

**High Commission of India
Mbabane**

www.hcimbabane.gov.in

Date: 02 April 2024

Subject: Hiring of two (02) Local Security Guards (LSGs) by High Commission of India, Mbabane for India House at Lot No. 2593, Magwava Street, Thembelihle, Mbabane.

Tender No. 01/2024

Dated 02 April 2024

Last date for submission of bids: 23 April 2024 (1600 hrs)

Section- I: Instructions to Bidders

Section - II: Conditions of Contract

Section-III: Schedule of Requirements

Section IV: Specifications and allied Technical Details.

Section-V: Price Schedule

SECTION I: INSTRUCTIONS TO BIDDERS

High Commission of India

Mbabane

Subject: Tender invitation for hiring of two (02) local security guards (LSGs) by the High Commission of India, Mbabane.

High Commission of India, Mbabane invites sealed tenders (two-bid system) from reputed security agencies for hiring of two (02) security guards for India House at Lot No. 2593, Magwava Street, Thembelihle, Mbabane.

2. The tender document can be downloaded from the following websites:

www.hcimbabane.gov.in

www.http://eprocure.gov.in/cppp

www.mea.gov.in

Bidders are also required to deposit Earnest Money Deposit (EMD) of **E 5650 (Emalangenani five thousand six hundred and fifty only)** in the form of "Pay Order/Demand Draft or Bank Guarantee from any Scheduled bank of Eswatini" in favour of "High Commission of India, Mbabane". **Bids received without EMD will not be considered and rejected summarily.**

3. The tender should be submitted in separate sealed envelopes as below along with prescribed EMD.

- (a) The first sealed envelope superscripted as "Technical Bid" should contain relevant documents and specifications only.
- (b) The second sealed envelope superscripted "Financial Bid" should contain only rates for the proposed service.
- (c) The third envelope superscripted as EMD should contain EMD in the form of "Pay Order/Demand Draft or Bank Guarantee from any Scheduled bank of Eswatini"
- (c) All the sealed envelopes and the EMD envelope should be placed into another envelope, sealed and superscripted "Tender for providing two (02) security guards" addressed to the Head of Chancery, High Commission of India, Quadrant B&C, UN House, Somhlolo Road, Mbabane, Kingdom of Eswatini and must reach on or before 25 April 2024 by 1600 hrs. Bids may be hand delivered or sent by speed post at the aforementioned address so as to reach on or before the prescribed date and time. Mission will not be responsible for any postal delay.

4. The Post reserves the right to reject any or all applications/offers without giving any notice or assigning any reason thereof. The decision of the Mission in this regard will be final and binding upon the bidders.

5. For any tender related enquiry/clarification, please contact Head of Chancery by Phone (+268-24101621) or E-mail at hoc.mbabane.gov.in Mr. Michael Dlamini may be contacted (Cell No. +26824101621) for site visit/inspection.

6. The sealed bids would be opened on a date that will be communicated to the bidders at 1400 hrs in Conference Room of the High Commission of India, Mbabane. The tenderer or authorized representatives may attend the opening of tender bids.

S/d

(Ajay Kumar Sharma)
Head of Chancery

SECTION II: CONDITIONS OF CONTRACT

1. The Annual Security Contract would be in effect for two years period subject to further review where necessary.
2. Bidders are required to deposit Earnest Money Deposit (EMD) **E 5650 (Emalangeneni five thousand six hundred and fifty only)** form of "Pay Order, Demand Draft or Bank Guarantee from any Scheduled bank of Eswatini" in favour of "High Commission of India, Mbabane, Bids received without EMD will not be considered and shall be rejected summarily. EMD of all unsuccessful bidders shall be refunded within 30 days of awarding the tender. No interest shall be payable for EMDs.
3. The Tender which shall be valid for a minimum of 90 days from 25 April 2024 may please 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. Any 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 HCI, Mbabane after the deadline for submission of tenders, will not be accepted and returned unopened to the bidder.
6. 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, HCI, Mbabane's interpretation of the clauses shall be final and binding on all parties.
7. 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.
8. Mission reserves the right to terminate the contract at any point in time during the tenure of the contract if the services are not found satisfactory or the contractor dishonors the contract. Decision of the Mission in this regard shall be final and binding upon the contractor.

SECTION III: SCHEDULE OF REQUIREMENTS

1. Prices

- a. Price quoted by the Contractor and agreed to by HCI, Mbabane shall be considered final, and no price escalation will be permitted thereafter.
- b. Bidders must quote the price in the format given in the Contract Price Schedule in Section - V of this document.
- c. All prices are to be quoted only in Emalangeni.

2. Taxes and Duties:

The prices quoted should be inclusive of all taxes and duties, if applicable in Mbabane.

3. Performance Bank Guarantee (PBG):

The successful bidder will be required to furnish the Performance Bank Guarantee in the form of a Bank Guarantee of 10% (ten percent) the amount of the accepted Contract Price within two (2) working days of receipt of award of contract. This bank guarantee shall remain valid till the expiry of the assigned job.

SECTION IV: SPECIFICATION AND ALLIED TECHNICAL DETAILS

1.(i) Total number of security guards (SGs) to be deployed:

India House at HCI, Mbabane - Two (02)

(ii) Duration: 24 hrs

(iii) Timings and total number of Security Guards:

One guard in 12 hrs shift each in the following manner:

S. No.	Duty Point	Timing of Shift	No. of LSG in each shift	Type of LSGs in each shift (armed or unarmed)	Total No. of LSGs on duty point
1	Main gate of India House	0800-2000	1	Unarmed	1
		2000-0800	1	Unarmed	1
Total No. of LSGs required					02

(iv) Management of shift change, leave relief of personnel shall be managed by the firm.

2. The following information is mandatory for the Bidder to be provided, failing which, the bid would be summarily rejected:

- (i) Past experience and references.
- (ii) Take home pay of the security staff.
- (iii) Does it give direct and immediate access to the top manager? If yes, how?
- (iv) Where does the top manager reside? In Mbabane or far away?
- (v) Does the Agency provide only manpower or a wide range of diversified security management services?
- (vi) What is the rate of turnover of managerial and field staff?
- (vii) What is the reserve capacity of men and vehicles? Can it draw in more human resources to combat an emergency?
- (viii) Does it meet the minimum wage policy of the Eswatini Government and other legal, and labour obligations?
- (ix) Details of training curriculum, duration of the security personnel.
- (x) What communicative system does the Agency have? Provide details of technology and supervision mechanisms to monitor guard presence and efficiency.
- (xi) Does the Agency have a 24X7 Control Room?
- (xii) Is the Agency licenced by the local police or statutory authority?
- (xiii) What industry certification does it have in terms of quality?

SECTION – V: PRICE SCHEDULE

Format for submitting the Price Schedule for hiring of two (02) security guards by the High Commission of India, Mbabane.

High Commission of India, Mbabane
Tender No. 01/2024

Date:

Price Schedule:

Unit Rate/per security guard (in Emalangen)

Total Amount (for 02 security guards) (in Emalangen)

Name of firm

Contact Address for correspondence.

Contact No.

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

2. It is certified that rates quoted for the above items are as per details, terms & conditions mentioned in the tender document and inclusive of VAT or any other taxes.

Yours faithfully,

(Signature of Authorized Signatory)

Name & Designation:

Company seal