

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 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 21st June'2024 and the built-up stalls are to be ready for possession to the participants latest by 11.00 am on 24th June'2024.**

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>	8000 *	Sqm	per sqm	

	<p>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</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)	14000	Nos.		
3	Registration Counter - Registration counter with 3 electric points, two tables & two chairs with each counter (6 counters). Also, to provide two electric power points with each kiosk for setting-up six kiosks for registration near registration counter. (6 Kiosk)		Lumpsum		
4	Entry Gates - At entrance & exit of hall 2 Entrance of Area with 2 Queue Managers at each gate	Per gate	No.		
5	Pagoda (5M X 5M - Airconditioned) for setting up Entry badges issuance counter at Main Gate 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 (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		
7A	Refrigerator 165 ltrs in IGFA Secretariat	1	No		
8	Almirah with lock in IGFA Secretariat	2	Nos		
9	Putting up & dismantling of signage/ backdrop - flex with frame	Approx. 15000 sq. ft.	per sq ft rate		

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		
10	Change Rooms - 9 sqm octanorm with door, Two tables & two chairs and one mirror	1	Nos		
11	Covered Canopy and carpet (25 sqm.)	1	No.		
12	Extra panel	Approx. 100 nos.	Rate per panel		
13	Ironing facility (Iron table & Irons)	2 nos.	lump sum		
14	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)		
14A	Buyers Lunch Area/Wine & cheese Area (Approx. 300 sqm.) - High Cocktail Table - 5 - Table for putting Buffet Lunch - 10 - Round Table with Frill - 15 - Chairs with Cover - 75 - Octonorm Table - 2 - Normal Chairs - 4 - Insect Killing Machine - 5	1 No.	Approx. 300 sqm. (Any change in size will be paid on proportionate basis)		
15	Stall Layouts, as per our requirement				
16	Furniture		Item wise rate		
	- 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			
	- 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			
	- Mist Fan			
17	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 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

