

Tender for work: Providing of round the clock Security Services one each at 31 Anna Street, Ludwigndorf, Windhoek and at High Commission of India, 97, Nelson Mandela Avenue, Windhoek.

Issue Date: 10th January, 2017 Response Deadline: 27th January, 2017 Time: 13:00

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1. PURPOSE

The purpose of the bid is to invite potential qualified service providers to submit proposals with regard to the provision of round the clock security services to High Commission of India, Windhoek for a period of one year (February, 2017 to January, 2018).

2. SPECIFICS

Services of trained security personnel are required to perform duties at the premises occupied by the High Commission of India at 97 Nelson Mandela Avenue, Windhoek and the India House, 31, Anna Street, Ludwigndorf, Windhoek. The security services shall be provided on the property of High Commission and shall in general entail the following:

- * Patrolling of premises with hand hold radio,
- * Access control,
- * Assets monitoring,
- * Protection to buildings and general crime prevention measures as agreed upon. The specific duties of security personnel in respect of the premises shall be as described in the specific duties.

3. PERSONNEL REQUIREMENTS IN TERMS OF SECURITY SERVICES

The scope of services shall include without limitation the following:

- * DAY SHIFT STAFF: One security staff at each premises.
- * NIGHT SHIFT STAFF: One security staff at each premises.
- * The total number of staff members required is two (2) excluding the relief personnel.
- * All security staff shall be trained in security work and knowledgeable.

4. SECURITY CLEARANCE OF BIDDERS

All relevant security clearance will be done to the appointed service provider. Prior to awarding of this contract, High Commission will verify with provided references and reserve right to discontinue and cancel this advert and process under its own discretion. No queries in this regard shall be entertained.

5. EVALUATION CRITERIA

In order to facilitate the bid evaluation process, bidders are requested to submit a list of contactable references of previous work undertaken. In addition to the requirements as stated in these document.

6. MANDATORY REQUIREMENTS

The bidder will submit the proposal to High Commission with;

- a. A valid original tax clearance certificate.
- b. A valid Social Security Certificate.
- c. Pricing schedule (including VAT).
- d. Service provider shall not have been blacklisted by any of the Govt. Departments/Ministries. A duly signed undertaking to this effect must be submitted with the bid.
- e. Details of security work done at at least three other organisations during the last 3 years. These organisations could be other Embassies/High Commissions or organisations of similar or bigger size and responsibilities. The High Commission reserves the right to contact any of these references to ascertain feedback/confirm the details submitted.
- f. Any other relevant supporting document highlighting qualification/experience of the company in this field.

7. ENQUIRIES & RESPONSES

Any further information or clarification which the Tenderer may require in order to complete his tender may be obtained from / tenders may be submitted at:

Head of Chancery
High Commission of India
97 Nelson Mandela Avenue,
P.O. Box.1209, Windhoek
E-mail : hoc.windhoek@mea.gov.in
Phone No.00264-61-226037/228433

8. VERIFICATION OF DOCUMENTS

Respondents should check the numbers of the pages to ensure that none are missing or duplicated. No liability will be accepted by High Commission in regards to anything arising from the fact that pages are missing or duplicated.

9. SUBMISSION OF BIDS

The Bid shall be submitted before 13:00 pm on or before Friday (27th January, 2017), at the High Commission of India, 97, Nelson Mandela Avenue, P.O. Box No.1209, Windhoek. Any bid received after this date and time will not be considered.

10. GENERAL TERMS AND CONDITIONS

- a) The Respondent is responsible for all costs incurred in the preparation and submission of the proposal.
- b) Verify any information contained in a proposal.
- c) The tender is non transferable.
- d) The contract will be awarded on the basis of the lowest quote, subject to the security company meeting the mandatory requirements with regard to capability and experience.
- e) Payment will be made directly to service provider by cheque or through bank transfer.
- f) The contract shall be valid and effective for a period of one year from the date of acceptance of confirmed ARC. The ARC may be extended for a further period of one year on same terms & conditions and rates subject to mutual consent.

11. Form of Tender

Tender for work: Providing of round the clock Security Services one each at 31 Anna Street, Ludwigndorf, Windhoek and at High Commission of India, 97, Nelson Mandela Avenue, Windhoek.

Form of Tender

(To be submitted by the Bidder in following format)

To : Head of Chancery
High Commission of India
97, Nelson Mandela Avenue,
Windhoek.

We have examined tender conditions for the above named service and have inspected the sites and general conditions under which the services to be provided.

Fixed Price of: N\$.....(including VAT) per month.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signature :.....

in the capacity of

duly authorized to sign tenders for and on behalf of

Address :.....

Date :