



**EMBASSY OF INDIA  
Ankara**

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**INVITES QUOTATIONS  
FOR PROVIDING THREE NIGHT AND DAY LOCAL SECURITY  
GUARDS IN THE EMBASSY FOR A PERIOD OF TWO YEARS**

**LIMITED TENDER NOTICE  
TENDER NO. ANK/558/01/2016**

**LAST DATE FOR SUBMISSION OF BIDS: 07 October 2022 up TO 1700 HRS**

**DATE OF OPENING BIDS: 10 October 2022 AT 1000HRS**

**PLACE OF OPENING OF BIDS: EMBASSY OF INDIA, CINNAH CADDESI  
77, CANKAYA, ANKARA, TÜRKIYE**

## **Invitation for Bids**

Tender notice for three (03) professionally trained local security guards for Embassy of India, Ankara, Cinnah Caddesi 77, Cankaya, Ankara, Türkiye.

ANK/558/01/2016

Dated: 16 October 2022

### **1. Introduction:**

1.1 Sealed tenders are invited from eligible bidders located and based in Ankara, for providing three (03) trained Security Guards (hereinafter called LSG) for security duties at Cinnah Caddesi 77, Cankaya, Ankara, Türkiye as per terms and conditions set forth in the Tender Document.

1.2 This Tender Notice is being issued with no financial commitment and the Embassy reserves the right to change or vary any part thereof of the Tender Notice at any stage. Embassy also reserves the right to withdraw the Tender Notice, should it become necessary at any stage.

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

### **2. Eligibility (Pre-Qualification):**

The invitation of tender is open to all eligible bidding companies who fulfil conditions as mentioned below: -

2.1 Bidding company should be based in Ankara & must have a minimum of five years of overall experience in providing security personnel and related services.

2.2 The company should have proven expertise in the field of security in Türkiye and should have also provided Security Services to any govt./semi govt./autonomous body/Embassy/ Consulate, etc. Proof in respect of services provided to such agencies must be provided.

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' mentioned below as testimony of qualification to perform the contract.

Note: The Embassy of India, Ankara 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 50 years of age. Security supervisor should not be more than 55 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 Turkish 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 education at least up to 10<sup>th</sup> standard or matriculation equivalent.
- (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 parson, 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 “suspicious” in-terms of men and material.
- (g) **Supervision:** The 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 local language and should possess at least rudimentary English Language Skills.

- (i) **Registration:** Service provider shall provide proof of compliance as regards local laws and statutory regulations in running a private security premises.
- (j) **Other Clients:** Service provider shall furnish information about its other clients including period and type of service rendered in broad terms.
- (k) **Service Conditions of Security Guards:** The security company should agree to provide Embassy of India details of salary, gratuity, allowances, leaves, etc. it permits for its security guards. Service provider should agree to provide the brief CV of security guards including their passport/Kimlik Number, cell phone number, other nationalities held previously or concurrently, residential address, educational qualification, languages spoken and industry skill certification.
- (l) **Rotation of Staff:** Service provider shall have sufficient number of LSGs on its roll so that the staff is rotated periodically. Ideally the staff shall change after every 04 months or on the request of the Embassy of India.
- (m) 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 Embassy of India, Ankara shall solely be the liability of the bidding company and not that of the Embassy.
- (n) The service provider shall be responsible for dropping and picking up the security staff to and from Embassy of India, Ankara.
- (o) The Bidding Company is to ensure compliance of all mandatory labour laws/regulations laid down by the Government of Türkiye and any other relevant Acts and regulations enforceable from time to time without any liability on the Embassy of India, Ankara or without any responsibility for statutory compliance of any kind by the Embassy.

4. **Scope of Work:** The scope of work of the LSGs is as follows: -

- (a) Two (02) night security guards and One (01) day security guard for 07 days a week at Embassy of India properties at Cinnah Caddesi 77, Cankaya, Ankara. Additional work, if required by the Embassy on working days, weekends (Saturday & Sunday), and public Holidays.
- (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, men, material, machines and document system at site.
- (d) Monitor X-ray machine, use of Hand Held Metal Detector, Door Frame Detector and assist in regulating visitors to the premises while being polite and courteous with visitors.

- (e) To be alert and detect unattended packages and strange objects and respond in emergency situations like fire, & order etc.
- (f) Security Guards to be very alert on duty, both physically and mentally throughout the shift and report any issues immediately to the supervisory officer in the Embassy.
- (g) 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.
- (h) Perform all security duties assigned by the Embassy of India, Ankara.
- (i) Must possess basic qualification for training in Fire Fighting.

## **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, Embassy of India, Cinnah Caddesi 77, Cankaya, Ankara, Türkiye.

5.3 Two (02) sealed envelopes containing the Technical and Financial bids clearly marked and sealed separately should be further Sealed Inside another envelope clearly marked as 'Technical and Financial Bid for Local Security Guards for Embassy of India, Ankara', latest by 07<sup>th</sup> October 2022 up to 1700 hrs. Bids will be opened at 1000 hrs on 10<sup>th</sup> October 2022.

5.4 The Consulate 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 received after last date shall be summarily rejected and returned to addressee unopened.

5.8 **Incomplete Application/bid:** Any 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) and shown as a token of receipt of the documents in time. The sealed envelope containing the Financial Bids 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 the Embassy subsequently on the basis of responses to the Tender Notice. Bidding companies which do not qualify in the technical evaluation will not be considered for qualification to the 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 appointed date and time fixed by the Embassy and the Financial Bids will be opened in their presence.

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

**8. Performance Security:** An amount of five (05) percent of the value of the tender, as specified in the bid documents, shall be obtained from the successful bidder as performance security. 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 Embassy on approval by the Competent Authority.

## **10. Payment:**

10.1 Payment shall be made upon completion of work.

10.2 Monthly bill (without KDV/VAT) must be submitted by 10<sup>th</sup> of the subsequent month.

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

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 cess etc. may be paid by the Embassy only after approval of the Competent Authority.

## **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 Embassy of India.

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 Embassy reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.

11.4 **Medical Facility:** Service provider is responsible for providing medical facility to the security personnel deployed at Embassy of India, Ankara.

**12. Termination of Contract:** The Embassy reserves the right to terminate the contract at any time by giving one month's advance notice. However, the Embassy 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 service.

**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 Embassy 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 Embassy of India, Ankara. The arbitration shall be in accordance with the existing rules of Türkiye 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  
Embassy of India  
Cinnah Caddesi 77,  
Cankaya, Ankara, Turkey  
Email: hoc.ankara@mea.gov.in  
Tel: +90 312 4382195  
Fax: +90 312 2962130

**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.



Annexure-A  
TECHNICAL 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.	Requirements
1.	Brief introduction of the Company.
2.	List of other clients the Company is serving in terms of supply of LSGs in the host country and other countries (along with Testimonials).
3.	Past experience, service history and achievements of the Company.
4.	Evidence of registration of the Company under relevant statutory regulations (if registered under more than one law, the same be furnished).
5.	Evidence of range of security services provided.
6.	Size of the reserve pool of men and logistics such as response teams, patrol vehicles/security equipments/control room facilities/communication equipments under use, etc.
7.	Attrition rate of security guards and security supervisors.
8.	Does the Company have its own training facility (details thereof)? Does it avail the facility of another provider or company that only focuses on training? What is the curriculum and duration of training of the security guards and the supervisors?
9.	Industry certification obtained by the Company for its quality.
10.	Company's relationship with the local police.
11.	Scope and limit of liability of the Company.
12.	Take home pay and allowance of the security guards.
13.	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, if the contract is finally awarded to them.

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

Annexure-B

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.	Item	Charges (in US\$)	Remarks, if any
(a)	Monthly charges for 02 night security gurads and 01 day security guard for 7 days per week		
(b)	Cost of additional work hours (per guard), if reuired by the Embassy on certain occassions during <ol style="list-style-type: none"><li>(i) Working days</li><li>(ii) Weekends (Saturday &amp; Sunday)</li><li>(iii) Public Holidays</li></ol>		

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

Annexure-C

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 the Embassy of India, Ankara for providing security services at the Chancery.
2. I/We or my/our partners do not have any relative working in any office of Embassy of India, Ankara.
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 by me/us is “WITHOUT ANY CONDITION”.
6. I/We have not been banned/delisted by the Government or any Government agency of Turkey.
7. I/We accept all the terms and conditions of Tender.
8. If any information or document submitted is found to be false/incorrect, Embassy 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 firms.

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