

**NOTICE INVITING TENDER/REQUEST FOR UNARMED LOCAL SECURITY GUARDS AT
EMBASSY OF INDIA IN CAIRO**

The Embassy of India in Cairo (Egypt) invites sealed tenders as per two bid system (Technical Bid and Financial Bid) from the reputed and experienced Egyptian or Indian Security service providers registered with appropriate authority as per law, for providing two unarmed security guards in one shift during office hours and one unarmed in remaining two shifts after office hours for the Embassy (at 5 Aziz Abaza Street, Zamalek) and two unarmed security guards round the clock for the India House (at 19 Mohammed Mazhar, Zamalek) and one unarmed guard on working days at MACIC/Consular Wing (at 3 Abou El Feda, Zamalek), for the period of two years from the date of signing the contract.

1. Process of submission of bids:

i. Two bid system – Bids should be submitted in three separate and sealed envelopes as follows:

(a) *Envelope A*- Earnest Money Deposit/Bid Security:- The Tenderer must submit the Bid Security in the sum of Egyptian Pounds 20,000. Bid Security shall be in the form of Account Payee Demand Draft or Bank Guarantee from any of the Commercial Banks in favour of Embassy of India, Cairo. The bid security of the unsuccessful bidder (s) at the technical evaluation stage will be returned within 30 days of declaration of result first stage (technical evaluation).

(b) *Envelope B*- Technical Bid documents as per Annexure-I of this document; and

(c) *Envelope C* - Financial Bid documents as per Annexure-II of this document

ii. All three envelopes should be sealed and superscribed as "Earnest Money Deposit/Bid Security Deposit", "Technical Bid document for Hiring of Local Security Guards" or "Financial Bid document for Hiring of Local Security Guards" as the case may be. All the envelopes must contain the name and address of the bidder.

iii. Both bids (Technical and Financial) along-with Bid Security should be sealed and kept in an outer cover (preferably official envelope of the supplier), superscribed with the subject "Tender for Hiring of Local Security Guard" and should be delivered to:

**Head of Chancery,
Embassy of India
5 Aziz Abaza Street,
Zamalek, Cairo**

iv. The tender documents must be signed by owner of the company or his authorized signatory.

v. Bids sent over fax/e-mail shall not be entertained.

vi. Bids received after the last date of submission will be rejected.

vii. Technical bids will be opened on **04 March 2024**. The Financial bids of the bidders who do not qualify the Technical bid stage will be returned unopened. The Financial bids of only those bidders will be opened who qualify the Technical bid stage. The concerned representative should be present at the time of opening of Technical and Financial bids.

viii. Bids must be signed by owners of the company.

ix. Embassy reserves the right to extend the deadline of last date of submission of tenders and such extension will be binding on all prospective bidders. Embassy further reserves the right to extend the dates of opening of Technical/Financial bids.

x. The tender may be disqualified for any reason including, but not limited to the following:

- a) If the tenderer sets forth any conditions which are unacceptable to the Embassy of India.
- b) If any tender is submitted under a name other than the name of the individual firm, partnership or corporation that has issued the Tender Document.
- c) If there is evidence of collusion between Tenderers.
- d) If the Tenderer sets forth any offer to conditionally, discount, reduce or modify his/her tender.
- e) If Tender price is disclosed before opening of Financial Tender.

2. **Critical Dates:**

Tender Publishing Date - 08 February 2024

Bid Submission Last Date – 28 February 2024

Technical Bids & Financial Bids Opening date – 04 March 2024

3. **Bid validity Period:** The bid must be valid for a period of 180 days.

4. **Deployments of guards:**

i. Total 04 LSGs at Chancery – 02 LSG during day shift of 8-hour and 01 each in remaining two shifts after office hours on 24x7 basis will be deployed at 5 Aziz Abaza Street, Cairo.

ii. Total 06 LSGs at India House – 02 LSG in three 8-hour shift on 24x7 basis will be deployed at 19 Mohammed Mazhar, Zamalek, Cairo.

ii. Total 01 LSG at MACIC/Consular Wing - 01 LSG for 01 duty post for 08-hour shift on working days will be deployed at 3 Abou El Feda, Zamalek, Cairo.

5. **Eligibility Criteria:**

i. Bid is open to Security Agencies registered in Egypt/India and the agency should have at least 03 years of experience of providing security services having trained manpower and efficient supervision system.

ii. The agency providing security to Diplomatic Missions, Government and Industrial offices and such other establishments will be given preference.

ii. The agency desirable of providing service to us should be willing to furnish information about its other clients including period and type of services rendered in broad terms.

iv. The agency should not have been blacklisted since inception.

v. The agency should have sufficient LSGs on its roll so that the staff is rotated periodically if required.

6. **Scope of Work:**

6.1. *Nature of services include-*

- i. Security guards will be required to perform periodic patrols of the property on foot.
- ii. Control access to the site.
- iii. Check identification to obtain authorization to enter the building.
- iv. Screen visitors coming to the site, check bags/belongings.
- v. Deposit mobiles/laptops/bags of visitors and maintain proper records.
- vi. Maintain access logs of the visitors/vehicles to the site.
- vii. Guards should be in company uniforms with proper IDs issued by the company to be displayed all the times.
- viii. Not to allow passage of any property/items from site without permission of India based Security Supervisor.
- ix. Other agreed upon post orders to be determined at the start.
- x. The guards should be provided with emergency lights, torches, whistles and hand based metal detectors.
- xi. All LSGs have to sign attendance register at the start and end of duty.
- xii. The main gates are to manned 24x7 without fail.
- xiii. The placement of LSGs at the site will be decided by the Embassy.
- xiv. LSGs will never leave duty without their reliever arriving at the site.
- xv. Other agreed upon orders issued by the Embassy of India.

6.2 *Desirable Requirement from the Company to deploy LSGs include-*

- i. LSG should not be more than 50 years of age.
- ii. 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 from an authorized Medical practitioner. Additionally, he /she should not be emaciated, feeble and timid in an apparent sense.
- iii. Should have been vetted by Egyptian Police authorities in terms of past record, character and antecedents. The Provider should provide background details of the LSGs and also proof of their vetting.
- iv. 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 as HHMD, DFMD, CCTV monitoring, baggage and letter scanners etc.
- v. Should have attended education at least up to 10th Standard or matriculation equivalent.
- vi. Should be proficient in the local language and working knowledge of English language to communicate with the Mission staff.
- vii. Should perform duties in smart uniform and their overall appearance should be neat and clean.
- viii. Should have knowledge of first aid / fire-fighting.

- x. Service Provider should have provision for real time checks of functioning of the LSGs.
7. **Site Visit:** The site visit would be available to the interested bidder on request and with prior appointment. The request for site visit may be send to email id hoc.cairo@mea.gov.in.
8. **Performance Security:** The successful bidder after the evaluation of financial stage has to submit a performance security for an amount of 5% of the awarded contract value. Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee. Performance Security must remain valid for a period of sixty days beyond the date of completion of contract period. Bid security/Earnest Money Deposit would be refunded to the successful bidder only on receipt of Performance Security.
9. **Other terms and conditions:**
- (i) The contract shall be awarded to the technically qualified lowest bidder. It shall be the sole responsibility of the service provider to adhere with local laws and regulations pertaining to minimum wages, duty hour regulations, various government contributions etc.
- (ii) *Medical facility* - The service provider will be responsible for medical facility to the security personnel provided by the company.
- (iii) *Penalty Clause* - In case security agency fails to provide the desired services or breaches the contract and for loss of damage, if any, to the property, life and limbs of Mission staff etc due negligence of the security personnel or substandard services of the service provider, the Embassy reserves rights to impose penalty to the service provider.
- (iv) The Embassy reserves the rights for reducing the number of LSGs at a later state. In that event, the Embassy reserves the rights to reduce the monthly contract value on proportionate basis for the remaining period of the contract.
- (v) The service provider would need to ensure that all the statutory laws as per Egyptian law are adhered to which includes labour contract and any other aspects.
- (vi) Any dispute or difference during the contract period regarding the interpretation, applications or implementation of the provisions of the agreement shall be resolved amicable between the parties. In case such dispute remains unresolved for a period of 30 days from the date of first notice of dispute, it shall be resolved through arbitration. The seat of arbitration shall be at New Delhi.



(John M. Kerketta)
Head of Chancery
Embassy of India,
05 Aziz Abaza Street,
Zamalek, Cairo

(JOHN M. KERKETTA)
HEAD OF CHANCERY
EMBASSY OF INDIA
CAIRO

Proforma for submission of Technical BidsEssential Requirement from the Company to qualify for Technical stage

- (A) Brief Description of the Company.
- (B) Proof of registration of the company with Government authorities under relevant statutory regulations such as labour laws applicable in the host country.
- (C) Past experience, range of security services provided and achievements of the company.
- (D) Details of other clients/offices where the company is serving security guards in the host country and other countries.
- (E) Number of guards and reserve pool of men with company. Attrition rate of security guards and security supervisors (i.e. the average period of which a security guard remains with the company).
- (F) *Training Facilities* - Does the company have its own training facility (details thereof)? Does it avail the facility of another provider or a company that only focuses on training? What is the curriculum and duration of training of the security guards and the supervisors?
- (G) Industry certification obtained by the company for its quality, if any.
- (H) Scope and limit of liability of company.
- (I) Take home pay and allowances of the security guards.

I/We, hereby certify that, all the information and data furnished by me/us with regard to the Tender are true and complete to the best of my/our knowledge. I/We have gone through the specification, conditions and stipulations in detail and understand fully the scope of work and agree to comply with the requirement and intent of specification.

I/We, further certify that I/We am/ are the duly authorized representative(s) of the under mentioned bidder and a valid power of attorney to this effect is also enclosed. I/We, hereby declare that I/We shall treat the tender documents, drawings, specifications and other records connected with the work as secret/confidential and shall not communicate information/derived there from to any persons other than a person. I/We am/ are authorized to communicate the same or use the information in any manner prejudicial to the safety of the same.

Bidder's Name & Address:
Name & Signature of the bidder
(Seal)

Proforma for submission of Financial Bids

S. No.	Duty Point/Beat	Required round-the-clock or for specified hours	To be covered in how many shifts	No. of LSG in one shift	Total No. of LSGs	Unit Price (per LSG/per month) in EGP	Total Price (excluding VAT) in EGP	VAT in EGP	Total Price including VAT in EGP
1	Chancery - Entrance Gate	Round-the-clock	03 shifts of 08 hrs each	02 (day/main shift) and 01 + 01 (after office hours)	04				
2	Embassy Residence - Entrance Gate	Round-the-clock	03 shifts of 08 hrs each	02	06				
3	Culture Center/ Consular Wing - Entrance at 2 nd floor	0900-1700hrs on working days	01 shift of 08 hrs	01	01				

I/We, hereby certify that, all the information and data furnished by me/us with regard to the Tender are true and complete to the best of my/our knowledge. I/We have gone through the specification, conditions and stipulations in detail and understand fully the scope of work and agree to comply with the requirement and intent of specification. I/We, further certify that I/We am/ are the duly authorized representative(s) of the under mentioned bidder and a valid power of attorney to this effect is also enclosed.

I/We, hereby declare that I/We shall treat the tender documents, drawings, specifications and other records connected with the work as secret/confidential and shall not communicate information/derived there from to any persons other than a person I/We am/ are authorized to communicate the same or use the information in any manner prejudicial to the safety of the same.

Bidder's Name & Address:
Name & Signature of the bidder
(Seal)