

REG/IGFA/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.

We would be undertaking photography and videography of various events organized at the venue during fair/pre-fair days and also in the official hotels.

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

S. No.	Requirements	Rates (Rs.)
1.	<b>Photographer</b> To provide 2 Professional Photographer for taking High resolution HD photographs and for covering special events outside.	Rs._____ per photographer/Per Day for the entire duration of exhibition (9.30AM to 6.30 PM)
2.	<b>Videographer</b> To provide 2 Professional Videographer shooting High resolution HD videos and for covering special events outside through latest Cameras ( Including drone)	Rs._____ per crew set/Per day for the entire duration of exhibition. (9.30AM to 6.30 PM)
3.	<b>Rates to be charged from the Interested participants:</b> a) Rates of Printed Photographs along with soft copy of photographs b) Rate of DVD covering main activities, fashion shows and best display awards held during the fair	Rs. _____each Size 5" x 7" photo Rs. _____each Size 8" x 10" photo  Rs. _____ each DVD
4.	<b>To arrange the 52 inches LED with stand &amp; cabling along with pen drives at various locations in the fair.</b>  Cost of <b>One 52-inch LED TV</b> with stand and cabling for telecast of various events through pen drives.	Rs. _____
5.	<b>Female Anchor:</b> Charges of one Female Anchor for three days, who would be well verse with Overseas buyers, Buying agents & Participants for obtaining their bites.	Rs. _____
6.	To provide Complementary Canva printed album placing 300photographs or so and <b>one terabyte hard drive</b> covering entire events consisting of branding, inauguration, fashions show, registration, Ariel view of the fair, best display award, etc. held during the fair to be given to the organizer.	Yes /No
7.	The agency would provide all photographs in high resolution (soft copy) to the office within next 2 working days for making report of the fair without	Yes/No

	any cost.	
8.	a) The agency would provide Teasers 5 -10 min video capsules and daily show highlight videos. b) The agency would provide Small Post Show Highlight Film (Upto 2 - 3 minutes) c) The agency would also provide Post Show Film (Upto 15 minutes)	Yes/No  Yes/No  Yes/No
9.	Taxes/GST (if any)	

You would be required to submit an EMD/Performance Guarantee of Rs. 5,000/- 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 69<sup>th</sup>IIGF, June, 2023, once the final payment has been settled.

Please send your quotation to the undersigned at **304, Bhikaji Cama Bhawan, 3rd Floor, Bhikaji Cama Place, New Delhi - 110 066 latest by 1st May'2023.**

Thanking you,

Yours faithfully,

Rajiv Bhatnagar  
Executive Director