



INTERNATIONAL GARMENT FAIR ASSOCIATION

NOTICE
INVITING QUOTATION
FOR

“CONDUCTING FASHION SHOWS DURING 60th EDITION OF INDIA INTERNATIONAL GARMENT FAIR (IIGF) TO BE HELD DURING JANUARY 2018”

Issue of Quotation & Document	29.12.2017
Last date & time for submission of Quotation	3.1.2018 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)/IGFA, International Garment Fair Association c/o Apparel Export Promotion Council, Apparel House, Sector-44 Institutional Area, Gurgaon, Haryana-122003

Date:- 29th December, 2017



INTERNATIONAL GARMENT FAIR ASSOCIATION

NOTICE INVITING QUOTATION FOR “CONDUCTING FASHIONS SHOWS DURING 60TH 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. 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 “CONDUCTING FASHION SHOWS DURING INDIA INTERNATIONAL GARMENT FAIR (IIGF)” will be valid upto 31st January, 2018.

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

Amendment in Quotation: At any time till 3 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 conduct Six Fashion Shows (Two fashion shows on three days of the fair i.e. six fashion shows in all) OR three fashion shows (one on each day for three days)

2. To construct Stage and Ramp for the fashion show
3. To construct Multi Level Seating for approx 150 persons with chairs
4. To put up LED wall
5. To put up truss lights
6. To hire a good Comparer, choreographer, light & sound technicians, wardrobe manager & back stage helper for the show
7. To arrange for Audio Visual and display of Computer animation during the fashion show
8. To do audio/video recording of fashion shows and provide copy to the same to organizer.
9. To hire 8 foreign female models + 10 Indian female models + 2 male models for the show. The models should be of international standard.

Availability of space at Pragati Maidan to the agency:

1. We have booked the halls No. 11, 12 & 12A for construction of stalls from 15.01.2018 (10.00 a. m. onwards).
2. The construction of fashion show ramp and seating arrangements should be completed by 16th January, 2018 (by 3.00 p.m.)

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. Tender 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 Conducting Fashion Shows in the Fair/Exhibitions
4. 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.
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 agency should have the Registration no. of GST, PF and ESI which is mandatory.**
10. The last date of receipt of quotation in a sealed envelope on or before **3rd January, 2018** upto **2.00 pm** addressed to **The Director (Fairs & Exhibitions)/IGFA, 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.
11. 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”.
12. 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.

13. 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.
14. IGFA reserves the right to reject or accept any or all quotation(s) without assigning any reason(s).
15. IGFA reserves the right to increase or decrease services in quotation document.
16. 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**.
17. Quoted rates should be free from any pre-conditions regarding payments etc. or otherwise offers are liable to be rejected.
18. The selected agency should not sublet the work in part or full to another agency.
19. There will be no escalation in the price during entire contract period.
- 20. 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.
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 IIGF, January 2018 fair once the final payment has been settled.

23. 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.

24. 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.

25. The terms of payment are as follows:-

- Stage - 1 - 40% of the total contract value on acceptance of the contract letter.
- Stage - 2 - 30% on 1st day of the fair after completion 1st show.
- Stage - 3 - Balance 30 % after conclusion of the fair and submission of final bill along with two copies of DVD containing all the fashion shows.

DISCLAIMER:

This quotation is being issued by the IGFA for inviting bids for “**CONDUCTING FASHION SHOWS 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.



INTERNATIONAL GARMENT FAIR ASSOCIATION

NOTICE INVITING QUOTATION FOR “CONDUCTING FASHION SHOWS 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. 50,000/- (Rupees Fifty 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 left the contract awarded to you</p>	

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)			



INTERNATIONAL GARMENT FAIR ASSOCIATION

NOTICE INVITING QUOTATION FOR “CONDUCTING FASHION SHOW DURING 60TH EDITION OF INDIA INTERNATIONAL GARMENT FAIR (IIGF) TO BE HELD DURING JANUARY, 2018”.

<u>S.No.</u>	<u>Particulars</u>	<u>Rate for Six Shows</u>	<u>Rate for three Shows</u>
1.	Stage and Ramp	Rs. _____	Rs. _____
2.	Sitting arrangement (approx 50 person) on cane MOODAs	Rs. _____	Rs. _____
3.	Compere Fee	Rs. _____	Rs. _____
4.	Audio Visual and Computer animation	Rs. _____	Rs. _____
5.	Choreography and Production (Kindly indicate name of choreographer and previous shows details)	Rs. _____	Rs. _____
6.	Light and Sound technicians	Rs. _____	Rs. _____
7.	Music Recording and Studio Charges	Rs. _____	Rs. _____
8.	Back Stage Helpers Fee	Rs. _____	Rs. _____
9.	Wardrobe Manager's Fee	Rs. _____	Rs. _____
10.	Truss Lights and Sound rental	Rs. _____	Rs. _____
11.	Cost of 8 foreign female models + 10 Indian Female models + 2 male models (At least the models should be of international standard).	Rs. _____	Rs. _____
12.	LED Wall (H-12 ft, L – 15 ft, Quality 5P)	Rs. _____	Rs. _____
13.	Cost of Airfare and accommodation (In case of outstation models)	Rs. _____	Rs. _____
14.	Others (If any)	Rs. _____	Rs. _____
	15. Total Amount Payable for 6 Shows:	Rs. _____	Rs. _____
	16. Total Amount payable for 3 shows:	Rs. _____	Rs. _____
	Less: Discounts, if any	Rs. _____	Rs. _____
	17. GST (Please indicate)	Rs. _____	Rs. _____
	18. Net Amount Payable	Rs. _____	Rs. _____