency
4. List of previous assignments relating to Government and Corporate Award Functions undertaken in the las 3 years (please attache list of clients).
5. Income Tax Return of last 3 years and copy of PAN Card.
6. GST Registration Certificate and other applicable statutory documents.
7. Portfolio and photographs of similar events executed in the past 3 Years.
8. Proposed design and concept for the event setup, including event layout, main stage, seating arrangement, and related components.
9. Earnest Money Deposit (EMD) of INR 1,00,000/- (Rupees One Lakh Only) in the form of a Demand Draft or an irrevocable and unconditional Bank Guarantee in favor of "Export Promotion Council for Handicrafts (EPCH)", payable at New Delhi. The EMD of unsuccessful bidders will be refunded after completion of the selection process. For the selected agency, the EMD amount shall either be adjusted against the final payment or treated as a Performance Guarantee, as decided by the Council.

B. Event Requirements

1. Detailed design and conceptualization of the Main Stage, Dais, Seating Plan, and other related event infrastructure must be submitted in both printed and soft-copy formats.
2. Details of materials proposed to be used for construction, decoration, displays, and event setup, along with technical specifications.
3. Proposals submitted by a consortium or joint venture will not be considered.
4. The proposed event concept/design, including layout plans, decoration plans, and other creative elements, must be submitted in Hard copy (color print), and Soft copy (CD/Pen Drive). The Council may request physical samples and specifications of materials proposed to be used.
5. Agencies are encouraged to submit additional creative concepts and innovative ideas that may enhance the overall presentation and impact of the event.
6. Every design/concept proposal must be accompanied by a corresponding Financial Proposal.
7. The Financial Proposal must
 - o Be duly signed and dated.
 - o Provide a detailed item-wise cost breakup for each component.
 - o Be quoted only in Indian Rupees (INR).Lump-sum quotations without component-wise details will not be considered.
8. Applicable taxes (GST and any other taxes, if applicable) must be clearly indicated separately in the cost estimates.

Other special conditions:

- I. The proposal shall be complete, clear, and comprehensive in all respects.
- II. The quoted cost shall be inclusive of all applicable government taxes, duties, levies, and other statutory charges.

- III. Incomplete proposals or proposals submitted without the required documents are liable to be rejected.
- IV. EPCH reserves the right to accept or reject any or all proposals, either in part or in full, without assigning any reason whatsoever.
- V. Performance Bank Guarantee: The selected agency shall submit a Performance Bank Guarantee (PBG) or Demand Draft in favour of the Export Promotion Council for Handicrafts (EPCH) amounting to 10% of the total project/event cost. The PBG shall remain valid for a period of 60 days beyond the completion date of the event. The Earnest Money Deposit (EMD) submitted along with the proposal shall be considered as part of the Performance Bank Guarantee. However, if the EMD amount is less than 10% of the project cost, the selected agency shall deposit the balance amount before commencement of the work. In the event the construction is found to be inconsistent with the approved concept, design, specifications, or quality standards, EPCH reserves the right to withhold payment and invoke the Performance Bank Guarantee.
- VI. Penalty : A penalty shall be imposed if any deviation, discrepancy, or non-compliance is observed between the approved theme, concept, design, layout, specifications, and the actual implementation/execution of the project. In such cases, the Performance Bank Guarantee submitted by the agency shall be liable to be forfeited.
- VII. Arbitration and Jurisdiction: Any claim, dispute, controversy, or difference arising out of or in connection with this Agreement, including any breach thereof, which cannot be resolved amicably through mutual discussions or correspondence between the parties, shall be referred to arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time.
The venue of arbitration shall be New Delhi, India, and the proceedings shall be conducted in the English/Hindi language. Each party shall bear its own costs related to the arbitration proceedings. Subject to the arbitration provisions above, the courts at New Delhi shall have exclusive jurisdiction. Any further disputes or claims relating to the contract shall be subject to the jurisdiction of the Hon'ble High Court of Delhi.

SELECTION PROCEDURE:

The proposals will be evaluated by the EPCH Committee based on the agency's profile and track record, relevant experience in conceptualizing and executing similar events, the quality and creativity of the proposed event layout, concept, theme, design, decoration, and overall look and feel of the event, as well as the financial proposal and amount quoted. The Committee's decision regarding the selection of the agency shall be final and binding.

Terms of Payment:

Payments to the successful organisation/agency will be made as per following schedule:

- (i) No advance payment shall be considered.
- (ii) Payment would be released on successful completion of the event

The last date for receipt of proposal is 10th June 2026 by 3:00 PM positively.

The complete applications should be addressed to:

Executive Director
Export Promotion Council for Handicrafts
"EPCH House", Pocket 6&7, Sector 'C', LSC, Vasant Kunj, New Delhi-110070
Tel: 011-26135256 extn.130

Proposal to be submitted on company letterhead and in a sealed envelope with the event name

Event Name: Handicraft Export Awards 2026 at Delhi NCR

1.	Name of Agency			
2.	Address			
3.	Contact Person			
4.	PAN No. (attached Copy) GST No. (attached Copy)			
5.	Mobile & Email			
6.	Track record / past experience of handling similar nature of work. With minimum Three years' experience in executing award functions – give details of job performance			
7.	List of government/corporate award functions executed			
8.	Turnover of last 3 financial years along with CA certificate verifying the turnover and supported by a copy of income tax return.	2023 – 2024	2024-2025	2025-2026
9.	Appreciation letters from Client/ Accreditation			
10.	Design / Concept of event decoration in colour print and Pen Drive	Enclosed: Yes / No		
11.	Materials and their specifications to be used for the setting up of the event			
12.	EMD of Rs. 1,00,000/- i) Bank Name ii) DD No. iii) Date	:	_____	
		:	_____	
		:	_____	
13.	Detailed amount break-up (INR) of each component separately (as per given below in scope of work)			
14.	Applicable Taxes (in Rupees)			
15.	Total Amount (in Rupees)			
16.	Any other charges (Please specify)			

Place:
Date:

Name : _____
Designation : _____
(Signature & Seal)

DETAIL SCOPE OF WORK FOR HANDICRAFT EXPORT AWARD FUNCTION

The agency shall undertake the following works including making concepts, design, fabrication, transportation, installation, operation, maintenance during the event, and dismantling after completion. The scope of work for the Event shall include the following:

Description	Qty.	Rate	Estimated Amount (Rs.)
1. MAIN STAGE SETUP			
Stage Construction <ul style="list-style-type: none"> Main stage with wooden platform (aprox. size 32 ft. x 16 ft. x 1.5 ft) Proper carpeting and finishing Safe access with side/front steps Backdrop, Stage fascia branding and finishing 			
Seating Arrangement on Stage <ul style="list-style-type: none"> Seating arrangement for 9 or 11 dignitaries Centre tables and side tables Premium-quality table covers and skirting Floral arrangements on centre tables Name plates for all dignitaries on dais 			
Podiums & Prompter <ul style="list-style-type: none"> Two podiums with event branding/logo Podium microphones with EPCH logo branding One teleprompter/prompter arrangement on stage 			
2. AUDIO-VISUAL & TECHNICAL ARRANGEMENTS			
LED Screens <ul style="list-style-type: none"> Two LED screens of finished aprox. size 8.5 ft. x 7 ft. Decorative framing (Side wings branding) with overall height approximately 13 ft. Complete content connectivity and operation Screen for dignitaries on the dais LED TV 55 or 65 inch for audience 			
Audio System <ul style="list-style-type: none"> Professional sound reinforcement system suitable for banquet hall Audio mixer and sound console 3 cordless microphones 2 collar/lapel microphones 2 standing microphones for Saraswati Vandana group Necessary cabling, splitters, monitors, DI boxes, and backup systems 			
Video & Camera Setup <ul style="list-style-type: none"> Camera setup with live feed management Video switching and picture mixing Recording and display integration Console station for Sound mixing, Camera mixing, Picture/Video mixing etc 			
Truss with LED par light, profile lights, controller etc.			

3. FLORAL DECORATION			
<ul style="list-style-type: none"> • Floral decoration on front steps of the stage and podium • Floral arrangements for center tables • 20 bouquets with tissue wrapping / Green potted Plants • Floral arrangements for VIP seating on Centre table • Rangoli near the cutouts 			
4. MEDIA & INTERVIEW SETUP			
<p>Media Platforms</p> <ul style="list-style-type: none"> • 1 media platform (riser) for press/media coverage with carpet (approximately size 12 ft x 6ft x 2ft) 			
<p>Interview Panels</p> <ul style="list-style-type: none"> • Two interview backdrop panels of size 8 ft. x 8 ft. • To be installed in the media lounge / VIP lounge / CFB 			
5. BRANDING, ACTIVITIES PANELS & SIGNAGES			
<p>Export Award Panel</p> <ul style="list-style-type: none"> • One Export Award panel outside banquet hall in front of escalator (approximately size: 8 ft. x 10 ft.) 			
<p>Glass Branding Panel</p> <ul style="list-style-type: none"> • CFB glass panel branding (approximately size: 16 ft. x 23 ft.) provide rate each panel 			
<p>Welcome Panel</p> <ul style="list-style-type: none"> • One vertical welcome panel at Gate No. 1 			
<p>Letter Cutout Display</p> <ul style="list-style-type: none"> • Letter cutout display with EPCH logo on plywood box structure at CFB (Size: approximately 16 ft.) 			
<p>Directional Signages: Signages and direction panels at:</p> <ul style="list-style-type: none"> • CFB Ground Floor • CFB First Floor • CFB Second Floor 			
<p>Display Wall / Panel</p> <ul style="list-style-type: none"> • Approx. 15–17 display panels with frame and lighting for EPCH activities, Infrastructure, Services etc to be display at CFB <p>Provide separate rates in wooden construction and maxima structure both</p>			
<p>Selfie Point Backdrop with carpet</p>			
7. MISCELLANEOUS ARRANGEMENTS			
<p>Agency shall provide Small Telescopic Standees printed standees as below: COA / Press & Media / Awardees / VIPs / Reserved</p>			
<p>Tables for Trophy (8 trophy tables with frill covers/skirting)</p>			
<p>Welcome Counter with Furniture</p>			

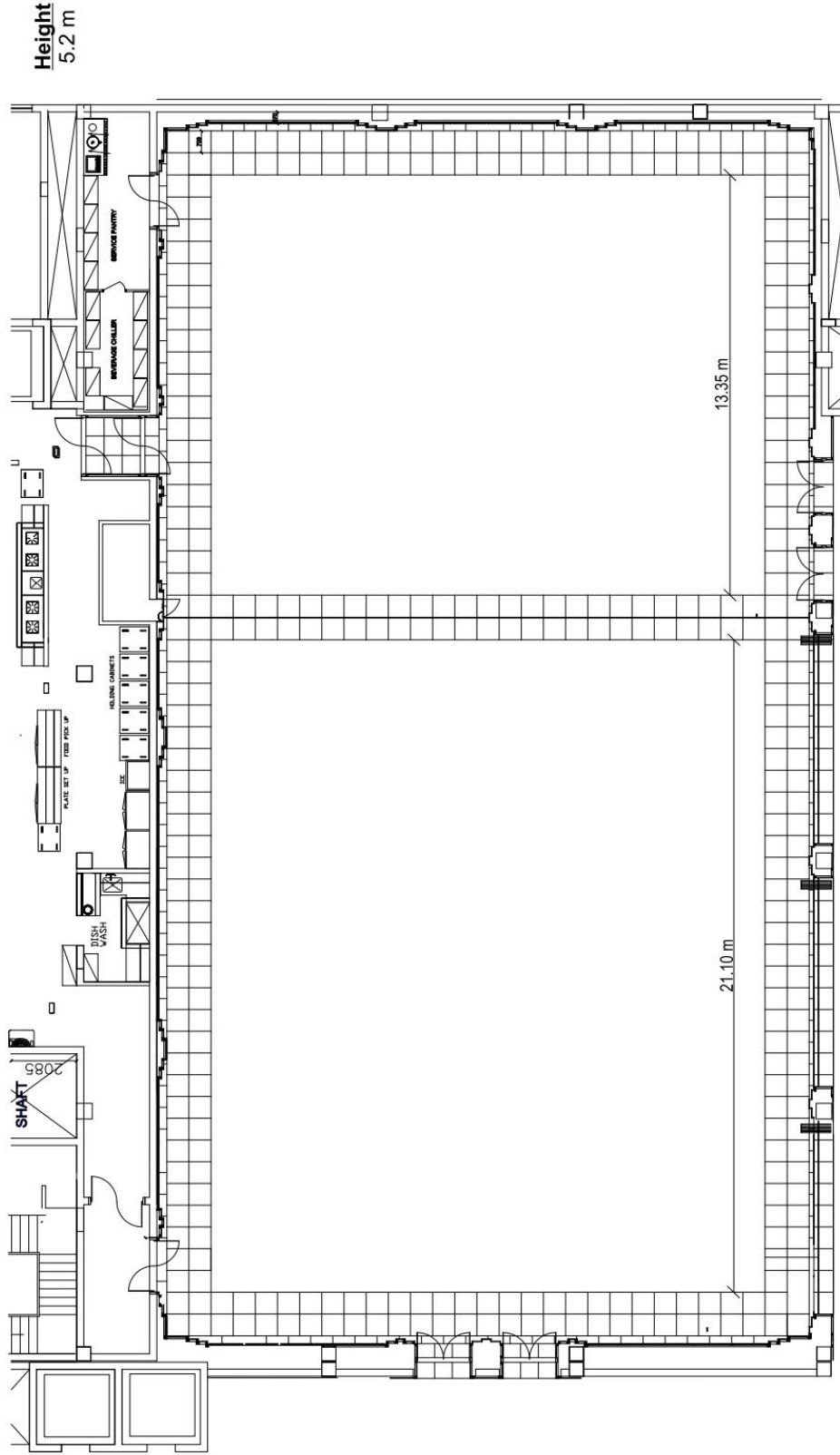
Classroom seating with table for Awardees with cover & bow (colour as per theme)			
Seating arrangement for VIPs & Invitees (20 two seater sofa & Banquet Chair with cover & bow (colour as per theme)			
Table with proper masking for Console			
<p>Saraswati Vandana Group Arrangements : For choir group of 7 persons:</p> <ul style="list-style-type: none"> • 2 standing mikes • 2 tables with white frill covers for Tanpura and Tabla • White bedsheet/carpet arrangement on floor seating area 			

Layout of the Banquet Hall of Expo Inn & Suits



India Exposition Mart Ltd.

Plot No. 23, 24, 25, 27, 28 & 29, Knowledge Park-II
Gautam Budh Nagar, Greater Noida - 201306 (U.P.)
Ph: +91-120-2328011-20, 2328001
Fax: +91-120-2328010
Website: www.indiaexpocentre.com



BANQUET HALL :: SECOND FLOOR
(20 m x 39 m)

Reference Photographs of previous Handicraft Awards Function organized by the Council:





