

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 printing of various promotional items to be used during fair/pre-fair days. The printed materials are to be delivered either at IGFA office at Bhikaji Cama place, New Delhi or at Fair Secretariat at the venue, Yashobhoomi, Dwarka, New Delhi. The technical details of each of the items to be printed are enclosed herewith.

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

S. No.	Items to be printed	Nos. of copies	Type of Printing	Rate (Rs.)
01	Fair Guide	1500	offset	
02	Flyer	1500	Offset	
03	Buyers/Buying agent Registration card	1000 each (Total 2000) Nos.	offset	
04	Visitor's Guide Map	1200	offset	
05	Scribal pad	1500	offset	
06	Inauguration Card with envelopes	400 each	Offset/Digital <u>(Quote separately for offset and digital printing)</u>	
07	Standees	5 ± 2 (Qty. may be increase)	Star Flex Printing	
08	Lounge Coupon book (Date wise -Numbered)	3000	Offset	
09	Lunch Coupon book (Date Wise - numbered)	3000	Offset	
10	Popcorn Boxes	4000	Offset	
	GST			
11	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. 10,000/- in favour of IGFA by way of Demand Draft payable at New Delhi along with your

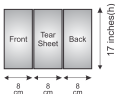
quotation letter. The EMD/Performance guarantee of the successful bidder will be released after the conclusion of 71st IIGF, June, 2024 once the final payment has been settled. It may be mentioned here that no transportation charges would be paid for delivery of printing material by the printer to the designated place, as mentioned above.

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

Scribble Pads



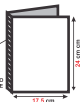
- 1. Job :** **Printing of Scribble Pads**
- 2. Quantity :** **1500**
- 3. One Single Pad consisting of :**
- 1 Front Cover Card 350 gsm** imported Art-card with one-side-Matte Finish. Printing to be done on one side.
 - 1 Backing Card 350 gsm** imported Art-card with one-side-Matte Finish. Printing to be done on one side.
 - 50 individual tear-off sheets on 90 gsm** (super sunshine). Printing to be done on one side.
- 4. Size :** 8 cm x 17 cm (Cut-finish)
- 5. Printing :** Offset Printing
- 6. Colour :** Four Colours
- 7. Paper to be used :** **Front & Back Cover Cards : 350 gsm** imported Art-card with matte finish.
Tear-off-sheets: 90 gsm (super sunshine)
- 8. Processing :** Four colours best quality positives and plates will be prepared by the printers at their cost. All other related processes for the printing of this job will be done/executed by the printers at their cost.
- 9. Proofing :** Color printout for color matching will be supplied by IGFA whereas actual four colour proofing to match the colors by our Design Consultant will be done by the printers at their cost.
- 10. Binding :** Imported Wiro Binding
- 11. Packing :** To be neatly packed in the packets, each packet containing 100 pads. Each packet wrapped in brown paper and then sealed in polythene so as to protect the packets and contents from moisture and dust.
- 12. Delivery Schedule :** **With 03 days from the date of approval**

Fair Guide

- 1. Job** : Printing of Fair Guide
- 2. Quantity** : 1500
- 3. Actual Size of Fair Guide** : Ready pages/ covers Size
Pages/covers without the Spine (Cut-Finish) : 17.5 cm (Wd) x 24 cm (Ht.)

Please note:
Spine of the Fair Guide
would be printed in
black color as in front
cover with colorful text
in reverse.

Spine
(WIDTH OF THE SPINE TO
BE CALCULATED BY THE
PRINTER)



- 4. Printing** : Offset Printing

- 5. Colours** :

	No. of colors
1. Cover Pages	4 colors (4 basic offset colors)
2. Separator Pages:- Messages Fact Sheets Hall Layout Plans List of Exhibitors (In Alphabetical Order) List of Exhibitors (Categories Wise) Company Profiles of Exhibitor List of Advertisers	4 basic offset colors

Fair Guide

3. Messages pages	4 basic offset colors
4. Alphabetical List of Exhibitors pages	Single offset colors
5. List of Exhibitors' pages (Categories Wise)	Single offset colors
6. Halls Layout Plans pages	4 basic offset colors
7. List of Advertiser pages	4 basic offset colors

6. Paper to be used

	Quality and GSMs of the papers/ cards
1. Cover Pages	Imported art card (Austrian make), matt finish - 300 GSM
2. Pages for Messages	Imported art paper (Austrian make), matt finish - 110 gsm
3. Separator pages as listed above	Imported art paper (Austrian make), matt finish - 110 gsm
4. Text pages	Imported art paper (Austrian make), matt finish - 110 gsm
5. Content Page	Imported art paper (Austrian make), matt finish - 110 gsm
6. Exhibitors Profile	Imported art paper (Austrian make), matt finish - 110 gsm

Fair Guide

7. No. of Pages

	No. of pages/ Covers	cut finish sizes of the pages/ covers
1. Covers	4	17.5 cm W x 24cm H
2. Messages Separators	12 Pages 12 Pages	17.5 cm W x 24cm H
3. Content Page	1	17.5 cm W x 24cm H
4. Advertisements Tentative - 10	No Confirmed booking of Advts. at the time of preparing these technical details	17.5 cm W x 24cm H
5. Exhibitors' profile pages (4 Profiles in 1 Page) (80 Pages)	No. of pages can be calculated only after List of Exhibitors is finalized after the booking of space is closed	17.5 cm W x 24cm H
6. Alphabetical List of Exhibitors' (20 to 30 entries in one page) Tentative - 24	No. of pages can be calculated only after booking is closed	17.5 cm W x 24cm H
7. Fact Sheet	6 pages	17.5 cm W x 24cm H
8. Stalls layout sheet for Halls	2 pages	17.5 cm W x 24cm H

8. Processing

Four colours best quality positives and plates will be prepared by the printers at their cost. All other related processes for the printing of this job will be done/executed by the printers at their cost.

Fair Guide

- 9. Lamination** : On front cover only. Best quality imported matt finish THERMAL LAMINATION, to be done on the front cover of the Fair Guide
- 10. U.V. Coating** : On front cover only. After matt finish Thermal Lamination U.V. coating to be done on graphics, pictures and text matter on front side of the Fair Guide cover. For any further clarification contact our Designer Consultant. Positives or any other processes/ Activities will be taken care by the Printers at their cost.
- 11. Proofing** : Color printout for color matching will be supplied by IGFA, whereas actual four colour proofing to match the colours of printout and for the approval of colours by our Design Consultant will be done by the printers at their cost.
- 13. Binding of Fair Guide** : Perfect Binding method
- 14. Composing & Proof-Reading** : Composing, page setting, proof-reading, proper insertion of Advertisements, Index pages, all Separators etc. and getting the same O.K. ed by the authorised official of IGFA will be printer's responsibility.
- 15. Reduction in Number of pages** : If the number of pages are less/more than **150**. Then the reduction/increase of rate will be proportionate terms and will be calculated by IGFA on Pro-rata basis
- 16. Deviation from specifications** : Any deviation from the above specification will be informed to IGFA and obtained necessary approvals before the start of the printing.

Fair Guide

- 17. Place of Advertisements** : Advertisements will be placed in consultation with Designer Consultant/ IGFA official.
(For example: Back page of Separators/ Message page etc. will be utilized for placing advertisements.)
- 18. Making of actual Dummy before the start of final printing** : After receiving the printing job order, before starting of the final printing of Fair Guide, an actual size Dummy using Color Computer Laser print-out of Covers, Separators, Message page, Self promotional pages, Advertisements. Two pages of Alphabetical list of Exhibitors+rest blank pages, one page of list of Advertisers+rest blank pages, two pages of Exhibitor's Profiles+rest blank pages, combined layout sheet for all the Halls and separate Hall layout plans for Hall No. x , xx, & xxx and Separator for Venue Map will be prepared by the printer at their cost for the approval of the Empowered Committee. For blank pages use Actual Papers/ Cards to be used for the printing of this Fair Guide.
- 19. Approvals from the authorised Officials of IGFA** : After making of actual dummy of the Directory and before starting the actual printing, it will be Printers responsibilities to show the Dummy to authorised Official/ Officials of IGFA for obtaining the necessary approvals in writing prior to the start of final printing of Fair Guide.
- 19. Others** : Printer will insert bookmark in each Fair Guide. Printer has to provide **Four Wrapping Paper** & print IIGF logo's on it. which can wrap two books each
- 20. Packing** : To be neatly packed in the packets, each packet containing 25 Fair Guides.
- 21. Delivery schedule** : on or before 16th June, 2023

Flyer



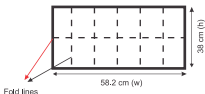
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|------------------------------|---|---|
| 1. Job | : | Printing of Flyer |
| 2. Quantity | : | 1500 |
| 3. Size | : | Ready Size : A4 21cm x 29.7cm (Finish Size) |
| 4. Printing | : | Offset Printing |
| 5. Colour | : | Four colours |
| 6. Paper to be used | : | 170 GSM (Art Card) |
| 7. Processing | : | All related processes for the printing of this job will be done/ executed by the printers at their cost. |
| 8. Proofing | : | Color printout for color matching will be supplied by IGFA whereas actual four colour proofing to match the colors of printout and for the approval of colours by our Design Consultant will be done by the printers at their cost. |
| 9. Fabrication | : | Fabrication will be done as per our layout/ design. Die-making, cutting and fabrication will be done by the printers at their cost. |
| 11. Packing | : | One Pkt. Containing 100 Flyers |
| 10. Delivery schedule | : | <u>Within 3 Days from the Date of approval</u> |

Lounge Coupon



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|------------------------------|---|--|
| 1. Job | : | Printing of Lounge Coupon |
| 2. Quantity | : | 3000 (1000 each day) |
| 3. Size | : | Ready Size : 3.875" inches (w) x 1.732" inches (h) (Finish Size) |
| 4. Printing | : | Offset printing with Serial No. |
| 5. Colour | : | Single Colour Black |
| 6. Paper to be used | : | 70 GSM Executive Bond Paper |
| 7. Processing | : | Single colours best quality positives and plates will be prepared by the printers at their cost. All other related processes for the printing of this job will be done/executed by the printers at their cost. |
| 8. Proofing | : | Printout for matching will be supplied by IGFA whereas actual colour proofing to match the colors of printout and for the approval of colours by our Design Consultant will be done by the printers at their cost. |
| 9. Fabrication | : | Fabrication will be done on 3 different colour paper for three consecutive days 26-27-28, June, 2023 as per single colour design. Die-making, cutting and fabrication will be done by the printers at their cost. |
| 10. Delivery schedule | : | <u>Within 03 days from the date of approval</u> |

Visitor Guide Map



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|------------------------------|---|---|
| 1. Job | : | Printing of Visitor Guide Map |
| 2. Quantity | : | 1200 |
| 3. Size | : | Ready Size : 58.2 cm (w) x 38 cm (h) (Finish Size)
both side printing with five vertical and one horizontal fold |
| 4. Printing | : | Offset printing (both side printing) |
| 5. Colour | : | Four colours |
| 6. Paper to be used | : | 130 GSM Art Paper Gloss |
| 7. Processing | : | Four colours best quality positives and plates will be prepared by the printers at their cost. All other related processes for the printing of this job will be done/executed by the printers at their cost. |
| 8. Proofing | : | Color printout for color matching will be supplied by IGFA whereas actual four colour proofing to match the colors of printout and for the approval of colours by our Design Consultant will be done by the printers at their cost. |
| 9. Fabrication | : | Fabrication will be done as per our layout/ design. Die-making, cutting and fabrication will be done by the printers at their cost. |
| 10. Packing | : | In Boxes with 100 Items in each Box. |
| 11. Delivery schedule | : | <u>Within 03 days from the date of approval</u> |

Buyer Card



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|------------------------------|---|--|
| 1. Job | : | Printing of Buyer Card |
| 2. Quantity | : | 1000 |
| 3. Size | : | Ready Size : 5.5" (w) x 8.5" (h) (Finish Size) |
| 4. Printing | : | Offset Printing |
| 5. Colour | : | Single colour |
| 6. Paper to be used | : | 250 GSM Art Card |
| 7. Processing | : | All related processes for the printing of this job will be done/ executed by the printers at their cost. |
| 8. Proofing | : | Color printout for color matching will be supplied by IGFA whereas actual colour proofing to match the colors of printout and for the approval of colours by our Design Consultant will be done by the printers at their cost. |
| 9. Fabrication | : | Fabrication will be done on single colour paper as per our layout/ design. Die-making, cutting and fabrication will be done by the printers at their cost. |
| 10. Packing | : | 500 cards in each packet |
| 11. Delivery schedule | : | Within 03 days from the date of approval |

Buying Agent Card



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|------------------------------|---|--|
| 1. Job | : | Printing of Buying Agent Card |
| 2. Quantity | : | 1000 |
| 3. Size | : | Ready Size : 5.5" (w) x 8.5" (h) (Finish Size) |
| 4. Printing | : | Offset Printing |
| 5. Colour | : | Single colour |
| 6. Paper to be used | : | 250 GSM Art Card |
| 7. Processing | : | All related processes for the printing of this job will be done/ executed by the printers at their cost. |
| 8. Proofing | : | Color printout for color matching will be supplied by IGFA whereas actual colour proofing to match the colors of printout and for the approval of colours by our Design Consultant will be done by the printers at their cost. |
| 9. Fabrication | : | Fabrication will be done on single colour paper as per our layout/ design. Die-making, cutting and fabrication will be done by the printers at their cost. |
| 10. Packing | : | <u>500 cards in each packet</u> |
| 11. Delivery schedule | : | <u>Within 03 days from the date of approval</u> |

Lunch Coupon



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|------------------------------|---|--|
| 1. Job | : | Printing of Lunch Coupon |
| 2. Quantity | : | 3000 (1000 each day) |
| 3. Size | : | Ready Size : 3.875" inches (w) x 1.732" inches (h) (Finish Size) |
| 4. Printing | : | Offset printing with Serial No. |
| 5. Colour | : | Single Colour Black |
| 6. Paper to be used | : | 70 GSM Executive Bond Paper |
| 7. Processing | : | Single colours best quality positives and plates will be prepared by the printers at their cost. All other related processes for the printing of this job will be done/executed by the printers at their cost. |
| 8. Proofing | : | Printout for matching will be supplied by IGFA whereas actual colour proofing to match the colors of printout and for the approval of colours by our Design Consultant will be done by the printers at their cost. |
| 9. Fabrication | : | Fabrication will be done on 3 different colour paper for three consecutive days 26-27-28, June, 2023 as per single colour design. Die-making, cutting and fabrication will be done by the printers at their cost. |
| 10. Delivery schedule | : | <u>Within 03 days from the date of approval</u> |

Standee



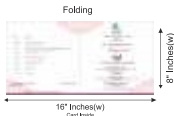
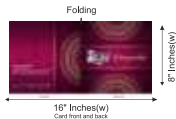
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|------------------------------|---|---|
| 1. Job | : | Printing of Standee |
| 2. Quantity | : | 5±2 |
| 3. Size | : | Ready Size : 2.5 (w) feet x 6 (h) feet (Finish Size) |
| 4. Printing | : | Flex Printing |
| 5. Colour | : | Four colour printing |
| 6. Flex to be used | : | Star Flex |
| 7. Processing | : | All related processes for the printing of this job will be done/ executed by the printers at their cost. |
| 8. Proofing | : | Color printout for color matching will be supplied by IGFA whereas actual four colour proofing to match the colors of printout and for the approval of colours by our Design Consultant will be done by the printers at their cost. |
| 9. Fabrication | : | Fabrication will be done on four colour flex as per our layout/ design. |
| 10. Packing | : | <u>Packed in Standee bag to carry</u> |
| 11. Delivery schedule | : | <u>Within 02 days from the date of approval</u> |

Inauguration Card



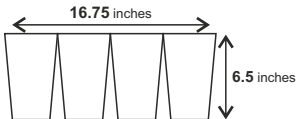
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|-----------------------------|---|--|
| 1. Job | : | Inauguration Card Envelope |
| 2. Quantity | : | 400 |
| 3. Size | : | Ready Size : 8.25" Inches(w) x 8.25" Inches(h) Finish Size |
| 4. Printing | : | Offset Printing / Digital Printing |
| 5. Colour | : | Four Colour |
| 6. Paper to be used | : | 120 GSM art glossy paper |
| 7. Processing | : | All related processes for the printing of this job will be done/ executed by the printers at their cost. |
| 8. Proofing | : | Color printout for color matching will be supplied by IGFA, whereas actual four colour proofing to match the colors of printout and for the approval of colours by our Design Consultant will be done by the printers at their cost. |
| 9. Fabrication | : | Fabrication will be done as per our layout/ design. Die-making, cutting and fabrication will be done by the printers at their cost. |
| 7. Packing | : | <u>100 Envelopes in one packet</u> |
| 8. Delivery schedule | : | <u>2 days from the date of order</u> |

Inauguration Card



- 1. Job** : Printing of **Inauguration Card**
- 2. Quantity** : **400**
- 3. Size** : **Ready Size : 16" Inches(w) x 8" Inches(h) Finish Size**
- **Paper to be used** : **300 GSM Art Card**
- **Printing** : **Four Colour Printing / Digital Printing**
- 4. Processing** : Plates & die will be prepared by the printers at their cost. All other related processes for the printing of this job will be done/executed by the printers at printers at their cost.
- 5. Proofing** : Color printout for color matching will be supplied by IGFA whereas actual four colour proofing to match the colors of printout and for the approval of colours by our Design Consultant will be done by the printers at their cost.
- 6. Fabrication** : Fabrication will be done as per our layout/ design. Die-making, cutting and fabrication will be done by the printers at their cost.
- 7. Packing** : Each card to be inserted in separate envelope
- 8. Delivery schedule** : 1 day from the date of order

Popcorn Box



1. Job : Printing of Popcorn Box
2. Quantity : 4000
3. Size : Ready Size : **16.75 x 6.5 inches**
4. Printing : Offset Printing
5. Colour : Four Colour
6. Paper to be used : Duplex Gray Back 350 gsm
7. Processing : All related processes for the printing of this job will be done/ executed by the printers at their cost.
8. Proofing : Color printout for color matching will be supplied by IGFA whereas actual colour proofing to match the colors of printout and for the approval of colours by our Design Consultant will be done by the printers at their cost.
9. Fabrication : Fabrication will be done on single colour paper as per our layout/ design. Die-making, cutting and fabrication will be done by the printers at their cost.
10. Packing : _____
11. Delivery schedule : 3 days from the date of order