

**TENDER DOCUMENT FOR HIRING OF SECURITY SERVICES BY THE
EMBASSY OF INDIA, BOGOTA**

Name of the Company with complete address:

PART 1: TECHNICAL BID

(In separate sealed Cover –I super scribed as Technical Bid)

1.	Name & Address of the Tender Organization/ Agency with phone number, email and name and telephone/ mobile number of contact person.	
2.	(a). Status of the organization whether proprietor/partnership/ private or public Ltd. Company/ any other form of body entity	
	b. Document evidencing the formation of Organization like Regd. Partnership deed/ memorandum/ article of Association/ certificate of incorporation/ any other document in support of formation of the entity.	
3.	Experience in the work of providing Security services. Particulars of Experience (Attach certificates, Testimonials). This shall cover the details of works of similar nature, approximate Magnitude and duration carried out during the last 5 years along with a certificate from the agency where the job was carried out.	
4.	Details about the organization, clearly indicating details of managerial, supervisory and other staff also indicate the number of muster roll available for performing this service.	
	a) Is the establishment registered with the Government as per the prevailing law	
	b) Do you have valid labour license. Please provide details and attach a copy. License to keep armed guards and license for guns/shorts should also enclosed.	
	c) Undertaking of the Agency confirming the availability of the adequate manpower of requisite age (not more than 50 years of age), qualification and experience for deployment.	

	d) If the agency has got ISO certificate. Please give details	
	e) Are the guards vetted and cleared by the Local Government's Security Department in terms of past record, character and antecedents? The company should provide the background details of the Security Guards and proof of the vetting.	
	f) Security guard provided to us must be mentally and physically fit. He should not suffer from apparent disabilities including obesity/overweight	
	g) Security guards must possess training in basic security duties such as access control and anti-sabotage checks including the use of basic security tools, monitoring CCTV etc.	
	h) The Agency should have provisions for real time checks of functioning of the Security Guards to ensure that the quality of the provided staff and the services they render is above the benchmark	
5.	Please provide the details of salary, allowances, leave etc paid to the Guards.	
6.	Are you covered by the labour legislation	
7.	Are you governed by minimum wages rules of the Government of Colombia, if yes, please give details.	
8.	Please attach copies of return for last 3 years of Income Tax	
9.	Please attach balance sheets of the organization, duly certified by Chartered Accountant for last 3 years	
10.	Tax Number (Please attach copy)	
11	Trade License No. (Please attach copy)	
12.	Service Tax Registration No. in similar type of classification. Please attach copy of service/security service)	
13	The company should provide a pool of Security Guards, three times the requirement of the Embassy so that the Embassy can choose the guards. In case of good performance Embassy should have the option of retaining	

	a particular guard	
14.	The Company should have sufficient Security Guards on its rolls so that staff is rotated periodically. Embassy has to have the option to change the staff every four months must agree to rotate the Security Guards every 4 months.	
15.	Please submit an undertaking that no criminal case is pending against the proprietor/ partner of Company/Agency participating in the tender. Indicate if, any conviction in the past against the Company/ firm/ partner/ proprietor	
16.	Please attach documentary evidence in respect of strength of personnel engaged in the organization	
17.	Solvency Certificate from the bank where you maintain the A/C	
18.	Attach photocopies of award/ felicitation certificate of Merit for good work, if any	
19.	Attach photocopies of award/ felicitation certificate of merit good work if any.	
20.	Details of the Certified Cheque (DD) of Colombian Pesos-Towards bid security (non-refundable) cheque (DD) No.	
21.	Copies must be self-attested.	
22.	The prices once quoted will not be changed.	
23.	Acceptance of terms & conditions attached (Yes/ No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	

PART II: FINANCIAL BID

(In sealed Cover –II super scribed “Financial Bid”)

S. NO.	Description	Price	IVA	Total
1.	24-hour vigilance service with arm, uniform and communication equipment from Sunday to Sunday at Embassy Residence			
2	8-hour vigilance with arm, uniformed and communication equipment from Monday to Friday			
3	8-hours personal escort with arm and communication equipment			