

**INDIA TRADE PROMOTION ORGANISATION**  
**Regional Office ( Kolkata )**

**ITPO:KOL:ILGF:12-13:**

**Date : 01/01/2014**

**Sub : Quotation for Security arrangements for 19<sup>th</sup> International Leather Goods Fair, 27<sup>th</sup> – 29<sup>th</sup> 2014 and 20<sup>th</sup> International Leather Goods Fair in the Year 2015 at Milan Mela Complex, Kolkata .**

The Manager, India Trade Promotion Organisation , Vanijay Bhawan 1/1, Wood Street, 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 pm on 26/03/2014 and 8 pm on 29/03/2014. 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
26.03.2014	-	-	02	02
27.03.2014	10	02	02	02
28.03.2014	10	02	02	02
29.03.2014	10	02	-	-
<b>Total</b>	<b>30</b>	<b>06</b>	<b>12</b>	<b>06</b>

Total Security Guards 36 nos. and total Security Supervisor 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 service tax.***

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 10.01.2014 by 2.00 pm in sealed cover specifying name of the job on top of the envelope at the following address :

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

Opening : 10.01.2014 at 2.30 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 .