

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 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.	Photographer 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.	Videographer 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.	Rates to be charged from the Interested participants: 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.	To arrange the 52 inches LED with stand & cabling along with pen drives at various locations in the fair. Cost of One 52-inch LED TV with stand and cabling for telecast of various events through pen drives.	Rs. _____
5.	Female Anchor: 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 300 photographs or so and one terabyte hard drive 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 any cost.	Yes/No

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)	
10.	Whether you have worked in the earlier edition IIGFs. If yes, kindly mention the IIGF Number Year	

- To cover the inauguration ceremony, Fashion shows and important events during the fair and visit of other VIPs during three days of the fair.
- The agency would provide 2 Professional Photographer and 2 Videographer for taking photographs/shooting video for covering special events.
- The soft copy of all the photographs in high resolution would be provided in a DVD to the Organizer along with Photographs (photograph clicked and printed soft copy to be given to the organizer) within two working days after the conclusion of the fair without any cost.

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 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