

**No. BIRA/813/1/2017**  
**Embassy of India Camp Office**  
**Biratnagar**

\*\*\*\*

8<sup>th</sup> November 2017

**TENDER NOTICE**

**Subject: Services for providing security at building of Embassy of India Camp Office, Biratnagar, Nepal and Residence of Head of Office-Hiring of 9 Local Security Guards reg.**

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**Chapter I - Instructions to Bidders**

1. Bids from experienced & registered firms, complete in all respects should be submitted in sealed envelopes addressed to the Head of Office, Embassy of India Camp Office, Biratnagar in person, or by mail or courier to reach before the deadline of 1600 hrs. on Tuesday 28<sup>th</sup> of November 2017. Two Separate sealed envelopes containing Technical Bid and Financial Bid proposals must be sent. These would be enclosed in an envelope that should be clearly marked "Tender for round the clock security (in shift duty) for Embassy of India Camp Office, Biratnagar" and residence of Head of Office. All tenders received after the deadline will be summarily rejected.

2. All bidders should submit along with the Tender the following documents:

- i. **Separate bids in the sealed envelopes in the prescribed Technical Bid Document and Financial Bid Document (proformas attached in chapter II and III).**
  - ii. **Both the above documents must be signed by authorized signatories of the bidding firm with a seal / stamp.**
  - iii. **Self-attested photo-copy of registration of the company / firm / proprietorship with the concerned Nepali authorities.**
  - iv. **Annual Report (where statutorily required to be filed) and Financial Reports for the last 3 years.**
  - v. **Details of experience in the field of security services with Embassies / reputed Companies/Government agencies.**
  - vi. **Bidders are required to deposit Earnest Money Deposit (EMD) of NRs.80,000/-(Nepali Rupees eighty thousand only) in the form of Demand Draft or Bank Guarantee from any Scheduled bank of Nepal in favour of “Embassy of India Camp Office, Biratnagar. Bids received without EMD will not be considered and rejected summarily.EMD of all unsuccessful bidders shall be refunded within 30 days of awarding the Contract. No interest shall be payable for EMDs.**
- 3. Technical Conditions/scope of works shall be as under:**
- a. **Manned security of Embassy of India Camp Office building and Head of Office residence building round the clock located at Gausala Chowk, Ward No.17, Near Salt Trading Office, Biratnagar, Morang Distt, Nepal.**
  - b. **The security guard should not be more than 50 years of age.**
  - c. **The security guard should be physically and mentally fit. He/she should not suffer from an apparent disability including obesity/overweight.**
  - d. **The company should provide only such security guards who have been vetted by local government’s security departments in terms of past record, character and antecedents. Also the company should be able to provide background details of the security guards and also proof of their vetting.**
  - e. **The security guards should perform their duties in uniforms and their overall appearance should be neat and clean.**

- f. The security guards should possess training in basic security duties such as access control and anti-sabotage checks (of person, baggage and vehicles) including the use of basic security tools such as HHMD, DFMD, monitoring CCTV, baggage and letter scanners etc. They should possess knowledge of the potential threats to Embassies in general terms and also knowledge of what is suspicious in terms of men and material in the given local context.**
- g. The security company should have provisions for real time checks of the functioning of the security guards.**
- h. Besides the local language, the security guards should have working knowledge of Hindi and or English.**
- i. Also the security guard on duty will be responsible for switching on (in the evening) and switching off (in the morning) the security lights and sensors of the premises.**
- j. Subject to above condition, the company should have sufficient security guards on its roll so that the staff is rotated periodically.**

**4. The bidder should be a company or firm duly registered with the concerned authorities in Nepal. Bidder must be a firm with a past record of providing security services in Nepal. Embassy of India Camp Office reserves the right to reject bids from firms who are blacklisted by Governments of Nepal or India for poor performance in the past, or those who do not have adequate experience in the field of security services.**

**5. The bids will remain valid for 120 days from tender closing, for award of contract after obtaining approval of competent Indian authorities. No price escalation would be allowed.**

**6. The successful bidder has to sign a contract with the Embassy of India Camp Office, Biratnagar in an appropriate form for execution of the contact.**

**7. First the Technical bid will be opened and the pre-qualification of the bidder will be assessed and then financial document of only those bidder [s] who meet the technical criteria will be opened.**

8. The winning bidder would be responsible for its security guards in terms of their antecedents and conduct, service performance & behaviour as also the payment of salaries, compensation etc. Embassy of India Camp Office would not be responsible for any dues other than the agreed contract amount. The security guards shall not have any claim for regularization of their services or enhancement of wages with the Embassy of India Camp Office.

9. The winning bidder would be required to dedicate one supervisor / manager who can be contacted for all queries / requirements.

**10. ASSIGNMENT SPECIFIC INFORMATION IN BRIEF:**

1. LAST DATE FOR BID SUBMISSION: 1600 HRS, Tuesday, 28<sup>th</sup> November 2017.

2. DATE OF OPENING TECHNICAL BIDS: 1400 HRS, Wednesday 29<sup>th</sup> November 2017.

3. DATE OF OPENING FINANCIAL BIDS: 1400 HRS, Thursday 30<sup>th</sup> November 2017.

11. EVALUATION CRITERIA: The Tender Evaluation Committee [TEC] will evaluate the Technical information individually using the following criteria:

- (a) The Organization's relevant experience for the Assignment.
- (b) Quality of SERVICE plan and methodology for undertaking the job.
- (c) Qualifications and experience of the staff proposed.
- (d) Past track record.

12. Bids may be submitted physically or by courier / post to:

Head of Office,  
Embassy of India Camp Office, Biratnagar  
Gausala Chowk, Ward No.17,  
Near Salt Trading Corpn Office,  
Jogbani-Dharan Road, Biratnagar,  
Distt-Morang, Nepal

**13. For clarifications / queries, if any, prior to submission of bid, prospective bidders may contact the undersigned during office hours from 0900 hrs to 1730 hrs. on working days.**

**(Niraj Kumar Jaiswal)**

**Head of Office**

**E-mail:hoc.biratnagar@mea.gov.in**

**Tel No. - +977-21-472217/18**

## Chapter II - TECHNICAL BID PROFORMA

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:
  - Telephone:
  - Fax: Mob.:
  - E-mail:

Sl. No.	Requirements	Reply	Remarks, if any
1	a. Brief introduction of the Company		
	b. Previous experience in the field (minimum of three years)		
	c. Registration Certificate & license for the services		
2	Plan of action and methodology proposed to secure the premises		
3	Qualification and experience of the security guards proposed to be deployed for the job		
4	a. Details of Current contracts of security services undertaken by the firm		
	b. Details of past contracts of security services undertaken by the firm		
	c. Testimonials [Clients' letters / certificates etc.]		
5	What global level security industry knowledge it has?		

6	Is it familiar with local policies, plans and procedures associated with the local contractual and their practical applications?		
7	Does it provide only manpower or a wide range of diversified security management services? How wide and diversified?		
8	What is the rate of turnover of managerial and field staff? High or Low? Please obtain statistics that can be cross checked from labour department records.		
9	What is its reserve capacity of men and vehicles? To combat an emergency can it draw in more human resources?		
10	Does it meet the minimum wage directive of the host government and also meets other legal, labour and governmental obligations?		
11	Where do you train your staff? In-house or through another training provider? How good is the training provider in terms of reputation? Details of training curriculum, duration		

	and expenses incurred on training.		
<b>12</b>	What is the communication system does it have? What kind of technology and supervision mechanism does it have to monitor guard presence and efficiency?		
<b>13</b>	Does it have a 24x7 control room? What are the salient features?		
<b>14</b>	What is its relationship with local police?		
<b>15</b>	Is it a member of the local industry associations? if yes, attach details.		
<b>16</b>	Is it licensed by the local police or statutory authority on the subject? Details of evidence be attached?		
<b>17</b>	What industry certification does it have in terms of quality?		
<b>18</b>	What is the scope and limit of the liability of the Company? In other words, what are the security failures it wants to avoid and should it nevertheless happen, what compensation is it willing to offer.		



## Chapter III - FINANCIAL BID PROFORMA

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:

Telephone:

Fax:

Mob.:

E-mail:

Sl.No.	Items	Charge(including VAT)	Remarks, if any
1	<p>24 hrs manned security(in shift duty) of the building of Embassy of India Camp Office at Gausala Chowk, Near Salt Trading Office, Biratnagar, Distt-Morang, Nepal and at the residence of Head of Office at Shahi Marg, Ward No.13, Biratnagar, Nepal.</p> <p>Hiring of 9(Nine) Local Security Guards.</p>	<p>Note : Price quoted should be on an all-inclusive basis to be paid monthly and shall include the cost of all services, personnel, transportation, rentals taxes, consumables, VAT, social security, insurance of the security guards etc.</p>	