

**Consulate General of India  
Birgunj, Nepal**

No.Birg/813/01/2022

Dated: February 15, 2022

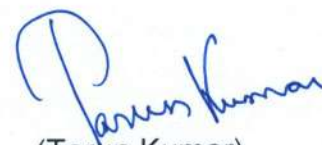
**OPEN-E-TENDER NOTICE**

**Name of the work: Hiring of security agency for providing fifteen Local Security Guards on contract basis for guarding services at Consulate General of India, Shreepur, Birgunj, Nepal, residences of three officers at Birgunj and Indian Embassy Bungalow, Raxaul, East Champaran, Bihar, India.**

Consulate General of India, Birgunj, Nepal invites sealed tenders as per Two-bid system (Technical Bid and Financial Bid) from reputed and experienced Nepali or Indian Security service providers registered with appropriate authority as per law, for guarding services on contract basis at the Chancery premises at the above address, residences of three officers staying outside the Chancery area in the Birgunj town and IEB, Raxaul for the period of 12 months i.e. **1<sup>st</sup> July 2022 to 30<sup>th</sup> June 2023.**

The bids in sealed covers (both Financial & Technical Bids) should be in separate envelopes. The main envelope should inscribe "Tender for guarding services for Consulate General of India, Birgunj, Nepal" and enclose both Financial Bid & Technical Bid along with Affidavit. The EMD should be kept in the envelope containing documents for Technical Bids. It should reach office of Head of Chancery, Consulate General of India, Shreepur, Birgunj, Nepal on or before **March 10, 2022 by 1600 hours**. The technical Bids would be opened first on **March 11, 2022 at 1100 hours** at Consulate General of India, Shreepur, Birgunj. The Financial bids would be opened at **1200 hrs on March 11, 2022** of those agencies who qualify for technical bids.

The tender documents containing eligibility criteria, scope of work, terms and conditions can be accessed on website of Central Public Procurement Portal <https://eprocure.gov.in/cppp> or Website of CGI, Birgunj [www.cgibirgunj.gov.in](http://www.cgibirgunj.gov.in)



(Tarun Kumar)

Head of Chancery

Consulate General of India, Birgunj

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**Tender Notice**

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**Name of the work: Hiring of security agency for providing fifteen Local Security Guards on contract basis for guarding services at Consulate General of India, Shreepur, Birgunj, Nepal, residences of three officers at Birgunj and Indian Embassy Bungalow, Raxaul, East Champaran, Bihar, India.**

- a) Sealed tenders under two Bid System (Technical Bid and Financial Bid) are invited from reputed and experienced Nepali or Indian Security service providers registered with concerned government authority, for guarding services on contract basis at the chancery premises, residences of three officers residing outside Chancery premises in Birgunj town, IEB, Raxaul and any other premises of the Consulate General of India in Birgunj for the period of 12 months i.e. **1<sup>st</sup> July 2022 to 30<sup>th</sup> June 2023.**
- b) **The bids would be first examined for fulfillment of the conditions given in the technical bid. Those companies not fulfilling the conditions would be rejected. Financial bids of only those agencies would be opened and considered for award of tender that fulfill the eligibility criteria and terms & conditions.**
- c) The eligibility criteria and scope of the work is as follows:-

**1. Eligibility Criteria:**

- (i) The Agency should have been in existence and engaged in providing guarding services for not less than three years as on February 2022. They should provide proof of compliance as regards local laws and statutory regulations in running a private security company.
- (ii) Nepali /Indian Security service agency should have proper registration with the concerned Government authorities.
- (iii) Due weightage will be given to the agency having its presence in multiple locations in Nepal including Birgunj or neighbouring areas including Raxaul, India .
- (iv) Nepali/Indian agency providing security to Diplomatic missions, Government and industrial offices and such other establishments for a period over two years will be given preference.
- (v) Company having guards with experience of working in Nepal Police/ Army will also be given preference.
- (vi) The agency should not have been blacklisted since inception.
- (vii) The agency desirable of providing service to us should be willing to furnish information about its other clients including period and type of services rendered in broad terms.
- (viii) The agency should have sufficient LSGs on its roll so that the staff is rotated periodically preferably after every 4 months.

## **II. Scope of work:**

i) The agency shall provide fifteen uniformed and suitable equipped security guards for round the clock duty in shifts on all days during the period of contract as per schedule at the following locations:-

Location I: Three guards including one female guard for guarding service at gate No. 1 & 2 of the Chancery and checking of ladies visitors. Male guards from 0500 to 2100 hrs, 2 in shift of 8 hours and Lady guard from 0800 to 1700 hours.

Location II: Three guards (3x8 hours) for round the clock guarding at the residence of Consul (ICS). Each guard will perform duty for 8 hours in a shift.

Location III: Three guards (3x8 hours) for round the clock guarding at the residence of Consul (PCS). Each guard will perform duty for 8 hours in a shift.

Location IV: Three guards (3x8 hours) for round the clock guarding at the residence of Consul (ECC). Each guard will perform duty for 8 hours in a shift.

Location V: Three guards (3X8 Hours) for round the clock guarding of Indian Embassy Bungalow, Raxaul located at India-Nepal border 5 km away from Consulate office. Each guard will perform duty for 8 hours in a shift.

(ii) The agency will provide suitable accommodation to the guards and arrange for their transportation to / from the place of duty.

(iii) The agency will also provide suitable backup / fall on arrangements to meet any emergency situation.

## **III. Specific Terms and conditions:**

- (i) The agency shall provide fifteen experienced security guards having proper identity documents issued by the Govt. of Nepal / Govt. of India. They should not be more than fifty years of age. They should also physically and mentally fit and should not suffer from any apparent disability including obesity/overweight.
- (ii) The security guards shall be provided smart uniforms and their overall appearance should be neat & clean and they should be provided with proper working uniforms for summer, rainy and winter seasons to be worn during working hours.
- (iii) The security guards shall be trained personnel having experience of handling access control system and public dealing, preferably drawn from ex-servicemen, retired police and para-military personnel. Availability of personnel drawn from ex-Indian servicemen will be an extra advantage. The guards should have knowledge of Nepalese and Hindi languages.
- (iv) The personnel shall be deployed through a branch office in Birgunj, manned by a supervisor of adequate seniority and experience and equipped with appropriate communication system.
- (v) The security guards should be provided basic kits, such as baton, khukhri, torch for night duty use.

- (vi) The security agency shall provide communication facility in the form of mobile phones to its guards on duty at their respective place of deployment.
- (vii) Residential accommodation to the guards for off-duty period would be provided by the company.
- (viii) The agency will provide backup services to meet any emergency situation.
- (ix) In case any guard is absent, the company will provide substitute for him otherwise proportionate deductions will be made from the monthly payment.
- (x) The Consulate will not be responsible for any dues, charges or compensation other than the agreed contract amount for the guarding services. The guards would not have any claim for regularization of their services or enhancement of wages with the Chancery.
- (xi) The Contract amount, once agreed to by the firm/agency would not be increased during the period of contract.
- (xii) The agency should provide only such LSGs who have been vetted by local govt. security department in terms of past record, character and antecedent. They should also be able to provide background details of the LSGs and also proof of their vetting.
- (xiii) The agency should take the responsibility for any physical harm caused to the LSGs while performing duties in term of treatment cost and any other financial liability and Consulate will not be responsible for such liabilities.

#### **IV. General conditions:**

- (i) Consulate General of India, Birgunj reserves the right to accept or reject any bid(s) / quotation(s) at its discretion without assigning any reasons thereof.
- (ii) The agency would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its staff during working at Chancery.
- (iii) The grievances against the performance of duty shall be attended by the agency within three days of registration of the complaint. If the complaint cannot be redressed, reasons will be recorded in writing by the agency explaining such an inability.
- (iv) The Consulate reserves the right to terminate the contract with one month's notice in case the services rendered are not satisfactory.
- (v) No advance payment will be made. Payment will be made in the beginning of next month upon satisfactory completion of the work. Hiring charges would be paid by the Consulate directly to the agency and not to the individual guard.
- (vi) The agency would be responsible to discharge all the statutory requirements under the Labour Act or any other Acts enforceable from time to time by the Government of Nepal without any liability on Consulate General of India, Birgunj.
- (vii) The agency which is granted the contract will furnish the Performance Guarantee for an amount of 5% of the annual contract value at the time of award of the contract by issue of Demand Draft in favour of Consulate General of India, Birgunj or in the form of bank guarantee. The performance Guarantee would remain valid for entire duration of the contract.

**V. Documents to be submitted with the bids:-**

- (a) The agency should submit bids (in duplicate) as per two bid system (technical bid and financial bid in separate sealed covers) as per attached ANNEXURES I & II respectively. The bids should be submitted on proper letter head having details like registration no., address and telephone no. of the company. The bids should be signed with company's seal clearly affixed. (The bid received on plain paper or without signature and seal of the company will be rejected)
- (b) The bidder should furnish the following with the technical bid:-
- Agency's registration and PAN / VAT number.
  - Bank account details of the agency
  - Documents of previous work experience and current works in hand
  - Details of places where working at present and total number of security guards working with the agency
  - Earnest Money Deposit of NRs. 5000/= (Nepali Rupees Five thousand only) should be paid by Demand Draft / Bank certified cheque in favor of Consulate General of India, Birgunj. Tenders not accompanied with EMD will be rejected outright. EMD of the unsuccessful bidders would be returned to them and no claim for payment of interest on bid security would be entertained by the Consulate. EMD of the winning Tenderer will be forfeited, if he withdraws or amends its tender within the period of validity of tender.
- (c) The bidder should furnish the following documents with the financial bid:
- (i) Affidavit as per Annexure III duly notarized.
- (ii) Copy of any Govt. notification in support of statutory payments / accommodation charges that the agency may like to present.

**VI. Submission of tenders:-**

Interested agencies should submit the tender (Technical and financial bids) in separate sealed envelopes addressed to the Head of Chancery, Consulate General of India, Shreepur, Birgunj, Nepal on or before **March 10, 2022 by 1600 hours.**

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Technical Bid for providing guarding services on contract basis to CGI, Birgunj.  
(Envelope Number -1)

(This has to be submitted in duplicate (2 copies) on a proper letter pad of the company and in a sealed cover with the title "Technical Bid-Envelope No. I" addressed to the Head of Chancery, CGI, Birgunj, Nepal)

1. Name of the tender: Hiring of security agency for providing guarding services at Consulate General of India, Birgunj, residences of three officers at Birgunj and IEB, Raxaul, East Champaran, Bihar, India against Tender Notice No. Birg/813/01/2022 dated February 15, 2022.

2. Name of the tenderer:

3. Present address:  
(Along with telephone number)

4. Permanent address:  
(Along with telephone number)

5. Details of Earnest Money Deposit (EMD) submission :

Issuing Bank Name:

DD. No./ Bankers Cheque:

Dated:

Amount (NRs):

6. Details of attested and verified Photo Copies of documents attached with the technicalbid:-

1. Registration number of company with government authorities: Yes/ No  
(Supporting document to be enclosed) - Annexure No.:
2. VAT/PAN registration : Yes/ No  
(Supporting document to be enclosed) - Annexure No.:
3. Bank account number and name and address of the Bank : Yes/ No  
(Supporting document to be enclosed) - Annexure No.:
4. Proof of residence or citizenship certificate of the applicant: Yes/ No  
(Supporting document to be enclosed) - Annexure No. :
5. Proof of the agency being in security service business for at least two years: Yes/ No  
(Supporting document to be enclosed) - Annexure No. :
6. Details of establishments/ offices/ embassy etc. where the agency is providing/has provided security with periods: Yes/ No  
(Supporting document to be enclosed) - Annexure No. :
7. Number of places where the agency is working at present (List to be attached) with number of security guards deployed at each place: Yes/ No  
(Supporting document to be enclosed) - Annexure No. :

8. The security agency should confirm that it would provide following items to its guards:

Sl. No.	Items	Yes	No	Remarks
1.	Uniform for winter, summer and equipments for rainy seasons like Gum Boot, Rain Coat, Sweater, Jacket			
2.	Items of daily use like Baton/Lathi, torch etc.			
3.	Mobile phone at the place of duty for communication			
4.	Residential accommodation for off duty period.			
5.	Whether the guards provided for duty are properly trained (Ex- Nepal Police, Ex-Nepal Army, Ex-Indian Army or Ex-Indian Paramilitary organizations)			
6.	Do the guards have knowledge of Nepalese Language			
7.	Do the guards have knowledge of Hindi Language			

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**No. of documents attached:-**

**Signature:**

**Name:**

**Position in the company:**

**Address:**

**Phone/Mobile No.:**

**Date:**

**Seal of the  
company/firm**

**Note: - Bid must be signed by the authorized signatory of the Tenderer with seal of the agency. Bids received without proper signature and seal of the company will be rejected.**

**Financial Bid for award of work for providing guarding services for  
Consulate General of India, Birgunj. (Envelope Number-2)**

(This has to be submitted in duplicate (2 copies) on a proper letter pad of the company applying for the contract and in a sealed cover with the title "Financial Bid-Envelope No. 2". It should be addressed to Head of Chancery, CGI, Birgunj, Nepal)

FINANCIAL BID

S.No. (I)	Particulars (II)	Monthly charges in NRs. (III)	Total Annual Charges (III x 12) or lumpsum (as applicable) (IV)
1	Wages for security guards for duty for 8 hours each per day	Total NRs _____ @ NRs _____ per guard (For fifteen guards)	
2.	Other statutory contributions/ charges: (write break up of components with specific amount) (i) Bonus: (ii) Leave salary : (iii) Insurance : (iv) Any other.....(Specify)		
3.	Other charges: (i) Accommodation: (ii) Uniform: (iii) Communication equipment: (iv) Other equipment for safety: (v) Any other.....(Specify)		
4.	Agency charges including supervisor wages:		
5.	Sub Total (1 to 4)		
6.	VAT (as applicable) {Should be Refundable to the Consulate by Ministry of Finance, Nepal in case of Nepali bidders}		
7.	Gross annual expenditure (5+6)		
8.	Total Monthly rate for fifteen guards (Col. 7 / 12)		

**Declaration by the Bidder:**

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves to abide by them .

**No. of documents attached:-**

**Seal of the company/firm**

**Signature**

**Name:**

**Position in the company:**

**Address:**

**Phone/Mobile No.:**

**Date:**

**Note: - Bid must be signed by the authorized signatory of the Tenderer with seal of the agency. Bids received without proper signature and seal of the company will be rejected.**



(To be exerted on Non-Judicial Stamp paper of Rs. 10. =)

AFFIDAVIT

I/We .....Partner(s) /Legal Attorney /  
Proprietor(s) / Accredited Representative(s) of M/s .....  
solemnly declare that:

2. I/We are submitting tender for the work of providing guarding services for Consulate General of India, Birgunj against Tender Notice No Birg/813/01/2022 dated February 15, 2022.
3. Myself or our partners do not have any relative working at Consulate General of India, Birgunj or in any office of Ministry of External Affairs, Government of India, New Delhi.
4. All information furnished by me / us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct and true.
5. All documents / credentials submitted along with this tender are genuine, authentic, true and valid.
6. The Price-Bid submitted by me/ us is "WITHOUT ANY CONDITION".
7. I/We have not been banned /delisted by any Government or Quasi Government agencies or PSUs of India and Nepal.
8. If any information or document submitted is found to be false / incorrect, Consulate may cancel my /our Tender and can take any action as deemed fit including termination of the contract, forfeiting of all dues including Earnest Money Deposit (EMD) and blacklisting of my / our firm and all partners of the firm etc.

Place: -

Date: -

Signature of the Tenderer

Full Name:-

Position in Company:-

Seal of  
NotaryDate:  
-

Rubber stamp/seal  
of the company: -