



INTERNATIONAL GARMENT FAIR ASSOCIATION

NOTICE
INVITING QUOTATION
FOR

“PROVIDING TRANSPORT SERVICES DURING 60th EDITION OF INDIA INTERNATIONAL GARMENT FAIR (IIGF) TO BE HELD DURING JANUARY 2018.”

Issue of Quotation & Document	31.10.2017
Last date & time for submission of Quotation	13 November, 2017 Upto 2:00 PM
The Quotation Document, complete in all respects, to reach on or before the due date at the following address:	Director (F & E), International Garment Fair Association c/o Apparel Export Promotion Council, Apparel House, Sector-44 Institutional Area, Gurgaon, Haryana-122003



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INTERNATIONAL GARMENT FAIR (IIGF) TO BE HELD DURING JANUARY 2018.”**

1. EVENT BACKGROUND

International Garment Fair Association in collaboration with the four major garment exporters associations organizes the India International Garment Fair (IIGF), bi-annually. The next IIGF fairs i.e. 60th in the series is scheduled to be held from 17 - 19 January, 2018 (Hall Nos. 11, 12 & 12A) at Pragati Maidan, New Delhi.

The fair has become very popular among overseas importers and buying agents and the number of trade visitors has been increasing steadily. Over 400 exporters will participate in this fair and display their products.

The rates quoted by the agency for “PROVIDING TRANSPORT SERVICES DURING INDIA INTERNATIONAL GARMENT FAIR (IIGF)” will be valid upto 31st January, 2018.

IGFA invites quotation from established agencies/firms (single entity) for **“PROVIDING TRANSPORT SERVICES DURING 60th EDITION OF INDIA INTERNATIONAL GARMENT FAIR (IIGF) TO BE HELD DURING JANUARY 2018”**

Amendment in Quotation: At any time till 7 days before the deadline for submission of bids, IGFA may, for any reason, whether at own initiative or in response to a clarification requested by a prospective bidder, modify the quotation document by amendment. Such modifications shall be uploaded in the IGFA website. All such amendments shall be binding on all the bidders. IGFA also reserves the right to amend the dates mentioned in the Quotation.

2. SPECIFICATION OF TASKS REQUIRED TO BE CARRIED OUT

1. To provide Innova cars, Swift/Dzire cars and Vikrams for transportation of buyers/participants from the official hotels to the fair venue and vice versa. However, the actual requirement would be intimated at a later stage.
2. To provide transport services in Pragati Maidan for buyers/participants from the main gate to the fair halls and vice versa.
3. The cars, vikrams and buses to be provided for the fair should be in good conditions. . Organizer would check the condition of the vehicle at Pragati Maidan before assigning duty.
4. Organizer reserves the right to split the job work to two or more contractors without assigning any reasons.
5. The vehicles should be suitable for transportation of International buyers/participants.
6. The vehicles should have National, State or District permit for transportation.
7. The drivers and helpers on duty should wear neat and clean uniform with nameplate and should be well behaved during the operation of cars. The agency should inform the drivers well in advance that they have to stay late at nights, as and when required. The car should have sufficient fuel for this well in advance in respect of each day.
8. The drivers should report 15 minutes earlier at the designated place on each day from **17 - 19 January, 2018**.
9. You will replace the cars without any additional cost, if they are not in proper condition or in case there is a breakdown.
10. You will reserve sufficient nos. of A/c cars like Indigo, Honda City etc. and Innovas at your office, which would be required from time to time on immediate basis for the visiting VIPs and buyers.
11. State and Local Entry Permits / Fee, Toll Tax, Parking, & GST (Subject to change as per the Govt. Laws and Policies) extra as applicable on actual.
12. Night charges would be paid after 11.30 PM.
13. Kilometer & hours will be calculated from Pragati Maidan Gate and no payment for any extra KM and extra Hrs. after the vehicle leave the Pragati Maidan will be payable in respect of Innova and Vikram plying within Pragati Maidan. For dropping purpose, the kilometers and hours would be calculated from Garage to Garage.
14. You would depute one person at the fair venue who would be available from 9.00 AM to 7.00 PM on all four days of the fair. Further, this person should be available on 24 hours basis through mobile before, after and during the fair days. The name of the person with mobile number should be intimated to us **by 15th January, 2018 for January, 2018 fair**. The name of the person who would be in touch with you from our side would be intimated to you in due course of the time.

PROCEDURE FOR SUBMISSION OF BIDS

The agency qualifying the eligibility criteria shall submit the quotation consisting of the following documents:-

1. Documentary evidence in support of Eligibility Criteria , namely copy of the Balance sheet and profit and loss account showing average annual financial

- turnover of at least Rs. 10 lakhs during the last 3 years, ending 31st March, 2017.
2. Quotation Document can be downloaded from the website of IGFA www.indiaapparelfair.com
 3. Copies of the work orders evidencing that the agency has experience of at least 3 years of having successfully completed similar work of PROVIDING TRANSPORT SERVICES in the Fair/Exhibitions
 4. Demand Draft for Rs. 25,000/- towards EMD in favour of “**International Garment Fair Association**” payable at **Gurgaon, Haryana**. The agencies registered under NSIC, are exempted from EMD subject to submission of documentary evidence for the same.
 5. Photocopies License /Registration Certificate of the firm.
 6. Signature of the bidder or his/her authorized signatory on each page.
 7. Copy of PAN Card
 8. Copy of GST Registration
 9. The last date of receipt of bid in a sealed envelope on or before **13.11.2017 upto 2.00 pm** addressed to **The Director (Fairs & Exhibitions)**, International Garment Fair Association, C/o Apparel Export Promotion Council, Apparel House, Sector-44 Institutional Area, Gurgaon, Haryana-122003. Alternatively, the sealed envelope may be sent through Registered post/ Courier/by hand and should reach to us on or before the last date & time. The Bidder will ensure that it is received in Apparel House, Gurgaon before the due date & time. The offers received after the due date and time will not be entertained. The Quotation received through e-mail etc. would not be considered.
 10. The Drivers having valid Driving Licence and proper Dress Code.
 11. The number of vehicles would be finalized as per the requirement which will be given by IGFA at the time of issuance of Contract Award Letter.
 12. There will be no escalation in the price during entire contract period.
 13. The EMDs of the unsuccessful bidders will be refunded by way of handing over the original Demand Draft/Banker’s Cheque duly endorsed by the Competent Authority of the IGFA without any interest.
 14. Rates should be quoted in Indian Rupees (Rs) both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final. Please ensure to specify about the applicable GST, if any.
 15. Conditional quotations are liable to be rejected.
 16. IGFA reserves the right to reject or accept any or all application(s) without assigning any reason(s).
 17. IGFA reserves the right to increase or decrease services in Quotation document.
 18. IGFA reserves the right to hold the fairs at Delhi-NCR and requirements/services could be assessed accordingly.
 19. The payment would be made after completion of the fair subject to submission of Bill/Invoice with all supporting documents. TDS will be deducted as per the provisions of Income Tax act, as amended from time to time.

20. The successful agency should submit the Copy of Registration with PF/ESI before award of Contract. In case of not registered/not applicable, the agency should submit an affidavit on Rs. 50/- stamp paper duly notarized indemnifying IGFA for non-applicability of PF/ESI and will be responsible for any claim lodged by concerned authority in future in respect of **INDIA INTERNATIONAL GARMENT FAIR (IIGF), 2018**.
21. There will be no escalation in the price during entire contract period.
22. The contract shall be terminated in respect of the followings:-
- (i) If, the service of the agency is not found satisfactory or the agency changes the rate of contract during the contract period.
 - (ii) In case the agency fails to execute the job as per the terms and conditions of the agreement, the balance / total work will be got executed through other agencies at the agency's risk and cost.
 - (iii) The decision of the IGFA will be final and binding on the agency and no request will be entertained in any manner.
23. The losses to the IGFA which are directly attributable to the agency shall be deducted from the bills / adjusted from the performance guarantee.
24. The EMD/Performance guarantee of the successful bidder will be released after the conclusion of 60th IIGF, January, 2018 fair, once the final payment has been settled.
- 25. Penalty Clause:**
- a) For non-performance and on mid-way unilateral withdrawal from the assignment by the agency, the performance security deposit will be forfeited.
 - b) The proportionate penalty as decided by the Chairman, IGFA will be imposed and deducted from the final bill.
26. The EMD/Performance Guarantee shall be forfeited by the IGFA in case:
- (a) The agency who has submitted the quotation withdraws their offer during the period of Quotation validity.
 - (b) After opening of quotation, the agency fails to honor the contract or refuses to comply with any or all terms and conditions of the Quotation.
 - (c) If the services of the Agency is not found satisfactory as per the terms & conditions of the Quotation.
27. In case of any dispute or difference arising in relation to meaning or interpretation of the agreement, Chairman, IGFA would be the final arbitrator. The decision of the arbitrator shall be final and binding on both the parties.

DISCLAIMER:

This quotation is being issued by the IGFA for inviting bids for **“PROVIDING TRANSPORT SERVICES DURING 60th EDITION OF INDIA INTERNATIONAL GARMENT FAIR (IIGF) TO BE HELD DURING JANUARY 2018”**. The purpose of this document is to provide the Bidder with information to assist in the formulation of their proposal. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries. IGFA reserves the right not to proceed with the project, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting the quotation. No reimbursement of any cost will be paid to persons, entities submitting a quotation.



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NAME OF THE BIDDER (as per Registration Certificate)	
COMPLETE POSTAL ADDRESS OF THE BIDDER WITH PHONE NO, FAX NO & E-MAIL ADDRESS (as per Registration Certificate) Details of the Contact Person: Name : Designation : Mobile number : Fax Nos. : E-mail Address :	
EARNEST Money Deposit (EMD)	Demand Draft No. _____ dated _____ for Rs. 25,000/- (Rupees Twenty Five Thousand only) drawn on favour of “International Garment Fair Association” payable at Gurgaon
Name of the Company/ Firm and Complete registered address (a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) (b) Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?	

(c) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	
Year of commencement of Business	
Statutory Details (photocopy to be attached) - Registration No. of the Firm - PAN no. - GST No. - Registration no. of ESI & PF (photocopy of registration to be attached)/In case, not applicable, then an Undertaking on Rs. 50/- stamp paper duly notarized be submitted.	
NSIC Registration No., if applicable (Photocopy of registration certificate to be attached)	
Whether you have own fleet of Innova Cars (Minimum 20 Innovas)	Yes/No
Whether all the Cars are GPS enabled?	Yes/No

List of present and past clients (Please use separate sheet for each) as per the following format. Please enclose the copies of the Contract Letter.

S.NO	Name of the organization with complete postal address	Name & designation of the Contact Person with Tel/ Mobile No (s)	Date from which the contract was awarded	No. of persons deployed by your firm

Volume of business done during the last three financial years (please submit documentary evidence) (Rs. in Lacs)

	2014-15	2015-16	2016-17
Details of annual financial turnover (gross)			

FORMAT FOR SUBMISSION OF FINANCIAL QUOTATION

S.No.	Requirements	Rates per vehicle (80 kms / 10 hours)	Extra charges (per hour)	Extra hours (per hour)	Extra Charges (per K.M.)	Kms. (per K.M.)
1	Innova / Xylo Cars White in colour, fully carpeted with push back seats along with uniformed driver having mobile phone (Rate For plying within Pragati Maidan as shuttle)					
2	Innova / Xylo Cars (Rate For Dropping purpose)					
3	Indigo/Swift Dzire (Rate for Dropping Purpose)					
4	Vikram (for transportation of goods within Pragati Maidan)					
5	Night Charges (after 11.30 PM)		-		-	
6	Taxes/GST (if any)					

Date:

SIGNATURE OF THE AUTHORIZED SIGNATORY
OF THE AGENCY WITH SEAL