

No. SUV/872/01/2019  
High Commission of India

Suva

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(REQUEST FOR PROPOSAL)

**Sub: Hiring of Local Security Guards at Chancery and residence of High Commissioner**

**1. Background:** This RFP is for inviting the interested companies/agents dealing in for providing of Local Security Guards in office premises and residence. The proposal is hiring of security guards at office premises at **High Commission of India, Suva at Level 5, LICI Building, Butt Street, Suva and** High Commissioner's residence at **72 Princess Road, Tamavua, Suva.**

**2. Scope of work:** The following would be scope of work:-

- i. Providing of Local Security Guards at Chancery premises at High Commission of India, Suva at Level 5, LICI Building, Butt Street, Suva and *the residence of High Commissioner at 72 Princess Road, Tamavua, Suva* as per following details:

Shift	Chancery Premises	India House		
		Morning Shift	Evening Shift	Night Shift
Morning (0900-1800 hrs)	1	0	0	0
Day (Round the clock)	0	2	2	2
Night (1800-0600hrs)	0	0	0	1
<b>Total</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>3</b>

- ii. For change of shift, no security guard is allowed to leave until his or her replacement has arrived.
- iii. No security guard shall leave the guard room or place of duty unattended at any point of time.

**3. Eligibility Criteria, Contract Terms and Conditions:**

- i. The contract term shall be Forty Eight (48) months starting from the date of commencement.
- ii. Age of the LSGs should not be more than 50 years.
- iii. Physical and Mental Fitness: A Local Security Guard should be physically and mentally fit. He/She should not suffer from an apparent disability including obesity/overweight. The Guard should not be emaciated, feeble and timid in an apparent sense.
- iv. The service provider should provide only such SGs who have been vetted by local government's security department(s) in terms of past record, character and antecedents. The Service Provider should be able to provide background details of the SGs and also proof of their vetting. The Service Provider shall enclose a list of 5 prospective SGs along with their bio-data to enable Mission to scrutinize their eligibility.
- v. Uniform: The Service Provider will provide full uniform with appropriate footwear for SGs. SGs should perform their duties in smart uniforms and their overall appearance should be neat and clean.

- vi. Training: LSGs 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, monitoring CCTV, baggage scanners etc.
- vii. Supervision: Service provider should have provision for real time checks of function of the LSGs to ensure that the quality of the provided staff and the service they render is always above the benchmark.
- viii. Education and Language: LSGs should possess minimum education qualification up to 10<sup>th</sup> standard and should know the local/native language and speaking and writing knowledge of English.
- ix. The SGs shall assist in case of any fire, medical or any other emergencies.
- x. In the event of any Security Guard is absent for whatever reason, the provider will be responsible for providing relief security guard having same qualification immediately.
- xi. The Service Provider should provide the list of clients in Fiji and other countries.
- xii. The Service Provider should provide past experience, service history, achievements of the company in providing the security.
- xiii. The Service Provider should provide the evidence of registration of the Company under relevant statutory regulations such as labour laws applicable in Fiji and Industry certification obtained by the company for its quality & Company's relationship with local police.
- xiv. The Service provider is required to provide the evidence of range of security services provided and shall provide the size of the reserve pool of men and logistics such as response teams, patrol vehicles/security equipment/control room facilities/communication equipments under use etc.
- xv. The Service provider is required to provide the attrition rate of security guards and security supervisors.
- xvi. The Service provider is required to provide take home pay of the security staff and scope & limit of liability of the company.
- xvii. Bidders should give an undertaking that they have not been barred/black-listed by the Government/Organization in India/Fiji or elsewhere.
- xviii. Price should be on monthly basis and payment will be made on monthly basis only in local currency.

#### **4. Inviting bids from companies:**


Interested companies are requested to visit the High Commission of India, Suva at above-mentioned address during office hours for further discussions and inspection of the premises. Bid/Question should be in two viz Technical bid and Financial bid. The Technical Bid and Financial bid should be sealed by bidders in separate covers duly super-scribed "**Financial Bid or Technical Bid**" as the case may be and both these sealed covers are to be put in a bigger cover which should be duly super-scribed as "**Bid for Providing Security Guards at High Commission of India, Suva**". The validity of bid/quote should be for minimum period of **90 days** from the opening of bid/quote.

**Part I:** Technical bid should consist of the details of services along with terms and conditions.

**Part II:** Financial bid should indicate service wise price for the services mentioned in the technical bid as per Annexure I.

**5. Contact Person:** The advertisement would be placed on the **Central Public Procurement Portal (CPPP)**, Mission's website and quotations would be accepted till afternoon of **04.07.2022**. The quotations in sealed covers should be submitted to Mr. Ashutosh Dwivedi, Attache (Admn.), at Level 5, LIC Building, Butt Street, Suva. **He can be contacted at Tel: (00679) 3301125, E-mail: [admn.suva@mea.gov.in](mailto:admn.suva@mea.gov.in).**

**6. Evaluation & Selection:** It is proposed to open quotations on forenoon of **05.07.2022**. The quotation offering as per scope of work, good credentials and best prices would be selected for the award of the job. However, the final decision would rest with **High Commission of India, Suva** and we would owe no explanation to anyone about the selection process of the company for the job.



(Ashutosh Dwivedi)

Attache (Admn)

13.06.2022

Ashutosh Dwivedi  
Attache(Admn) & DDO  
High Commission of India  
Suva, Fiji

**Format for submitting the Price Schedule for providing security services.**

High Commission of India, Suva

Tender No. SUV/872/01/2019

Date: Price Schedule:

Unit rate/per security guard (in Fiji Dollars)

Total Amount (for 8 security guards)(in Fiji Dollars)

Name of firm

Address

Note: 1. The above quoted rates are inclusive of all taxes.

2. Certified that rates quoted for the above items are as per details, terms & conditions mentioned in the tender document.

Yours faithfully,

(Signature of Authorized Signatory)

Name & Designation:

Company Seal