



Date of publish the tender Notice: **15.07.2021**

GOVERNMENT OF INDIA

High Commission of India, Maputo

Name of Works : Hiring round the clock (24x7) security guard (armed) for the India House, Maputo and security guard (24x7) unarmed at the High Commission

Tender Documents

Period of Contract : 24 months

Bid submission starting date: 15.07.2021

Bid submission last date: 05.08.2021

Government of India
High Commission of India
Av. Kenneth Kaunda 167
Maputo , Mozambique
Tel No. +258- 21492364
Email id : hoc.maputo@mea.gov.in
Website : <https://www.hcimaputo.gov.in>

Tender Contents

A. Technical Bid Documents:

Document I : Invitation to Tender

Document I – S-I : Instruction to Bidders (Section-I)

Document I – S-II : Introduction and Credentials of Bidder (Section-II)*

Document I – S-III : Terms and Conditions of contract (Section-III)

Document I – S-IV : Scope of Work (Section-IV)

*Section-II Documents about the bidders, resources, company brochures, construction methodology, experience, management techniques, and any other information about bidder — These documents can be supplied and attached by bidders.

B. Financial Bid Documents:

Document II Schedule of Quantity / Items (BOQ) for Variations — Bidder to give his anticipated quantity of each item along with rates. Additional items may be quoted by Bidder. (Section-V)

Document III Form of Tender - Financial bid letter (Section-VI)
(Lump sum fixed price to be quoted on this form by Bidder)

Document IV Standard formats for Earnest Money Deposit/Bid Security/ Guarantee, etc. (Section-VII)

Government of India
High Commission of India, Maputo

INVITATION TO TENDER

Name of the Works: NOTICE FOR INVITING QUOTATIONS FOR **ONE ARMED GUARD** AT RESIDENCE OF HIGH COMMISSIONER OF INDIA, ADDRESS: AV.ARCEBISPADO, NO. 101, MAPUTO AND **ONE UNARMED GUARD** AT CHANCERY OF HIGH COMMISSION OF INDIA, MAPUTO - AV. KENNETH KAI-JND NO. 167, MAPUTO

High Commission of India, Maputo for and on behalf of the President of India invites Fixed Price Tender notice for providing security services from 01 September 2021 to 31st August 2023.

The Lump-sum Fixed Price / Amount tender shall be on the basis of following tender documents.

Technical Bid Document:	
Document — I	Press Notice, Invitation to Tender, Instructions to Bidders, Scope of Work & Eligibility Criteria.
Document - II	Form of Tender (Lump sum price to be quoted on this form by Bidder).
Document - III	Schedule of Items.

The Tender shall be submitted before on or before 05.08.21 **by 1600 hrs** at the following address:-

Shri Rameshwar Bhakta
Head of Chancery
High Commission of India
Av. Kenneth Kaunda No. 167
Maputo (Mozambique)

Any Tender received after this date and time will not be considered. Technical Tender only shall be opened on 6th August 2021 at the office of Head of Chancery by the Committee formed in this regard.

The Tender shall remain valid for a period of Ninety (90) days from the date of opening or any extended period.

Eligibility Criteria: The Tenderer should have valid permit / registration from a competent local authority for providing security guard (armed and unarmèd) in the premises of **High Commission of India, Av. Kenneth Kaunda 167, Maputo and residence of High Commissioner: AV. ARCEBISPADO, NO. 101, MAPUTO.** The Tenderer should have satisfactorily security services with atleast three renowned institutions.

Annual Turnover criteria: The annual turnover of the tenderer should be equal to providing services during the immediate last three consecutive financial years. The tenderer should not have suffered a loss in any of the previous five financial years.

Liability Period: From the date of providing services and up to contract (24 months)

The High Commission of India, Maputo, however, will always have the right to accept or reject any pre-approved sub-Contractor even after formal award of services with or without cause.

The successful Tenderer shall be responsible for coordinating services and other bid-pack employed on the services coordinating with their employees.

Section-I

INSTRUCTION TO BIDDERS

- 1.0 The Bidding Documents comprise of:

Section-I	Instruction to bidders
Section-II	Introduction and Credentials of Bidder
Section -III	Terms and conditions of Contract
Section - IV	Scope of work

- 2.0 **Validity of Bid** - The Bid shall remain valid for a period of 90 days from the date of the opening of the bid or up to any mutually extended period.

- 3.0 **Cost of Tendering** - The Employer will not be responsible to compensate for any expense or losses which may be incurred by the Tenderer in the preparation and submittal of his Tender/bid.

- 4.0 **Fixed Price Tender** - This is a FIXED PRICE TENDER with Extent of services as shown on scope of works. The Tenderer shall examine the scope of work and other Documents and all Addenda (if any) before submitting his Tender and shall become fully informed as to the extent, quality, type and character of operations involved in the Works. The Tenderer shall visit and acquaint himself with the Site of providing services. The tenderer shall take entire responsibility in the interpretation of this report and of the site conditions. No consideration or compensation will be given for any alleged misunderstanding of the nature of the work to be executed.

5.0 Tender and Schedule of Quantities -

(i) Bidders are required to quote fixed prices on their company letter head. Bidder has to provide one armed round the clock security guard (24 x 7) and one unarmed security guard (24x7) at India House and premises of High Commission respectively.

(ii) The Fixed Price/amount must be quoted both in figures and in words on the Form of Tender and the currency must be **(Metical)** only. In case of any discrepancy between figures or words, the amount quoted in words shall be taken to be correct for this tender.

6.0 Final Tender Price - Decision on bid will be taken based on the final price submitted by tenderer. Fixed Price/Amount as quoted by them shall be the basis for deciding the tender quote.

7.0 Single Bid system shall be followed. The Bid shall be submitted in a large sealed envelope.

The Bid shall be submitted before 1600 hrs on or before 05.08.2021 at the High Commission of India, Avenida Kenneth Kaunda, No. 167, Maputo.

Any Bid received after this date and time will not be considered and will not be opened. Any such unopened Bid will be returned to respective bidder.

8.0 Opening of Bids - Bids shall be opened at **1000 hrs. on 06.08.2021**, next working day of closing date of bid submission, in the High Commission of India, Maputo. All tenderers will have to be present at the time of opening Technical and Financial bids

9.0 Conditional Acceptance of the Tender - The acceptance of the Tender shall be conditional and not finally binding upon the High Commission of India (Employer). The Employer may withdraw the acceptance of the Tender without any notice or other formality and may enter into a new Agreement for the execution of the Works or any part of it

10.0 Any further information or clarification which the Tenderer may require in order to complete his/her Tender may be obtained through email or prior appointment. **Email Id : hoc.maputo@mea.gov.in**

11.0 Amendments to Tender Document - At any time prior to the date of opening of the tender, the Employer may issue an addendum in the Tender Document in writing, deleting, varying or extending any item of this Tender Document which will be uploaded on CPP Portal as well as website of the High Commission.

Unless it is in formal manner described above, any representation or explanation to the Bidder shall not be considered valid or binding on the Employer as to the meaning of anything connected with the Tender Document.

The date and time for submission may be deferred by an official notification in writing issued by the Employer to all Bidders. Tenders received after this date will not be considered.

12.0 Disqualification of Tender - Tender may be disqualified for any reason including, but not limited to the following:

- a) If tenderer sets forth any conditions which are unacceptable to the Employer
- b) If any tender is submitted under a name other than the name of the individual firm, partnership or corporation that was issued the Tender Document.
- c) If there is evidence of collusion between Bidders.
- d) If Tender sets forth any offer to conditionally discount, reduce or modify its tender.
- e) If Bid price is disclosed before opening of Financial Bid.

13. Compliance with Laws and Regulations and Pricing of Schedule of Quantities: The attention of Bidders is drawn as to compliance with laws and regulations concerning safety and health, labour regulations, social insurance, labour taxes, tax deduction, import restrictions, duties and levies, company's tax, input tax and output tax (VAT), etc. **All rates and sum inserted against items of works and in Form of Tender shall be exclusive of Value Added Tax / IVA.**

14. Compliance with Tender Document - Bidder shall deemed to have read carefully all the Tender Documents, Specifications and drawings, etc., and visited site. The quoted Fixed price is inclusive of all cost and charges and complete in all respect to make the project functional as per the standard and to the entire satisfaction of the Employer.

15. Fixed Price Tender - No Price escalation during the contract.

16. All payments shall be released as progress payments on the basis of certificate submitted by the service provider and satisfaction of the **High Commission of India, Maputo.**

Section-III

Terms and conditions of contract:

- (i) Quoted price is final fixed price inclusive of all taxes. Item / quantity indicated in the scope of services / schedule of quantity are tentative and some variation during execution may take place. Nothing extra is payable for such variation.
- (ii) Quoted price shall be inclusive of VAT. The quoted price should include lump-sum charges for Labour / transportation and civil works required / necessary, if any, for completion of services.
- (iii) Once the contract shall be signed it shall remain valid till 24 months until and unless any complaint received from any side.

High Commission of India

Maputo

SCOPE OF WORK

NOTICE FOR INVITING QUOTATIONS FOR **ONE ARMED GUARD** AT RESIDENCE OF HIGH COMMISSIONER OF INDIA, ADDRESS: AV.ARCEBISPADO, NO, 101, MAPUTO AND **ONE UNARMED GUARD** AT CHANCERY OF HIGH COMMISSION OF INDIA, MAPUTO - AV. KENNETH KAUNDA NO. 167, MAPUTO.

The job involves:-

NEED ONE ARMED GUARD AT: AV.ARCEBISPADO, NO. 101, MAPUTO

1. To depute one round the clock armed guard at residence of High Commissioner (India House).
2. To provide armed back- up in case of any requirement.
3. To guard the Government property/staff at India House.
4. To respond to any armed intrusion
5. To check and sanitise all the visitors to India House
6. To check and manage the vehicles parking in the vicinity of the India House.

NEED ONE SECURITY GUARD (WITHOUT ARM) AT: AV. KENNETH KAUNDA NO. 167, MAPUTO

1. To depute one round the clock guard at High Commission of India, Maputo.
2. To provide armed back —up in case of any requirement.
3. To guard the Government property/staff in the Chancery premises.
4. To respond to any armed intrusion.
5. To check and sanitise all the visitors to Chancery.
6. To check and manage the vehicles parking in the vicinity of the Chancery.

Interested parties may visit the place (by prior appointment to see the scope of work and submit their sealed quotations (including VAT) by hrs. to the undersigned.

(RAMESHWAR BHAKTA)

Head of Chancery

High Commission of India, Maputo

Mobile No: 873752534

Email: adm.maputo@mea.gov.in