



INTERNATIONAL GARMENT FAIR ASSOCIATION

NOTICE
INVITING QUOTATION
FOR

“STALL CONSTRUCTION DUDURING 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 “STALL CONSTRUCTION DURING INDIA INTERNATIONAL GARMENT FAIR (IIGF)” will be valid upto 31st January, 2018.

IGFA invites quotation from established agencies/firms (single entity) for **“STALL CONSTRUCTION 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

- a) The agency's main task shall be Stall Construction & related work during India International Garment Fair – January, 2018)
- b) To provide passage carpet in the halls & welcome carpet outside halls.
- c) To set up registration counters with electric points, table & chairs.
- d) To provide form filling counters at registration
- e) To construct entry gates at the entry of halls
- f) To set up Information Counter at Gate No. 1 & 7, Pragati Maidan, New Delhi
- g) To provide furniture at different locations during the fair
- h) To Put up & dismantling of signage/backdrop – Flex, Eco solvent, Sun board etc.
- i) To provide extra panels for masking, change rooms, ironing facility, PA system etc.
- j) To meet relevant IGFA officials to discuss their needs & to integrate in the fair.
- k) To carry out/implement any other tasks as directed by IGFA.
- l) To setup control room in camp office wherever situated with Technicians/Supervisors during the entire tenancy period for monitoring.
- m) Agency will use all good quality and latest equipments.
- n) IGFA has right to divide the work of stall construction, carpeting and any other work between 2/3 agencies (Hall wise) without assigning any reason.
- o) The agency would put big foot mats at all the entrance of each halls.
- p) The agency would use only White CFL for lighting purpose in all areas including stall lights. However, the agency should also have sufficient number of Yellow CFL in their stock, which can be provided to the participants, on demand.
- q) The agency would make pagoda (5 x 5 = 25 sq. mtrs.) with two table and five chairs at the Entrance of Gate No. 1.
- r) The agency should finalise the strategy with the office in respect of printing of all brandings, name fascia, carpet quality, etc

Availability of space at Pragati Maidan to the agency:

1. We have booked the open space for storage purpose from 14.1.2018 (10.00 a.m.) for January, 2018 Fair.
2. We have booked the halls No. 11, 12 & 12A for construction of stalls from 15.1.2018 (10.00 am).

3. The construction of built-up stalls should be completed by **16th January, 2018 (9.00 a.m.)** for January, 2018, so that the same could be handed over to the participants for decoration & putting up garments in their stalls.

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. 100 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 STALL CONSTRUCTION in the Fair/Exhibitions
3. Demand Draft for Rs. 50,000/- 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
 8. **The agency should have the Registration no. of GST, PF and ESI which is mandatory.**
9. The last date of receipt of quotation in a sealed envelope on or before **13th November, 2017** upto **2.00 pm** addressed to **The Director (Fairs & Exhibitions), 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. The EMD of the successful agency would be replaced by performance guarantee equivalent to the 7% of the total contract value by way of Bank Guarantee / DD / Pay Order in favour of "International Garment Fair Association".

11. All the pages/documents of the quotation should bear the dated signature of the authorized signatory with the stamp of the Firm. All the entries should be in one ink & legibly written. Any over-writing corrections & cuttings should bear dated initials of the authorized signatory. Corrections should be made by writing again instead of shaping or over-writing.

12. 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 taxes, if any.

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

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

15. 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**.

16. Quoted rates should be free from any pre-conditions regarding payments etc. or otherwise offers are liable to be rejected.

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:-**

- (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.

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

21. The EMD/ performance guarantee of the successful bidder will be released after the conclusion of IIGF, January 2018 fair once the final payment has been settled.

22. 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.

23. The EMD shall be forfeited by the IGFA in case:

- i. The agency withdraws their offer during the period of quotation validity.
- ii. 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.
- iii. If the services of the Agency is not found satisfactory as per the terms & conditions of the quotation.

24. 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.

25. The terms of payment are as follows:-

- a) Stage - 1 - 40% of the total contract value on acceptance of the contract letter and submission of the documents related with procuring of material like octonorm, carpet and flex.
- b) Stage – 2 - 30% on the 1st day after completion of stall construction and getting written confirmation from the respective Hall in charges deputed there.
- c) Stage – 3 – Balance 30 % after conclusion of the fair and submission of final bill along with supporting documents.
- d) TDS will be deducted as per the provisions of Income Tax act, as amended from time to time

DISCLAIMER:

This quotation is being issued by the IGFA for inviting bids for **“STALL CONSTRUCTION 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. 50,000/- (Rupees Fifty 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)	

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)

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

FORMAT FOR SUBMISSION OF FINANCIAL QUOTATION

S.NO	DESCRIPTION OF WORK	QTY	Unit	Rate (Rs.)	Amount (In Rs.)
1	<p>Construction of stalls – Front Maxima and octonorm panel on back (8 ft.) with the following accessories in a stall of 9 sq. mtr.</p> <p>Shell scheme with Front Maxima and octonorm panel (8 Fts.) on back with white ply</p> <p>Please also mention the rates for the Octonorm Front with height of 10 ft. and octonorm panel on back (8 ft.) with the following accessories in a stall of 9 sq. mtr.:</p> <p>One information counter (Table)</p> <p>Two chairs (FRP Bucket chair),</p> <p>Six long arms spot lights,</p> <p>Needle punched new wall to wall carpet,</p> <p>One plug 5/15 amps</p> <p>One waste paper basket</p> <p>Design of the stall is attached. The name fascia should be as per the design attached at <u>Annexure</u>.</p> <p><i>Double sided printed AEPC/IGFA logo flag (Flags –sun pack material with vinyl print on both sides size 9inch x24 inch for IGFA logo) in each stall end</i></p>	6000 *	Sqm	per sqm	

	<p>The numbers of tables, chairs, spot lights, waste paper basket shall be increased on pro rata basis for bigger size of stalls</p> <p>* The ratio of Bare / Built-up Stall will be 40:60 in January, 2018 fair.</p> <p><i>(This is only an indicative figure. IGFA reserves the right to change it at any time)</i></p>				
2	Passage carpet (new)	7500	Sqm		
3	Setting up of Registration counter with 3 electric points, two tables & two chairs with each counter	6	Nos		
4	Form Filling Counters 1m x 1m with Fascia	4	Nos.		
5	Entry Gates - at entrance of hall 11, 11(Side), 12 (Side)	3	Nos.		
6	Other Items				
A	Canopy (Information Counter) with two tables and three chairs at Gate No. 7 & 4 sqm. Frisking area	1	9 Sqm. & 4 sqm.		
B	Canopy (Information Counter) at Gate No. 10 & 4 sqm. Frisking area	1	6 sqm. & 4 sqm.		
C	Canopy (Information Counter) (5M x 5m) at Gate No. 1 (Non Air-conditioned in January, 2018) with two tables and three chairs	1	25 sq. mtrs.		
D	Arrangement in Inaugural Area (Foyer of Hall No. 12 & 12A) (Sound system, Two hand mikes, three Metal Halide Lights, 12 Q Manager, Platform with five head chairs, three glass tables, Podium with mike) Other furniture, if required, as per actual at item wise rate.		Lumpsum		
E	Arrangement in Press conference (In hall 12A) (Head table for five, Podium, two table mikes, one on podium, two cordless, sound system & 30 chairs)		Lumpsum		

	Other furniture, if required, as per actual at item wise rate				
F	Almirah's with lock in IGFA Secretariat	2	Nos		
7	Hanger with platform & carpet near Hall No. 12 (per sq. mtrs)	Approx 250 sq. mtrs	Per Sq.mtr.		
8	Putting up & dismantling of signage/backdrop – flex with frame (For fascia at gate No. 7, 1, pole bunting, chocolate box, halogen poles/electric poles, hall layout & participant list etc.	Approx. 25000 sq ft. in Jan. 2018	per sq ft rate		
A	Putting-up and dismantling of signage – Eco solvent		per sq ft rate		
B	Putting up & dismantling of signage/backdrop – Sun board		per sq ft rate		
C	Putting up & dismantling of signage/backdrop – vinyl		per sq ft rate		
10	Covered Canopy with platform and carpet (25 sqm.) (Non Air-conditioned in Jan., 2018 fair)	1	No		
11	Change Rooms - 9 sqm octanorm with door, Two tables & two chairs and one mirror	2	Nos		
12	Extra panel	Approx. 200 nos.	Rate per panel		
13	PA System in all halls		Lump sum		
14	Ironing facility (Iron table & Irons)	2 nos.	lump sum		
15	Buyers/VIP Lounge (36 sqm.) Three Seater Sofa – 3 nos. Two seater Sofas – 4 nos. Glass Top Centre Table – 6 Glass Top Side Table – 4 Chairs - 2 Octonorm Table – 2 Half Glass Panel - 6	2 Nos.	36 sqm. each		
16	Chairman's Lounge (72 sqm.) Three Seater Sofa – 5 nos.	1 No.	72 sqm.		

	Two seater Sofas – 8 nos. Single Seater sofa - 4 Glass Top Centre Table – 10 Glass Top Side Table – 6 Chairs - 5 Octonorm Table – 4 Half Glass Panel - 10				
16	Stall Layouts, as per our requirement				
17	Audio Visual equipments - Sound System with Four Hand Mike		Item wise rates		
18	Furniture - Hanger rail (H -0.50m, L – 0.960m) - Wooden shelves (H – 0.025m, L – 1.0m, W -0.305m) - Revolving Chairs - Cushion chairs - Octonorm tables - Glass top table - Sofa (Single seat) - Sofa (Double seat) - Sofa (Three seater) - Extra Long Arm Extra light with White CFL - Centre table - High/Cocktail Table - Hanger stand - Shelf - Peg Board - Pedestal Fan - Dummies - Half Glass Panel - Metal Halide Light (150 W) - Mesh/Jalli - Lockable Door - Queue Manager - Plug points - Mannequin- Man/Woman/Kid - Hangers of different size - Flower pot- Mesh - Lockable Door - Queue Manager - Plug points		Item wise rate		
19	Minimum Power Load				

	Rates for per KW electric load				
Note:	The quantity of the shell scheme, carpet or other items may increase/decrease				

Date:

SIGNATURE OF THE AUTHORIZED SIGNATORY
OF THE AGENCY WITH SEAL

