

Sub: Quotation for Security Services at Auto Ancillary Show, Pune  
25-28, October 2013, Auto Cluster Exhibition Complex, PCMC, Pune.

India Trade Promotion Organisation, Jhansi Castle, 7 Cooperage Road, Mumbai, invites sealed quotations from Security Agencies for providing Security guards during the above fair. The fair will have auto components and machinery on display.

Security arrangements are required round the clock during the show at Auto Cluster Exhibition Complex, from 23.10.13 to 29.10.13. Tentative requirement of security guards and security supervisors are as under :

Date	Day shift 8 AM TO 8 PM		Night Shift 8 PM to 8 AM	
	Security Guards	Security Supervisor	Security Guards	Security Supervisor
23.10.13	2	-	2	-
24.10.13	2	-	2	-
25.10.13	6	1	2	-
26.10.13	6	1	2	-
27.10.13	6	1	2	-
28.10.13	6	1	2	-
29.10.13	2	-	2	-

(Out of the above 6 guards deployed during day shift, two guards should be Lady Guards for frisking women delegates / visitors. Lady Guards are **NOT** required for night shift.)

**Additional Requirements :**

Door Frame Metal detectors – 1 no.

Hand held metal detectors – 2 nos.

CCTV system with monitors :

Cameras Outdoor : 2 – PTZ ( PAN, Tilt, Zoom)

Cameras Indoor : 1- PTZ, 2- Dome

Monitors : 2 with dedicated personnel to monitor.

Sufficient video storage capacity for 7 days of recording & storage.

After the event is over, the video recording to be provided in DVDs for records and use by ITPO.

Security Personnel should be smart, agile, be well dressed in uniform and have an experience of at least 3 years. The number of Security guards may increase or decrease depending on the actual requirement. Kindly quote your rate per security Guard/Supervisor as specified and as per format.

Complete responsibility for salary / benefits / dues / miscellaneous requirements of guards/supervisor will be with the Agency.

The right of final acceptance of the tender is entirely vested with ITPO. ITPO reserves the right to accept or reject any or all of the tenders in full or in parts, without assigning any reason whatsoever. There is not obligation on the part of ITPO to communicate with rejected Bidders. After acceptance of the tender by ITPO, the Bidder shall have no right to withdraw his tender, or claim higher price. ITPO reserves the right to cancel any or all tenders and its decision will be final.

**Earnest Money payable by DD : Rs.5000.00**

(DD payable to India Trade Promotion Organisation) at Mumbai.

Last date for submission of sealed quotation : Quotation on Company's letter head duly signed and stamped by the authorised signatory may be sent to ITPO on or before Aug. 5<sup>th</sup>2013 by 12.00 PM in sealed cover specifying name of the job on top of the envelope along with Earnest Money Deposit (EMD) at the address below :

Regional Manager, ITPO  
3<sup>rd</sup> floor, Jhansi Castle  
7 Cooperage Road,  
Mumbai 400 001  
Email:itpo@itpomumbai.com

Opening: Aug. 5<sup>th</sup> 2013 at 1.00 pm in the presence of the agencies who wish to be present. Quotation received without EMD will be rejected. Their rates will not be considered.

( A. H. Shaikh)  
Sr. Manager

Board Duties for the Security Agency :

1. Man and Control entry points to the exhibition complex, exhibition halls and parking lots.
2. Ensure smooth and orderly entry/parking/exit for vehicles.
3. Ensure personnel with requisite badges only are allowed entry to the exhibition and seminar hall.
4. Prevent unauthorised entry.
5. Co-ordinate with fire department/fire personnel in case of any need.
6. Crowd control etc.
7. The metal detectors will be operated and maintained by Agency's Security Staff and no Additional staff will be hired for operating these equipment.
8. Mounting, connecting, manning and monitoring CCTV system with monitors.

**Quotation Format**

Rates per guard per shift per day (as specified)	Rs.....
Rate per supervisor per shift per day (as specified)	Rs.....
Charges for hire of hand held metal detector/ pc./day basis	Rs.....
Charges for hire of door frame metal detector/ pc./day basis	Rs.....
Charges for hire of Wireless sets (1km. Range) / pc./day basis	Rs.....
CCTV charges for mounting, connecting, manning and monitoring CCTV system for entire period, as per specifications listed in the tender.	Rs.....

EMD: Pay Order / Draft No..... dated..... Amount.....  
(Rupees.....)  
Bank Name : .....

Signature:.....

Name:.....

Designation :.....

Company Seal :

Company Name .....

