

IGFA/REG/2024  
16.4.2024

Dear Sir/Madam,

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

We would hire an agency for providing House Keeping services during the fair/pre fair days at the venue.

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

S. No.	Particulars	Rate (in Rs.) (for 12 hours)	GST/Taxes	Rate per day per person (Inclusive all)	Rate for Extra hours
01	House keeper (Male/Female)				
02	Supervisor (Male/Female)				
03	Toiletries for five days (Lump sum)				
04	Whether you have worked in the earlier editions of IIGFs. If yes, kindly mention the IIGF Number and Year.				

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 71<sup>st</sup> IIGF, June'2024 once the final payment has been settled.

Please send your quotation to the undersigned at **304, Bhikaji Cama Bhawan, 3<sup>rd</sup> Floor, Bhikaji Cama Place, New Delhi - 110 066 latest by 22<sup>nd</sup> April'2024.**

Thanking you,

Yours faithfully,  
Rajiv Bhatnagar  
Executive Director