

Embassy of India  
Jakarta

Notice inviting tender for Hiring of Local Security Guards for  
Chancery and Embassy Residence

The Embassy of India, Jakarta invites tender under Two-bid system (**Technical bid & Financial bid**) for provision of local security guards at the Chancery located at Gama Tower, 28th floor, Jl. HR. Rasuna Said Kav. C22, Karet Kuningan, Setiabudi, Kota Jakarta Selatan, Jakarta 12940, Embassy Residence located at Jl. H.R. Rasuna Said Kav. S-1 Kuningan, Jakarta Selatan 12950 and Embassy Residence located at Jalan Taman Suropati No.6, RT5/RW5, Menteng, Central Jakarta 10310.

2. The Tender shall be submitted in two envelopes (one for Technical bid and other for Financial bid) on or before **01<sup>st</sup> March, 2022** to '**Head of Chancery, Embassy of India**, Gama Tower, 28th floor, Jl. HR. Rasuna Said Kav. C22, Karet Kuningan, Setiabudi, Kota Jakarta Selatan, Jakarta 12940 **by registered post/courier or delivered in person. The envelope should be clearly marked as 'Tender for Local Security Guards'**. Any Tender received after this date will not be considered. The Tender shall remain valid for a period of six months.

3. Tenderer shall quote price based on the enclosed Scope of work in **Annexure -A**. Commencement of the works shall be effected Fifteen days from the date of issue of acceptance letter.

4. The Tender issuing Authority reserves the right to withdraw/cancel the Tender for any reason whatsoever after publication/award of contract.

5. The Embassy will not be bound to accept the lowest or any tender nor to give a reason for the rejection of any Tender.

6. Any further information or clarification which the Tenderer may require in order to complete his tender may be obtained from Mr. Gunjan Kumar, Asst. Section Officer (Mob. No. +6285813082038. For site visit, please contact Mr. Gunjan Kumar, Asst. Section Officer (Monday to Friday: 9 am to 5 pm).

7. The attention of Bidders is drawn as to compliance with laws and regulations concerning safety and health, labour regulations, social insurance, labour taxes, tax deduction etc.

8. If the bidder fails to quote separately for VAT in the Main Summary of the bidding document, his bid price shall be deemed to be inclusive of VAT and no adjustment will be made to his price in respect thereof.

## Scope of Work

### Specifications

1. Chancery (Gama Tower, 28th floor, Jl. HR. Rasuna Said Kav. C22, Karet Kuningan, Setiabudi, Kota Jakarta Selatan, Jakarta 12940) :
  - One female guard on 12 hours shift basis during working days (250 days per annum)
2. Embassy Residence (Jl. H.R. Rasuna Said Kav. S-1 Kuningan, Jakarta Selatan 12950) :
  - One male guard (on shift basis) to be on duty at all times including Sundays and holidays; and
3. Embassy Residence (Jalan Taman Suropati No.6, RT5/RW5, Menteng, Central Jakarta 10310) :
  - 1 guard on shift basis to be on duty at all times including Sundays and holidays
  - Guards should understand spoken English
  - Guards Should be provided with uniform and basic equipment as required including handheld metal detector and other equipment as needed at each location.
  - Security guards should be physically and mentally fit. They should not suffer from an apparent disability including obesity/overweight that would hinder efficient discharge of the duties. Security guards with minimum 02 years of service in the company to be deployed for security duties at the Chancery and Embassy Residence.
  - Service commencement June/July, 2022.
  - Company to provide details of atleast 15 male and 3 female security guards for interview. After interview, preference for security guards that are to perform duties at the Chancery and Embassy Residence will be indicated to the company.

### Duration of Contract:

**For Chancery** : One year extendable for a further period of one year on the same terms and conditions.

**For Embassy Residence** : Two years

### Eligibility Criteria

The eligibility will be based on the following criteria:-

- (a) The company should have valid permit / registration from a competent local authority for providing such services in Jakarta. Relevant documents would be required for verification by the Embassy of India.
- (b) The company should have satisfactorily provided similar services for atleast 5 years. Details to be provided.
- (c) Age of security guards should not be less than 24 years or more than 50 years.

### Mandatory Information to be provided :

#### In Technical Bid

Following information needs to be included in the Technical bid document :

- i) Number of permanent employees in the company employed as security guards/ security supervisors.



(ii) Number of diplomatic missions to which the company has provided security services in the past three years. Details of minimum 5 missions to be included in the Technical bid document.

(iii) Average duration of employment of permanent security guards.

(iv) Nature of training and Certification provided to the security guards

(v) Details of employment terms and conditions including salary, allowances, leave, insurance etc. (confirmation of compliance to local regulations on employment conditions as applicable for permanent employees to be indicated).

(vi) Company to provide details of provision/procedure for real time checks of the functioning of security guards.

### **In Commercial Bid**

The Commercial Bid should indicate the cost for the services as listed in the specification. Taxes and any other charges are to be clearly specified.

### **General conditions:**

- a) Model service contract to be provided for perusal.
- b) The Tender would be subject to approval of the concerned authority.
- c) Payment to the selected service provider would be through bank transfer on a monthly basis.
- d) A clause for early termination of the services will be included in the Contract for unforeseen circumstances.

The service provider agrees that the Embassy of India, Jakarta shall not be responsible for personal injuries or for damages to:

- Any equipment of the service provider
- Its employees or any other person arising from any incident

The service provider shall hold harmless and indemnify the Embassy of India, Jakarta from any and all claims.



(Deepa Jain)

Head of Chancery

08.02.2022