



Embassy of India
69, Merrion Road, Ballsbridge, Dublin-4



Embassy of India
Dublin

No. DUB/815/05/2023

31 January, 2025

NOTICE INVITING TENDER

Embassy of India, Dublin invites Tender under **Two Bid System (Technical and Financial bids)** from registered and authorized firms/agencies for providing **uniformed unarmed security services** as per details given in the tender documents and Tender Notice.

2. The tender documents can be downloaded free of cost from the Embassy's website (www.indianembassydublin.gov.in) or <http://www.eprocure.gov.in> from **31st January, 2025 onwards**.

3. The interested service providers/firms have to submit the tenders in **Two Bid System** {i.e (i) Technical Bid and (ii) Financial Bid}. All the necessary documents including those in support of eligibility criteria etc. (except the Financial Bid) are to be submitted along with the Technical bid in a sealed envelope. The Financial Bid will be submitted in a separate sealed envelope. Both sealed covers, along with "Bid Security Declaration" should be put in a separate single main envelope superscribed as "Bids for providing Security guard at India House". Tenders are to be submitted to Head of Chancery, Embassy of India, 69, Merrion Road, Ballsbridge, Dublin-4 (D04 ER85).

4. Interested firms must submit **Bid Security Declaration** as per **Annexure-5** separately. Bids shall not be considered in case the Bid Security Declaration is not submitted and would be rejected summarily.

5. The last date for submission of sealed bids is **21st February, 2025 (by 17:00 hrs)**. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances.

6. The Technical Bids will be opened on **24 February, 2025** by the Committee authorized by the Competent Authority of the Embassy. The Financial Bids of only those bidders, whose Technical Bids are accepted, shall be opened by the Committee. **The pre-bid site visit for all probable bidders may be conducted between 03rd February to 14th February 2025 from 1000 hrs to 1200 hrs** on prior appointment basis (by email to adm.dublin@mea.gov.in) to assess the job requirement / quantum of work involved.

7. The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the Competent Authority shall be final and binding.

(Vijay Singh)
(Head of Chancery)

Dates to Remember

Crucial dates and time for the above tender would be as under:

S. No.	Events	Date	Time (Local)
1.	Notice Inviting Tender	31.01.2025	1000 hrs
2.	Starting Date for site visit	03.02.2025	1000 hrs
3.	Starting Date for submission of bids	31.01.2025	1000 hrs
4.	Last Date for site visit	14.02.2025	1700 hrs
5.	Last Date for submission of bids	21.02.2025	1700 hrs
6.	Opening of Technical Bids	24.02.2025	1030 hrs
7.	Opening of Financial Bids (Only Technically qualified Bidders)	24.02.2025	1200 hrs

TENDER NOTICE

Embassy of India, Dublin invites sealed bids for providing **unarmed uniformed security** at the following address:

India House, Knocksinna, Foxrock, Dublin-18, D18 E2W1 (Indian Ambassador's residence) - one unarmed Security Guard to be present from 22:00 to 06:00 hrs (08 hrs night shift) for 7 days a week.

2. The bidding companies/firms should fulfill the following requirements:

- i) Be registered/incorporated in Ireland.
- ii) Have VAT registration with the concerned authority
- iii) Have an experience of at least 3 years in providing services of similar nature in Ireland.
- iv) Have at least one Government premises/Diplomatic Mission/International Organisation/MNC/reputed Irish company as its clients for similar service.
- v) The service provider must have the facility of real time checks of the guards and have a system of undertaking supervisory checks of functioning of security guards to ensure that the supplied security guards are discharging their duties with efficiency and as per Embassy's requirements/industry benchmark. The Provider should clearly spell out as to what will be the system of supervision/surprise checks so as to achieve the above objective e.g. number of scheduled and surprise visits in a given period.
- vi) The service provider should provide proofs of compliance of local laws and statutory regulations in running a private security company.
- vii) The service provider must have a 24x7 control room.

3. The security guard(s) should meet the following quality parameters:

A.	Quality parameters for security guards
(i)	The Security Guards to be deployed should not be more than 50 years of age and the Supervisor, wherever necessary, should not be more than 55 years of age.
(ii)	The Security Guards to be deployed should be physically and mentally fit and should not be suffering from an apparent disability. The Provider should submit Medical Fitness Certificate in r/o Security Guard from an authorized Medical Practitioner. Additionally, he/she should not be emaciated, feeble and timid in an apparent sense.
(iii)	Security Guards should have been vetted by local Government's security departments(s) in terms of past record, character and antecedents. The Provider should provide Cvs and background details of the security guards, along with also proof of their vetting.
(iv)	The service provider should only provide those security guards who possess adequate training in basic security duties such as access control, anti-sabotage checks, visitor screening, use of HHMD/DFMDs, CCTV monitoring, baggage scanners, first aid etc.
(v)	The Security Guards to be deployed should have attended education at least upto Junior Leaving Certificate or matriculation equivalent.
(vi)	The Security Guards to be deployed should be proficient in English.

(vii)	The Security Guards to be deployed should perform duties in smart uniform and their overall appearance should be neat and clean.
(viii)	The Security Guards to be deployed should be thoroughly proficient and trained in handling of security equipments they are supposed to carry or use.
(ix)	The Security Guards to be deployed must have at least 3 (three) years experience in a similar role.

4. Quality parameters for service provider companies:-

There are following 10 basic parameters against which competing Security companies shall provide detailed information along with supporting documents and records. These records and documents shall be verified and cross-checked by the Embassy's evaluation committee through due diligence and marks shall be awarded on a scale of 10 against each parameter. After evaluation of technical bids, each bidder will have a composite score out of 100 marks.

(i)	List of other clients to which the company is serving in terms of supply of LSGs in the host country and other countries to ascertain the level of global security knowledge and experience of bidder.
(ii)	Past experience, service history, achievements of the company.
(iii)	Evidence of Registration of the company under relevant statutory regulations.
(iv)	Evidence of range of security services provided.
(v)	Size of reserve pool of men and logistics such as response teams, patrol vehicles/security equipments/control room facilities/communication equipment under use etc. and provision of periodic rotation of security guard.
(vi)	Attrition rate of security guards and security supervisors.
(vii)	Training facilities : Does the company have its own training facilities, or does it avail the facility of another provider/company that only focuses on training? What is the curriculum and duration of training of security guards and supervisors?
(viii)	Industry certification obtained by the company for its quality & company's relationship with local police
(ix)	Scope and limit of liability of the company
(x)	Take home pay and allowances of the security guards.

5. Other conditions:

- i. **Exit Clause** :The hiring agreement will have a clear exit clause wherein either side can end the agreement after giving a notice of 1 month.
- ii. **Penalty Clause**: In case the service provider fails to provide the desired services or breaches the contract and for loss or damage, if any, to property, life and limbs of Embassy's personnel/visitors etc due to negligence of the security guard or substandard services of the service provider, penalty as per **Annexure 6** will be levied.
- iii. **Medical Facility** :Medical facility to the security guards to be deployed will be the sole responsibility of the service provider.
- iv. **Performance Security Deposit**: The successful Service Provider will submit Performance Security Deposit **@3% of the total contract value** at the time of signing of the contract.
- v. The bidder must meet the critical minimum requirement as detailed above

and any inability to meet any or all of these would make them liable for rejection at the Technical Bid stage only. Needless to say, failure to comply with any of the parameters mentioned in the list subsequent to the award of the contract to a company at a later stage during the contract period, would entitle the hiring party to terminate the contract.

6. The tender documents can be downloaded free of cost from the Embassy's website (www.indianembassydublin.gov.in) or <http://www.eprocure.gov.in> **from 31st January, 2025 onwards.**

7. Interested parties may send their *Technical and Financial bids* along with other requisite details in sealed envelope to the Head of Chancery, Embassy of India, 69, Merrion Road, Ballsbridge, Dublin-4 (D04 ER85) by **21st February, 2025**, superscribed **"Bids for providing Security Guard at India House"** on the cover. The Technical Bid should be in a separate envelope marked as Technical Bid and Financial Bid/Quotation should be in a separate envelope marked as Financial Bid/Quotation. The bids received would be opened at **10:30 hrs on 24th February, 2025** by a Committee of Officers constituted for this purpose. Interested parties are welcome to send a representative for opening of the bids in the office of the Head of Chancery, Embassy of India, Dublin. For any enquiry, may please contact hoc.dublin@mea.gov.in/admn.dublin@mea.gov.in or at telephone no. 01-2695554.

8. The Embassy of India, Dublin reserves the right to reject any bid at any stage of the bidding process without assigning any reasons whatsoever.

* * * * *

Section-1

SCOPE OF WORK

Providing uniformed unarmed security services at:

India House, Knocksinna, Foxrock, Dublin-18, D18E2W1 (Ambassador's residence) - one unarmed Security Guard to be present from 22:00 to 06:00 hrs (08 hrs night shift) for 7 days a week.

Section-2

INSTRUCTIONS TO THE BIDDERS

1. GENERAL INSTRUCTIONS

- 1.1 Embassy of India, Dublin invites tender from reputed firms/companies for providing services as per **Section 1- Scope of Work**.
- 1.5 Price quoted should be in Euro and should be inclusive of all charges. In no case any enhancement in approved rate will be entertained during the currency period for which this tender is being considered.
- 1.6 The bids shall be submitted in sealed envelopes superscribed as “**Bids for providing Security Guard at India House**”. Technical and financial bids, along with Bid Security Declaration, may be submitted in separate sealed envelopes and be put in one single main envelope. Format for the technical & financial bids and Bid Security Declaration are enclosed in the tender documents.
- 1.7 The bidders shall give full information with reference to the projects in-hand and shall facilitate verification of the works executed by them and shall give full assistance and information as may be required in connection with this tender.
- 1.8 The bidders while submitting their bids, shall enclose self-attested copies of experience, trade license, industry licence, essential for carrying out the activities under reference and all/ any other documents that is needed in support of permission from the Competent Authority for carrying out the activities in the Technical bids.

2. MINIMUM ELIGIBILITY CRITERIA (please see details in Tender Notice)

- 2.1 The following shall be the minimum eligibility criteria for selection of bidders at Technical Bid stage of the bidding process:-
 - (a) **Legally Valid Entity:** The Bidder/Bidding Firm shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the relevant Act. The proof for supporting the legal validity of the Bidder/Bidding Firm shall be attached with the bid.
 - (b) **Registration:** The Bidder/Bidding Firm must have VAT registration with the concerned authority. The proof in support of the same shall be attached with the bid documents.
 - (c) **Experience:** The Bidder shall have an experience of **at least 3 years** in providing security services of similar nature in Ireland, and have at least one Government premises/Diplomatic Mission/International Organisation/MNC/reputed Irish company as its clients for similar service.
- 2.2 The bidders shall have to provide all documentary proof in support of the above eligible criteria in the form of attested copies of certificates issued by the respective authority, copy of VAT registration certificate, Experience certificates for completed work /ongoing work issued by previous clients etc. **Bids of companies not meeting the above minimum eligibility criteria shall not be considered.**

3 Bid Security Declaration

- 3.1 Interested firms must submit Bid Security Declaration as per **Annexure-5** in a separate sealed envelope with their bids.
- 3.2 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the government and will render the bidder ineligible to submit bids for contracts with the Embassy of Indian Dublin/Government of India.
- 3.3 The bids without the Bid Security Declaration will be summarily rejected.

4. VALIDITY OF BIDS

- 4.1 Bids shall remain valid and open for acceptance for a period of **120 days** from the last date of submission of Bids.
- 4.2 In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
- 4.3 The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

5. PREPARATION OF BIDS

- 5.1 **Language:** Bids and all accompanying **documents shall be in English .**
- 5.2 **Technical Bid:** Technical Bid should be submitted as per the format **(Annexure-1)** and instructions given in this Tender Document along with all required information, as listed below:

S. No.	Document	Yes/No
1	Contact Details Form (Annexure-4)	
2	Certified copies of Registration/Incorporation particulars of Company/Firm from appropriate authorities	
3	Certified copies of VAT registration	
4	Proof of minimum experience in providing security services of similar nature	
5	Proof of providing security services to at least one Government premises/Diplomatic Mission/International Organization/ MNC/ reputed Irish company for a minimum of one year	
6	Documents/information in support of 10 basic quality parameters for Service Providers, as detailed in Para 4 of Tender Notice	
7	Undertaking that the security guard provided by the company will meet the quality parameters as detailed in Para 3 of tender notice	
8	Evidence of compliance of local laws and statutory regulations in running a private security company.	

9	Information on system of real-time/periodic supervisory check of security guards and 24-7 control room	
10	Power of Attorney/Authorization for signing the bid documents.	

5.3 **Financial Bid:** Bidder shall prepare the financial Bid in the Price Schedule as provided in the Tender Document (**Annexure - 2**). Then the Financial Bid shall be sent in a separate sealed envelope along with the bid documents.

5.4 **Bid Security Declaration:** Bidder shall submit the Bid Security Declaration as per **Annexure-5** in a separate sealed envelope.

6. **SUBMISSION OF BIDS**

6.1 The Bidding firms have to submit the tenders in two bid system {i.e (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tenders are to be submitted to Head of Chancery, Embassy of India, Dublin. All the documents in support of eligibility criteria etc. and other required documents are to be submitted along-with the Tender Documents. No Tender Documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

The tender shall be submitted in **sealed envelopes** as described below:

ENVELOPE 'A': Bid Security Declaration (Annexure -5)

ENVELOPE 'B' : Technical Bid

ENVELOPE 'C' Financial Bid (Section-3)

Other enclosures as required in this tender.

The envelopes containing "A", "B" & "C" of offers shall be duly superscribed with Bid Security Declaration, Technical Bid and Financial Bid respectively. The above Envelopes A, B, and C to be put in another sealed envelope superscribed **"Bids for providing Security guard at India House"** on the cover.

The envelope "A" containing BSD shall be opened first. Bidders who have submitted valid BSD as mentioned shall be considered successful for opening of Technical Bids. Technical bids (Envelope B) of successful bidders shall be opened immediately. Both EMD and Technical bids envelopes shall be opened in presence of bidders or their representatives.

After evaluation of Technical Bids on site, a list of qualified bidders will be prepared by the Employer. Financial bid (Envelope 'C') shall be open thereafter.

6.2 No Bid shall be accepted after the specified date and time. However the Competent Authority in the Embassy of India, Dublin, reserves right to extend the date / time for submission of bids, before opening of the Technical Bid

7. **BID OPENING PROCEDURE**

7.1 The Technical Bids shall be opened in the office of Head of Chancery, Embassy of India, Dublin) **on 24th February, 2025 at 10:30 hrs** before the Committee constituted by the Competent Authority of Embassy of India, Dublin in the presence of such bidders, who may wish to be present themselves personally or through their representatives.

- 7.2 The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose.
- 7.3 A letter of authorization shall be submitted by the Bidder's representatives before opening of the Bids.
- 7.4 Absence of bidder or their representative shall not impair the legality of the opening procedures.
- 7.5 After opening of the Technical Bids and verifying the BSD, the technical bids shall be evaluated to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document.
- 7.6 Bids shall be declared as valid or Invalid based on the preliminary scrutiny, i.e. on site verification of documents submitted by the bidders by the Tender Opening Committee. The financial bids will be opened on result of such scrutiny. However, in case any thing found false or forged in contrary to the documents submitted by the bidder, its bid will be rejected and suitable legal action may be taken.
- 7.7 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.

8. CLARIFICATION ON TECHNICAL BID EVALUATION

- 8.1 The Technical Bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Embassy may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the client shall not be considered. The client's request for clarification and the response shall be in writing.
- 8.2 If a bidder does not provide clarifications of its bid by the date and time set in the client's request for clarification, its bid may be rejected.
- 8.3 Client also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder as per tender notice.

9 PERFORMANCE SECURITY

- 9.1 **The successful bidder** has to deposit **Performance Security** which will be a sum **equivalent to 3% of the accepted contract value** in favour of Embassy of India, Dublin in form of Demand Draft / Pay Order/Bank Guarantee, **within fifteen days** of the acceptance of the LoA (Letter of Acceptance). Performance Security should remain valid for a period of **60 (Sixty) days** beyond the date of completion of all contractual obligations. *In case, the contract is further extended beyond the initial period, the Performance Security will have to be renewed accordingly. No interest shall be paid on Performance Security.*
- 9.2 The Performance Security will be forfeited by order of the Competent Authority in Embassy in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non-acceptance of the work order.
- 9.3 If the Agency fails to provide the Performance Security within fifteen days of the acceptance of LoA, such failure shall constitute a breach of the contract and the Mission shall be free to make other arrangements at their own risk, cost and expense.
- 9.4 On due performance and completion of the contract in all respects, the Performance Security will be returned to the agency without any interest on presentation of an absolute 'No Demand Certificate' from the agency and upon return in good condition of any specifications, samples or other property

belonging to the client, which may have been issued to the agency, for carrying out work stipulated in the contract.

10 VALIDITY OF CONTRACT

The contract, if awarded, shall be valid for a period of TWO YEARS (02 years) with effect from date of signing of the contract. The contract may be extended for **further one year** [maximum tenure 03 years from the date of start of work initially] as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the vendor. In case of breach of contract or in the event of not fulfilling the minimum requirements / statutory requirements, the Embassy shall have the right at any time to terminate the contract forthwith in addition to forfeiting the performance security amount deposited by the Contractor and initiating administrative actions for black listing etc. solely at the discretion of the competent authority in Embassy.

11 PAYMENTS

- 11.1 After award of work, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to agency appointed for the job on completion of this tendering process.
- 11.2 The prices in the Price Schedule shall be inclusive of all applicable taxes as may be levied by the Government from time to time.
- 11.3 The Agency shall be paid on a monthly basis for the services rendered in the preceding month. The billing cycle will be the 1st of every month to the last day of the month. The Agency shall submit correct invoice in terms of services provided within 10 days of the succeeding month.
- 11.4 All payments shall be made in Euro by means of Cheque/EFT.
- 11.5 The Client shall be entitled to deduct in accordance with applicable Law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the Agency, and the amount so deducted shall be deemed to be a payment made to the Agency.
- 11.6 The payment to the security guards in accordance to minimum wages prescribed by the Govt of Ireland along with any other statutory compliance is sole responsibility of the agency. In case of revision in minimum wages by the Govt of Ireland, the same would be absorbed by the agency. Claim for any other escalation shall not be entertained by the Mission.

12 Other Conditions, Force Majeure & Penalty Clause

- 12.1 The security guards so provided should be on the roll of the Agency and their antecedents should be pre-verified by the Police authorities. A copy of the verification of each worker shall be submitted to the Embassy before deployment for work.
- 12.2 The bidder must have satisfactory arrangements for training of its workers. Confirmation in this regard is to be given.
- 12.3 The Agency should submit precise profile of its key clients along with details of services provided.
- 12.4 If any security guard is absent on a given day, the company will provide a substitute for him.
- 12.5 **In case the Agency fails in adhering to the daily Services and Mission requires to make alternative arrangements for the same, then Agency would reimburse the cost of such arrangements.**

- 12.6 The Agency would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its employees for work at Embassy's premises. The Agency would indemnify Embassy against any compensation/claim and damages etc. due to accident or injury to its employees or death due to accident or otherwise, which may arise out of and during the course of their duties. Embassy would not be liable to pay any damages or compensation to such workers or to any third party.
- 12.7 In case of any complaint, either as regards the nature of service or as regards the behaviors of worker on duty or otherwise, Agency would be intimated and would be required to take corrective measures promptly.
- 12.8 The Embassy reserves the right to amend/withdraw any of the terms and conditions in the tender documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Embassy in this regard shall be final and binding on all.
- 12.9 Bids should be valid for four months (120 days) and would be opened by the authorized officers in the presence of representatives of the firms present at the time of opening of the tenders.
- 12.10 The Embassy reserves its right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract.
- 12.11 The Embassy may, by written notice sent to Agency, terminate the contract, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the Embassy's convenience, the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.
- 12.12 The bidder must use modern equipment, latest technical expertise for the job as has been defined in brief scope of work.
- 12.13 The Agency will have to ensure compliance of all mandatory labour laws/regulations laid down by Local Govt. This will include payment of minimum wages and other benefits like leave, cost of uniform etc to bidder's employee will solely be the liability of the bidder only.
- 12.14 Any wrong or misleading information will lead to disqualification.
- 12.15 The bidder shall ensure adherence to operations hours as per stipulated operational timings.
- 12.16 Should any new areas of work not envisaged as being part of this tender document are added, the prices for the new areas of work shall be mutually agreed upon between the Client and the bidder based on the actual rate analysis or as per the prevailing rates as agreed in this tender document.
- 12.17 Mission reserves the right to remove any person found unfit.
- 12.18 The bidder would be responsible for all mandatory compliance for social, safety and environmental issues related to the performance of the service provider as stated in the eligibility criteria.
- 12.19 In case the service provider fails to provide the desired services or breaches the contract and for loss or damage, if any, to property, life and limbs of Embassy's personnel/visitors etc due to negligence of the security guard or substandard services of the service provider, penalty as per **Annexure 6** will be levied.

Letter of Bid

To,

Dated.....

Mr. Vijay Singh
Head of Chancery
Embassy of India,
Paris

Ref: Invitation for Bid No. DUB/815/05/2023

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents, including any Addendum issued in accordance with Instructions to Bidders,

2. We, in conformity with the Bidding Documents, offer to provide **uniformed security services** for Embassy of India, Dublin at its premises - **India House, Knocksinna, Foxrock, Dublin-18, D18 E2W1 (Ambassador's residence)**, as per the scope of work defined in this tender.

3. Our bid shall be valid for a period of **120 days** from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.

4. If our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.

5. We also declare that M/s(Name of the bidder)..... has not been declared ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature by any Govt. agency of the Country.

6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,

Authorised Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation
(To be printed on Bidder's letterhead)

Format for Submitting the Technical Bid
(To be submitted, along with all enclosures, in a separate sealed cover superscribed as “Envelope A – Technical Bid”)

BID No. _____

Date:.....

To,
 Embassy of India
 69, Merrion Road, Ballsbridge
 Dublin-4 (D04 ER85)

TECHNICAL INFORMATION

1.	Name of the Bidding Agency/Company	
2.	Address of the Bidding Agency/Company	
3.	Contact Details Form (Annexure-4)	(please attach)
4.	Certified copies of Registration/Incorporation particulars of Company/Firm from appropriate authorities	(please attach)
5.	Certified copies of VAT registration	(please attach)
6.	Proof of minimum experience in providing security services of similar nature	(please attach)
7.	Proof of providing security services to at least one Government premises/Diplomatic Mission/International Organization/ MNC/ reputed Irish company for a minimum of one year	(please attach)
8.	Documents/information in support of 10 basic quality parameters for Service Providers, as detailed in Para 4 of Tender Notice	(please attach)
9.	Undertaking that the security guard provided by the company will meet the quality parameters as detailed in Para 3 of tender notice	(please attach)
10.	Evidence of compliance of local laws and statutory regulations in running a private security company.	(please attach documentary evidence)
11.	Information on system of real-time/periodic supervisory check of security guards and 24-7 control room	(please attach)
12.	Power of Attorney/Authorization for signing the bid documents.	(please attach)
13.	Total number of regular employees with the company	
14.	Turnover of the firm for the last five years	(please attach documentary evidence)

Yours faithfully,

Signature of the authorized signatory of the Tenderer
 with seal of the firm/company

Name:

Designation:

Mob

Date:

Annexure -2

Format for Submitting the Financial Bid
(To be submitted in a separate sealed cover superscribed as “Envelope C – Financial Bid”)

BID No. _____

Date:.....

To,

Embassy of India
69, Merrion Road, Ballsbridge
Dublin-4 (D04 ER85)

FINANCIAL BID

Proforma to be filled up and submitted by the bidder (in English)

1.	Name of the Bidding Agency/ Company	
2.	Address of the Bidding Agency/ Company	
3.	Contact details of the Bidding Agency/ Company	

Break-up of the total cost:

No. of unarmed Security Guards required	One (01)
Duration and timings of deployment	08 hrs (22:00 to 06:00 hrs), 7 days a week
Charges for 01 security guard per /month (in €)	
Any other charges (provide break-up)	
VAT/Other taxes	
Total Amount (monthly) (inclusive/ exclusive of taxes)	

Annual costing for the above items (Monthly value X 12) =

Yours faithfully,

Signature of the authorized signatory of the Tenderer
with seal of the firm/company

Name:

Designation:

Mob

Date:

CHECK LIST

S. No.	Particulars	YES/ NO
1	Have you filled and submitted all forms (i) Technical bid, (ii) Financial bid, (iii) Contact detail form and (iv) Checklist?	
2	Have you read and understood various conditions of the Contract and shall abide by them?	
3	Have you enclosed the Bid Security Declaration?	
	TECHNICAL BID	
4	Legal Valid Entity: Have you attached the certificate issued by competent authority?	
5	VAT Registration Certificate	
6	Experience: Have you attached the attested experience certificates issued by the Organizations /clients/ Government bodies?	
7	Have you submitted the proof of authorization to sign on behalf of the bidder in the Technical Bid?	
9	Have your Technical Bid been prepared as per the Requirements of the Tender?	
	FINANCIAL BID	
10	Have your financial Bid proposal duly filled in as per Instructions?	
12	Have you provided cost break ups for all components in the Financial bid?	
13	Have you attended pre-bid site visit/briefing?	

Note :- The above must be filled, signed and submitted along with the bid.

Signature of the authorized signatory of the Tenderer
with seal of the firm/company

Name:

Designation:

Mob

Date:

CONTACT DETAILS FORM**Bidder's description format summary**

Name of the Bidding Firm	
Name of Partner(s) & Nationality	
Name of the Authorized Signatory Nationality	
Passport No.	
E Mail ID	
Telephone No.	
Fax No.	
Year of Incorporation	
Registration No.	
Service tax no.	
Registered Office & Address	
Branch offices (with address and Contact details) if any	
Average Annual turnover in the <i>last five</i> financial years	
Total Staff Strength	

DETAILS ABOUT KEY PERSONNEL OF THE BIDDING COMPANY

- 1.
- 2.
- 3.
- 4.

Format for Bid Security Declaration
(To be submitted in a sealed cover superscribed as “Envelope B - Bid Security Declaration”)

Bid Security Declaration Form

Date: _____

Tender No. _____

To,

The Embassy of India,
69, Merrion Road,
Ballsbridge, Dublin-4 (D04 ER85)

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity fail or reuse to execute the contract in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signature of the authorized signatory of the Tenderer
with seal of the firm/company

Name:

Designation:

Mob

Date:

Annexure-6**Penalty as indicated below will be imposed by Embassy of India, Dublin for shortcomings in services of Security Guards:**

S. No.	Shortcoming	Penalty amount
1.	Unauthorized absence	Charges for days of unauthorized absence
2.	Guard found sleeping on duty	50% of charges for one day
3.	Consumption of alcohol or any other narcotic substances while on duty	Charges for one day for each instance
4.	Excessive use of mobile phones for watching videos/making unnecessary calls which may affect normal performance of duty	50% of charges for one day
5.	Inappropriate or unbecoming behavior with Embassy's staff or visitors	Charges for one day for each instance
6.	Unauthorized use of Embassy's property	Minimum of charges for 5 days.
7.	Any other unbecoming action which may bring bad name to the Embassy	Charges for 5 days
8.	Failure to discharge duty properly	Charges for 5 days
9.	Harm caused to Embassy's personnel due to carelessness/negligence of Security Guard	Minimum of charges for 10 days. The amount to be decided based on severity of harm caused.

Contract Agreement

CONTRACT/AGREEMENT NO

DATED.....

THIS AGREEMENT is made onbetween (Mission) (hereinafter referred to as "Client" which expression unless excluded or repugnant to the context be deemed to include his successors and assigns), and whose principal place of office is at (address of the Mission)

AND M/s..... having its registered office at..... (Hereinafter referred to as "the Agency") which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing manpower services to Client.

NOW THIS AGREEMENT WITNESSTH as follows:

WHEREAS the Client invited bids through open tender, vide Notice Inviting Tender dated for "providing **Uniformed Security Services** required at **India House, Knocksinna, Foxrock, Dublin-18, D18 E2W1 (Indian Ambassador's residence) - one unarmed Security Guard to be present from 22:00 to 06:00 hrs (08 hrs night shift) 7 days a week** under Tender No.____dated _____

AND WHEREAS the Agency submitted his bid in accordance with the procedure mentioned along with the bid documents and represented therein that it fulfills all the requirements and has resources and competence to provide the requisite services to the Client.

AND WHEREAS the Client has selected M/s.....as the successful bidder ("the Agency") pursuant to the bidding process and negotiation of contract prices, awarded the Letter of Acceptance (LoA) No....., to the Agency on.....for a total sum of.....[€.....Only] for providing **Uniformed Security Services** required by the Mission.

AND WHEREAS the Client desires that the **Uniformed Security Services** (as defined in the Bidding Document) be provided, performed, executed and completed by the Agency, and wishes to appoint the Agency for carrying out such services at the monthly charges of _____ for an initial period of two years from _____ to _____, extendable for further one year year at the same rates and terms & conditions, subject to satisfactory performance by the Agency.

AND WHEREAS the Agency acknowledges that the Client shall enter into contracts with other contractors / parties for the **Uniformed Security Services** of its premises in case it falls into breach of the terms and conditions as stipulated in the Tender Document and shall waive its claim whatsoever in this regard.

AND WHEREAS the terms and conditions of this Contract have been fully negotiated between the Client and the Agency as parties of competent capacity and equal standing.

AND WHEREAS the Agency has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for providing **Uniformed**

Security Services in the Client's premises, failing which the Contract is liable to be terminated at any time, without assigning any reasons by the Client.

AND WHEREAS the Agency shall be responsible for payment of VAT/other taxes.

AND WHEREAS the Client and the Agency agree as follows:

In this Agreement (including the recitals) capitalized words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

The following documents shall be deemed to form and be read and construed as part of this Agreement. (This Agreement shall prevail over all other Contract documents) :-

The Letter of Award (LoA) issued by the Client;
Letter of Acceptance by the Contractor;
The complete Bid, as submitted by the Contractor;
The Tender Document No. DUB/872/06/2023 dated 28.06.2024;
The Addenda, if any, issued by the Client;
Any other documents forming part of this Contract Agreement till date; (Performance Bank Guarantee, Bank Guarantee);
Charges - Schedule annexed to this Article of Agreement; Supplementary Agreements executed from time to time; Scope of work.

Any changes/modifications/amendments required to be incorporated in the Contract Agreement at a later stage shall be discussed and mutually agreed by both the parties and such supplementary agreements shall be binding on both the parties and shall form the part of this contract agreement.

This Contract shall be governed by and construed in accordance with the laws of Ireland. Each Party hereby submits to the jurisdiction as set out in the Dispute Resolution Procedure in the Conditions of Contract.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of India on the day, month and year indicated above.

Signed on behalf of the Agency

Signed on Behalf of
Embassy of India, Dublin

(Authorised Signatory)

(Authorised Signatory)