

No.Riy/Admin/813/01/2022

Embassy of India

Riyadh

**Notice inviting Tender for hiring of three (03) professionally trained security guards**

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:

1.	Tendering Authority	Embassy of India, Riyadh
2.	Invitation Ref no & date	No RIY/Admin/813/01/2022
3.	Procurement Method	Open Tendering Method
4.	Source of Fund	Government of India
5.	Tender Name	<b>Hiring of professionally trained 03 Security Guards for Embassy Premises and Embassy Residence.</b>
6.	Earnest Money Deposit/Tender Security Amount	SAR 5400/- (Saudi Riyal five thousand four hundred only) by way of /Bank Guarantee/Banker's cheque/Demand Draft in favour of <b>Head of Chancery, Embassy of India, Riyadh</b> . Any bid not accompanying with Earnest Money Deposit/Tender Security 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 in case 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	<b>Publication Date : 29.04.2024</b> <b>Pre-Bid Meeting : Nil</b> <b>Last date of submission of bids : 21.05.2024 (1700 hrs)</b>
8.	Tender Opening Date & Time	<b>Technical bids will be opened on 23.05.2024 at 1500 hrs .</b> <b>Date of Financial bids opening will be intimated later.</b> Authorized representatives of the bidders may attend the opening of tenders.
9.	<b>Pre-qualification</b>	The invitation of tender is open to all eligible firms/service agents as mentioned below: i) <b>Security Agency should have a minimum of three 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.</b> ii) <b>Tenderer must have up to date Trade License.</b> iii) <b>Tenderer must submit a copy of the security related topics covered during training schedule of the guards.</b> iv) <b>Tender should have in house training facility for its employees.</b> [Tenderer must include, as part of the tender, attested copies of documents mentioned above to establish their qualifications to Perform the contract.] Embassy of India reserves the right to ask any additional documents from the bidders to substantiate issues related to financial health of the company, local police

	clearance/verification, partnership agreement etc. in order to establish holistic credentials of the bidding company.
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10.	Performance Guarantee	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: (i) When the terms and conditions of the contract are breached. (ii) When the service provider fails to comply with minimum service levels agreed upon. (iii) Failure of the service provider to comply with statutory requirements shall constitute sufficient grounds for annulment of the award and forfeiture of service guarantee.
11	<b>Contract Period</b>	<b>Two years that can be extended for one more year upon mutual agreement between two parties (rate can't be increased during the entire contract period).</b>
12.	Name and address of the office receiving and opening of Tenders	Head of Chancery, Embassy of India, PB No. 94387, Riyadh
13.	<b>Bid validity</b>	<b>Bids will remain valid for a period of 90 days (bidder may be asked to offer longer validity at times)</b>

14.	Special instructions	<p><b>i) Quotation should be valid for 90 days.</b></p> <p>ii) The tenders should be submitted in two sealed covers – the first sealed cover should be superscribed “<b>Technical Bid</b>” and the second sealed cover superscribed “<b>Financial Bid</b>”. Both the sealed envelopes should be placed in another larger envelope superscribed “<b>Tender for hiring of Security Guards</b>” and addressed to “Head of Chancery, Embassy of India, P.O. Box No.94387, Riyadh.</p> <p>iii) The ‘Technical Bid’ should contain</p> <p>(a) The requisite information duly filled in as per proforma at Annexure-I, Annexure II and Annexure III</p> <p>(b) Duly signed Bid Security Declaration – Annexure IV</p> <p>(C) Agency profile including previous experience of man power supply to Government Departments, total number of guards permanently working with the company</p> <p>(d) Demand Draft/ Banker’s cheque/bank guarantee for Earnest Money Deposits</p> <p>(iv) The ‘Financial Bid’ should contain rates which are to be quoted as proforma at Annexure-V. This should also mention statutory taxes as applicable.</p> <p>v) 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.</p> <p>vi) The tenderer can submit only one bid. A Tenderer who submits more than one bid will be disqualified.</p> <p>Vii) The Agency/procuring entity reserves the right to accept or reject any or all the Tenders without assigning any reasons.</p> <p>Viii) If the Tenderer submit any false/incorrect or forged certificates, his tender will be summarily rejected and the Tender security may be forfeited.</p> <p>ix) The Tenderer should be compliant with local regulations as regarding hiring of manpower for Security purpose and also with local taxation laws.</p>
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15.	Scope of work	<p>To hire 03 professionally trained Security Guards for Embassy Premises and Embassy Residence for a period of two years extendable to another one year, subject to mutually agreed terms and same price.</p> <p><b>Scope of Work:</b></p> <ol style="list-style-type: none"> <li>1. Perform 08 hrs duty x 5 days a week.</li> <li>2. Take periodic patrolling and surveillance for suspected activities of visitors in premises.</li> <li>3. Keep watch over for any sabotage, damage, fire and safeguard the property, men, material, machines and document system at site.</li> <li>4. Frisking of visitors at the Entry gates and checking vehicles seeking entry in to Embassy premises.</li> <li>5. 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.</li> <li>6. To be alert and detect unattended packages and strange objects and respond in emergency situations like fire, law &amp; order, medical etc.</li> <li>7. 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.</li> <li>8. 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.</li> <li>9. Perform all security duties assigned by the Embassy of India, Riyadh.</li> <li>10. Transport for Pick and drop services for Security Guards will be the responsibility of the Company.</li> </ol> <p><b>Note:</b> Only Security Guards of Indian nationality or those from friendly countries, who are security vetted by the Embassy &amp; Local Govt Security Department, should be deployed. Embassy of India reserves the right to accept/reject any Security Guard deployed.</p>
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		<p>For any tender-related inquiry/query/clarification please contact:  Head of Chancery  mail: adm.riyadh@mea.gov.in</p>
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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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**Technical Bid**

To

Head of Chancery  
Embassy of India  
Riyadh

Dear Sir/Madam,

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

1. I/We are submitting tender for the hiring of Security Guards against the Tender Notice No. RIY/Admn/813/1/2022 dated 28/04/2024.
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.
9. The bid will remain valid for 90 days from the last date of submission of bids.

Yours sincerely,

(Signature of Tenderer)

## QUALITY PARAMETERS FOR SERVICE PROVIDER COMPANIES

In case of partial fulfillment, the bidder is required to mention which conditions can not be fulfilled.

S.NO	ITEM/DESCRIPTION	RESPONSE*
1	Provide the list of other clients like Embassies, international organizations, reputed companies etc. to whom the company is serving in Saudi Arabia as well as in other countries, if any	
2	Submit a brief of past experience, service history and achievements of the company.	
3	Submit evidence of registration of the company under relevant statutory regulations such as labour laws, arms license etc..	
4	Any other security services other than man power services provided to the clients should be enumerated.	
5	Provide the information on current size of the reserve pool of guards and logistics such as response teams, patrol vehicles, security/communication equipment, control room facilities under use etc..	
6	Attrition rate of security guards and supervisors (the average period for which a security guard remains with the company.	
7	Provider should clearly mention whether it has its own training facilities or avail the facility of another provider or a company that only focuses on training. Also indicate curriculum and duration of training of the security guards and the supervisors.	
8	Industry certification obtained by the provider for its quality from the specialized security certification bodies. Also to specify service providers relationship with local police.	
9	Scope and limit of liability of the company in terms of compensation for its security failures in monetary terms.	
10	Provide the information on take home pay and other allowances of the security guards. (In PGY monthly figures)	

\*Responses shall be filled in the given column and relevant documents shall be enclosed with the technical bid.

### **Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized Signatory)

Dated.....

Name & Address of the Agency/Company

**QUALITY PARAMETERS\* FOR LOCAL SECURITY GUARDS (LSG) TO BE PROVIDED AT CHANCERY**

The bidder is required to write 'Yes' or 'No' in the column REMARKS. In case of partial fulfillment, the bidder requires to mention which conditions can not be fulfilled.

S.No	Item/Description	REMARKS
1	LSGs should not be more than age of 50 and supervisor, whatever necessary, should not be more than 55 years of age.	
2	LSGs should be physically and mentally fit. Service Provider should submit Medical Fitness Certification respect of every LSG from an authorized hospital/Medical practitioner.	
3	LSGs should have been vetted by local government's security department(s) in terms of past record, character and antecedents. The provider should provide background details of LSGs and also proof of their vetting.	
4	LSGs should possess training in basic security duties such as handling gadgets like fire extinguishers, access control, conduct anti-sabotage checks including use of X-Ray Baggage Scanner, Vehicle Scanner, HHMD, DFMD, CCTV monitoring, letter scanners etc..	
5	LSGs should have at least 10 <sup>th</sup> standard or equivalent.	
6	LSGs should be proficient in Arabic language and possess minimum English language skill to communicate with the Mission's officials.	
7	LSGs should perform duties in smart uniform and their over all appearance should be neat and clean.	
8	LSGs should be thoroughly proficient and trained in handling of arms and other security equipment they are supposed to carry/use	
9	Service provider should have provisions for real time check of functioning of the security guards to ensure that the quality of the provided staff and the service they render is always the benchmark. The provider should be able to provide proof of this to Embassy.	

\*These parameters are Embassy's critical minimum requirement and any inability to meet any or all of these would make the service provider liable for rejection at the technical bid stage only.

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized Signatory)  
Dated.....  
Name & Address of the Agency/Company  
Seal of the firm

**Annexure IV**

**Bid Securing Declaration**

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I/We accept that if I/We withdraw or modify Bids during the period of validity or if I/We are awarded the contract but failed to sign the contract, or to submit a performance security before the deadline defined in the Tender Notice, I/We will be suspended for the period of time specified in the Tender Notice from being eligible to submit bids for contracts with Government of India.

Date:

Name:

Place:

Signature:

**Annexure-V**

**Financial Bid**

<b>S No</b>	<b>Job Particulars/category</b>	<b>No. of Guards</b>	<b>Rate per guard (excl. of VAT)</b>	<b>Total Amount (Excl. of VAT)</b>	<b>Remarks</b>
<b>1.</b>	<b>Security Guards for 8 hrs duty</b>	<b>3</b>			

**Note:** Perform 8 hrs duty x 5 days a week. The service provider has to provide lots of smartly uniformed guards having minimum education of 10<sup>th</sup> 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.

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