

HIGH COMMISSION OF INDIA
Libreville

TENDER NOTICE

**Subject: Services for providing round the clock security at High Commission of India: Villa Nad,
PARCELLE N° 273 SECTION C du plan cadastral de Libreville**

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Chapter I- Notice Inviting Tender and Instructions to Bidders

1	Reference No.	LIB/ADM/815/1/2024
2.	Issuing authority	Head of Chancery, High Commission of India, Libreville
3.	Service to be rendered	High Commission of India: Provision of round the clock security (one armed and one unarmed) guard in 12 hours shift.
4.	Site Address	High Commission of India : PARCELLE N° 273 SECTION C du plan cadastral de Libreville, Gabon
5.	Specification / model	High Commission of India: Round the clock security by deploying two well trained and uniformed guards (one armed and one unarmed) on a 12 hour shift from 6 PM to 6 AM.
6.	Time Period	Contract to be signed on annual basis and payment to be made on monthly basis
7.	Address for submission	High Commission of India, PARCELLE N° 273 SECTION C du plan cadastral de Libreville, Gabon
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, LIBREVILLE in person, or by mail or courier to reach before the deadline of 1700 hrs on 21 April 2025 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 ”. All tenders received after the deadline will be summarily rejected. Detailed per-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	21/04/2025
11.	Assignment information in brief specific	(a) Last date & time for bid submission : 1700 hrs, Monday, 21 April, 2025 (b) Date of opening technical Bid :

1530 hrs, Tuesday, 22 April, 2025

(c) **Date of opening financial Bid:** 1530 hrs, Monday, 28 April, 2025

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 track record.
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Pr-qualifying terms and conditions for submitting bids for tender for provision of Security Guards for 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 Gabonese Ministries/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 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, 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 guards.
10. **Option to chose & retain :** The service provider should be able to provide a choice of guards and in case of '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.

Chapter II . TECHNICAL 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.	Requirements	Reply	Remarks, if any
1.	a. brief introduction of the company		
	b. Previous experience in the field (minimum of three years)		
	c. Registration Certificate & license for the service		
2.	Plan of action and methodology proposed to secure the premises		
3.	Qualification and experience of the security guards proposed to be deployed for the job		
4.	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. Testimonial (in the form of letters/certificates etc.)		

Chapter III. FINANCIAL 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.	High Commission: PARCELLE N° 273 SECTION C du plan cadastral de Libreville		
(i)	Two Night guards: 6 PM to 6 AM One Armed, One unarmed		
(ii)	Two guards : 6 AM to 6 PM One Armed, One unarmed		

Tender Notice for round the clock security in HCI LIBREVILLE