



# INTERNATIONAL GARMENT FAIR ASSOCIATION

## NOTICE FOR INVITING QUOTATION

**“OFFICIAL PHOTOGRAPHER AND VIDEOGRAPHER DURING 62<sup>nd</sup> & 63<sup>rd</sup> EDITION OF INDIA INTERNATIONAL GARMENT FAIR (IIGF) TO BE HELD FROM 16 - 18 JANUARY 2019 & 15 - 17 JULY 2019 RESPECTIVELY”**

Issue of Quotation & Document	06.09.2018
Last date & time for submission of Quotation	20 September, 2018 Upto 2:00 PM
The Quotation Document, complete in all respects, to reach on or before the due date at the following address:	Director (F & E), International Garment Fair Association c/o Apparel Export Promotion Council, Apparel House, Sector-44 Institutional Area, Gurgaon, Haryana-122003



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#### **1. EVENT BACKGROUND**

International Garment Fair Association in collaboration with the four major garment exporters associations organizes the India International Garment Fair (IIGF), bi-annually. The next IIGF fairs i.e. 62<sup>nd</sup> and 63<sup>rd</sup> in the series is scheduled to be held from 16 - 18 January, 2019 (Hall Nos. 1, 3 & 5) and 15 - 17 July 2019 (Hall Nos. 1, 3, 5 & 7) respectively at India Expo Mart, Greater Noida.

The fair has become very popular among overseas importers and buying agents and the number of trade visitors has been increasing steadily. Over 400 exporters will participate in this fair and display their products.

IGFA invites quotation from established agencies/firms (single entity) for **“OFFICIAL PHOTOGRAPHER AND VIDEOGRAPHER DURING 62<sup>nd</sup> & 63<sup>rd</sup> EDITION OF INDIA INTERNATIONAL GARMENT FAIR (IIGF) TO BE HELD FROM 16 - 18 JANUARY 2019 & 15 - 17 JULY 2019 RESPECTIVELY”**.

**The rates quoted by the agency for “OFFICIAL PHOTOGRAPHER AND VIDEOGRAPHER DURING INDIA INTERNATIONAL GARMENT FAIR (IIGF)” will be valid upto 31<sup>st</sup> July, 2019.**

**Amendment in Quotation:** At any time till 7 days before the deadline for submission of bids, IGFA may, for any reason, whether at own initiative or in response to a clarification requested by a prospective bidder, modify the quotation document by amendment. Such modifications shall be uploaded in the IGFA website. All such amendments shall be

binding on all the bidders. IGFA also reserves the right to amend the dates mentioned in the quotation.

## 2. SPECIFICATION OF TASKS REQUIRED TO BE CARRIED OUT

1. To cover the entire event India International Garment Fair, 16 - 18 January, 2019 and 15 -17 July, 2019 with respect to Photography and videography.
2. To cover the inauguration ceremony, important events during the fair and visit of other VIPs during three days of the fair.
3. To cover all the brandings (outdoor and indoor) at the fair venue.
4. To provide 2 Professional Photographer for taking photographs and for covering special events.
5. To provide 2 Professional Videographer shooting video and for covering special events.
6. Anchor to take bytes of the audience at the show - 1 (Female Anchor - Fluent in English and Hindi speaking, Height - 5'5", Presentable and Good looking). You would send the profile and photograph of the anchor for our approval.
7. 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 for report/press release purposes.
8. The agency would provide **one terabyte hard drive** covering the entire events consisting of branding, inauguration, fashions shows, registration, Ariel view of the fair, best display award, etc. during the fair and 300 photographs (to be selected by organizer from soft copy of clicked photographs) in album on complimentary basis.
9. Video Show Package received earlier includes the followings:
  - The agency would provide Teasers 5 -10 min video capsules and daily show highlight videos. The show video is the best platform that can be used for marketing our fair.
  - The Teasers/video shall include the Positive Interviews and testimonials of Organizer, Exhibitors & Visitors along with the entire show highlights.
  - The video will be uploaded on our You Tube Channel also so as to reach the global audience.
  - The story board and the questions for the interviews can be customized depending upon our desire/requirement.
  - The agency would use high end technical equipment as per your requirements
  - Promote the fair on their website, what's App, Facebook and mailers, if any.
  - Interviews, testimonials, bytes from Exhibitors, Visitors, delegates, organizer
  - Small Post Show Highlight Film (Upto 2 - 3 minutes )
  - Post Show Film (Upto 15 minutes )
10. To provide 52<sup>nd</sup> Inch LED TVs (5 nos.) with stand and all cabling for undertaking telecast of various events of the fair through pen drive at various places in the fair venue.
11. The selected agency should not sublet the work in part or full to another agency.
12. The agency should have latest technology equipped cameras and video cameras

13. The agency should have trained professional photographer and videographer
14. There will be no escalation in the price during entire contract period.

### **PROCEDURE FOR SUBMISSION OF BIDS**

The agency qualifying the eligibility criteria shall submit the quotation consisting of the following documents:-

1. Documentary evidence in support of Eligibility Criteria , namely copies of the work orders evidencing that the agency has experience of at least 3 years of having successfully completed similar work of Official Photographer And Videographer in the Fair/Exhibitions
  2. Demand Draft for Rs. 5,000/- towards EMD in favour of “**International Garment Fair Association**” payable at **Gurgaon, Haryana**. The agencies registered under NSIC, are exempted from EMD subject to submission of documentary evidence for the same.
  3. Photocopies License /Registration Certificate of the firm.
  4. Signature of the bidder or his/her authorized signatory on each page.
  5. Copy of PAN Card
  6. Copy of GST Registration
- I. The last date of receipt of bid in a sealed envelope on or before **20.09.2018 upto 2.00 pm** addressed to **The Director (Fairs & Exhibitions)**, International Garment Fair Association, C/o Apparel Export Promotion Council, Apparel House, Sector-44 Institutional Area, Gurgaon, Haryana-122003. Alternatively, the sealed envelope may be sent through Registered post/ Courier/by hand and should reach to us on or before the last date & time. The Bidder will ensure that it is received in Apparel House, Gurgaon before the due date & time. The offers received after the due date and time will not be entertained. The quotation received through e-mail etc. would not be considered.
  - II. The EMDs of the unsuccessful bidders will be refunded by way of handing over the original Demand Draft/Banker’s Cheque duly endorsed by the Competent Authority of the IGFA without any interest.
  - III. Rates should be quoted in Indian Rupees (Rs) both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final. Please ensure to specify about the applicable GST, if any.
  - IV. Conditional quotations are liable to be rejected.
  - V. IGFA reserves the right to reject or accept any or all application(s) without

assigning any reason(s).

- VI. IGFA reserves the right to increase or decrease services in Quotation document.
- VII. IGFA reserves the right to hold the fairs at Delhi-NCR and requirements/services could be assessed accordingly.
- VIII. The payment would be made after completion of the fair subject to submission of Bill/Invoice with all supporting documents. TDS will be deducted as per the provisions of Income Tax act, as amended from time to time.
- IX. The selected agency should not sublet the work in part or full to another agency.
- X. There will be no escalation in the price during entire contract period.
- XI. The contract shall be terminated in respect of the followings:-
  - (i) If, the service of the agency is not found satisfactory or the agency changes the rate of contract during the contract period.
  - (ii) In case the agency fails to execute the job as per the terms and conditions of the agreement, the balance / total work will be got executed through other agencies at the agency's risk and cost.
  - (iii) The decision of the IGFA will be final and binding on the agency and no request will be entertained in any manner.
- XII. The losses to the IGFA which are directly attributable to the agency shall be deducted from the bills / adjusted from the performance guarantee.
- XIII. The EMD/Performance guarantee of the successful bidder will be released after the conclusion of 63<sup>rd</sup> IIGF fair, July, 2019 once the final payment has been settled.
- XIV. Penalty Clause:**
  - a) For non-performance and on mid-way unilateral withdrawal from the assignment by the agency, the performance security deposit will be forfeited.
  - b) The proportionate penalty as decided by the Chairman, IGFA will be imposed and deducted from the final bill.
- XV. The EMD/Performance Guarantee shall be forfeited by the IGFA in case:
  - (a) The agency who has submitted the quotation withdraws their offer during the period of quotation validity.
  - (b) After opening of quotation, the agency fails to honor the contract or refuses to comply with any or all terms and conditions of the quotation.
  - (c) If the services of the Agency is not found satisfactory as per the terms & conditions

of the quotation.

- XVI. In case of any dispute or difference arising in relation to meaning or interpretation of the agreement, Chairman, IGFA would be the final arbitrator. The decision of the arbitrator shall be final and binding on both the parties.
- XVII. If the services of selected agency would not found satisfactory during the January, 2019 fair, the organizer have the right to terminate the contract for July, 2019 fair without assigning any reason thereof and can award the contract to any other vendor and the agency have no objection for the same and will not claim any losses/damages on any account from the organizer.
- XVIII. At any point of time, IGFA decided to shift the venue of organizing 63<sup>rd</sup> IIGF other than IEML, Greater Noida, IGFA has the right to go for inviting fresh quotation for 63<sup>rd</sup> IIGF. IGFA may also consider to re-negotiate the rates for 63<sup>rd</sup> IIGF with the vendor/agency selected for 62<sup>nd</sup> IIGF.

**DISCLAIMER:**

This quotation is being issued by the IGFA for inviting bids for **“OFFICIAL PHOTOGRAPHER AND VIDEOGRAPHER DURING 62<sup>nd</sup> & 63<sup>rd</sup> EDITION OF INDIA INTERNATIONAL GARMENT FAIR (IIGF) TO BE HELD FROM 16 - 18 JANUARY 2019 & 15 - 17 JULY 2019 RESPECTIVELY”**. The purpose of this document is to provide the Bidder with information to assist in the formulation of their proposal. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries. IGFA reserves the right not to proceed with the project, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting the quotation. No reimbursement of any cost will be paid to persons, entities submitting a quotation.



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NAME OF THE BIDDER (as per Registration Certificate)	
<p>COMPLETE POSTAL ADDRESS OF THE BIDDER WITH PHONE NO, FAX NO &amp; E-MAIL ADDRESS (as per Registration Certificate)</p> <p>Details of the Contact Person:</p> <p>Name :          Designation :          Mobile number :          Fax Nos. :          E-mail Address :</p>	
EARNEST Money Deposit (EMD)	Demand Draft No. _____ dated _____ for Rs. 5000/- (Rupees Five Thousand only) drawn on favour of <b>“International Garment Fair Association ”</b> payable at Gurgaon
<p>Name of the Company/ Firm and Complete registered address</p> <p>(a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation)</p> <p>(b) Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?</p>	

(c) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	
Year of commencement of Business	
Statutory Details (photocopy to be attached) - Registration No. of the Firm - PAN no. - GST No. - Registration no. of ESI & PF (photocopy of registration to be attached)/In case, not applicable, then an Undertaking on Rs. 50/- stamp paper duly notarized be submitted.	
NSIC Registration No., if applicable (Photocopy of registration certificate to be attached)	
The agency will provide Complementary album with 300 photographs and <b>one terabyte hard drive</b> covering main activities held during the fair to the organizer on complementary basis.	Yes/No
The agency have latest technology equipped cameras and video cameras	Yes/No
The agency would provide all the photos and videos of the fair in a one terabyte hard drive to the organizer on complimentary basis.	Yes/No

List of present and past clients (Please use separate sheet for each) as per the following format. Please enclose the copies of the Contract Letter.

S.NO	Name of the organization with complete postal address	Name & designation of the Contact Person with Tel/ Mobile	Date from which the contract was awarded	No. of persons deployed by your firm





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## FORMAT FOR SUBMISSION OF FINANCIAL QUOTATION

(The rates to be quoted for 62<sup>nd</sup> IIGF, January, 2019 fair would be applicable for 63<sup>rd</sup> IIGF, July, 2019 fair also.)

S. No.	Requirements	Rates (Rs.)
1.	<b>Photographer</b> To provide 2 Professional Photographer for taking 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.	<b>Videographer</b> To provide 2 Professional Videographer shooting video and for covering special events outside.	Rs. _____ per crew set/Per day for the entire duration of exhibition. (9.30AM to 6.30 PM)
3.	Printed Photographs along with soft copy of photographs Size - 5" x 7"; Size - 8" x 10"	Rs. _____ each Size 5" x 7" photo Rs. _____ each Size 8" x 10" photo
4.	Rate of CD/DVD covering main activities, fashion shows and best display awards held during the fair, to be charged from interested participants.	Rs. _____ each CD Rs. _____ each DVD
5.	Cost of <b>One 52 inch LED TV</b> with stand and cabling for telecast of various events through pen drives. (Pen drives to be provided by the agency).	Rs. _____
6.	Cost of one Female Anchor for three days	Rs. _____
6.	To provide Complementary album with 300 photographs and <b>one terabyte hard drive</b> covering entire events consisting of branding, inauguration, fashions shows, 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
8.	Taxes/GST (if any)	

The agency would provide all the photos and videos of the fair in a one terabyte hard drive to the organizer on complimentary basis.

**The above quoted rates are for 62<sup>nd</sup> IIGF, January, 2019 and will remain same for next fair 63<sup>rd</sup> IIGF scheduled to be held during July, 2019 for the aforesaid description of work on the same terms & conditions.**

SIGNATURE OF THE AUTHORIZED SIGNATORY  
OF THE AGENCY WITH SEAL

Date: