



## **EMBASSY OF INDIA BEIJING**

**INVITES QUOTATIONS**

**FOR ANNUAL MAINTENANCE CONTRACT FOR  
HIRING/SUPPLY OF  
LOCAL SECURITY GUARDS  
IN THE EMBASSY FOR TWO (2) YEARS**

**TENDER NO. PEK/ADMN/815/1/2018**

**LAST DATE FOR SUBMISSION OF BIDS**

**28<sup>th</sup> February 2018 UP TO 1000 HRS (BEIJING TIME)**

**DATE OF OPENING BIDS**

**28<sup>th</sup> February 2018 AT 1600HRS (BEIJING TIME)**

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**PLACE OF OPENING OF BIDS: EMBASSY OF INDIA BEIJING, NO.5, LIANG  
MA QIAO BEI JIE, CHAOYANG DISTRICT, BEIJING 100600 TEL-00-86-10-  
8531 2500/2501/2502/2503**

## **Invitation for Bids**

Embassy of India, Beijing invites Bids/Quotations from reputed agencies based in China with background in hiring/deployment of Local Security Guards (LSGs)

**1. Notice Inviting Tender:-** Sealed bids are hereby invited from Security Guard hiring companies for provision of Round the Clock Security in the Embassy premises at 5, Liangmaqiao Bie Jie, Chaoyang District, Beijing – 100 600 and at No. 1, Ritan Dong Lu, Beijing for a period of **TWO (2) YEARS**.

**2. Eligibility criteria for bidders:**

- The company should have valid permit/registration/licence from a competent local authority of Beijing for hiring/supply of Local security Guards.
- The company should be in operation for more than 5(five) years.
- The company should have experience in provision of good quality security personnel as per the set norms.
- The company should have sufficient number of well qualified security supervisors/security guards for the proper execution of the contract. The applicant should submit a list of employees with names stating clearly how these would be deployed in work for the proposed work. Company should also give the staff strength of their organization including breakup at executive, supervisory and security guard level.
- The Company should have worked with any Embassy/Foreign Mission related to. Proper References, if any, should be submitted.

**3. Scope of Work:**

1. Provision of ROUND THE CLOCK SECURITY FOR EMBASSY OF INDIA PROPERTY in TWO LOCATIONS.	To provide round the clock security to the Embassy premises at 5, Liangmaqiao Bie Jie, Chaoyang District, Beijing – 100 600 and at No. 1, Ritan Dong Lu, Beijing (two locations)
	Three security posts are to be manned by one local security guard each. The guards have to be deputed in overlapping shifts. Thus 3 Local Security guards are required round the clock. The guard should be deputed in shifts.
	Provision of one Female Security guard when required.

	The requirement of female security guard will be informed by the Embassy of India at least one week in advance. Embassy is expected to atleast make requests of 5 days in one year. The deputation of female security guard will be over and above the usual strength of security guards.
	One Security Supervisor is to be provided for five days a week during office hours (8:30 to 17:30 hours). His upper age limit will be 55 years with relevant experience in the field.
	All security guards and supervisor should be attired in formal uniform.
	The guards should be well versed and trained in operating security gadgets like Fire Extinguishers, X-Ray Baggage Scanner, Vehicle Scanner, Under deck Baggage scanner, remote controlled gates and bollards etc.
	The Security Supervisors and Security Guards should be able bodied and upto age limit of 50 years.

- 2. Bid system:-** The bidder company shall submit its offer (**which should be valid upto 180 days**) in an envelope, superscripted as “Tender Quotation for Annual Maintenance Contract (AMC) for Hiring/supply of Local Security Guards to Embassy of India, Beijing”. It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;
- i. The sealed bid shall be submitted to **The Head of Chancery, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;**
  - ii. Contact person Mr. Krishan Kumar, AP&WO, Phone No.0086-10-85312538 Email: [protocol.beijing@mea.gov.in](mailto:protocol.beijing@mea.gov.in)
  - iii. For Chinese speaking : Please contact Mr. Li Xin Xu (Steven); Ph. No. 0086-10-85312539. Email: [protocol3.beijing@mea.gov.in](mailto:protocol3.beijing@mea.gov.in)
  - iv. The bid may be submitted by Hand in person or by courier. **Bids by “Fax / E-mail” shall not be accepted;**
  - v. Bid received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;

- vi. Bid shall be opened on the date and time as given in the tender notice at **Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600**, in the presence of the authorized representatives of the companies, who may wish to attend.
- vii. This is a two-part bid system, wherein the financial bid of only technically qualified candidates is opened.
- viii. The bid has to be submitted as per the format specified at Annexures attached. ANNEXURE I (FINANCIAL BID) should be submitted in a sealed envelope and labeled as 'FINANCIAL BID'. FINANCIAL BID for the first and SECOND year should be quoted separately. All other annexures, supporting documents should be put in another ENVELOPE and labeled as 'TECHNICAL BID'.
- ix. BOTH envelopes should be kept in one TENDER ENVELOPE/PACKET and SUBMITTED as per details above.
- x. ANNEXURES III, IV and V should be filled mandatorily and submitted in the sealed envelope labeled 'TECHNICAL BID'.

**Annexure- I**

**PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID (IN ENGLISH)**

1.	Name of the Bidder Agency/Company.	
2.	Address of the Bidder Agency/Company.	
3.	Contact details of the Bidding Agency/Company.	
4.	Registration and incorporation particulars of the Agency/Company. (Submit English translations of the licenses submitted)	
5.	Period of Bid validity.	
6.	Experience in Hiring/Supply of Local Security Guards. (No. of years). To be substantiated by a document.	

<b><u>FINANCIAL BID</u></b>		
<b>Description</b>	<b>Amount</b>	<b>incl. VAT</b>
	<b>(RMB)</b>	
<b>Total=</b>		

Any Additional expenditure on account of supply of female security guards on Embassy of India's request should be quoted separately.

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

**(Signature of the authorized signatory)**

**Dated** \_\_\_\_\_

**Name and address of the Agency/Company** \_\_\_\_\_

**Seal of the firm**

## Annexure-II

### PROFORMA TO BE FILLED UP FOR THE SCOPE OF WORK

The bidder has to write Yes or No in the column REMARKS. In case of partial fulfillment, the bidder has to write which conditions cannot be fulfilled.

S. NO.	Item/ Description	REMARKS
1.	Can the company supply round the clock qualified 3 Local Security Guards who can be deputed in overlapping shifts.	
2.	Has the company imparted local and internal training to all the prospective Security Guards	
3.	Are the Security Supervisor / Security Guards versed in speaking and understanding English	
4.	Are the Security guards trained to operate the security gadgets like Fire Extinguishers, X- Ray Baggage Scanner, Vehicle Scanner, Under deck Scanner, remote controlled gates, bollards etc.	
5.	Can the company provide the security Supervisor / security guards in two different locations in Beijing round the clock	
6.	Can company guarantee the upper age limit of 50 years for the security guards and 55 years for security supervisor to be provided to Embassy	

### **Annexure-III**

#### **QUALITY PARAMETERS FOR LOCAL SECURITY GUARDS (LSG)**

**The bidder has to write Yes or No in the column REMARKS. In case of partial fulfillment, the bidder has to write which conditions cannot be fulfilled.**

S. NO.	Item/ Description	REMARKS
1.	LSGs <b>should not be more than age of 50</b> and supervisor should not be more than 55 years of age.	
2.	LSG's should be physically and mentally fit and they should submit Medical Fitness Certificate in r/o every LSG from an Authorized Hospital.	
3.	LSGs should be cleared by local Government security departments. The Provider should give the background details of the LSGs and also their proof of vetting.	
4.	Security guards should be trained to operate the security gadgets like Fire Extinguishers, access control, conduct anti-sabotage checks X- Ray Baggage Scanner, Vehicle Scanner, Under deck Scanner, HHMD, DFMD, CCTV monitoring, letter scanners etc.	
5.	LSG's should have passed at least High School education and proficient in local language and minimum English Language Skills.	
6.	LSG's should perform duties in smart uniform and also thoroughly proficient and trained in handling of various security equipment they handle.	

## **Annexure-IV**

### **QUALITY PARAMETERS FOR SERVICE PROVIDER COMPANIES**

**In case of partial fulfillment, the bidder has to write which conditions cannot be fulfilled.**

S. NO.	Item/ Description	REMARKS
1.	Provide a list of other clients and also any present contract with other Foreign Government organisations/Embassies in Annexure V	
2.	Submit a brief of past experience, service history and achievements of the company in Annexure V	
3.	Submit proof of Registration of the company under relevant statutory regulations such as labour laws, arms licences etc. (Along with Technical Bid at Annexure II. The certificate/ licence should be submitted with English translation)	
4.	Any other services provided to Clients other than security services should be enumerated	
5.	Attrition rate of Security guards and supervisors (the average period for which a security guard remains with the company)	
6.	Provider should clearly mention that does they have any in house training facilities or take the services of any third party for training of Local Security Guards)	
7.	Industry certification obtained by the provider for its quality	
8.	Scope and limit of liability of the company	
9.	General take home pay and allowances of the security guards. (in RMB, Monthly figures)	



## **ANNEXURE V**

### **OTHER INFORMATION**

S No	Particulars	REMARKS
1.	LIST OF CLIENTS (PLEASE ATTACH THE REFERENCE LETTER OF SOME OF THEM)	
2.	ANY NOTABLE ACHIEVEMENTS (PROVIDE DOCUMENTARY PROOF)	