

CAP/815/02/2023
CONSULATE GENERAL OF INDIA
CAPE TOWN

NOTICE INVITING BIDS

The Consulate General of India, Cape Town invites quotations/bids from reputed and duly registered companies in South Africa for provision of security guards for providing round the clock security at two properties as per details given below:

SN	Building	Address
1	Chancery/Consulate General of India, Cape Town (Office building)	8 th Floor, The Terraces, 34, Bree Street, Cape Town - 8001
2	India House (Consul General's Residence)	5, Beaumont Avenue, Bel Ombre, Constantia Cape Town - 7806

2. Scope of Work

The contracted company shall, by its service, endeavour to prevent or minimize possible damage occasioned by theft, burglary or illegal disturbance to the best of its ability. This is not to be construed as a warrantee that such damage will be prevented or minimized and no guarantee is given in this regard. The service provided is in addition and not alternative to those rendered by the Police, Fire, Ambulance Services as well as insurance cover.

3. Payment:

The payment will be made by the Consulate to the Agency latest by 25th day of each month towards maintenance of Security Guards (SGs) at both the properties round the clock throughout the year.

4. Period of work

The contract will be signed as per the terms and conditions agreed upon for a period of two years from 01 June, 2023 to 31st May, 2025. The contract may be further extended for one year or more with the mutual consent of both parties.

5. Inspection of sites

The sites can be inspected at any time during working days with prior appointment with Mr. Rajesh Kumar (Office Number - +27-21-4198110) and Mr. Pradeep Kumar (Mobile Number +27-65-2996108).

6. Due date for submission of quotation

The quotation in two separate sealed envelopes (One containing 'Technical Bid' and another containing 'Financial Bid') addressed to Mr. B. Subba Rao, Head of Chancery, Consulate General of India, Cape Town should be delivered by hand at the Reception of Consulate General of India, Cape Town, 8th Floor, The Terraces, 34 Bree Street, Cape Town - 8001 or could be sent to PO Box 3316.

Last date for submission of bids is March 13, 2023

CAP/815/02/2023
Consulate General of India
Cape Town

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Subject:-Tender invitation to security agencies for hiring of security guards by Consulate General of India, Cape Town, South Africa

The Consulate-General of India (CGI), Cape Town, South Africa invites sealed tenders (two-bid system) from reputed companies providing security guards each for Chancery complex and India House (Consul General's Residence) in Cape Town, South Africa.

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

<http://www.cgicapetown.gov.in/>
[www.http://eprocure.gov.in/cppp](http://eprocure.gov.in/cppp)

3. The tender should be submitted in two sealed envelopes as below:

- a. The first sealed cover superscripted as **'Technical Bid'** should contain only relevant documents as prescribed in Section IV of the Tender Document.
- b. The second sealed envelope superscripted **'Financial Bid'** should contain only rates for providing security services.
- c. Both the sealed covers should be placed in the main sealed envelope superscripted **'Tender for Providing Security Services'** addressed to **Mr. B. Subba Rao, Head of Chancery, Consulate General of India at 8th Floor, The Terraces, 34, Bree Street, Cape Town - 8001** and must reach on or before 13 March, 2023 (Office closing time is 1730 hrs for hand delivery). 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. The Consulate will not be responsible for any postal delay.

4. The Consulate reserves the right to reject any or all bids/offers without giving any notice or assigning any reason thereof. The decision of the Consulate in this regard will be final and binding upon the bidders.

ID- hoc.capetown@mea.gov.in with a copy to adm.n.capetown@mea.gov.in

6. Important schedules and dates are as under:

SN	Key Event	Dates
1.	Tender Publish Date	20 th February, 2023
2.	Last date for submission of Bids	13 th March, 2023 by 1730 hrs.
3.	Date of opening of Technical Bids (Participant bidders or their representatives may wish to be present)	14 th March, 2023 at 1600 hrs.
4.	Venue for Opening of Bids	Consulate General of India, 8 th Floor, The Terraces, 34, Bree Street, Cape Town- 8001, South Africa
5.	Opening of Financial bids.	To be communicated separately to the bidders whose Technical bids are found to be in order.

7. All bidders are requested to read and understand the terms & conditions of the contract as detailed in the Section-II, and Section IV of the Tender Document before sending their bids. No change or violation of the aforementioned terms and conditions is permissible once the quotation is accepted by the Mission.

(B. Subba Rao)
Consul (HOC)

SECTION II: TERMS AND CONDITIONS

1. The Contract for hiring of Security Services would be for two years w.e.f. **01st June, 2023 to 31st May 2025**. The contract may be further extended for one year or more with mutual consent of both parties subject to satisfactory performance report.
2. **MINIMUM ELIGIBILITY CRITERIA:-**The following shall be the minimum eligibility criteria for selection of bidders at technical bid stage of the bidding process:
 - (a) **Legally Valid Entity:-**The Bidder/Bidding Firm shall necessarily be a legally valid entity registered under the relevant Act in South Africa. The proof for supporting the legal validity of the Bidder/Bidding Firm shall be attached with the bid.
 - (b) **VAT Registration:-**The Bidder/Bidding Firm must have VAT registration. The proof in support of the same shall be attached with the bid documents.
 - (c) **Experience:-**The Bidder shall have at least 4 years of experience in providing maintenance services for security equipment/apparatus to Embassies/High Commissions/Government Ministries/Departments/Public Sector Companies/reputed corporate organizations/multinational companies, etc. The bidder must supply the details of at least 3 contracts, which continually spans at least three years, completed within the past five years in providing security services to Diplomatic Missions/Government Ministries/Departments/Public Sector Companies/reputed corporate organisations/multinational companies, etc., which demonstrates experience in fulfilling requirements of similar size and scope of work. The details of such contract should include: a. Title of Contract. b. Brief description of the project's scope and schedule c. The location of the project like city, country, etc d. The commencement date and the termination date of such contracts . e. Client references.
 - (d) Company profile and information regarding its key personnel.

Documents supporting the Minimum Eligibility Criteria:

- (i) As proof of having fully adhered to the minimum eligibility criteria at 2(a), attested copies of certificates issued by the competent authority in South Africa should be attached with the bid documents.
 - (ii) As proof of having fully adhered to minimum eligibility criteria at 2(b), attested copy of VAT registration certificate should be attached with the bidding document.
 - (iii) As proof of having fully adhered to minimum eligibility criteria at 2(c), attested copies of experience certificates for completed work/ongoing work issued by the Foreign Embassies/ High Commissions/Government Ministries/Departments/Public Sector Companies/reputed corporate organization/multinational companies shall be attached with bid document.
 - (iv) As proof of 2(d), Company Profile with details of its key personnel involved in execution of the contract shall be attached.
- 3.** The tender documents shall be neatly arranged and legible. 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. 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 experience in providing similar services. All bidders must submit registration certificate, police clearance certificate, if applicable, documentary proof of experience, etc.
- 5.** Any tender received by CGI, Cape Town after the deadline for submission of tender will not be accepted.
- 6.** In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender Document, CGI, Cape Town's interpretation of the clauses shall be final and binding on all parties.

- 7. VALIDITY OF BIDS:-**Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids. In case, the Consulate calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
- 8. BID OPENING PROCEDURE:-**The Technical Bids (Envelope A) shall be opened in the Consulate General of India, Cape Town on **14th March, 2023 at 1600 hrs** in the presence of bidders or their representatives and the Tender Evaluation Committee constituted by the Competent Authority of the Consulate. After opening of the Technical Bids, the technical bids shall be evaluated to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the Consulate. The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose. Those bidders who qualify in the technical bid stage, will be intimated through mail/phone about the date for opening of the Financial Bids. Absence of bidder or their representative shall not impair the legality of the opening procedures.
- 9.** The successful bidder, on award of the contract, must send the contract/acceptance in writing, within five (5) days from the date of award of the contract.
- 10.** The Consulate reserve 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 Consulate in this regard shall be final and binding upon the contractor.

SECTION III: GENERAL CONDITIONS OF CONTRACT (GCC)

1. Price

- a. Price quoted by the Contractor and agreed to by CGI, Cape Town shall be considered final and no price escalation will be permitted thereafter during the currency of the contract.
- 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 Rand.

2. Taxes and Duties.

The rates quoted should be inclusive of meal, equipment like radios and transport charges, etc. Rates quoted must be excluding VAT.

SECTION IV: SPECIAL TECHNICAL SPECIFICATIONS/ DETAILS

1. Technical specifications:

- i. Total number of security guards (SGs) to be deployed:
 - a) Chancery complex at 34, Bree Street, the Terraces, 8th Floor, Cape Town- One (1)
 - b) India House (Consul General's Residence), 5 Beaumont Avenue, Bel Ombre, Constantia, Cape Town- One (1)

ii. Duration - 24 hrs.

iii. Timings and total number of SGs:

One guard in 12 hrs shift (total 2 shifts) each at Chancery complex and the CG Residence in the following manner:

Shift	Chancery Complex	Embassy Residence
Day Shift (0700-1900 hrs)	1	1
Night Shift (1900 – 0700 hrs)	1	1
Relief	1	1
Total	3	3

2. Following requirement regarding Security Guards (SGs) must be met by the Agency:

- i. No SG should be more than 50 years of age. Supervisor, if any, should not be more than 55 years of age.
- ii. The SG should be proficient in English.
- iii. The Agency must provide CV/bio-profile of the SG before Deployment.
- iv. SG should be physically fit and mentally alert and should not be suffering from any apparent disability. The Agency should submit Medical Fitness Certificate in respect of every SG before deployment.
- v. SG must be cleared by the local government's security department. It will be the responsibility of the Agency to furnish Police Clearance Certificate before deployment of an SG in the Chancery premises or India House.

- vi. It will be the responsibility of the Agency to provide professional attire/dress to the SGs. The SG must be smartly dressed at all times with proper shoes.
- vii. All SGs should have basic training to operate security equipment such as access control, and anti-sabotage checks (of persons, baggage and vehicles) including use of basic security tools such as CCTV monitoring, baggage scanners, DFMD, fire extinguishers etc. A training certificate, if applicable, must be furnished by the Agency.
- viii. The SG should have attended education at least up to Grade 10/ O Level/ Matriculation.
- ix. The Agency should rotate SGs periodically (once in every 6 months, if Consulate desires so).
- x. The Agency should devise an SOP for routine supervisory checks of functioning of SGs. The Agency should also clearly spell out as to what will be the system of supervision/surprise checks.
- xi. The Agency should provide SGs all necessary basic security devices as may be required by the SG.

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? Supporting documents for past experience and references may be provided.
- ii. The Agency should provide details of past experience, service history, achievements, etc.
- iii. Take home pay of the security staff.
- iv. What is the reserve capacity of men and vehicles? Can it draw in more human resources to combat an emergency?
- v. Does it meet the minimum wage policy of the local government and other legal and labour obligations?
- vi. Details of training curriculum, duration of the security personnel.
- vii. What communicative system does the Agency have? Provide details of technology and supervision mechanisms to monitor guard presence and efficiency.
- viii. Does the Agency have a 24 x 7 Control Room?
- ix. Is the Agency licensed by the local police or statutory authority?
- x. What industry certification does it have in terms of quality?

SECTION – V: Format for submitting the Price Schedule for providing security services (two security guards) to the Consulate General of India, Cape Town, South Africa

**Consulate General of India, Cape Town
Tender Number CAP/815/2/2023 dated 20.02.2023**

UNIT	DETAILS
Price Schedule:	
Unit Rate/per security guard (in Rand)	
Total Amount (for two security guards) (in Rand)	
Name of the firm	
Address for correspondence	
Contact	

Note:

- a. The above quoted prices are complete in all respects as per technical specifications in the tender documents and are inclusive of transportation, radio, other equipment, meal & other charges, etc.
- b. Certified that rates quoted for the above items are as per details, terms & conditions mentioned in the tender document and rates quoted will be valid till May 2025 (Appropriate Validity date).

Yours faithfully

(Signature of Authorized Signatory)

Name & Designation:

Company seal: