

No. Bei/Adm/815/01/2024
भारतीय राजदूतावास/Embassy of India
बेरुत/Beirut

Date : 11th March, 2024

Notice Inviting Tender (NIT)

Hiring of Security Guards for guarding and monitoring services at the Embassy.

Sealed Tenders are invited for providing security guards for guarding and monitoring services in the Embassy Building of the Embassy of India, Beirut . Sealed bids can be sent to Embassy of India, Beirut, No. 239, Ibrahim Abed El Aal Street, Hamra, Ras Beirut (Lebanon) by hand or by post. Tender documents may be downloaded from website www.indianembassybeirut.gov.in and e-publishing portal of Government of India at <https://eprocure.gov.in>

Head of Chancery
Embassy of India, Beirut, Lebanon



Embassy of India

Beirut

NOTICE INVITING TENDER

**Hiring of Security Guards for guarding and monitoring services in the
Indian Embassy**

(Embassy of India, Beirut, Lebanon).

No. Bei/Prop/815/01/2024

Last date for Submission of bids

1st April, 2024 upto 1630 hrs (Beirut Time)

Date of Opening Bid(s)

2nd April, 2024 at 1630 hrs (Beirut Time)

No. 239, Ibrahim Abed El Aal Street, Hamra, Ras Beirut
P.O.Box Nos. 113-5240, Beirut (Lebanon)

Tel:- 00-961-1-735922, 738418, 741270

Invitation for Bids

Embassy of India, Beirut invites tenders/bids for hiring FOUR unarmed Security Guards (THREE male and ONE female). Male security guard will perform duties in three shifts of 8 hrs starting from 0600 hrs to 1400 hrs, 1400 hrs to 2200 hrs and 2200 hrs to 0600 hrs for all seven days of a week. Female Security guard will perform duties 8 hrs starting from 0830 hrs to 0430 hrs for five days in a week on working days except on Saturday and Sunday and closed holidays declared by the Indian Embassy.

A. Scope of Work:

a. To provide guarding and monitoring services by deploying FOUR unarmed Security Guards (three males and one female). Their duties will be as follows:

S. No.	Location	Duty point	Required duration	No. of Shifts and duration	No. of Security Guard (SG) required in one shift	Total No of SG required	Remarks
1	Chancery	Main Entrance of Chancery	24 hrs	3 shifts of 8 hrs each -7 days a week 0600 hrs to 1400 hrs, 1400 hrs to 2200 hrs, 2200 hrs to 0600 hrs	1	3	Male Guard
2	Chancery	Main Entrance of Chancery	8 hours	1 shift of 8 hrs each- 5 days a week/working days (8:30 am to 04:30 pm)	1	1	Female Guard
					Total	4	

b. To handle access control and anti-sabotage checks (of person, baggage and vehicles) with the help of security tools like HHMD, DFMD, monitoring of CCTV, baggage and letter scanners etc.

B. Terms and condition for Security Guards:

1. Guards must be trained in basic security duties such as access control and anti-sabotage checks (of person, baggage and vehicles) including use of basic security tools such as HHMD, DFMD, CCTV Monitoring, baggage and letter scanners etc.
2. Security Guard (SG) should not be more than 50 years of age and the Supervisor, wherever necessary, should not be more than 55 years of age.
3. Security Guard should be physically and mentally fit and should not be suffering from an apparent disability. The provider should submit Medical Fitness Certificate in respect of every Guard from an authorized Medical Practitioner. Additionally, he/she should not be emaciated, feeble and timid in an apparent sense.
4. SG should have been vetted by local Government's security department in terms of past record, character and antecedents. The Provider should provide background details of the Security Guards and also proof of the their vetting.
5. SG must have attended education at least upto 10th Standard or equivalent.
6. SG must be fluent in Arabic and English languages (so as to deal with local visitors and unruly persons or group of persons). SG should be in possession of minimum English language skills required to communicate with the Mission staff.
7. Guards will have to perform duties in Uniform and their overall appearance should be neat and clean.
8. Guards should be thoroughly proficient and trained in handling of arms and other security equipment they are supporting to carry or use.

C. Eligibility Criteria (Technical):

The security agency has to provide the following details in their technical bid:

- (i) The Provider has to submit list of other clients of the Company serving in terms of supply of Security Guards in Lebanon and other countries if any.
- (ii) Past Experience, service history and achievements of the company.
- (iii) Evidence of registration of the company under relevant statutory regulations such as labour laws applicable in the Lebanon (if registered under other law, the same may be furnished)
- (iv) Evidence of range of security services provided.
- (v) Size of the reserve pool of men/women and logistics such as response teams, patrol vehicles/ Security equipment, control room facilities, communication equipment under use etc

- (vi) Attrition rate of security guards and security supervisors (the average period for which security guard remains with the company).
- (vii) The company should have a system of undertaking supervisory checks of functioning of SGs to ensure that the supplied SGs are discharging their duties with efficiency and as per the set of procedures designed by the Embassy.
- (viii) The company has to provide the Training Facilities available with them. Also provide details if the company avail facility of another company that only focuses on training. Also provide what type of training the security Guards to be deployed have been trained and time period of that training.
- (ix) The company can provide industry certification obtained by them for providing quality security services. Also, Company can provide the details of relationship with the local Lebanese Police.
- (x) Scope and limit of liability of the company.
- (xi) The company has to provide take home pay and allowances to be given to the deployed security guards.
- (xii) The applicant/company should not be black listed by Embassy of India or any agency/entity of government of India or state governments in India.
- (xiii) One applicant/company may only submit one proposal. If a company submits more than one proposal, such proposals shall be disqualified.
- (xiv) **A team of the Embassy will visit the office of the company** to check the veracity of the facts mentioned in the Brochure.

D. Submission of Bids:

- (i) **Bids are invited in two bid system of Technical and financial bids.**
- (ii) Technical and the Financial bids should be in English language. The offer in the financial bid should be written in English and price should be written in both figures and words. The relevant supporting documents must be enclosed.
- (iii) Envelopes of Technical bid & Financial bid should be individually sealed and then placed in a third envelope, to be sealed. It should be superscripted at the bottom left corner with Full name, Postal address, fax, email, telephone number of the bidder.
- (iv) The sealed quotation shall be submitted to the **Embassy of India Beirut, No. 239, Ibrahim Abed El Aal Street, Ras Beirut (Lebanon) ZIP CODE No. 2034-4411, P.O.Box Nos. 113-5240,**
- (v) The bids may be submitted by hand in person or by courier. Tenders by "Fax/email" shall **not** be accepted.

(vi) Tenders received after the closing date and time as prescribed in the tender notice shall **NOT** be accepted under any circumstances.

(vii) The Technical bid(s) will be opened on **2nd April 2024 at 1630 hrs** at the **Embassy of India Beirut**.

(viii) Date and time of the opening of the Financial bid(s) will be decided after the technical bid(s) have been evaluated by the Embassy. The Financial bid(s) of only those tenderer(s) will be opened, who qualified the technical evaluation, on the specified date and time. The date, time & place of opening of the Financial bid(s) will be intimated in due course of time.

(ix) For site visit please contact Mr. Jitendra Kumar, Property Assistant, Phone 961-76968339, Email- adm2.beirut@mea.gov.in

E. Instruction for Bidders regarding submission of Bid:

(i) Bid must be submitted as per the format specified at **Annexure- I, Annexure-II, Annexure-III, Annexure-IV and Annexure-V** and should also include the documents in support of eligibility criteria, profile and track-record of the Agency. All the documents should be self-attested with the seal of the bidders. Unsigned/overwritten quotations will not be considered, and incomplete/conditional bids will be rejected.

(ii) The tenderers are requested to read the tender documents carefully and ensure compliance with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the tenderer from the tendering exercise.

(iii) Tenders should be submitted in **two** parts, (i) **Technical Bid as Annexure I, II and III** **Financial Bid as Annexure-IV and Annexure-V**. Envelopes of Technical bid & Financial bid should be **individually sealed and then placed in a third envelope** (with Full name, Postal address, fax, email, telephone number of the bidder), to be sealed. Envelope of Technical Bid should be superscribed as **“Technical Bid – Hiring of Security Guards for guarding and monitoring services in the Indian Embassy”** and envelope of Financial Bid should be superscribed as **“Financial Bid -Hiring of Security Guards for guarding and monitoring services in the Indian Embassy”**.

F. Validity of Bids:

(i) The bids and quoted rates must be valid for a period of **180 days** from the date of opening the bids. The overall offer for the assignment and tenderer quoted shall remain unchanged during the period of validity. If the tenderer has quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

(ii) In case the tenderer withdraws, modifies or changes his offer during the validity period, the tender is liable to be rejected. The tendere should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

G. Financial Bid:

The rates should be quoted in USD (\$) inclusive of all the essential charges on for at destination in the prescribed format (**Annexure -IV**) with complete description.

H. Tender Evaluation:

The Embassy will evaluate the entire tender, strictly on the basis of eligibility criteria (technical) incorporated in the tender document and terms and condition etc. as stipulated in the tender document to determine whether these are compliant in all respects, as specified in the tender document.

During the evaluation/scrutiny of the tenders, at any stage, if it is found that any of the tenderer(s) terms and conditions are not compliant with tender enquiry document, the Embassy may seek the clarification within the specified target time and if the tenderer fails to reply of does not agree/accept the terms and conditions, their tender will be treated as unresponsive and it is liable for rejection.

Evaluation of the proposals shall be done in two stages as follows:

(a) Stage-I (Technical Evaluation):

The Embassy will examine all the bids to determine whether they qualify for the eligibility criteria (technical) whether tenderer has submitted the technical bid, whether all the supporting documents as mentioned/or required in the tender documents to be submitted with technical bid in prescribed format and have been properly signed & stamped. Tenderer who has not qualified for the technical evaluation shall be rejected.

(b) Stage-II (Financial Evaluation):

Financial bid(s) of only technically qualified tenderer will be opened for financial evaluation.

I. Payment Terms:

Payment shall be released on monthly basis within 5 working days of the every month.

J. Penalty Clause: Penalty as indicated below will be imposed by the Embassy of India, Beirut for shortcomings in the services in respect of Security Guards:

Sl. No.	Shortcoming	Penalty
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1	Unauthorized absence	One day salary from the particular Security Guard
2	Security Guard found sleeping on duty	One day salary from the particular Security Guard
3	Consumption of alcohol or any other narcotic substance while on duty	One day salary from the particular Security Guard
4	Use of mobile phones for chatting/watching video/making unnecessary calls which may effect his normal performance of his duty	One day salary from the particular Security Guard
5	Inappropriate or unbecoming behaviour with Mission's staff or visitors	One day salary from the particular Security Guard
6	Unauthorized use of Mission's property	One day salary from the particular Security Guard
7	Any other unbecoming action which may bring bad name to the Mission	One day salary from the particular Security Guard
8	Guards found involved/conniving with adversary	One day salary from the particular Security Guard
9	Failure to discharge duty properly	One day salary from the particular Security Guard
10	Mission's personnel harmed due to carelessness/negligence of Security Guards	One day salary from the particular Security Guard

K. Special Condition of Contract:

- 1) **Jurisdiction:** The disputes, legal matters, court matters, if any shall be subject to jurisdiction as defined by Indian legal system only;
- 2) **Arbitration:** All disputes of any kind arising out of service shall be referred by either party after issuance of 30 days of notice in writing to the other party clearly bringing out the nature of dispute to a single arbitrator acceptable to both parties;
- 3) **Force Majeure:** Any shortfall in service or failure in fulfillment of obligations under contract due to *force majeure* like natural disasters of the nature of earthquake, floods, storm or man-made ones like war, civil strife shall be looked into in consideration of those extenuating circumstances by either side;
- 4) **Embassy of India Beirut** reserves the right to reject or accept any or all of the bids without assigning any reasons.

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID

1.	Name of the Bidder Company	
2.	Address of the Bidder Company	
3.	Contact details of the Bidding Company contact person (Name, designation, address, mobile no. & email)	
4.	Name of the Proprietor/Partners/Directors of the Company	
5.	Company's bank details- Name, address and Current Account number	
6.	Registration and incorporation particulars of the Agency/Company	
7.	Period of Bid validity	
8.	Any other information	

(Signature of the authorized signatory)

Dated _____

Name and address of the Agency/Company _____

Seal of the firm

QUALITY PARAMETERS FOR SERVICE PROVIDER AGENCY

1.	List of other clients the Company is serving in terms of supply of Security Guards in the Lebanon and other countries	Please mention in the brochure
2.	Past experience, service history, achievements of the company	Please mention in the brochure
3.	Evidence of registration of the company under relevant statutory regulations such as labour laws applicable in the host country (if registered under more than one law, the same be furnished.	Please mention in the brochure and attach copy of registration
4.	Evidence of range of security services provided.	Please mention in the brochure
5.	Size of the reserve pool of men and logistics such as response teams, patrol vehicles/security equipment/control room facilities/communication equipment under use etc.	Please mention in the brochure
6.	Training facilities available in the company	Please mention in the brochure
7.	Fire fighting training provided to the Security Guards	Please mention in the brochure
8.	Attrition rate/ How many years Security Guards remained employee of the Company	Please mention in the brochure
9.	Whether Uniform will be provided	Sample color should be mentioned in the brochure
10.	The company has to provide take home pay and allowances to be given to the deployed security guards.	
11.	Number of employee in the Company	
12.	Any other information	

(Signature of the authorized signatory)

Dated _____

Name and address of the Agency/Company _____

Seal of the firm

QUALITY PARAMETERS FOR SECURITY GUARD

Sl. No	Description	Reply in YES/NO
1.	Guards must be trained in basic security duties such as access control and anti-sabotage checks (of person, baggage and vehicles) including use of basic security tools such as HHMD, DFMD, CCTV Monitoring, baggage and letter scanners etc.	
2.	Security Guard (SG) should not be more than 50 years of age and the Supervisor, wherever necessary, should not be more than 55 years of age.	
3.	Security Guard should be physically and mentally fit and should not be suffering from an apparent disability. The provider should submit Medical Fitness Certificate in respect of every Guard from an authorized Medical Practitioner. Additionally, he/she should not be emaciated, feeble and timid in an apparent sense.	
4.	SG should have been vetted by local Government's security department in terms of past record, character and antecedents. The Provider should provide background details of the Security Guards and also proof of the their vetting.	
5.	SG must have attended education at least upto 10 th Standard or equivalent.	
6.	SG must be fluent in Arabic and English languages (so as to deal with local visitors and unruly persons or group of persons). SG should be in possession of minimum English language skills required to communicate with the Mission staff.	
7.	Guards will have to perform duties in Uniform and their overall appearance should be neat and clean.	
8.	Guards should be thoroughly proficient and trained in handling of arms and other security equipment they are supporting to carry or use.	

(Signature of the authorized signatory)**Dated**_____**Name and address of the Agency/Company**_____**Seal of the firm**

FINANCIAL BID

S N.	Item of work as per scope of work of Tender Notice	Quantity	Rate per Guard per shift per month	Total Amount quoted in (USD) per month
1.	Male Guard 8 hours for 3 shifts on all 7 days of week	3 Guards		
2.	Female Guard 8 hours for 1 shift on 5 days of week (Except Saturday and Sunday and declared holidays in the Embassy of India, Beirut)	1 Guard		
5.	Sub total			
6.	VAT/ TAX			
7.	Total Cost (per month) (In words)			

Declaration

I hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case of non-submission of required documents, the bid shall stand rejected. No other charges would be payable by the Embassy.

(Signature of the authorized signatory)

Dated_____

Name and address of the Agency/Company_____

Seal of the firm

BID-SECURING DECLARATION

Invitation to Bid/Request for Expression of Interest No.:-

BEI/PROP/815/01/2024 dated 11th March, 2024

To,

The Embassy of India, Beirut

239, Ibrahim Abed Al Aal Street, Hamra,

Ras Beirut, P.O. Box No- 113-5240, Beirut, Lebanon

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.

2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any future contract with the Embassy of India, Beirut for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Clause J of the Tender Document, if I/we have committed any of the following actions and the shortcomings mentioned at Clause J.

(I) If I/we withdraw or modify our Bid during the period of validity.

(II) If I/we fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Tender Documents after having been notified of your acceptance of our Bid during the period of Bid validity .

(Signature of the authorized signatory)

Dated_____

Name and address of the Agency/Company_____

Seal of the firm