

IGFA/REG/2023
15.4.2023

Dear Sir/Madam,

This has reference to the 69th IIGF scheduled to be held from 26 – 28 June, 2023 at Hall Nos. 1, 3, 5& 7, IEMML, Greater Noida.

IGFA would be appointing official hotels where the overseas buyers and buying agents would be provided complimentary hotel stay during the fair days.

You are requested to send your best rate for the following as per the format given below: -

Description	Amount Inclusive of Taxes/GST (Rs.)	
	Single Room	Double Room
Room Rate – Single Room and Double Room Per Night Inclusive of all Taxes + Breakfast + one Cocktail night for in-house buyers & IGFA members + Wi-Fi + Airport Transfer (both ways on individual basis) + Venue Transfer (both ways). 200 ml size Mineral water bottles should be provided to the buyers in the buses during transfer from hotel to venue and vice versa. Please quote a uniform tariff for both category of rooms i.e. Single and Double. (25 th to 28 th June'2023 - 3 nights) - Payment to be made by IGFA	(Rupees _____)	(Rupees _____)
Room Rate – Single Room and Double Room Per Night Inclusive of all Taxes + Breakfast + Wi-Fi (Pre/Post Fair Days – if any buyer wants to come/stay other than the above period of 3 nights – To be paid by the buyer directly to the hotel.	(Rupees _____)	(Rupees _____)
Additional Facilities at discounted or complimentary basis which the hotel can offer		
Number of Upgrades offered to Club room/Suite complimentary rooms to be provided		
Number of Complimentary rooms to be provided		
Validity of Complimentary rooms 6 months 1 year		

You would be required to submit an EMD/Performance Guarantee of Rs. 50,000/- in favour of IGFA by way of Demand Draft payable at New Delhi along with your quotation letter. The EMD/Performance guarantee of the successful bidder will be released after the conclusion of 69th IIGF, June'2023 once the final payment has been settled. Further, the charges for the unused complimentary rooms would be adjusted while settling of the final bill.

Please send your quotation to the undersigned at 304, Bhikaji Cama Bhawan, Bhikaji Cama Place, New Delhi - 110 066 latest by 1st May'2023.

Thanking you,

Yours faithfully,
Rajiv Bhatnagar
Executive Director