

Invitation of Quotation for providing

Security Services

For Tex-Trends India 2012 Exhibition

Last Date to submit quotation	2 nd September'2011 by 1700 hrs
Quotation to be submitted to	Please send your sealed quotation addressed to: Mr. Rajiv Bhatnagar Director Apparel Export Promotion Council Apparel House Institutional Area Sector 44, Gurgaon 122003
Any Queries	Any queries should be addressed to: Mr. Rajiv Bhatnagar Director Apparel Export Promotion Council Email: rbhatnagar@aepcindia.com Mobile: +919899014590

Event Background

Tex-Trends India 2012 is the largest exhibition of Indian Textile Industry encompassing the entire value of chain of Textile Industry, starting from yarn and fabrics to High end fashion garments. Apparel Export Promotion Council has been entrusted the task of lead council to organise this exhibition along with other Textile Export Promotion Councils. **The Event would be organised either at Pragati Maidan, New Delhi OR at India Exposition Centre, Greater Noida.**

General Terms & Conditions

1. All offers should be in Indian Rupees (taxes should be mentioned separately)
2. Offer validity should upto January 2012.
3. VAT / Service Tax Registration / Income Tax PAN, ESI and PF number should be mentioned.
4. Client references and contract details for similar works executed in the past should be mentioned.
5. AEPC reserves the right to split the job work to two or more contractors without assigning any reasons

Quotation is required for	Security Services
Area	Hall Nos, 1,3,5,7,2 & 4 in India Exposition Centre, Greater Noida and Hall Nos. 2 to 7, 14 & 18 in Pragati Maidan, New Delhi

Tex-Trends India 2012 will attract over 5000 Exhibitors and Overseas visitors to the event. We need services of quality security agency for providing round the clock services.

Terms of Reference

1. The Security Guards, Supervisor & Security officers provided & deputed by you should be fully conversant with all aspects of security, fire fighting, First aid , Self defence and any other social disorders created by the public which would effect the smooth functioning of the exhibition and conference.
2. You will provide smart, sober, well- behaved, courteous, alert and physically fit security personnel with neat clean and duly ironed uniforms, whistles & batons.
3. **The Security agency must have registration with the Delhi/UP Police and the deployed guard's details registered with the local Police Station .**
4. Security agency must be registered as such agency to provide services at Pragati Maidan on panel of ITPO/Expo Mart .
5. The agency must have sufficient strength of personnel **preferably ex –servicemen.**
6. The security personnel will be responsible for security / safety of men, machine and material as well as exhibits at Tex-Trends -2012.
7. The security guard must be equipped with ancillary equipment.
8. The security agency must survey the sites at Pragati Maidan/ Expo Mart & make known the security requirement for all the halls at Pragati Maidan/Expo Mart.
9. All security personally thus deployed at Pragati Maidan/Expo Mart shall be aware of the services provided by them, such as fire Fighting handing of mob, night guarding, vigilance.
10. The security agency should setup control room at Pragati Maidan/Expo Mart so that they can be contacted for assistance as the situation warrants.
11. Security agency shall have extra man power to be made available in a short span of time.
12. The security agency must maintain their own fleet of vehicles to rush the security personnel to their destination.
13. The agency must provide informal report on day to day basis to AEPC/ Fair management Consultant.
14. The security Agency shall also arrange metal detector frame / inverter mirror & hand metal detector as and when required.
15. The security agency shall also arrange detective personnel to check the movement of suspicious persons particularly “ Collar Thieves “ and “ Bag lifters “
16. Any dispute with the security personnel deployed by the security agency will be the responsibility of the security agency. The organiser is not responsible for any such labour act or any other act which is in force in the state of Delhi/UP.
17. Agency is also responsible for paying the minimum wages as per the Delhi/UP labour act to the temporary personnel deployed by the security agency.
18. Security agency will submit the plan indicating the deployment of security guards for the approval of the organiser.
19. Security agency will maintain a Muster roll of attendance with name of the security personnel employed on day to day basis for the information / record of the organiser for checking & approval.
20. Security agency shall also arrange female security guards as and when required.
21. Security guard shall make available First Aid Kit ready to use in case of emergency
22. There is no Lunch or Tea Break for Security Personals. Therefore additional security personal shall be disposed or reliever for Security Guard posed for duty

The Security Agency shall quote their daily wages inclusive of all charges, Taxes, etc. for 12 hours duty (Round the clock) i.e. 24 hours a day for providing Security Guard / Supervisor/ Detective /

Traffic personnel deployed by the agencies as per general Information / Instruction attached herewith.

SCHEDULE OF RATES			Rate (Rs.)	
S. No.	Description	Duty Hours	For ITPO, New Delhi	For India Exposition Centre, Greater Noida
1.	Security Guard Male/ Female	12 Hours Duty		
2.	Security Supervisors Male/ Female	12 Hours Duty		
3.	Detective personnel	12 Hours Duty		
4.	Wireless sets (Small One)	Rate Only		
5.	Handheld Metal detectors	Rate Only		
6.	Door Frame Metal Detectors	Rate Only		
7.	X-Ray Baggage Inspection Systems	Rate Only		

Date: _____

**Authorized Signature
(Name of the Contractor with Seal)**