

No. 108-ITPO(158)AAS/2014/13
India Trade Promotion Organisation
Regional Office, Jhansi Castle, 3rd Floor,
7 Cooperage Road, Mumbai

Date: 22.7.2014

Sub: Inviting Tenders for Security Services for

Auto Ancillary Show (AAS), Oct. 10 – 13, 2014 - Pune

India Trade Promotion Organisation (ITPO) is organising 3rd edition of the Auto Ancillary Show during 10-13 October 2014 at Auto Cluster Exhibition Complex, Chinchwad, Pune. ITPO 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 08.10.14 to 14.10.14. 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
08.10.14	2	-	2	-
09.10.14	2	-	2	-
10.10.14	6	1	2	-
11.10.14	6	1	2	-
12.10.14	6	1	2	-
13.10.14	6	1	2	-
14.10.14	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 per day 12 HRS shift as specified and as per format.

It shall be the responsibility of the Security Agency to abide by all labour laws, as applicable in the State of Maharashtra and pay minimum wages and fulfill statutory requirements/obligations like deposit of EPF/ESI, service tax etc. with regard to providing the security services during the Auto Ancillary show, October, 2014, Pune.

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 no 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 D D : 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 8th August, 2014 by 3.00 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,
India Trade Promotion Organisation,
3rd floor, Jhansi Castle
7 Cooperage Road,
Mumbai 400 001
[Email: itpo@itpomumbai.com](mailto:itpo@itpomumbai.com)

Opening: 8th August, 2014 at 4.00 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.

(B. G. Sonkamble)
Deputy Manager

Broad 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 this equipment.

8. Mounting, connecting, manning and monitoring CCTV system with monitors

ON COMPANY'S LETTER HEAD

Quotation Format

Rates per Security Guard per 12 HRS. shift per day (as specified)	Rs. _____
Rates per Security Supervisor per 12 HRS. shift per day (as specified)	Rs. _____
Charges for hire of hand held metal detector per piece per day basis	Rs. _____
Charges for hire of door frame metal detector per piece per day basis	Rs. _____
Charges for hire of Wireless sets (1 km. range) per piece per day basis	Rs. _____
CCTV charges for mounting connecting, manning and monitoring CCTV system for entire period, as per specifications listed in the tender.	Rs. _____
Charges for additional camera – out door as per specification at page 2.	Rs. _____
Charges for additional camera – indoor as per specification at page 2.	Rs. _____

EMD Pay Order/Draft No. _____ dated _____ amount Rs. _____.

(Rupees _____)

Bank Name _____.

COMPANY'S DETAILS(AS APPLICABLE):

PAN NO. _____ TAN NO. _____ TIN NO. _____.

Signature _____

Name _____

Company Seal

Company Name _____
