

IGFA/REG/2024
16.4.2024

Dear Sir/Madam,

This has reference to the organization of 71st IIGF scheduled to be held from 25 - 27 June, 2024 at Hall No. 2, Yashobhoomi, Dwarka, New Delhi.

We would be undertaking setting-up of Registration counter for issuance of photo badges and other related work at the venue during fair/pre-fair days.

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

Description Of Work	Amount (Rs.)
Setting up 06 registration kiosks, UPS, printers & deployment of staff at registration counters.	
Printing of Colored 10000 photo badges/without photo badges with barcode numbers on sun board/Hard card with paunch (Please Quote separately for photo badges/without photo badges and sun board/Hard card with paunch)	
Cost of lanyards with double lock with double side printing	
Providing staff and laptops for scanning of badges at entry/exit gates	
Setting-up of two counters for issuance of photo badge counter near the Gate for set-up/moving days etc. during 71 st IIGF, June, 2024.	
GST	
TOTAL with GST	
Whether you have worked in the earlier editions of IIGFs. If yes, kindly mention the IIGF Number and Year.	

(Please quote separately for "With Photo Badges" and "Without Photo Badges")

The office will inform the individual participants to share their photographs as per their entitlements directly to the agency and the agency will prepare the Badges and distribute to the participants on the fair day at the fair venue. However, for buyers and buying agents, the badges would be delivered at 304, Bhikaji Cama Bhawan, Bhikaji Cama Place, New Delhi - 110 066. The agency would ensure that all the participants would get their badges, as per their eligibility well in time.

The agency will provide badges with printing on Sun board - both sides printing (size 1.5 mm with pasting) with good quality lock and lanyard, both side printing - (photo enclosed - The physical sample is available at 304, 3rd Floor, Bhikaji Cama Bhawan, New Delhi - 110 066) for categories of badges like VIP, Organizer, EC Member (around 400 nos.). The agency can visit the office between 10.00 AM to 5.00 PM on any working days to have a look/feel of the badge as well as the lanyard.

The agency will also provide 1500 nos. of non-woven bags, the photo of which is enclosed herewith, on complimentary basis to be given to the visiting buyers and buying agents of the fair. The physical sample of the bag is available at 304, 3rd Floor, Bhikaji Cama Bhawan, New Delhi - 110 066 and the agency can visit the office between 10.00 AM to 5.00 PM on any working days to have a look/feel of the bag. The size of the bag is Length - 37 cms, Height - 31 cms, Width - 12 cms. The design to be printed on both sides of the bags would be provided by IGFA and the agency name would also be mentioned as "Bag Sponsored By" on both sides of the bag.

You would be required to submit an EMD/Performance Guarantee of Rs. 25,000/- 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 71st IIGF, June, 2024, 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 22nd April'2024.**

Thanking you,

Yours faithfully,

Rajiv Bhatnagar
Executive Director