**No.Riy/Admin/813/1/2019 Embassy of India**

**Riyadh**

**Invitation for Tender**

Sealed Tenders are invited under 2 (two) Envelopes from eligible Contractors for the under mentioned requirements as per terms and conditions set forth in the Tender Documents:

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| 1. | TenderingAuthority | Embassy of India, Riyadh |
| 2. | Invitation Ref no & date | No RIY/Admin/813/1/2019 |
| 3. | Procurement Method | Open Tendering Method |
| 4. | Source of Fund | Government of India |
| 5. | Tender Name | Hiring of professionally trained 04 Security Guards for Embassy Premises and Embassy Residence. |
| 6. | Earnest Money Deposit/TenderSecurityAmount | SAR 2000/- (Saudi Riyal Two Thousand only) by way of Banker’s cheque/Demand Draft in favour of **Embassy of India, Riyadh**. Any bid not accompanying with Earnest Money Deposit/TenderSecurity Amount shall be rejected. The EMD of unsuccessful bidder will be returned within 30 days after the award of the contract. The EMD will be forfeited incase the bidder withdraws his bid during the period of bid validity or in case of a successful bidder, the selected bidder fails to sign the agreement in time or furnish performance guarantee or furnishing of any wrong information. |
| 7. | Tender Submission date | **Publication Date 28.04.2022****Pre-Bid Meeting :** **Last date of submission of bids : 30.05.2022 (1700 hrs)** |
| 8. | Tender Opening Date & Time | **Technical bids will be opened on 31.05.2022 at 1400 hrs Financial bids will be opened on 02.06.2022 at 1400 hrs.** Authorized representatives of the bidders may attend the opening of tenders. |
| 9. | **Eligibility of Tenders** | The invitation of tender is open to all eligible firms/service agents as mentioned below:1. **Security Agency should have a minimum of five years of overall experience in providing security personnel and related services and proven expertise in the field of security in Saudi Arabia and have successfully completed similar type of work in any Govt / Semi Govt. / Autonomous Body/ Embassy/ Consulate.**
2. **Tenderer must have up to date Trade License.**
3. **Tenderer must have relevant ISO certificate.**
4. **Tenderer must have Saudi Police Security License.**
5. **Tenderer must submit bank statement of last 06 (six) months.**
6. **Tenderer must submit a copy of the security related topics covered during training schedule of the guards.**
7. **Tender should have in house training facility for its employees.**

[Tenderer must include, as part of the tender, attested copies of documents mentioned above to establish their qualifications toPerform the contract.] |

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| 10. | PerformanceGuarantee | The successful bidder is required to submit a 10% of annual contract amount before the commencement order is given and within 10 days of signing the final agreement. The EMD of the successful bidder may be adjusted in the performance guarantee by depositing the difference in amount of performance guarantee or alternatively EMD could be refunded and a fresh performance guarantee may be issued. The guarantee shall remain valid during the tenure of contract period. The guarantee amount in full or part may be forfeited in the following cases:1. When the terms and conditions of the contract are breached.
2. When the service provider fails to comply with minimum service levels agreed upon.
3. Failure of the service provider to comply with statutory requirements shall constitute sufficient grounds for annulment of the award and forfeiture of service guarantee.
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| 11. | Name and address of the office Receiving Tenders | Head of Chancery, Embassy of India, PB No. 94387, Riyadh |
| 12. | Name and address of the office for opening Tenders | Embassy of India, P.O.Box No.94387, Riyadh. |
| 13. | Name and address of theofficer(s) selling TendersDocuments | Head of Chancery, Embassy of India, PB No. 94387, Riyadh. |
| 14. | Special instructions | 1. The tenders should be submitted in two sealed covers – the first sealed cover should be superscribed “**Technical Bid**” and second sealed cover superscribed “**Financial Bid**”. Both the sealed envelopes should be placed in another larger envelope superscribed “**Tender for hiring of Security Guards**” and addressed to “Head of Chancery, Embassy of India, P.O. Box No.94387, Riyadh.
2. The ‘Technical Bid’ should contain

(a) The requisite information duly filled in as per proforma at Annexure-I; (b) Agency profile including previous experience of man power supply to Government Departments, total number of guards permanently working with the company (c) Demand Draft/ Banker’s cheque for Earnest Money Deposits (d) All other required documents. The bidder should also clearly mention in the tender that the terms and conditions of the tender are acceptable to them.1. The ‘Financial Bid’ should contain rates which are to be quoted on monthly basis as proforma at Annexure-II. This should also mention statutory taxes as applicable.
2. The Tenderer shall submit documentary evidence in respect of their financial and technical capabilities and also of their experience in execution of similar nature of work.
3. The tenderer can submit only one tender. A Tenderer who submits or participates in more than one tender will be disqualified.
4. The Agency/procuring entity reserves the right to accept or reject any or all the Tenders without assigning any reasons.
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|  |  | 1. Two sets of Tender shall be submitted, one in original and one in copy. In case on any discrepancy between the original and the copy, the original shall prevail.
2. If the Tenderer submit any false/incorrect or forged certificates, his tender will be summarily rejected and the Tender security may be forfeited.
3. The Tenderer should be compliant with local regulations as regarding hiring of manpower for Security purpose and also with local taxation laws.
4. Quotation should be valid for at least 120 days.
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| 15. | Scopeofwork | To hire 04 professionally trained Security Guards for Embassy Premises and Embassy Residence for a periodof one year & extendable to another two years, subject to mutually agreed terms and same price.**Scope of Work:**1. **Perform 12 hrs duty (day shift) and 12 hrs (night shift) x 7 days a week.**

**12 hrs Day shift will be from 6AM to 6PM while 12 hrs night shift will be from 6PM to 6AM.**1. **Take periodic patrolling and surveillance for suspected activities of visitors in premises.**
2. **Keep watch over for any sabotage, damage, fire and safeguard the property, men, material, machines and document system at site.**
3. **Frisking of visitors at the Entry gates and checking vehicles seeking entry in to Embassy premises.**
4. **Monitor X-ray machine, use of Hand Held Metal Detector, Door Frame Detector and assist in regulating visitors to the premises while being polite and courteous with visitors.**
5. **To be alert and detect unattended packages and strange objects and respond in emergency situations like fire, law & order, medical etc.**
6. **Security Guards to be very alert on duty, both physically and mentally throughout the shift and report any issues immediately to the supervisory officer in the Embassy.**
7. **Company will ensure to maintain proper supervision over the security personnel with regards to their discipline, alertness, proper uniform, conduct in the course of their duty and carry out periodic surprise inspections.**
8. **Perform all security duties assigned by the Embassy of India, Riyadh.**
9. **Transport for Pick and drop services for Security Guards will be the responsibility of the Company.**

**Note: Only Security Guards of Indian nationality or those from friendly countries, who are security vetted by the Embassy & Local Govt Security Department, should be deployed. Embassy of India reserves the right to accept/reject any Security Guard deployed.** |

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|  |  | For any tender-related enquiry/query/clarification please contact:Head of Chancerymail: adm.riyadh@mea.gov.in |

The tendering authority reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which the service provider has bid.

Any bid received by the tendering authority after the deadline for submission of bids will be rejected and not be considered and may be returned unopened to the service provider.

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**AnnexureI**

**TechnicalBid**

To

Head of Chancery Embassy of India Riyadh

DearSir/Madam,

I/We,\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,Representative(s) of M/S \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ solemnly declare that:-

1. I/We are submitting tender for the hiring of Security Guards against Tender Notice No. Abu/Admn/813/1/2019 dated 04.03.2022.
2. Myself or my partners do not have any relative working in any office of Embassy of India, Riyadh.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given in this tender is complete, correct and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. The Price–Bid submitted by me/us is “WITHOUT ANY CONDITION”.
6. I/We have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.
7. If any information or document submitted is found to be false/incorrect, Embassy may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.
8. All the terms and conditions of the tender are acceptable to us.

Yourssincerely,

(Signature of Tenderer)

**GENERAL INFORMATION AND EMD DETAILS**

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| 1 | **EMD Details** DD No and date: Amount in SAR. Name of the Bank: |  |
| 2 | Name and Address of the Bidder: |  |
| 3 | Contacts: |  |
| 4 | Telephones: |  |
| 5 | Fax: |  |
| 6 | E-mail: |  |
| 7 | MobileNo: |  |
| 8 | Category of the Bidder (Whether company, partnership firm or Proprietary concern) |  |
| 9 | Details of Owners/Partners (Please attach passport copies) |  |
| 10 | Name of Chief Executive Officer and Telephone No. |  |
| 11 | Year of Establishment |  |
| 12 | Trade License Number(please provide copy) |  |
| 13 | Yearly turnover of the last 2 years. |  |
| 14 | Name and Address of the Banker |  |
| 15 | List of major Clients and the size of orders executed |  |

**Note: Separate sheets may be attached wherever necessary.**

**Signature of the Tenderer With stamp and date**

**Annexure-II Financial Bid**

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| **S No** | **Job Particulars/category** | **No of Guards** | **Rate per guard (SR)** | **Total invoice Amount per month in SR** | **Remarks** |
| **1.** | **Security Guards for 12 hrs Day shift duty in Embassy Premises** | **2** |  |  |  |
| **2.** | **Security Guard for 12 hrs duty night shift in Embassy Premises** | **1** |  |  |  |
| **3.** | **Security Guard for 12 hrs****night shift at Embassy Residence** | **1** |  |  |  |
|  | **Total** | **04** |  |  |  |
| **Note:** Perform 12 hrs duty (day shift) and 12 hrs duty (night shift) x 7 days a week. Day shift willbe from 6 AM to 6 PM while 12 hrs nights shift will be from 6 PM to 6 AM. The service providerhas to provide lots of smartly uniformed guards having minimum education of 10th standard & below 50 years of age to be screened before deployment. The selected guards must support with medical fitness certificate issued by authorized medical practitioner along with proof of character & antecedents vetting by local Govt. security department. All the guards must possess training in basic security duties of access control & anti-sabotage checks besides use of HHMD, DFMD, CCTV monitoring, baggage & letter scanners etc.Preference would be given to local language knowing guards possessing English language skills**.** |

**Signature of the Tenderer With stamp and date**