



भारत का राजदूतावास
EMBASSY OF INDIA
पारामारिबो
PARAMARIBO

No. SUR/815/3/2007

10 January 2018

Tender for Hiring of Local Security Guards at Embassy Residence, Chancery premises, and Indian Cultural Centre, Paramaribo

1. The Embassy of India, Paramaribo, invites Technical and Financial bids/ quotations for hiring of local security guards for Embassy Residence (ER), Chancery premises, and Indian Cultural Centre, Paramaribo, for a period of one year starting from the date of award of the contract, as per following details :

Scope of work

(i) **For Chancery and Embassy Residence** : Two Security Guards each in 8 hr shifts
Monday to Sunday : 1500 hrs. to 0700 hrs. (16 hrs.)

(ii) **For Indian Cultural Centre** : Three Security Guards : Monday to Sunday (24 hrs.)

2. The Technical bid consisting of all technical details along with commercial terms and conditions. The Financial bid indicating cost for providing security services for Embassy Residence, Chancery premises, and Indian Cultural Centre for each security guard for a eight hour shift on weekly basis. The technical bid and financial bid should be **sealed by bidders in separate covers duly super-scribed** and both these sealed covers are to be put in a bigger cover which should be duly super-scribed.

3. The job specifications are as follows: -

- (a) To prevent any unauthorised entry
- (b) Patrolling of the premises
- (c) Prevent unauthorised parking in front of the building
- (d) Assist in case of any Fire, medical or any other emergencies.
- (e) Screen baggage/ Parcel/ Letter etc using Metal Detector and lookout for any kind of firearms or weapons.
- (f) Record the details of Persons and vehicles permitted inside the premises.

Eligibility Criteria.

4. The bidder should provide the following detailed information in descriptive terms along with the supporting documents and records as part of **technical bid**: -

- (a) The bidder should have an experience of providing such services for at least 3 years. Past experience, service history, achievements of the company.
- (b) The bidder should have experience in providing services in security sensitive organizations, offices and large commercial establishments.
- (c) The bidder should be able to provide User Satisfaction certificates from at least 3 organizations.
- (d) The bidder should provide LSGs 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.
- (e) List of other clients the company is serving in terms of supply of local security guards.
- (f) Evidence of registration of the company under relevant statutory regulations applicable to Suriname.
- (g) Range of security services provided by the firm.
- (j) Reserve pool of men and logistics such as response teams, patrol vehicles/ security equipment/ control room facilities/ communication equipment under use etc.
- (k) Average period for which a security guard and security supervisors remains with the company.
- (m) Training facilities, does the company have its own training facility? Or does company avail the facility of another provider or a company that only focus on training? What is the curriculum and duration of training of security guards and the supervisor?
- (n) Industry certificate obtained by the company for its quality and company's relationship with local police.
- (o) Average take home pay and allowances of the security guards.

Eligibility Criteria for Local security Guard (LSG)

5. The parameters pertain to personal qualities and attributes of LSGs and their eligibility criteria, to be provided by the firm along with the **technical bid** are as follows: -

- (a) Age Limit: - upto 50 yrs.
- (b) Physically and Mentally fit and he/she should not suffer from an apparent disability including obesity/ overweight etc. The provider should submit Medical Fitness Certificate in respect of every LSG from an authorized Medical Practitioner. LSG should not be emaciated, feeble and timid in an apparent sense.
- (c) Provide background details of the LSGs along with certificate vetted by the Government Security department in terms of record, character and antecedents.
- (d) Should perform duties in smart uniform and their overall appearance should be neat and clean.
- (e) Should possess training in basic security duties such as access control and anti-sabotage checks (of person, baggage and vehicles) including use of basic security devices such as HHMD, DFMD, CCTV baggage and letter scanners.
- (f) Minimum education qualification up to Mulo. Beside local language, should also possess basic knowledge of English.
- (g) Should be thoroughly proficient and trained in handling of arms and other security equipment's they are supposed to carry.

6. To arrange for the site visit, registered/interested parties may contact the Embassy in person, between 29 Jan 2018 – 01 Feb 2018 to familiarize with the premises.

7. **Commencement of Services**. The services will need to be made operational within 30 days from award of contract failing which the Embassy reserves the right to cancel the contract and award it to another agency.

8. **Last date for submission of bids** : Bids, complete in all respects, may be submitted at the address given below **by 15 February 2018** :

Mr. Deepak
Head of Chancery
Embassy of India,
239, Dr. Sophie Redmondstraat
Post Box no.1329, Paramaribo.
E- mail : hoc.paramaribo@mea.gov.in
Tel: 597-498344 Fax : 597-499382

9. For any clarification, prospective Bidders may contact the Embassy in writing, either by post, fax or email.
10. Bidders shall furnish all the data/ information called for under the bidding documents to the complete satisfaction of the Embassy, failing which the Bid will be considered as incomplete and liable to be rejected.
11. 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.
12. The Bid and all correspondence and documents relating to the bid, exchanged between the Bidder and the Embassy shall be in English Language or submitted along with English translation.
13. The price to be quoted by the Bidders shall be in US dollars or SRD only. The prices quoted should be valid for a minimum for period of Ninety (90) days.
14. The Bid shall contain no alterations, omissions or additions, overwriting except those to comply with instruction issued by the Embassy or as necessary to correct errors made by the bidders, in which case the person or persons signing the Bid shall initial all such corrections.
15. The embassy reserves the right to accept/reject the Bid and does not bind itself to accept the lowest id or any Bid and can reject any or all of the bids or to scrap the RFP in whole or in part.
16. 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. The Bidder to whom the contract is awarded is solely responsible to the Embassy for the completion of the awarded contract.



(Deepak)
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Embassy of India,
Paramaribo.

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