

TENDER NO. : BOG/815/1/2023 (Dated: 12/05/2023)

EMBASSY OF INDIA IN BOGOTA (COLOMBIA)

The Embassy of India in Bogota invites Sealed Bids from professional Security Service companies for Round the Clock Security at the Embassy Residence and office-hours guard duty in the Embassy of India premises, both located in Santa Ana, Bogota (Colombia), for a period of two years , extendable by another one year, under the same terms & conditions and annual charges fixed as per the contract to be signed with the selected bidder.

1. The sealed bids addressed to Head of Chancery, EMBASSY OF INDIA, Calle 116#7-15, Int. 2 Of.301, Torre Cusezar, 301, Bogota (Colombia) ;TEL-00-57-1-6373279, 6373483, hoc.bogota@mea.gov.in, should be sent by post/courier or hand delivered to the Embassy. **Bids by “Fax / E-mail” shall not be accepted**

2. **LAST DATE/TIME FOR RECEIPT OF BIDS: 05 June 2023, UPTO 1000 HRS COLOMBIA TIME) . Bid received after the closing date and time as prescribed herein, shall NOT be accepted under any circumstances;**

DATE/TIME OF OPENING BIDS: 05 June 2023 AT 1500 HRS (COLOMBIA TIME)

3. **Bid system:-** The bidder company shall submit its offer in an envelope, super-scripted as “**Tender Bids for Security Services to Embassy of India, Bogota**”. It should also be super-scripted at the bottom left corner with the Full name, Postal address, E-mail and telephone number of the bidder.

4. **Bid shall be opened on the date and time as mentioned above at the EMBASSY OF INDIA, Calle 116#7-15, Int. 2 Of.301, Torre Cusezar, 301, Bogota (Colombia), in the presence of the authorized representatives of the companies, who may wish to attend.**

5. **This is a two-part bid system**, wherein the financial bid of only technically qualified candidates is opened. The bid has to be submitted as per the format specified at Annexures attached. ANNEXURE I (**TECHNICAL BID**), alongwith supporting documents, should be submitted in a sealed envelope labelled as “**TECHNICAL BID**”. Similarly, ANNEXURE II (**FINANCIAL BID**), alongwith any supporting document, should be submitted in a separate envelope, labelled as “**FINANCIAL BID**”. BOTH envelopes should be kept in one TENDER ENVELOPE/PACKET and SUBMITTED as per details above. The BIDs can be submitted in English or Spanish language.

6. **The decision of the Embassy in awarding the contract will be final and a contract awarded will have a provision of mid-term termination, in case the services are not found satisfactory.**

ANNEXURE-1: TECHNICAL BID

(In separate sealed Cover –I superscribed 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 and suitably trained. He should not suffer from apparent disabilities including obesity/overweight and should be educated at least upto high school level, fluent in Spanish. Basic knowledge of English is desirable.	

	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, baggage and letter scanners, HHMD, 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 (the Embassy can ask for perusal of payslips of the security staff deployed by the company during the contract period)	
6.	Are you covered by the labour legislation of Colombia?	
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 Returns.	
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 and mention about experience of working with diplomatic missions, Government of Colombia establishments, Multinational companies/organizations?	
19	If the contract is awarded, the bidder agrees to provide security deposit equal to 10% of the contract value before commencement of the contract term (YES/NO). The security deposit will be refunded/ adjusted against default, if any, at the end of the contract term.	

Note: Each page of the tender document being submitted, as well as the supporting documents, must be signed by the authorized signatory. If a term or condition is not acceptable to the bidder, the same should be clearly mentioned. If nothing is mentioned, it may be treated as accepted or the technical bid may be rejected).

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature with seal, name & designation of the authorized signatory of the bidding company)

Name of the Company with complete address:

ANNEXURE II: FINANCIAL BID

(In sealed Cover –II superscribed “Financial Bid”)
Price in Colombian Pesos

S. NO.	Description	Price per month	IVA (VAT)	Total monthly payment	Extra hours rates (per hour)+IVA(VAT)
1.	<ul style="list-style-type: none">24-hour vigilance service with arm, uniform, HHMD and communication equipment at Embassy ResidenceThree shifts each lasting 8 hours;Number of security guards in each shift : One (total three security guards during 24 hrs.)				Not applicable
2	One uniformed security guard at Embassy gate with arm,HHMD and communication equipment , Monday to Friday :8.30 am to 5.00 pm (including half an hour lunch time -actual duty is 8 hrs.)				
3	Monday to Friday :8.30 am to 5.00 pm, one personal escort , with arm and communication equipment (including half an hour lunch time- actual duty is 8 hrs.)				
	TOTAL				Not applicable

Declaration

I hereby certify that the information furnished above is complete and correct to the best of my knowledge. The price quoted above will be valid for six month for consideration of the bid. If the service contract is awarded, the prices will remain applicable for two years from the date of commencement of the contract, except for the inclusion of proportionate increase in monthly wages and tax rates as declared by Colombian Government from time to time.

(Signature with seal, name & designation of the authorized signatory of the bidding company)

Name of the Company with complete address: