

**No. LAG/Adm/813/01/2018
Office of High Commission of India
8A Walter Carrington Crescent,
Victoria Island,
Lagos, Nigeria**

www.hciabuja.gov.in

Date: 11 May 2021

**Subject: Hiring of eleven (11) local security guards (LSGs) by the
Office of High Commission of India, 8A Walter Carrington
Crescent, Victoria Island, Lagos, Nigeria.**

Tender No. **LAG/Adm/813/01/2018** dated 11 May, 2021

Last date for submission of bids: 31 May, 2021 (1300 hrs)

Section- I : Invitation for Tenders

Section - II : Terms & Conditions

Section-III : Special Conditions of Contract

Section-IV : Brief Description of Work

Section-V : Price Schedule

No. LAG/Adm/813/01/2018
Office of High Commission of India
8A Walter Carrington Crescent,
Victoria Island,
Lagos, Nigeria

Subject: Tender invitation for hiring of eleven (11) local security guards (LSGs) by the Office of High Commission of India, 8A Walter Carrington Crescent, Victoria Island, Lagos, Nigeria.

The Office of the High Commission of India (OHCI), Lagos invites sealed tenders (two-bid system) from reputed security agencies for hiring of eleven (11) security guards for Chancery complex at 8A Walter Carrington Crescent, Victoria Island, Lagos, Nigeria (Nigeria). The Annual Contract is proposed to be in effect from 01st June, 2021 onwards (tentatively).

2. The tender document can be downloaded from the following websites:

www.hciabuja.gov.in

www.http://eprocure.gov.in/cppp

www.mea.gov.in

Bidders are also required to deposit Earnest Money Deposit (EMD) of ₦ 100,000.00 (Naira One Hundred thousand only) in the form of "Pay Order/Demand Draft or Bank Guarantee from any Scheduled bank of Nigeria" in favour of "High Commission of India, Lagos". **Bids received without EMD will not be considered and rejected summarily.**

3. The tender should be submitted in two sealed envelopes as below, along with prescribed EMD.

(a) The first sealed cover superscripted as "Technical Bid" should contain relevant documents and specifications only.

(b) The second sealed envelope superscripted "Financial Bid" should contain only rates for the proposed service.

(c) Both the sealed covers, along with EMD should be placed in the main sealed envelope superscripted "Tender for providing (11) security guards" addressed to the **Head of Chancery, Office of the High Commission of India, 8A Walter Carrington Crescent, Victoria Island, Lagos, Nigeria**, and must reach on or before 31st May, 2021 by 1300 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:

S. No	Key Event	Dates
1.	Pre-Bid Meeting	18.05.2021 at 1500 hrs
2.	Last Date for submission of Bids	31.05.2021 at 1300 hrs
3.	Date* of opening of Technical Bids (Participant bidders may wish to be present) *Date & time for opening of financial bids of technically qualified bidders will be communicated separately	31.05.2021 at 1600 hrs
4.	Venue for pre-bid and opening of bids	Office of the High Commission of India 8A, Walter Carrington Crescent, PMB 80128, Victoria Island, Lagos, Nigeria

5. For any tender related enquiry/clarification, please contact Head of Chancery by E-mail at hoc.lagos@mea.gov.in and/or adm.lagos@mea.gov.in. Mr. Ashok Kumar, (IBSA) may be contacted (+234 8128308756) for site visit.

6. The sealed bids would be opened on 31 May, 2021 (Monday) at 1600 hrs in Conference Room of the Office of the High Commission of India, Lagos. The tenderer or their authorized representatives may attend the opening of tender bids.

Sd/-
(Rachit Rawat)
Head of Chancery

SECTION II: TERMS AND CONDITIONS

1. The Annual Security Contract would be in effect w.e.f 01st June, 2021 (tentatively).
2. Bidders are required to deposit Earnest Money Deposit (EMD) of ₦ 100,000.00 (Naira One Hundred thousand only) in the form of *Pay Order, Demand Draft or Bank Guarantee from any Scheduled bank of Nigeria* in favour of "High Commission of India, Lagos". Bids received without EMD will not be considered and rejected summarily. EMD of all unsuccessful bidders shall be refunded within 30 days of awarding the tender. No interest shall be payable for EMDs.
3. 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.
4. The Bidders shall submit documentary evidence in respect of their technical capabilities and the Financial Bid including their experience in execution of similar nature of work.
5. Any tender received by Office of the High Commission of India, Lagos (OHCI) after the deadline for submission of tenders, will not be accepted and returned unopened to the bidder.
6. Interpretation of the clauses in the Tender Document/Contract Document. In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, OHCI, Lagos' interpretation of the clauses shall be final and binding on all parties.
7. The successful bidder, on award of contract, must send the contract/acceptance in writing, within seven (7) days of award of contract, failing which the EMD will be forfeited and the order will be placed to the next successful bidder. The EMD shall also be forfeited if the bidder withdraws the tender during the period of tender validity specified in the tender.
8. 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)

1. Prices

- a. Price quoted by the Contractor and agreed to by OHCI, Lagos shall be considered final and no price escalation will be permitted thereafter.
- b. Bidders must quote the price in the format given in Contract Price Schedule at Section – V of this document.
- c. All prices are to be quoted only in Nigerian Naira.

2. Taxes and Duties:

The prices quoted should be inclusive of all taxes and duties, if applicable in Lagos. VAT should not be included as the High Commission of India is exempted from VAT under the Vienna Convention.

3. Protocols to follow during the ongoing COVID-19 Pandemic

The successful bidder may kindly ensure that the LSGs recruited should strictly follow the protocol guidelines laid down by NCDC regarding the hygiene and other safety measures. Provisions of hand gloves, face masks, etc. to all the LSGs with uniforms and visible name tags as dress code should be followed.

SECTION IV: GENERAL TECHNICAL SPECIFICATION DETAILS

1. (i) Total number of local security guards (LSGs) to be deployed:

Chancery cum Residential complex at OHCI, Lagos – Eleven (11)

(ii) Duration: 24 hrs

(i) Timings and total number of LSGs:

One guard in 08 hrs shift (total 3 shifts) each in the following manner:

Shift	<i>Chancery complex*</i>
Morning (0400-1200 hrs)	3
Day (1200-2000 hrs)	3
Night (2000-0400 hrs)	3
Relief	2
*One (1) supervisor during morning/day time and night time each. In addition, one (1) lady LSG is required during morning/day time	

2. The following requirement regarding LSGs must be met by the Agency:

- (i) LSG should preferably be less than 50 years of age.
- (ii) LSG should be physically and mentally fit.
- (iii) LSG must be cleared by the local government's security department.
- (iv) Agency must provide smart and neat uniforms to all SGs including raincoats.
- (v) All LSGs should have basic training to operate security equipment such as access control, CCTV, DFMD, vehicle barrier, etc.
- (vi) Agency should be able to rotate LSGs periodically (once in every 4 months, if OHCI Lagos desires so).
- (vii) All LSGs should also have basic knowledge on law.
- (viii) Supervisor and LSGs should have basic knowledge of First aid and Fire fighting.
- (ix) Company shall provide communication gadget i.e. ICom Sets to the Security Guards.

3. Following additional information may also be provided by the bidding Agency:

- (i) 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 establishments working presently and worked in past are to be mandatorily disclosed. Supporting documents for experience and references are to be enclosed.
- (ii) Take home pay of the security staff may be mentioned clearly.
- (iii) What is the reserve capacity of men and vehicles? Can it draw in more human resources to combat an emergency?
- (iv) Does it meet the minimum wage policy of the local government and other legal, and labour obligations?
- (v) Details of training curriculum and duration of the security personnel.

- (vi) What communicative system does the Agency have? Provide details of technology and supervision mechanisms to monitor guard presence and efficiency.
- (vii) Does the Agency have a 24X7 Control Room? Please provide details
- (viii) Is the Agency licenced by the local police or statutory authority?
- (ix) What industry certification does it have in terms of quality?
- (x) Supervisors should preferably possess experience of working with the Police/Army.
- (xi) Suppression of any fact/information shall lead to dis qualification of the bid.
- (xii) Please provide management details (name, designation, contact, email address, etc.)
- (xiii) What is the rate of turnover of managerial and field staff?
- (xiv) Does the Agency provide any other services other than Security guards? Please specify.

Section – V

Format for submitting the Price Schedule for hiring of eleven (11) security guards by the Office of the High Commission of India, 8A, Walter Carrington Crescent, Victoria Island, Lagos, Nigeria.

Office of the High Commission of India, Lagos
Tender **No. LAG/Adm/813/01/2018** -Tender 01/2021

Date: 11 May 2021

Price Schedule:

Unit Rate/per security guard (*in Naira*)

Total Amount (for 11 security guards) (*in Naira*)

Name of firm:

Address for correspondence

Email & Contact details:

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