



**Permanent Mission of India to the United Nations and Other International Organizations
Avenue Appia 21, 1292 Chambesy**

PRESS NOTICE

Sealed quotations are invited for hiring of 01 Local Security Guard at Permanent Mission of India to the United Nations and Other International Organizations. Detailed Scope of Work, qualification standards and other details are available at the following websites under the Head "Tender":

<https://pmindiaun.gov.in/>

<https://mea.gov.in>

<https://eprocure.gov.in/cppp>

The last date for receipt of bids is 15/02/2023.

No. GEN/PMI/813/01/2022
Permanent Mission of India
Geneva

Date: 25/01/2023

TENDER

Tender Notice for hiring 1 Local Security Guard (LSG) at Permanent Mission of India to the United Nations and Other International Organizations located at Avenue Appia 21, 1292 Chambesy

I. General Provisions

1. The Permanent Mission of India, Geneva (hereinafter referred as 'PMI') invites sealed tenders from professional security companies/firms for providing security services with a provision of one unarmed Security Guard (Male) at the premises of PMI at Avenue Appia 21, 1292 Chambesy for day time (12 hrs).
2. The tenders are invited under two bid systems viz. Technical Bid and Financial Bid from reputed and experienced firms having regular office in Geneva.
3. The tender document can be downloaded from the following websites

<https://pmindiaun.gov.in/>

<https://www.mea.gov.in/>

<https://eprocure.gov.in/cppp/>

Bidders are requested to go through the terms and conditions contained in the bid document.

4. The tender should be submitted in two sealed envelopes as below:
 - (a) Interested bidders may like to send the bids in sealed condition and with clear indication on envelope [as explained in sub-para (b), (c) & (d) below] through Registered Post addressed to the Head of Chancery, PMI to the UN at 9 Rue du Valais, 1202, Geneva or may be handed over, against proper receipt, and must reach on or before **15/02/2023**. Bids must not be sent by email or fax. Late bids and incomplete bids would be rejected.
 - (b) The first sealed envelope superscripted as "Technical Bid" should contain details of technical capabilities of the firm (with documentary evidence) as per Annexure 'A'. The envelope for 'Technical Bid' must not contain any financial quote
 - (c) The second sealed envelope superscripted "Financial Bid" should contain yearly rates only for the contract as per section-V of the Tender Document Annexure 'B'.
 - (d) The Tenderer should submit a certificate along with the tender that they would provide prescribed 5% of the annual contract value as security deposit in the

form of a Bank guarantee in favor of PMI, Geneva immediately once the tender is awarded failing which the tender may be awarded to the other bidder.

(e) The above stated two sealed covers should be placed in the main sealed envelope superscripted "Tender for contract Services for Security Guard, 2022" addressed to the Head of Chancery, PMI to the UN and must reach on or before **15/02/2023**. Tender should be sent by Registered post to The Head of Chancery, PMI, Rue Du Valais 9, Geneva or may be handed over, against proper receipt, at The PMI, Rue Du Valais 9, Geneva. Envelopes should indicate the name and address of the Tenderer to identify the bid and to enable the bid to be returned unopened in case it is declared 'late' or 'rejected'. Offers received through Fax/E-mail or through open letter shall be ignored. PMI will not be responsible for any postal delay.

(f) All quotations should have date and signature of the authorized signatory of the service provider company with stamp.

(g) All quotations must be neatly typed/computer printed. Handwritten offer will be rejected. All bids should be in English language only.

(h) PMI will not be responsible to compensate for any expense or losses which may be incurred by the Tenderer in the preparation and submission of his Tender.

(i) Validity of the bids should be 6 months from date of opening of bids. Late bids and incomplete bids would be rejected.

5. The contract is likely to commence from **01 April 2023, subject to necessary approvals and agreement**. The contract would be valid for a period of two years and the contract could further be extended by the PMI for one more year at the same cost, terms and conditions and depending upon the performance of the company or until terminated by PMI.

6. Exit Clause: The PMI, Geneva reserves the right to revoke the contract at any time during the contract or without citing any reason by giving one-month advance notice to revoke the contract.

7. After examining the technical bids of all the quotations received and being fully satisfied on the basis of the above criteria, companies will be shortlisted and financial bid of only those shortlisted companies will be opened. PMI reserves the right to disqualify any company during Technical Evaluation.

8. PMI reserves the right to amend any of the terms and conditions contained in the Tender Document or reject any or all applications/offers without giving any notice or assigning any reason thereof. The decision of the PMI in this regard shall be final and binding upon the bidders.

9. The PMI, at its discretion may extend the deadline for submission of bids by amending the bidding documents, in which case all rights and obligations of the PMI and the Bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

10. The important schedules and dates are as under:

Sr. No.	Key Event	Date
1.	Date of Publishing of Bids	25/01/2023
2.	Date of Receiving of Bids (Start)	25/01/2023
3.	Bid submission closing Date & Time	15/02/2023 & 1730 hrs
4.	Technical Bids Opening Date & Time	17/02/2023 & 1500 hrs
5.	Financial Bids Opening Date & Time	21/02/2023 & 1500 hrs

11. All bidders are requested to read and understand the terms and conditions of the contract before submitting their bids. No Change or violation of the aforementioned terms and conditions is permissible once the quotation is accepted by the PMI.

12. For any tender related enquiry/clarification/site visit, please contact PMI via email- admn.genevapmi@mea.gov.in

Head of Chancery

No. GEN/PMI/813/01/2022
Permanent Mission of India
Geneva

Tender Notice for hiring 1 Local Security Guard at Permanent Mission of India to the United Nations and Other International Organizations located at Avenue Appia 21, 1292 Chambesy

II. SCOPE AND AREA OF WORK:

1. **Introduction:** PMI requires one trained unarmed Local Security Guard (*hereafter referred as 'LSG'*) to manage access control and overall security to the Permanent Missions of India and Consulate General of India located at Avenue Appia 21, 1292 Chambesy. The services shall be required only during daytime (12 hrs from 0800-2000 hrs). The premises of the PMI consist of a multi-storey building having two basement levels and open/green area around the building. The building has perimeter wall on three sides and green fencing on one side.

2. **Static location of Security Guard:** At the main entrance of the PMI and the consular access. The Security Guard is also required to do regular patrolling along with perimeter wall.

3. Details of services are as follows:

(A) Access Control of the premises such as:

- (i) Security check of Cleaners, Contractors, Caterers, and their employees
- (ii) Security check of visa seekers, General Visitors, and their vehicles, if any
- (iii) Regular security check of Car Parking area
- (iv) Checking of Visitor's Entry of visitors/vehicle in the register
- (v) Baggage Scanning, control of cell phones/electronic equipment, etc.
- (vi) Liaison with Diplomatic Police and other agencies whenever required
- (vii) Threat assessment and reporting
- (viii) Regular Security patrol around the premises.

(B) Security of PMI premises:

Patrol (Internal & External), Static position, Key Control, Fire Alarms, Lift Alarms, Sewage Alarms, CCTV monitoring & Emergency first aid.

(C) Carrying out searching/frisking as defined by security threat and PMI internal procedure:

Personal Bags, materials, vehicles & Premises.

(D) To possess basic qualifications to handle emergency in case of fire, Bomb threat & Evacuation procedure as per Geneva norms.

(E) Dealing with suspects as per Geneva legislation.

(F) In case of any incident bring it into the notice of Head of Chancery (HOC) and designated Chief Security Officer (CSO) immediately.

(G) Perform all security duties assigned by PMI, Geneva.

(H) Additional security duties if required by PMI General on weekends (Saturday & Sunday and public holidays).

4. The deployment of Security Guard would be as follows: -

Sr No.	Location	No. of Security Guard	Shift
(i)	Entry gate of the PMI, Avenue Appia 21, 1292 Chambesy	01 (Male)	0800-2000 hrs from Monday to Friday

III. **TERMS AND CONDITIONS FOR BIDDING:**

1. Bidders shall furnish all the data/information under the bidding documents to the complete satisfaction of the PMI, failing which the Bid will be considered as incomplete and non-responsive and the PMI reserves the right to reject the Bid.
2. All data, information, documents, and any other materials submitted by the Bidders in the process of bidding and part of bidding documents, shall remain the exclusive property of the PMI at all times.
3. A prospective Bidder requiring any clarification may contact the PMI in writing, either by post or email at least the four working days before the deadline for submission of the Bid.
4. The price to be quoted by the Bidders shall be in CHF **on monthly basis**. The price shall include all taxes, miscellaneous services and duties. The prices quoted by the Bidder shall be kept open and valid for acceptance for a minimum period of Ninety (90) working days. **Being a Diplomatic Mission, TVA is exempted. Therefore, all the rates quoted should be without TVA.**
5. The Bid shall contain no alterations, omissions or additions, overwriting except those to comply with instructions issued by the PMI or as necessary to correct errors made by the Bidder, in which case the person or persons signing the Bid shall initial all such corrections.
6. The PMI reserves the right to accept/reject the Bid and does not bind itself to accept the lowest Bid or any Bid and can reject any or all of the bids or to scrap the RFP in whole or in part without giving any notice or clarification.
7. The successful Bidder should not sub-contract any part of the Scope of Work to be undertaken by them without written permission from the PMI. The Bidder to whom the contract is awarded is solely responsible to the PMI for the completion of the awarded contract.
8. The successful bidder, on award of contract, must send the contract/acceptance in writing within 7 days of award of contract; otherwise, the contract may be awarded to the next successful bidder.
9. The Company must be registered under the relevant laws of the Canton of Geneva and should have all applicable/appropriate licenses in its name, compliance with relevant law and regulations of Swiss Government including labour law will be the

sole responsibility of the company. They shall comply with all the requirements of taxes, fee and other statutory payment as are required by the concerned Swiss authorities

10. The company's name should be same on each and every document as per registration with local authorities viz. in bid documents, invoice and account in which monthly payment is sought in case the job is awarded.

No. GEN/PMI/813/01/2022
Permanent Mission of India
Geneva

Tender Notice for hiring 1 Local Security Guard (LSG) at Permanent Mission of India to the United Nations and Other International Organizations located at Avenue Appia 21, 1292 Chambesy

III. QUALITY PARAMETERS

A. Quality Parameters for LSG:

1. LSG should not be more than 50 years of age.
2. Should have attended education at least up to 10th standard or equivalent.
3. Should be proficient in French and English.
4. Brief CV of LSG for record is mandatory. It should have details such as: name, DOB, Place of Birth, Gender, Passport Number, Nationality (Current and previous if any). Cell Phone No. Residential address, Education qualification, Language spoken and Industry skill certification.
5. Should be physically and mentally fit and should not suffer from an apparent disability. Provider should submit Medical Certificate in r/o every LSG from an authorized medical practitioner. LSG'S should not be emaciated, feeble and timed in apparent sense
6. Should have been vetted by the Local Government's Security Department(s) in terms of past record, character, and antecedents. The service provider should be able to provide details of the Security Guard and proof of their vetting.
7. Security Guard should perform their duty in formal uniform and their overall appearances should be neat and clean.
8. Should possess basic training in security duties such as access control and anti-sabotage checks (of person, baggage, and vehicle) including the use of basic security tools such as HHMD, DFMD, monitoring of CCTV, baggage, and letter scanner etc.
9. LSG should be equipped with necessary security devices such as radio equipment (for communications).
10. Routine checks should be done to assess the functioning of LSG to ensure the efficient discharge of duties.

B. Quality Parameters for Service Provider:

1. List of other clients to which the company is serving in terms of supply of LSG in the host country and other countries to ascertain the level of global security knowledge and experience the bidder has.

2. Past experience, service history, achievements of company.
3. Evidence of registration of the company under relevant statutory regularities such as labor laws applicable in the host country.
4. Evidence of range of security services provided.
5. Size of reserve pool of men and logistics such as response time, patrol vehicles/security equipment/control room facilities/communication equipment etc. Whenever a new person is posted to replace the previous one, the brief CV of the new person must be provided to PMI for record.
6. Attrition rate of security Guard and security supervisors.
7. Training facilities: does the company have its own training facilities (details thereof)? or tie up with another provider or a company that focuses on training? What is the curriculum and duration of training of security Guard and supervisors?
8. Industrial certification obtained by the company for its quality, company relationship with local police.
9. Option to choose and retain: Provision to provide a choice of persons three times the actual requirements to interview and choose from. PMI should have the option of retaining a particular LSG during the contract period.
10. Provision of periodical rotation of LSG: The Company should have sufficient Security Guard on its roll so that the Security Guard is rotated periodically, if needed.

IV TERMS and CONDITIONS

- **Penalty Clause**: In case of any loss to the property of PMI, life or limbs of PMI staff/other, etc., due to negligence of the security personnel or substandard services of the security agency, the damages will be assessed by a committee formed by the PMI who will fix the amount of liability to the tendered. In case of any damages, the security deposit of 5% will be withheld/forfeited as penalty. The decision of the PMI regarding fixing of damage/defect liability and withholding/forfeiting of security charges will be final and binding on the tenderer.
- **Medical Facility**: The transportation, food, medical and other statutory requirements in respect of each personnel of the security agency shall be the responsibility of the security agency.
- **Security Deposit**: The Performance Guarantee/Security Deposit made out to the value of five percent (5%) of the Accepted contract Price in the form of Bank Guarantee/ Demand Draft shall be submitted by the tenderer. The Security Bank Guarantee/ Demand Draft shall be remain valid for a period of minimum 15 months (three months plus the contract period) w.e.f. the date of commencement of the contract. In case, security agency fails to provide the desired services or breaches the contract, the security deposit will be forfeited.

V MISCELLANEOUS

1. Interested security company should be willing to furnish information about its other clients including period and type of service rendered in broad terms.
2. The Security Guard deployed if required could also be temporarily used at the events organized by the PMI outside the premises, if required as well as on some holidays/beyond office hours, if felt necessary. Only Government of India Holidays as notified by PMI will be applicable. The duty hours are 5 days in a week (Monday-Friday) from 0800 to 2000 (12 hours).
3. The PMI General reserves the right to deny engagement of LSG of certain nationalities and of origin due to security considerations.
4. No request for revision/increase of approved rates, for whatsoever reasons, during the contract period will be entertained.
5. The staff of the contractor is to be carefully selected and gets a practical and theoretical training. The company shall be responsible for the conduct/integrity of persons deputed for security works at the premises and will also be responsible for any act of omissions or commissions on their part. The company shall vouch for their character and integrity and shall ensure that no person of doubtful antecedents, in any way, as associated with the security work at the PMI's premises.
6. The service provider shall not pay wages which are lower than minimum wages fixed by the local authorities. Payment of other admissible benefits, if any, like bonus, leave etc. to the employees deputed at the PMI will solely be the liability of the bidding company and not that of the PMI. The company should agree to allow review of pay slips/banks statements of security guard to cross-check the claim. Medical facility/health insurance for the security guard will be sole responsibility of the company.
7. The security guard engaged by the Contractor will be the employees of the Contractor and the PMI will not, in any way, be responsible for any liability/compensation on account of accident, injury or death of workers while performing their work inside the PMI's premises.
8. The Contractor shall ensure compliance of local laws related to the security guard engaged for the above-mentioned work.
9. The security guard should be provided with proper working Uniforms to be worn during the entire working time.
10. The company shall arrange for suitable reserve personnel in lieu of weekly off or leave period of the regular security guard. No separate payment shall be made for such arrangements.
11. PMI reserves the right to terminate the contract at any time by giving one month's advance notice under the following conditions:

- a. In case of unsatisfactory service provided by the contractor, despite being given two months in advance warning in writing.
- b. In case the Government of India decides to close/shut down its PMI in Geneva by providing one month's written notice.
- c. In case of shifting of the venue of the existing premises of the PMI, Geneva from Avenue Appia 21, with one month written notice.

12. The PMI reserves the right to demand the immediate replacement of any employee whose behavior is not satisfying, in particular as a result of incapacity, negligence, professional misconduct, disrespectful attitude towards customers and non-compliance with the provisions of the internal regulations or safety instructions. In this case, the alleged facts will be notified in writing by the PMI to the Service provider.

13. The Contractor shall employ in consultation with the PMI only those persons who are physically and medically fit and whose antecedents have been verified and cleared by the local police/Administration.

18. **Terms of payment:** The bills for the services for a month must be prepared based on approved rates and submitted to the PMI on monthly basis by the 10th of the succeeding month for effecting payment. The payment will be made within 10 working days after receipt of invoice from the company and satisfactory completion of job.

Note:-

- The PMI reserves the right to remove Security Guard in case his/her conduct/performance/behavior/ background is found unsatisfactory. In such case, the service provider shall provide replacement in not later than 48 hrs. of removal of security guard.
- The contract could be terminated by the PMI at any time without assigning any reason after giving one month notice in advance.

No. GEN/PMI/813/01/2022
Permanent Mission of India
Geneva

Tender Notice for hiring 1 Local Security Guard (LSG) at Permanent Mission of India to the United Nations and Other International Organizations located at Avenue Appia 21, 1292 Chambesy

TECHNICAL BID SPECIFICATIONS

The following details, inter alia, should be included in the TECHNICAL BID in addition to the parameters prescribed in the terms and conditions: -

- (i) The bidder should have a minimum of 3 years of experience in the field of providing security services to other official/commercial buildings/offices.
- (ii) Annual Turnover of the company for the last two years may be provided. Also attach annual tax returns.
- (iii) Registration details of the company in Switzerland
- (iv) Industrial certification that the company works to industry standards may be provided.
- (v) Major organization/Embassy/High Commission to which the company has provided services and testimonies about the company's work.
- (vi) Size of reserve pool of security personnel, patrol vehicles, security equipment.
- (vii) Training facilities available with the company
- (viii) Supervision criteria
- (ix) Provision of periodical rotation of LSG and option to choose & retain (through interview) by the PMI

No. GEN/PMI/813/01/2022
Permanent Mission of India
Geneva

Tender Notice for hiring 1 Local Security Guard (LSG) at Permanent Mission of India to the United Nations and Other International Organizations located at Avenue Appia 21, 1292 Chambesy

FINANCIAL BID SPECIFICATIONS

The FINANCIAL BID may be submitted in the format as below:

S. No.	Duty Point/Beat	Required for specified hours	To be covered in how many shifts	No. of LSG in one shift	Total No. of LSG {(i) X (v)}	Unit Price *(per hour/per shift/per month) for working days and for weekend and holidays.
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)
1	PMI, Geneva	0800- 2000 hrs (12 hrs)	One	01	01	

Annexure 'A'

Technical Bid Proforma

- a. Name of the firm:
- b. Address of the Registered Office:
- c. Correspondence address:
- d. Contact details:
 - i. Telephone:
 - ii. Fax:
 - iii. E-mail:

S No.	Requirement
1	(a) Brief introduction of the company including whether based in Switzerland
	(b) Previous experience in the field (minimum three years) (attach documentary proof)
	(c) Local level security industry knowledge (documented references o govt./semi govt./autonomous body/Embassy/PMI and private clients needed).
	(d) Registration Certificate & license for the services (duly attested copies to be enclosed)
2.	(a) Details of Current contracts of security services undertaken by the firm
	(b) Details of past contracts of security services undertaken by the firm
	(c) Testimonial [Clients' letters/certificates etc.]
3	The service provider will give an undertaking that it will provide Qualification and experience documents of the Security Guard proposed to be deployed in the PMI General, if the contract is finally awarded to them.
4	Security related topics to be covered during training schedule of the Guard
5	Training facilities available with the company
6	Size of reserve pool of security personnel, patrol vehicles, security equipment
7	Certificate as per Annexure 'C'

[Signature(s) of the Tenderer(s) with Name, Designation, Date & Seal]

Annexure 'B'

Financial Bid Proforma

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:
 - (a) Telephone:
 - (b) Fax:
 - (c) E-mail:

S No.	Item	Charges (without TVA) (in CHF)
a)	Monthly charges for one Security Guard (12 hrs. between 0800 to 2000 hrs. for 5 days per week from Monday to Friday)	
(b)	Cost of additional work hours, if required by the PMI, Geneva on certain occasions during: <ol style="list-style-type: none">(i) Working days(ii) Weekends (Saturday & Sunday)(iii) Public Holidays	

[Signature(s) of the Tenderer(s) with Name, Designation, Date & Seal]

'Annexure 'C'

Certificate

I/We, _____, representative(s) of M/s.
_____ solemnly declare that:-

1. I/We are submitting my/our bid against the Tender No. _____
Dated _____ brought out by the PMI, Geneva a for providing security services at the Chancery.
2. I/We or my/our partners do not have any relative working in any office of PMI, Geneva.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given in this tender is complete, correct and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. The Price - Bid submitted by me/us is "**WITHOUT ANY CONDITION**".
6. I/We have not been banned/ delisted by the Government or any Government agency of Switzerland.
7. I/We accept all the terms and conditions of tender.
8. If any information or document submitted is found to be false/ incorrect, PMI may cancel my/our Tender and take any action as deemed fit including termination of the contract, forfeiture of all dues and blacklisting of my/our firm and all partners of the firm etc.

[Signature(s) of the Tenderer(s) with Name, Designation, Date & Seal]
