



# INTERNATIONAL GARMENT FAIR ASSOCIATION

NOTICE  
INVITING QUOTATION  
FOR

**“INSTALLATION OF CCTVs DURING 60<sup>th</sup> 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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## NOTICE INVITING QUOTATION FOR "INSTALLATION OF CCTVs DURING 60<sup>TH</sup> EDITION OF INDIA 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. 60<sup>th</sup> 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 "INSTALLATION OF CCTVs DURING INDIA INTERNATIONAL GARMENT FAIR (IIGF)" will be valid upto 31<sup>st</sup> January, 2018.**

IGFA invites quotation from established agencies/firms (single entity) for "INSTALLATION OF CCTVs DURING 60<sup>th</sup> 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 meet relevant IGFA officials to discuss their needs & to integrate in programme.
2. To carry out/implement any other tasks as directed by IGFA.
3. To setup control room, at the designated place provided by the organizer, where Technicians/Supervisors would be available during the entire Exhibition Period for overall monitoring.
4. The agency must survey the sites at Pragati Maidan & know the requirement for the halls Nos. 11, 12 & 12A for January, 2018 fair at Pragati Maidan, New Delhi.
5. To provide approx 20/30 fixed and 8/10 PTZ CCTV cameras (with day/night visibility) with zoom lenses covering all the entry/exit gates and inside of all Hall Nos. 11 to 12A at Pragati Maidan, New Delhi for January'2018 fairs. The specification of camera is given below:
  - a. **CCTV's Camera** - PTZ camera 37 X Day Night 1/4CCD Color Zoom Lens Camera High Resolution 600 TV Lines with Pan Tilt Motor and weather proof Housing color illumination of 8.0 lux for color 50 IRE and 0.005 Lux for B/W for deliverance of video captured in very low -luminous The lens have the capacity to focus on large areas, as well on small unidentified objects with a wide Focal length and optical field of view 55 degree to 3 degree. The camera zoomed on to any suspicious object/human being with minimum optical Zoom of 36X or better Day and night mode of mission critical application Pan Range 0 to 360 deg. Continuous 24X7 application. The operator in the control room can manually control pan speed 6 Deg/Sec. or better. The same should also be programmed as a preset 6 Deg/ Sec. or better. The same should also be programmed as a preset 6 Deg/Sec. or better for effective outdoor coverage with at least 20 preset Housing Outdoor (IP 66) Housing vandalism proof.
  - b. **Indoor/ Outdoor-Day/Night CS Mount Fixed camera with zoom lens, outdoor housing with water proof and vandalism proof.** Latest Image 1/3" CCD or better Color Resolution of 540 TV Lines or better for sharp pick up of lives video. The Camera should have minimum color illumination of 0.5 lux for color and 0.005 Lux for B/W for deliverance of video captured in very low luminous environment/conditions Electronic shutter 1/50 to 1/125000 sec, on/off selectable. Camera settings on screen Display Housing Outdoor (IP 66 for Camera programming CS type, Mounting Wall/Poll as per site requirement It should have sufficient capability of Hard Disk to cover complete function of Rehearsals and Main function
6. CCTV is required for surveillance through indoor cameras at specified locations inside the halls at, Pragati Maidan from **9.00 am to 6.30 pm from 16 - 19 January, 2018**. These cameras are connected to the Digital Video Recorder (DVR). The DVR unit should direct recording of all the cameras in real time. The resolution of the picture should be high. The operator should have the facility to choose any given camera for viewing on

the monitor. Each image recording should be recorded with the camera number, title, time, date and recording speed visible on the screen at all times.

7. The officials provided & deputed by you should be fully conversant with all aspects of security, and any other social disorders created by the public which would affect the smooth functioning of the exhibition and conference.
  8. The agency should show the recording of any particular camera for the specific date and time, as and when required by the organiser at the fair venue itself.
  9. The agency deposes a person who will watch the CCTVs and inform the security agency about the movement of any untoward incidence, suspicious persons particularly "Collar Thieves " and "Bag lifters " .
  10. Upon conclusion of the fair, the agency should handover the recording of all four days in external hard disk (one Tera Byte) to IGFA without any extra cost.
  11. The installation of CCTVs would be completed in all halls on 11.00 am of 16<sup>th</sup> January, 2018.
  12. All offers should be in Indian Rupees (taxes should be mentioned separately).
  13. Offer validity should be upto 31<sup>st</sup> January, 2018
  14. VAT /GST Registration / Income Tax PAN Number should be mentioned
  15. Agency will use all good quality and latest equipments.
  16. The recorded data shall not be used for audio visual display and will always remain the exclusive property of the IGFA.
  17. No compensation shall be payable to the vender for any damage caused by rains, lightening, wind, earth quakes or other natural calamities during the execution of work.
  18. The agency shall make good all such damages at his own cost and no claim on this account will be entertained.
3. 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.
  4. 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.
  5. 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.
  6. Conditional quotations are liable to be rejected.
  7. IGFA reserves the right to reject or accept any or all application(s) without assigning any reason(s).

8. IGFA reserves the right to increase or decrease services in Quotation document.
9. IGFA reserves the right to hold the fairs at Delhi-NCR and requirements/services could be assessed accordingly.
10. 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.
11. The selected agency should not sublet the work in part or full to another agency.
12. There will be no escalation in the price during entire contract period.
13. 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.
14. The losses to the IGFA which are directly attributable to the agency shall be deducted from the bills /adjusted from the performance guarantee.
15. The EMD/Performance guarantee of the successful bidder will be released after the conclusion of 60<sup>th</sup> IIGF, January, 2018 fair, once the final payment has been settled.

**Penalty Clause:**

16. For non-performance and on mid-way unilateral withdrawal from the assignment by the agency, the performance security deposit will be forfeited.
17. The proportionate penalty as decided by the Chairman, IGFA will be imposed and deducted from the final bill.
18. 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.
19. 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.

### **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. 25 lakhs during the last 3 years, ending 31st March, 2017.
2. Copies of the work orders evidencing that the agency has experience of at least 3 years of having successfully completed similar work of INSTALLING CCTVs in the Fair/Exhibitions at Pragati Maidan, New Delhi
3. 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.
4. Photocopies License /Registration Certificate of the firm.
5. Signature of the bidder or his/her authorized signatory on each page.
6. Copy of PAN Card
7. Copy of GST Registration

### **DISCLAIMER:**

This quotation is being issued by the IGFA for inviting bids for “**INSTALLATION OF CCTVs DURING 60<sup>th</sup> 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)	
<p>COMPLETE POSTAL ADDRESS OF THE BIDDER WITH PHONE NO, FAX NO &amp; 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. 25,000/- (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>	

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)	

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	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**

Description Of Work	Amount in figures (Rs.)	Amount in words (Rs.)
<p>Rate for hiring of CCTVs with installation, wiring and recording of 24 hrs. from 15<sup>th</sup> to 18<sup>th</sup> January, 2018 at the entry/exit of <b>hall Nos. 11 to 12A for January'2018 fair at Pragati Maidan, New Delhi</b> and setting up of control room with supporting staff.</p> <p>1. Rate of one fixed camera with installation, wiring and recording of 24 hrs.</p> <p>2. Rate of one PTZ camera with installation, wiring and recording of 24 hrs.</p> <p>3. Taxes (if any)</p>	<p>Rs. _____</p> <p>Rs. _____</p> <p>Rs. _____</p>	

**Amount in words**  
 (Rupees \_\_\_\_\_ )

Date:

SIGNATURE OF THE AUTHORIZED SIGNATORY  
 OF THE AGENCY WITH SEAL

