

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

NH-37, Betkuchi, Guwahati-781 035, Kamrup (M), Assam  
Telefax: 0361-2274030, Cell: 098640 67496, Email:  
[mdtcatpo@gmail.com](mailto:mdtcatpo@gmail.com), Website: [www.atpo.biz](http://www.atpo.biz)

**NOTICE INVITING PROPOSAL**

Sealed proposals are invited from reputed firms / agencies having experience in providing CCTV maintenance services in various industrial establishments/ Govt. offices for a Comprehensive Annual Maintenance Contract for operation and maintenance of existing CCTV surveillance systems installed at the premises of Maniram Dewan Trade Centre, NH-37, Betkuchi, Guwahati-35, for a period of three years with annual review of the contract.

The firms should quote an all inclusive lump sum monthly fee for operation and maintenance including spares/cameras/hardware/software etc with their repairing/replacement. The firm should deposit an earnest money of Rs. 25,000/- in the form of Demand Draft / Banker's Cheque in favour of 'Assam Trade Promotion Organisation' along with the proposal. Proposal 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. The bidding firm should submit the following documents along with the proposal:

1. Copies of valid Trade License / Distributor/ Dealership/ Firm registration etc from the controlling authority.
2. Service Tax Registration.
3. Income Tax clearance certificate / PAN No.
4. Copies of past performance certificate (last three years).
5. 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 their local office within the State of Assam with sufficient technical manpower to attend any technical fault within 12 hours and skilled technician for 24 hour for operation to be deployed at the Trade Centre.

The firm without having required infrastructure need not to apply.

Proposals with all required information / documents should be submitted to the General Manager, ATPO on or before **27-05-2016 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. For any query may contact the undersigned.

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

**Sd/- General Manager, ATPO**

NO.ATPO/ASIDE/S-Device/MDTC/2011/81/Pt-II/ Dtd. 9<sup>th</sup> May'2016