

ACC/ADM/815/02/2018
High Commission of India
Accra

TENDER NOTICE

Subject: Providing round the clock security at High Commission of India: 9 Ridge Road, Roman Ridge, Accra and India House: 1, Jawaharlal Nehru Road, Accra

Content:

Sr no.	Details
1	Chapter I; Notice inviting Tender and General Instructions
2	Chapter II: Technical Bid Proforma
3	Chapter III: Financial Bid Proforma

Chapter I – Notice Inviting Tender and Instructions to Bidders

1	Reference No.	ACC/ADM/815/1/2018
2	Issuing authority	Head of Chancery, High Commission of India, Accra
3	Service to be rendered	India House (residence of the High Commissioner of India): Provision of two night time and one day time security guards for a 12 hours shift each. High Commission of India: Provision of one day time security guard for 12 hours shift
4	Site Address	India House : 1 Jawaharlal Nehru Road, Cantonments Accra, Ghana High Commission of India : No. 09, Ridge Road, Roman Ridge, Po Box CT 5708, Cantonments, Accra-Ghana
5	Specification/ Model	India House (official residence of High Commissioner of India to Ghana): Round the clock security by deploying two well trained and uniformed guards on a 12 hour shift from 6 PM to 6 AM and one guard on a 12 hours shift from 6 AM to 6 PM High Commission of India: One guard on a 12 hours shift from 6 AM to 6 PM
6	Time Period	Contract to be signed for two years and payment to be made on monthly basis
7	Address for Submission	High Commission of India : No 09 Ridge Road, Roman Ridge, Po Box CT 5708, Cantonments, Accra-Ghana
8	Pre-qualification	Bids from experienced & registered firms, completed in all respects should be submitted in sealed envelopes addressed to the Head of Chancery, High Commission of India, Accra in person or by mail (to hoc.accra@mea.gov.in) or courier to reach before the deadline of 1700 hrs on 12th July, 2021 at the High Commission of India. Two separate sealed envelopes containing Technical Bid and financial bid proposals must be sent. These would be enclosed in an envelope that should be clearly marked Tender for round the clock security at High Commission of India & India House ". All tenders received after the deadline will be summarily rejected. Detailed qualification conditions are given in Annexure I
9	Conditions	(I) The Tender should be valid for not less than three months. It would be subject to availability of funds for this purpose. (ii) The Tender issuing authority reserves the right to withdraw/cancel publication/award of the contract.

10	Closing Date	12 th July, 2021
11	Assignment specific information in brief	(a) Last date & Time for bid submission: 12th July, 2021 & 1500 hrs (b) Date & Time of Opening of technical bid: 13th July, 2021 & 0900 hrs (c) Date of opening financing bid: 14th July, 2021 & 0900 hrs
12	Evaluation Criteria	The Tender evaluation Committee (TEC) will evaluate the Technical information individually using the following criteria (a) The Organization's relevant experience (b) Quality of service plan and methodology (c) Qualification and Experience of the staff (d) Past tract Record

Sanjay Asthana

Sanjay Asthana
Second Secretary (Head of Chancery)

8.6.21

**High Commission of India
ACCRA**

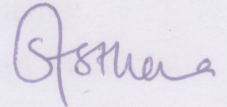
Annexure I

**Pre-qualifying terms and conditions for submitting bids for tender
for provision fo Security Guards for India House and
the office of the High Commission of India.**

1. All bidders should submit along with the Tender the following documents:
 - (i) Separate bids in the sealed envelopes in the prescribed Technical and Financial Bid Document (proformas attached in Chapter II and III)
 - (ii) Both the above documents must be signed by authorized signatories of the bidding firm with a seal/stamp
 - (iii) Self attested photo-copy of registration of the company/firm/proprietorship with the concerned Ghanaian authorities.
 - (iv) Annual Report (where statutorily required to be filed) and financial Reports for the last 3 years.
 - (v) Details of experience in the field of security services with Embassies/reputed companies/Government agencies etc.
 - (vi) Subject to above condition, the company should have sufficient security guards on its roll so that the staff is rotated periodically.
2. **Age:** Age of Security Guards should not be more than 50 years.
3. **Physical and Mental Fitness:** Security guards should be physically and mentally fit. He/she should not suffer from an apparent disability including obesity/overweight that would hinder efficient discharge of his/her duties
4. **Verification of Character and antecedents:** The security guard should have been vetted by the Ghanaian Ministry of Interior/Police authorities in terms of past record, character and antecedents. The service provider should be able to provide background details of the guards and also proof of their vetting.
5. **Uniform & appearance :** The guards should perform their duties in smart uniforms and their overall appearance should be neat and clean.
6. **Training :** Guards should posses 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, DFMD, monitoring CCTV, baggage and letter scanners etc. They should possess knowledge of the potential threats to a foreign diplomatic mission in general terms and a knowledge of what is suspicious in terms of men and material.
7. **Supervision :** Service provider should have provision of real time checks of functioning of the security guards to ensure that the quality of the provided staff and the service they render is always above the benchmark. The security firm should be able to provide proof of this to the Mission.
8. **Knowledge of Language :** Besides the local/native language, guards should have working knowledge of English so that there is no communication gap
9. **Service conditions of the guards :** The service provider should agree to provide details of salary, gratuity, allowances, leave rules etc. that it provides to ~~his~~ its guards.

10. **Option to chose & retain** : The service provider should be able to provide a choice of guards and in case 'good performance' by particular guard(s), the High Commission of India should have the option of retaining a particular guard(s).

11. The security guard on duty will be responsible for switching on (in the evening) and switching off (in the morning) the security lights and sensors of the premises.



(Sanjay Asthana)
Head of Chancery
08.06.2021

Chapter II - TECHNICAL BID PROFORMA

1. Name of the firm:

2. Address of the registered office:

3. Correspondence address:

4. Contact details: Tel. No.....Fax.....Email.....

Srl	Requirements	Reply	Remarks, if any
Parameters for service provide companies			
1.	List of clients in Ghana & abroad		
2.	Past experience, service history & company's achievement		
3.	Evidence of registration in Ghana		
4.	Evidence of range of security services provided		
5.	Size of reserve pool of men/ logistics, such as response teams, patrol vehicle, security equipment, control room facilities, communication equipment under use etc.		
6.	Average period of a security guard/ security supervisor remains with company		
7.	Training facilities		
8.	Industry certification, such as ISO etc.		
9.	Company's relationship with local police		
10.	Companies liability to compensate		
11	Take home pay & allowances of the security guards		
Parameters for LSGs			
12.	Minimum & maximum age of the LSG proposed to be provided		
13.	Medical fitness certificate of each of the LSGs		
14.	Background details of LSGs & their vetting by local Government's security Agencies		
15.	Possess training in basic security duties		
16.	Education upto 10 th standard or matriculation		
17.	Proficient in local language too		
18.	Perform duty in uniform & overall appearance should be neat & clean		
19.	Proficient & trained in handling of arms		
20.	Schedule of supervisory/ surprise checks		

Chapter III- FINAICIAL BID PROFORMA

1. Name of the firm:
2. Address of the Registered Office
3. Correspondence address
4. Contact Details
 Telephone No. :
 Fax :
 E-mail :

Sl No.	Service	Charges (including VAT)	Remarks, if any
1.	India House: 1 Jawaharlal Nehru Road, Cantonments, Accra, Ghana.		
(i)	Two Night guards: 6 PM to 6 AM		
(ii)	One guard : 6 AM to 6 PM		
2.	High Commission of India : No. 09 Ridge Road, Roman Ridge, PO Box CT-5708, Cantonment, Accra, Ghana		
(i)	One guard : 6 AM to 6 PM		