



High Commission of India
Port of Spain

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INVITES QUOTATIONS FOR
HIRING OF
EIGHT (08) LOCAL SECURITY GUARDS (LSGs)

- (i) 2 LSGs in Embassy Residence at
#3, Mary Street, St. Clair, Port of Spain;
- (ii) 2 LSGs in Gol owned Embassy Residence at 21-23,
Federation Park, St. Clair, Port of Spain;
- (iii) 01 LSG in Gol owned Chancery building of High Commission
of India, 6 Victoria Avenue, Port of Spain; and
- (iv) 3 LSGs in Mahatma Gandhi Institute for Cultural Co-
operation (MGICC), Mt. Hope.

For Two years

TENDER NO. Trin/BOS/815/01/2023

LAST DATE FOR SUBMISSION OF BIDS:
15 AUGUST, 2024 UPTO 1600 Hrs (Local Time)

DATE OF OPENING BIDS:
16 AUGUST, 2024 AT 1700 Hrs (Local Time)

PLACE OF OPENING OF BIDS:
High Commission of India
#6, Victoria Avenue, Port of Spain

No. Trin/BOS/815/01/2023
High Commission of India
Port of Spain

NOTICE INVITING TENDER FOR EIGHT (08) PROFESSIONALLY TRAINED LOCAL SECURITY GUARDS FOR

- (I) 2 LSGS IN EMBASSY RESIDENCE AT
#3, MARY STREET, ST. CLAIR, PORT OF SPAIN;
- (II) 2 LSGS IN GOI OWNED EMBASSY RESIDENCE AT 21-23,
FEDERATION PARK, ST. CLAIR, PORT OF SPAIN;
- (III) 01 LSG IN GOI OWNED CHANCERY BUILDING OF HIGH
COMMISSION OF INDIA, 6 VICTORIA AVENUE, PORT OF SPAIN;
- AND
- (IV) 3 LSGS IN MAHATMA GANDHI INSTITUTE FOR CULTURAL CO- OPERATION
(MGICC), MT.HOPE.

Trin/BOS/815/01/2023

Dated: 25 July, 2024

1. Introduction:

1.1 Sealed tenders are invited from eligible bidders located and based in Trinidad, for providing eight (08) trained Security Guards (hereinafter called LSG) for security duties at the following locations:

- (I) 2 LSGS IN EMBASSY RESIDENCE AT #3, MARY STREET, ST. CLAIR, PORT OF SPAIN**
- (II) 2 LSGS IN GOI OWNED EMBASSY RESIDENCE AT 21-23, FEDERATION PARK, ST. CLAIR, PORT OF SPAIN; (III) 01 LSG IN GOI OWNED CHANCERY BUILDING OF HIGH COMMISSION OF INDIA, 6 VICTORIA AVENUE, PORT OF SPAIN; AND**
- (IV) 3 LSGS IN MAHATMA GANDHI INSTITUTE FOR CULTURAL CO- OPERATION (MGICC), MT.HOPE as per terms and conditions set forth in the Tender Document.**

1.2 This Notice Inviting Tender is being issued with no financial commitment and the High Commission of India, Port of Spain (hereinafter called HCI) reserves the right to change or vary any part thereof of the Notice Inviting Tender at any stage. HCI also reserves the right to withdraw the Notice Inviting Tender, should it become necessary at any stage.

1.3 HCI's decision on the pre-qualification and selection of the Service Provider shall be firm and final.

2. Eligibility (Pre-Qualification):

The Notice Inviting Tender is open to all eligible bidding companies who fulfill conditions as mentioned below: -

2.1 Bidding company should be based in Trinidad & Tobago and must have a minimum of five years of overall experience in providing security personnel and related services and must have registered with the Government of Trinidad and Tobago. The bidding company must have VAT Registration Number.

2.2 The company should have proven expertise in the field of security in Trinidad & Tobago and should have also provided security services to at least one govt./semi govt./autonomous body/Diplomatic Mission, etc. Proof in respect of services provided to such agencies must be submitted.

2.3 Bidding company must submit a copy of the security related topics covered during training schedule of the guards.

2.4 Bidding company must include, as part of its tender, attested copies of documents mentioned at Annexure 'A' as testimony of qualification to perform the contract.

Note: The High Commission of India, Port of Spain, reserves the right to ask for any additional documents from the bidders to substantiate issues related to financial health of the company, local police clearance/verification, partnership agreements, etc. in order to establish holistic credentials of the bidding company.

3. **Critical Minimum Quality Parameters of Security Guards:**

The Service Provider shall meet the following critical minimum quality parameters for security guards:-

(a) **Age:** Security Guards should not be more than 45 years of age.

(b) **Physical and Mental Fitness:** Security Guards should be physically and mentally fit. They should not suffer from an apparent disability including obesity/over weight that would hinder efficient discharge of the duties typical to security guards. Firm should submit medical fitness certificate in respect of every LSG.

(c) **Character & Antecedents Verification:** The Service Provider shall provide only such Security Guards who have been vetted by T&T Government's security department in terms of past record, character and antecedents. The Service Providers should be able to provide background details of the LSGs and also proof of vetting.

(d) **Education:** Security Guards should have got standard or Matriculation equivalent education at least upto Grade 10th.

(e) **Uniform:** Security Guards shall perform their duties in smart uniforms and their overall appearance shall be neat and clean.

(f) **Training:** Security Guards shall possess training in basic security duties such as access control and anti-sabotage checks (of person, baggage and vehicles) including the use of basic security tools such as Handheld Metal Detector(HHMD), Door Frame Metal Detector (DFMD), CCTV monitoring, baggage and letter scanners, etc. They shall possess knowledge of the potential threats in general terms and also knowledge of what is "suspicious" in terms of person and material.

(g) **Supervision:** The service provider should have a system of undertaking supervisory checks of functioning of LSGs to ensure that the supplied LSGs are discharging their duties with efficiency. The service provider should clearly spell out as to what will be the system of supervision/surprise checks so as to achieve the above objective e.g. number of scheduled and surprise visits in a given period.

- (h) **Knowledge of Language:** The LSGs should be proficient in English.
- (i) **Registration:** Service provider shall provide proof of compliance as regards to local laws and statutory regulations in running a private security company. Copy of certificate of registration with the concerned T&T authorities for operations of a Security service provider, must be part of the technical bid. **Other Clients:** Service provider shall furnish information about its other clients including period and type of service rendered in broad terms.
- (j) **Service Conditions of Security Guards:** The security company should agree to provide High Commission of India, Port of Spain details of salary, gratuity, allowances, leave etc. it permits for its security guards. Service provider should agree to provide the brief CV of security guards including their Passport Number, cell phone number, other nationalities held previously or concurrently, residential address, educational qualification, languages spoken and industry skill certification. Service provider is responsible for providing medical facility to the security personnel deployed at High Commission of India, Port of Spain and Mahatma Gandhi Institute for Cultural Co-operation, Mt. Hope.
- (k) **Rotation of Staff:** Service provider shall have sufficient number of LSGs on its roll so that the staff is rotated periodically or on the request of the High Commission of India, Port of Spain and Mahatma Gandhi Institute for Cultural Co-operation, Mt. Hope.
- (l) The service provider shall not pay wages lower than minimum wages of labour as fixed by the local authorities. Payment of other admissible benefits, if any, like bonus, leave etc. to the employees deputed at High Commission of India, Port of Spain and Mahatma Gandhi Institute for Cultural Co-operation, Mt. Hope shall solely be the liability of the service provider and not that of the HCI.
- (m) The High Commission of India, Port of Spain will not be responsible for any additional charges for dropping off and picking up the security staff to/from the Duty point.
- (n) The service provider is to ensure compliance of all mandatory labour laws/regulations laid down by the host country and any other relevant Acts and regulations enforceable from time to time without any liability on the High Commission of India, Port of Spain and and Mahatma Gandhi Institute for Cultural Co-operation, Mt. Hope or without any responsibility for statutory compliance of any kind by the HCI.

4. **Scope of Work:**

The scope of work of the LSGs is as follows:-

- (a) Eight (8) Local security guards provision for following duties:

S. No	Duty Point	Required for specified hours	Timings for duty	To be covered in number of shifts	No. of LSG in one shift	Total No. of LSGs
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1.	Hired Embassy Residence, H.No. #3, Mary Street, St. Clair, Port of Spain	24-hours (round the clock)	Day Shift: 0600 hrs to 1800 hrs; Night Shift: 1800 hrs. to 0600 hrs. next day	02	01 for day shift and 01 for night shift	02
2.	GoI owned Embassy Residence, 21-23 Federation Par, St. Clair, Port of Spain	24-hours (round the clock)	Day Shift: 0600 hrs to 1800 hrs; Night Shift: 1800 hrs. to 0600 hrs. next day	02	01 for day shift and 01 for night shift	02
3.	High Commission of India, 6 Victoria Avenue, Port of Spain	8 hours (0800 hrs to 1600 hrs)	Day Shift: 0800 hrs. to 1600 hrs.	01	01 for day shift	01
4.	Mahatma Gandhi Institute for Cultural Relations, Mt. Hope	24-hours (round the clock)	Day Shift: 0600 hrs. to 1800 hrs.; Night Shift: 1800 hrs. to 0600 hrs. next day	02	02 for day shift and 01 for Night shift	03

(b) Take periodic patrolling and surveillance for suspected activities of visitors in the premises.

(c) Keep watch over for any sabotage, damage, fire and safeguard the property, person, material, machines and document system at site.

(d) Assist in regulating visitors to the premises while being polite and courteous with visitors and screening by Hand Held Metal Detector, Door Frame Detector etc. To be alert and detect unattended packages and strange objects and respond in emergency situations like fire, law & order, medical etc.

(e) Security Guards to be very alert on duty, both physically and mentally throughout the shift and report any issue immediately to the supervisory officer in the Embassy Residence.

(f) Company will ensure to maintain proper supervision over the security personnel with regards to their discipline, alertness, proper uniform, conduct in the course of their duty and carry out periodic inspections.

(g) Perform all security duties assigned by the High Commission of India, Port of Spain and Mahatma Gandhi Institute for Cultural Co-operation, Mt. Hope.

5. Tendering Process:

5.1 Tender is invited in two parts i.e.(i) Technical Bid and (ii) Financial Bid.

5.2 Interested bidders may like to send the bids as per **Annexure C** in sealed condition and with clear identification on envelope through post addressed to Head of Chancery, #6, Victoria Avenue, High Commission of India, Port of Spain.

5.3 Two (02) separate sealed envelopes containing the Technical and Financial bids clearly marked and sealed, should be further sealed inside another envelope clearly marked as 'Technical and Financial Bid for eight Local Security Guards for the following locations by 15 August, 2024 upto 1600 hrs. Bids will be opened at 1700 hrs on 16 August, 2024:

(I) 2 LSGS IN EMBASSY RESIDENCE AT #3, MARY STREET, ST. CLAIR, PORT OF SPAIN

(II) 2 LSGS IN GOI OWNED EMBASSY RESIDENCE AT 21-23, FEDERATION PARK, ST. CLAIR, PORT OF SPAIN;

(III) 01 LSG IN GOI OWNED CHANCERY BUILDING OF HIGH COMMISSION OF INDIA, 6 VICTORIA AVENUE, PORT OF SPAIN; AND

(IV) 3 LSGS IN MAHATMA GANDHI INSTITUTE FOR CULTURAL CO- OPERATION (MGICC), MT.HOPE

5.4 The HCI will not be responsible for any delay in receipt of bids or missing of bids while in transit/post. Bids received by email/fax will be rejected out-rightly.

5.5 The validity of the bids must be for six months with effect from the date of opening of the bids. All bids should be in English language only.

5.6 The proforma for technical and financial bids is placed at **Annexure-A** and **Annexure- B** respectively.

5.7 Late Applications: Any application/bid received after the last date and time for submission for the same, shall not be accepted. Applications/bids received after the last date of submission shall be summarily rejected and returned to addressee unopened.

5.8 Incomplete Application/bid: An incomplete application/bid shall be summarily rejected.

6. Technical Bid Evaluation:

6.1 In the first stage, only the envelopes, containing the Technical Bid will be opened on the appointed date and time, in presence of the bidding companies (one representative each if present) and shown as a token of receipt of the documents in time. The sealed envelope containing the Financial Bid will be shown to the members present, but will not be opened at this stage.

6.2 The Technical Bids will be examined and evaluated by HCI subsequently on the basis of responses to the Notice Inviting Tender. Bidding companies which do not qualify in the technical evaluation will not be considered for Financial Bid stage and their financial bids will be returned unopened.

7 Financial bids:

7.1 Bidding companies, which have qualified in the Technical Bid stage, will be informed by email to be present on the date and time fixed by the HCI and the financial bids will be opened in their presence, if attended by them.

7.2 After opening of the financial bids, Lowest Bidder will be announced based on the lowest financial quote. The final decision of the HCI on award of contract will be communicated in due course. The notification of award will constitute the formation of contract.

8. Performance Security:

8.1 An amount of five (05) to ten (10) per cent of the value of the tender, as specified in the bid documents, shall be obtained from the successful bidder as performance security.

8.2 Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment in an acceptable form safeguarding the purchaser's interest in all respects.

9. Commencement of Contract:

The date of commencing security services of lowest bidder will be conveyed by the HCI on approval by the Competent Authority.

10. Payment:

10.1 Payment shall be made upon completion of work.

10.2 Monthly bill must be submitted by 10th of the subsequent month.

10.3 Payments in respect of the security services provided by the service provider will be made on monthly basis, through bank transfer/cheque.

10.4 The enhancement in the cost/rates which arises purely due to the sovereign order of the host government like increase in minimum wages or imposition/increase of some tax component or levying of some VAT etc, may be borne by the service provider.

11. Additional Information:

11.1 The Bidder shall not utilize or publicize or disclose or part with any statistic, data or information collected with assignment/contract without the express written consent of High Commission of India, Port of Spain.

11.2 No terms and conditions other than as stipulated above will be entertained. Tenders without acceptance of the terms and conditions stipulated above are liable to be rejected.

11.3 The HCI reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.

11.4 The service provider will not collect or retain data of employees and visitors to

the HCI.

11.5. Penalties: In case the service provider fails to provide the desired services, delay in deployment guards in any shift, departure before end of any shift, found sleeping or using mobile phones on duty or breaches the contract and for loss or damage, if any, to property, life of Mission Staffs etc due to negligence of the security personnel or substandard services of the security agency, service provider will be fully responsible and a penalty will be imposed on the service provider @ 5% of total monthly wages will be deducted in first instance and @ 10% of monthly wages will be deducted in second and onward instances.

12. Termination of Contract:

The High Commission of India, Port of Spain reserves the right to terminate the contract at any time by giving one month's advance notice. However, the High Commission of India, Port of Spain shall also have the right to terminate the Contract by giving a lesser period of Notice under special circumstances, such as security considerations, violation of privacy laws etc. The Service Provider may terminate the contract by giving three months advance notice with justification for termination of services.

13. Force Majeure:

For the purpose of this clause, "Force Majeure" shall mean an event beyond the control of the service provider and not involving the service provider's fault or negligence. If a Force Majeure situation arises, the service provider shall promptly notify the authority in writing of such conditions and the cause thereof. Unless otherwise directed by the HCI in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical.

14. Settlement of Disputes and Arbitration:

All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of any person nominated by the HCI. The arbitration shall be in accordance with the existing rules of Trinidad & Tobago in this regard. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties.

15. Point of Contact:

For any tender-related enquiry/query/clarification please contact:-

Head of Chancery
High Commission of India
#6, Victoria Avenue,
Port of Spain
Email: hoc.pospain@mea.gov.in/

16. Sign and Seal:

The Bidder must sign and affix his seal on every page (Repeat every page) of the Tender Documents for the bid and the completed signed tender documents must be submitted.

TECHNICAL BID PROFORMA

- I. 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.	Requirements
1.	(a) Brief introduction of the company including whether based in Trinidad
	(b) Previous experience in the field(minimum five years)
	(c) Local level security industry knowledge (documented references of govt./semi govt./autonomous body/Embassy/Consulate 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) Testimonials [Clients’ letters/certificates etc.]
3.	The service provider will give an undertaking that it will provide Qualification and experience documents of the Security guards proposed to be deployed in the Embassy Residence, if the contract is finally awarded to them.
4.	Security related topics to be covered during training schedule of the guards

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

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	Duty Point	Required for specified hours	Timings of duty	To be covered in number of shifts	No. of LSG in one shift	Total No. of LSGs	Unit price inclusive of VAT, if any (per hour)	VAT, if any (per hour)	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
1.	Hired Embassy Residence, H.No. #3, Mary Street, St. Clair, Port of Spain	24-hours (round the clock)	Day Shift: 0600 hrs to 1800 hrs; Night Shift: 1800 hrs. to 0600 hrs. next day	02	01 for day shift and 01 for night shift	02			
2.	GoI owned Embassy Residence, 21-23 Federation Par, St. Clair, Port of Spain	24-hours (round the clock)	Day Shift: 0600 hrs to 1800 hrs; Night Shift: 1800 hrs. to 0600 hrs. next day	02	01 for day shift and 01 for night shift	02			

3.	High Commission of India, 6 Victoria Avenue, Port of Spain	8 hours (0800 hrs to 1600 hrs)	Day Shift: 0800 hrs. to 1600 hrs.	01	01 for day shift	01			
4.	Mahatma Gandhi Institute for Cultural Relations, Mt. Hope	24-hours (round the clock)	Day Shift: 0600 hrs. to 1800 hrs.; Night Shift: 1800 hrs. to 0600 hrs. next day	02	02 for day shift and 01 for Night shift	03			

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

AFFIDAVIT

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

1. I/We are submitting my/our bid against the Notice Inviting Tender no.....dated.....brought out by the High Commission of India, Port of Spain, for providing security services at the Embassy Residence.

2. I/We or my/our partners do not have any relative working in any office of High Commission of India, Port of Spain.

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 Trinidad & Tobago.

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

8. If any information or document submitted is found to be false/incorrect, HCI 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]

With reference to Tender Notice No. Trin/BOS/815/01/2023 dated 24th December, 2023, this is to certify that if we withdraw or modify our bid during period of validity or if we are awarded the contract and we fail to sign the contract or fail to submit a performance security before the deadline defined in this document, we are liable to be suspended for a period considered fit by the HCI from being eligible to submit bids for contracts by the High Commission of India, Port of Spain.

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