

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, IEML, Greater Noida.

We would be undertaking stall construction and other related work at the venue during fair/pre-fair days. **The possession of the halls would be handed over to us at 8.00 am on 23rd June'2023 and the built-up stalls are to be ready for possession to the participants latest by 11.00 am on 25th June'2023.**

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

S.NO.	DESCRIPTION OF WORK	QTY	Unit	Rate (Rs.)	Amount (In Rs.)
1	<p>Construction of stalls - Front Maxima and octonorm panel on back (8 ft.) with the following accessories in a stall of 9 sq. mtr.</p> <p>Shell scheme with Front Maxima and octonorm panel (8 Fts.) on back with white ply</p> <p>Please also mention the rates for the Octonorm Front with height of 10 ft. and octonorm panel on back (8 ft.) with the following accessories in a stall of 9 sq. mtr.:</p> <p>One information counter (Table)</p> <p>Two chairs (FRP Bucket chair),</p> <p>Six long arms spot lights,</p> <p>Needle punched new wall to wall carpet with polythene cover</p> <p>One plug 5/15 amps</p> <p>One waste paper basket</p> <p>Design of the stall is attached. The name fascia should be as per the design attached at <u>Annexure</u>.</p>	6000 *	Sqm	per sqm	

	<p><i>Double sided printed IGFA logo flag (Flags –sun pack material with vinyl print on both sides size 9inch x24 inch for IGFA logo) in each stall end</i></p> <p>The numbers of tables, chairs, spot lights, waste paper basket shall be increased on pro rata basis for bigger size of stalls</p> <p>* The ratio of Bare / Built-up Stall will be 30:70</p> <p><i>(This is only an indicative figure. IGFA reserves the right to change it at any time)</i></p>				
2	Passage carpet- Needle punched with polythene cover (new)	5500	Nos.		
3	Registration Counter - Setting up of 24 sqm. stall in Maxima with six Registration counter with 3 electric points, two tables & two chairs with each counter. Also, to provide two electric power points with each kiosk for setting-up six kiosks for registration near registration counter.		Lumpsum		
4	Entry Gates - At entrance & exit of hall 1, 3, 5&7 and Entrance of CFB Area with 2 Queue Managers at each gate	9	Nos.		
5	Pagoda (5M X 5M) for setting up Entry badges issuance counter at Gate No. 11 with two Registration counter with 3 electric points, two tables & two chairs with each counter	1	Nos.		
6	Frisking area at the main entry	1	4 sqm.		
7	Arrangement in Inaugural Area (CFB area) (Stage 30 ft. X 12 ft.) with seven head chairs, Sound system, Two hand mikes, Ten 2 seat sofas, 50 chairs, five Metal Halide Lights, 15 Queue Manager, five glass tables, Podium with mike) Other furniture, if required, as per actual at item wise rate.	1	Lumpsum		
8	Stage 12 ft. X 12 ft. with mattress, white sheet, white five masunds forthe theme stage, 5 Queue Manager or any other theme as decided by Chairman, IGFA	1	Lumpsum		
9	Almirah with lock in IGFA Secretariat	2	Nos		
10	Putting up & dismantling of signage/backdrop - flex with frame	Approx. 15000 sq	per sq ft rate		

		ft.			
A	Putting-up and dismantling of signage - Eco solvent		per sq ft rate		
B	Putting up & dismantling of signage/backdrop - Sun board		per sq ft rate		
C	Putting up & dismantling of signage/backdrop - vinyl		per sq ft rate		
11	Change Rooms - 9 sqm octanorm with door, Two tables & two chairs and one mirror	1	Nos		
12	Covered Canopy and carpet (25 sqm.)	1	No.		
13	Extra panel	Approx. 100 nos.	Rate per panel		
14	Ironing facility (Iron table & Irons)	2 nos.	lump sum		
15	Buyers/VIP Lounge (48 sqm.) Three-Seater Sofa - 3 nos. Two-seater Sofas - 4 nos. Glass Top Centre Table - 6 Glass Top Side Table - 4 Chairs - 2 Octonorm Table - 2 Half Glass Panel - 6	2 Nos.	48 sqm. Each (Any change in size will be paid on proportionate basis)		
16	Stall Layouts, as per our requirement				
17	Setting-up of COVID checking area as per COVID Protocol near the main entrance (36 sq. mtrs - Two Table with drawers, 6 Chairs), Half Window counter for taking samples.	1 No.			
18	Furniture - Hanger rail (H -0.50m, L - 0.960m) - Wooden shelves (H-0.25m,L-1.m,W-0.305m) - Revolving Chairs - Cushion chairs - Octonorm tables - Glass top table - Sofa (Single seat) - Sofa (Double seat) - Sofa (Three seat) - Extra Long Arm Extra light with White CFL		Item wise rate		

	- Centre table			
	- High/Cocktail Table			
	- Hanger stand			
	- Shelf			
	- Peg Board			
	- Pedestal Fan			
	- Dummies			
	- Half Glass Panel			
	- Metal Halide Light (150 W)			
	- Mesh/Jalli			
	- Lockable Door			
	- Queue Manager			
	- Plug points			
	- Mannequin- Man/Woman/Kid			
	- Hangers of different size			
	- Flower pot- Mesh			
	- Lockable Door			
19	Minimum Power Load (Rates for per KW electric load)			
Note:	The quantity of the shell scheme, carpet or other items may increase/decrease			

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 69thIIGF, June'2023, once the final payment has been settled.

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

Thanking you,

Yours faithfully,

Rajiv Bhatnagar
Executive Director

