



Embassy of India
International Business Centre
Y. Emre 1, Mir 2/1, Ashgabat
Tel.No. 0099-312-456152, 456153
Fax No. 0099-312-456156

No. Ash/Admn/579/01/2020

dated December 10, 2020

Notice Inviting Tender

Subject: Notice inviting tender for three (03) professionally trained Local Security Guards for the Embassy Residence in Ashgabat

The Embassy of India, Ashgabat invites sealed quotations from private security agencies for providing three security guards at the Embassy Residence to provide round the clock security. 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.

2. Important dates are as below:

| | | |
|---|---|------------------------------|
| Date of publishing NIT | : | 10.12.2020 |
| Last date of submission of Quotation | : | 1:00 PM on 31.12.2020 |
| Date of opening of Quotation | : | 3:00 PM on 31.12.2020 |

3. Terms & conditions, scope of work and proforma for submission of quotations are enclosed. The bidder shall sign on every page of the document and submit their quotation, complete in all respects, by post at the Embassy of India, International Business Centre, Y. Emre 1, Mir 2/1, PO Box No. 80, Ashgabat. The tender documents can be downloaded from the website <https://eoi.gov.in/ashgabat/> and www.eprocure.gov.in.

4. The right of acceptance of tender(s) will rest with Competent Authority. Also, the Embassy is not bound to accept the lowest offer and reserves the right to reject or partially accept any or all the tender(s) received without assigning any reasons thereof.


(Shreeranjani K)
Head of Chancery

TENDER
For HIRING OF LOCAL SECURITY GUARDS
AT
THE EMBASSY RESIDENCE IN ASHGABAT

ISSUED BY

EMBASSY OF INDIA
ASHGABAT

Embassy of India
Ashgabat

No. Ash/Admn/579/01/2020

December 10, 2020

Tender for hiring three (03) professionally trained Local Security Guards at Embassy Residence in Ashgabat

1. The Embassy of India, Ashgabat, Turkmenistan invites Technical and Financial bids / quotations for hiring of three local security guards for the Embassy Residence.
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:
 - i. To prevent any unauthorized entry of person/object inside Embassy Residence;
 - ii. Patrolling of Embassy Residence, courtyard and intervention & necessary action;
 - iii. Informing local police authority in case of any emergency situation;
 - iv. Prevent unauthorized parking in front of Embassy Residence;
 - v. Assist in case of any Fire, medical or any other emergency situation;
 - vi. Monitor CCTV display and record and report the activities of any suspicious vehicles or persons;
 - vii. Record the details of Persons permitted inside Embassy Residence;
 - viii. 24 hours watch/vigil of Embassy Residence.

Eligibility Criteria for bidder:

4. The bidder should provide the following detailed information in descriptive terms along with the supporting documents and records as part of technical bid:
 - i. The bidder should have experience of providing such security services for at least 5 years in government organisations/commercial establishments/Embassy/Consulate etc.;
 - ii. The bidder should provide user satisfaction certifications from at least 3 organisations;
 - iii. The LSGs provided by agency/bidder should have been vetted by the local police in terms of past record, character and antecedents;
 - iv. Evidence of registration of the company under relevant statutory regulations of Turkmenistan;

Eligibility criteria for Local Security Guards (LSGs):

5. The Service Provider shall meet the following minimum quality parameters for security guards:-
- i. **Age:** Security Guards should be 20-35 years of age.
 - ii. **Physical and Mental Fitness:** Security Guards should be physically and mentally fit. They should not suffer from any apparent disability including obesity/ overweight that would hinder efficient discharge of the duties typical to security guards. Firm should submit medical fitness certificate in respect of every LSG.
 - iii. **Character Antecedents Verification:** The service Provider shall provide only such Security Guards who have been vetted by Turkmen Government's security department in terms of past record, character and antecedents. The Service Providers should be able to provide background details of the LSGs and also proof of vetting.
 - iv. **Education:** Security Guards should have educational qualifications of upto high school.
 - v. **Uniform:** Security Guards shall perform their duties in smart uniforms and their overall appearance shall be neat and clean.
 - vi. **Training:** Security Guards shall 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 Handheld Metal Detector (HHMD), Door Frame Metal Detector (DFMD), CCTV monitoring, baggage and letter scanners, etc. They shall possess knowledge of the potential threats in general terms and also knowledge of what is 'suspicious' in-terms of men and material.
 - vii. **Supervision:** The provider should have a system of undertaking supervisory checks of functioning of LSGs to ensure that the supplied LSGs are discharging their duties efficiently. The service provider should clearly spell out as to what will be the system of supervision/ surprise checks so as to achieve the above objective e.g. number of scheduled and surprise visits in a given period.
 - viii. **Knowledge of Language:** The LSGs should be proficient in Turkmen and Russian language and should possess at least basic English Language Skills.
 - ix. **Service Conditions of Security Guards:** The security company should agree to provide Embassy of India details of salary, gratuity, allowances, leave etc. it permits for its security guards. Service provider should agree to provide the brief CV of security guards including their Passport, mobile phone number, other nationalities held previously or concurrently, residential address, educational qualification, languages spoken and industry skill certification.
 - x. **Rotation of Staff:** Service provider shall have sufficient number of LSGs on its roll so that the staff is rotated periodically. Ideally the staff

shall change after every 04 months or on the request of the Embassy of India.

- xi. The service provider shall be responsible for dropping and picking up the security staff to/from the Embassy Residence.

Tendering Process

- 6. Tender is invited in two parts i.e. (i) Technical Bid and (ii) Financial Bid.
 - 6.1. Interested bidders may like to send the bids as per Annexure C in sealed condition and with clear identification on envelop through post addressed to Head of Chancery, Embassy of India, International Business Centre, Y. Emre 1, Mir 2/1, PO Box No. 80, Ashgabat, Turkmenistan clearly marked as '**Technical and Financial Bid for Security Guards for Embassy of India, Ashgabat**', latest by **31 December 2020 up to 1300 hrs.** Bids will be opened at 1600 hrs. on same day.
 - 6.2 The Embassy will not be responsible for any delay in receipt of bids or missing bids while in transit/post. Bids received by email/ fax will be rejected out- right.
 - 6.3 The validity of the bids must be for six months with effect from the date of opening of the bids. All bids should be in English language only.
 - 6.4 The proforma for technical and financial bids is placed at Annexure - A and Annexure B respectively.
 - 6.5 A prospective bidder requiring any clarification may contact the Embassy in writing, either by post, fax or email at least three days before the deadline for submission of the bid.
 - 6.6 The bid and all correspondence and documents relating to bid, exchanged between the Bidder and the Embassy shall be written in English language.
 - 6.7 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.
 - 6.8 **Late Applications:** Any application/bid received after the last date and time for submission for the same, shall not be accepted. Applications received after the last date shall be summarily rejected and returned to addressee unopened.

7. Technical Bid Evaluation

- 7.1 In the first stage, only the envelopes, containing the Technical Bid will be opened on the appointed date and time, in presence of the bidding companies (one representative each) and shown as a token of receipt of the documents in time. The sealed envelope containing the Financial Bid will be shown to the members present, but will not be

opened at this stage.

7.2 The Technical Bids will be examined and evaluated by Embassy subsequently on the basis of responses to the NIT. Bidding companies which do not qualify in the technical evaluation will not be considered for qualification to the Financial Bid stage and their financial bids will be returned unopened.

8. Financial Bids

8.1 Bidding companies, which have qualified in the Technical Bid stage, will be informed by email to be present on the date and time fixed by the Embassy and the financial bids will be opened in their presence.

8.2 After opening of the financial bids, Lowest Bidder will be announced based on the lowest financial quote. The final decision of the Embassy on award of contract will be communicated in due course. The notification of award will constitute the formation of contract.

9. Commencement of Contract:

9.1. The date of commencing security services of lowest *bidder* will be conveyed by the Embassy on approval by the Competent Authority.

10. **Payment:** Payment will be made on monthly basis and for the number of actual security guard on duty. Claim for the payment should be made through invoice at the end of each month.

11. **Termination of Contract:** The Embassy reserves the right to terminate the contract at any time by giving **one month's advance notice**. However, the Embassy shall also have the right to terminate the Contract by giving a lesser period of Notice under special circumstances, such as security considerations, violation of privacy laws etc. The Service Provider may terminate the contract by giving **three months advance notice** with justification for termination of services.

12. **Point of Contact:** For any tender-related enquiry/ query/ clarification please contact:-

Ms. Shreeranjani K,
Head of Chancery
Embassy of India, Ashgabat
Email: hoc.ashgabat@mea.gov.in
Tel: +993-12-456152, 456153
Fax: +993-12-452434

13. **LAST DATE OF RECEIPT OF TENDER:** Tender will not be accepted if they are received after the due date and time as specified in the quotations letter i.e. **on 31/12/2020 at 1:00 P.M.**

14. **OPENING DATE OF TENDER:** The tender will be opened on **31/12/2020 at 3:00 P.M.** in the Embassy. The Technical Bids (**Annexure A**) will first be evaluated and only vendors who qualified in the Technical Bids will be considered for further evaluation of Financial Bids (**Annexure B**).

15. EMBASSY OF INDIA, ASHGABAT RESERVES THE RIGHT: The right of acceptance of tender(s) will rest with Competent Authority. Also, the Embassy is not bound to accept the lowest tender and reserves the right to reject or partially accept any or all the tender(s) received without assigning any reasons thereof.

Annexure 'A'

TECHNICAL BID PROFORMA

1. Name of the firm:
2. **Address of the Registered Office:**
3. Correspondence address:
4. **Contact details:**
 - (a) Telephone:
 - (b) Fax:
 - (c) **E-mail:**

| Sl. No. | Requirements |
|---------|---|
| 1. | (a) Brief introduction of the company including whether based in Ashgabat |
| | (b) Previous experience in the field (minimum five years) |
| | (c) Local level security industry knowledge (documented references of govt./semi govt./autonomous body/Embassy/Consulate and private clients needed). |
| | (d) Registration Certificate & license for the services (duly attested copies to be enclosed) |
| 2. | (a) Details of Current contracts of security services undertaken by the firm |
| | (b) Details of past contracts of security services undertaken by the firm |
| | (c) Testimonials [Clients' letters / certificates etc.] |
| 3. | Qualification and experience of the security guards proposed to be deployed at the Embassy Residence |
| 4 | Security related topics covered during training schedule of the guards |

[Signature(s) of the Tenderer(s) with
Name, Designation, Date & Seal]

Annexure 'B'

Financial Bid Proforma

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:
 - (a) Telephone:
 - (b) Fax:
 - (c) E-mail:

| SI No. | Items | Charges (in Manat) | Charges (in USD) | Remarks if any |
|--------|---|-----------------------|---------------------|----------------------|
| (a) | Monthly charges for Three Security Guards (8 hours shift per day for each LSG) | | | |
| (b) | Cost of additional work hours, if required by the Embassy on certain occasions during (per security guard): (i) Working days (ii) Weekends (Saturday & Sunday) (iii) Public Holidays | | | |

[Signature(s) of the Tenderer(s)
with Name, Designation, Date & Seal]

Annexure 'C'

AFFIDAVIT

I/We _____ representative/s of
M/s _____ solemnly declare that:

1. I/We are submitting my/our bid against the Tender Notice no. _____ dated _____ brought out by the Embassy of India, Ashgabat for providing security services at the Embassy Residence.
2. I/We or my/our partners do not have any relative working in any office of Embassy of India, Ashgabat.
3. All information furnished by me/us in respect of fulfilment of eligibility criteria and other information given in this tender is complete, correct and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. The Price /Bid submitted by me/us is **"WITHOUT ANY CONDITION"**.
6. I/We have not been banned/ delisted by the Government or any Government agency of Turkmenistan.
7. I/We accept all the terms and conditions of tender.
8. If any Information or document submitted is found to be false/ incorrect, Embassy may cancel my/our Tender and take any action as deemed fit including termination of the contract, forfeiture of all dues and blacklisting of my/our firm and all partners of the firm etc.

[Signature(s) of the Tenderer(s)
with Name, Designation, Date & Seal