TENDER DOCUMENT
FOR
HIRING OF ARMED SECURITY GUARDS FROM
GOVERNMENT/LOCAL SECURITY AGENCIES FOR A
DURATION OF 02 YEARS
REGISTERED WITH THE GOVERNMENT OF UKRAINE,
FOR PROVIDING 24 X 7 SECURITY GUARD SERVICES
AT
GOVERNMENT OF INDIA PROPERTY
(4, ZABILY STREET, KYIV)
TENDER NOTICE

Tender Reference Number: Kyiv/Zab/815/2020
Sub: Tender for 24 X 7 Armed Security Guard Service for duration of 02 Years
    at

GOVERNMENT OF INDIA PROPERTY
(4, ZABILY STREET, KYIV)

The Embassy of India at Kyiv, Ukraine on behalf of the President of India invites Bids/quotations for hiring Government/Local Security Agencies registered with the Government of Ukraine for providing 24 X 7 Armed Security Guard Services for a duration of 02 years, to be deployed for Gov Property at 4, Zabily Street, Kyiv.

<table>
<thead>
<tr>
<th>Date of Publishing Tender</th>
<th>Feb 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre Bid Meeting</td>
<td>1030 hr on 10 Mar 2020</td>
</tr>
<tr>
<td>Last Date for Submission of Bids</td>
<td>1030 hr on 10 Mar 2020</td>
</tr>
<tr>
<td>Technical Bid Opening Date</td>
<td>1030 hr on 10 Mar 2020</td>
</tr>
<tr>
<td>Financial Bid Opening Date</td>
<td>1030 hr on 10 Mar 2020</td>
</tr>
</tbody>
</table>

Contact Details:

Embassy of India
20B, Maksyma Berlynskoho Street,
Kyiv-01901
Ukraine

Phone:
(0038-0 44) 4686219/4686661/4687032

Email:- eoi.kyiv@mea.gov.in
TENDER DOCUMENT FOR PROVIDING 24 X 7 ARMED SECURITY GUARD SERVICE FOR DURATION OF 02 YEARS AT

GOVERNMENT OF INDIA PROPERTY
(4. Zabily Street, Kyiv)

1. Sealed tenders in conformity with detailed tender call notice are invited from Government Agencies/Security Agencies/Firms who meet the following criteria:-

(a) Having valid registration certificate.
(b) Compliance with laws and statutory regulations in running a private security company.
(c) References of having provided similar services for other Embassies/Government agencies/other reputed public or private organisations.

2. The Security Agencies/Firms having good track record, manpower capacity and relevant experience are eligible to apply.

3. This tender document can be downloaded from Government of India, e-Publishing System Website https://eprocure.gov.in.

4. The tenders should be submitted in ONE SEALED ENVELOPE in the following manner.

(a) The first sealed cover should be superscribed Technical Bid and should contain all relevant information showing compliance with the technical requirements listed in this document and all required documents.

(b) The second sealed envelope superscribed 'Financial Bid' should provide the cost of the services required in the proforma given at Annexure-II.

(c) Both the sealed covers should be placed in the ONE SEALED ENVELOPE superscribed "BID FOR SECURITY SERVICES". This should be addressed to Embassy of India, 20-B, Maksyma Berlynskoho Street, Kyiv- 01901, Ukraine and sent by post or hand delivered latest by 1700 hr on 17 Mar 2020 and the Technical bid shall be opened at 1030 hr on 18 Mar 2020 in the presence of the bidders or their authorised representatives (along with authorisation letter from the bidder). In the event of office, being closed on the last date of receipt or opening of bid as specified, the bid will be received/opened on the next working day at the same time and venue.

5. Tenders received after the due date and time or incomplete and conditional tenders shall not be accepted.
6. Submission of more than one tender paper by a bidder for a particular work will render the bid liable for rejection.
7. **Scope of Work.** To provide Security Services providing 24 X 7 Armed Security Guard Service, to be deployed as per the following details:

<table>
<thead>
<tr>
<th>Sr</th>
<th>Location</th>
<th>Services Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Gol properties at 4, Zabily Street, Kyiv, Ukraine</td>
<td>Armed Security Guard services for 24 hr, 07 days a week (02 Guards/One Guard in one shift), 02 shifts of 12 hr each) from <strong>0800 to 2000 hr &amp; 2000 to 0800 hr</strong></td>
</tr>
</tbody>
</table>

8. **Description of Security Services to Be Rendered.**

(a) Not to allow entry of any unauthorised persons/object inside the property.

(b) Patrolling in front and inside the property to provide visible deterrent to avoid any vandalism and unauthorised entry.

(c) To report any anomalies within the premises of the client or intentional attempt to breach security regulations by any person.

(d) Notifying the enforcement agency/local police immediately of any unauthorised activity.

(e) To provide information about the shifts and prior intimation of any changes in the shift and during and incidental changes.

(f) All security guards are to be armed and must be prompt and on time.

(g) Prevent any damage to the property or defacing of walls.

9. **Technical Requirements.**

(a) Technical conditions for the Government/Security Services Agencies/Firms are as follows:-

(i) **Vetting of Security Guards.** The Government/Security Agency is to provide security guards who have experience in handling Arms and Ammunitions and have been vetted by the local government in terms of past record, character and antecedents. Background details and proof of vetting should be provided to the Embassy.

(ii) **Registration.** The Security Agency should provide proof of compliance as
regards local laws and statutory regulations in running a private security company.

(iii) **Other Clients.** A security company desirable of providing service should be willing to furnish information about its other clients including period and type of service rendered in broad terms.

(iv) **Rotation of Staff.** The Security Agency is to change the staff periodically, ideally every 4 months.

(viii) That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it. The agency will have to comply with all statutory provisions of law, rules and regulations of Act and keep this office informed about any amendment in the law from time to time.

(ix) The Security Agency's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organisational matters as all are of confidential/secret nature.

(x) The Agency shall be responsible for any act of indiscipline on the part of persons deployed by him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the Officer in Charge upon any matter arising under the clause shall be final and binding on the agency.

(xi) The functional control over the personnel deployed by the agency will rest with this office and the disciplinary administrative/technical control will be with the agency.

(xiii) The Security Agency has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.

(xiv) The transportation, food, medical and other statutory requirements in respect of each personnel of the Security Agency shall be the responsibility of the Security Agency.

(xv) The service charges will be paid after the end of each month of service provided upon presentation of invoice by the Security Agency, within the first 05 working days of the succeeding month. The invoice is required to be supported by all legal documentation required under the law.

(xvi) The parties expressly agree that under no circumstances client may withhold all or part of amounts payable arising from the provision of services outlined in this contract except in case the service provider, fails to deploy Security Guard for more than 2 hours in a day, pertaining to any shift wherein service charges for that shift will be deducted at
the end of month of the invoice.

(xix) The Security Agency shall be contactable at all times and messages sent by phone/e-mail/fax/special messenger from this office shall be acknowledged immediately on receipt on the same day. The Security Agency shall strictly observe the instructions issued by this office in fulfillment of the contract from time to time.

(xx) This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the Security Agency.

(xxii) If this office suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this office for the same. The agency shall keep this office fully indemnified against any such loss or damage. Any accident/casualty occurred during the course of working to any staff engaged by the agency, the responsibility will remain with the agency. For any accident or casualty occurred during the course of working to any staff deployed by the agency, the liability that will arise out of the accident will be borne by the agency. The responsibility will remain with agency and this office will no way be responsible for it or any other clause mentioned above.

(xxii) The above said property does not have any lighting or water supply. The security agency is responsible to cater for water, electricity and heating arrangements of their own.

(b) Technical conditions for Security Guards are as follows:-

(i) **Age.** Security Guards engaged shall not be below the age of 18 years or above the age of 50.

(ii) **Physical & 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 duties typical to a security guard.

(iii) **Uniforms.** Security Guards should perform their duties in smart uniforms and their overall appearance should be neat and clean.

(iv) **Training.** Security Guards should possess training in handling and operating of Arms and Ammunitions and have valid license to operate Arms.

10. The successful bidder will enter into an agreement with this office for the offer of services on these terms and conditions. The contract will be signed in English and Ukrainian and in case of any dispute, the English version will prevail.

11. **Period of Contract.** The period of contract would be for two years and will commence from date of agreement. Service charges/rates quoted by the agency would be fixed for the
period of contract and any statutory increase in wages/DA etc is to be absorbed by the agency. The contract may be terminated by the either party by giving an advance notice of 30 days in writing.

12. **Right to Acceptance or Rejection of Tenders.**

(a) The tender is liable to be rejected inter-alia:-

(i) If it is not in conformity with the instructions and proforma mentioned in the tender paper.

(ii) If it is not properly signed by the bidder.

(iii) If it is received by telex, telegram or by Email.

(iv) If it is received after the expiry of the due date and time.

(b) This office reserves the right to:-

(i) Accept/Reject any of the tender in full or part thereof.

(ii) Revise the requirement at the time of placing the order.

(iii) Add, modify, relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary.

(iv) Reject any or all the tenders in part or full without assigning any reason thereof.

13. The following undertaking is to be made by the bidder in the technical bid along with the copies of certificates/documents mentioned in the checklist.
UNDERTAKING BY THE BIDDER

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.

Signature of the Bidder with Seal

Name: ________________________________

Designation: __________________________

Address: ______________________________

Phone No.

TECHNICAL COMPLIANCE UNDERTAKING BY THE BIDDER

This is to certify that I/we before signing this tender have read and fully understood all the technical requirements listed in this document and undertake myself/ourselves to fulfill them adequately.

Signature of the Bidder with Seal

Name:

Designation

Address:

Phone No.
### Checklist of Documents to Be Submitted Along with Technical Bid

<table>
<thead>
<tr>
<th>Sr</th>
<th>Documents to be Submitted</th>
<th>Submitted/Complied</th>
<th>Not Submitted/Not Complied</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Copy of Authorisation from Ministry of Labour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Copy of Clearance Certificate from Local Police</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>List of Clients indicating period of work executed with them and proof of experience in this field.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Technical Compliance undertaking, along with supporting documents. (Refer Para 13)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Undertaking by the Bidder (Refer Para 13)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Bidder

Seal of Establishment

Full Name of Bidder with address & Date
PROFORMA FOR SUBMITTING FINANCIAL BID

Requirement:- For Providing Armed Security Guards as follows:-

<table>
<thead>
<tr>
<th>Sr</th>
<th>Description of Service</th>
<th>Amount per Month (in USD)</th>
<th>Amount per Month (in UAH)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Hiring of Armed Security Guard services for a duration of 02 Years at Gol property 4, Zabily Street, 07 days a week (02 Guards, 02 shifts (One Guard in each shift of 12 hr each) from 0800 to 2000 hr &amp; 2000 to 0800 hr</td>
<td>XXX</td>
<td>XXX</td>
</tr>
</tbody>
</table>

|                |                                           | XXX                       | XXX                       |
| Total          |                                           |                           |                           |
| VAT            |                                           | XXX                       | XXX                       |
| Grand Total (per month) |                                           | XXX                       | XXX                       |

Name of Bidder:

Signature of Bidder
Seal of Establishment
Full Name of Bidder with address & Date

Note:- The bidders are required to quote their rates both in words and figures and put their signature; they should also sign on any overwriting or any correction made in the tendered rate. The rates filled in figure only and not in words shall be liable for rejection for which no paper cost shall be returned to the bidder(s).