

**CONSULATE GENERAL OF INDIA  
NEW YORK**

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**NOTICE INVITING TENDER**

**HIRING OF ONE LOCAL SECURITY GUARD BY THE OFFICE OF  
CONSULATE GENERAL OF INDIA, NEW YORK**

**TENDER NO.NYCG/ADM/815/01/2021**

Date of Publishing of Bids	28 September, 2023
Date of Receiving of Bids (Start)	28 September, 2023
Last Date for submission of Bids	28 October, 2023 by 1730 Hrs.
Technical Bids Opening & Time (Participating bidders may wish to be present)	31 October, 2023 at 1100 Hrs.
Financial Bids Opening & Time	Technically qualified bidders will be communicated separately
Venue for Opening of Bids	Consulate General of India, New York, 3 East 64 <sup>th</sup> Street, NY 10065

**CONSULATE GENERAL OF INDIA  
NEW YORK**

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**NOTICE INVITING TENDER FOR PROFESSIONALLY TRAINED LOCAL  
SECURITY GUARD BY THE CONSULATE GENERAL OF INDIA, NEW YORK**

The Consulate General of India, New York invites sealed tenders (two-bid system) from reputed security agencies for hiring of one local security guard at 3 East 64 Street New York 10065.

2. The tender document can be downloaded from the following websites:  
[www.indiainnewyork.gov.in](http://www.indiainnewyork.gov.in) and [www.http://eprocure.gov.in/cppp](http://eprocure.gov.in/cppp)
3. The tender should be submitted in two sealed envelopes as below:
  - (a) The first sealed cover super-scripted as **“TECHNICAL BID”** should contain only relevant documents, as prescribed in Annexure-I of the Tender Document.
  - (b) The second envelope super-scripted as **“FINANCIAL BID”** should contain only rates for providing security services as prescribed in Annexure-II of the Tender Document.
  - (c) Both the sealed covers, along with the Earnest Money Deposit (EMD) USD 500 (Five hundred only) should be placed in the main sealed envelope super-scripted **“Tender for Hiring of Local security Guard”** addressed to the **Head of Chancery, Consulate General of India, 3 East 64<sup>th</sup> Street New York 10065 and must reach on or before 28 October 2023 by 1730 hrs.** Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before prescribed date and time. The Consulate will not be responsible for any postal delay.
4. The successful bidder will have to submit deposit Performance Security, which will be a sum equivalent to 5% of the accepted contract value in favour of Head of Chancery, Consulate General of India, New York in form of Banker's check, within fifteen days of acceptance of the PoA.
5. The Consulate reserves the right to reject any or all applications/offers without giving any notice or assigning any reason thereof. The decision of Consulate in this regard will be final and binding upon the bidders.
6. For any tender related enquiry/clarification and site visit, please contact Head of Chancery by phone +1-202-774-0615 or email at [hoc.newyork@mea.gov.in](mailto:hoc.newyork@mea.gov.in)
7. The sealed technical bids would be opened on 31 October 2023 at 1100 hrs in the office of Head of Chancery. The tenderer or their authorized representatives may attend the opening of tender bids.

**(SUMAN SINGH)  
HEAD OF CHANCERY**

## TERMS AND CONDITIONS

1. The contract for hiring of security services would be for one-year with effect from 15<sup>th</sup> November 2023 to 14 November, 2024. The contract rate will not change during the Contract Period.
2. Bidders are required to deposit Bid Security of USD 500 (Five Hundred only) in the form of *Pay Order*, *Cashier Check* in favor of "Consulate General of India, New York". Bids received without Bid Security will not be considered and rejected summarily. Bid Security of all unsuccessful bidders shall be refunded within 30 days of awarding the tender. No interest shall be payable for Bid Security
3. The Tender shall be neatly arranged, plain and intelligible. Each page of the Tender should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Tender. The conditional tender will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.
4. The Bidders shall submit documentary evidence in respect of their technical capabilities and the Financial Bid including their experience in execution of similar nature of work.
5. Any tender received by Office of the Consulate General of India New York, after the deadline for submission of tenders, will not be accepted and returned unopened to the bidder.
6. The validity of the bids must be for six months with effect from the date of opening of the Bid.
7. Interpretation of the clauses in the Tender Document/Contract Document. In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, CGINY' interpretation of the clauses shall be final and binding on all parties.
8. The successful bidder, on award of contract, must send the contract/acceptance in writing, within seven (7) days of award of contract, failing which the EMD will be forfeited and the order will be placed to the next successful bidder. The EMD shall also be forfeited if the bidder withdraws the tender during the period of tender validity specified in the tender.
9. Consulate reserves the right to terminate the contract at any point of time during the tenure of contract, if the services are not found satisfactory or the contractor dishonours the contract. Decision of the Consulate in this regard shall be final and binding upon the contractor.

## **SPECIAL CONDITIONS OF CONTRACT (SCC)**

### **1. Prices**

- (a) Price quoted by the Contractor and agreed to by CGI, New York shall be considered final and no price escalation will be permitted thereafter.
- (b) Bidders must quote the price in the format given in Contract Price Schedule at Section – V of this document.
- (c) All prices are to be quoted only in USD.

### **2. Taxes and Duties:**

The prices quoted should be inclusive of all taxes and duties, if applicable in New York. VAT should not be included as Consulate General of India, New York is exempted from the VAT.

**FORM FOR SUBMITTING TECHNICAL BID**

1.
  - (i) Total number of local security guards (LSGs) to be deployed: 01 (One)
  - (ii) Duration: 0900 hrs to 1700 hrs (08 Hours) from Monday to Friday (5 days)
  
2. The following requirement regarding LSGs must be met by the Agency:
  - (i) LSG should be less than 50 years of age.
  - (ii) LSG should be physically and mentally fit.
  - (iii) LSG must be cleared by the local government's security department.
  - (iv) Agency must provide smart and neat uniforms to all SGs including raincoats. All LSGs should have basic training to operate security equipment such as access control, CCTV, DFMD, vehicle barrier etc.
  - (v) Agency should be able to rotate LSGs periodically (once in every 4 months, if CGINY desires so).
  - (vi) All LSGs should also have basic knowledge of law.
  - (vii) Supervisor and LSGs should have basic knowledge of First Aid and fire fighting.
  - (viii) Company shall provide communication gadget i.e. Inter Com Sets to the Security Guards.
  
3. Following additional information may also be provided by the bidding Agency:
  - (i) Does the Agency provide security services to other diplomatic missions or any other industrial establishment also? If yes, the name(s) of all clients/diplomatic Missions/Industrial establishments working presently and worked in past are to be mandatory disclosed. Supporting documents for experience and references are to be enclosed.
  - (ii) Take home pay of the security staff may be mentioned clearly.
  - (iii) What is the reserve capacity of men and vehicles? Can it draw in more human resources to combat an emergency?
  - (iv) Does it meet the minimum wage policy of the local government and other legal, and labor obligations?
  - (v) Details of training curriculum and duration of the security personnel.

- (vi) What communicative system does the Agency have? Provide details of technology and supervision mechanisms to monitor guard presence and efficiency.
- (vii) Does the Agency have a 24X7 Control Room? Please provide details.
- (viii) Is the Agency licensed by the local statutory authority?
- (ix) What industry certification does it have in terms of quality?
- (x) Supervisors should preferably possess experience of working with the Police/Army.
- (xi) Suppression of any fact/information shall lead to disqualification of the bid.
- (xii) Please provide management details (name, designation, contact, email address, etc.
- (xiii) What is the rate of turnover of managerial and field staff?
- (xiv) Does the Agency provide any other services other than Security guards? Please specify.

FORMAT FOR SUBMITTING FINANCIAL BID

Tender No. NYCG/Adm/815/01/2021

Date: \_\_\_\_\_

**Price Schedule:**

Unit Rate/per security guard (*in USD*)

Total Amount (for 1 security guards) (*in USD*)

**Name of firm:**

Address for correspondence:

Email & Contact details:

Note: 1. The above quoted prices are complete in all respect as per technical specifications inclusive of transportation, meal & other charges etc.

2. Certified that rates quoted for the above items are as per details, terms & conditions mentioned in the tender document.

Yours faithfully,

(Signature of Authorized Signatory)

Name & Designation:

Company seal