

No. NYCG/Admn/815/I/2021
Consular General of India
New York

Notice inviting Tender

Sl. No	Description	Details
1.	Reference Number	ADD/815/01/2019
2.	Issuing Authority	Head of Chancery, Consulate General of India, New York
3.	Notice Inviting Tender	Hiring of Security services for Chancery, Consulate General of India
4.	Site Address	3 E, 64 th Street, New York 10065
5.	Specification of work	To provide security at the Chancery by deployment of Security Guard (on 08 hours duty) from 09.00 hrs to 17.00 hrs.
6.	Requirement and time period of service	Proforma for submitting Technical and Financial bids is attached. The service will be provided for a period of one year, with no mid term escalation.
7.	Address for submission of bids	The bids should be sealed in the official envelope of the supplier, super scribed reference number indicated in column 1 above and delivered to: Head of Chancery Consulate General of India 3 E, 64 th Street, New York 10065 Website : https://www.indiainnewyork.gov.in Email : hoc.newyork@mea.gov.in
8.	Pre-Qualifications	Bid is open only for those security agencies who are registered and domiciled in The United States of America and can undertake the work as specified at Sl Nos. 5 &6. The company should have at least 5 years of experience of providing security services having trained manpower and efficient supervision system. Those who have good track record of providing security services to diplomatic Missions would be preferred.
9.	Conditions	(I) The Tender would be subject to availability of requirement for this purpose. (ii) The Tender Issuing Authority reserves the right to withdraw/cancel the Tender for any reason whatsoever after publication/award of contract. (iii) The vendors /suppliers will have to certify in their offers that the work will be undertaken in a professional manner with trained and English speaking guards, good security equipments and to the satisfaction of the Embassy. (iv) No advance or down payment for this work will be made. Bill

		would settled in full through cheque, after satisfactory completion of job on monthly basis.
10.	Bidding system	Two bid system - (I) Technical evaluation and (ii) Financial evaluation will be followed. All bidders are requested to submit their Technical bids and Financial bids in two separate envelopes. Proforma for submitting Technical & Financial bids are attached herewith
11.	Closing Date	21 st January 2022

(Suman Singh)
Head of Chancery

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Proforma for submission of Technical Bids

(A) Brief Description of Company

- (i) Name of the company and Date of Registration
- (ii) Date of commencement of operation
- (iii) Total Number of Administrative and Operating Staff
- (iv) Selection process for hiring the Guard and Training facilities
- (v) Number of Clients, where the company is providing services

(B) Essential requirement from the company in respect of guards to be deployed.

SI No	Details	Company's Remarks
1	(i) Whether the age of the Guard to be deployed is below the age of 50 years/	
	(ii) Whether the age of the Supervisor to be deployed is below the age of 55 years?	
2	(i) Whether the general appearance of Guard is emaciated, feeble and timid?	
	(iii) Whether the deployed guard is physically and Mentally fit?	
3	(i) Whether the Guard has been vetted by United States Police Commission in terms of past record, character and antecedents?	
	(ii) Whether company can provide background details of the Guard and also proof of vetting?	
4	(i) Whether the Guard has basic security training of access control and anti sabotage checks (of persons, baggage and vehicles)	
	(ii) Whether the Guard has training of basic security tools such as HHMD, DFMD, CCTV monitoring , baggage and letter scanners etc/	
5	(i) Whether LSG has attended education at least upto 10 th standard or Matriculation equivalent?	
6	(I) Proficiency in local language and working knowledge of English language to communicate with the Mission	

		staff?	
7	(i)	Whether the Guard will perform duties in smart uniform?	
	(ii)	Whether overall appearance of the Guard is neat and clean?	
8	(i)	Whether the Guard has knowledge of first aid?	
	(ii)	Whether the Guard has knowledge of fire-fighting?	

Signature of the Tenderer
with stamp and date

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Proforma for submission of Financial Bids
Weekdays (Monday-Friday)

SI No.	Duty Point/Beat	Required round-the clock or for specified hours	To be covered in how many shifts	No. of Guards in one shift	Total No. of Guards [(iv)X(v)]	Unit Price (per hour/per shift/per month)
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)
	3 E, 64 th St. New York 10065	9.00 AM To5.00 PM	One Shift	One	One	

Signature of the Tenderer
with stamp and date