

No. Bud/813/1/2018  
Embassy of India  
Budapest  
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May 20, 2020

TENDER NOTICE

**Subject: Services for providing security to Embassy of India at the address 1025 Budapest, Buzavirag Utca 14 and India House at Buzavirag Utca 16 for two years from 1 September 2020 to 31 August 2022.**

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**Chapter I – Instructions to Bidders**

1. Services of security guard needed to provide security to the following premises (i) Embassy at Buzavirag utca 14 and (ii) India House at Buzavirag utca 16. During the duty hours, the LSG will be required to among other things undertake:
  - i. Security of the premises
  - ii. Screen the visitors
  - iii. Random checks of the premises
  - iv. Maintain a security register and update on hourly basis
  - v. Maintain a register of all visitors coming to the premises.
2. Bids from experienced & registered firms, complete in all respects should be submitted in sealed envelopes addressed to the Head of Chancery, Embassy of India, Budapest in person, or by mail or courier to reach before the deadline of 1300 hrs on Wednesday, 10<sup>th</sup> of June 2020. **Two Separate sealed envelopes** containing **Technical Bid** and **Financial Bid** proposals must be sent. These would be enclosed in an envelope that should be clearly marked '**Tender for providing security to Embassy of India, Budapest**'. All tenders received after the deadline will be summarily rejected.
3. All bidders should submit along with the Tender the following documents:
  - i. Separate bids in the sealed envelopes in the prescribed Technical Bid Document and Financial Bid Document (proforma attached in chapter II and III).
  - ii. Both the above documents must be signed by authorized signatories of the bidding firm with a seal/stamp.

- iii. Self-attested photo-copy of registration of the company/firm/proprietorship with the concerned Hungarian authorities.
  - iv. Annual Report (where statutorily required to be filled) and Financial Reports for the last 3 years.
  - v. Details of experience in the field of security services with Embassies/ reputed Companies/ Government agencies.
4. Technical Conditions/scope of works shall be as under:
- a) Manned security to Embassy of India at the address 1025 Budapest, Buzavirag Utca 14 and India House at Buzavirag utca 16.
  - b) The security guard should not be more than 50 years of age.
  - c) The security guard should be physically and mentally fit. He/she should not suffer from an apparent disability including obesity/overweight.
  - d) The company should provide only such security guards who have been vetted by local government's security departments in terms of past record, character and antecedents. Also the company should be able to provide background details of the security guards and also proof of their vetting.
  - e) The security guards should perform their duties in uniforms and their overall appearances should be neat and clean.
  - f) The security guards should possess training in basic security duties such as access control and anti-sabotage checks(of person, baggage and vehicles) including use of basic security tools such as HHMD, monitoring CCTV, baggage etc. They should possess knowledge of the potential threats to Embassies in general terms and also knowledge of what is suspicious in terms of men and material in the given local context.
  - g) The security company should have provisions for real time checks of the functioning of the security guards and should be able to provide proof of this to the Embassy.
  - h) Besides the local language, the security guards should have rudimentary working knowledge of English.
  - i) Also the security guard on duty will be responsible for switching on(in the evening) and switching off(in the morning) the security lights and sensors of the premises.
  - j) Subject to above condition, the company should have sufficient security guards on its roll so that the staff is rotated periodically.
  - k) Should provide proof of compliance as regards local laws and statutory regulations in running a private security company.
5. The bidder should provide information about its other clients including period and type of service rendered in broad terms. The bidder should also provide details of salary, gratuity, allowances, leave, etc. being provided to its security guards. The bidder should be a company or firm duly registered with the concerned authorities in Hungary. Bidder must be a firm with a past record of providing security services in Hungary.
6. Embassy of India reserves the right to reject bids from firms who are blacklisted by Governments of India for poor performance in the past, or those who do not have adequate experience in the field of security services.
7. The bids will remain valid for 90 days from tender closing, for award of contract after obtaining approval of competent Indian authorities. No price escalation would be allowed.

8. The successful bidder has to sign a contract with the Embassy of India in an appropriate form for execution of the contract.

9. First the Technical bid will be opened and the pre-qualification of the bidder will be assessed and then financial document of only those bidder(s) who meet the technical criterion will be opened. The decision of the Embassy of India will be final and no representation in this regard will be entertained.

10. The winning bidder would be responsible for its security guards in terms of their antecedents and conduct, service performance & behavior as also the payment of salaries, compensation etc. Embassy of India would not be responsible for any dues other than the agreed contract amount. The security guards shall not have any claim for regularization of their services or enhancement of wages with the Embassy of India.

11. The winning bidder would be required to dedicate one supervisor/manager who can be contacted for all queries/requirements.

12. ASSIGNMENT SPECIFIC INFORMATION IN BRIEF:

**A) LAST DATE FOR BID SUBMISSION : 1300 HRS, Wednesday, 10<sup>th</sup> June 2020.**

**B) DATE OF OPENING TECHNICAL BIDS : 1000 HRS, FRIDAY, 12<sup>th</sup> June 2020.**

**C) DATE OF OPENING FINANCIAL BIDS : 1000 HRS, MONDAY, 15<sup>th</sup> June 2020.**

**D) EVALUATION CRITERIA :** The Tender Evaluation Committee (TEC) will evaluate the Technical information individually using the following criteria:

(a) The Organization's relevant experience for the Assignment.

(b) Quality of SERVICE plan and methodology for undertaking the job.

(c) Qualifications and experience of the staff proposed.

(d) Past track record, including in providing security to embassies and/or diplomatic premises.

11. Bids may be submitted physically or by courier/post to:

Head of Chancery  
Embassy of India  
Buzavirag Utca 14  
1025 Budapest, Hungary

12. For clarifications/queries, if any, prior to submission of bid, prospective bidders may contact the undersigned, on Phone 06-325-7742/43 during office hours from 1000 hrs to 1700 hrs on working days.

(N. Venkataraman)  
Head of Chancery  
Embassy of India  
Buzavirag Utca 14  
1025 Budapest, Hungary

## Chapter II – TECHNICAL BID PROFORMA

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

Sl No.	Requirements	Reply	Remarks, if any
1.	a) Brief introduction of the company		
	b) Previous experience in the field (minimum of three years)		
	c) Registration Certificate & license for the services		
2.	Plan of action and methodology proposed to secure the premises		
3.	Qualification and experience of the security guards proposed to be deployed for the job		
4.	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) Testimonials [Clients' letters / certificates etc.]		
5.	Documents in support of company's capacity to undertake scope of work listed in para 4 and 5 of the Tender Notice.		

### Chapter III – FINANCIAL BID PROFORMA

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

Sl No	Items	Charges(including VAT) per month	Remarks, if any
1.	Security (manned by security guards) to Embassy of India, Budapest. One security guard from 6 am to 6 pm One security guard from 6 pm to 6 am	It should separately be for (1) one guard in daytime and (2) one guard in nighttime  <b>Note</b> : Price quoted should be on an <b>all-inclusive basis to be paid monthly</b> and shall <u>include the cost of all services, personnel, transportation, rental taxes, consumables, VAT social security, insurance of the security guards etc.</u>	

\* the minimum requirement is one guard everyday, however, the Embassy of India reserved the right to increase the requirement during the one year contract period at the price quoted by the bidder in the bid document taking into account the security situation.