

No. ULA/Admn/815/1/2019
Embassy of India
Ulaanbaatar
Beijing St-8, 7th khoroo, Sukhbaatar District
Ulaanbaatar-14190
Mongolia

www.eoi.gov.in/ulaanbaatar/

Date: 08 April, 2019

Subject: Hiring of four (4) professionally trained Security Guards for round the clock (24x7) security duty by the Embassy of India, Ulaanbaatar, Beijing St-8, 7th khoroo, Sukhbaatar District, Ulaanbaatar-14190, Mongolia

Tender No. ULA/Admn/815/1/2019 dated 08 April, 2019

Last Date for submission of bids: 29 April, 2019

Section-I : Invitation for Tender

Section-II : terms & Conditions

Section-III : General Condition of Contract

Section-IV : Special Technical Specification / Details

Section-V: Price Schedule

Section VI: Duties of Security Guards

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Embassy of India
Ulaanbaatar
Beijing St-8, 7th khoroo, Sukhbaatar District
Ulaanbaatar-14190
Mongolia

Subject: Tender invitation for hiring of four (4) professionally trained Security Guards for round the clock (24x7) security of the Embassy of India Premises: the Beijing St-8, 7th khoroo, Sukhbaatar District, Ulaanbaatar-14190, Mongolia

The Embassy of India, Ulaanbaatar invites sealed tenders (two-bid system) from reputed security agencies for hiring of a total of four (4) Security Guards for round the clock security at the Chancery cum Embassy Residence Complex.

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

www.eoi.gov.in/ulaanbaatar/
[www.http://eprocure.gov.in/ccp](http://www.eprocure.gov.in/ccp)

3. The tender should be submitted in two sealed envelopes as below:

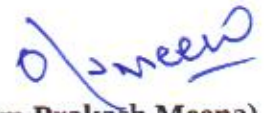
- (a) The first sealed cover superscripted as "Technical Bid" should contain only relevant documents as prescribed in Section-IV of the tender Document.
- (b) The second sealed envelopes superscripted "Financial Bid" should contain only rates for providing security services.
- (c) Both sealed covers should be placed in the main sealed envelope superscripted "tender for Providing Security Services" addressed to the **Head of Chancery, Embassy of India at Beijing St-8, 7th khoroo, Sukhbaatar District, Ulaanbaatar-14190, Mongolia** and must reach on or before 29 April, 2019 by 1100 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 Attache(Admn) at email ID – admnuulaan@mea.gov.in

6. The important schedules and dates are as under:

	Key Event	Dates
i.	Last date for submission of Bids	29 April 2019 by 1100 hrs

ii.	Pre-bid Meeting	18 April 2019 at 1500 hrs
iii.	Date of opening of Technical Bids (Participants bidders or their representatives may wish to be present)	30 April 2019 at 1500 hrs
iv.	Venue for Opening of Bids	Conference Room, Embassy of India, Ulaanbaatar (Mongolia)
v.	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 terms and conditions is permissible once the quotation is accepted by the Mission.



(Om Prakash Meena)
First Secretary/Head of Chancery

ओ. पी. मीणा

O. P. Meena

प्रथम सचिव एवं चांसरी प्रमुख

First Secretary & HOC

भारत का दूतावास, उलानबाथर
Embassy of India, Ulaanbaatar

Section II: Terms and Conditions

1. The Contract for hiring of security services would be for two-year w.e.f. 01 June 2019 to 31st May 2021. The contract rate will not change during the Contract Period.
2. 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, additional and alterations shall not be recognized, unless confirmed by bidder's signature.
3. The Bidders shall submit documentary evidence in respect of their technical capabilities and the Financial Bid including their experience in providing of similar services.
4. Any tender received by Embassy of India, Ulaanbaatar after the deadline for submission of tenders will not be accepted.
5. In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender Document, EoI, Ulaanbaatar's interpretation of the clauses shall be final and binding on all parties.
6. The successful bidder, on award of contract, must send the contract/acceptance in writing, within seven (7) days of award of contract.
7. 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 dishonors 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 Embassy of India, Ulaanbaatar 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 Tugriks.

2. Taxes and Duties:

The rates quoted should be inclusive of all taxes, meal, and transport charges etc. Embassy 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 cum Embassy Residence complex, - Four (4)

- (ii) Duration: 24 hrs

- (i) Timing and total number of SGs:

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

Shift	Chancery cum Embassy Residence Complex
Day	2
Night	2
Total	4

** a total of four (4) Security Guards including one Supervisor.*

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

- (i) No SG should be more than 45 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 security laws.
- (viii) Supervisor should have basic knowledge of First Aid and Fire Fighting.

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 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 licensed 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 hiring four (4) professionally trained Security Guards for round the clock security (24x&) of the Embassy of India Premises at, Beijing St-8, 7th khoroo, Sukhbaatar District Ulaanbaatar-14190, Mongolia

Embassy of India, Ulaanbaatar

Tender No. ULA/Adm/815/01/2019

Date:

Price Schedule :

Unit Rate/per Security Guard (in Tugriks)

Total Amount (for four Security Guards) (in Tugriks)

Total Amount (for four Security Guards) (in Tugriks)

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

Section VI: Duties of Security Guards

- (i) Manning of the main entrance and exit of the compound and screen baggage/parcel/Letter etc. using metal detector and lookout for any kind of firearms or weapons.
- (ii) Security of the perimeter and to prevent unauthorized parking in front of the Chancery and to prevent any defacing of the Chancery wall/building or disrespect to the National Flag
- (iii) To take periodic Patrolling and surveillance for suspected activities of visitors and intruders in the premises, monitoring of CCTV, access to the Chancery, checking of rear garages and to record the details of Persons permitted inside the Embassy premises. Also maintain Record for any vehicle permitted.
- (iv) Keep watch over for any sabotage, damage fire and safeguard the property, men, material, machines and document system at site
- (v) Monitor X Ray machine if required, use of Hand Held Metal Detector, Door Frame Metal Detector and assist in regulating visitors to the premises while being polite and courteous with visitors
- (vi) To be alert and detect unattended packages and strange objects and respond in emergency situations like fire, law and order, medical etc.
- (vii) 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 Embassy
- (viii) Company will ensure to maintain proper supervision over the security personnel with regards to their discipline, alertness, proper uniform, conduct in the course of their duty and carry out periodic inspections
- (ix) Must possess basic qualification training in Fire Fighting
- (x) Perform all security duties assigned by the Embassy of India including above but not limited to the above duties.