



TENDER

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No. KIN/815/1/2018

Dated 20 May 2021

Subject: Security service for High Commission of India properties in Kingston

High Commission of India proposes to engage a security company for Two-year contract effective from 01 July 2021 to 30 June 2023 for providing two unarmed Security Guard (24 hrs x 7 days @ 12 hours duty each) at India House, 2 East King's House Road, Kingston 6 and 1 armed Security Guard for 10 hours (8:30 AM TO 18:30 PM – 7 days a week) at High Commission of India 5 Earls Court, Acadia, Kingston 8. In this connection Security companies are requested to submit their bids in two parts (a) Technical bid (b) Financial bid in separate closed envelopes.

2. The company applying for the bid should provide profile of their company and meet the following bench mark in their technical bid: -

Age: Security Guard should not be more than 50 years of age.

Physical & Mental Fitness: Security Guards should be physically and mentally fit.

Character & Antecedent Verification: The company should provide only such security guard who has been vetted by Government of Jamaica's security department in terms of past record, character and antecedents. The company should enclose proof of vetting.

Uniform: Security guards should perform their duties in smart uniforms and their appearance should be neat and clean.

Training: Security Guards should 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 HHMD, DFMD, monitoring CCTV, baggage and letter scanners etc. They should possess knowledge of the potential threats to a foreign Mission in general terms and also knowledge of what is suspicious in terms of men and material in the given local context.

Supervision: Service provider should have provisions for real time check of functioning of the security guards to ensure that the quality of the provided staff and the service they render is always above the benchmark. The provider should be able to provide proof of this to the High Commission.

Knowledge of Language: Besides the local language, security guards should have rudimentary working knowledge of English so that communication essential to smooth discharge of security duties, both routine and emergency between the High Commission and security guard is possible.

Registration: The service provider should provide proof of compliance as regard local laws and statutory regulations in running a private security company.

Other clients: A security company desirable of providing service to this Mission should furnish information about its other clients including period and type of service rendered in broad terms.

Service conditions of the security guards: The security company should agree to provide us details of salary, gratuity, allowances and leave etc. it permits for its security guards.

Option to choose & retain: An interested security company should agree and be able to provide a choice of persons three times our requirement to interview and choose

from. In case of good performance, the High Commission of India should have the option of retaining a particular security guard.

Rotation of Staff: Security company should have sufficient security guards on its roll so that the staff is rotated periodically.

3. In the financial bid the company must quote their rates for providing 1 x 24 hours (7 days a week) and 1 x 10 hours with weapon (7 days a week) in a separate sealed envelope.

4. Financial bids of only those companies will be opened which qualify in the technical bid. Financial bid of the disqualified companies at technical bids will be returned unopened. The High Commission of India, Kingston reserves the right to reject any or all the bids/quotation received without assigning any reason.

5. Your bids should be in Jamaican Dollars and clearly marked "Provision of Security Services" and may be sent (in sealed covers, separately for technical and financial bids). The bids may be delivered in original, signed and sealed by the company representative to: **Head of Chancery, High Commission of India, 5 Earls Court, Kingston-8, on or before 1700 hours on 10 June, 2021.**