

No. Bern/Admn/815/1/23
Embassy of India
Berne

Date: 15 May, 2023

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

Tender No. Bern/Admn/815/1/23 dated 15 May 2023

Last date for submission of bids: **19 June 2023**

Section – I : Invitation for Tenders

Section – II : Terms & Conditions

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Section – I : Invitation for Tenders

No. Bern/Admn/815/1/23

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 at Brunnadernrain 7, Berne.

2. The tender document can be downloaded from the following websites: <https://www.indembassybern.gov.in/> as well as [www.http://eprocure.gov.in/cppp](http://eprocure.gov.in/cppp)
3. The tender should be submitted in two sealed envelopes as below:
 - 2.a The first sealed cover superscripted as “Technical Bid” should contain only relevant documents, as prescribed in Section-IV of the Tender Document.
 - 2.b The second sealed envelope superscripted “Financial Bid” should contain only rates for providing security services.
 - 2.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 19th June 2023 by 1700 hrs. 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:

	<i>Schedule</i>	<i>Date</i>
1	Last date for submission of Bids	19th June 2023 by 1700 hrs
2	Date of Opening of Technical Bids	20th June 2023 at 1500 hrs
3	Venue for Opening of Bids	Kirchenfeldstrasse 28, Embassy of India, Berne

6. For any tender related enquiry/clarification and site visit, please contact the Embassy by Phone (031-350-1138) or E-mail at adm.berne@mea.gov.in.

7. The sealed bids would be **opened on 20th June, 2023 at 1500** hrs at the Embassy. The tenderers or their authorized representatives may attend the opening of tender bids.



(Johnson Eappen)

Head of Chancery

SECTION II: TERMS AND CONDITIONS

1. The Contract for hiring of security services would be for two-year 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. The Bidders shall submit documentary evidence in respect of their technical capabilities and the Financial Bid including their experience in providing of similar services.
4. Any tender received by EOI, Berne 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, EOI, 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 duty depends solely on the company and how they 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 Mission in this regard shall be final and binding upon the contractor.

SECTION III: SPECIAL CONDITIONS OF CONTRACT (SCC)

Prices

- Price quoted by the Contractor and agreed to by the EOI, 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 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 24X7 Control Room?
 - Is the Agency licenced 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 dis qualification 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

Embassy of India, Switzerland

Tender No. Bern/Admn/815/1/23

Date: 15 May 2023

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