

No. Bern/Admn/815/1/2026
Embassy of India
Berne

Date: 03rd June 2026

Subject: Hiring of Local Security Guards (LSGs) by the Embassy of India, Berne, Switzerland

Tender No. Bern/Admn/815/1/2026 dated 03rd June 2026

Last date for submission of bids: 03rd July 2026

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Section -II: Terms & Conditions

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Section –I : Invitation for Tenders

No. Bern/Admn/815/1/2026

Embassy of India

Berne

Kirchenfeldstrasse 28, CH-3005

Berne, Switzerland

Subject: Tender invitation for hiring of local security guards (LSGs) by the Embassy of India in Berne, Switzerland.

The Embassy of India, Berne invites sealed tenders (two-bid system) from security agencies for hiring of security guards for Chancery complex at Kirchenfeldstrasse 28, CH-3005, Berne, and at the Embassy Residence, Brunnadernrain 7, Berne on full day basis (24*7).

2. The tender document can be downloaded from the following websites: <https://www.indembassybern.gov.in> as well as <https://eprocure.gov.in/epublish/app>

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

3.a The first sealed cover superscripted as “Technical Bid” should contain only relevant documents, as prescribed in Section-IV of the Tender Document.

3.b The second sealed envelope superscripted “Financial Bid” should contain only rates for providing security services.

3.c Both the sealed covers should be placed in the main sealed envelope superscripted “Tender for Hiring of Local Security Guards” addressed to the Head of Chancery, Embassy of India, Kirchenfeldstrasse 28, CH-3005, Berne, Switzerland, and must reach on or before 03rd July 2026. Bids may be hand delivered or sent by 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 Mission 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. The important schedules and dates are as under:

	<u>Schedule</u>	<u>Date</u>
1.	Last date for submission of Bids	03 rd July 2026
2.	Date of Opening of Technical Bids	07 th July 2026
3.	Venue for Opening of Bids	Kirchenfeldstrasse 28, Embassy of India, Berne

6. The bidders may send their representative at the time of opening of bids. Based on the evaluation for fulfilling the criteria, as stated in the Technical Bid, the authority reserves the right at its sole discretion to seek additional information, documents etc. from the bidders, as it may consider necessary for the purpose of evaluation of bids.

7. Financial Bids of only those bidders who qualify and are short-listed on evaluation of their Technical Bids would be opened. The date and time of opening of Financial Bids would be intimated in advance to the bidders who have qualified in the Technical Bid Evaluation, and their authorized representatives only would be permitted to participate in the opening of financial bids.

8. For any tender related inquiry/clarification and site visit, please contact the Embassy by Phone (031-350-1138) or e-mail at admn.berne@mea.gov.in.

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Head of Chancery

Embassy of India

Berne

SECTION II: TERMS AND CONDITIONS

1. The Contract for hiring of security services would be for a two-year duration and the date from which the Contract begins will be intimated in due course. The contract rate will not change during the Contract Period.
2. The Tender shall 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. The conditional tender will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.
3. Bidders must submit documentary evidence of their technical capabilities and experience in providing similar services.
4. Any tender received after the deadline for submission of tenders will not be accepted.
5. In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, Embassy of India Berne's interpretation of the clauses shall be final and binding on all parties.
6. The number of Security Guards to be deployed to perform the 24 hour shift depends solely on the company and they may decide to arrange/designate the duties between the security guards for performing security duty both at the Chancery as well as at the Embassy Residence.
7. Mission reserves the right to terminate the contract at any point of time during the tenure of contract, if the services are not found satisfactory or the contractor dishonours the contract. Decision of the Embassy in this regard shall be final and binding upon the contractor.
8. In accordance with the Government of India, Ministry of Finance, Department of Expenditure Office Memorandum No. F.9/4/2020-PPD dated 12.11.2020 and subsequent guidelines, submission of Bid Security (Earnest Money Deposit) is hereby waived. However, all bidders are required to submit a Bid Security Declaration in the prescribed format (**Annexure-I**), accepting that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and fail to sign the contract or submit the required Performance Security, they will be suspended from participating in any future tenders issued by the Embassy.
9. The successful bidder shall be required to furnish a Performance Security for an amount equivalent to **5%** of the estimated value of the contract, within 15 days of award of contract. The Performance Security shall be deposited into the official bank account of the Embassy of India, Berne, and remain valid for a period of 60 days beyond the completion of all contractual obligations. The Performance Security shall be forfeited in case of breach of contract or failure to deliver services as per agreed terms.
10. Every bidder has to provide an undertaking that there is no financial or business relation between the vendor and any official of the Embassy of India in Berne and that there is no conflict of interest involved.
11. Information relating to evaluation of bids and recommendations concerning awards shall not be disclosed to the firm/company who submitted the tender or to other persons not officially concerned with the process, until the publication of the award of contract.
12. The resultant contract shall be governed by and construed in accordance with the Laws of India. All matters arising under or in connection with the contract shall be subject to the exclusive jurisdiction of the courts situated in the State of Delhi. In the event of any dispute or difference

arising out of or in connection with the resultant contract, including any question regarding its existence, validity, interpretation, execution, or termination, the same shall be settled amicably through mutual discussions, failing which the dispute shall be referred to arbitration as per the Arbitration and Conciliation Act 1996. The seat of arbitration shall be Delhi, India.

13. The firm/company's bid must remain valid for a period of at least 90 days from the closing date for submission of bids.

SECTION III: SPECIAL CONDITIONS OF CONTRACT (SCC)

Prices

- Price quoted by the Contractor and agreed to by the Embassy of India, Berne shall be considered final and no price escalation will be permitted thereafter.
- Bidders must quote the price in the format given in Contract Price Schedule at Section —V of this document.
- All prices are to be quoted in Swiss Francs.

Taxes and Duties:

The prices quoted should be inclusive of all taxes, meal, and transport charges, Social Security Contribution, if applicable, etc. VAT should not be included as the Embassy of India is exempted from VAT under the Vienna Convention.

SECTION IV: GENERAL TECHNICAL SPECIFICATION DETAILS

1. The following requirement regarding Security Guards (SGs) must be met by the Agency:
 - SG should be in the range of 20-50 years of age.
 - SG should be physically and mentally fit.
 - SG must be cleared by the local government's security department.
 - Agency must provide smart uniforms to all SGs including raincoats.
 - All SGs should have basic training to operate security equipment such as access control, CCTV, baggage scanners, DFMD etc.
 - All SGs should also have basic knowledge on law and the ability for communicating in English.
 - Supervisor should have basic knowledge of First Aid and Fire Fighting.
 - Company shall provide communication gadget i.e. ICom Sets to the Security Guards both at Chancery and ER.

2. Following additional information may also be provided by the bidding Agency:
 - Does the Agency provide security services to other Diplomatic Missions or any other industrial establishment also? If yes, the name(s) of all clients diplomatic Missions/Industrial establishment working presently and worked in past are to be mandatorily disclosed. Supporting documents for experience and references are to be enclosed.
 - Take home pay of the security staff.
 - What is the reserve capacity of men and vehicles? Can it draw in more human resources to combat an emergency?
 - Does it meet the minimum wage policy of the local government and other legal, and labour obligations?
 - Details of training curriculum, duration of the security personnel.
 - What communicative system does the Agency have? Provide details of technology and supervision mechanisms to monitor guard presence and efficiency.
 - Does the Agency have a 24*7 Control Room?
 - Is the Agency licensed by the local police or statutory authority?
 - What industry certification does it have in terms of quality?
 - Supervisors should preferably possess experience of working with the Police/Army.

Suppression of any fact/information shall lead to disqualification of the bid.

Section — V

Format for submitting the Price Schedule for providing security services to the Embassy of India, Kirchenfeldstrasse 28, CH-3005, Berne, Switzerland

Tender No. Bern/Admn/815/1/2026

Date: _____

Price Schedule:

Unit Rate/per security guard (in CHF):

Total Amount Payable (for 01 month) (in CHF):

Name of the firm:

Address for correspondence:

Contact:

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

2. Certified that rates quoted for the above items are as per details, terms & conditions mentioned in the tender document.

Yours faithfully,

(Signature of Authorized Signatory)

Name & Designation

Company seal

Annexure-I:

Bid Security Declaration

I/We hereby declare that if we withdraw or modify our bid during the period of validity, or if we are awarded the contract and fail to sign the agreement or submit the required Performance Security, we will be suspended from participating in future tenders of the Embassy of India, Berne.

Name of Bidder:

Signature of Authorized Signatory:

Date:

Seal of the Company/Firm: