



# INTERNATIONAL GARMENT FAIR ASSOCIATION

NOTICE  
INVITING QUOTATION  
FOR

**“COORDINATING AGENCY FOR MALE/FEMALE GUIDES DURING 60<sup>th</sup> EDITION OF INDIA INTERNATIONAL GARMENT FAIR (IIGF) TO BE HELD DURING 2018”**

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



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## NOTICE INVITING QUOTATION FOR “COORDINATING AGENCY FOR MALE/FEMALE GUIDES DURING 60<sup>TH</sup> EDITION OF INDIA INTERNATIONAL GARMENT FAIR (IIGF) TO BE HELD DURING JANUARY 2018”

### 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. 60<sup>th</sup> 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 “COORDINATING AGENCY FOR MALE/FEMALE GUIDES DURING INDIA INTERNATIONAL GARMENT FAIR (IIGF)” will be valid upto 31<sup>st</sup> January, 2018.**

IGFA invites quotation from established agencies/firms (single entity) for “COORDINATING AGENCY FOR MALE/FEMALE GUIDES DURING 60<sup>th</sup> 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 quotation.

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

1. To be stationed at the point of duty assigned with the officials of organiser.
2. Should know about the layout and the location of inaugural area, press conference area, buyers' lunch area, fair secretariat, medical room, VIP/buyers lounges, protocol office, business centre, timing of fair etc.
3. To collect the Response Form and Exit passes, duly filled-in from the participants and also return the Exit passes to the participants after countersigned by the IGFA officials.
4. To make kits for the buyers and buying agents at the Fair Secretariat.
5. To receive and note the complaints of the participants and inform the same to the stall contractor/other agencies for rectification.
6. Should know about the shuttle routes and timing of shuttles leaving from official hotels and venue
7. To assist and follow the instructions of organiser officials given from time to time
8. The organizer would not provide any food and transportation to the agency for transfer of Male/Female Hostesses.
9. IGFA has right to divide the work of providing males/females guides between 2/3 agencies without assigning any reason.

### **Essential qualities of a Female/Male Guide**

|                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Should be able to communicate in English fluently and preferably also in Hindi. Good communication skills are required for the job.                                                                                                        |
| 2. Must be committed, sincere and punctual to his/her job.                                                                                                                                                                                    |
| 3. Should be courteous, soft spoken                                                                                                                                                                                                           |
| 4. Should not get into any argument with any exhibitor/visitor and should be able to handle the situation with ease in the event of any crisis.                                                                                               |
| 5. Should not form groups with their friends or Chit-chat during the exhibition hours.                                                                                                                                                        |
| 6. Must avoid taking personal calls on their Mobile Phones, except on emergency.                                                                                                                                                              |
| 7. Must adhere to time and report at the exhibition site by 09.00 am and can leave after 07.00 pm                                                                                                                                             |
| 8. All temp staff to have phone mobile nos.                                                                                                                                                                                                   |
| 9. Female hostess should wear saree to be provided by the organizer and the Male Guides should wear White Shirt and Black pant of their own.                                                                                                  |
| 10. There would be no change in male and female guides selected by the organizers. In case of emergency, the same would be intimated to the organizers well in advance and after obtaining approval, an immediate substitute may be provided. |
| 11. The sarees, duly dry cleaned and pressed, are to be returned to the organizer at the time of submission of bill. Otherwise the cost of the same would be deducted from the final bill.                                                    |
| 12. There would be no change in male and female guides selected by the organizers. In case of emergency, the same would be intimated to the organizers well in advance and after obtaining approval, an immediate substitute may be provided. |

- I. 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 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 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), 2018**.
- X. The selected agency should not sublet the work in part or full to another agency.
- XI. There will be no escalation in the price during entire contract period.
- XII. 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.

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

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

**XV. 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.

XVI. 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.

**XVII.** 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.

**PROCEDURE FOR SUBMISSION OF BIDS**

The agency qualifying the eligibility criteria shall submit the quotation in two separate covers, as follows:-

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 PROVIDING MALE/FEMALE GUIDES in the Fair/Exhibitions
2. Demand Draft for Rs. 15,000/- 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

**DISCLAIMER:**

This quotation is being issued by the IGFA for inviting bids for “**COORDINATING AGENCY FOR MALE/FEMALE GUIDES DURING 60<sup>th</sup> 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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2018"**

|                                                                                                                                                                                                                                                                                             |                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. 15,000/- (Rupees Fifteen 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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| thereof?<br>(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)<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)                                                                                                                                                                                             |  |
| Profile of Male/Female with their qualification and photographs                                                                                                                                                                                                                         |  |

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



## FORMAT FOR SUBMISSION OF FINANCIAL QUOTATION

| Sr. No. | Description                                   | Rates per 10 hour shift<br>(9.00 AM to 07.00PM)<br>(In Rs.) | Rate in Words |
|---------|-----------------------------------------------|-------------------------------------------------------------|---------------|
| 1.      | Female Hostesses                              |                                                             |               |
| 2.      | Male Host                                     |                                                             |               |
| 3.      | Extra hour (per hour rate) for Female hostess |                                                             |               |
| 4.      | Extra hour (per hour rate) for Male host      |                                                             |               |
| 5.      | Taxes/GST (if any) - Please specify           |                                                             |               |

Date:

SIGNATURE OF THE AUTHORIZED SIGNATORY  
OF THE AGENCY WITH SEAL