



Subject: Tender for providing Armed Security Guards for India House (Residence of Ambassador of India) and Premises of Embassy of India

Embassy of India, Abidjan (Ivory Coast) invites sealed bids/quotations for providing two round the dock Security Guards (Armed) for Residence of Ambassador (India House), located at Lot No. 625, I Lot 18, Riviera Golf 4 Extn, 01BP 221 Cidex 01, Abidjan and two round the clock Security Guards (Armed) for premises of Embassy of India, located at Lot N°29, Ilot N°2, Abidjan 06 BP 318, Abidjan 06.

The job specifications would include: -

- (a) To prevent any unauthorized entry of person or object.
- (b) Patrolling of premises, courtyard and intervention & necessary actions.
- (c) Informing local police and authorities in case of any attack or crises situation.
- (d) Prevent unauthorized parking near premises.
- (e) Assist in case of any Fire, medical or any other emergencies.
- (f) Prevent any defacing of wall/ building or disrespect to the National flag.
- (g) Keep record of Visitors
- (h) 24x7 hrs watch and vigil of premises,

2. Eligibility Criteria:

- (a) The bidder should have an experience of providing such services for at least 3 years.
- (b) The bidder should have experience in providing services in security to sensitive organizations, offices and large commercial establishments,
- (c) The bidder should be able to provide User Satisfaction certifications from at least 3 organizations.
- (d) The bidder should provide valid VAT number.
- (e) The bidder should provide LSGs which have been vetted by the local Government security department in terms of past record, character and antecedents. Background details of LSG along with proof of vetting to be provided.

- (f) **Criteria for Local Security Guard:**
- (i) **Age Limit:** - Security Guard should not be more than 50 years of age.
 - (ii) Physically and mentally fit and he/she should not suffer from an apparent disability including obesity/ overweight etc.
 - (iii) Should perform duties in smart uniform and their overall appearance should be neat and clean.
 - (iv) Should possess training in basic security duties such as access control and anti- sabotage checks (of person, baggage and vehicles)
 - (v) Beside local language, should possess basic knowledge of English.

3. Inspection of Premises: Interested parties may inspect premises between 22 November to 3 December 2018 to familiarize with prior intimation to Attaché' (Admin) on mobile No 55777734 or Head of Chancery mobile No. 09873873 through email: adm.maputo@mea.gov.in copy to hoc.abidjan@mea.gov.in

4. Commencement of Services: Successful bidder should make services operational within 30 days from award of contract failing which the Embassy reserves the right to cancel the contract and award it to next bidder.

5. Instructions for bidders:

- (a) Bidders should submit bids latest by 6.12.2018 till 1100 hrs to the address mentioned below. The Embassy at its discretion may extend the deadline for submission of Bids by amending the bidding documents, in which case all rights and obligations of the Embassy and the Bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

Address details:

Head of Chancery
Embassy of India
Lot No. 29, Ilot No.2,
Abidjan, Cote d'Ivoire
Mobile Number : 09873873
Email Id : hoc.abidjan@mea.gov.in

- (b) Bids would be opened in presence of bidders those who wish to attend on 6.12.2018 at 1600 Hrs.

- (c) Bidders shall furnish all the data/information called for under the bidding documents to the complete satisfaction of the Embassy of India falling which the Bid will be considered as incomplete.
- (d) All, data, information and any other material submitted by the Bidders in the process of bidding and part of bidding documents, shall remain the exclusive property of the Embassy at all times.
- (e) A prospective Bidder requiring any clarification may contact the undersigned in writing, either by post, fax or email at least three-four business days before the deadline for submission of the Bid.
- (f) The Bid and all correspondence and documents relating to the bid, exchanged between the Bidder and the Embassy shall be written in English Language
- (g) The Bids shall be in Local Currency (CFA) only. The price should be inclusive of all taxes and duties. The bids should be valid till 31st January 2019.
- (h) The Bid shall contain no alterations, omissions or additions. Overwriting except those that comply with instruction issued by the Embassy of India as necessary to correct errors made by the bidders, in which case the person or persons signing the Bid shall initial all such corrections.
- (i) The successful Bidder should not sub-contract any part of the Scope of work to be undertaken by them without written permission from the Embassy of India. The Bidder to whom the contract is awarded is solely responsible to the Embassy for the completion of the contract.

The Embassy reserves the right to accept/reject any Bid and does not bind itself to accept the lowest Bid or any Bid.

6. Terms of payment: Successful bidder would be paid the contracted amount on monthly basis



(C. Doss Jeyakumar)
Second Secretary (HOC)
Date: 20.11.2018