

INDIA TRADE PROMOTION ORGANISATION  
CHENNAI REGIONAL OFFICE

.....

No.ROC/IILF 2016/2015

Date: 16.09.2015

**INVITATION FOR QUOTATION**

The Senior Manager, Regional Office, India Trade Promotion Organisation, Raja Annamalai Building, II Floor, 72, Rukmani Lakshmi pathi Road, Egmore, Chennai 600 008 on behalf of the Chairman-cum-Managing Director of ITPO, Pragati Maidan, New Delhi invites item-wise quotations for the following works / services pertaining to India International Leather Fair and other ITPO fairs during the year **2016 & 2017** at Chennai Trade Centre, Nandambakkam, Chennai from reputed agencies up to **3.00 PM** on **07.10.2015** which will be opened by the authorized representative(s) on the same day at **3.30 PM** i.e. **07.10.2015**.

S.No.	Description	Estimated Cost (Rs.)	E.M.D. (Rs.)	Cost of Tender (Rs.)
1	Computerized Registration of Business Visitors	2,50,000/-	6,250/-	100/-
2	Transport Services on hiring basis	2,00,000/-	5,000/-	100/-
3	Printing of Fair Guide, Registration form, inauguration cards with envelopes, badges, plastic pouches, tickets, receipts, fliers etc.	4,00,000/-	10,000/-	100/-
4	Providing Security Services	2,50,000/-	6,250/-	100/-
5	Hiring of Photography & Videography services	50,000/-	1,250/-	100/-

**The selected contractors are requested to submit the details of ECR Challan for PF deductions for the workmen engaging for their work.**

Earnest Money by Bank Draft favouring 'India Trade Promotion Organisation, Chennai' to be sent to the undersigned along with the Quotations in the prescribed format. A copy of Income Tax Clearance Certificate may be attached with the quotation. The period of sale of tender documents is kept from 11.00 AM to 3.00 PM on all working days from 16.09.2015 to 07.10.2015. The quotations WITHOUT Earnest Money in the aforesaid manner shall be summarily rejected. For details and form of tender documents, please refer **website [www.indiatradefair.com](http://www.indiatradefair.com)**

SENIOR MANAGER (CHENNAI)  
28587297 / 28524655 / 28415416