

**HIGH COMMISSION OF INDIA
FREETOWN**

AMENDMENT

No. FRE/815/01/2021 dated 11 October 2022

Tender Notice No. 1/2022

The High Commission of India Freetown invites bids/proposals from reputed security service providers for providing round the clock security services of two unarmed local Security Guards for its Chancery premises at 32-B Wilkinson Road for a period 2 years.

2. The High Commission's website <https://www.hcifreetown.gov.in/Tender> and Central Procurement Portal (CPP) at <https://eprocure.gov.in/cppp/> may also be referred to for complete details, scope of work, and conditions of eligibility.

3. The bids should be submitted in two sealed envelopes [**Envelope-A "Technical Bid and Earnest Money Deposit"**, EMD should be through a Demand Draft or Banker's cheque for NLe 2500.00 in favour of 'High Commission of India, Freetown', **Envelope-B "Financial Bid Documents"**]. Two envelopes containing "A" and "B" shall be duly super scripted with above title and put in another sealed envelope super scripted with the title "**Proposal for providing the services of two unarmed local Security Guards at 32-B Wilkinson Road for a period 2 years.**"

4. The last date for receipt of bids is November 04, 2022 (1700 hrs.)


(Neeraj Kumar Saini)

Second Secretary (Head of Chancery)

Tel: +232 7300088

E-mail: hoc.freetown@mea.gov.in

**HIGH COMMISSION OF INDIA
FREETOWN**

No. FRE/815/01/2021 dated 11 October 2022

Tender Notice No. 1/2022

The High Commission of India Freetown invites bids/proposals from reputed security service providers for providing round the clock security services of two unarmed local Security Guards for its Chancery premises at 32-B Wilkinson Road for a period 2 years.

2. The High Commission's website <https://www.hcifreetown.gov.in/Tender> and Central Procurement Portal (CPP) at <https://eprocure.gov.in/cppp/> may also be referred to for complete details, scope of work, and conditions of eligibility.

3. The bids should be submitted in two sealed envelopes [**Envelope-A "Technical Bid and Earnest Money Deposit"**, EMD should be through a Demand Draft or Banker's cheque for NLe 2500.00 in favour of 'High Commission of India, Freetown', **Envelope-B "Financial Bid Documents"**]. Two envelopes containing "A" and "B" shall be duly super scripted with above title and put in another sealed envelope super scripted with the title "**Proposal for providing the services of two unarmed local Security Guards at 32-B Wilkinson Road for a period 2 years.**"

4. The last date for receipt of bids is November 03, 2022 (1700 hrs.)



(Neeraj Kumar Saini)

Second Secretary (Head of Chancery)

Tel: +232 73000088

E-mail: hoc.freetown@mea.gov.in

**HIGH COMMISSION OF INDIA
FREETOWN**

Invitation for Tender

Sealed tenders are invited from eligible agencies/firms for the undermentioned requirements as per terms and conditions set forth in the Tender Documents:

Tender Reference No. & Date: No. FRE/815/01/2021 dated 11 October 2022

1. Nature of Tender:

Open Tender for engaging the services of a security agency for providing the services of two unarmed local Security Guards for its Chancery premises at 32-B Wilkinson Road for a period 2 years.

2. Scope of Work:

To hire 02 (two) professionally trained Security Guards for High Commission premises for a period of two years to perform the following duties:

Time: 7AM to 7PM — One guard; 7PM to 7AM — One guard.

1. Perform 12 hrs duty (day shift) and 12 hrs duty (night shift) x 7 days a week. 12 hrs day shift will be from 7 AM to 7 PM while 12 hrs night shift will be from 7 PM to 7 AM.
2. Perform periodic patrolling and surveillance for suspected activities in the premises.
3. Keep watch for any sabotage, damage, fire and safeguard the property, men, material, machines and document system at site.
4. Frisking of visitors at the Entry gates and checking vehicles seeking entry into High Commission premises.
5. Regulate entry of visitors to the premises while being polite and courteous.
6. To be alert and detect unattended packages and strange objects and respond in emergency situations like fire, law & order, medical, etc.
7. Security Guards to be very alert on duty, both physically and mentally throughout the shift and report any issues immediately to the supervisory officer in the High Commission.
8. Company will ensure to maintain proper supervision over the security personnel with regard to their discipline, alertness, proper uniform, conduct in the course of their duty and carryout periodic surprise inspections.
9. Perform all security duties assigned by the High Commission.

Note: Only Security Guards, who are security vetted by the High Commission & Local Govt Security Department, should be deployed. High Commission reserves the right to accept/reject any Security Guard deployed. Two standby guards have to be earmarked, who should have been vetted by the Local Security Department and the High Commission.

Eligibility Criteria for Tenderers:

The invitation for tender is open at all eligible tenderers as mentioned below:

- i) Security Agency should have a minimum of **three years** overall experience in providing security personnel and related services and proven expertise in the field of security in Sierra Leone and have successfully completed similar type of work in any Govt / Semi Govt. / Autonomous Body / diplomatic missions / international organizations. Agencies with experience in providing security services to diplomatic missions & international organizations would be given weightage and preference.
- ii) Tenderer must have valid permit/Trade License/registration issued by the relevant department of Sierra Leone Government to operate in the country.
- iii) Tenderer must have relevant industry certification (preferred)
- iv) Tenderer must have Sierra Leone Police Security License.
- v) Tenderer must submit copy of tax returns of previous two years.
- vi) Tenderer must confirm that the security guards being provided are well-trained.
- vii) Sub-contracting of the services is not permitted.
- viii) The bid shall remain **valid for a period of 180** (One Hundred Eighty) days from the date of opening of the bid or up to any mutually extended period.
[Tenderer must include, as part of the tender, copies of documents mentioned above to establish their qualifications to perform the contract.]

4. Earnest Money Deposit (EMD) / Tender Security:

NLe 2,500.00 (Sierra Leonean Leones Two Thousand Five Hundred only) by way of Banker's Cheque / Demand Draft in favour of **High Commission of India, Freetown**. Any bid not accompanied with Earnest Money Deposit/Tender Security Amount shall be rejected. **The EMD should remain valid for 45 (Forty five) days beyond the final bid validity period.** The EMD of unsuccessful bidder will be returned within 30 days after the award of the contract. The EMD will be forfeited in case the bidder withdraws his bid during the period of bid validity or in case of a successful bidder, the selected bidder fails to sign the agreement in time or furnish performance guarantee or furnishing of any wrong information.

5. Period of Contract:

Two years from the date of signing of the Contract.

6. Performance Guarantee:

The successful bidder is required to deposit an amount equivalent to 10% of annual contract amount before the commencement order is given and within 10 days of signing the final agreement. The EMD of the successful bidder may be adjusted in the performance guarantee by depositing the difference in amount of performance guarantee or alternatively EMD could be refunded and a fresh performance guarantee may be issued. **The guarantee shall remain valid for a period of 60 (Sixty) days beyond the tenure of contract period and the date of completion of all contractual obligations of the contractor.** The performance guarantee shall be refunded interest free post expiration of its validity period. The guarantee amount in full or part may be forfeited in the following cases:

- (i) When the terms and conditions of the contract are breached.
- (ii) When the service provider fails to comply with minimum service levels agreed upon.
- (iii) Failure of the service provider to comply with statutory requirements shall constitute

sufficient grounds for annulment of the award and forfeiture of service guarantee.

7. **Special Instructions:**

Bidders shall submit their bid in a large sealed envelope super-scribed "**Tender for hiring Local Security Guards for High Commission of India, Freetown premises**" and addressed to "**Head of Chancery, High Commission of India, Freetown**" which shall have following two envelopes inside:

Envelope A: This envelope should contain the technical bid and EMD, and super-scribed as "**Technical Bid and Earnest Money Deposit**". It should contain a brief introduction, background, company details, credentials, GST & other registration and past performance of the bidder. They may attach any other documents such as company profile, company brochures, achievement of the company, etc. This should also contain terms & conditions as well as scope of work, the requisite information duly filled-in as per proforma at Annexure-I, details of demand Draft/Banker's cheque for Earnest Money Deposit. The bidder should also clearly mention in the tender that the terms and conditions of the tender are acceptable to them.

Envelope B: This envelope should be super-scribed as "**Financial Bid**" and should contain rates which are to be quoted on monthly basis as per proforma at Annexure-II. This should also mention statutory taxes as applicable, separately.

- i) The Tenderer shall submit documentary evidence in respect of their financial and technical capabilities and also of their experience in execution of similar nature of work.
- ii) The tenderer can submit only one tender. A Tenderer who submits or participates in more than one tender will be disqualified.
- iii) The High Commission of India reserves the right to accept or reject any or all the Tenders without assigning any reasons whatsoever.
- iv) **Two sets** of Tender shall be submitted, one in original and one in copy. In case of any discrepancy between the original and the copy, the original shall prevail.
- v) If the Tenderer submits any false/ incorrect or forged certificates, his tender will be summarily rejected and the Tender security may be forfeited.
- vi) The Tenderer should be compliant with local regulations as regarding hiring of manpower for Security purpose and also with local taxation laws.
- vii) Quotation should be valid for at least **180 days**.

8. **Conditional Acceptance of Tender:**

The acceptance of the Tender shall be conditional and not finally binding upon the High Commission of India, Freetown. The High Commission may withdraw the acceptance of the Tender without any notice or other formality and may enter into a new Agreement for the execution of the works or any part of it.

9. **Amendments to Tender Document:**

Any addendum, amendment or corrigendum to the original Tender Documents shall be published by the High Commission on e-procurement portal and shall be issued to all persons or firms to whom tender document have been issued, before the last date of bid submission and last date may be extended, if required.

10. Disqualification of Tender:

Tenderer may be disqualified for any reason including but not limited to the following:

- i. If Tenderer sets forth any conditions which are unacceptable to the High Commission.
- ii. If any tender is submitted under a name other than the name of the individual firm, partnership or corporation that was issued the Tender Documents.
- iii. If there is evidence of collusion between Bidders.
- iv. If Tenderer sets forth any offer to conditionally discount, reduce or modify its tender.
- v. If Bid price is disclosed or become known before opening of Financial Bid.

11. Escalation of Price:

Price escalation in rates due to any reason such as change in foreign currency exchange rate, increase in prices of equipment, labour, fuel (Petrol, diesel, gas, etc), transport, electricity & water, levy of new taxes, hike in any tax rate, Cess, etc. shall not be applicable. To avoid losses due to exchange rate fluctuations, bidders are encouraged to quote the price in US dollars.

However, the High Commission may consider the proportionate change in quoted price which are purely due to statutory minimum wage revision, only subject to prior approval of the Ministry of External Affairs (Govt. of India), New Delhi.

12. Termination of contract:

The High Commission reserves the right to terminate the contract at any time by giving one month's advance notice. However, the High Commission shall also have the right to terminate the contract by giving a lesser period of notice under special circumstances, such as security considerations, violation of privacy laws etc. The service provider may terminate the contract by giving three months' advance notice with justification for termination of services. The High Commission reserves the right to impose a financial penalty equivalent to the service charges of one month, in case the latter terminates the contract without providing three month's termination notice.

13. Force Majeure:

Notwithstanding the provisions of contract, the service provider shall not be liable for forfeiture of its performance security if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of *Force Majeure*. For the purpose of this clause, "*Force Majeure*" shall mean an event beyond the control of the service provider and not involving the service provider's fault or negligence. If a *Force Majeure* situation arises, the service provider shall promptly notify the authority in writing of such conditions and the cause thereof. Unless otherwise directed by the High Commission of India in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical.

The High Commission of India, Freetown will not be responsible to compensate for any expense or losses which might have been incurred by the Tenderer in the preparation and submission of his Tender/bid.

High Commission of India, Freetown reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which the service provider has bid. Submission of false information/

document shall render the bidder ineligible.

Any bid received by the tendering authority after the deadline for submission of bids will be rejected and not be considered and may be returned unopened to the service provider.

The last date for submission of bid documents is 03 November 2022 (1700 hrs).

For any tender-related query/clarification, please contact:

Head of Chancery at hoc.freetown@mea.gov.in

(To be printed on official letterhead of the company)

Annexure -I

Technical Bid

To

**Head of Chancery
High Commission of India
Freetown**

Dear Sir,

I/We, _____
_____ solemnly declare that: Representative(s) of M/s. _____

1. I/We are submitting tender for the hiring of Security Guards against Tender Notice No.....dated.....
2. Myself or my partners do not have any relative working in any office of the High Commission of India, Freetown.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given in this tender is complete, correct and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. The Price — Bid submitted by me/us is "WITHOUT ANY CONDITION".
6. I/We have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.
7. If any information or document submitted is found to be false/incorrect, the High Commission may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.
8. All the terms and conditions of the tender are acceptable to us.

Yours sincerely,

Signature of Tenderer with stamp & date

**Introduction and Credentials of Bidder/Technical Information
(Pro forma to be submitted with Technical Bid by the Bidder)**

1.	Name of Company	
2.	Address of the Registered Office	
3.	Correspondence address	
4.	Contact details: Names & Designations: Telephone Nos.: E-mail:	

S. No	Requirements	Response
1.	a) Brief introduction of the company	
	b) Previous experience in the field (minimum three years) - Attach proof	
	c) Total number of regular employees with the company — Attach proof	
	d) Annual turnover of the company for the last two years. Whether the firm has suffered loss in any of previous 5 years. - Attach annual tax return	
	e) Registration certificate and license for the services — Attach copies	
2.	Details of work plan and methodology for undertaking the job	
3.	Qualification and experience of staff (including supervisory/managerial and security staff) proposed to be deployed for the job	
4.	List of other diplomatic missions or reputed organizations where the company is providing similar services. Whether the company is providing similar services in other countries? — Give details and references of five major clients	
5.	What system does the company follow to monitor functioning of supplied security guard?	
6.	Details of range and kind of security services provided.	
7.	Backup manpower and logistics such as response teams, patrol vehicles, security equipment, communication equipment etc. the company has.	
8.	Average period of security guards/supervisors for which they remain on the payroll of the company.	
9.	Does the company have its own training facility? If yes, provide details. Or it avails of such training facility provided by another company? What is the program and duration of such training?	

10.	Industry certification, such as those issued by International Standardization Organization (ISO) or other specialized security certification bodies, obtained by the company for its quality. And company's relations with local police. — Attach copies.	
11.	What is the take home pay and other allowances including gratuity and leave facility the company gives to their security guards?	
12.	EMD Details: DD No and date: Amount in SLL: Name of the Bank:	
13.	Category of the Bidder (Whether company, partnership firm or Proprietary concern)	
14.	Details of Owners/Partners (Please attach passport copies)	
15.	Name of Chief Executive Officer and Telephone No.	
16.	Year of Establishment	
17.	Trade License Number (please provide copy)	
18.	Name and Address of the Banker(s)	

Signature of bidder _____

Stamp of bidder/Company _____

Date _____

Earnest Money/Bids Securing Declaration

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for 5 years from being eligible to submit any bid for contracts with High Commission of India, Freetown.

Signature of bidder _____

Stamp of bidder/Company _____

Date _____

Annexure-II

Financial Bid

SNo	Job Particulars/category	No of Guards	Rate per guard in US\$	GST @15%	Total invoice Amount per month in US\$
1.	One Security Guard for 12 hrs day shift duty in the High Commission premises	1 (Unarmed)			
2.	One Security Guard for 12 hrs night shift duty in the High Commission premises	1 (Unarmed)			
	Total	02 (Unarmed)			

Note: Perform 12 hrs duty (day shift) and 12 hrs duty (night shift) x 7 days a week. Day shift will be from 7 AM to 7 PM while 12 hrs night shift will be from 7 PM to 7 AM. The service provider has to provide smartly uniformed guards having minimum education of 12th standard & below 40 years of age to be screened before deployment, The selected guards must produce medical fitness certificate issued by authorized medical practitioner along with proof of character & antecedents vetted by local Govt. security department. All the guards must possess training in basic security duties of access control & anti-sabotage checks, baggage & letter scanners etc. Preference would be given to guards having both Krio & English language skills.

Signature of the Tenderer with stamp and date

**UNDERTAKING BY THE
BIDDER**
[On company letterhead]

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. I/we further certify that I/we have the ability to meet all the technical conditions and requirements listed in this tender document.

Signature of the Bidder with Seal

Name:
Designation:
Address:
Phone No.