

No.Suv/872/01/2019
High Commission of India
Suva

Invitation to Tender for hiring of security guards at Chancery and India House, Suva

Scope of Work

High Commission of India, Suva invites proposal for hiring of security guards at Chancery (Level 5, LIC Building, Butt Street, Suva) and at India House (72 Princess Road, Suva) from the companies having experience of working in this sector. Requirement of security guards is mentioned below:

Location	Required number of guards	Required shift
Chancery	1	From 09.00 AM to 06.00 PM on Working Days
India House	2 (Round the clock)	3 Shifts of 8 hours each for all days

Eligibility Criteria

The following eligibility criteria are required to be met for participating in bidding process:

Criteria for the Company:

- i The Company should be registered for doing such jobs in Fiji. (A registration certificate needs to be submitted along with the technical bid.)
- ii The Company should have experience of undertaking similar works in recent past (preferably last three years) and should provide details thereof.
- iii The Company should be competent enough to begin the work as soon as job is awarded.
- iv The Company should not have been barred/black-listed by the Government authorities in India, Fiji or elsewhere.
- v The company should have enough logistics to supervise the deployed security guards periodically and also to address any urgent call.

Criteria/Guidelines for the security guards:

- i Age of security guards to be deployed should not be more than 50 years.
- ii Security guards 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.
- iii Security guards should have been vetted by local government's security department(s) in terms of past record, character and antecedents.
- iv Security guards should be in appropriate uniforms and their overall appearance should be neat and clean.
- v 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, CCTV system, baggage scanners, etc.
- vi Security guards should have the working knowledge of English/Hindi/Haukei.
- vii Security guards should know how to react in case of fire, medical and other emergencies.
- viii Place of duty should not be left unattended at any point of time. Where guards are required in shift duty, no security guard would be allowed to leave the duty until his/her replacement arrives.

Submission of Bids

The Companies are requested to submit their proposals in two separate parts (in two separate sealed envelopes) as follows:

- i **Technical Bid:** Technical Bid should consist of the details of services along with terms and conditions. This should also include the check-list and documentary proofs for fulfillment of the above-mentioned eligibility criteria.
- ii **Financial Bid:** Financial Bid should indicate service-wise price for the services mentioned in technical bid, as per Annexure I.

2. Proposals as described above, should be submitted to the High Commission of India, Suva (Administration Division, Level 5, LICI Building, Butt Street, Suva, Fiji) by 5.30 pm on 01st May 2025.

3. Pre-bid meetings will be held on 15th April, 2025 at 10:00 am. Interested companies may contact the undersigned at email hoc.suva@mea.gov.in for participation in the pre-bid meetings.

Format for submitting the Price Schedule for providing security services

Organization	High Commission of India, Suva	
Tender Reference No./Date	No. SUV/872/01/2019	Dated 09 .04.2025
Hourly Rates for Chancery (09.00 am to 06.00 pm on working days)	FJ\$ _____	
Hourly Rates for India House (Round the clock in 3 shifts of 8 hours each on all days)	FJ\$ _____	
Total Hourly Rates Quoted	FJ\$ _____	

It is certified that:

1. The above quoted rates are inclusive of all taxes.
2. The above quoted rates will remain valid for the next two years.
3. The rates quoted for the above items are as per details, terms and conditions mentioned in the Tender.

Name: _____

Designation: _____

Seal: _____

Evaluation of Bids and Award of Job

The High Commission would examine the technical bids in light of the security and technical parameters set by Government of India. Those who qualify the technical evaluation will only be considered for financial bid.

2. Job will be awarded on the basis of Quality and Cost Based Selection. Once the job is awarded, the selected company shall need to enter into an Agreement with the High Commission of India, Suva in terms of security and sensitivity involved in the job. After commencement of services, monthly invoices should be submitted to the High Commission and payment will be made on monthly basis. The initial agreement will be signed for minimum two years which may be renewed further on mutual understanding. Therefore, the quoted rates must remain same for the next two years.



(Neerupma S. Kararha)

Head of Chancery

09th April 2025