



INTERNATIONAL GARMENT FAIR ASSOCIATION

NOTICE
INVITING QUOTATION
FOR

“PROVIDING FOOD & BEVERAGES (F&B) SERVICES DURING 60th EDITION OF INDIA INTERNATIONAL GARMENT FAIR (IIGF) TO BE HELD DURING JANUARY 2018”

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| Issue of Quotation & Document | 31.10.2017 |
| Last date & time for submission of Quotation | 13 November, 2017 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. 60th in the series is scheduled to be held from 17 - 19 January, 2018 (Hall Nos. 11, 12 & 12A) at Pragati Maidan, New Delhi.

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.

The rates quoted by the agency for “PROVIDING FOOD & BEVERAGES (F&B) SERVICES DURING INDIA INTERNATIONAL GARMENT FAIR (IIGF)” will be valid upto 31st January, 2018.

IGFA invites quotation from established agencies/firms (single entity) for **“PROVIDING FOOD & BEVERAGES (F&B) SERVICES DURING 60th EDITION OF INDIA INTERNATIONAL GARMENT FAIR (IIGF) TO BE HELD DURING JANUARY 2018”**

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 tender.

2. SPECIFICATION OF TASKS REQUIRED TO BE CARRIED OUT

The F&B Vendor needs to set-up an international standard cafeteria with the following specifications:

1. Adequate space with set-up would be provided by the organizer
2. The International Standard cafeteria shall be set-up by the F&B Vendor. Display tables for setting-up of cafeteria at various positions at the fair venue shall be arranged by the vendor of their own.
3. The round tables and chairs for the cafeteria in different Halls will be provided by the organizer.
4. The vendor will depute adequate trained manpower and support staff.
5. International quality snacks and beverages during non-lunch hours.
6. Operational throughout the shows from 9.30 AM to 6.30 PM and also for set-up days.
7. The vendor should bring at least 3/4 renowned brands (like Dominos Pizza/Pizza Hut, Costa Coffee/Cafe Coffee Day, KFC, Vaango, etc.), who would set-up their sale counter for the visiting buyers, participants, etc.
8. The brands should sell their products on the Maximum Retail Price available in the local market.
9. The agencies, who are not empanelled with ITPO, will have to bear the charges to be levied by ITPO for hiring of outside caterer. (Presently, the charges levied by ITPO for hiring outside caterer is Rs. 50,000/- + GST per day). Further, the agency will have to bear the charges for hiring of kitchen, electricity, water and gas.
10. Exhibitors and other trade visitors shall pay directly at cafeteria for packed lunch.
11. The coupons for retail sales would be printed by the organizer. However, the cost of printing shall be borne by the vendor.
12. All Food and Beverages products to be sold in cafeteria would be against the coupon printed by the organizer and the details of retail sale from each counter would be submitted to the representative of the Council deputed therein at the end of each day.
13. High Tea may be organized after inaugural function on 17th January, 2018. Please arrange to quote the rate for the High Tea as per menu of which is given at annexure 3.
14. The agency has to distribute mineral water to each participant of the fair, as per the distribution list to be provided by the organizer. This distribution would have to complete before lunch time on the first day of the fair.
15. The agency should sell all the products to the buyers, participants, organizer as per the rates approved by the organizer.
16. The vendor would also provide customized Packaged Drinking Water – 250 ml (IIGF customized of any well known brand like Aquafina, Kinley, Bisleri, Kingfisher etc.) for the participants/buyers. The requirement of bottles of 250 ml is approximately 45000 nos. These bottles are to be delivered at Pragati Maidan, New Delhi.

17. The last date of receipt of bid in a sealed envelope on or before **13.11.2017** 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 tender received through e-mail etc. would not be considered.
18. 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.
19. 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.
20. Conditional quotations are liable to be rejected.
21. IGFA reserves the right to reject or accept any or all application(s) without assigning any reason(s).
22. IGFA reserves the right to increase or decrease services in Tender document.
23. IGFA reserves the right to hold the fairs at Delhi-NCR and requirements/services could be assessed accordingly.
24. 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.
25. 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), JANUARY 2018**.
26. The selected agency should not sublet the work in part or full to another agency.
27. There will be no escalation in the price during entire contract period.
28. 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.
- c. The decision of the IGFA will be final and binding on the agency and no request will be entertained in any manner.

29. The losses to the IGFA which are directly attributable to the agency shall be deducted from the bills /adjusted from the performance guarantee.

30. The EMD/Performance guarantee of the successful bidder will be released after the conclusion of 60th IIGF, January,2018 fair, once the final payment has been settled.

31. 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.

32. 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 tender 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 tender.
- c) If the services of the Agency is not found satisfactory as per the terms & conditions of the tender.

35 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.

36 The agency should have their own equipments, utensils; crockery etc. along with a dedicated experienced team of Chefs / Cooks, no third party involvement should be allowed.

37 The agency should submit Self-attested copies of the following documents in respect of their Eating house/restaurant as per the requirement of ITPO along with the tender:-

- i. Delhi Fire Service Certificate
- ii. Health Trade Licence from MCD
- iii. ETHL from Delhi Police (Registration of Eating House)
- iv. Registration copy of Food Safety & Standard Acts

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. 25 lakhs during the last 3 years, ending 31st March, 2017. Balance sheet and profit and loss account to be enclosed along with application.
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 FOOD & BEVERAGES (F&B) SERVICES** in the Fair/Exhibitions.
3. Demand Draft for Rs. 50,000/- 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. Signature of the bidder or his/her authorized signatory on each page.

DISCLAIMER:

This quotation is being issued by the IGFA for inviting bids for “**PROVIDING FOOD & BEVERAGES (F&B) SERVICES DURING 60th EDITION OF INDIA INTERNATIONAL GARMENT FAIR (IIGF) TO BE HELD DURING JANUARY 2018**”. 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. 50,000/- (Rupees Fifty 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</p> | |

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| <p>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 | |
| <p>Statutory Details (photocopy to be attached)</p> <ul style="list-style-type: none"> - 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) | |
| <p>The agency would submit Self-attested copies of the following documents of their eating house/restaurant:-</p> <ul style="list-style-type: none"> i. Fire Service Certificate ii. Health Trade Licence from MCD iii. ETHL from Delhi Police (Registration of Eating House) i. Registration copy of Food Safety & Standard Acts | <p>Enclosed – Yes/No</p> <p>Enclosed – Yes/No</p> <p>Enclosed – Yes/No</p> <p>Enclosed – Yes/No</p> |
| If the agency is not empanelled with ITPO, it is agreed to bear the per day expenses to be levied by ITPO and also the charges for hiring of kitchen, electricity, water and gas. | Yes/No. |
| Tie-ups with renowned vendors like Pizza Hut, Dominos Pizza, Café Coffee day/Costa Coffee, Vaango, KFC etc. So that they can put-up stall at the fair venue. (To bring atleast 3/4 big brands) | Yes/No. If Yes, please specify the name of the vendors. |

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| Since the organizer provides the space on complementary basis, the percentage of commission to be given by the vendor to the organizer on retail sales. | |
| Whether agreed to bear the cost of printing of coupons for retail sales. (As per requirement of IGFA). | 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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Volume of business done during the last three financial years (please submit documentary evidence) (Rs. in Lacs)

| | 2014-15 | 2015-16 | 2016-17 |
|---|---------|---------|---------|
| Details of annual financial turnover (gross) | | | |

FORMAT FOR SUBMISSION OF FINANCIAL QUOTATION

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| Percentage of commission to be given by the vendor to the organizer on retail sales. | _____ % |
| Cost of customization of approx. 45000 nos. of packaged water bottles (250 ml) | Rs. _____ (Rupees _____) |

| S. No. | Items | Rates (Rs.) |
|--------|---|--------------------------------------|
| 1. | Hi-Tea (opening ceremony) (As per Annex – 3) (The organizer may organize High-Tea during inaugural function) | Veg. Rs. _____ Non-Veg. Rs. _____ |
| 2. | Water Dispensing Machine | |
| 3. | Disposable glass | |
| 4. | Water Jar (20 Ltrs.) (Kinley, Bisleri, Aquafina, King Fisher) | |
| 5. | Tea/Coffee vending Machine | |
| 6. | Tea packet (Taj Mahal) | |
| 7. | Coffee packet (Nescafe) | |
| 8. | Mineral water (One carton of 1 ltr. Bottle) (Either Bisleri, Kinley, King Fisher or Aquafina) | |
| 9. | Mineral water (One carton of 500 ml. Bottle) (Either Bisleri, Kinley, King Fisher or Aquafina) | |
| 10. | Mineral water (One carton of 250 ml. Bottle) (Either Bisleri, Kinley, King Fisher or Aquafina) | |
| 11. | Automatic vending machine for providing for cold drinks / wafers per machine/day | |
| 12. | Tea/coffee/Cold Drink/Juice with cookies at Chairman's lounge | |
| 13. | Packed Lunch (Veg.) (As per Annex- 2) | |

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| 14. | Packed Lunch (Non Veg.) (As per Annex- 2) | |
| 15. | Tea | |
| 16. | Coffee | |
| 17. | Cold drink (can) | |
| 18. | Burger (Veg) | |
| 19. | Burger (Non Veg) | |
| 20. | Pizza (Veg) | |
| 21. | Pizza (Non Veg) | |
| 22. | Hot dog (Veg) | |
| 23. | Hot dog (Non veg) | |
| 24. | Sandwich (Veg) | |
| 25. | Sandwich (Non Veg) | |
| 26. | Hyderabadi Mutton Biryani with gravy | |
| 27. | Hyderabadi Veg Biryani | |
| 28. | Paneer Roll | |
| 29. | Kathi Kabab (Veg) | |
| 30. | Kathi Kabab (Non Veg) | |
| 31. | Grilled Sandwich (Veg.) | |
| 32. | Grilled Sandwich (Non Veg.) | |
| 33. | Mineral Water (1 ltr. Bottle) | |
| 34. | Mineral Water (500 ml. Bottle) | |
| 35. | Packed Juices (1 litre) | |
| 36. | Service Charge GST (if any, Please specify %) | |
| | | |

Date:

SIGNATURE OF THE AUTHORIZED SIGNATORY
OF THE AGENCY WITH SEAL

Menu for Non Veg. Packed Lunch

One non veg item

Two veg. items (one Paneer item)

Dal Makhni

Rice

Salad

Two Paranthas

Kala Jamun

Pickles

Spoon

Tissue paper

Menu for Veg. Packed Lunch

Two veg. items (one Paneer item)

Dal Makhni

Rice

Salad

Two Paranthas

Kala Jamun

Pickles

Spoon

Tissue paper

For VIP Lounge-Non Veg High Tea (Opening Ceremony)

TEA / COFFEE

BEVERAGES

Mineral Water (In Glass)

Soft Drink (Limca/Fanta/Coke)/Juice

SNACKS

Dhokla

Fish Fingers

Chicken Nuggets

Shami Kabab

Veg. Seekh kabab

Veg. Sandwich

Assorted Pakora (Onion, Palak, Paneer, Aloo, Gobhi)

DESSERT

Mix Pastry (Pineapple/Chocolate)

Kala Jamun

For VIP Lounge- Veg (Opening Ceremony)

TEA / COFFEE

BEVERAGES

Mineral Water (In Glass)

Soft Drink (Limca/Fanta/Coke)/Juice

SNACKS

Dhokla

Jumbo Bread Veg. Sandwich

Cocktail Samosa

Paneer Finger

Assorted Pakora (Onion, Palak, Paneer, Aloo, Gobhi)

Veg Spring Roll

Veg Shami Kabab

DESSERT

Mix Pastry (Pineapple/Chocolate)

Kala Jamun