



## INTERNATIONAL GARMENT FAIR ASSOCIATION

NOTICE  
INVITING QUOTATION  
FOR

**“PROVIDING SECURITY SERVICES DURING 60<sup>th</sup> EDITION OF INDIA INTERNATIONAL GARMENT FAIR (IGF) 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



## **INTERNATIONAL GARMENT FAIR ASSOCIATION**

### **NOTICE INVITING QUOTATION FOR "PROVIDING SECURITY SERVICES 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 "PROVIDING SECURITY SERVICES 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 **"PROVIDING SECURITY SERVICES 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. The Security Guards, Supervisor & Security officers provided & deputed by you should be fully conversant with all aspects of security, fire fighting, First aid, Self defense and any other social disorders created by the public which would affect the smooth functioning of the exhibition and conference.
2. You will provide smart, sober, well- behaved, courteous, alert and physically fit security personnel with neat clean and duly ironed uniforms, whistles & batons.
3. The agency must have sufficient strength of personnel preferably ex – servicemen.
4. The security personnel will be responsible for security / safety of men, machine and material as well as exhibits in both the fairs of IIGF-2018.
  5. The security agency must survey the sites at Pragati Maidan & know the security requirement for all the halls at Pragati Maidan.
  6. All security personnel thus deployed at Pragati Maidan shall be aware of the services provided by them, such as fire fighting handling of mob, night guarding and vigilance.
  7. The security agency should setup control room at Pragati Maidan so that they can be contacted for assistance as the situation warrants.
  8. Security agency shall have extra man power to be made available in a short span of time.
  9. The security agency must maintain their own fleet of vehicles to rush the security personnel to their destination.
  10. The agency must provide informal report on day to day basis to Director, IGFA.
  11. The security Agency shall also arrange metal detector frame / inverter mirror & hand metal detector as and when required.
12. The security agency shall also arrange detective personnel to check the movement of suspicious persons particularly “Collar Thieves “ and “Bag lifters “.
  13. Security agency will submit the plan (in the layout plan) clearly indicating the deployment of security guards, supervisors etc. for the approval of the Organizer.
14. Security agency will maintain attendance with name of the security personnel employed on day to day basis for the information of the Organizer for checking.
15. Security agency shall also arrange female security guards as and when required.
16. Security agency shall co-ordinate with the agency hired for installation of CCTVs.
17. Security guard shall make available First Aid Kit ready to use in case of emergency
18. There is no Lunch or Tea Break for Security Personals. Therefore additional security personal shall be disposed or reliever for Security Guard posed for duty.
19. A Bouncer would have to provide at each entry gate with security supervisor.
20. The Agency must adhere to the guidelines issued by organizer for

movement of goods.

21. The Agency must submit a “No Theft” guarantee on their letter head for the period 16 – 19 January, 2018.
22. The quantity of equipment and number of manpower would be finalized as per the deployment schedule / requirement which will be given by IGFA at the time of issuance of Contract Award Letter.

## **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. 15 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 PROVIDING SECURITY SERVICES in the Fair/Exhibitions
3. Demand Draft for Rs. 25,000/- towards EMD in favour of “**Apparel Export Promotion Council**” 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
8. 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**.
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 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.

11. 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.

12. Conditional quotations are liable to be rejected.

13. IGFA reserves the right to reject or accept any or all application(s) without assigning any reason(s).

14. IGFA reserves the right to increase or decrease services in Quotation document.

15. IGFA reserves the right to hold the fairs at Delhi-NCR and requirements/services could be assessed accordingly.

16. 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.

17. The selected agency should not sublet the work in part or full to another agency.

18. There will be no escalation in the price during entire contract period.

19. 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.

20. The decision of the IGFA will be final and binding on the agency and no request will be entertained in any manner.

21. The losses to the IGFA which are directly attributable to the agency shall be deducted from the bills /adjusted from the performance guarantee.

22. 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:**

23. For non-performance and on mid-way unilateral withdrawal from the assignment by the agency, the performance security deposit will be forfeited.

24. The proportionate penalty as decided by the Chairman, IGFA will be imposed and deducted from the final bill.

25. 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.

26. 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 SECURITY SERVICES 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)	
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 the agency has licence from Delhi Police?	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	Date from which the contract was awarded	No. of persons deployed by your firm

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

	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
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<b>Details of annual financial turnover (gross)</b>			
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**FORMAT FOR SUBMISSION OF FINANCIAL QUOTATION**

<b>Description</b>	<b>Rates for 12 hours duty (Rs.)</b>	<b>Rate in words</b>
Security Guard (Male/ Female)		
Security Supervisors (Male/ Female)		
Detective personnel		
Bouncers		
Wireless sets (Small One) (Walky Talky) (Should have the range to cover the entire Pragati Maidan)	Rate per set per day	
Handheld Metal detectors	Rate per set per day	
Door Frame Metal Detectors	Rate per day	
Taxes/GST (if any)		
<b>Total</b>		

Date:

SIGNATURE OF THE AUTHORIZED SIGNATORY  
OF THE AGENCY WITH SEAL