



# INTERNATIONAL GARMENT FAIR ASSOCIATION

NOTICE  
INVITING QUOTATION  
FOR

**“PROVIDING PRINTING SERVICES DURING 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),<br>International Garment Fair Association<br>c/o Apparel Export Promotion Council,<br>Apparel House, Sector-44 Institutional<br>Area, Gurgaon, Haryana-122003 |



## **INTERNATIONAL GARMENT FAIR ASSOCIATION**

### **NOTICE INVITING QUOTATION FOR**

**“PROVIDING PRINTING SERVICES 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”**

#### **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 **“PROVIDING PRINTING SERVICES 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 “PROVIDING PRINTING SERVICES 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

The following items are to be printed:-

| S. No. | Items to be printed                      | Nos. of copies                              | Type of Printing   | Remarks                           |
|--------|--|---|--------------------|-----------------------------------|
| 1      | Fair Guide                               | 2000  | offset             | Technical specification attached  |
| 2      | Flyer                                    | 3500  | Offset             | Technical specification attached  |
| 3      | Buyers/Buying agent Registration card    | 1000 each (Total 2000) Nos.                 | offset             | Sample available at Apparel House |
| 4      | Visitor's Guide Map                      | 2000  | offset             | Technical specification attached  |
| 5      | Scribal pad                              | 2000  | offset             | Technical specification attached  |
| 6      | Inauguration Card with envelopes         | 600 each                                    | Offset/Digital     | Technical specification attached  |
| 7      | Standees                                 | 10 ± 5                                      | Star Flex Printing | Sample Available at Apparel House |
| 8      | Printed Mailers (Post Cards)             | 750   | Offset             | Technical specification attached  |
| 9      | Posters with Poster tube                 | 1. Posters - 200 Nos.<br>2. Tubes - 100 nos | Offset             | Technical specification attached  |
| 10     | Lounge Coupon book Date wise - (Number)  | 3000  | Offset             | Technical specification attached  |
| 11     | Lunch Coupon book (Date Wise - numbered) | 3000  | Offset             | Technical specification attached  |
| 12.    | Popcorn Boxes                            | 3000  | Offset             | Technical specification attached  |

1. The last date of receipt of bid in a sealed envelope on or before 20.9.2018 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.

2. 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.
3. 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.
4. Conditional quotations are liable to be rejected.
5. IGFA reserves the right to reject or accept any or all application(s) without assigning any reason(s).
6. IGFA reserves the right to increase or decrease services in Quotation document.
7. IGFA reserves the right to hold the fairs at Delhi-NCR and requirements/services could be assessed accordingly.
8. 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.
9. The successful agency should submit the Copy of Registration with PF/ESI before award of Contract. In case of not registered/not applicable, the agency should submit an affidavit on Rs. 50/- stamp paper duly notarized indemnifying IGFA for non-applicability of PF/ESI and will be responsible for any claim lodged by concerned authority in future in respect of **INDIA INTERNATIONAL GARMENT FAIR (IIGF), 2019**.
10. The selected agency should not sublet the work in part or full to another agency.
11. There will be no escalation in the price during entire contract period.
12. The contract shall be terminated in respect of the followings:-
  - a. If, the service of the agency is not found satisfactory or the agency changes the rate of contract during the contract period.
  - b. 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.

13. The decision of the IGFA will be final and binding on the agency and no request will be entertained in any manner.
14. The losses to the IGFA which are directly attributable to the agency shall be deducted from the bills / adjusted from the performance guarantee.
15. The EMD/Performance guarantee of the successful bidder will be released after the conclusion of fair, once the final payment has been settled.
- 16. 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.
17. 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.
18. 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.
19. 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.
20. At any point of time, IGFA decided to shift the venue of organizing 63<sup>rd</sup> IIGF other than IEMML, 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.

### **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. Copy of the Balance sheet and profit and loss account showing average annual financial turnover of at least Rs. 20 lakhs during the last 3 years, ending 31st March, 2017.
2. Copies of the work orders evidencing that the agency has experience of at least 3 years of having successfully completed similar work of Providing Printing Services in the Fair/Exhibitions
3. Demand Draft for Rs. 10,000/- 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.
4. Photocopies License /Registration Certificate of the firm.
5. Signature of the bidder or his/her authorized signatory on each page.
6. Copy of PAN Card
7. Copy of GST Registration (ST - 2 forms)
8. The firm should be in a position to do the printing work on short notice as and when needed.
9. The Agency having own Printing Infrastructure fully equipped with latest technology.
10. The agency should have experience of at least 3 years of having successfully completed similar work of Providing Printing Services during important exhibitions/fairs.
11. The successful agency should submit the Copy of Registration with PF/ESI before award of Contract. In case of not registered/not applicable, the agency should submit an affidavit on Rs. 50/- stamp paper duly notarized indemnifying IGFA for non-applicability of PF/ESI and will be responsible for any claim lodged by concerned authority in future in respect of **INDIA INTERNATIONAL GARMENT FAIR (IIGF), 2019**.
12. IGFA can distribute the above printing jobs amongst more than one printer without assigning any reason.

**DISCLAIMER:**

This quotation is being issued by the IGFA for inviting bids for “**PROVIDING PRINTING SERVICE 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 :<br/>Designation :<br/>Mobile number :<br/>Fax Nos. :<br/>E-mail Address :</p>  |   |
| EARNEST Money Deposit (EMD)  | Demand Draft No. _____ dated _____ for Rs. 10,000/- (Rupees Twenty Five thousand only) drawn on favour of “International Garment Fair Association” 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> <p>(c) Have you or your constituent ever left</p> |   |

|   |        |
|---|--------|
| 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)<br>- Registration No. of the Firm<br>- PAN no.<br>- GST No.<br>- 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)   |        |
| Whether the agency having in-house requisite Infrastructure / Machines equipped with latest technology for printing the material in-house in  | 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 letters.

| 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 |
|------|---|---|--|--------------------------------------|
|      |   |   |  |                                      |
|      |   |   |  |                                      |
|      |   |   |  |                                      |

Volume of business done during the last three financial years (please submit documentary evidence) (Rs. in Lacs)

|   | 2015-16 | 2016-17 | 2017-18 |
|---|---------|---------|---------|
| <b>Details of annual financial turnover (gross)</b> |         |         |         |





## INTERNATIONAL GARMENT FAIR ASSOCIATION

### 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. | Items to be printed                         | Nos. of copies                         | Type of Printing   | Rate (Rs.) | Rate in words |
|--------|---|--|--|------------|---------------|
| 01     | Fair Guide                                  | 2000                                   | offset   |            |               |
| 02     | Flyer                                       | 3500                                   | Offset   |            |               |
| 03     | Buyers/Buying agent Registration card       | 1000 each (Total 2000) Nos.            | offset   |            |               |
| 04     | Visitor's Guide Map                         | 2000                                   | offset   |            |               |
| 05     | Scribal pad                                 | 2000                                   | offset   |            |               |
| 06     | Inauguration Card with envelopes            | 600 each                               | Offset/Digital<br>(Quote separately for offset and digital printing) |            |               |
| 07     | Standees                                    | 10 + 5                                 | Star Flex Printing   |            |               |
| 08     | Printed Mailers (Post Cards)                | 750                                    | Offset   |            |               |
| 09     | Posters with Poster tube                    | Posters - 200 Nos.<br>Tubes - 100 Nos. | Offset<br>(Quote rate separately for Posters and Tube)               |            |               |
| 10     | Lounge Coupon book<br>(Date wise - Number)  | 3000                                   | Offset   |            |               |
| 11     | Lunch Coupon book<br>(Date Wise - numbered) | 3000                                   | Offset   |            |               |
| 12.    | Popcorn Boxes                               | 3000                                   | Offset   |            |               |
|        | GST   |  |  |            |               |

**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:-