

Embassy of India
Kyiv

No. Kyiv/Admin/815/2012

07 Dec 18

Tender for Hiring of Local Security Guard at Embassy Residence (ER), Kyiv

1. **Scope of work.** The Embassy of India, Kyiv, Ukraine invites Technical and Financial bids/ quotations for hiring of local security guard for 24 hrs (two Local Security Guards will be hired, who will be working in 12 hrs shift), for The Embassy Residence (ER) which is located in the city center of Kyiv, Ukraine.
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: -
 - (a) To prevent any unauthorised entry of person/ Object inside ER.
 - (b) Patrolling of ER premises, courtyard and intervention & necessary actions.
 - (c) Informing local police, authority and activating Panic Button in case of any attack or crises situation.
 - (d) Prevent unauthorised parking in front of ER.
 - (e) Assist in case of any Fire, medical or any other emergencies.
 - (f) Screen baggage/ Parcel/ Letter etc using Metal Detector and lookout for any kind of firearms or weapons.
 - (g) Monitor CCTV display and record and report the activities of any suspecting vehicles or persons.
 - (h) Prevent any defacing of ER wall/ building or disrespect to the National flag.
 - (j) Record the details of Persons permitted inside ER. Also, maintain Record for any vehicle permitted e.g GDIP, Traffic Police, Ambulance, Fire Van etc.
 - (k) 24 hours watch/ vigil of ER and premises.

Eligibility Criteria.

4. The bidder should provide the following detailed information in descriptive terms along with the supporting documents and records as part of **technical bid**: -
- (a) The bidder should have an experience of providing such services for at least 3 years. Past experience, service history, achievements of the company.
 - (b) The bidder should have experience in providing services in security sensitive organizations, offices and large commercial establishments.
 - (c) The bidder should be able to provide User Satisfaction certifications from at least 3 organizations.
 - (d) The bidder should provide valid service Tax and VAT number.
 - (e) The bidder should provide LSGs which have been vetted by the local Government security department in terms of past record, character and antecedents. Background details of LSG along with proof of vetting to be provided.
 - (f) List of other clients the company is serving in terms of supply of local security guards.
 - (g) Evidence of registration of the company under relevant statutory regulations applicable to Ukraine.
 - (h) Range of security services provided by the firm.
 - (j) Reserve pool of men and logistics such as response teams, patrol vehicles/ security equipment/ control room facilities/ communication equipments under use etc.
 - (k) Average period for which a security guard and security supervisors remains with the company.
 - (m) Training facilities, does the company have its own training facility? Or does company avail the facility of another provider or a company that only focus on training? What is the curriculum and duration of training of security guards and the supervisor?
 - (n) Industry certificate obtained by the company for its quality and company's relationship with local police.
 - (o) Average take home pay and allowances of the security guards.

Eligibility Criteria for Local security Guard (LSG)

5. The parameters pertains to personal qualities and attributes of LSGs and their eligibility criteria to be provided by the firm along with the **technical bid** are as follows: -

- (a) Age Limit: - LSG should not be more than 50 years of age.
- (b) Physically and Mentally fit and he/she should not suffer from an apparent disability including obesity/ overweight etc. The provider should submit Medical Fitness Certificate in respect of every LSG from an authorized Medical Practitioners. LSG should not be emaciated, feeble and timid in an apparent sense.
- (c) Provide background details of the LSGs along with certificate vetted by the Government Security department in terms of record, character and antecedents.
- (d) Should perform duties in smart uniform and their overall appearance should be neat and clean.
- (e) Should have possess training in basic security duties such as access control and anti-sabotage checks (of person, baggage and vehicles) including use of basic security devices such as HHMD, DFMD, CCTV baggage and letter scanners.
- (f) Should have attended education at least up to 10th Standard.
- (g) Beside local language, should possess basic knowledge of English.
- (h) Should be thoroughly proficient and trained in handling of arms and other security equipment's they are supposed to carry.

6. The agency should forward **financial bid** in a sealed envelop as per the format below: -

Duty Point	Required	Shifts	No of LSGs in one Shift	Total no of LSGs	Unit Price (Per hour) in USD and UAH	Total price of LSG per month.
Patrolling in front of Embassy residence.	Round the clock	02 –shifts	01	02		

7. **Visit to Embassy Premises.** Registered/ Interested parties may visit the Embassy between 10– 24 December 2018 to familiarize with the premises.

8. **Commencement of Services.** The services will need to be made operational within 30 days from award of contract failing which the Embassy reserves the right to cancel the contract and award it to another agency.

9. **Instructions for bidders.**

(a) Bidders are required to submit their bids by 27 December 2018 to the address mentioned below. The embassy, at its discretion may extend the deadline for submission of Bids by amending the bidding documents, in which case all rights and obligations of the Embassy and the Bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

Address details:

Embassy of India,
20 B, Maxima Berlinskogo street,
Kyiv – 01901

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

Tel: 044-4686219. 044-4686661 Fax : 044- 4686619

(b) Bidders shall furnish all the data/ information called for under the bidding documents to the complete satisfaction of the Embassy, failing which the Bid will be considered as incomplete and non-responsive and the Embassy reserves the right to reject the Bid.

(c) All, data, information and any other material submitted by the Bidders in the process of bidding and part of bidding documents, shall remain the exclusive property of the Embassy at all times.

(d) A prospective Bidder requiring any clarification may contact the undersigned in writing, either by post, fax or email at least three-four business days before the deadline for submission of the Bid.

(e) The Bid and all correspondence and documents relating to the bid, exchanged between the Bidder and the Embassy shall be written in English Language

(f) The price to be quoted by the Bidders shall be in US dollars or UAH only. The price shall include all VAT taxes, miscellaneous services and duties. However, VAT must be specified separately. The prices quoted by the Bidder shall be kept open and valid for acceptance for a minimum for period of Ninety (90) business days.

(g) The Bid shall contain no alterations, omissions or additions, overwriting except those to comply with instruction issued by the Embassy or as necessary to correct errors made by the bidders, in which case the person or persons signing the Bid shall initial all such corrections.

(h) The embassy reserves the right to accept/reject the Bid and does not bind itself to accept the lowest id or any Bid and can reject any or all of the bids or to scrap the RFP in whole or in part.

(j) 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.

9. **Terms of payment.** Successful bidder would be paid the amount on satisfactory completion of work and / or as per the agreed contract.
