

INDIA TRADE PROMOTION ORGANISATION
Regional Office (Kolkata)

ITPO/KOL/IILF 2018/2018

Date : 15/01/2018

Tender for the work of : Provision of Security Personnels for security arrangements for 23rd India International Leather Fair, February 26th – 28th 2018 and 24th India International Leather Fair(IILF) in the year 2019 in Kolkata.

The Senior Manager, India Trade Promotion Organisation , Vanijay Bhawan 1/1, Wood Street, at Kolkata-700 016 invites sealed quotation for Security arrangement during the above fair.

The fair will have leather and leather related products and machineries on display.

Security arrangements are required round the clock for 3 days and 3 nights commencing from 8.00 pm on 25/02/2018 and 8.00 pm on 28/02/2018. Tentative requirement of security guards and security supervisors are as below :

Date	Day 8.00 AM to 8.00 PM		Night 8.00 PM to 8.00 AM	
	Security Guard	Security Supervisor	Security Guard	Security Supervisor
25.02.2018	-	-	02	02
26.02.2018	08	02	02	02
27.02.2018	08	02	02	02
28.02.2018	08	02	-	-
Total	24	06	06	06

Total Security Guards 30 nos. and total Security Supervisors 12 nos. The arrangements will be made on 12 hours basis. The number of Security guards may increase or decrease depending on the actual requirement. The agency may confirm whether they have followed the minimum wages act. ***The rates may be quoted excluding GST if any.***

Last date for submission of quotation: Quotation on company's letter head duly signed and stamped by the authorised signatory may be sent to us **on or before 30/01/2018 by 12.00 O'clock** in sealed cover specifying name of the job on top of the envelope at the following address :

Senior Manager
India Trade Promotion Organisation
Vanijay Bhawan
5th Floor, 1/1, Wood Street,
Kolkata-700 016
Ph : 033-2282 2904/5820 Fax : 033-2282 8269
Email : itpocal@cal3.vsnl.net.in

Opening : 30/01/2018 at 3.30 pm in the presence of the agencies who wish to be present.

ITPO reserves the right to award the job to any supplier irrespective of the lowest quotation.

Note : The Security Agencies in Kolkata City region will only be considered.