

IGFA/REG/2025
20.3.2025

Dear Sir/Madam,

International Garment Fair Association in collaboration with the three major garment exporters associations organizes the India International Garment Fair (IIGF), bi-annually. The next IIGF i.e. 73rd in the series is scheduled to be held from 1 - 3 July, 2025 at Hall No. 1, 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 for issuance badges to the participants on move-in/set-up days and buyers and buying agents during fair days.	
Printing of Colored 10000 photo badges with barcode numbers on sun board/Hard card with paunch	
To provide wrist bands to the empaneled vendors and Service providers (around 1000 nos.)	
Cost of lanyards with double lock with double side printing	
Providing staff and W-Fi Bar code scanners for scanning of badges at entry/exit gates	
Providing manpower for issuance of wrist bands at the Gate during set-up/moving days	
Generation of entry badges by scanning bar code for buyers and buying agents (around 1500 nos). The bar code would be provided by our website management agency and you have to liaise with the agency for printing of the entry badges. The badges would be printed at the fair venue itself.	
GST	
TOTAL with GST	
Whether you have worked in the earlier editions of IIGFs. If yes, kindly mention the	

IIGF Number and Year.	
-----------------------	--

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 International Garment Fair Association, C/o AEPC, 406, 4th Floor, Apparel House, Sector 44, Institutional Area, Gurugram 122003 (Haryana). 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 - 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.

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 International Garment Fair Association, C/o AEPC, 406, 4th Floor, Apparel House, Sector 44, Institutional Area, Gurugram 122003 (Haryana) 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 73rd IIGF, July'2025, once the final payment has been settled.

Please send your sealed quotation to the undersigned at International Garment Fair Association, C/o AEPC, 406, 4th Floor, Apparel House, Sector 44, Institutional Area, Gurugram 122003 (Haryana) **latest by 3rd April'2025.**

Thanking you,

Yours faithfully,
Somnath Kundu
Consultant, IGFA



Badge printing both side front & back