No. ACC/ADM/815/2/2018
High Commission of India
Accra

Accra, the 20th June 2018

TENDER NOTICE

Subject: Services for providing round the clock security at High Commission of India: 9 Ridge Road, Roman Ridge, Accra and India House: 1 Jawaharlal Nehru Road, Accra

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Chapter I- Notice Inviting Tender and Instructions to Bidders

1	Reference No.	ACC/ADM/815/1/2018
2.	Issuing authority	Head of Chancery, High Commission of India, Accra
3.	Service to be render	**India House** (residence of the High Commissioner of India): Provision of two night time and one day time security guards for a 12 hours shift each.
		High Commission of India: Provision of one day time security guard for 12 hours shift.
4.	Site Address	**India House** : 1 Jawaharlal Nehru Road, Cantonments, Accra, Ghana. **High Commission of India** :No. 09 Ridge Road, Roman Ridge, PO Box CT-5708, Cantonment, Accra, Ghana
5.	Specification / model	**India House** (official residence of High Commissioner of India to Ghana: Round the clock security by deploying two well trained and uniformed guards on a 12 hour shift from 6 PM to 6 AM and one guard on a 12 hours shift from 6 AM to 6 PM. **High Commission of India**: one guard on a 12 hours shift from 6 AM to 6 PM.
6.	Time Period	Contract to be signed on annual basis and payment to be made on monthly basis
7.	Address for submission	High Commission of India, No. 09 Ridge Road, Roman Ridge, PO Box CT-5708, Cantonment, Accra, Ghana
8.	Pre-qualification:	Bids from experienced & registered firms, completed in all respects should be submitted in sealed envelopes addressed to the Head of Chancery, High Commission of India, Accra in person, or by mail or courier to

		reach before the deadline of 1700 hrs on 20th of July 2018 at the High Commission of India. **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 market **Tender for round the clock security at High Commission of India & India House".** All tenders received after the deadline will be summarily rejected. Detailed per-qualification conditions are given in Annexure – I
9.	Conditions	(i) The Tender should be valid for not less than three months. It would be subject to availability of funds for this purpose (ii) The Tender issuing authority reserves the right to withdraw/cancel publication /award of the contract
10.	Closing date	Three weeks from the date of e-publication of Government Portal-eprocure.gov.in
11.	Assignment specific information in brief	(a) Last date & time for bid submission : 1700 hrs, Friday, 20 July, 2018 (b) Date of opening technical Bid : 1530 hrs, Monday, 23 July, 2018 (c) Date of opening financial Bid: 1530 hrs, Tuesday, 24 July, 2018.
	Evaluation Criteria	The Tender Evaluation Committee (TEC) will evaluate the Technical information individually using he following criteria: (a) The Organization's relevant experience (b) Quality of service plan and methodology (c) Qualification and Experience of the staff (d) Past track record.

T.V.Ganesan

(T.V.Ganesan)
Head of Chancery

High Commission of India
ACCRA

Annexure I

Pre-qualifying terms and conditions for submitting bids for tender for provision fo Security Guards for India House and the office of the High Commission of India.

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

(i) Separate bids in the sealed envelopes in the prescribed Technical 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 Ghanaian 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 etc.

(vi) Subject to above condition, the company should have sufficient security guards on its roll so that the staff is rotated periodically.

2. **Age**: Age of Security Guards should not be more than 50 years.

3. **Physical and Mental Fitness**: Security guards should be physically and mentally fit. He/she should not suffer from an apparent disability including obesity/overweight that would hinder efficient discharge of his/her duties

4. **Verification of Character and antecedents**: The security guard should have been vetted by the Ghanaian Ministry of Interior/Police authorities in terms of past record, character and antecedents. The service provider should be able to provide background details of the guards and also proof of their vetting.

5. **Uniform & appearance** : The guards should perform their duties in smart uniforms and their overall appearance should be neat and clean.

6. **Training** : Guards should posses 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 a foreign diplomatic mission in general terms and a knowledge of what is suspicious in terms of men and material.

7. **Supervision** : Service provider should have provision of real time checks of functioning of the security guards to ensure that the quality of the provided staff and the service they render is always above the benchmark. The security firm should be able to provide proof of this to the Mission.

8. **Knowledge of Language** : Besides the local/native language, guards should have working knowledge of English so that there is no communication gap

9. **Service conditions of the guards** : The service provider should agree to provide details of salary, gratuity, allowances, leave rules etc. that it provides to his guards.

10. **Option to chose & retain** : The service provider should be able to provide a choice of guards and in case of 'good performance' by particular guard(s), the High Commission of India shoul d have the option of retaining a particular guard(s).

11. 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.

(T.V.Ganesan)
Head of Chancery

Chapter II – TECHINICAL BID PROFORMA

1. Name of the firm:

2. Address of the Registered Office

3. Correspondence address

4. Contact Details
   Telephone No. :
   Fax :
   E-mail :

Sl No.	Requirements	Reply	Remarks, if any
1.	a. brief introduction of the company		
	b. Previous experience in the fiend (minimum of three years)		
	c. Registration Certificate & license for the service		
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. Testimonial (clients letters/certificates etc.)		

Chapter III– FINAICIAL BID PROFORMA

1. Name of the firm:

2. Address of the Registered Office

3. Correspondence address

4. Contact Details
   Telephone No. :
   Fax :
   E-mail :

Sl No.	Service	Charges (including VAT)	Remarks, if any
1.	**India House**: 1 Jawaharlal Nehru Road, Cantonments, Accra, Ghana.		
(i)	Two Night guards: 6 PM to 6 AM		
(ii)	One guard : 6 AM to 6 PM		
2.	**High Commission of India** :No. 09 Ridge Road, Roman Ridge, PO Box CT-5708, Cantonment, Accra, Ghana		
(i)	One guard : 6 AM to 6 PM		

Digitally signed
by SANJEEV
KUMAR GOEL
Date: 2018.06.21
09:54:39 IST