

No. BZV/Admn/813/1/2024
Embassy of India
Brazzaville

TENDER NOTICE

13th February, 2025

Subject: Invitation of tender for hiring of local security guards for the Chancery building.

Sealed bids are invited from professional Security agencies for providing round the clock local security guards for the **Chancery building** situated at 05 Avenue Mgr Augouard, Centre-Ville, Brazzaville.

2. Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the form and nature of the site, the means of access to the site and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender, without any additional charges.

3. Bidders shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

4. Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions will be available to him as per the local conditions and other factors having a bearing on the scope of the work.

5. The other conditions to be fulfilled by the bidder are attached at **Annexure A & B**, which needs to be completed and submitted with the bid.

6. **The terms and conditions of the tender would be as follows:**

(a) **Scope of services:** 2 Local security guards for day & 3 for night shift totaling to **5(five)** LSGs. The shift of the LSGs will be of 12 hours with a view to provide round the clock security to the premises. Additionally, panic alarm, radio & metal detector may also be provided for security.

(b) **Experience** – The security services provider should have a past experience of minimum of **5 years** in the field of security to qualify the technical bid. Additionally, it must have experience of providing security to Diplomatic Missions/Organizations.

(c) **Tender Details:** Bidder should furnish with the tender, complete and full details of the job & equipment to be handled by the local security guards.

(d) **Tender Documents:** The Tender documents will be free of cost. The Embassy will not be responsible to compensate for any expenses or losses which may incurred by the bidder in the preparation and submitter of his Tender.

(e) **Two stage bidding:** This will be a two –stage bidding process. The bidders have to provide two separate sealed covers for Technical & Financial bid. These two sealed covers may be kept in one single envelope for submission. The financial bid will be opened of only those bidders whose technical bid are accepted.

(f) **Quoted (bid) Price:** Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, transportation, taxes etc. No extra cost beyond the quoted amount shall be payable on any account. Also, indicate the VAT amount (whether quoted price is inclusive or exclusive). Once agreed to by the firm, the contract amount shall not be increased during the period of the contract by the bidder.

(g) **Commencement of the works:** Once the contract is awarded, the winning bidder will have to start the work with immediate effect.

(h) **Validity of the Bids:** Prices quoted in the bids of the tender should remain valid for acceptance for ninety (90) days from date of closing of tender, without any price escalation for whatever reason.

(i) **Notice of Acceptance:** A Bid shall be treated as successful only after the competent authority in the Embassy of India has approved it in accordance with the terms of the Tender Notice. Embassy of India shall send the notice of acceptance to the successful lowest Bidder. Subsequent to the notice, a contract shall be signed between the Embassy of India and the successful lowest Bidder for a period of 2 years.

(j) **Payment/Bills:** Payment/Bills may be submitted at the end of month and will be settled in the first week of the following month. No advance payment will be made.

(k) **Right to revoke:** The Embassy of India reserves the right to revoke the contract at any time if the services rendered are not found satisfactory during the period of contract.

7. The bids in sealed envelope(s) should be submitted to the tender issuing authority **Head of Chancery, Embassy of India, Brazzaville, 05 Avenue Monseigneur Augouard & Bayardelles, Centre-Ville, Brazzaville,** latest by **1500 pm on 10th March 2025**. Tenders received after the deadline will not be considered. The **Technical bids** of the Tender will be opened on **12th March 2025 at 1100hrs** and date of opening the **Financial bid** of the tender will be announced at that time.



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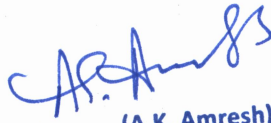
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Annexure 'A'

INFORMATION PERTAINING TO LOCAL SECURITY GUARDS(LSGS)

1. Local Security Guard should not be more than 50 years of age and the Supervisor, wherever necessary, should not be more than 55 years of age.
2. Should be physically and mentally fit and should not be suffering from an apparent disability. The Provider should submit Medical Fitness Certificate in respect of every LSG for an authorized Medical Practitioner. Additionally, he/she should not be emaciated, feeble and timid in an apparent sense.
3. Should have been vetting by local Government's security department(s) in terms of past record, character and antecedents. The provider should provide background details of the LSGs and also proof of their vetting.
4. Should possess training in basic security duties such as access control and anti-sabotage checks (of persons, baggage and vehicles) including use of basic security tools such HHMD, DFMD, CCTV monitoring, baggage and letter scanners, etc.
5. Should have attended education at least upto 10th Standard or matriculation equivalent.
6. Should be proficient in the local language. Should be in possession of minimum English language skills required to communicate with the Mission staff.
7. Should perform duties in smart uniform and their overall appearance should be neat and clean.
8. Should be thoroughly proficient and trained in handling of arms and other security equipment they are supposed to carry or use.
9. The Provider should have a system of undertaking supervisory checks of functioning of the LSGs to ensure that the LSGs are discharging their duties with efficiency. The Provider should clearly spell out as to what will be the system of supervision/surprise checks so as to achieve the above objectives.





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Annexure 'B'

INFORMATION PERTAINING TO THE SERVICE PROVIDER COMPANIES

1. List of other clients the Company is serving in terms of supply of LSGs in the Republic of Congo or other countries, if any.
2. Past experience, service history, achievements of the company.
3. Evidence of registration of the company under relevant statutory regulations applicable in the Republic of Congo.
4. Evidence of range of security services provided.
5. Size of the reserve pool of men and logistics such as response teams, petrol vehicles/ security equipment/control room facilities/communication equipment under use, etc.
6. The average period for which a security guards remains with the Company.
7. Training facilities: Does the company have its own training facility or it avail the facility of another provider. What is the curriculum and duration of training of the security guards and the supervisors?
8. Industry certification obtained by the company for its quality.
9. Company's relationship with the local police.
10. Scope and limit of liability of the Company in case of security failure.
11. Take home pay and allowance of the security guards.




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