

**No. Abuj/Admn/872/03/2017
High Commission of India
No. 364, Cadastral Zone,
Central Business District (CBD)
Abuja, Nigeria**

www.hcindia-abuja.org

Date: 12th May, 2017

Subject: Hiring of Security Services by the High Commission of India, 364, Central Business District, FCT, Abuja, Nigeria.

Tender No. Abuj/Admn/872/03/2017 dated 12th May, 2017

Last date for submission of bids: 05th June, 2017

Section- I : Invitation for Tender

Section - II : Terms & Conditions

Section-III : General Conditions of Contract

Section-IV : Special Technical Specifications/Details

Section-V : Price Schedule

No. Abuj/Adm/872/03/2017
High Commission of India
No. 364, Cadastral Zone,
Central Business District (CBD)
Abuja, Nigeria

**Subject: Tender invitation for hiring of Security Services 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 for hiring of a total of eighteen (18) security guards for (i) Chancery complex at 364, Central Business District, FCT, Abuja, and (ii) the Embassy Residence at Maitama, Abuja (Nigeria).

2. The tender document can be downloaded from the following websites:

www.hcindia-abuja.org
www.http://eprocure.gov.in/cppp
www.mea.gov.in

Bidders are also required to deposit Earnest Money Deposit (EMD) of ₦ 50,000.00 (Fifty thousand naira 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.**

3. The tender should be submitted in two sealed envelopes as below, along with prescribed EMD.
- (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 EMD should be placed in the main sealed envelope superscripted "Tender for Providing Security Services" 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 05th June, 2017 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 bids/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. Technical queries if any may be addressed to the Defence Adviser at email ID - **def.lagos@mea.gov.in**

6. The important schedules and dates are as under:

| | <i>Key Event</i> | <i>Dates</i> |
|----|---|---|
| 1. | Last date for submission of Bids | 05 th June, 2017 by 1700 hrs |
| 2. | Date of Opening of Technical Bids (<i>Participant bidders or their representatives may wish to be present</i>) | 06 th June, 2017 at 1500 hrs |
| 3. | Venue for Opening of Bids | Conference Room, High Commission of India, Abuja (Nigeria) |
| 4. | Opening of Financial bids | To be communicated separately to the bidders whose Technical bids are found in order. |

7. All bidders are requested to read and understand the terms & conditions of the contract as detailed in the Section-II, and Section-IV of the Tender Document before sending their bids. No change or violation of the aforementioned terms and conditions is permissible once the quotation is accepted by the Mission.

(Kaisar Alam)
DHC/Head of Chancery

SECTION II: TERMS AND CONDITIONS

1. The Contract for hiring of security services would be for one year w.e.f. 01st August, 2017 to 31st July, 2018. The contract may be extended on annual basis on mutual consent subject to satisfactory performance report.
2. Bidders are required to deposit Earnest Money Deposit (EMD) of ₦ 50,000.00 (Naira Fifty 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 Contract. 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: GENERAL CONDITIONS OF CONTRACT (GCC)

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 Naira.

2. Taxes and Duties:

The rates 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: SPECIAL TECHNICAL SPECIFICATIONS/DETAILS

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

| | |
|-------------------------------------|---------------|
| Chancery complex at CBD, FCT, Abuja | – Eleven (11) |
| Embassy Residence at Maitama, Abuja | – Seven (07) |

(ii) Duration: 24 hrs

(i) Timings and total number of SGs:

One guard in 08 hrs shift (total 3 shifts) each at Chancery complex 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) | 3 | 2 |
| Relief | 2 | 1 |
| Total | 11 | 7 |

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

- (i) No SG should be more than 50 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.
- (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).

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? Supporting documents for past experience and references.
- (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?

Section – V

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

High Commission of India, Abuja

Tender No. Abuj/Adm/872/03/17-Tender 3/2017

Date:

Price Schedule:

Unit Rate/per security guard (*in Naira*)

Total Amount (for 18 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