

**No Duba/Admin/815/1/2009**  
**Consulate General of India**  
**Dubai**

**Invitation for Tender**

Sealed tenders are invited from eligible Contractors for the under mentioned requirements as per terms and conditions set forth in the Tender Documents:

1.	Tendering Authority	Consulate General of India, Dubai
2.	Invitation Ref no & date	No.Duba/Admin/815/1/2009
3.	Procurement Method	Open Tendering Method
4.	Source of Fund	Government of India
5.	Tender Name	Hiring of professionally trained 08 Security Guards including one female guard for Consulate premises and for the residence of Consul General.
6.	Earnest Money Deposit/ Tender Security Amount	AED 7,500/- (Dirham Seven Thousand and Five Hundred only) by way of Banker's cheque/Demand Draft in favour of <b>Consulate General of India, Dubai</b> . Any bid not accompanying with Earnest Money Deposit/Tender Security Amount shall be rejected. The EMD of unsuccessful bidder will be returned within 30 days after the award of the contract. The EMD will be forfeited in case the bidder withdraws his bid during the period of bid validity or in case of a successful bidder, the selected bidder fails to sign the agreement in time or furnish performance guarantee or furnishing of any wrong information.
7.	Tender Submission date	<b>Publication Date : 14.11.2020 (0900 hrs)</b> <b>Pre Bid Meeting : 01.12.2020 (1000 hrs)</b> <b>Last date of submission of bids : 07.12.2020 (1700 hrs)</b> {A pre-bid meeting is scheduled at 1000 hrs on 01.12.2020 in the Consulate General of India, Dubai. Interested bidders may contact Mrs Manju Ahuja, VC(Admn) on mail: <a href="mailto:admn1.dubai@mea.gov.in">admn1.dubai@mea.gov.in</a> and Mr. Subhash Kumar Mishra, AP&WO on mail: <a href="mailto:apwo.dubai@mea.gov.in">apwo.dubai@mea.gov.in</a> or contact no. 04-3971222/333 to attend the pre-bid meeting.}
8.	Tender Opening Date & Time	<b>Technical bids and Financial bids will be opened on 09.12.2020 (1000 hrs and 1100 hrs respectively).</b> Intending tenderers or their authorized representatives may attend the

		opening of tenders.
9.	<b>Eligibility Criteria of Tenders</b>	<p>The invitation of tender is open at all eligible tenders as mentioned below:</p> <ul style="list-style-type: none"> <li>i) <b>Security Agency should have a minimum of five years of overall experience in providing security personnel and related services and proven expertise in the field of security in UAE and have successfully completed similar type of work in any Govt / Semi Govt. / Autonomous Body / Embassy / Consulate.</b></li> <li>ii) <b>Tenderer must have up to date Trade License.</b></li> <li>iii) <b>Tenderer must have relevant ISO certificate.</b></li> <li>iv) <b>Tenderer must have Dubai Police Security License.</b></li> <li>v) <b>Tenderer must submit bank statement of last 06 (six) months.</b></li> <li>vi) <b>Tenderer must submit a copy of the security related topics covered during training schedule of the guards.</b></li> <li>vii) <b>Tender should have inhouse training facility for its employees.</b></li> <li>viii) <b>Permit:- The bidder must have valid permit/registration from the relevant department of UAE Government to operate.</b></li> <li>ix) <b>Rejection:- Consulate General of India, Dubai reserves the right to accept or reject proof of credentials at its sole discretion without having to furnish reasons thereof, to the applicants. Submission of false information/document shall render the bidder ineligible.</b></li> <li>x) <b>Sub-contractors:- The Tenderer must submit with his offer a list of Sub-contractors and Specialists names he proposes to use. CGI, Dubai reserves the right to accept or reject with or without reasons any pre-approved Sub-contractor even after formal award of Contract is given.</b></li> <li>xi) <b>Cost of Tendering:- The Consulate General</b></li> </ul>

		<p>of India, Dubai will not be responsible to compensate for any expense or losses which might have been incurred by the Tenderer in the preparation and submission of his Tender/bid.</p> <p>xii) <b>Validity of Bid:-The bid shall remain valid for a period of 180 (One Hundred Eighty) days from the date of opening of the bid or up to any mutually extended period.</b></p> <p>[Tenderer must include, as part of the tender, attested copies of documents mentioned above to establish their qualifications to perform the contract.]</p>
10.	Period of contract	01.03.2021 to 28.02.2023
11.	Performance Guarantee	<p>The successful bidder is required to submit a 5% of annual contract amount before the commencement order is given and within 10 days of signing the final agreement. The EMD of the successful bidder may be adjusted in the performance guarantee by depositing the difference in amount of performance guarantee or alternatively EMD could be refunded and a fresh performance guarantee may be issued. The guarantee shall remain valid during the tenure of contract period. The guarantee amount in full or part may be forfeited in the following cases:</p> <p>(i) When the terms and conditions of the contract are breached.</p> <p>(ii) When the service provider fails to comply with minimum service levels agreed upon.</p> <p>(iii) Failure of the service provider to comply with statutory requirements shall constitute sufficient grounds for annulment of the award and forfeiture of service guarantee.</p>
12.	Name and address of the office Receiving Tenders	Office of the Consul (Head of Chancery), Consulate General of India, Al Hamriya Diplomatic Enclave, Bur Dubai, Dubai.
13.	Name and address of the office for opening Tenders	Office of Consul (Head of Chancery), Consulate General of India, Al Hamriya Diplomatic Enclave, Bur Dubai, Dubai
14.	Special instructions	i) Bidders shall submit their bid in a large sealed envelope super-scribed with <b>“Tender for hiring of Local Security Guards”</b> for

		<p>Consulate General of India, Dubai premises and the residence of Consul General, addressed to “<b>Head of Chancery, Consulate General of India, P.O. Box No.737, Dubai</b>” which shall have following three envelopes inside:-</p> <p><b>Envelope A:-</b> This envelope should contain EMD and super-scribed as “<b>Earnest Money Deposit</b>”.</p> <p><b>Envelope B:-</b> This envelope should be super-scribed as “<b>Technical Bid</b>” and should contain a brief introduction, background, company details, credentials, VAT &amp; other registration and past performance of the bidder. They may attach any other documents such as company profile, company brochures, achievement of the company etc. This should also contain terms &amp; conditions as well as scope of work, the requisite information duly filled in as per proforma at Annexure-I, details of demand Draft/Banker’s cheque for Earnest Money Deposit. The bidder should also clearly mention in the tender that the terms and conditions of the tender are acceptable to them.</p> <p><b>Envelope C:-</b> This envelope should be super-scribed as “<b>Financial Bid</b>” and should contain rates which are to be quoted on monthly basis as per proforma at Annexure-II. This should also mention statutory taxes as applicable, separately.</p> <ul style="list-style-type: none"> <li>ii) The Tenderer shall submit documentary evidence in respect of their financial and technical capabilities and also of their experience in execution of similar nature of work.</li> <li>iii) The tenderer can submit only one tender. A Tenderer who submits or participates in more than tender will be disqualified.</li> <li>iv) The Agency/procuring entity reserves the right to accept or reject any or all the Tenders without assigning any reasons whatsoever.</li> <li>v) Two sets of Tender shall be submitted, one in original and one in copy. In case on any discrepancy between the original and the copy, the original shall prevail.</li> </ul>
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15.	Scope of work	<p>To hire 08 professionally trained Security Guards (7 male and 1 female) for Consulate premises and Consul General's Residence (Villa No R-21, Plot no 178, Emirates Hills-3, Phase-1, Dubai) for a period of one year &amp; extendable to another one year, subject to mutually agreed terms and same price.</p> <p>Consulate Premise: 4 male guards + 1 female guard (6AM to 6PM); 1 male guard (6PM to 6AM).</p> <p>CG Residence: 1 male guard (6AM to 6PM) and 1 male guard (6PM to 6AM).</p> <p><b>Scope of Work:</b></p> <ol style="list-style-type: none"> <li><b>1. Perform 12 hrs duty (day shift) and 12 hrs (night shift) x 7 days a week. 12 hrs Day shift will be from 6 AM to 6 PM while 12 hrs nights will be from 6 PM to 6 AM.</b></li> <li><b>2. Take periodic patrolling and surveillance for suspected activities of visitors in premises.</b></li> <li><b>3. Keep watch over for any sabotage, damage, fire and safeguard the property, men, material, machines and document system at site.</b></li> <li><b>4. Frisking of visitors at the Entry gates and checking vehicles seeking entry into Consulate premises.</b></li> <li><b>5. Monitor X-ray machine, use of Hand Held Metal Detector, Door Frame Detector and assist in regulating visitors to the premises while being polite and courteous with visitors.</b></li> <li><b>6. To be alert and detect unattended packages and strange objects and respond in emergency situations like</b></li> </ol>

		<p>fire, law &amp; order, medical etc.</p> <p>7. Security Guards to be very alert on duty, both physically and mentally throughout the shift and report any issues immediately to the supervisory officer in the Consulate.</p> <p>8. Company will ensure to maintain proper supervision over the security personnel with regards to their discipline, alertness, proper uniform, conduct in the course of their duty and carry out periodic surprise inspections.</p> <p>9. Perform all security duties assigned by the Consulate.</p> <p>10. Transport for Pick and drop services for Security Guards will be the responsibility of the Company.</p> <p><b>Note:</b> Only Security Guards of Indian nationality or those from friendly countries, who are security vetted by the Consulate &amp; Local Govt Security Department, should be deployed. Consulate reserves the right to accept/reject any Security Guard deployed.</p> <p>For any tender-related enquiry/query/clarification please contact: Head of Chancery mail: <a href="mailto:hoc.dubai@mea.gov.in">hoc.dubai@mea.gov.in</a></p>
16.	Conditional Acceptance of the Tender	The acceptance of the Tender shall be conditional and not finally binding upon the CGI, Dubai. CGI Dubai may withdraw the acceptance of the Tender without any notice or other formality and may enter into a new Agreement for the execution of the works or any part of it.
17.	Amendments to Tender Documents	At any time prior to the date of opening of the tender, CGI, Dubai may issue an addendum in the Tender Documents in writing to all persons or firms to whom the Tender Documents have been issued, deleting, varying or extending any item of this Tender Documents. Prospective bidders shall promptly acknowledge receipt of each Addendum to CGI, Dubai.
18.	Disqualification of Tender	Tenderer may be disqualified for any reason including but not limited to the following:-

		i)If Tenderer sets forth any conditions which are unacceptable to CGI, Dubai. ii)If any tender is submitted under a name other than the name of the individual firm, partnership or corporation that issued the Tender Documents. iii)If there is evidence of collusion between Bidders. iv)If Tenderer sets forth any offer to conditionally discount, reduce or modify its tender. V)If Bid price is disclosed or become known before opening of Financial Bid.
19.	No Escalation of Price	Price escalation, in rates due to any reason such as change in foreign currency exchange rate, increase in prices of equipment, labour, fuel (Petrol, diesel, gas,etc) , transport, electricity & water, levy of new taxes, hike in any tax rate, Cess etc shall not be applicable.

The tendering authority reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which the service provider has bid.

Any bid received by the tendering authority after the deadline for submission of bids will be rejected and not be considered and may be returned unopened to the service provider.

**Technical Bid**

To

Head of Chancery  
Consulate General of India  
Dubai

Dear Sir/Madam,

I/We, \_\_\_\_\_, Representative(s) of  
M/s. \_\_\_\_\_ solemnly declare that:-

1. I/We are submitting tender for the hiring of Security Guards against Tender Notice No.Duba/Admin/815/1/2009 dated 14.11.2020.
2. Myself or my partners do not have any relative working in any office of Consulate General of India, Dubai.
3. All information furnished by me/us in respect of fulfillment 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/de-listed by any Government or Quasi Government agencies or PSUs.
7. If any information or document submitted is found to be false/incorrect, Consulate may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.
8. All the terms and conditions of the tender are acceptable to us.

Yours sincerely,

(Signature of Tenderer)



**GENERAL INFORMATION AND EMD DETAILS**

1	EMD Details DD No and date: Amount in DHS. Name of the Bank:	
2	Name and Address of the Bidder:	
3	Contacts:	
4	Telephones:	
5	Fax:	
6	E-mail:	
7	Mobile No:	
8	Category of the Bidder (Whether company, partnership firm or Proprietary concern)	
9	Details of Owners/Partners (Please attach passport copies)	
10	Name of Chief Executive Officer and Telephone No.	
11	Year of Establishment	
12	Trade License Number (please provide copy)	
13	Yearly turnover of the last 2 years.	
14	Name and Address of the Banker	
15	List of major Clients and the size of orders executed	

**Note: Separate sheets may be attached wherever necessary.**

**Signature of the Tenderer  
With stamp and date**

## Annexure-II

### Financial Bid

S No	Job Particulars/category	No of Guards	Rate per guard AED	Total invoice Amount per month in AED	Remarks
1.	Male Security Guards for 12 hrs day shift duty in Consulate premises	4			
2.	Lady Security Guards for 12 hrs day shift duty in Consulate premises	1			
3.	Security Guard for 12 hrs duty night shift in Consulate premises	1			
4.	Security Guard for 12 hrs day shift at Consul General's residence	1			
5.	Security Guard for 12 hrs night shift at Consul General's residence	1			
	<b>Total</b>	<b>08</b>			

**Note:** Perform 12 hrs duty (day shift) and 12 hrs duty (night shift) x 7 days a week. Day shift will be from 6 AM to 6 PM while 12 hrs nights shift will be from 6 PM to 6 AM. The service provider has to provide lots of smartly uniformed guards having minimum education of 12<sup>th</sup> standard & below 40 years of age to be screened before deployment. The selected guards must support with medical fitness certificate issued by authorized medical practitioner along with proof of character & antecedents vetting by local Govt. security department. All the guards must possess training in basic security duties of access control & anti-sabotage checks besides use of HHMD, DFMD, CCTV monitoring, baggage & letter scanners etc. Preference would be given to local language knowing guards having both English/Hindi languages skills. Knowing of additional Indian languages besides working knowledge of English & Hindi will be an added advantage for consideration.

**Signature of the Tenderer**  
**With stamp and date**