

**High Commission of India
Port Louis**

Dated 16 July 2021

**Subject: Invitation for Tender for Hiring of Local Security Guards (LSGs)
for India House at Angus Lane, Vacoas**

The High Commission of India invites sealed Proposals/quotations from reputed, experienced and financially sound Security Agencies registered under relevant Mauritius Companies law which can provide 'Local Security Guards' at India House, Angus Lane, Vacoas initially for a period of 4 months. The Agency should have a minimum of 5 years experience in the field as on 30 June 2021.

2. The sealed envelopes should be addressed to 'Head of Chancery, Plot 65-C, Ebene, Mauritius. The last date to submit the tender document is **06 August 2021** by **1500 hrs**. The bids will be opened on **06 August 2021** at **1530 hrs**. at the Conference Room, New Chancery, Ebene.

3. **Scope of Work – Security of India House Complex**

- The India House complex has a stone perimeter wall which has a height of around 2 meters. This perimeter wall is on three sides of the complex. However, on the front side, where the main entrance is located, there is a section which is built as stonewall and a section which comprise of a hedge. The complex has only one main gate for everyday use.
- The Security Guards should possess training in basic security duties such as access control and anti-sabotage checks of persons, baggage and vehicles.
- The security personnel should be trained to monitor the basic security tools such as Door Frame Metal Detector (DFMD), body scan with Hand Held Metal Detector (HHMD), if needed, and X-Ray scan of bags followed by visual search if needed, CCTV Camera/monitoring, baggage and letter scanner etc.
- He should be proficient and trained in handling of arms and other security equipments they are supposed to carry or use.
- One of main duties of guards will be to man the gates 24x7 and they should be able to position themselves in state of readiness during the entire period of duty.
- The guard should also be on patrol duty from time to time.
- The people visiting India House should be checked properly and also guided by LSG to the alighting point.

4. **Eligibility Criteria**

The bidder must be registered under the Mauritius Companies Act and should have all applicable/appropriate licenses in their own name. All the workers shall be insured with the insurance policy. This will be done at the Company's cost.

- i. LSGs should not be more than 50 years of age.
- ii. LSGs should be physically and mentally fit and should be not suffering from any apparent disability. Medical fitness certificate from authorized medical practitioner should be provided in case of each employer.
- iii. Service provider would be required to provide verified record, character and antecedents of each Guards vetted by Local Government Security Department(s).
- iv. LSGs should have training in basic security duties such as access control and anti-sabotage checks (of persons, baggage and vehicles) including use of basic security tools such as HHMD, DFMD, CCTV monitoring, baggage and letter scanner etc. Further, he should possess knowledge of potential threats to a foreign Mission/Post in general terms and also knowledge of what is "suspicious" in terms of men and material in the given local context.
- v. LSGs should have a minimum qualification of 10th standard or matriculation equivalent.
- vi. LSGs should be proficient in the local language and have working knowledge of English to communicate with High Commission personnel.
- vii. LSGs appearance should be neat and clean and performs duties in proper uniform.
- viii. LSGs should be thoroughly proficient and trained in handling of arms and other security equipments he is supposed to carry or use during the duty period.
- ix. Service provider should equip the security guards with necessary security devices such as radio equipment (for communication), arms etc., as per requirements.
- x. Service provider should have a routine check of functioning of LSGs to ensure that the supplied LSGs are discharging their duties efficiently and as per High Commission's requirements. Service provider should occasionally do the surprise checks/visits to monitor workings of supplied Guards.
- xi. Service provider should agree and able to provide choice of persons three times our requirement to interview and choose from.

5. Quality Parameters for Service Provider Companies:

Service provider is also requested to provide following information along with supporting documents:

- i. List of other clients/range of security the Company is serving in terms of supply of LSGs in Mauritius and other countries.
- ii. Past experiences, service history, achievements of the company as Security Service Provider.
- iii. Registration Documents of the company under the relevant statutory regulations such as labor laws applicable in Mauritius.
- iv. Size of reserve pool of men and logistics such as response teams, patrol vehicles/security equipments/control room facilities/communications equipments under use etc.
- v. Whether the service provider has its own training facility to its personnel or availing facilities being given to its security guards.
- vi. Details/documentary proof of pay and allowances, gratuity and leave facilities being given to its security guards.
- vii. Attrition rate of security guards and security supervisors of the company.
- viii. Industry certification obtained by the company for its quality of service i.e. certificates issued by ISO or other specialized security certification bodies.
- ix. Scope and limit of liability of the company as well as take home pay and allowances of the security guards. The duration of the contract will be for a period of one year with a clause to renew the contract for an equivalent period subject to satisfactory performance.

6. Number of Personnel to be posted at Site/Timings of Work

Total Manpower- 2 (Two)

Working Days- Monday to Sunday (24x7)

No Public holidays

Requirement/Placement of Security Guards

S. No.	Place of Duty	Timings	Shift	No. of Shifts	No of LSG per shift	Total LSGs	Unit Price Per month (to be indicated in MUR and USD)
1	India House	Round the clock	Shift 1: 0800-2000 hrs. Shift 2: 2000-0800 hrs.	2	1	2	

7. **Termination of Contract**

The tendering authority (High Commission of India) reserves the right to terminate the contract not necessarily giving any reason with or without one month notice. The High Commission may, by written notice sent to the service provider, terminate the contract, in whole or in part at any time without assigning any reasons for its convenience.

8. **Validity**

The Tender document shall be valid for 90 days from the date of submission by the bidders. A tender valid for a shorter period shall stand rejected.

9. **Visit of Site**

The site of work will be open for Inspection/discussions, if required, can be during office hours 10.00 to 13.00 hrs on working days.

10. **General Instructions for Submission of Tender**

The tenders should be submitted in two sealed covers – the first sealed cover should be marked “Technical Bid-To be opened by addressee only” and second sealed cover marked “Financial Bid- To be opened by addressee only”. Both the sealed covers should be placed in the main sealed envelope superscribed “Tender for Security Services at India House, Angus Lane, Vacoas” and addressed to **Head of Chancery, Plot No. 65-C, Ebene, Mauritius**. For any queries or clarifications, please email at admn.portlouis@mea.gov.in or call at 5259-6416.

(Ankush Kapoor)
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