

**EMBASSY OF INDIA, SENEGAL
5, AVENUE CADRE, DAKAR BP-398, SENEGAL**

Tender No. DAK/815/01/2016

Dated: 7th October, 2023

NOTICE INVITING TENDER

Sealed quotations are hereby invited from reputed Licensed Private Security Agencies for providing armed Security Guards at the Chancery premises of Embassy of India, Senegal. 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.

Schedule to the invitation of Tender:

1	Date of issue of Bid Document	07 th October 2023 at 0900 hrs
2	Time and last date of Depositing tender/bid	19 th October 2023 till 1500 hrs
3	Time and date of opening of Qualifying Bid	20 th October 2023 at 1400 hrs
4	Place of Opening of Tender	Embassy of India, Dakar 5, Avenue Cadre, Dakar, BP-398, Senegal.

Service to be provided:

Sl No.	Type of Guards	Number of Guard
1	Security Guards (Armed and with basic training in access control and anti-sabotage checks for 24X7)	1 (One)

Intending eligible bidders may obtain Bid document which may be downloaded from the Official Website of the Embassy of India, Senegal (www.embassyofindiadakar.gov.in/).

Sd/-

Head of Chancery, Embassy of India, Senegal

Tender no. DAK/815/1/2016

Dated 7th October 2023

TENDER

FOR HIRING PRIVATE SECURITY SERVICE

**FOR THE OFFICE OF THE CHANCERY PREMISES OF EMBASSY OF INDIA, DAKAR
AT 5, AVENUE CADRE, DAKAR BP-398, SENEGAL**

ISSUED BY

EMBASSY OF INDIA, DAKAR

TENDER DOCUMENT

Embassy of India

Dakar

No. DAK/815/1/2016

7th October, 2023

Tender for Hiring of Local Security Guard at Embassy Residence (ER) and Chancery, Dakar

1. **Scope of work.** The Embassy of India, Dakar, Senegal invites Technical and Financial bids/ quotations for hiring of local security guard for the Chancery located at 5, Avenue Carde, Dakar, Senegal.
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 Chancery.
 - (b) Patrolling of Chancery premises, courtyard and intervention & necessary actions.
 - (c) Informing local police authority in case of any attack or crises situation.
 - (d) Prevent unauthorised parking in front of Chancery.
 - (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 Chancery wall/ building or disrespect to the National flag.
 - (j) Record the details of Persons permitted inside Chancery. Also, maintain Record for any vehicle permitted e.g GDIP, Traffic Police, Ambulance, Fire Van etc.
 - (k) 24 hours watch/ vigil of Chancery 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 Senegal.
- (h) Range of security services provided by the firm.
- (i) Reserve pool of men and logistics such as response teams, patrol vehicles/ security equipment/ control room facilities/ communication equipment under use etc.
- (j) Average period for which a security guard and security supervisors remains with the company.
- (k) 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?
- (l) Industry certificate obtained by the company for its quality and company's relationship with local police.
- (m) 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. Preferably Male.
- (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. **Visit to Embassy.** Registered/ Interested parties may visit the Embassy between **7th October to 19th October 2023** to familiarize with the premises.

7. **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.

8. **Instructions for bidders.**

- (a) Bidders are required to **submit their bids by 19th October 2023** 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,
5, Avenue Carde,
Dakar – 398

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

Tel: +221-338 495 875

(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 CFA 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.

(i) 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.
