Notice Inviting Tender

The Mahatma Gandhi Institute for Cultural Co-operation, (hereinafter referred as MGICC) Cultural Wing of the High Commission of India, Port of Spain (hereinafter referred as HCI) invites sealed tenders from professional security companies for providing Contract Services for round-the-clock Two unarmed Male and Female Local Security Guard (LSG) [Two LSG in 12-hour shift preferably], totalling to an amount of 4-unarmed officers, at the building premises located at the Mahatma Gandhi Institute for Cultural Co-operation, Max Richards Drive Uriah Butler Highway North West Mount Hope.

2. The tenders are invited under two-bid system viz. Technical Bid and Financial Bid from reputed and experienced companies having regular office in Port of Spain preferably.

3. The tender document can be downloaded accessing the following links:

https://www.hcipos.gov.in/
https://eprocure.gov.in/cppp/

Bidders are requested to go through the terms & conditions contained in the tender document.

4. The tender should be submitted in two sealed envelopes as below:
(a) The first sealed cover superscripted as "Technical Bid" should contain details of technical capabilities of the company (with documentary evidence) as per annexure-II.

(b) The second sealed envelope superscripted "Financial Bid" should contain rates only for the contract as per annexure-III of the tender document.

(c) Completely filled-in affidavit as per annexure-IV should also be submitted.

(d) Both the sealed covers along with affidavit should be placed in the main sealed envelope superscripted "Tender for Contract Services for Local Security Guard" addressed to Head of Chancery, High Commission of India, #6, Victoria Avenue, Port of Spain (Trinidad) and must reach on or before 17th September, 2020 by 1700 hrs. Bids may be hand delivered or sent by post at the abovementioned address so as to reach on or before the stipulated date and time. HCI will not be responsible for any delay in receipt of the bid.
5. The Contract would be valid for a period of Two years initially which could be reduced or extended by HCI for further period on same cost, terms and conditions depending upon the performance of the company.

6. Consequent upon the scrutiny of technical Bids of all the valid quotations received and being fully satisfied on the basis of the above criteria, companies will be shortlisted. Financial bids of only those shortlisted companies will be opened. HCI reserves the right to disqualify any company in the Technical Evaluation. HCI 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 Notice Inviting Tender in whole or in part.

7. HCI 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 HCI in this regard will be final and binding upon the bidders.

8. Important schedules and dates are enumerated below:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Key Events</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Date of publication of Tender Document</td>
<td>27th August, 2020</td>
</tr>
<tr>
<td>2.</td>
<td>Last date of submission of bids</td>
<td>17th September, 2020</td>
</tr>
<tr>
<td>3.</td>
<td>Date of opening of technical bids (bidders or their representatives may wish to be present)</td>
<td>18th September, 2020 at 1500 hrs</td>
</tr>
<tr>
<td>4.</td>
<td>Venue for opening of bids</td>
<td>High Commission of India, #6, Victoria Avenue, Port of Spain (Trinidad)</td>
</tr>
</tbody>
</table>

9. 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 & conditions is allowed once the quotation is accepted by HCI.

10. For any tender related enquiry/clarification, please contact the Mahatma Gandhi Institute for Cultural Co-operation, Level 3, Plaza de Montrose, Montrose, Chaguanaus Tel. No. +1-868-672-9184 or email icc.pospain@mea.gov.in.

(Ashok Kumar Jajoria)
Director

Ashok Kumar Jajoria
Director
Mahatma Gandhi for Cultural Co-operation
High Commission of India
Port of Spain Trinidad & Tobago (W.I.)
Annexure-I

Mahatma Gandhi Institute for Cultural Co-operation
High Commission of India
Trinidad and Tobago

Terms & Conditions

A. Quality parameters for Local Security Guards (LSGs)

(i) LSGs should not be more than 50 years of age and supervisor should not be more than 55 years of age
(ii) Should have attended education at least up to 10th standard or matriculation equivalent
(iii) Should be proficient in English
(iv) Brief CV of LSGs for record is mandatory and should be furnished when sought for. It can have details such as Name, Date of Birth, Place of Birth, Gender, Passport Number, Nationality (Current and previous, if any), Contact/Mobile Number, Residential address, Educational qualification, Language speaking, Industry skill certification
(v) Should be physically and mentally fit and should not suffer from an apparent disability. Provider should submit Medical Certificate in respect of every LSG from an authorised Medical practitioner. LSGs should not be emaciated, feeble and timed in apparent sense.
(vi) Should have been vetted by the Local Government's Security Department(s) in terms of past record, character, antecedents. The service provider should be able to provide details of the Security Guard and also proof of their vetting
(vii) Security Guards should perform their duty in smart uniform and their overall appearances should be neat and clean
(viii) Should possess knowledge of potential threats to foreign Mission/Post in general sense.
(ix) Should possess training in basis security duties such as access control and anti-sabotage checks (of person, baggage and vehicle) including the use of basic security tools such as monitoring of CCTV, baggage and letter scanners, DFMD, HHMD etc.
(x) Supervisor should have provisions for real time checks of functioning of the Security Guards to ensure that the quality of the provided staff and service rendered is above benchmark. The provider should elucidate MGICC/HCI the system of supervision/surprise checks and provide proof of this to MGICC/HCI.

B. Quality parameters for Local Security Companies

There are 10 basic parameters against which competing Security companies shall provide detailed information along with supporting documents and records. Technical Evaluation Committee (TEC) shall go through the record and documents for verification and cross-check the authenticity with due diligence and ward marks on a scale of 10 against each parameter. This way each bidder shall have a composite score out of 100 marks.

(i) List of other clients to which the company is serving in terms of supply of LSGs in the host country and other countries to ascertain the level of global security knowledge and experience the bidder has
(ii) Past experience, service history, achievement of company
(iii) Evidence of registration of the company under relevant statutory regularities such as labour laws applicable in the host country
(iv) Evidence of range of security services provided by company
(v) Size of reserve pool of men and logistics such as response time, 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 the consignee for record. provision of periodical rotation of LSGs.
(vi) Attrition rate of LSGs and Security supervisors i.e. average period for which a security guard remains with the company
(vii) Provision of training facility in the company itself or availing of the training facility of another provider/company and their details thereof. What is the curriculum and duration of the training of the Security Guards and the Supervisors?
(viii) Industry certification obtained by the company for its quality and company's relationship with local police
(ix) Scope and limit of liability of company
(x) Take home pay & allowances of LSGs

C. Other terms and conditions which will be a part of the Service Agreement

- **Penalty Clause:** In case the Security agency fails to provide the desired services or breaches the contract and for loss or damage, injury, if any, to property, life of an individual due to negligence of the LSG or substandard services of the Service Provider.
- **Medical Facility:** MGICC/HCI will not be liable for any medical facility to LSG under any circumstance whatsoever.
- **Arbitration:** Rules applicable to the contract of that country must also be specified in the contract for reasons of arbitration

D. Miscellaneous

s) Service condition of the LSGs should provide us details of pay, allowances, gratuity, leave, other benefits/facilities etc. when sought for.

t) Service of LSG is human centric and motivation is critical in better performance and better pay is crucial, therefore, company should allow perusal of pay slips/bank account statements to cross-check the claim.

u) The company should have sufficient LSGs on its payroll so that the Security Guards is rotated periodically, if required.

v) The Security Guards deployed may be used temporarily at the events organised by HCI in India House as well as on holidays, if necessary.

w) HCI reserves the right to deny engagement of LSGs of certain nationalities and of origin due to its security consideration

x) HCI reserves the right to remove any LSG in case of his conduct/performance/behaviour/background is/are found unsatisfactory as any point of time. In such case, the Service Provider should provide replacement not later than 6 hours of removal of LSG. Service Provider should have reserve pool of manpower for replacement.
y) The contract could be terminated by MGICC/HCI at any time without assigning any reason after giving notice.

z) All data, information and any other material submitted by the bidders during the process of bidding and part of bidding documents shall remain exclusive property of HCI all time.

aa) The quoted rate by the bidders shall be in TT$ only and inclusive of VAT, taxes, miscellaneous charges etc. However, VAT must be specified separately. The quoted price shall be open and valid for acceptance for a minimum period of One Hundred Eighty (180) business days.

bb) The bid shall contain no alteration, omission or addition, overwriting except those to comply with instructions issued by HCI or as necessary to correct errors committed by the bidders in which case the person(s) signing the bid shall certify all such correction.

cc) The successful bidder should not sub-contract any part of the scope of work to be undertaken by them without written permission of MGICC/HCI. The bidder to whom the contract is awarded is solely responsible to MGICC/HCI for completion of the awarded contract.
**Annexure-II**

Mahatma Gandhi Institute for Cultural Co-operation  
High Commission of India  
Trinidad and Tobago

**TECHNICAL BID SPECIFICATIONS**  
*(To be submitted as a part of Technical Bid)*

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description/Item</th>
<th>Remarks</th>
</tr>
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<tbody>
<tr>
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<td>Scope and limit of liability of company</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Take home pay &amp; allowances of LSGs</td>
<td></td>
</tr>
</tbody>
</table>

**Declaration**

I, hereby, certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorised signatory)
Date:
Name & address of the company:
Seal of the company
Mahatma Gandhi Institute for Cultural Co-operation  
High Commission of India  
Trinidad and Tobago

FINANCIAL BID SPECIFICATIONS  
(To be submitted as a part of Financial Bid)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Duty Point</th>
<th>Required for specified hours</th>
<th>To be covered in number of shifts</th>
<th>No. of LSG in one shift</th>
<th>Total No. of LSGs (d) x (e)</th>
<th>Unit Price inclusive of VAT, if any (Per hour) (in TTS)</th>
<th>VAT, if any (Per hour) (in TTS)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>MGICC, Max Richards Drive Uriah Butler Highway North West Mount Hope</td>
<td>24-hour (Round-the-clock)</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Declaration

I, hereby, certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorised signatory)
Date:
Name & address of the company:
Seal of the company
AFFIDAVIT

I/We, ____________________________________________, representative(s) of M/s ____________________________ solemnly declare that: -

1. I/We are submitting my/our bid against the Tender Notice No. _______ dated ______ brought out by High Commission of India, Port of Spain, for providing Security services at the Mahatma Gandhi Institute for Cultural Co-operation (MGICC), Cultural Wing of the High Commission of India (HCI).

2. I/We or my/our partners do not have any relative working in MGICC.

3. All information furnished by me/us in respect of fulfilment 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 me/us is "without any condition".

6. I/We have not been banned/delisted by any Government or any Government agency(ies) of Trinidad & Tobago.

7. I/We accept all the terms and conditions of the tender.

8. If any information or document submitted is found to be false/incorrect, MGICC and HCI may cancel my/our tender and take any action as deemed appropriate including termination of the contract, forfeiture of all dues and blacklisting of my/our company and all partners of the company etc.

Signature of the authorised signatory(ies)
Date:
Name & address of the company:
Seal of the company