



INTERNATIONAL GARMENT FAIR ASSOCIATION

NOTICE INVITING QUOTATION FOR

“PROVIDING TRAVEL/HOSPITALITY SERVICES DURING 60th EDITION OF INDIA INTERNATIONAL GARMENT FAIR (IGF) 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 “PROVIDING TRAVEL/HOSPITALITY 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 TRAVEL/HOSPITALITY 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 quotations, 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 scope of the project includes following works for Travel/Hospitality services:-

1. Adequate space with set-up would be provided by the organizer at the official hotels.
2. The help/travel desk would be set-up in the lobby area/designated places in the official hotels and needs to be manned 24 x 7 from 16 - 19 January, 2018. There would be two official hotels for this fair.
3. Adequate manpower and support staff for helpdesk at official hotels (2 officials per counter per hotel – two official hotels for 4 days)
4. Will co-ordinate with relate to buyer pick-up/drop from airport to hotel and vice versa during their stay in India.
5. Will co-ordinate with relate to drop/pick up from hotel to the venue and vice versa.
6. There should be one coordinator per bus – i.e. bus plying between official hotels to venue and vice versa (approximate 8 buses in respect of all hotels)
7. Needs to co-ordinate with the official transporters of the fair for drop/pick-up from the hotel to the venue and back to hotel after the fair is over.
8. The coordinator should take attendance of the buyers and submit the same at the fair secretariat.
9. All the officials on duty should be well- dressed, well behaved and should be well conversant in handling international buyers.
10. The help desk would also co-ordinate with the hotel authorities and helps the buyers in check-in and check-out during their visit to India.
11. One Senior Official would be available who would be co-ordinating all the official hotels and also available at the fair ground for proper co-ordination.
12. The officials who would be deputed at these official hotels and senior officials would come to IGFA office at Gurgaon for a briefing meeting 2/3 days prior of the each fairs.
13. Will set-up a counter in the fair venue (the space would be provided by the Organizer) for felicitating the buyers/participants with regard to arrangement of taxies, local sightseeing etc. The payment in this respect would be made directly by the client to you and Organizer would not be responsible for any payment in this regard.
14. The selected Agency should collect the photocopies of Passport of each and every Buyers/Buying Agents check-in in their respective Hotels and the same should be handed over to the IGFA Official deputed in the said Hotel.
15. Any other job assigned from time to time during the course of the fair related to co-ordination with the buyer. For any change in activity, the agency would take prior approval of the organizer before its implementation.
16. The last date of receipt of quotation 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.

17. The EMDs of the unsuccessful agencies 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.
18. 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.
19. Conditional quotations are liable to be rejected.
20. IGFA reserves the right to reject or accept any or all application(s) without assigning any reason(s).
21. IGFA reserves the right to increase or decrease services in Tender document.
22. IGFA reserves the right to hold the fairs at Delhi-NCR and requirements/services could be assessed accordingly.
23. 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.
24. The selected agency should not sublet the work in part or full to another agency.
25. There will be no escalation in the price during entire contract period.
26. 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.
27. The losses to the IGFA which are directly attributable to the agency shall be deducted from the bills /adjusted from the performance guarantee.
28. The EMD/Performance guarantee of the successful agency will be released after the conclusion of 60th IIGF, January, 2018 fair, once the final payment has been settled.

29. **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.

30. 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.

31. 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 QUOTATIONS

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. 15 lakhs during the last 3 years, ending 31st March, 2017.
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 TRAVEL / HOSPITALITY SERVICES in the Fair/Exhibitions
3. 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.
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 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**.

DISCLAIMER:

This quotation is being issued by the IGFA for inviting quotations for **“PROVIDING TRAVEL/HOSPITALITY 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)	
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. 25,000/- (Rupees Twenty 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)	

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
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Details of annual financial turnover (gross)			
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FORMAT FOR SUBMISSION OF FINANCIAL QUOTATION

Description Of Work	Amount (Rs.)
<p>For providing Travel & Hospitality services to the visiting buyers during 60th IIGF for two Official hotels:-</p> <p>1. Rate</p> <p>2. Taxes/GST</p> <p>3. Total Cost (incl. tax/GST)</p>	<p>Rs. _____</p> <p>Rs. _____</p> <p>Rs. _____</p>

Amount in words
(Rupees _____)

Date:

SIGNATURE OF THE AUTHORIZED SIGNATORY
OF THE AGENCY WITH SEAL