



INTERNATIONAL GARMENT FAIR ASSOCIATION

NOTICE
INVITING QUOTATION
FOR

"OFFICIAL HOTELS FOR 60th EDITION OF INDIA INTERNATIONAL GARMENT FAIR (IIGF) TO BE HELD DURING JANUARY, 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), 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 “OFFICIAL HOTELS FOR 60th EDITION OF INDIA INTERNATIONAL GARMENT FAIR (IIGF) TO BE HELD DURING JANUARY, 2018” will be valid upto 31st January, 2018.

IGFA invites quotation from Five star hotels for “OFFICIAL HOTELS FOR 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 QUOTATION.

2. SPECIFICATION OF TASKS REQUIRED TO BE CARRIED OUT

1. IGFA would be providing only lodging to the visiting buyers for three nights only. Any other incidentals would be paid by the Guest to the hotel directly. IGFA

is not responsible for this payment.

2. The official hotel would provide pick-up and drop facility for the visiting buyers from the airport as and when required on individual basis.
3. The official hotel would provide pick-up and drop facility to in-house guests to the venue on all the three days of the fair.
4. The rates should inclusive of breakfast and one cocktail dinner for the in-house guests and IGFA members for either first or second day of the fair, pick-up drop from airport and venue. The cocktail should strictly for the in house buyers and IGFA officials and it should be strictly by invitation only. The hotel should finalize the dates in consultation with IGFA. The hotel has to give printed invitation on their letterhead and the total number of invitation sent may be informed to IGFA well in advance.
5. The hotel should transfer the buyers from the hotel to the venue and vice versa in Luxury buses.
6. The Hotel would provide a dedicated area in the lobby of the hotel from 16 - 19 January, 2018 for setting-up a help desk and a place to keep one standee promoting the fair.
7. The quotation should be for 100 rooms - check-in 16th January, 2018 and check-out - 19th January, 2018 (three nights). The room tariff and facilities would remain the same even if IGFA books less/more than 100 rooms.
8. Wi-Fi shall be provided to in house guest on complimentary basis on three days of stay.
9. The room Rate - Single Room and Double Room should be Per Night Inclusive of all Taxes and it would a uniform tariff for both categories of rooms.
10. The official hotel should provide number of Upgrades offered to Club room / Suite.
11. Complimentary rooms to be provided to IGFA.
12. If any guest's pre/over stays with the hotel, the negotiated rates with the above conditions as agreed upon shall be extended to the guest on direct charge basis.
13. If a lower rate than given to IGFA is offered to anybody else, then the same rate will apply to IGFA booking.
14. All other items of personal in nature such as room service, laundry, telephone, tips, use of business centre are to be paid by the guest directly as IGFA will only be responsible for the payment for the room (only lodging).
15. Billing Instructions - all the bills are to be made in the name of International Garment Fair Association and would be submitted with all supporting documents. The bills are to be raised after the departure of the last guest.
16. Under the conditions of force Majeure which also include war, strike, lockout, closure, riot, storm, cyclone, earthquake or any other natural calamities and other events & decisions beyond the control of the Organizer, the Organizer reserve the right to alter the to cancel the entire contract.
17. No retention charges/cancellation charges would be paid by IGFA at any point of time.
18. To provide the copies of Passport of Buyers/Buying Agents stayed in their respective Hotels under RBSM.
19. The Hotel will ensure that only in-house guests and IGFA officials would be present in the Gala Dinner hosted by the respective hotels.
20. The Hotel should ensure that the Credit Card swap obtain from the Guests at the time of check-in to be cleared after obtaining the NOC from IGFA, which is

mandatory.

21. 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.
22. 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.
23. 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.
24. Conditional quotations are liable to be rejected.
25. IGFA reserves the right to reject or accept any or all application(s) without assigning any reason(s).
26. IGFA reserves the right to increase or decrease services in QUOTATION document.
27. IGFA reserves the right to hold the fairs at Delhi-NCR and requirements/services could be assessed accordingly.
28. 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.
29. The selected hotel should not sublet the work in part or full to another agency.
30. There will be no escalation in the price during entire contract period.
31. The contract shall be terminated in respect of the followings:-
 - a. If, the service of the hotel is not found satisfactory or the agency changes the rate of contract during the contract period.
 - b. In case the hotel 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.
32. The decision of the IGFA will be final and binding on the agency and no request will be entertained in any manner.
33. The losses to the IGFA which are directly attributable to the hotel shall be deducted from the bills /adjusted from the performance guarantee.
34. The EMD/Performance guarantee of the successful bidder will be released after the conclusion of the fair, once the final payment has been settled.

Penalty Clause:

35. For non-performance and on mid-way unilateral withdrawal from the assignment by the hotel, the performance security deposit will be forfeited.
36. The proportionate penalty as decided by the Chairman, IGFA will be imposed and deducted from the final bill.
37. The EMD/Performance Guarantee shall be forfeited by the IGFA in case:
 - a. The hotel who has submitted the quotation withdraws their offer during the period of Quotation validity.
 - b. After opening of quotation, the hotel 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.
38. 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 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. 100 lakhs during the last 3 years, ending 31st March, 2017.
2. Copies of the work orders evidencing that the Hotel has experience of at least 3 years of having successfully completed similar work of OFFICIAL HOTELS in the Fair/Exhibitions
3. Demand Draft for Rs. 50,000/- towards EMD in favour of “**Apparel Export Promotion Council**” payable at **Gurgaon, Haryana**.
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
8. The hotel should be within the radius of 5 km. from Pragati Maidan, New Delhi.
9. The average annual financial turnover during the last 3 years, ending 31st March, 2017, should be at least Rs. 100 lakhs. Balance sheet and profit and loss account to be enclosed along with application.
10. The Hotel should have experience of at least 3 years of having successfully undertaken similar work as Official Hotels for important events (fairs/exhibitions) during last 3 years.
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), 2016**.

DISCLAIMER:

This quotation is being issued by the IGFA for inviting bids for **“OFFICIAL HOTEL OF 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 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 hotel would provide venue pick-up and drop on all the three days in a Luxury Bus.	Yes/No
Whether the hotel would provide both way airport transfers on individual basis.	Yes/No
Whether complimentary breakfast and one cocktail night is being provided by the hotel.	Yes/No
Number of complimentary rooms to be provided by the hotel.	
Wi-Fi to in-house guests for three days on complimentary basis	Yes/No
Number of upgrades to be provide by the hotel	
Distance of the Hotel from Pragati Maidan	

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)

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

FORMAT FOR SUBMISSION OF FINANCIAL QUOTATION FOR OFFICIAL HOTEL

Description	Amount Inclusive of Taxes/GST (Rs.)	
Room Rate - Single Room and Double Room Per Night Inclusive of all Taxes + Breakfast + airport transfer (both way) + venue transfer (both way) + one Cocktail night + Wi-Fi for in-house buyers & IGFA members Please quote a uniform tariff for both category of rooms i.e. Single and Double	Single Room	Double Room
	(Rupees _____)	(Rupees _____)
Additional Facilities at discounted or complimentary basis which the hotel can offer		
Number of Upgrades offered to Club room / Suite complimentary rooms to be provided		
Number of Complimentary rooms to be provided		
Validity of Complimentary rooms	6 months 1 year	

SIGNATURE OF THE AUTHORIZED SIGNATORY
OF THE AGENCY WITH SEAL

Date: