

**No. Abuj/Adm/872/01/2021
High Commission of India
No. 364, Cadastral Zone,
Central Business District (CBD)
Abuja, Nigeria**

www.hciabuja.gov.in

Date: 19 April, 2021

Subject: Hiring of twenty (20) Local Security Guards (LSGs) by the High Commission of India, 364, Central Business District, FCT, Abuja, Nigeria.

Tender No. Abuj/Admn/872/01/2021 dated 19 April 2021

Last date for submission of bids: **07 May 2021**

Section- I : Invitation for Tenders

Section - II : Terms & Conditions

Section-III : Special Conditions of Contract

Section-IV : Brief Description of Work

Section-V : Price Schedule

**No. Abuj/Adm/872/01/2021
High Commission of India**

**No. 364, Cadastral Zone,
Central Business District (CBD)
Abuja, Nigeria**

Subject: Tender invitation for hiring of twenty (20) local security guards (LSGs) by the High Commission of India, 364, Central Business District, FCT, Abuja, Nigeria.

The High Commission of India (HCI), Abuja invites sealed tenders (two-bid system) from reputed security agencies hiring of **twenty (20)** security guards for Chancery complex at 364, Central Business District, FCT, Abuja, and the Embassy Residence at Maitama, Abuja (Nigeria).

2. The tender document can be downloaded from the following websites:
www.hciabuja.gov.in
www.http://eprocare.gov.in/cppp
www.mea.gov.in
3. The tender should be submitted in two sealed envelopes as below:
 - (a) The first sealed cover superscripted as "Technical Bid" should contain only relevant documents, as prescribed in Section-IV of the Tender Document.
 - (b) The second sealed envelope superscripted "Financial Bid" should contain only rates for providing security services.
 - (c) Both the sealed covers, along with Earnest Money Deposit (EMD) [Naira 100,000 (One hundred thousand Naira only)] should be placed in the main sealed envelope superscripted "Tender for Hiring of Local Security Guards" addressed to the **Head of Chancery, High Commission of India at 364, Cadastral Zone, Central Business District (CBD), FCT, Abuja, Nigeria**, and must reach on or before 07th May, 2021 by 1700 hrs. Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before the prescribed date and time. Mission will not be responsible for any postal delay.
4. The Mission reserves the right to reject any or all applications/offers without giving any notice or assigning any reason thereof. The decision of the Mission in this regard will be final and binding upon the bidders.

5. The important schedules and dates are as under:

	<i>Key Event</i>	<i>Dates</i>
1.	Last date for submission of Bids	07 May 2021 by 1700 hrs
2.	Date* of Opening of Technical Bids <i>(Participant bidders may wish to be present)</i> <i>*Date & time for opening of financial bids of technically qualified bidders will be communicated separately. A letter of authorization shall be submitted by the Bidder's representatives before opening of the Bids. Absence of bidder or their representative shall not impair the legality of the opening procedures.</i>	11 May 2021 at 1500 hrs
3.	Venue for Opening of Bids	Conference Room, High Commission of India, Abuja, Nigeria

5. For any tender related enquiry/clarification and site visit, please contact Attache (Property) by Phone (00-234-7080622800) or E-mail at admn.abuja@mea.gov.in.

6. The sealed bids would be **opened on 11th May, 2021 at 1500** hrs in Conference Room of the High Commission. The tenderers or their authorized representatives may attend the opening of tender bids.

(V.S.D.L Surendra)
DHC/Head of Chancery

SECTION II: TERMS AND CONDITIONS

1. The Contract for hiring of security services would be for two-year w.e.f 1st August 2021 to 31st July 2023. The contract rate will not change during the Contract Period.
2. Bidders are required to deposit Earnest Money Deposit (EMD) of ₦ 100,000.00 (Naira one hundred thousand only) in the form of "*Pay Order, Demand Draft or Bank Guarantee from any Scheduled bank of Nigeria*" in favour of "High Commission of India, Abuja. Bids received without EMD will not be considered and rejected summarily. EMD of all unsuccessful bidders shall be refunded within 30 days of awarding the tender. No interest shall be payable for EMDs.
3. The Tender shall be neatly arranged, plain and intelligible. Each page of the Tender should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Tender. The conditional tender will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.
4. The Bidders shall submit documentary evidence in respect of their technical capabilities and the Financial Bid including their experience in providing of similar services.
5. Any tender received by HCI, Abuja after the deadline for submission of tenders, will not be accepted.
6. In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, HCI, Abuja's interpretation of the clauses shall be final and binding on all parties.
7. The successful bidder, on award of contract, must send the contract/acceptance in writing, within seven (7) days of award of contract, failing which the EMD will be forfeited. The EMD shall also be forfeited if the bidder withdraws the tender during the period of tender validity specified in the tender.
8. Mission reserves the right to terminate the contract at any point of time during the tenure of contract, if the services are not found satisfactory or the contractor dishonours the contract. Decision of the Mission in this regard shall be final and binding upon the contractor.

SECTION III: SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Prices

- a. Price quoted by the Contractor and agreed to by HCI, Abuja shall be considered final and no price escalation will be permitted thereafter.
- b. Bidders must quote the price in the format given in Contract Price Schedule at Section – V of this document.
- c. All prices are to be quoted only in Nigerian Naira.

2. Taxes and Duties:

The prices quoted should be inclusive of all taxes, meal, and transport charges etc. VAT should not be included as the High Commission of India is exempted from VAT under the Vienna Convention.

SECTION IV: GENERAL TECHNICAL SPECIFICATIONSs DETAILS

1. (i) Total number of security guards (SGs) to be deployed:

Chancery complex at CBD, FCT, Abuja – Twelve (12)
Embassy Residence at Maitama, Abuja – Eight (08)

(ii) Duration: 24 hrs

(i) Timings and total number of SGs:

One guard in 08 hrs shift (total 3 shifts) each at Chancery and the Embassy Residence in the following manner:

Shift	<i>Chancery complex</i>	<i>Embassy Residence</i>
Morning (0400-1200 hrs)	3*	2
Day (1200-2000 hrs)	3	2
Night (2000-0400 hrs)	4#	3
Relief	2	1
Total	12	8

**(a) One (1) supervisor and three (3) security guards. (b) at least one (1) lady security guard is required at Chancery during daytime.*

One supervisor is required at the Night at Chancery. No lady guards required at Night.

2. The following requirement regarding Security Guards (SGs) must be met by the Agency:

- (i) No SG should be more than 40 years of age.
- (ii) SG should be physically and mentally fit.
- (iii) SG must be cleared by the local government's security department.
- (iv) Agency must provide smart uniforms to all SGs including raincoats.
- (v) All SGs should have basic training to operate security equipment such as access control, CCTV, baggage scanners, DFMD etc.
- (vi) The Agency should rotate SGs periodically (once in every 4 months, if Mission desires so).
- (vii) All SGs should also have basic knowledge on law.
- (viii) Supervisor should have basic knowledge of First Aid and Fire Fighting

- (ix) Company shall provide communication gadget i.e. ICom Sets to the Security Guards both at Chancery and ER.

3. Following additional information may also be provided by the bidding Agency:

- (i) Does the Agency provide security services to other diplomatic missions or any other industrial establishment also? If yes, the name(s) of all clients diplomatic Missions/Industrial establishment working presently and worked in past are to be mandatorily disclosed. Supporting documents for experience and references are to be enclosed.
- (ii) Take home pay of the security staff.
- (iii) What is the reserve capacity of men and vehicles? Can it draw in more human resources to combat an emergency?
- (iv) Does it meet the minimum wage policy of the local government and other legal, and labour obligations?
- (v) Details of training curriculum, duration of the security personnel.
- (vi) What communicative system does the Agency have? Provide details of technology and supervision mechanisms to monitor guard presence and efficiency.
- (vii) Does the Agency have a 24X7 Control Room?
- (viii) Is the Agency licenced by the local police or statutory authority?
- (ix) What industry certification does it have in terms of quality?
- (x) Supervisors should preferably possess experience of working with the Police/Army.
- (xi) Company shall provide one Patrol Vehicle on 24X7 basis.
- (xii) Suppression of any fact/information shall lead to disqualification of the bid.

Section – V

Format for submitting the Price Schedule for providing security services (twenty security guards) to the High Commission of India, 364, Central Business District, FCT, Abuja, Nigeria.

High Commission of India, Abuja

Tender No.Abuja/Adm/872/01/21-Tender2/2021

Date:

Price Schedule:

Unit Rate/per security guard (in Naira)

Total Amount (for 20 security guards) (in Naira)

Name of firm

Address for correspondence

Contact

Note: 1. The above quoted prices are complete in all respect as per technical specifications inclusive of transportation, meal & other charges etc.

2. Certified that rates quoted for the above items are as per details, terms & conditions mentioned in the tender document.

Yours faithfully,

(Signature of Authorized Signatory)

Name & Designation:

Company seal