

**Assam Trade Promotion Organisation
(Unit-Maniram Dewan Trade Centre)
CIN:U91900AS2009NPL008963**

NH-37, Betkuchi, Guwahati-781 035, Kamrup (M), Assam
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NO.ATPO/NIT/2009/14/ 689 Dtd. 4th Dec'2017

NOTICE INVITING TENDER

Sealed quotations are invited from reputed licensed firms / agencies having experience in providing security services in various industrial establishments/ Govt. offices for providing unarmed security guards (round the clock duty) at Maniram Dewan Trade Centre a unit of Assam Trade Promotion Organization, Betkuch, Guwahati-35. The firms should quote an all inclusive lump sum monthly fee (showing separately, inclusive of minimum monthly wages, uniform allowance, statutory dues like EPF, ESI applicable taxes and service charge etc.) per security guard and security in charge. The firm should deposit an earnest money of Rs. 10000/- (Rupees Ten thousand) only in the form of Demand Draft / Banker's Cheque in favour of 'Assam Trade Promotion Organisation' along with the quotation. Quotations submitted without earnest money will be summarily rejected. The firm should give a declaration stating that they will comply with all the statutory requirements applicable for providing such services. Incomplete quotation shall be summarily rejected. The bidding firm should submit the following documents along with the quotation:

1. Copies of valid Trade License / License from the controlling authority as per the Private Security Agency (R) Act, 2005.
2. GST Registration.
3. ESI and EPF Registration.
4. Registration under Contract Labour (Regulation & Abolition) Act 1970.
5. Income Tax clearance certificate / PAN No.
6. Copies of past performance certificate (last three years).
7. Any other relevant information the firm / agency desires to submit or as required by the authority.

In addition to the above the firm should have effective infrastructure for training of guards and credible supervisory infrastructure and network.

The firm without having required infrastructure for engagement of private security guards in Govt. organizations need not apply. A Firm having strength of less than 50 security guards also need not apply. The valid trade license should cover the Guwahati Metro district. The rates quoted should confirm to the minimum rates of wages as fixed by the State Govt. from time to time. Quotations with all required information / documents should be submitted to the General Manager, ATPO on or before **18-12-2017 by 2:00 PM** and shall be opened on the same day. Performance Guarantee Money fixed by ATPO should be deposited by the Agency with the award of the work.

Assam Trade Promotion Organisation reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

**Sd/-
General Manager, ATPO**