

No.SUV/872/1/2019
High Commission of India
LICI Building, Level 5 & 7,
Butt Street
Suva, Fiji

Subject: Hiring of Security Services by the High Commission of India, Suva, Fiji.

Tender Document No. SUV/872/1/2019 dated 29 February, 2020

Last date for submission of bids: 20 March, 2020

Section-I: Invitation for Tender

Section - II : Terms & Conditions

Section-III : General Conditions of Contract

Section-IV: Special Technical Specifications/Details

Section-V: Price Schedule

No.SUV/872/1/2019
High Commission of India
LICI Building, Level 5 & 7,
Butt Street,
Suva, Fiji

**Subject: Tender invitation for hiring of Security Services by the
High Commission of India, Suva, Fiji.**

The High Commission of India (HCI), Suva invites sealed tenders (two-bid system) from reputed security agencies for hiring of security guards for (i) Chancery at LICI Building, Level 5, Butt Street, Suva and (ii) the India House at 72, Princess Road, Tamavua, Suva.

2. The tender document can be downloaded from the following websites:
www.indiainfiji@mea.gov.in
www.eprocure.gov.in
3. The tender should be submitted in two sealed envelopes as below:
 - (a) The first sealed cover superscribed as “Technical Bid” should contain only relevant documents as prescribed in Section IV of the Tender Document.
 - (b) The second sealed envelope superscribed “Financial Bid” should contain only rates for providing security services.
 - (c) Both the sealed covers, should be placed in the main sealed envelope superscribed “Tender for Providing Security Services” addressed to the **Head of Chancery, High Commission of India, LICI Building, Level 5, Butt Street, Suva** and must reach on or before 20th March, 2020 by 1500 hrs. Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before the prescribed date and time. Mission will not be responsible for any postal delay.
4. The Mission reserves the right to reject any or all bids/offers without giving any notice or assigning any reason thereof. The decision of the Mission in this regard will be final and binding upon the bidders.

5. General queries if any may be addressed to the Head of Chancery at email ID **hoc.suva@mea.gov.in**

6. The important schedules and dates are as under:

	<i>Key Event</i>	<i>Dates</i>
1.	Last date for submission of Bids	20 March, 2020 at 1500 hrs.
2.	Date of Opening of Technical Bids (<i>Participants bidders may send their representatives</i>)	20 March, 2020 at 1530 hrs
3.	Venue for Opening of Bids	Conference Room, Level 7, High Commission of India, Suva
4.	Opening of Financial bids	To be communicated separately to the bidders whose Technical bids are found in order.

7. All bidders are requested to read and understand the terms & conditions of the contract as detailed in the Section-II, and Section-IV of the Tender Document before sending their bids. No change or violation of the aforementioned terms and conditions is permissible once the quotation is accepted by the Mission.

(S.C. Sahoo)
Head of Chancery

SECTION II: TERMS AND CONDITIONS

1. The Contract for hiring of security services would be for a period of one year. The contract may be extended on annual basis on mutual consent subject to satisfactory performance report.
2. Each page of the Tender should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Tender. The conditional tender will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.
3. The Bidders shall submit documentary evidence in respect of their technical capabilities and the Financial Bid including their experience in providing of similar services.
4. Any tender received by High Commission of India, Suva after the deadline for submission of tenders will be summarily rejected.
5. In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, High Commission of India, Suva's interpretation of the clauses shall be final and binding on all parties.
6. The successful bidder, on award of contract, must send the contract/acceptance in writing, within seven (7) days of award of contract.
7. Mission reserves the right to terminate the contract at any point of time during the tenure of contract, if the services are not found satisfactory or the contractor dishonours the contract. Decision of the Mission in this regard shall be final and binding upon the contractor.

SECTION III: GENERAL CONDITIONS

1. Prices

- a. Price quoted by the Contractor and agreed to by High Commission of India, Suva shall be considered final and no price escalation will be permitted thereafter.
- b. Bidders must quote the price in the format given in Contract Price Schedule at Section – V of this document.
- c. All prices are to be quoted only in Fiji Dollars.

2. Taxes

The rates quoted should be inclusive of all taxes (VIP)

SECTION IV: SPECIAL TECHNICAL SPECIFICATIONS/DETAILS

1. (i) Total number of security guards (SGs) to be deployed

Chancery at LICI Building, Level 5, Butt Street, Suva - 1
India House at 72 Prince Road, Tamavua, Suva - 3

(ii) Duration: 9 hours at Chancery and 24hrs and 12 hrs. at India House

(i) Timings and total number of SGs:

Deployment of Guards at Chancery complex and the India House in the following manner:

Shift	Chancery Premises	India House
Morning (0900-1800 hrs) (on all working days)	1	0
Day (Round the clock in three shifts of 8 hrs each)	0	2
Night (1800-0600hrs) (all days)	0	1
Total	1	3

2. The following requirement regarding Security Guards (SGs) must be met by the Agency:

- (i) No SG should be more than 50 years of age.
- (ii) SG should be physically and mentally fit.
- (iii) SG must be cleared by the local Government.
- (iv) Agency must provide smart uniforms to all SGs.
- (v) All SGs should have basic training to operate security equipment such as access control, DFMD etc.
- (vi) The Agency should rotate SGs periodically (once in every 3/4 months, if Mission desires so).

3. Following additional information may also be provided by the bidding Agency:

- (i) Does the Agency provide security services to other diplomatic missions or any other industrial establishment also? Supporting documents for past experience and references.
- (ii) Take home pay of the security staff.
- (iii) What is the reserve capacity of men and vehicles? Can it draw in more human resources to combat an emergency?

- (iv) Does it meet the minimum wage policy of the local government and other legal, and labour obligations?
- (v) Details of training curriculum, duration of the security personnel
- (vi) What communicative system does the Agency have? Provide details of technology and supervision mechanisms to monitor guard presence and efficiency.
- (vii) Does the Agency have a 24X7 Control Room?
- (viii) Is the Agency licenced by the local police or statutory authority?
- (ix) What industry certification does it have in terms of quality?

Section – V 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 4 security guards) (*in Fiji Dollars*)

Name of firm

Address

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

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