



CONSULATE GENERAL OF INDIA
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Sittwe Township, Myanmar
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NOTICE INVITING TENDER (NIT)

No. Sit/Adm/815/01/2015

December 10, 2024

Subject: Contract for Supply of Local Security Guards to the Consulate General of India, Sittwe

The Consulate General of India, Sittwe invites Technical and Financial Bids from agencies/ firms ("The Service Provider") for hiring of Three (03) Local Security Guards (LSGs) for the Consulate General of India, Sittwe for a period of two (02) years from the date of award of the contract.

2. Tender documents can be downloaded from the Consulate website: www.cgisittwe.gov.in/, CPP Portal: www.eprocure.gov.in. No fee for tender document will be charged.

Date of publishing NIT	:	10.12.2024
Last date of submission of Tender	:	31.12.2024 (1100 hrs.)
Opening of Technical Bid	:	31.12.2024 (1500 hrs.)
Opening of Financial Bid	:	31.12.2024 (1600 hrs.)

3. Technical and Financial Bid must be submitted separately in two sealed envelop clearly superscribed "**Technical Bid for Supply of Local Security Guards for CGI Sittwe**" and "**Financial Bid for Supply of Local Security Guards for CGI Sittwe**" along with all relevant documents addressed to the Head of Chancery, Consulate General of India, No. 4, Myin Pying Kwin Street, Pyi Daw Thar Quarter, Sittwe, Myanmar – 07011. Financial Bid submitted in a separate sealed envelop would be opened in respect of only those Bidders, whose Technical Bids have been found meeting the required specifications at the Technical Bid evaluation stage. A bid sent through Fax or e-mail will not be accepted. Bids may be submitted physically or by courier/post at the **Embassy of India, Yangon address** so as to reach on or before the prescribed date and time. The Consulate General will not be responsible for any postal delay.

4. For any queries/ clarifications, please send e-mail to hoc.sittwe@mea.gov.in / admn.sittwe@mea.gov.in

5. The Consulate General of India, Sittwe reserves the right to reject any or all the bids without assigning any reason. The decision of the Consulate shall be final and binding.

6. The bidder or his authorised representative, who wish to be present, may attend the bid opening on the date and time specified.

(Arvind Kumar)
Acting Consul General

SCOPE OF WORK

1. To provide Security Guards (SGs) at the Consulate General of India as detailed below:

Sl. No.	Duty point	Duration	No. of Shifts	No. of SGs in one shift	Total No. of SGs
1.	Chancery (No. 4, Myin Pying Kwin Street, Pyi Daw Thar Quarter, Sittwe)	Round the Clock (seven days a week)	03 shifts each for 8 hours	01	03

(This schedule can be changed with two day's notice by Consulate)

2. To ensure security of the premises.
3. To assist/escort visitors in the Chancery premises.

INSTRUCTIONS TO BIDDERS

Subject: Contract for Supply of Local Security Guards to the Consulate General of India, Sittwe.

1. Tenders are invited under two bid system viz. Technical Bid and Financial bid from reputed and experienced firms on the subject.

2. The tender should be submitted in two sealed envelopes as below:

a) The first sealed cover superscripted as "Technical Bid for LSGs at CGI Sittwe" should contain details of technical capabilities of the firm (with documentary evidence i.e. firm registration paper, license, Guards experience with other offices/ organizations (as per **Annexure B**).

b) The second envelope superscripted "Financial Bid for LSGs at CGI Sittwe" should contain rates only for Annual contract as per **Annexure C**).

c) Both sealed covers, should be placed in the main sealed envelope superscripted "**Tender for Supply of Local Security Guards**" addressed to the **Head of Chancery, Consulate General of India, No. 4, Myin Pying Kwin Street, Pyi Daw Thar Quarter, Sittwe, Myanmar** and must reach on or before **31.12.2024 by 1100 hrs.** Bids may be submitted physically or by courier/ post at the **Embassy of India, Yangon address** (567-Marchant Road Yangon) so as to reach on or before the prescribed date and time. The Consulate General will not be responsible for any postal delay.

3. The Consulate reserves the right to amend any of the terms and conditions contained in the tender document or reject any or all bids without giving any notice or assigning any reason thereof. The decision of Consulate in this regard will be final and binding upon all the bidders.

4. Bidders are requested to go through the terms & condition of the contract (**Annexure A**).

5. The important schedule and dates are given below:

Sl. No.	Key Event	Dates
1.	Date of e-publishing on CCP Portal	10.12.2024
2.	Date of receiving the bids (Start)	11.12.2024
3.	Date of clarification (Start)	11.12.2024
4.	Bid submission closing date & time	31.12.2024 (1100 hrs.)
5.	Bids opening date (Technical)	31.12.2024 (1500 hrs.)
6.	Bids opening date (Financial)	31.12.2024 (1600 hrs.)

6. For any tender related inquiry /clarification/site visit, please contact the Consulate General by email hoc.sittwe@mea.gov.in / admn.sittwe@mea.gov.in

7. All bidders are requested to read and understand the terms and conditions of the contract before submitting their bids. **The bidder can not put his terms and conditions in the bid.** Companies that are not agreeable to terms and conditions of the tender, need not apply. No change or violation of aforementioned terms and conditions is permissible once the bid is accepted by the Consulate.

GENERAL TERMS & CONDITIONS

1. Scope of Services:

- (a) The scope of services includes the provision for 3 (Three) security guards for security services as mentioned under Scope of Works for the Consulate at Sittwe.
- (b) For change of shift, no security guard is allowed to leave until his replacement has arrived, including lunch break.
- (c) No security guard shall leave the guard room or place of duty unattended at any point of time.

2. Contract Terms and conditions:

- (a) The contract term shall be **two (02) years** starting from the date as agreed and signed in the contract. There will be no cost escalation during the two years contract period, unless there is a change in tax structure or government policy on minimum salary. The contract will automatically be renewed for one year period at a time, at the same rates, terms and conditions. However, either side can terminate the contract by giving three months notice.
- (b) The maximum age of security guards deployed by the service provider shall **not be more than 50 years**.
- (c) The Security Guard should possess minimum education qualification up to 'Matriculation' Level (10th Standard). Beside local language to provide details of salary, gratuity, allowances, leave, etc., IT registration, licence, etc. **The Security Company, who is providing better service conditions to the guards, would be preferred.**
- (j) The service provider should agree and be able to provide a choice of persons three times our requirement to interview and choose from. In case of 'good performance' the Consulate has the option of retaining the particular LSG.
- (k) Subject to above condition, the company **should have sufficient LSGs on its roll** so that the staff can be rotated periodically.
- (l) The service provider shall **provide full uniforms with appropriate footwear (shoes)** for security guards. The security guards shall, at all time, be in proper uniform with names and identification tags and shall be provided with necessary equipment for proper security duties such as whistle, night stick, torch, etc. where necessary.
- (m) The Security Guard shall assist in case of any fire, medical or any other emergencies. The agency should impart necessary training to Security Guards from time to time.
- (n) The Security Guard shall screen baggage/ parcel/ letter, etc. using metal detectors (provided by the Consulate) and lookout for any kind of firearms or weapon that is prohibited to be brought inside the premises by any visitor. Any such incident shall be brought immediately to the knowledge of Chief Security Officer of the Consulate.
- (o) The Service Provider is to note that security agencies/ companies **must have proper license** to provide manpower and paid wages that are in line with the prescribed wages under local laws.
- (p) The security guard shall cordially receive all visitors to Chancery and maintain a record of such visitors and purpose of their visit. No visitor is allowed after office hours, unless specifically instructed. The security guards are also to maintain a register to record all particulars to ensure that no items or equipment can be removed except with written authorisation of the Consulate.

(q) The Security Guard shall assist in crowd management and traffic control during receptions, National Day Celebrations or any other gathering.

(r) The service provider shall be deemed to have inspected and examined the site and its surroundings and to have satisfied him before submitting his tender as to the nature of the site, the form and the nature of the buildings and the extent and nature of work; no other claim, whatsoever, shall be entertained in this regard.

(s) The service provider is required to exercise firm control over the conduct of their personnel at the Consulate properties. The provider shall immediately dismiss any person whose continued employment thereon is undesirable in the opinion of the Consulate. The service provider should have a system of undertaking supervisory checks of functioning of Security Guards.

(t) The Consulate shall make payment to the service provider on satisfactory completion of services for a particular month. The bill for the services shall be submitted in the first week of following month along with a copy of attendance sheet and receipt of payment of wages to Security Guards deployed by the Service Provider. The payment will be made through bank Cheque.

(u) The service provider shall pay the full wages to Security Guards quoted in their bid. In case of any deviation to this, the contract will be terminated with immediate effect and performance guarantee will be forfeited.

(v) The agency, at its own expenses arrange for safety provisions as per rules, regulations and laws as applicable in respect of all Security Guards provided by the agency. The Consulate will not be responsible for any kind of safety and security of the Security Guards on duty at workplace.

(w) The personnel deployed by the Service Provider will not be treated as employee of the Consulate in any manner whatsoever or under any condition whatsoever.

(x) **The Service Provider shall be responsible for all acts** of commission, omission on the part of its personnel deployed and it shall take such preventive measures and precautions as may be deemed necessary for the safety of the personnel/ property/ materials which contained in above mentioned premises.

(y) The Service Provider hereby indemnifies and shall keep Consulate indemnified against all acts of omission or negligence, dishonesty or misconduct of the security personnel / staff engaged by the company at Chancery. The Consulate shall not be liable to pay for any damages or compensation to such person or to third party. The Service Provider shall at all times indemnify the Consulate against any claim whatsoever which would arise under any statutory notification thereof or otherwise in respect of any damages or compensation payable in consequence of any accident, death or injury sustained to personnel /employees engaged by Service Provider, which may arise out and in the course of their duties in **the Consulate nor shall be liable to pay damages or compensation to such persons or to third parties.**

(x) The successful Bidder should not sub-contract any part of the Scope of work to be undertaken by them without written permission from the Consulate. The bidder to whom the contract is awarded is solely responsible to the Consulate for the completion of the awarded contract.

(a1) In case of any dispute, the decisions of the Consul General of India, Sittwe shall be final.

3. Evaluation of bids:

- (a) The Consulate shall follow two bids system i.e. Technical bid and Financial bid. The technical bid and financial bid should be sealed by bidders **in separate covers duly** superscribed "**Financial Bid**" or "**Technical Bid**" as the case may be and both these sealed covers are to be put in a bigger cover which should be duly superscribed as "**Bid for Supply of Local Security Guards for Consulate General of India, Sittwe**". Bidder shall **sign all pages** of bid documents and submit with technical bid without mentioning the amount. As mentioned above Financial Bid should be submitted in separate sealed envelope.
- (b) The technical bids will be evaluated mainly on the following parameters:
 - (i) The bidder can not include additional terms and conditions in the bid.
 - (ii) Should possess experience of providing such security services/ providing security guards, supported by user satisfaction certificate and other documents like achievements of the company.
 - (iii) Technical bids – The covering letters of the technical bid should indicate total numbers of pages in the technical bid.
 - (iv) List of Security Guards in terms of experience, character & antecedents and communication skills in Myanmar, English or Hindi.
 - (v) Average take-home pay and allowances of the security guards.
 - (vi) Ability of the company to carry out real time checks / audit of security guards.
 - (vii) Having registration, licence and other documents as required by the government of Myanmar.
 - (viii) Details of training of security guards.
- (c) Financial bids of only those bidders would be opened who are found technically sound and qualified. The assessment in terms of technical qualification shall be done by the Consulate and shall be final.
- (d) The Financial bid should indicate cost for providing security services for the Consulate for each Security Guard on a monthly basis including cost for uniform, shoes and other items.
- (e) The bid and all correspondence and documents relating to the bid, exchanged between the bidder and the Consulate shall be in English language. The price to be quoted by the bidders shall be in **Myanmar Kyats** only. The bid should be **valid for a minimum period of 180 days** from opening of bid.
- (f) The Bid shall contain no alteration, omissions or additions, overwriting except those to comply with instruction issued by the Consulate General or as necessary to correct errors made by the bidders, in which case the person or persons signing the Bid shall initial all such corrections.
- (g) The Consulate reserves the right to accept or reject the Bid and does not bind itself to accept the lowest bid or any bid and can reject all the bids or scrap the proposal in whole or in part.
- (h) Successful company will have to sign a contract with the Consulate General based on terms and conditions of the tender.

4. Performance Guarantee

The amount due to the service provider for the first month shall be retained by the Consulate as Performance Guarantee and shall be paid after expiry of the contract period. Performance Guarantee will not fetch any interest. In case, during the contract period, the services of the agency are not found satisfactory or non-responsive, Performance Guarantee shall be forfeited.

5. Bank Security Declaration (BSD)

The tenders must submit with his tender the Bid Securing Declaration accepting that they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, they will be suspended to the period of 2 years from being eligible to submit Bids for contracts with Consulate General of India, Sittwe

6. Penalty Clause for short coming in Services

Penalty may be imposed "as percent of day's salary", pursuant to below mentioned shortcomings in services in respect of Local Security Guards:-

- (a) Unauthorised absence
- (b) Sentry/Guard found sleeping on duty
- (c) Consumption of alcohol or any other narcotic substances while on duty
- (d) Use of mobile phones for chatting/watching video/making unnecessary calls which may affect his normal performances of his duty.
- (e) Inappropriate or unbecoming behavior with Mission's staff or visitors
- (f) Unauthorise use of Mission's property
- (g) Any other unbecoming action which may bring bad name to the Mission
- (h) Guards found involved/conniving with adversary
- (i) Leaving arms unattended in case of armed LSGs
- (j) Failure to discharge duty properly
- (k) Mishandling/negligent handling of arms in case of armed LSGs
- (l) Mission's personnel harmed due to carelessness/negligence of Local Security Guards

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Introduction and Credentials of Bidder's Technical Information
(Proforma to be submitted with Technical Bid by the Bidder)

- 1.Name of Company :
 2.Address of the Registered Officer :
 3.Correspondence address :
 4.Contact details :
 Telephone No.
 Fax No.
 E-mail

Sl. No.	Requirements	Response (companies may attach separate sheets if required)
1.	a) Brief introduction of the company	
	b) Previous experience in the field	
	c) Total number of regular employees with the Company	
	d) Annual turnover of the company for the last two years	
	e) Registration certificate and license for the services	
2.	Details of work plan and methodology for undertaking the job	
3.	Qualification and experiences of staff proposed to be deployed for the job	
4.	List of other Clients in Myanmar where the Company is providing similar services. Whether the company is providing similar services in other Embassies / UN organizations / big corporate house also?	
5.	What system does the company follow for real time checks for functioning of supplied security guards?	
6.	Details of range of security services provided by the company	
7.	Reserve pool / Back up manpower and logistics the company has	
8.	Average period for which Security Guard of the company remains employed / serves with the company (in months)	
9.	Does the company have any insurance/ compensation policy to compensate for security lapse during contract period. If yes, please attach details?	
10.	Does the company have its own training facility? If yes, provide details. Or it avails of such training facility provided by another company? What is the curriculum and duration	

	of training of these security guards and the supervisors?	
11.	What is the take home pay and other allowances, leave etc. the company gives to their security guards? (Please mention the pay range in Kyats i.e. minimum and maximum pay if the company has variable payments for different guards as mentioned in the schedule under Scope of Work)	
12.	The company should sign and stamp each page of the tender documents. Is it done?	YES / NO

Supporting documents for all the above (if you have) are to be attached.

Signature of Bidder	:	_____		
Name of Company	:	_____		
Stamp of Bidder Company	:			
Date	:			
TOTAL (in Kyats per month) including taxes				

Declaration

I/We have gone through the scope of work, terms & conditions stipulated in the tender document and confirm to abide by the same. The above company rate quoted is all inclusive (including all taxes).

No other charges would be payable by the Contracting General of India. Since

1. We shall pay the Security Guard as per the rates mentioned in Technical part and will submit proof of payment to Contracting General as asked.

Signature of Contracting Bidder
 (Name of the contract bidder of the firm submitted to sign)
 (Company seal)

Place
 Date

FINANCIAL BID
(To be provided as per below format)

FOR SUPPLY OF Three (03) SECURITY GUARDS TO THE CONSULATE GENERAL OF INDIA, SITTWE

Tender No. Sit/Adm/815/01/2015

December 10, 2024

To provide Security Guards at the Consulate General of India, Sittwe as detailed below:

Sl. No.	No. of shifts	No. of SGs in one shift	Total no. of SGs	How much the company will charge to Consulate (Kyats, all inclusive) PER MONTH
2	03 shifts each for 8 hours	01	03	
TOTAL (in Kyats per month) including taxes				

Total (in words, per month) including taxes _____

Declaration

I/ We have gone through the scope of work, terms & conditions stipulated in the tender document and confirm to abide by the same. The above monthly rate quoted in all inclusive (include all taxes).

2. No other charges would be payable by the Consulate General of India, Sittwe.
3. I/ We shall pay the Security Guard as per the range mentioned in Technical bid and will submit proof of payment to Consulate whenever asked.

Signature of Contractor/ bidder
(Name of the contractor/ bidder of the firm authorised to sign)
(Company seal)

Place:

Date: