



INTERNATIONAL GARMENT FAIR ASSOCIATION

NOTICE
INVITING QUOTATION
FOR

“PROVIDING HORTICULTURE 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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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 HORTICULTURE 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 HORTICULTURE 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. Providing & placing approx.1700 plants of various sizes in order to decorate the hall, lounge area, Secretariat, VIP/Buyers Lounge, aisles etc, on hire basis during the fair.
2. Agency shall be responsible for arrangement and supply of the plants in earthen pots properly coloured.
3. Plants shall be healthy, properly cleaned from dust, and shall be free from termite or any other plant disease.
4. Agency shall be responsible for placing these plants in position or grouping as per instructions of the Director (Fairs).
5. Type of plants, its size and foliage of plant shall be as per the list, instruction and specification attached herewith.
6. Maintenance of plant inside and outside including watering with help of rose turned water cans, as per the need and requirement of the plants.
7. Agency shall ensure that the watering of plants is carried out by their subordinate staff with upmost care on day-to-day basis during the show without spoiling the carpet and causing any damage to the stall area, aisle, passages / corridors etc.
8. Agency shall also arrange seasonal flower plants in adequate number of different varieties in full bloom in the month of January or arrange flowers from outside.
9. Agency shall also arrange flowerpot (Guldasta) for table decoration as and when required.
10. Agency will also arrange Bouquets of reasonable size, style and decoration. However, the quantity would be intimated on day-to-day basis.
11. Agency will also arrange Mari-gold garlands, Rose garlands or combination flower garlands.
12. Agency will make arrangement for rose buds, petals, and rangoli.
13. The Agency will depute one person at Pragati Maidan, New Delhi during the fair days who would be present at the venue during fair timings.
14. The agency would call the Organizer to finalize the flower decoration of the inaugural area
15. Agency should change the flowers as required in Chairman's Lounge and Buyer's lounge on daily basis.
16. Agency should coordinate the timings of the events to be held so as necessary arrangements are made an hour prior to the event.
17. Agency shall also made flower decoration in front of Dias for inauguration/press conference

TERMS & CONDITIONS FOR SUBMISSION OF QUOTATIONS:

1. The agency should have experience of at least 3 years of having successfully completed similar work of **PROVIDING HORTICULTURE SERVICES** at Pragati Maidan, New Delhi during important exhibitions/fairs.
2. 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.

3. 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.
4. 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.
5. Conditional quotations are liable to be rejected.
6. IGFA reserves the right to reject or accept any or all application(s) without assigning any reason(s).
7. IGFA reserves the right to increase or decrease services in Quotation document.
8. IGFA reserves the right to hold the fairs at Delhi-NCR and requirements/services could be assessed accordingly.
9. 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.
10. The selected agency should not sublet the work in part or full to another agency.
11. There will be no escalation in the price during entire contract period.
12. The contract shall be terminated in respect of the followings:-
 - a. If, the service of the agency is not found satisfactory or the agency changes the rate of contract during the contract period.
 - b. 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.
 - c. The decision of the IGFA will be final and binding on the agency and no request will be entertained in any manner.
13. The losses to the IGFA which are directly attributable to the agency shall be deducted from the bills /adjusted from the performance guarantee.
14. 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.

Penalty Clause:

15. For non-performance and on mid-way unilateral withdrawal from the assignment by the agency, the performance security deposit will be forfeited.
16. The proportionate penalty as decided by the Chairman, IGFA will be imposed and deducted from the final bill.

17. The EMD/Performance Guarantee shall be forfeited by the IGFA in case:

- The agency who has submitted the quotation withdraws their offer during the period of Quotation validity.
- 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.
- If the services of the Agency is not found satisfactory as per the terms & conditions of the Quotation.

18. 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.

19. Quotation Document can be downloaded from the IGFA website www.indiaapparelfair.com

DOCUMENTS REQUIRED ALONGWITH THE QUOTATION

- i. Copies of the work orders evidencing that the agency has experience of at least 3 years of having successfully completed similar work of **PROVIDING HORTICULTURE SERVICES** in the Fair/Exhibitions
- ii. Demand Draft for Rs. 10,000/- 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.
- iii. Photocopies License /Registration Certificate of the firm.
- iv. Signature of the bidder or his/her authorized signatory on each page.
- v. Copy of PAN Card
- vi. Copy of GST Registration

DISCLAIMER:

This quotation is being issued by the IGFA for inviting bids for **“PROVIDING HORTICULTURE SERVICES DURING 60TH EDITION OF INDIA INTERNATIONAL GARMENT FAIR (IIGF) TO BE HELD DURING 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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NOTICE INVITING QUOTATION FOR “PROVIDING HORTICULTURE SERVICES DURING 60TH EDITION OF INDIA INTERNATIONAL GARMENT FAIR (IGF) TO BE HELD DURING JANUARY 2018”

NAME OF THE BIDDER (as per Registration Certificate)	
<p>COMPLETE POSTAL ADDRESS OF THE BIDDER WITH PHONE NO, FAX NO & E-MAIL ADDRESS (as per Registration Certificate)</p> <p>Details of the Contact Person:</p> <p>Name : Designation : Mobile number : Fax Nos. : E-mail Address :</p>	
EARNEST Money Deposit (EMD)	Demand Draft No. _____ dated _____ for Rs. 10,000/- (Rupees Twenty Five thousand only) drawn on favour of “ International Garment Fair Association ” payable at Gurgaon
<p>Name of the Company/ Firm and Complete registered address</p> <p>(a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation)</p> <p>(b) Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?</p> <p>(c) Have you or your constituent ever</p>	

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FORMAT FOR SUBMISSION OF FINANCIAL QUOTATION

Description of Work	Unit	Rate (Rs.)	Rate in words
Flower Decoration in Inaugural area (Foyer of Hall No. 12 & 12A)	Lump sum		
Decoration of Press Meet Area (in front of dais)	Lump sum		
Indoor Green Plants of size 1 ft. to 2 ft.	Each		
Indoor Green Plant of size 2 ft. to 3 ft.	Each		
Indoor Green Plants of size 3 ft. to 4 ft.	Each		
Indoor Green Plants of size 4 ft. & above	Each		
Bouquet - (With 50 roses) (with 100 roses) (with 200 roses)	Each		
Flower pot (Guldasta)	Each		
Marigold Garland (2.5 ft length)	Each		
Rose buds	Each		
Petals	Kg.		
Rangoli (1/2 mtr diameter)	Each		
Flower Stand with flowers for decoration at various places	Each		
Flower decoration in front of Dias for inauguration/press conference			
Taxes (if any)			

Date:

SIGNATURE OF THE AUTHORISED SIGNATORY
OF THE AGENCY WITH SEAL