



INTERNATIONAL GARMENT FAIR ASSOCIATION

NOTICE
INVITING QUOTATION
FOR

“VISITOR’S REGISTRATION AND ISSUANCE OF PHOTO BADGES DURING 62nd & 63rd 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. 62nd and 63rd 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 **“VISITOR’S REGISTRATION AND ISSUANCE OF PHOTO BADGES DURING 62nd & 63rd 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 “VISITOR’S REGISTRATION AND ISSUANCE OF PHOTO BADGES DURING INDIA INTERNATIONAL GARMENT FAIR (IIGF)” will be valid upto 31st 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

- a) The agency's main task shall be Visitor's Registration and Issuance of photo Badges to the visiting buyers, buying agents, participants, services, press, Govt. officials, etc. during the 62nd and 63rd IIGF respectively.
- b) The agency must provide technical support on three days of the fair from 9.00 a.m. to 7.00 pm.
- c) The work should be undertaken under the supervision of IT Department of IGFA.
- d) To meet relevant IGFA officials to discuss their needs & to integrate in programme.
- e) To carry out/implement any other tasks as directed by IGFA.
- f) Upon conclusion of the fair, the agency should handover all the data to IGFA.
- g) Agency has to appoint Manpower for continued support and dedicated services during the fair.
- h) All Electrical / Battery supplies shall be energized all the time.
- i) Agency will use all good quality and latest equipments.
- j) The agency should provide Technicians to monitor & ensure the system is in perfect working order.
- k) To create software for providing Exhibitor and Visitor Registration services, as per our requirement in consultation with our IT department.
- l) For online and exhibitor registrations, the contractor shall prepare the photo badges and keep them ready for issue on site / delivery before the start of event.
- m) For onsite registrations, the agency shall provide the following:
 - i. **Setting-up of 06 nos. of Registration Kiosk at the area specified. (Locations of the Kiosk would be intimated at a later stage)**
 - ii. The agency will create a web page on cloud and the buyers data punched and scanned at each entry/exit counter should be sent to the server web page created by the agency.
 - iii. Each Kiosk to be managed by supportive staff for helping the guest for filling the form, Form Processing, printing of badge and Distribution
 - iv. The badge should be bar-coded.
 - v. The supportive staff stands next to the kiosk and would be responsible for collecting the visiting card of the guest for filling the requisite details in the format.
 - vi. These badges should be numberized.
 - vii. The visiting card should carry the same number for making the easy record.
 - viii. The agency shall submit registration detail with all the filled in boxes on a daily basis in a soft format.
 - ix. The agency shall also provide Barcode scanners along with manpower for reading the barcodes at various entry & exit points (Approx. 8 points).
 - x. The agency shall provide details of attendance of buyers recorded through barcode scanner on daily basis to the organizer.
 - xi. The agency shall provide the details of time spent by each sponsored buyers (hall wise) at the fair within a weeks' time after conclusion of the fair.
 - xii. To create and design photo badges for the following category:
 - a. Exhibitor
 - b. Buyer
 - c. Buying Agent
 - d. EC Members
 - e. Special Invitee
 - f. VIP
 - g. Press
 - h. Services
 - i. Organizer

The design of the photo badges would be provided by the organizers and all the badges under each category should have a serial number on the back side.

- xiii. 10000 photo badges are expected to be used during the event. The Organizer reserves the right to increase / decrease the quantities and shall give the design.
- xiv. The contractor shall provide data entry operators at Gurgaon office after conclusion of the fair to punch the complete data of buyers & Buying agents visited during the fair. The punching of buyers and buying agents' data should be completed within 3 days after the conclusion of the fair.
- xv. Each Badge under all categories should be Bar Coded and the Lanyard having **double lock facility** and the pouch cover should be of the highest quality. The copy of design of the lanyard and pouch is available at Apparel House, Gurgaon and vendor can visit to see the quality of lanyard and pouch at Apparel House, Gurgaon. Lanyard will be printed with text as provided by the Organizer.
- xvi. The agency has to quote rates to undertake the job on turnkey basis includes cost of setting-up of six kiosks, hardware, software, manpower, computer, printer, cartridges, printing of badges, printed lanyard with double lock, plastic pouch, bar coding, scanner, UPS, Laptops for scanner, etc. The tentative figure is 10000 nos. The tentative number of badges to be printed is as per following details:-

S. No.	Particulars	Quantity
01.	Buyers	2000
02.	Buying Agents	1000
03.	Media	250
04.	Organizer (PVC Badges)	100
05.	Special Invitee	800
06.	Participants	2500
07.	Temporary (Black & White colour)	1000
08.	Services	1300
09	EC Member (PVC badges)	100
10.	Temporary Passes (For Pre-fair days)	800
11.	VIP (PVC Badges)	200
	TOTAL	10000

- xvii. The agency would provide six kiosks along with proper stand for registration of buyers and buying agents.
- xviii. Each buyers and buying agents would fill themselves the Mandatory fields (fields to be given by IGFA) for generating their barcode badges.
- xix. The agency would provide one helper/ Assistant (Boy/Girl Guide) per kiosk to assist the buyers/buying agents in filling the requisite field, if required.
- xx. The kiosk should be installed on a proper stand and the height of the stand should be such that the buyers/buying agents can comfortably fill-in the while standing.
- xxi. The helper/Assistant present in each counter would direct the buyer to the printing area where they can collect their barcode passes.
- xxii. The official issuing the barcode passes to the buyer/buying agents would collect the business card of each individual buyer/buying agent before issuing their respective badges and put the same serial number on the visiting card. In case

the buyer/buying agents does not have any visiting card, then the official will generate the details after confirming that all fields are filled-up and given the running serial number.

- xxiii. Two counters with issuance of photo badge facility is to set-up at the Gate no. 12, IEML for three days i.e. 13 to 15 January, 2019 and 12 - 14 July, 2019 for issuance of photo badges to the labourers/helpers of various service providers, agencies and also labourer/helpers of the participants. This counter would be for three days only i.e. set-up days/moving days.
- xxiv. The agency has to sign a non-disclosure agreement with regard to Buyers Data.

PROCEDURE FOR SUBMISSION OF BIDS

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

- i. 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. 25 lakhs during the last 3 years, ending 31st March, 2018.
 - ii. Copies of the work orders evidencing that the agency has experience of at least 3 years of having successfully completed similar work of **VISITOR'S REGISTRATION AND ISSUANCE OF PHOTO BADGES** in the Fair/Exhibitions
1. Quotation Document can be downloaded from the website of IGFA www.indiaapparelfair.com
 2. Demand Draft for Rs. 25,000/- 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
 7. 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**.
 8. 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.

9. 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.
10. 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.
11. Conditional quotations are liable to be rejected.
12. IGFA reserves the right to reject or accept any or all application(s) without assigning any reason(s).
13. IGFA reserves the right to increase or decrease services in Quotation document.
14. IGFA reserves the right to hold the fairs at Delhi-NCR and requirements/ services could be assessed accordingly.
15. 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.
16. The selected agency should not sublet the work in part or full to another agency.
17. There will be no escalation in the price during entire contract period.
18. 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.
19. The decision of the IGFA will be final and binding on the agency and no request will be entertained in any manner.
20. The losses to the IGFA which are directly attributable to the agency shall be deducted from the bills / adjusted from the performance guarantee.
21. The EMD/Performance guarantee of the successful bidder will be released after the conclusion of 63rd IIGF, July, 2019 fair, once the final payment has been settled.

Penalty Clause:

22. For non-performance and on mid-way unilateral withdrawal from the assignment by the agency, the performance security deposit will be forfeited.

23. The proportionate penalty as decided by the Chairman, IGFA will be imposed and deducted from the final bill.
24. 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.
25. 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.
26. 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.
27. At any point of time, IGFA decided to shift the venue of organizing 63rd IIGF other than IEML, Greater Noida, IGFA has the right to go for inviting fresh quotation for 63rd IIGF. IGFA may also consider to re-negotiate the rates for 63rd IIGF with the vendor/agency selected for 62nd IIGF.

DISCLAIMER:

This quotation is being issued by the IGFA for inviting bids for **“VISITOR’S REGISTRATION AND ISSUANCE OF PHOTO BADGES DURING 62nd & 63rd 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 & 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. 25,000/- (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 the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.</p>	

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)	
Whether the agency has a software programme for the visitor's registration and issuance of photo badges?	Yes/No
Whether the agency has in-house unique number bar coding/QR Coding reading facility.	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

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

	2015-16	2016-17	2017-18
Details of annual financial turnover (gross)			



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FORMAT FOR SUBMISSION OF FINANCIAL QUOTATION

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

Description Of Work	Amount (Rs)
<p>“VISITOR’S REGISTRATION AND ISSUANCE OF PHOTO BADGES DURING 62nd & 63rd EDITION OF INDIA INTERNATIONAL GARMENT FAIR (IIGF) TO BE HELD FROM 16 - 18 JANUARY 2019 & 15 - 17 JULY 2019 RESPECTIVELY</p> <p>Cost for setting up 06 registration kiosks, UPS, printers & deployment of staff at registration counters, printing of 10000 photo badges with barcode numbers and serial number on each badges on the back side, cost of lanyards with double lock & pouches, providing staff and laptops for scanning of badges at entry/exit gates, setting-up of two counters for issuance of photo badge counter near the Gate for set-up/moving days etc. during 62nd and 63rd IIGF, January and July, 2019 respectively.</p> <p>GST</p> <p>Total Amount :</p>	<p>Rs. _____</p> <p>Rs. _____</p> <p>Rs. _____</p>

Amount in words
(Rupees _____)

The above quoted rates are for 62nd IIGF, January, 2019 and will remain same for next fair 63rd 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:-