

INDIA TRADE PROMOTION ORGANISATION
CHENNAI REGIONAL OFFICE

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No.ROC/IILF 2015/2014

Date: 22.09.2014

INVITATION FOR QUOTATION

The Senior Manager, Regional Office, India Trade Promotion Organisation, Raja Annamalai Building, II Floor, 72, Rukmani Lakshmiipathy 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 2015 at Chennai Trade Centre, Nandambakkam, Chennai from reputed agencies up to 3.00 PM on 13.10.2014 which will be opened by the authorized representative(s) on the same day at 3.30 PM, i.e. 13.10.2014.

S.No.	Description	Estimated Cost (Rs.)	E.M.D. (Rs.)	Cost of Tender (Rs.)
1	Providing Security Services	200000/-	5000/-	100/-

Earnest Money should be deposited through Bank Draft favouring 'India Trade Promotion Organisation, Chennai' and sent with the Quotations in the prescribed format. Details of description of works and services can be had on production of Income Tax Clearance Certificate from the office of the undersigned between 11.00 AM to 3.00 PM on all working days from 22.09.2014 to 13.10.2014. The quotations WITHOUT earnest money in the aforesaid manner shall be summarily rejected. For details and tender documents, please refer website www.indiatradefair.com

SENIOR MANAGER (CHENNAI)
28587297 / 28524655 / 28415416

INDIA TRADE PROMOTION ORGANISATION
REGIONAL OFFICE
CHENNAI

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TENDER & CONTRACT (OTHER THAN WORKS)

(A) Tender for :-

Security Arrangement for India International Leather Fair (IILF 2015) during January 31 to February 03, 2015

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(i) To be submitted by 15.00hours
(Time)
On 13.10.2014 Date)

To ...Senior Manager, ITPO, Chennai

(ii) To be opened in presence of tenderers who may be present at 15.30,hours on 13.10.2014in the office of Senior Manager , ITPO , Raja Annamalai Building, , Rukmani Lakshmipathi Road, Egmore , Chennai - 600008.

Issued to...

(Contractor)

Signature of officer issuing the documents.....

Designation.....

Date of Issue.....

TENDER

I/We have read and understood the notice inviting tender, specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified to the CMD, ITPO within the time specified, schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in General Terms & Conditions and Conditions of contract and with such materials as are provided and in respects in accordance with, such conditions so far as applicable.

We agree to keep the tender open for **Sixty (60)** days from the due date of its opening and not to make any modifications in its terms and conditions.

A sum of Rs.....has been deposited in cash/demand draft of a scheduled bank as earnest money. If I/we fail to furnish the prescribed performance guarantee within prescribed period, I/we agree that the CMD, ITPO or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/we fail to commence work as specified, I/we agree that CMD, ITPO or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon ordered, up to maximum of the percentage mentioned and those in excess of that limit at the rates to be determined in accordance with the provision contained in tender form.

Further, I/We agree that in case of forfeiture of earnest money or both Earnest Money & Performance Guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

I/We hereby declare that I/we shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information derived there from to any person other than a person to whom I/we am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated

Signature of Contractor

Postal Address:

Witness:

Address:

Occupation:

A C C E P T A N C E

The above tender is accepted by me for and on behalf of the CMD, ITPO for a sum of Rs.....
(Rupees.....).
.....).

The letters referred to below shall form integral part of this contract/Agreement.

(a)

(b)

(c)

For & on behalf of the CMD, ITPO

Signature.....

Designation.....

Dated.....

INDIA TRADE PROMOTION ORGANISATION
CHENNAI REGIONAL OFFICE

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Estimated Cost – Rs.2,00,000/-

EMD – Rs.5,000/-

Performance Guarantee- 5% of tendered value

Security Deposit - 5% of tendered value

Sub: Quotation for Security Arrangement for India International Leather Fair (IILF 2015) during January 31 to February 03, 2015

The Senior Manager (Chennai), India Trade Promotion Organisation, Raja Annamalai Building, 2nd Floor, No.72, Rukmani Lakshmipathy Road, Egmore, Chennai-600 008 invites sealed quotation for Security arrangement for the IILF 2015, and other fairs organized at Chennai during 2015.

The fair will be held during January 31 – February 3, 2015 at Chennai Trade Centre, Nandambakkam, Chennai. The Security arrangements are required round the clock from Jan 30 to Feb 03, 2015.

The following staff would be required during Day and Night Shifts for 12 Hrs. duties from 9.00 am to 9.00 pm and 9.00 pm to 9.00 am as per the details given below:

A)

S. N o.	No. of Posts required	Period of Engagement	Day Shift	Night Shift	Rate
1.	02 – Security Officer	30 th January to 3 rd February, 2015	01	01	
2.	05 – Security Supervisor	30 th January to 3 rd February, 2015	03	02	
3.	60- Security Guards	30 th January to 3 rd February, 2015	42	18	
4.	06 – Lady Security Havaladar	30 th January to 3 rd February, 2015	06	--	

5.	08 – Fire Guard	30 th January to 3 rd February, 2015	06	02	
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B) Agency's Service charges _____

C) Service Tax @ _____ extra

The exact requirement will be informed time to time by ITPO. The terms and conditions are attached.

TIN/TAN, PAN, Service Tax no. should be provided by the company, along with copies of service tax no/ TIN and PAN.

Name of the company :
TIN/TAN of the company :
PAN :
Authorized signatory :

Last date for submission of quotation:

Quotation on your letter head duly signed and stamped may be submitted on or before 13.10.2014 by 3.00 PM. in a sealed cover specifying name of the job – “quotation for Security Services for IILF'2015” on top of the envelope to the following address:

Senior Manager
India Trade Promotion Organisation
Raja Annamalai Building, II Floor
72, Rukmani Lakshmipathi Road
Egmore, Chennai 600 008

Tel: 044-28524655, 28415416, 28587297
Fax: 044-28554740
Email: itpochn@md4.vsnl.net.in

Opening – 13.10.2014 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: i.) Security Agencies in Chennai City Region will only be considered.

ii.) Only DGR empanelled agencies will be considered

Certified copies of documents to be attached with the quotation:-

- i. Copy of DGR empanelment letter.
- ii. PAN
- iii. TIN/TAN
- iv. Service Tax No.
- v. Undertaking (on agency's letterhead) that minimum wage rules as per Government Directives are followed by the agency.

Format for quotation :

- a) **Technical Bid** : In the technical bids , the company should disclose the following details:

Sn	Particulars	Details
1.	Name of company	
2.	Address & contact details	
3.	Brief profile of the company	
4.	PAN Number	
5.	Service Tax registration number	
6.	DGR empanelled letter number & date	
7.	Registration with state Government	
8.	Experience	
9.	Major works under taken in previous years	
10.	Annual turnover in last financial year	
11.	Deployed Manpower	
	Skilled	
	Semi skilled	
	Retired Personnel from armed forces/ paramilitary etc	
12.	Any other highlight	

Signature

Date

stamp

(On company's letter head)

Financial bid:

A)

Sn	Particulars	Details
1.	Name of company	
2.	PAN Number	
3.	Registration Number	

B)

4	Personnel	Rates for 12 hrs shift .
4.1	Security Officer	
4.2	Security Supervisor	
4.3	Security Guards	
4.4	Lady Security Havaladar	
4.5	Fire Guard	
5.	Agency charges	
6.	Service Tax @	

Name

Designation

Signature

Date:

Stamp of company

General Rules & Direction:

Officer inviting tender	: Manager / Sr. Manager	
Officer-in-Charge	: Manager /Sr. Manager or his representative	
Accepting Authority	: As per DFPR Sch. I-V of ITPO	
Department	: ITPO	
General condition of contract separately	: Condition of contract as annexed	
Time :		
(i) Time allowed for submission of Performance Guarantee From the date of issue of letter of acceptance		05days
(ii) Maximum allowable extension beyond the period (Provided in i) above		00 days
Authority for fixing compensation		HOD/ ED
Number of days from the date of issue of letter of Acceptance for reckoning date of start		02 days
Specification to be followed for execution of work Competent Authority for deciding reduced rates/part rates		HOD

Terms & Conditions

Subject: Tender Form for inviting of Security Agencies to provide man-power on contract basis for IILF 2014 during 30-1-2015 to 3-2-2015

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1. An incomplete Tender Form or a quotation received without the supporting documents will not be entertained.
2. The Service Tax as applicable from time to time shall be payable by ITPO on the total billing and the amount of Service Tax as collected by the agency has to be deposited with the concerned Government department and the proof in this regard has to be submitted to ITPO.
3. Income Tax as applicable from time to time shall be deducted on gross amount of the bill as per rules.
4. Security personnel provided by the empanelled private Security agencies will be properly attired while on duty.
5. Security agency shall take out suitable insurance cover for the personnel deployed by it to cover any accident, and copy shall be submitted to ITPO. It shall be the responsibility of Security agency to keep alive the insurance cover and shall not allow the lapse of such policy at any point of time. In the event of any accident during the course of duty, insurance cover for the employee will be borne by the concerned Security agency.
6. The Security agencies need to furnish ITPO the Permanent Account No., Service Tax No., ESI Code No. and EPF Code No. issued by the concerned Government departments and other relevant papers along with their quotes.
7. ITPO reserves its right to review the performance of the Security agency from time to time and point out the short comings. The Security agency shall be under the obligation to act /remove the notified short-comings. The service of the agency will be cancelled on account of their poor performance.
8. The agency may quote the rate which should be valid for a period one year i.e. January – December 2015 and the services of the agency may be requisition for ITPO's other fairs proposed to be held in Chennai.
9. Man-power requirement during the fair would be intimated to the empanelled agency from time to time.
10. No worker, less than the age of 18 years, shall be deployed to perform duty under this contract.
11. The Security agency will deploy only the experienced and trained Security personnel for duty and smartly dressed up Security personnel of the agency will report to ITPO's Regional Manager or appointed representative(s) daily half an hour before the scheduled timing of each

shift in order to mark their attendance and deploy them on various duty points.

12. The s/staff deployed at the gates will ensure proper physical checking/frisking of all the incoming visitors with the help of security devices. Please note that female visitors are to be checked/searched by the lady security staff only.
13. All vehicles/hand bags/tiffins and other belongings being carried by the visitors should be checked properly and all the outgoing vehicles/labours should also be checked thoroughly by the s/staff on duty.
14. While searching, if any suspicious/doubtful items noticed other than the belongings of the visitors, the same should be immediately reported to the Security Officer at Site.
15. No security personnel will be allowed to leave his place of duty without proper handing over the charge of the duty post to his reliever. In case of any difficulty, Shift In-charge/Duty Officer may be contacted.
16. S/staff would neither consume liquor/alcohol within the premises of Chennai Trade Centre (CTC) nor smoke inside the Exhibition Halls. They would also ensure that no one gambles and consume liquor inside the CTC.
17. In the event of any mishap within the premises of CTC/other duty points outside the CTC, the responsibility for losses/damages etc. if subsequently proved resulting out of carelessness/negligence of s/staff on duty, will have to be borne by the agency which will have to be compensated in full.
18. ITPO reserves the right to reject any/all tenders without assigning any reason.
19. ITPO also reserves its right of canceling of the contract awarded in full or part thereof without assigning any reason and no correspondence will be entertained in this regard.
20. No payment of wages shall be made in respect of security staff found absent/missing/sleeping while on duty.
21. The Security staff of the agency would wear the Identity Card of their agency and shall also carry the On Duty Pass issued by the ITPO while on duty.
22. The agency shall have the right to take disciplinary action against any person engaged/employed by them while no right whatsoever shall vest in any such persons to raise any dispute and/or claim whatsoever against ITPO. The ITPO shall, under no circumstances be deemed or treated as the employer in respect of any persons engaged/employed by the agency for any purpose whatsoever nor would ITPO be liable for any claim(s) whatsoever of any such persons(s) and this condition shall be clarified to

the security personnel before hand and no objections be taken from security personnel in this regard and given to ITPO.

23. Any breach of the terms and conditions of the engagement shall culminate into termination of engagement under any circumstances whatsoever.
24. Any disputes or differences between the ITPO and the engagement agency arising out of or in connection with the agreement shall be referred to the Chairman & Managing Director, ITPO or his nominee to act as a sole Arbitrator in accordance with the Arbitration and Conciliation Act 1996. The award of the Arbitrator shall be final and binding on the parties.
25. The Courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes between the parties arising out of this agreement.
26. Taxes extra as applicable will be payable by the engaged agency as levied by the State/Central Government from time to time.
27. All safety precautions shall be followed by the security agency to avoid any mishap. In case of any mishap the agency shall be held responsible.
28. The agency shall not appoint any sub contractor to carry out any obligation under the contract without prior approval from the ITPO. In case agency fails to perform any of the terms and conditions of the agreement or commits any breach of the contract, ITPO may terminate/cancel the contract after due notices in accordance with the contract to the agency and the agency will not be entitled to claim any compensation from ITPO on this account.
29. The agency will be fully responsible for the credentials bonafides and action of the worker deployed by them in CTC premises. The agency shall provide name, residential address and other bio-data of all the security personnel engaged for this work.
30. In case ITPO is required to meet any liability in respect of any security person(s) engaged/employed by the agency by virtue of their working at the premises of the CTC, it would be open and lawful for the ITPO to deduct the amount(s) of any such liability from and out of dues payable to the agency.
31. The agency shall take proper instructions from ITPO for the execution of the contract at different places and faithfully comply with the same.
32. The security personnel of the agency will make their own arrangements for food and snacks while at work at their own cost and ITPO will not entertain any financial expenditure or provide any food facility.
33. The security agencies are required to quote their agencies service charges and the agencies who do not quote their service charges their tender form will be rejected/cancelled.

34. The job contract of ITPO in respect of the additional man-power requirement during the tenure of this engagement shall be governed in accordance with the above terms & conditions.
35. The Agency will also follow-up and obtain NOC from Police Authorities for IILF 2015.
36. I have read/understood the above terms & conditions for empanelment of security agency with India Trade Promotion Organisation to provide additional man-power on contract basis during IILF 2015 at Chennai Trade Centre and in acceptance of same I put my hand on _____ day _____ month _____ year _____ here-in-under.

Date_____

Place_____

Signature_____

Name_____

Designation_____

Full Address_____

Witness:

1._____

2._____