

Embassy of India
Addis Ababa

Notice Inviting Tender

1	Reference Number	ADD/815/01/2025
2	Issuing Authority	Head of Chancery, Embassy of India, Addis Ababa
3	Notice inviting tender	Hiring of Local Security guards for Chancery and Embassy Residence
4	Site Address	i. House No.224, Arada Sub City, Woreda 07, Kebele15, Kebena Aware, Addis Ababa (Chancery site- 05 duty posts) ii. House No-New, Kebele 02/03, Bole Sub City, Behind Edna Mall, Near Beer Garden, Addis Ababa (Embassy residence-02 duty posts)
5	Specification of work	Deployment of 16 Local Security Guards (LSGs) as per para 4 of the Tender Document.
6	Time period of service	The service will be provided for a period of two years from the date of signing of contract, with no mid-term escalation.
7	Address for submission of bids	The three sealed envelopes as per column 10 should be placed in one outer cover (envelope). The outer envelope should be super scribed as "Tender for Hiring of Local Security Guard" and should be delivered/handed over to: "Head of Chancery, Embassy of India, House No.224, Arada Sub City, Woreda 07, Kebele 13/14, Kebena Aware, Addis Ababa
8	Pre-qualifications	Bid is open to Security Agencies registered in Ethiopia or India and can undertake the work as specified at Sl. Nos. 5 & 6. The company should have at least 5 years of experience of providing security services having trained manpower and efficient supervision system. Those who have good track record of providing security services to diplomatic Missions in Addis Ababa would be preferred.
9	Conditions	(i) The tender issuing Authority reserves the right to withdraw/cancel the Tender for any reason whatsoever after publication/award of contract. (ii) The vendors/suppliers will have to certify in their offers that the work will be undertaken in a professional manner with trained and English-speaking guards, good security equipments and to the satisfaction of the Embassy. The bidder will also provide supporting documents/evidences in support of their claim of training. (iii) No advance/ down payment for this work. Bill would be settled in full through cheque, after satisfactory completion of job on monthly basis. (iv) The Embassy of India reserves the right to accept or reject any bid without assigning any reasons thereof.
10	Bidding system	Bids should be submitted in three separate and sealed envelopes Envelope A- Earnest money deposit or Bid Security of ETB 2,00,000/-. Envelope B - Technical Bid documents and Envelope C - Financial Bid documents. The requisite format is enclosed in Tender document and may be downloaded from Embassy's website www.eoiaddisababa.gov.in All envelopes should be <u>sealed</u> and super scribed as "Earnest Money Deposit/Bid Security Deposit", "Technical Bid document for Hiring of Local Security Guards" or "Financial Bid document for Hiring of Local Security Guards" as the case may be and should be forwarded in an outer cover envelope as mentioned in Coloumn 7 above.
11	Clarification	For any clarification, please email to admn.addisababa@mea.gov.in or contact on mobile no. +251 900 080 815.
12	Bid Closing Date	12 June, 2025 1730 hrs.

Sd/-
(Ramani Balu)
Head of Chancery

ADD/Adm/815/01/2025
Embassy of India
Addis Ababa

Subject: Hiring of Local Security guards (LSG)

Tender Document

1. Process of submission of bids

(i) Two bid system – Bids should be submitted in three separate and sealed envelopes as per details given below:-

(a) **Envelope A- Earnest Money Deposit/Bid Security:** - The Tenderer must submit the Bid Security in the sum of Ethiopian Birr 200,000/- (Ethiopian Birr Two Hundred Thousand only). Bid Security shall be in the form of CPO in favour of Embassy of India, Addis Ababa, and must remain valid for a period of 180 days from the date fixed for the bid submission deadline. The bid security of the unsuccessful bidder (s) at the technical evaluation stage will be returned within 30 days of declaration of result first stage (technical evaluation).

(b) **Envelope B- Technical Bid documents** as per Annexure-I of this document; and

(c) **Envelope C - Financial Bid documents** as per Annexure-II of this document

All three envelopes should be sealed and super scribed as “Earnest Money Deposit/Bid Security Deposit”, “Technical Bid document for Hiring of Local Security Guards” or “Financial Bid document for Hiring of Local Security Guards” as the case may be.

All the envelopes, including outer cover must contain the name and address of the bidder. Outer cover must also contain the email address and mobile number of the bidder.

(ii) Both bids (Technical and Financial) along-with Bid Security should be sealed and kept in an outer cover (preferably official envelope of the supplier), super scribed with the subject “Tender for Hiring of Local Security Guard” and should be delivered to the following address latest by **12th June, 2025 1730 hrs:**

Head of Chancery
Embassy of India
House No.224, Arada Sub City
Woreda 07, Kebele13/14,
Kebena Aware, Addis Ababa

(iii) Each page of the tender documents must be signed by owner of the company or his authorized signatory.

(iv) The sealed bid must be sent by post or delivered by hand. Bids sent over fax/e-mail shall not be entertained. Bids received after the last date of submission will be rejected.

(v) Pre-bid meeting will be held **at 1000 hrs (Ethiopian time) on 02 June, 2025.** All prospective bidders may have a site visit and raise their queries in the pre-bid meeting.

(vi) Technical bids will be opened **at 1000 hrs (Ethiopian time) on 13th June, 2025**. The representative of bidders should be present at the time of opening of technical bids; However, the Embassy reserves the rights to extend the date of opening of financial bids. In such case, the new opening date will be communicated to all bidders through e-mail mentioned on the outer cover of the bid.

(vii) The financial bids of the bidders who do not qualify the Technical Bid stage will be returned unopened.

(viii) The technical bid must **not repeat not** contain the amount quoted by bidder. In case, the amount is disclosed in technical bid, the bid will be outrightly rejected.

(ix) The financial bids of the successful bidders, who qualify the technical Bid stage, will be opened the next date i.e., **14th June, 2025** after evaluation of technical bids. However, the Embassy reserves the rights to postpone the opening of bids in case. In such case, the new opening date will be communicated to all bidders on a later stage.

(x) The Embassy of India reserves the right to extend the deadline of last date of submission of tenders and such extension will be binding on all prospective bidders.

(xi) The tender may be disqualified for any reason including, but not limited to the following:

(a) If the tenderer sets forth any conditions which are unacceptable to the Embassy of India.

(b) If any tender is submitted under a name other than the name of the individual firm, partnership or corporation that has issued the Tender Document.

(c) If there is evidence of collusion between Tenderers.

(d) If the Tenderer sets forth any offer to conditionally, discount, reduce or modify his/her tender.

(e) If Tender price is disclosed before opening of Financial Tender.

2. Critical Dates

Tender Publishing date	23 May 2025
Pre-Bid Meeting date	02 June, 2025 at 1000 hrs
Bid submission last date	12 June, 2025 1730 hrs
Technical Bids opening date	13 June, 2025 1000 hrs
Financial Bids opening date	14 June, 2025 1000 hrs

3. Bid validity Period:- The bid must be **valid for a period of 180 days**.

4. Deployments of guards:

(i) **10 LSGs at Chancery**: -

At the Chancery site, security deployment includes two fixed duty points and one patrolling post covering the remaining areas, staffed by three male guards per shift working in three shifts to provide round-the-clock, on 24x7 basis, totaling nine guards. Additionally, one female guard will be assigned to the iron grill gate located near the consular block on weekdays during office hours only, from 0900hrs to 1700

hrs. However, Embassy reserves the rights to alter the requirement of male and female security guards on requirement basis.

(ii) **6 LSGs at Embassy Residence** - 02 LSG for 02 duty posts in three shifts on 24x7 basis (total requirement is 06 LSGs = 02 duty posts x 3 shifts) will be deployed at House No-New, Kebele 02/03, Bole Sub City, Behind Edna Mall, Near Sierra Leone Embassy, Addis Ababa

5. Scope of Work

5.1. Nature of services:

- (i) Security guards will be required to perform periodic patrols of the property on foot.
- (ii) Control access to the site.
- (iii) Check identification to obtain authorization to enter the building.
- (iv) Screen visitors coming to the site, check bags/belongings.
- (v) Deposit mobiles/laptops/bags of visitors and maintain proper records.
- (vi) Maintain access logs of the visitors/vehicles to the site.
- (vii) Guards should be in company uniforms with proper IDs issued by the company to be displayed all the times.
- (viii) Not to allow passage of any property/items from site without permission of India based security Supervisor.
- (ix) Other agreed upon post orders to be determined at the start.
- (x) The guards should be provided with emergency lights, torches, whistles and hand-based metal detectors.
- (xi) All LSGs have to sign attendance register at the start and end of duty.
- (xii) The main gates are to manned 24x7 without fail.
- (xiii) The placement of LSGs at the site will be decided by the Embassy.
- (xiv) LSGs will never leave duty without their reliever arriving at the site.
- (xv) Other agreed upon orders issued by the Embassy of India.

5.2 Desirable Requirement from the Company to deploy LSGs:

- (i) LSG should not be aged more than 50 years.
- (ii) LSG Should be physically and mentally fit and should not be suffering from any apparent disability. The Provider should submit Medical Fitness Certificate in r/o every LSG from an authorized medical practitioner. Additionally, he/she should not be emaciated, feeble and timid in an apparent sense.
- (iii) Should have been vetted by Addis Ababa Police Commission (s) in terms of past record, character and antecedents. The Provider should provide background details of the LSGs and also proof of their vetting.
- (iv) Should possess training in basic security duties such as access control and anti-sabotage checks (of persons, baggage and vehicles) including use of basic security tools such as HHMD, DFMD, CCTV monitoring, baggage and letter scanners etc.
- (v) Should have knowledge of fire-fighting.
- (vi) Should have knowledge of first aid.
- (vii) Should have attended education at least upto 10th Standard or matriculation equivalent.
- (viii) Should be proficient in the local language and working knowledge of English language to communicate with the Mission staff.
- (ix) Should perform duties in smart uniform and their overall appearance should be neat and clean.
- (x) Service Provider should have provision for real time checks of functioning of the LSGs.

6. **Site Visit:-** The site visit would preferably be done on the date of pre-meeting. However, in case bidder misses the pre-bid meeting, the site visit would be available to interested bidder(s) on request and with prior appointment. The request for site visit may be send latest by 05th June, 2025 to email id admn.addisababa@mea.gov.in.

7. **Performance Security:-** The successful bidder after the evaluation of financial stage has to submit a performance security for an amount of 5% of the awarded contract value. Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee. Performance Security must remain valid for a period of sixty days beyond the date of completion of contract period. Bid security/Earnest Money Deposit would be refunded to the successful bidder only on receipt of Performance Security.

8. **Validity of Contract:** The contract, if awarded, shall be valid for a period of two years (02 Years). The contract may be extended for further 1 year [maximum tenure 03 years from the date of start of work initially] as per the contract signed on same terms and condition and same rates, subject to satisfactory services provided by the vendor.

9. **Other terms and conditions:-**

- (i) The contract shall be awarded to the technically qualified lowest bidder.
- (ii) It shall be the sole responsibility of the service provider to adhere with local laws and regulations pertaining to minimum wages, duty hour regulations, various government contributions etc.
- (iii) **No request for revision/increase of approved rates during the currency of the contract will be entertained.**
- (iv) **Medical facility:-** The service provider will be responsible for medical facility to the security personnel provided by the company.
- (v) **Penalty Clause:-** In case security agency fails to provide the desired services or breaches the contract and for loss of damage, if any, to the property, life and limbs of Mission staff etc due negligence of the security personnel or substandard services of the service provider, the Embassy reserves rights to impose penalty to the service provider.
- (vi) The Embassy reserves the rights for reducing the number of LSGs at a later state. In that event, the Embassy reserves the rights to reduce the monthly contract value on proportionate basis for the remaining period of the contract.
- (vii) The service provider would need to ensure that all the statutory as per Ethiopian law is adhered to which includes labour contract and any other aspects.
- (viii) Any dispute or difference during the contract period regarding the interpretation, applications or implementation of the provisions of the agreement shall be resolved amicable between the parties. In case such dispute remains unresolved for a period of 30 days from the date of first notice of dispute, it shall be resolved through arbitration. The seat of arbitration shall be at New Delhi.

Annexure –I
Proforma for submission of Technical Bids

(A) Brief Description of Company:

- (i) Name of the Company & date of Registration
- (ii) Date of Commencement of operation
- (iii) Number of Administrative and Operating Staff
- (iv) Selection process & training facilities
- (v) Details of Clients

(B) Essential information to be submitted by the Company in technical bid:-

- (i) List of other clients the company is serving in terms of supply of LSGs in the host country and other countries (to ascertain the level of global security knowledge and experience the bidder has).
- (ii) Past experience, service history, achievements of the company
- (iii) The copy of business license/registration certificate of the company. The license should contain the nature of business allowed.
- (iv) The details along-with evidence of range of security services provided by the company.
- (v) Size of the reserve pool of men and logistics such as response teams, patrol vehicles / security equipment / control room facilities / communication equipment under use etc.
- (vi) Attrition rate of security guards and security supervisors (the average period of which a security guard remains with the company)
- (vii) **Training Facilities:** Does the company have its own training facility (details thereof)? Does it avail the facility of another provider or a company that only focuses on training? What is the curriculum and duration of training of the security guards and the supervisors?
- (viii) Industry certification (s) obtained by the company for its quality.
- (viii) Scope and limit of liability of company.
- (ix) Undertaking that the take-home pay and allowances of the security guards shall not be less than the minimum salary defined by the Ethiopian Government, plus an anticipated annual inflation adjustment of 7%.

CERTIFICATE

I/We, hereby certify that, all the information and data furnished by me/us with regard to the Tender are true and complete to the best of my/our knowledge. I/We have gone through the specification, conditions and stipulations in detail and understand fully the scope of work and agree to comply with the requirement and intent of specification.

I/We, further certify that I/We am/ are the duly authorized representative(s) of the under mentioned bidder and a valid power of attorney to this effect is also enclosed.

I/We, hereby declare that I/We shall treat the tender documents, drawings, specifications and other records connected with the work as secret/confidential and shall not communicate information/derived there from to any persons other than a person I/We am/ are authorized to communicate the same or use the information in any manner prejudicial to the safety of the same.

Bidder's Name & Address:

Name & Signature of the bidder

(Seal)

Proforma for submission of Financial Bids

Sl. No	Duty Point/ Beat	Required round- the-clock or for specified hours	To be covered in how many shifts	No. of LSG in one shift	Total No. of LSGs	Unit price*(per LSG/per month	Total Price (excluding VAT) in ETB	VAT in ETB	Total Price) in ETB (including VAT
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)
1.	Chancery Site- 02 duty points and 01 for patrolling the remaining areas	Round the clock	03	03	09				
2.	Chancery's iron grill gate located near consular block	Office hours only (08 hrs shift)	01	01	01				
2.	Embassy Residence - 02 duty points	Round-the Clock	3 shifts	02 (male)	06				
Grand Total									

I/We, hereby certify that, all the information and data furnished by me/us with regard to the Tender are true and complete to the best of my/our knowledge. I/We have gone through the specification, conditions and stipulations in detail and understand fully the scope of work and agree to comply with the requirement and intent of specification.

I/We, further certify that I/We am/ are the duly authorized representative(s) of the under mentioned bidder and a valid power of attorney to this effect is also enclosed.

I/We, hereby declare that I/We shall treat the tender documents, drawings, specifications and other records connected with the work as secret/confidential and shall not communicate information/derived there from to any persons other than a person I/We am/ are authorized to communicate the same or use the information in any manner prejudicial to the safety of the same.

Bidder's Name & Address:

Name & Signature of the bidder

(Seal)