

**Subject: Notice for Inviting Tender for hiring of Security Guards.**

High Commission of India, Georgetown invites sealed bids for hiring of security services at three locations as mentioned below and as per the details provided in the Tender Document.

- High Commission of India, (Chancery)  
307 Church and Peter Rose Street, Queenstown, Georgetown
- India House, (High Commissioner's residence)  
Lot 121, D'Aguiar's Park, East Bank Demerara
- Swami Vivekananda Cultural Center, (SVCC)  
50-52 Anira Street, Queenstown, Georgetown

2. Time frame for submission & processing of documents:

- (i) Tender document may be obtained from the High Commission at 307, Church & Peter Rose Street, Queenstown from 1000 hrs - 1600 hrs on all working days w.e.f 25<sup>th</sup> August, 2025.
- (ii) It may also be downloaded from the Mission's website: [www.hcigeorgetown.gov.in](http://www.hcigeorgetown.gov.in) and from <http://www.eprocure.gov.in>. The sealed quotations would be accepted till 1600 hrs on 14<sup>th</sup> September, 2025.
- (iii) Bid Securing Declaration in favour of High Commission of India, Georgetown should be submitted along with the bid. The quotations should be submitted in two sealed envelopes, clearly superscribed as "Tender for outsourcing security services" to hire Local Security Guards at Chancery, India House and Swami Vivekananda Cultural Center.
- (iv) The sealed bids would be opened on 15<sup>th</sup> September, 2025 at 1600 hrs in the High Commission.

3. High Commission of India, Georgetown reserves the right to alter the dates, reject one or all of the bids without assigning any reasons. For any queries/clarifications, please contact us at [admn.georgetown@mea.gov.in](mailto:admn.georgetown@mea.gov.in) or [hoc.georgetown@mea.gov.in](mailto:hoc.georgetown@mea.gov.in)

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**High Commission of India  
Georgetown  
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Notice No. Geo/Admn/815/01/2020

Dated: 21<sup>st</sup> August, 2025

**TENDER NOTICE**

**Subject:** Notice for Inviting Tender for outsourcing security services to hire Local Security Guards at High Commission of India, High Commissioner Residence and Swami Vivekananda Cultural Centre.

**1. Important dates**

Published date	25.08.2025
Bid document download start date	25.08.2025
Bid submission start date	25.08.2025
Clarification start date	26.08.2025
Clarification end date	14.09.2025
Bid submission end date	14.09.2025
Date of Technical Bid opening	15.09.2025
Date of Financial Bid Opening	22.09.2025

**2. Estimated cost:** GY\$ 28,000,000 per annum

**3. Eligibility criteria**

- (a) The Firm/ agency submitting quotation is required to have experience of at least 5- years in the business of outsourcing security services and must be registered within the country as required under the local regulations for tax and other purposes.
- (b) Firm has at least ten customers including diplomatic office/government office/PSU/MNC or such reputed offices.
- (c) Firm should have a considerable manpower on their regular pay roll.
- (d) Firm should have a functional office in Georgetown.

**4. Scope of work:** LSGs to be deployed round the clock/24 hrs or 12 hrs shift as per attached details in **ANNEXURE 'B'** along with the locations mentioned:

- (a) During normal working days including Saturday-Sunday and any public holidays, for 24-hrs one Armed guard with radio and one unarmed guard with baton & radio at **Chancery premises**
- (b) During normal working days including Saturday-Sunday and any public holidays, for 24-hrs one Armed guard with radio at **SVCC premises**
- (c) During normal working days including Saturday-Sunday and any public holidays, for 12 hrs (Day shift only) one Armed guard with radio at **India House premises**

## **5. Terms & Conditions for the Service provider**

- (a) Service provider should provide proof of compliance of local laws and statutory regulations in running a private security company.
- (b) The Local Security Guards deployed at the designated places should not be more than 50 yrs.
- (c) LSGs should have attended education at least up to 10th standard or matriculation equivalent.
- (d) Apart from their regional language, the LSG should also have understanding of basic English for proper communication with High Commission's members.
- (e) Service Provider must ensure that provided LSGs should not exhibit casual behavior and be alert during the duty time.
- (f) LSGs should be thoroughly proficient and trained in handling of arms and other security equipment they are supposed to carry or use.
- (g) An LSG supervisor should not be more the 55 years of age.
- (h) An LSG should be physically and mentally fit. He should not suffer from apparent disability including obesity/overweight which would hinder him to discharge the duties of a security guard efficiently. The provider should submit Medical Fitness Certificate in respect of every LSG deployed.
- (i) The Service Provider should ensure that there is no adverse record against the LSG. The service provider should be able to provide background details of the LSGs and also proof of their vetting.
- (j) Service provider must ensure that no LSG be on duty without their uniform. Uniform should be neat & clean and well maintained.
- (k) Service provider must ensure that LSG have basic training of security duties such as access control and anti-sabotage checks (checking of

person, baggage and vehicles). LSG should know to use basic security checking tools such as HHMD, DFMD, monitoring of CCTV, baggage and letter scanner etc. They should be given briefing before deployment about potential threat to a foreign Mission/Post in general terms.

- (l) Service provider should have provisions for real time checks of functioning of the LSGs to ensure that quality of services of the provided by the LSGs are above the benchmark.
- (m) Service provide should ensure that salary, gratuity, allowance, leave, etc. are given as per the local law and not less than minimum wages.
- (n) The Service provider should have sufficient LSGs on its roll to rotate.
- (o) No tired, sick and unwilling LSGs should be deployed at any premises of the High Commission.

## **6. The Bid Submission Procedure:**

Bidder should submit their bids in following way:

**Envelope marked A:** Should contain document for EMD or BSD (as the case may be).

**Envelope marked B:** Should contain Technical Bid as mentioned in **Annexure A** along with following document:

- (a) Valid permit/registration of company
- (b) Experience certificate that company is not less than five years in this service
- (c) List of clients along with their concern letter (if available)
- (d) Brochure/paper cutting/training session photographs
- (e) A short note on their service being rendered, their capacity, training procedure etc
- (f) Name, address, contact no., designation/capacity of the authorized person assigned on behalf of the company to represent and sign.

**Envelope marked C:** Should contain the **Financial Bid** as mentioned in **Annexure B**.

All these envelopes should be kept in a bigger envelope. On this bigger envelope name of firm should be written on left side. On right half of this envelope following should be written:

**Tender for providing security service  
To High Commission of India  
(Chancery, SVCC, India House)**

***The authorize person must ensure that all documents are dully filed, signed and stamped.***

## **7. Earnest Money Deposit (EMD)**

**EMD amount is liable at 3% of total estimated cost GY\$ 28,000,000 for one year: GY\$840,000.**

EMD can be deposited as Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks. The bid security should remain valid for a period of forty-five days beyond the final bid validity period. Bid security deposit of unsuccessful bidder will be returned (without any interest) within 30-days after declaration of selected bidder.

## **8. Bid Validity period**

The Bid shall remain valid for a period of 180 (one hundred eighty) days from the date of the opening of bid of up to any mutually extended period.

## **9. Clarification and amendments**

Bidder can approach personally from 25.08.2025 till 14.09.2025 between 1000 hrs - 1600 hrs on working days. Clarification can be asked through email on [admn.georgetown@mea.gov.in](mailto:admn.georgetown@mea.gov.in)

Prior to deadline for the submission of bid, if any amendments in Notice Inviting Tender (NIT) are considered, the same will be uploaded on CPP portal and on Mission's website.

## **10. Evaluation Criteria**

A Tender Evaluation Committee (TEC) will evaluate all the submitted documents based on the terms and conditions mentioned in the NIT. Firstly, the technical bid will be opened. Financial bid for those bidders will be opened & considered which qualify the Technical Bid. TEC may seek more clarification/additional documents/information during that period, if desired necessary. Once, prospective bidder is selected no further clarification from other bidders would be accepted.

It may be noted that ambiguous, incomplete and conditional bids shall not be accepted.

## **11. Period of Contract**

(a) Initial four months will be considered as probation period. During this period, if the services are found satisfactory, then contract will be signed for **two years** which may be **extended** for further **one year** subject to the satisfactory services during the period, with **no escalation** of cost, deviation in terms and conditions, no cumulative penalty of 5% of the total contract value is imposed and mutual agreement between both parties.

***(b) High Commission reserves the right to terminate the contract any time subject to the one-month advance notice. In case of Service***

***provider wants to terminate the contract then they have to serve four month notice in advance.***

## **12. Performance Bank Guarantee**

To ensure due performance of the contract, Performance Security will be obtained from the prospective bidder. Performance Security should be for an amount of **five percent (5%)** of total cost of contract. Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment in an acceptable form safeguarding the purchaser's interest in all respects. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligation.

## **13. Payment Terms**

- (a) The price quoted shall remain fixed and not be subject to variations in exchange rate, duties, levies etc.
- (b) Payment on monthly basis will be released on submission of invoice for the same at the end of the respective month. The payment will be released through bank transfer or cheque.
- (c) The Service provide has to submit the bills within a week of expiry of the billing period.
- (d) No advance payment shall be made to service provider.
- (e) Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, transportation, rental taxes, consumable, labour, insurance of its workers, etc. The High Commission of India would not be responsible for any dues other than the agreed contract amount.

## **14. No escalation price clause**

The rates once fixed shall be effective for entire period of the contract. Price escalation, in rates due to any circumstances such as change in foreign exchange rates, bank rates, increase in rate of labour procurements, fuels, gas, levy of additional taxes from local government etc shall not be applicable.

## **15. Agreement Deed**

The successful bidder shall execute an agreement for the fulfillment of the contract at the time of award of the contract. The incidental expanses of execution of the contract shall be borne by the successful bidder.

## **16. Termination of the contract**

In case of quality of services provided by the contractor found wanting or inadequate, the High Commission may terminate the contract agreement after

giving a advance notice of 15 days. Performance Guarantee Deposit may also be forfeited in such a case.

In case of material breach of any of the terms & conditions mentioned in the tender document, the High Commission will have the right to terminate the contract and cancel the work order and nothing will be payable by the High Commission in such a case. Performance Guarantee Deposit may also be forfeited in such a case.

#### **17. Penalty Clause**

In case the security agency failed to provide the desired services, delay in services, breach of contract, loss or damage, if any, to properties, life & limbs of Mission staff etc due to negligence or substandard services, penalty may be imposed on the service provider as per the loss calculated.

#### **18. Settlement of disputes and arbitration**

In case of any dispute, disagreement, differences, or questions arises between the service provider and the High Commission pertaining to the agreement signed which may not be settled as described in above clauses/paras, shall be referred to arbitration.

#### **19. Conditional acceptance of the Tender**

The acceptance of the Tender shall be conditional and not finally binding on this Mission and the High Commission reserves the right to withdraw the acceptance of the Tender without assigning any notice or other formality and may enter into new agreement for execution of the services or any part of it.

#### **20. Force Majeure**

In case of Force Majeure i.e unforeseeable events such as war, flood, earthquake etc. and events beyond the reasonable control of the parties which prevent either party from meeting their obligations under this contract, the contractual obligations as far as affected by such events shall be suspended for as long as the force majeure continues provided that the other party notified **within two weeks** after occurrence of the force majeure. Force Majeure shall not include insufficiency of funds or failure to make any payments required hereunder.

#### **21. Amendments to the Tender Document**

At any time prior to the date of opening of the tender, the High Commission of India, Georgetown, may issue an addendum in Tender Document in writing to all concerned parties, deleting, amending, varying or extending any item of this document. Prospective bidders shall promptly acknowledge receipt of each such addendum, if issued, to the High Commission.

**Technical Bid Format**

<b>Sr. No.</b>	<b>Description</b>	<b>Remarks / Proof to be attached as PDF</b>
1	Company/Firm registration under relevant statutory regulations / labour laws etc (if registered under more than one law, the same may be furnished)	
2	Company Administrative & Establishment details including past experience, service history and achievements, if any	
3	Number of personnel on pay-roll, size of reserve pool (ad-hoc), number of security patrol vehicles, control room facilities, details of emergency response teams	
4	Number of clients and details of prominent clients such as diplomatic Missions/Govt. offices/Banks etc	
5	Details of offices in Guyana and abroad, if present in countries other than Guyana including details of global security knowledge and experience, if any.	
6	Personnel hiring procedure and training facilities (whether owned by self or utilizing another provider's training facilities), curriculum and duration of training of guards and supervisors	
7	(a) Industry certification obtained by company for its quality. (b) Company's relationship with local police	
8	Turnover details, assets, scope and limit of liability of the company (Income Tax certificates/returns of past 2 years to be attached)	
9	Take Home pay and allowances of the security guards (including gratuity or leave facilities given to security guards) (Sample Pay-slips / bank account statement may be furnished to support the claims for independent verification)	
10	Undertaking by company as per <b>ANNEXURE 'C'</b>	

**ANNEXURE 'B'**

<b>Description</b>	<b>2 Guards round the clock (1 armed, 1 un-armed)</b>					
<b>Location 1:</b>	No. of shifts and duration	No. LSGs in one shift	Total no. of LSG	Unit cost (Ex. VAT)	VAT, if applicable	<b>Total (incl. VAT)</b>
<b>Chancery</b> (307, Church & Peter Rose Street, Queenstown, Georgetown, Guyana)	<b>2 shifts of 12 hrs each</b>	<b>2 (1-armed, 1- un-armed)</b>	<b>4</b>			
	Day time	1 armed	1			
	Day time	1 un-armed	1			
	Night time	1 armed	1			
	Night time	1 un-armed	1			
	<b>Total Cost</b>					

<b>Description</b>	<b>1 Guards round the clock (1 armed)</b>					
<b>Location 2:</b>	No. of shifts and duration	No. LSGs in one shift	Total no. of LSG	Unit cost (Ex. VAT)	VAT, if applicable	<b>Total (incl. VAT)</b>
<b>Swami Vivekananda Cultural Centre (SVCC)</b> (50-52 Anira Street, Queenstown, Georgetown, Guyana)	<b>2 shifts of 12 hrs each</b>	<b>1 (armed)</b>	<b>2</b>			
	Day time	1 armed	1			
	Night time	1 armed	1			
	<b>Total Cost</b>					

Description	1 Guard for Day shift only (12 hrs) (1 armed)					
<b>Location 2:</b>  <b>India House</b> <b>(High Commissioner Residence)</b> (121 D'Aguiars Park, East Bank Demerara, Guyana)	No. of shifts and duration	No. LSGs in one shift	Total no. of LSG	Unit cost (Ex. VAT)	VAT, if applicable	<b>Total (incl. VAT)</b>
	<b>1 shifts of 12 hrs</b>	<b>1 (armed)</b>	<b>1</b>			
	Day time	1 armed	1			
	<b>Total Cost</b>					

Description	On Specific days/occasions (National Days/Festivals etc)					
	<b>(To be hired on Hourly Basis)</b>					
<b>Location:</b>  <b>within Georgetown</b>  <b>(Any sports complex, Hotels or any suitable location for holding such event)</b>			Total no. of LSG	Unit cost (Ex. VAT)	VAT, if applicable	<b>Total (incl. VAT)</b>
	Day time	1 armed	1			
	Day time	1 un-armed	1			
	Night time	1 armed	1			
	Night time	1 un-armed	1			

**Bid Securing Declaration**

We do hereby accept the bidding process as per the NIT.

We do hereby confirm that all information provided in the Annexures are correct and High Commission may disqualify the bid at any stage at its discretion if any information furnished by us are found to be misleading/incorrect at any stage.

We do hereby accept the Terms & Conditions given on the Notice Inviting Tender (NIT)

We do hereby confirm that, if selected as prospective service provider, all contractual obligation will be fulfilled during the contract period by us.

**Seal & Signature of authorized signatory**

**Name of Company:**

**Date:**

**Place:**