

TENDER NOTICE

The Embassy of India, Juba invites sealed bids (**Technical and Financial, in separate covers**) from private security agencies for providing three **unarmed Local Security Guards (LSGs) with an Alarm system** at the Embassy premises to provide round the clock security.



EMBASSY OF INDIA JUBA

INVITES BIDS FOR SUPPLY OF THREE LOCAL SECURITY GUARDS

At the Embassy premises located at Plot No. 209-245
Block 3-K (South), Juba Na Bari
(*adjacent to the National Elections Commission*)

Juba (South Sudan)

+211922458007 , +211925502025

Email: hoc.juba@mea.gov.in

Website: <https://indembjuba.gov.in/>

TENDER NO. JUB/815/02/2023

DATE OF PUBLISHING THE TENDER	: 01 January 2024
LAST DATE FOR SUBMISSION OF BIDS	: 22 January, 2024 by 11.00 hrs (Local Time)
DATE OF OPENING TECHNICAL BIDS	: 22 January, 2024 At 1600 hrs (local time)
PLACE OF OPENING OF BIDS	: Embassy of India, Juba

EMBASSY OF INDIA
JUBA (SOUTH SUDAN)

No. JUB/815/02/2023

Dated : 01 January 2024

TENDER NOTICE

Subject: Notice inviting tender (NIT) : for three (03) professionally trained unarmed Local Security Guards (LSGs) with an alarm system for the Embassy of India premises in Juba.

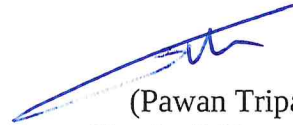
The Embassy of India, Juba invites sealed bids (**Technical and Financial, in separate covers**) from private security agencies for providing **three unarmed Local Security Guards (LSGs) with an alarm system** at the Embassy premises to provide round the clock security; One LSG-from 8.00 AM to 8.00 PM and Two LSGs from 8.00 PM to 8.00 AM. The deployment will commence after signing of agreement with the Embassy. The period of contract will be initially for 2 years and may be reduced or extended at the discretion of the Embassy, and if mutually agreed, for another period of 1 (one) year on the same terms and conditions.

2. Important dates are as below:

Date of publishing NIT	:	01.01.2024
Last date of submission of	:	22.01.2024 by 11:00 AM (local time)
Quotation Date of opening of Technical bids	:	22.01.2024 at 4:00 PM

3. Terms & conditions, scope of work and proforma for submission of quotations are enclosed. The bidder shall sign on every page of the document and submit their quotation, complete in all respects, by post or by hand at the Embassy of India, Plot No. 209-245 Block 3-K (South), Juba Na Bari, Adjacent to the National Elections Commission, Juba (South Sudan). The tender documents can be downloaded from the website <https://indembjuba.gov.in/> or www.eprocure.gov.in.

4. The right of acceptance of tender(s) will rest with Competent Authority. Also, the Embassy is not bound to accept the lowest offer and reserves the right to reject or partially accept any or all the tender(s) received without assigning any reasons thereof.


(Pawan Tripathi)
Head of Chancery
hoc.juba@mea.gov.in

EMBASSY OF INDIA
JUBA (SOUTH SUDAN)

No. Jub/815/02/2023

January 01, 2024

Tender for hiring three (03) professionally trained unarmed Local Security Guards with an alarm system for Embassy of India premises in Juba

1. The Embassy of India, Juba, South Sudan, invites Technical and Financial bids / quotations for hiring of three local security guards with an alarm system for the Embassy premises .
2. The Technical bid consisting of all technical details along with commercial terms and conditions. The financial bid indicating item-wise price for the items mentioned in the technical bid. The technical bid and financial bid should be sealed by bidders in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should be duly super-scribed.
3. The job specifications of local security agency services are as follows:
 - i. To prevent any unauthorized entry of person/object inside the Embassy ;
 - ii. To use metal detector for frisking the visitors (physical frisking of male visitors may be required at times)
 - iii. To check the vehicle entering the Embassy premises.
 - iv. Patrolling inside the Embassy premises , courtyard and intervention & necessary action;
 - v. Informing local police authority in case of any emergency situation;
 - vi. Prevent unauthorized parking in front of Embassy premises;
 - vii. Assist in case of any Fire, medical or any other emergency situation;
 - viii. Monitor CCTV display and record and report the activities of any suspicious vehicles or persons or about any untoward event;
 - ix. Record the details of Persons permitted inside the Embassy ;
 - x. Ensure that the entrance gates of the Embassy remained suitably locked at all times, except to facilitate entry/ exit of authorised visitors / consular applicants
 - xi. Not to allow entry of any other visitor without prior information or prior checking from the concerned officer / Security Officer
 - xii. To ensure that an alternative security personnel is in place before leaving his desk. The desk should not be left unattended to in any circumstances
 - xiii. To answer calls over intercom promptly and to be courteous
 - xiv. 24 hours watch/vigil of Embassy premises .
4. Eligibility Criteria for bidder:

The bidder should provide the following detailed information in descriptive terms along with the supporting documents and records as part of technical bid:

 - i. The bidder should have experience of providing such security services for at least 5 years in government organizations/commercial establishments/ Embassy/Consulate etc.;
 - ii. The bidder should provide user satisfaction certifications from at least 3 organizations ;
 - iii. The LSGs provided by agency/bidder should have been vetted by the

local police in terms of past record, character and antecedents;

- iv. Evidence of registration of the company under relevant statutory regulations of South Sudan;**Eligibility criteria for Local Security Guards (LSGs) and Alarm System:**

The Service Provider shall meet the following minimum quality parameters for security guards:-

- v. **Age :** Security Guards should be 20-45 years of age.
- vi. **Physical and Mental Fitness:** Security Guards should be physically and mentally fit. They should not suffer from any apparent disability including obesity/ overweight that would hinder efficient discharge of the duties typical to security guards. Firm should submit medical fitness certificate in respect of every LSG.
- vii. **Character Antecedents Verification:** The service Provider shall provide only such Security Guards who have been vetted by South Sudan Government's security department in terms of past record , character and antecedents. The Service Providers should be able to provide background details of the LSGs and also proof of vetting.
- viii. **Education:** Security Guards should have educational qualifications of upto 10th standard/high school.
- ix. **Uniform:** Security Guards shall perform their duties in smart uniforms and their overall appearance shall be neat, clean and tidy.
- x. **Training:** Security Guards should be arms trained and shall also possess 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 Hand-held Metal Detector (HHMD), Door Frame Metal Detector (DFMD) , CCTV monitoring, baggage and letter scanners, etc. They shall possess knowledge of the potential threats in general terms and also knowledge of what is '**suspicious**' in-terms of men and material.
- xi. **Supervision:** The provider should have a system of undertaking periodic supervisory checks of functioning of LSGs and alarm system to ensure that the supplied LSGs and equipment provided are discharging their duties efficiently. The service provider should clearly spell out as to what will be the system of supervision/ surprise checks so as to achieve the above objective e.g. number of scheduled and surprise visits in a given period.
- xii. **Knowledge of Language:** The LSGs should have basic working of English and should be able to communicate in English both orally and in writing.
- xiii. **Service Conditions of Security Guards:** The security company should agree to provide Embassy of India details of salary, gratuity, allowances, leave etc., which it provided to its security guards. Service provider should agree to provide the brief CV of security guards including their Passport/National ID, mobile phone number, other nationalities held previously or concurrently, residential address, educational qualification, languages spoken and industry skill certification.

- xiv. **Alarm System:** The detailed specification of the alarm system. It must contain the latest security features.
- xv. **Rotation of Staff:** Service provider shall have sufficient number of LSGs on its roll so that the staff is rotated periodically. Ideally the staff shall change after every 04 months or on the request of the Embassy of India.
- xvi. The service provider shall be responsible for dropping and picking up the security staff to/from the Embassy.

5. Tendering Process

Tender is invited in two parts i.e. **(i) Technical Bid** and **(ii) Financial Bid**.

6.1 . Interested bidders may like to send the bids as per Annexure "C" in sealed condition and with clear identification on envelop through post addressed to Head of Chancery, Embassy of India, Plot No. 209-245, Block 3-K (South), Juba Na Bari, Juba (South Sudan), **latest by 22 January, 2024 up to 1100 hrs. Bids will be opened at 1600 hrs. on the same day.**

6.2 The Embassy will not be responsible for any delay in receipt of bids or missing bids while in transit/post. **Bids received by email/ fax will be rejected out- right.**

6.3 **The validity of the bids must be for six months with effect from the date of opening of the bids. All bids should be in English language only.**

6.4 The proforma for technical and financial bids is placed at Annexure – "A" and Annexure "B" respectively.

6.5 The bidder must submit the Bid Security Declaration as per Annex "E"

6.6 A prospective bidder requiring any clarification may contact the Embassy in writing, by email at least three days latest before the deadline for submission of the bid.

6.7 The bid and all correspondence and documents relating to bid, exchanged between the Bidder and the Embassy shall be written in English language.

6.8 The successful Bidder should not sub-contract any part of the Scope of work to be undertaken by them without written permission from the Embassy. The Bidder to whom the contract is awarded is solely responsible to the Embassy for the completion of the awarded contract.

6.9 **Late Applications:** Any application/bid received after the last date and time for submission for the same, shall not be accepted. Applications received after the last date shall be summarily rejected and returned to addressee unopened.

6. Technical Bid Evaluation

7.1 In the first stage, only the envelopes, containing the Technical Bid will be opened on the appointed date and time, in presence of the bidding companies (one representative each) and shown as a token of receipt of the documents in time. The sealed envelope containing the Financial Bid will be shown to the members present, but will not be opened at this stage.

7.2 The Technical Bids will be examined and evaluated by Embassy subsequently on the basis of responses to the NIT. Bidding companies which do not qualify in the technical evaluation will not be considered for qualification to the Financial Bid stage and their financial bids will be returned unopened.

7. Financial Bids

8.1 Bidding companies, which have qualified in the Technical Bid stage, will be informed by email to be present on the date and time fixed by the Embassy and the financial bids will be opened in their presence .

8.2 After opening of the financial bids, Lowest Bidder will be announced based on the lowest financial quote. The final decision of the Embassy on award of contract will be communicated in due course. The notification of award will constitute the formation of contract.

8. Commencement of Contract and Performance Security:

9.1. The date of commencing security services of lowest/selected *bidder* will be conveyed by the Embassy on approval by the Competent Authority.

9.2. The successful bidder will submit to the Embassy a Bank Guarantee (in the format given at Annexure C) of 3% of annual contract invoice amount at the time of signing the contract. The bank guarantee must remain valid during the tenure of contract 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) When the service provider fails to comply with statutory requirements.
- (iv) When the service provider terminates the contract without providing three months termination notice.
- (v) The performance security shall be returned within 60 days after successful completion of contract period provided there is no breach of contract during the period of the contract or there is no claim for damages from Embassy's side. No interest shall be paid on the performance security.

9. Payment: Payment will be made on monthly basis and for the number of actual security guard on duty. Claim for the payment should be made through invoice at the end of each month.

10. Termination of Contract: The Embassy reserves the right to terminate the contract at any time by giving **one month's advance notice**. However, the Embassy 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.

11. Point of Contact: For any tender-related enquiry/ query/ clarification please contact:-

**Mr. Pawan Tripathi, Head of Chancery,
Embassy of India, Plot No. 209-245
Block 3-K (South), Juba Na Bari
Adjacent to the National Elections Commission
Juba (South Sudan)
+211922458007 , +211927001013
Email: hoc.juba@mea.gov.in**

12. LAST DATE OF RECEIPT OF TENDER: Tender will not be accepted if they are received after the due date and time as specified in the quotations letter i.e. **on 22/01/2024 at 1100 hrs (local time)**

13. DATE OF OPENING OF TENDER: The tender will be opened on **22/01/2024 at 4:00P.M.** in the Embassy of India in Juba. The Technical Bids (**Annexure A**) will first be evaluated and only vendors who qualified in the Technical Bids will be considered for further evaluation of Financial Bids (**Annexure B**).

14. EMBASSY OF INDIA, JUBA RESERVES THE RIGHT: The right of acceptance of tender(s) will rest with Competent Authority. Also, the Embassy is not bound to accept the lowest tender and reserves the right to reject or partially accept any or all the tender(s) received without assigning any reasons thereto.

Annexure 'A'

TECHNICAL BID PROFORMA

1. Name of the firm:
2. **Address of the Registered Office:**
3. Correspondence address:
4. **Contact details:**
 - (a) Telephone:
 - (b) E-mail:

Sl. No.	Requirements
1.	(a) Brief introduction of the company including whether based in Juba
	(b) Previous experience in the field (minimum five years)
	(c) Local level security industry knowledge (documented references of govt./semi govt./autonomous body/Embassy/Consulate and private clients needed).
	(d) Registration Certificate & license for the services (duly attested copies to be enclosed)
2.	(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) Testimonials [Clients' letters / certificates etc.]
3.	Qualification and experience of the security guards proposed to be deployed at the Embassy premises
4	Security related topics covered during training schedule of the guards
5.	(d) Details of the alarm system to be provided

[Signature(s) of the Tenderer(s) with
Name, Designation, Date & Seal]

Annexure 'B'

Financial Bid Proforma

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:
 - (a) Telephone:
 - (b) E-mail:

SI No.	Items	Charges (US\$)	Remarks if Any
(a)	Monthly charges for Three unarmed LSGs (One: from 8.00 am to 8.00 pm Two: from 8.00 pm to 8.00 am)		
(b)	Monthly charges for providing an alarm system round the clock (24x7 basis)		
(c)	Cost of additional work hours, if required by the Embassy on certain occasions during (per security guard): (i) Working days (ii) Weekends (Saturday & Sunday) (iii) Public Holidays		

[Signature(s) of the Tenderer(s)
with Name, Designation, Date & Seal]

Note: Price quoted should be on an all-inclusive basis to be paid monthly and shall include the cost of all services, personnel, transportation, rentals taxes, consumables, social security, insurance of the security guards, communications and taxes etc. The Embassy shall be liable to pay only the quoted price , without any additional charges or taxes etc.

AFFIDAVIT

I/We _____
_____ representative/s of M/s solemnly
declare that:

1. I/We are submitting my/our bid against the Tender Notice no. JUB/815/02/2023 dated 01.01.2024 brought out by the Embassy of India, Juba for providing security services at the Embassy premises.
2. I/ We or my/our partners do not have any relative working in any office of Embassy of India, Juba.
3. All information furnished by 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 e, authentic, true and valid.
5. The Price /Bid submitted by me/us is **"WITHOUT ANY CONDITION"**.
6. I/We have not been banned/ delisted by the Government or any Government agency of South Sudan.
7. I/ We accept all the terms and conditions of tender.
8. If any Information or document submitted is found to be false/ incorrect, Embassy may cancel my/our Tender and take any action as deemed fit including termination of the contract, forfeiture of all dues and blacklisting of my/our firm and all partners of the firm etc.

[Signature(s) of the
Tenderer(s) with Name,

Performance / Service Guarantee Format

To:

The Embassy of India,
Juba.

WHEREAS _____ (Name of the Service Provider) herein called "the Bidder" has undertaken, in pursuance of Contract No. _____ dated _____ to provide a complete Security services hereinafter called "the Contract". AND WHEREAS it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with its performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a Guarantee. THEREFORE We hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total of _____ (Amount of the Guarantee in Words and Figures 3% of annual invoice) and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the Contract and without cavil or argument, any sum or sums within the limit of _____ (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. This guarantee is valid until the _____ day of _____, 2024.

(Signature and Seal of Guarantors)

Date:

Address:

(To be submitted on letterhead of the company with seal and signature)

BID SECURITY DECLARATION

**To:
The Embassy of India,
Juba.**

I/We... .(Name of the Service Provider) herein called “the Bidder” am/are hereby declare that if I/we withdraw or modify my/our bids during the period for validity, or if I/we am/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 documents, I/we will be suspended for the period of three years from being eligible to submit Bids for contracts with the entity that invited the bids.

(Signature and Seal of Guarantors)

Date:
Address: