

No. GEO/Admn/815/01/2023
High Commission of India
Georgetown

Subject: Notice for Inviting Tender for hiring of Security Guards at three Places:

- **High Commission of India, (Chancery)**
307 Church and Peter Rose Street, Queenstown, Georgetown, Guyana
- **India House,**
Lot 109 -111, Karona Avenue, Happy Acers, Felicity, ECD, Guyana
- **Swami Vivekanand Culture Center,**
50 Anira Street, Queenstown, Georgetown, Guyana
- Security personal to be hired on hourly basis for particular dates/occasion.
(*example: Indian Independence Day, Indian Republic Day celebration etc.*)

2. High Commission of India, Georgetown invites sealed quotations for hiring of security services at three places as mentioned on above para as per details given in the Tender Document.

3. Time frame for submission & processing of document:

- i. Tender document can be obtained from High Commission from 9.30 - 11:30 hrs and 1430-1630 hrs on all working days w.e.f 10th October, 2023.
- ii. It may also be downloaded from the Mission's website: hcigeorgetown.gov.in and from <http://www.eprocure.gov.in>. The sealed quotations would be accepted till 1630 hrs on 30th October, 2023.
- 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 sealed envelopes, clearly superscribed as "Tender for "outsourcing security services to hire Local Security Guards at Chancery, India House and Swami Vivekanand Cultural Center".
- iv. The sealed quotations would be opened on **2nd November, 2023** at 1600 hrs.

4. 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 or write email to: admnl.georgetown@mea.gov.in

No. Geo/Admn./815/01/2023
High Commission of India
Georgetown

Dated: 6th October, 2023

TENDER NOTICE

Subject: Notice for Inviting Tender for outsourcing security services hire local Security Guards at High Commission of India, India House and Swami Vivekanand Culture Center.

1. Important dates

Published date	09.10.2023
Bid document download start date	10.10.2023
Bid submission start date	15.10.2023
Clarification start date	16.10.2023
Clarification end date	27.10.2023
Bid submission end date	30.10.2023
Date of Technical Bid opening	02.11.2023
Date of Financial Bid Opening	09.11.2023

2. Estimated cost: GY\$ 40,000,000 per annum.

3. Eligibility criteria

- i. The Firm/ agency who submit 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.
- ii. Firm has at least ten customers including diplomatic office/government office/PSU/MNC or such reputed offices.
- iii. Firm should have at least 1500 manpower on their regular pay roll.
- iv. Company should not have less than GY\$ 80,000,000 turn over a year.
- v. Company must have a functioning office in Georgetown.

4. Scope of works: Two/one LSG be deployed round the clock/24 hrs including:

- i. During Saturday-Sunday and public holidays, for 24-hrs one armed guard with radio one guard with baton & radio.

- ii. During normal working days: during day time both guard with baton and radio. During night time, one armed guard with radio and one guard with baton & radio.
- iii. On special occasion (on hourly basis): Unarmed guard with baton & radio.

On special occasion, like Independence Day, Republic Day, events organized by the High Commission etc., additional guard can be deployed in order to check security around the premise, parking of vehicles, checking the visitors etc.

5. Terms & Conditions for the Service provider

- Service provider should provide proof of compliance of local laws and statutory regulations in running a private security company.
- The Local Security Guards deployed at the designated places should not be more than 50 yrs of age.
- LSGs should have attended education at least up to 10th standard or matriculation equivalent.
- Apart from their regional language, the LSG should also have understanding of basic English for proper communication with High Commission's members.
- Service Provider must ensure that provided LSGs should not exhibit casual behavior and be alert during the duty time.
- LSGs should be thoroughly proficient and trained in handling of arms and other security equipment they are supposed to carry or use.
- An LSG supervisor should not be more the 55 years of age.
- 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 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.
- 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 vehicle). 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.

- Service provider must ensure that no LSG be on duty without their uniform. Uniform should be neat & clean and well maintained.
- Service provider should have provisions for real time checks of functioning of the LSGs to ensure that quality of services provided by the LSGs are above the benchmark.
- Service provide should ensure that salary, gratuity, allowance, leave, medical facility etc. are given as per the local law and not less than minimum wages.
- The Service provider should have sufficient LSGs on its roll to rotate.
- 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 bid 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**.

With technical bid following documents should be enclosed:

- (i) Valid permit/registration of company
- (ii) Experience certificate that company is not less than five years in this service
- (iii) List of clients along with their concern letter (if available)
- (iv) Brochure/paper cutting/training session photographs
- (v) A short note on their service being rendered, their capacity, training procedure etc
- (vi) 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\$ 40,000,000 for one year: GY\$1,200,000

EMD can be deposit as Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks etc. 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.

If the company/Firm is selected as Prospective Service Provider and refuse to sign the contract or refuse to sign contract as per draft NIT or found that the service provider is selected on incomplete/misinformation/misleading information etc., in that occasion, as penalty whole or part of EMD can be forfeited by the High Commission.

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 16.10.2023 till 27.10.2023 between 10:30-12:30 hrs and 14:30 16:30 on working days. Clarification can be asked through email on admn.georgetown@mea.gov.in

Prior to deadline for the submission of bid, if the any amendment 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 will be constituted who on basis of NIT T&C, dully filled annexures, will evaluate all the submitted documents. Firstly, the technical bid will be opened. Financial bid only for those bidders will be opened whose Technical Bid is considered as qualified. TEC may ask for clarification/additional documents during this period. Once, prospective bidder is selected no further clarification with other bidders except the prospective bidders.

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

11. Period of Contract

(i) Initial four months will be considered as probation period. During this period, if the services are found satisfactory, then contract will be singed for two years which can be extended for further one year subject to the satisfactory services during the period, no escalation of cost, deviation in Term and condition, no cumulative penalty of **5- percent (5%)** of the total contract value imposed and mutual agreement between both parties.

(ii) High Commission may 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 months 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

- The price quoted shall remain fixed and not be subject to variations in exchange rate, duties, levies etc.
- 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.
- The Service provider has to submit the bills within a week of expiry of the billing period.
- No advance payment shall be made to service provider.
- Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, transportation, rental taxes, consumables, Labour, insurance of its workers, etc. The High Commission of India would not be responsible for any dues other than the agreed contract

14. No escalation of price clause

The rates once fixed shall be effective for the entire period of contract. Price escalation, in rates due to any reason such as change in Foreign currency exchange rate, increase in procurement of Labour, fuel(petrol, diesel, gas etc.), transport, electricity & water, levy of new taxes, hike in any tax rate, cess or due to delay in completion, 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 contract. The incidental expenses of execution of agreement/Contract shall be borne by the successful bidder.

16. Termination of Contract

In case of quality of service provided by the contractor found wanting inadequate, the High Commission may terminate the contract agreement after giving 15 days' notice. In that case the competent authority may forfeit the Performance Guarantee deposit.

In case of a material breach of any of the terms & conditions mentioned in the tender document, the High Commission will have the right to terminate the contract, cancel the work order without assigning any reason and nothing will be payable by this High Commission in that event and the Performance security deposit may also be forfeited.

17. Penalty clause

In case the security agency fails to provide the desired services, delays in services, breaches of the contract; for loss or damage, if any, to property, life and limbs of Mission staff etc. due to negligence or substandard services of the security agency, penalty can be imposed on the service provider as per the loss calculated.

18. Settlement of Disputes and Arbitration

If any dispute, difference or question at any times arises between the Mission and the Service provider in respect of the agreement signed which cannot be settled or in case of termination as described in above clause, shall be referred to arbitration.

19. Conditional Acceptance of the Tender

The acceptance of the tender shall be conditional and not finally binding upon the High Commission of India, Georgetown. The High Commission of India may withdraw the acceptance of the Tender without any notice or other formality and may enter into a new Agreement for the execution of services or any part of it.

20. Force Majeure

In the event of force majeure i.e. unforeseeable events such as war, floods, earthquake etc. 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 event shall be suspended for as long as the force majeure continues provided that the other party is notified **within two weeks** after occurrence of the force majeure. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder. In the event of force majeure either party shall be entitled to prolongation of this Contract equal to the delay caused by such force majeure.

21. Amendments to 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 the Tender Document in writing to all persons or firms to whom the Tender documents have been issued, deleting, varying or extending any item of this Tender Document. Prospective bidders shall promptly acknowledge receipt of each Addendum to the High Commission.

Annexure A**Technical BID format**

Sl. No.	Description	Proof to be attached PDF/Remarks
1.	Company/Firm registration proof	
2.	Company Administrative & establishment details	
3.	No. of personnel on their pay roll	
4.	No. of staffs on ad-hoc	
5.	No. of customers and their details	
6.	Turnover details (Income Tax returns for two years be attached)	
7.	Details of offices in Guyana	
8.	Personnel/staff hiring procedure details	
9.	Personnel/staff training procedure details	
10.	Undertaking and certification by the company	(format attached on annexure C)

Annexure B

Description		307 Church and Peter Rose Road, Queenstown (Two guards- rounds the clock)					
Location1: Chancery	Period			Unit (Excluding VAT)	Cost (if VAT applicable)	(if Total (Incl. VAT)	
Monday- Friday/working days	During day time	un-armed guards with baton & radio	2				
	During Night Time	un-armed guards with baton & radio	1				
		Armed guard	1				
During closed Day/public holidays	24-hrs/round the clock	un-armed guards with baton & radio	1				
		Armed guard	1				
		Total Cost					

Location2: (SVCC)		Swami Vivekanand Culture Center (50 Anira Street, Queenstown)					
Days	Period			Unit (Excluding VAT)	Cost (if VAT applicable)	(if Total (Incl. VAT)	
Monday-Sunday (whole week)	During day time	un-armed guards with baton & radio	1				
	During Night Time	un-armed guards with baton & radio	1				
		Armed guard	1				
		Total Cost					

Location: India House		Lot 109 -111, Karona Avenue, Happy Acers, Felicity, ECD			
Days	Period		Unit Cost (Excluding VAT)	VAT (if applicable)	Total (Incl. VAT)
During day time	un-armed guards with baton & radio	1			
During Night Time	un-armed guards with baton & radio	1			
	Armed guard	1			
			Total Cost		

On Specific date/occasion		To be hired on hourly basis (only on requirement)			
Days	Period		Unit Cost (Excluding VAT)	VAT (if applicable)	Total (Incl. VAT)
During day time	un-armed guards with baton & radio	1			
	Armed guard	1			
During Night Time	un-armed guards with baton & radio	1			
	Armed guard	1			
			Total Cost		Total Cost

UNDERTAKING OF THE BIDDER

We do hereby accept the bidding process as per NIT.

We do hereby confirm that all the information given in the annexures are correct and High Commission may disqualify the Bid at any stage at their discretion if any information furnished by us are found incorrect/misleading, and

We do hereby accept the Term & Condition given on Notice Inviting Tender (NIT).

We do hereby confirm that in occasion of selection as prospective Service provider, the Contractual Obligation will be fulfilled during the contract period.

Seal & Signature of authorized Signatory:

Name of Company:

Date : ____/____/____ **Place:** _____