



# INTERNATIONAL GARMENT FAIR ASSOCIATION

## NOTICE FOR

### INVITING QUOTATION

**“PROVIDING PEST CONTROL SERVICES DURING 60<sup>th</sup> 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



## **INTERNATIONAL GARMENT FAIR ASSOCIATION**

### **NOTICE INVITING QUOTATION FOR “PROVIDING PEST CONTROL SERVICES 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 “PROVIDING PEST CONTROL SERVICES 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 **“PROVIDING PEST CONTROL SERVICES 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. Pest Control treatment shall be required at the site from 2 days prior to the fair and during fair days.
2. The treatment should cover entire fair venue and surrounding areas with chemical powder and spray which are as per approved safety norms.
3. The agency shall ensure the control of Flies, Mosquitoes, Cockroaches, Crawling insects and other insects etc. in the halls during the Fair.
4. Adequate personnel to be deployed on the fair venue from the commencement of the fair with necessary spray and other equipments i.e. from 15<sup>th</sup> – 19<sup>th</sup> January, 2018.
5. The Agency shall also be required to install 9 Fly catching machines and operate two Fly catching rackets each in all Halls.
6. In addition, fogging shall be required in and around Halls from 2 days prior to the fair and during the fair days.
7. **General Pest Control/Anti Termite** which includes eradication of Cockroaches, Mosquitoes, Flies, Lizards, Termite etc through permitted insecticides as per Government of India and WHO norms. The Pest control should cover all the places like washrooms, corners of the halls, spray under the tables, chairs , on all staircases, on all toilets drain ducts, on all pantry rooms, in all stores and any hidden space under the furniture and should leave no space unattended.
8. You would depute one responsible person at the fair venue who would be available from 7.00 AM to 7.00 PM on all five days of the fair. Further, this person should be available on 24 hours basis through mobile before and during the fair days. The name of the person with mobile number should be intimated to us one week prior to each fair. The name of the person who would be in touch with you from our side would be intimated to you in due course of the time.
9. Quoted rates should be free from any pre-conditions regarding payments etc. or otherwise offers are liable to be rejected.
10. The selected agency should not sublet the work in part or full to another agency.
11. The chemical / pesticide used shall be odorless and of reputed manufacture as per norms of Govt. of India certification. It should also be approved by the pest control Association for its effectiveness and safety to human beings in closed and

Air conditioned environment.

12.

13. The organizer will have the right to inspect the quality of work/type of equipment to be used for rendering the service. The pest control treatment shall be done in the presence & to the satisfaction of the official authorized for this purpose.
14. Necessary treatment has to be done on daily basis during the fair and also whenever asked for and the contractor will be responsible for removal of any dead rats and other pests.
15. The pesticides, etc. used for pest/rodent control, should not have adverse impacts on human health.

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### 3. 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 copies of the work orders evidencing that the agency has experience of at least 3 years of having successfully completed similar work of providing PEST CONTROL Services in the Fair/Exhibitions.
2. Quotation Document can be downloaded from the website of IGFA [www.indiaapparelfair.com](http://www.indiaapparelfair.com)
3. Demand Draft for Rs. 5,000/- 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
8. 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.
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.

c. The decision of the IGFA will be final and binding on the agency and no request will be entertained in any manner.

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

20. 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.

**21. 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.

22. 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.

23. 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.

**DISCLAIMER:**

This quotation is being issued by the IGFA for inviting bids for **“PROVIDING PEST CONTROL SERVICES DURING 60<sup>th</sup> EDITION OF INDIA INTERNATIONAL GARMENT**

**FAIR (IIGF) TO BE HELD DURING JANAUARY-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)	
COMPLETE POSTAL ADDRESS OF THE BIDDER WITH PHONE NO, FAX NO & E-MAIL ADDRESS (as per Registration Certificate)  Details of the Contact Person: Name : Designation : Mobile number : Fax Nos. : E-mail Address :	
EARNEST Money Deposit (EMD)	Demand Draft No. _____ dated _____ for Rs. 5000/- (Rupees Five Thousand only) drawn on favour of “International Garment Fair Association ” payable at Gurgaon
Name of the Company/ Firm and Complete registered address (a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) (b) Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason	



thereof? (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) - 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 its own pest control equipments?	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

**FORMAT FOR SUBMISSION OF FINANCIAL QUOTATION**

Description Of Work	Amount (Rs.)
<p>Total Cost</p> <ul style="list-style-type: none"> <li>• Pest Control treatment shall be required at the site for 5 days for Hall nos. 11 to 12A for January, 2017 fair.</li> <li>• The treatment should cover whole fair venue and surrounding areas with chemical powder and spray which are as per approved safety norms.</li> <li>• The control of Flies, Mosquitoes, Cockroaches, Crawling insects and other insects etc. in the halls during the Fair.</li> <li>• Adequate personnel to be deployed on the fair venue from the commencement of the fair with necessary spray and other equipments.</li> <li>• Installation of 9 Fly catching machines and two Fly catching rackets each in all Halls.</li> </ul> <p>Taxes/GST (If any)</p> <p>1. Total cost incl. Taxes</p>	<p>Rs. _____</p> <p>Rs. _____</p>

**Amount in words**  
**(Rupees \_\_\_\_\_)**

Date:

SIGNATURE OF THE AUTHORISED SIGNATORY  
 OF THE AGENCY WITH SEAL

