

No. SOF/815/1/2017
Embassy of India
Sofia

Sofia, the 22nd March, 2017

TENDER NOTICE

Subject: Services for providing round the clock security to Embassy Residence building at the address 21, Boina Slava Street, Boyana Sofia.

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Chapter I - Instructions to Bidders

1. Bids from experienced & registered firms, complete in all respects should be submitted in sealed envelopes addressed to the Head of Chancery, Embassy of India, Sofia in person, or by mail or courier to reach before the deadline of 1700 hrs. on Friday 21st of April 2017. **Two Separate sealed envelopes** containing **Technical Bid** and **Financial Bid** proposals must be sent. These would be enclosed in an envelope that should be clearly marked "**Tender for round the clock security for Embassy Residence**". All tenders received after the deadline will be summarily rejected.

2. All bidders should submit along with the Tender the following documents:
 - i. Separate bids in the sealed envelopes in the prescribed Technical Bid Document and Financial Bid Document (proformas attached in chapter II and III).
 - ii. Both the above documents must be signed by authorized signatories of the bidding firm with a seal / stamp.
 - iii. Self-attested photo-copy of registration of the company / firm / proprietorship with the concerned Bulgarian authorities.
 - iv. Annual Report (where statutorily required to be filed) and Financial Reports for the last 3 years.

- v. Details of experience in the field of security services with Embassies / reputed Companies/Government agencies.
3. Technical Conditions/scope of works shall be as under:
- a. 24-hour manned security of Embassy residence located at **21, Boina Slava Street, Boyana Sofia.**
 - b. The security guard should not be more than 50 years of age.
 - c. The security guard should be physically and mentally fit. He/she should not suffer from an apparent disability including obesity/overweight.
 - d. The company should provide only such security guards who have been vetted by local government's security departments in terms of past record, character and antecedents. Also the company should be able to provide background details of the security guards and also proof of their vetting.
 - e. The security guards should perform their duties in uniforms and their overall appearance should be neat and clean.
 - f. The security guards should 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 HHMD, DFMD, monitoring CCTV, baggage and letter scanners etc. They should possess knowledge of the potential threats to Embassies in general terms and also knowledge of what is suspicious in terms of men and material in the given local context.
 - g. The security company should have provisions for real time checks of the functioning of the security guards.
 - h. Besides the local language, the security guards should have rudimentary working knowledge of English.
 - i. Also the security guard on duty will be responsible for switching on (in the evening) and switching off (in the morning) the security lights and sensors of the premises.
 - j. Subject to above condition, the company should have sufficient security guards on its roll so that the staff is rotated periodically.
4. The bidder should be a company or firm duly registered with the concerned authorities in Bulgaria. Bidder must be a firm with a past record of providing security services in Bulgaria. Embassy of India reserves the right to reject bids from firms who are blacklisted by Governments of Bulgaria or India for poor performance in the past, or those who do not have adequate experience in the field of security services.

5. The bids will remain valid for 90 days from tender closing, for award of contract after obtaining approval of competent Indian authorities. No price escalation would be allowed.
6. The successful bidder has to sign a contract with the Embassy of India in an appropriate form for execution of the contact.
7. First the Technical bid will be opened and the pre-qualification of the bidder will be assessed and then financial document of only those bidder [s] who meet the technical criterion will be opened.
8. The winning bidder would be responsible for its security guards in terms of their antecedents and conduct, service performance & behaviour as also the payment of salaries, compensation etc. Embassy of India would not be responsible for any dues other than the agreed contract amount. The security guards shall not have any claim for regularization of their services or enhancement of wages with the Embassy of India.
9. The winning bidder would be required to dedicate one supervisor / manager who can be contacted for all queries / requirements.
10. ASSIGNMENT SPECIFIC INFORMATION IN BRIEF:

1. LAST DATE FOR BID SUBMISSION: 1700 HRS, FRIDAY, 21ST APRIL 2017.

2. DATE OF OPENING TECHNICAL BIDS: 1530 HRS, MONDAY 24TH APRIL 2017.

3. DATE OF OPENING FINANCIAL BIDS: 1530 HRS, TUESDAY 25TH APRIL 2017.

4. EVALUATION CRITERIA: The Tender Evaluation Committee [TEC] will evaluate the Technical information individually using the following criteria:

- (a) The Organization's relevant experience for the Assignment.
- (b) Quality of SERVICE plan and methodology for undertaking the job.
- (c) Qualifications and experience of the staff proposed.
- (d) Past track record.

12. Bids may be submitted physically or by courier / post to:

Head of chancery, Embassy of India
4 Alfred Nobel Street, Geo Milev,
Sofia 1113, Bulgaria

13. For clarifications / queries, if any, prior to submission of bid, prospective bidders may contact the undersigned, on Phone 02-963 5675 during office hours from 10.00 a.m. to 5.00 p.m. on working days.

(P. Subhash Nair)
Second Secretary & Head of Chancery
E-mail:hoc@indembsofia.org

Chapter II - TECHNICAL BID PROFORMA

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:

Telephone:

Fax:

E-mail:

Sl.No.	Requirements	Reply	Remarks, if any
1.	a. Brief introduction of the company		
	b. Previous experience in the field (minimum of three years)		
	c. Registration Certificate & license for the services		
2.	Plan of action and methodology proposed to secure the premises		
3.	Qualification and experience of the security guards proposed to be deployed for the job		
4.	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.]		

Chapter III - FINANCIAL BID PROFORMA

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

Sl. No.	Items	Charges (including VAT)	Remarks, if any
1	Round the clock security (24 hours manned by security guards) of the building located at 21, Boina Slava Street, Boyana Sofia	Note : Price quoted should be on an all-inclusive basis to be paid monthly and shall include the cost of all services, <u>personnel, transportation, rentals taxes, consumables, VAT social security, insurance of the security guards etc.</u>	