



EMBASSY OF INDIA
MOSCOW

.....

Notice Inviting Tender

Sealed tenders are invited on behalf of the President of India from the Registered and Licensed Security Agencies for provision of 1 (one) unarmed Security Guard to provide round the clock protection of the building premises located at 9, Vorontsovo Polye Street, Moscow. The method of submission of tender, amount of Earnest Money Deposit and relevant general terms and conditions have been mentioned in Annexure-I. The work is to be performed strictly as per Parameters / Technical specifications given in Part I of Annexure II. The terms and conditions specific to the relevant contract have been mentioned in Part II of Annexure II. The proforma of Technical Bid and Financial Bid for submission with the tender has been given in Annexure III and Annexure IV respectively. All the said Annexure are enclosed to this Notice Inviting Tender. The schedule of tender is given as under:-

Schedule of Tender:

- I) Tender No. : MOS/CONS/815/2/18 dated October 17, 2018
- II) Last date and time of receipt of tender 12:00 hrs. on November 9, 2018
- III) Amount of refundable earnest money to be deposited: Rub 15000/- (Ruble Fifteen thousand Only).
- IV) Date & time of opening of tender: 10:00 hrs. on November 12, 2018
- V) Venue: D.P Dhar Hall, Embassy of India, Building No. 6-8, Vorontsovo Polye Street, Moscow, Russian Federation.

The tenders received after the scheduled date & time will be rejected outright. The tenders can be dropped in the box to be kept for this purpose at Embassy of India 6, Vorontsovo Polye, Moscow, on all working days till the last date of submission. All outstation tenders should be sent by registered post so that they may be received by this office within due date & time. Only one tender should be kept in one cover.

Embassy of India
6-8, Ulitsa Vorontsovo Polye, Moscow-115127

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MOS/CONS/815/2/18

October 17, 2018

Annexure-I

GENERAL TERMS & CONDITIONS

Subject: Notice Inviting Tender for round the clock engagement of unarmed Security Guard (s) at Building No. 9, Vorontsovo Polye, Moscow.

1. Parties:

The parties to the contract are the contractor (the Bidding Company to whom the work may be awarded) & the Government of India through the Embassy of India, Moscow for & on behalf of the President of India.

2. Address:

For all purposes of the contract including arbitration thereunder, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Embassy of India, Moscow. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address, if any, in the aforesaid manner.

3. Earnest Money Deposit (EMD):

3.1 An amount of Ruble 15000 (Ruble fifteen thousand only) towards Earnest Money, should be submitted along with his / her / their tender through a bank transfer. This deposit would be refunded, within one month by the Embassy/ Bank after finalization of the tender, to the unsuccessful bidders.

3.2 The Bidding Company shall not be permitted to withdraw its offer or modify the terms & conditions there of after the submission of the bid. In case the Bidding Company fails to observe & comply with the stipulations made therein or backs out after quoting the rates, earnest money deposit will be forfeited to the Government. The Bidding Company, in such a case may be debarred from any of the future tender processes of the Embassy of India, Moscow

3.3 The tenders without Earnest Money Deposit will be summarily rejected.

3.4 No claim shall lie against the Embassy of India in respect of erosion in the value or interest on the amount of Earnest Money Deposit.

4. Preparation and Submission of Tender:

4.1 The tender should be submitted in two parts namely Technical Bid (in form given in Annexure III) & Financial Bid (in form given in Annexure IV) along with the Earnest Money Deposit and each part should be kept in a separate sealed cover. Both the bids should be kept in another sealed cover addressed to "Head of Chancery, Embassy of India, 6-8 Vorontsovo Polye, Moscow " and sent so as to reach before the due date. The outer envelope should bear the address, Tender Number & date, subject of tender, date and time of opening of the same. The inner envelopes should be superscribed with Tender Number, Subject of Tender, whether the envelope is containing "Technical Bid" or "Financial Bid" and date of opening of tender.

4.2 The Tender should be submitted in English. All documents, which are in Russian language should be translated and notarized for consideration as a valid tender bid.

5. Signing of Tender:

Individual signing the tender or other documents connected with contract must specify whether he / she signs as:

(a) a sole proprietor of the concern or Constituted Attorney of such sole proprietor;

(b) a partner of the Company or Chief Executive Officer of the partnership company, if it be a partnership company, in which case who is duly authorized to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the company.

(c) Director or a Principal Officer duly authorized by the Board of Directors of the Company, if it is a company.

N.B.

(1) In case of partnership company, a copy of the partnership agreement or general power of attorney duly attested by a Notary Public should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

(2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner,

the tender and all other related documents must be signed by all partners of the firm.

(3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid for such other person and if, on enquiry it appears that the person so signing had no authority to do so, the competent authority, without prejudices, may cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

(4) The Bidding Company should sign and affix his/her firm's stamp at each page of the tender document and all its Annexure as the acceptance of the offer made by the Bidding Company. No page should be removed / detached from the Notice Inviting Tender (This sub-clause will not be applicable in cases where signing of a separate agreement is considered by the Embassy of India as necessary)

6. Technical Bid:

6.1 The Technical Bid should be submitted in form given in Annexure-III along with the stamped bank transfer receipt obtained for the deposit of Earnest Money Deposit for the amount indicated above along with full details of technical facilities for executing the work i.e. equipment, infrastructure etc. associated security features, and any other information sought for in the last section of the Annexure-II & III.

7. Financial Bid:

7.1 The Financial Bid should be submitted in form given in Annexure-IV in a separate sealed cover kept inside the main cover. The Financial Bids of the Bidding Company short-listed after evaluation of Technical Bids only will be opened on a specified date and time to be intimated to the respective Bidding Company. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Financial Bids.

7.2 Hourly wage rate should be quoted for one Unarmed Security Guard per day for 24 hours (in two shifts) in Russian Rubles, covering all statutory liabilities. The quoted rate should also include all taxes and it should be firm and final for the period of contract of 1 (one) year or a part thereof as may subsequently be decided by the competent authority of the Embassy of India Moscow, depending on the actual requirement at that time. The Contract period may be extended for one more year i.e 1+1 at the same terms and conditions with the same Contractor without going for fresh tendering process subject to the satisfaction of the Embassy of India, Moscow based upon the performance of the Contractor. The deployment of all the security guards will be in 2 (two) shifts in a day, to cover round the clock security arrangement. Such deployment will be made all round the year including Sundays, Saturdays and holidays.

7.3 The contractor will be liable for fulfilling requirements as prescribed under Russian laws with regard to Social security, Minimum Wages etc, in respect of the personnel engaged by him to maintain security of the Embassy of India, Moscow. The contractor will quote the rate considering all these aspects and no request for enhancement of rate on any plea whatsoever during the contract period will be entertained except in case of enhancement of rates by the sovereign orders of the Russian Government which are incidental to the wages like minimum wages, taxes/ cess etc after the contract has been signed.

7.4 The engagement does not confer any right for continuation or extension of the contract under any circumstances. This will purely be a short term temporary arrangement on contractual basis. Either party may terminate the contract by giving one month advance notice of being unable to carry on the services any longer.

7.5 The person engaged by the contractor shall not claim any benefit / compensation / absorption / regularization of services from the Embassy of India under any law.

7.6 The Contractor shall also be bound to comply with all the local laws, without prejudice to Clause 7.3 above in relation to its employee and the services provided.

7.7 Terms of payment as stated in the Tender Document shall be final.

8 Validity of the Bids:-

The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be so specified by the tenderer in the Financial Bid.

9 Opening of Tender:-

The Bidding Company is at liberty, either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification. On the date and time indicated in the "Schedule of Tender", only Technical Bids will be opened and read out in the presence of Bidding Company representatives.

10 Criterion for Evaluation of Tenders:

The evaluation of the tenders will be made on the basis of technical information furnished in form given in Annexure-III and then on the basis of commercial information furnished in form in Annexure-IV. The Financial Bid (Annexure-IV) of such firms found valid based on technical parameters (as per Annexure-III) will be opened on the date, time and venue to be announced after opening of the technical bid. The reasons for selection or rejection of a particular tender will not be disclosed. The award of

work will be further subject to any further specific terms and conditions of the contract given in Part II of Annexure II of this NIT.

11 Right of Acceptance:

11.1 The Embassy of India, Moscow reserves all rights to reject any tender including those of the Bidding Company who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Embassy of India in this regard is final and binding. Once the rate is accepted, it will be final and no enhancement of rate or request of the Contractor will be considered during the currency of Contract except for the provisions under Clause 7.3 above.

11.2 Any failure on the part of the Contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.

12 Communication of Acceptance of the Successful Bid & Service Agreement (SA):

12.1 Successful Bidding Company will be informed of the acceptance of his tender and a Service Agreement would be signed between the successful bidding company and the Embassy of India, Moscow within next 3 days.

12.2 Service Agreement @ Contract would constitute the whole agreement between the Parties in relation to its subject matter. The Notice Inviting Tender along with all its Annexure published on October 17, 2018 by the Embassy of India, Moscow for provision of supply of the unarmed security guards for the Embassy of India premises as well as the Proposal submitted by the Bidding Company at the time of bidding shall be taken, read and construed as an essential part of this Agreement.

13. Security Deposit in the form of Bank Guarantee:

The Service Provider shall submit an irrevocable Bank Guarantee amounting to Russian Roubles 55 000 (Fifty five thousand only) at the time of the signing of the Service Agreement for encashing in case of immediate termination of contract due to the serious security breach and violation of the terms and conditions of the Contract or Insolvency of the Company of the Contactor.

14 Time Schedule for Contract:

The deployment must be completed within a period of 7 (seven) days from the date of award of contract/ SA as per schedule mentioned in Part II of Annexure II.

15 Penalty:

In the event of the contractor failing to:

(a) In the event of the Contractor failing to perform the assigned tasks in compliance with the terms and conditions mentioned in the tender document & Service Agreement and to the satisfaction of the Embassy of India, the Embassy shall have the rights to withhold payments against such tasks over and above those mentioned in Clause 25 of the Part-II of Annexure-II or immediately terminate the contract in case of frequent and /or serious lapses in security supervised by the Contractor or repeated non compliance of the terms and conditions of the SA and tender document.

Embassy shall have the right to ask the contractor to withhold some or all tasks assigned or/ and to re do the tasks in compliance with the terms and conditions mentioned in the Service agreement and tender document.

(b) Penalty in the shape of deduction from claim-bills of the successful Tenderer Agency will be imposed as per clause 25 of the Part-II of Annexure-II.

16 Termination of Contract:

The tender will be valid for one year, which may be extended for another period of one year subject to the satisfactory performance of the Contractor duly approved and authorized by the competent authority of the Embassy of India, Moscow. However, it will be open to either the Contractor or the Embassy of India to terminate/ withdraw the Contract by giving 30 days notice.

17 Insolvency act:

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order made against them or in the case of the company passing any resolution or making of any order for winding up, whether voluntary or otherwise the Embassy of India shall have the power to terminate the contract without previous notice.

18 Breach of Terms and Conditions:

Embassy of India, Moscow and the Contractor reserves the right to terminate the contract at any time by giving one month advance notice to the other party in writing. However, Embassy shall also have the right to terminate the Contract by giving a lesser period of Notice or with immediate effect under special circumstances, such as serious security breach & considerations and/or blatant & serious breach of the terms and conditions of the contract and would encash the bank Guarantee for premature termination of Contract.

19 Subletting of work:

The successful bidding company/ Contactor shall not assign or sublet the work or any part of it to any other person or party/ company without having

first obtained permission in writing of the competent authority of the Embassy of India.

20 Right to call upon Information regarding Status of Work:

The Embassy of India will have the right to call upon information regarding status of supply of the Local Security Guards and/or related matters at any point of time.

21 Precautionary Measures:

20.1 While observing the economy in costs in his own interest, the contractor must be careful and strictly adhere to quality parameters of the services and supply indicated in the Tender Notice along with the time schedule prescribed etc., which should not be violated at any cost.

20.2 The contractor must take every care to see that the work or any portion thereof does not fall into unauthorized hands. Care should be taken to execute the work under proper security conditions and no spare item of work/ copies should be retained / sold or otherwise made over by the contractor or any of his staff member to any person other than the person(s) authorized by the Embassy of India.

22 Past experiences:

References of work done in the past, if any sought for should be equivalent to the work mentioned in the specifications provided in Part-I & Part-II of Annexure-II and submitted along with the technical bid only.

23 The tender is not transferable. Only one tender shall be submitted by one Bidding Company.

24 Terms of Payment:

1. No payment shall be made in advance nor any loan from any bank or financial institution shall be recommended on the basis of the order of award of work.

2. The contractor shall submit the bill in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment.

3. All payments shall be made by Bank Transfer to the designated bank account of the contractor.

4. The Embassy of India shall be at liberty to withdraw any of the payments in full or in part subject to recovery of penalties mentioned in preceding and subsequent Paras.

5. The term "Payment" mentioned in this Para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money governed by the separate clauses of the contract.

25 Arbitration:

If any difference arises concerning the Service Agreement @ Contract, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. In case of any loss/ damage of the Government of India property or life and limbs of the Embassy Staff or its visitors during the period of supervision of the Contractor, the Security Agency would be liable for compensation after following of due inquiry or Investigation, as required by the situation.

MOS/CONS/815/2/18

October 17, 2018

Annexure-II

PARAMETERS AND TECHNICAL SPECIFICATION FOR EXECUTING THE WORK

Sub: Notice Inviting Tender from Registered & Licensed Security Agencies for round the clock engagement of unarmed Security Guards for the premises located at 9, Vorontsovo Polye, Moscow.

Part-I

Parameters and Technical Specification for executing the work

Providing 01 (one) Unarmed Security Guard to make round the clock Security arrangement at the premises located at Vorontsovo Polye, 9, Moscow.

And

Part-II

Terms & Conditions specific to the contract

1. Unarmed Security guards should be provided round the clock (in two shifts, covering the entire 24 hours of a day) on all days including Saturday, Sunday and Holidays at premises located at 9, Vorontsovo Polye, Moscow. In case of shift duty, release of the Security guard should be arranged only on the reliever reporting for the duty. The payment will be made on "No work no pay basis" against the absentee statement.

2. The engagement is purely on temporary contract basis and valid for one year or a part thereof depending on the actual requirement at a subsequent time, which may be extended for a period of another one year subject to the satisfactory performance of the Contractor and approval of the competent authority. The number of any type of the Guards to be engaged may be adjusted (i.e., reduced / increased) at any time after awarding the contract depending on the actual requirement at that time and payment will, in that case, be made proportionally as per rate quoted in the Financial Bid. The contract may however be terminated before one year if the concerned Agency fails to fulfill the terms and conditions of the contract at any time before the expiry of the period of contract with or without notice, as per the various provisions of termination of the Contract.

3. The Tenderer Security Agencies should have a valid Registration certificate and License from the appropriate government authorities and should provide properly trained, uniformed and equipped unarmed Security guards.
4. Identification of the Security guards with proper badges duly authorized by the Contractor should be issued and notified to the Embassy before deployment
5. The age of the Security guards should not be more than 50 years at the time as on the day of the submission of the bid and proof of age will have to be submitted whenever any new security Guard is detailed for duty.
6. The Contractor agency should submit Medical Fitness Certificate in respect of every local service guard from an authorized medical practitioner before the deployment. The service provider will ensure that the LSGs should not be emaciated, feeble and timid in an apparent sense.
7. The LSGs should possess training in basic security duties such as access control and anti-sabotage check (of persons, baggage and vehicles) including use of basic security tools such as HHMD, DFMD, CCTV monitoring, baggage and letter scanners, etc. The tenderer may submit a documentary proof of the training undergone by each LSGs to be deployed by the agency. Training and proficiency in the use of firearms, if any may also be duly notified to the Embassy.
8. LSG should have attended education at least up to 10th Standard or matriculation equivalent (Secondary Basic and above). The tenderer should submit a documentary proof of the education qualification for each LSGs to be deployed by the agency within 7 days of the award of the contract.
9. This contract is between the Embassy of India and the Registered Agency and this contract will not confer any right on the Agency personnel to demand for permanent absorption in the Embassy of India in future. A declaration in this must be made as per the para in Declaration Form in Annexure III (Technical Bid).
10. Engagement and the deployment of the security guards at their place of duty will have to be made within 7 days after the award of the contract between the Agency and the Embassy of India, Moscow.
- 11.. In case of any loss/ damage of the Government of India property during the period of supervision, the Contractor would be liable to pay compensation after conduct of proper inquiry by the Embassy establishes the fault of the LSG/Contractor.
12. It would be the personal responsibility of the Contractor for observance of Minimum Wages as laid down under relevant rules of the Russian Federation while making payment to the unarmed Security Guards engaged by them for the proposed work.

13. Rates quoted by the Bidding Company should be a comprehensive one i.e. inclusive of all sorts of local taxes e.g. VAT etc.

14. While quoting rate, the bidding Company should keep in mind that no PF/ Contribution to pension fund/social security fund/ insurance etc will be paid by the Embassy of India Moscow/Government of India owing to the duties of the personnel as Security Guards. The payment due, if any, in this regard should be made by the Contractor.

15. Before awarding the work, the contractor may have to enter into an agreement with the Embassy.

16. Security guard should have technical know-how regarding operation of fire extinguishers. Certificate if any, may also be produced to that effect.

17. The Security Guards should be provided with proper uniforms from the tenderer Agency itself, which shall be properly maintained by the Security Guard.

18. Rate per Security Guard per hour should be quoted covering extra duties if any. The Embassy of India will be responsible for paying monthly bills for as many Unarmed Security Guards only as may be engaged during the month concerned.

19. The Security Guards should have with them Photo Identity Card, issued by the Agency at all times, while on duty.

20. Police antecedents and general character of each Security Guard should be got properly verified by the Agency. No Security Guard, whose Police antecedents and general character have not been verified, would be engaged at the premises of the Embassy of India. For this purpose, a wider pool of personnel [consisting of at least 6 (six only) persons] from which the required number of Security Guards will be engaged at the Embassy of India Moscow, must be submitted with all relevant records, like- detailed Bio-Data, International and Domestic passport, residency registrations, educational qualification, past record of service, License to perform security duty, trainings undergone, copy of Labour book of the security guard, reports of verification of Police antecedents and general character, authenticated copy of Photo Identity Card etc. in respect of each one of them to the Embassy of India within a week after the work order has been awarded in favour of the successful Bidding Company. Any hiring of new security Guard for the engagement at the said premises of the Embassy of India should be followed with the submission of the above documents to the Embassy of India, Moscow within 7 days and before the duty detailing of the said person to the said premises.

21. The Service provider should have a system of undertaking supervisory checks of the functioning of the LSGs to ensure efficiency and effectiveness of the duties discharged. The tenderer should provide a descriptive details of the system of proposed supervision including the details of the scheduled and surprise inspections and the same may be notified to the Embassy of India,

Moscow. Any modifications in the system of the supervision may be immediately notified to the Embassy. The Embassy also reserves the right to seek the modification of the supervisory system and enforce the same in consultation with the Contractor to ensure efficiency and effectiveness of the supervision and discharge of duties by the LSGs.

22. One Supervisory official of the Agency, not above the age of 55 years and preferably having knowledge of English along with Russian language should always (24 hours, round the clock) be available to pass on information/ instruction as may be required from time to time to ensure security aspects of the Embassy of India, Moscow or day to day operational aspects of the Security Guards or any other related matters. For this purpose, at least one dedicated telephone number (Landline & mobile) along with the email id of such Supervisory Official should be submitted to competent authority of the Embassy of India, Moscow, within a week after the work order has been awarded in favour of the successful Bidding Company. Any change in the Supervisory officer or his contact details should be notified to the competent authority of the Embassy of India, Moscow immediately and not later than 7 calendar days before the change through email and dak along with all the details.

23. One Security Guard should always be posted at the Main Gate of the premises located at Vorontsovo Polye Street, 9, Moscow round the clock. Under no circumstances, the Main Gate should ever remain unattended, except for the conduct of the patrolling inside the Building No. 9 complex during the non-working hours, holidays and as per the SOP outlined by the Embassy.

24. The Bidding Company must have at least three (three) years' experience of engaging their unarmed Security Guards at various Diplomatic Missions accredited in Russian Federation and other organizations of repute. The Bidding Company will submit the list of all the clients, including diplomatic missions and government agencies currently serviced by them along with the list of the clients/ diplomatic missions and government agencies serviced in the last 3 years as part of the Technical Bid (Para No. 6.ii)

25. Any sort of sloppiness or negligence or non performance on the part of the Security Guards in their assigned duty will be viewed seriously by Embassy of India, Moscow. In the event of finding any Security Guard inattentive/ sloppy during any period within his duty-timing, an amount equal to one shift charges (12 Hrs) for engagement of one Security Guard of his type will be deducted from the relevant monthly claim-bill which may be submitted by the Agency for the month covering the concerned period. In such scenarios, the delinquent security guard may be required to be immediately replaced. Frequent negligence or sloppiness or misbehavior may warrant escalation of the penalty or termination of the contract.

26. In the event of any loss being suffered by the Embassy of India, Moscow owing to any fault/negligence on the part of the Agency or the Security Guards engaged by them, the actual amount of loss in monetary terms

will be assessed by the competent authority and the entire amount of such loss will be made good from the Agency. Necessary financial recovery or adjustments as may be deemed fit by Embassy of India, Moscow will be made in order to make good the assessed value of the loss. The Embassy of India, however, reserves the right to adopt any other lawful means towards recovery of the loss with interest, if it becomes necessary to make good the loss of Government / Public property.

27. While making evaluation of the Financial Bids, the rate for one (1) Unarmed Security Guards on hourly basis for 24 hours as a whole will be taken into consideration for declaring the Lowest Bidder. In case any difference is found between the Rate quoted in figure (digit) and that in words, the Rate as mentioned in words will be taken into consideration.

**Embassy of India
6-8, Ulitsa Vorontsovo Polye, Moscow-115127**

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October 17, 2018

ANNEXURE-III

TENDER FORM-1

TECHNICAL INFORMATION AND UNDERTAKING

Minimum Criteria

(See Clause 6 of Annexure-I of this tender document)

(Tenderer may use separate sheet wherever required)

Sub: Notice Inviting Tender for round the clock engagement of unarmed Security Guards for the entrances Building No.9, Vorontsovo Polye, Moscow.

1. Name of the Tenderer/ Concern: _____

2. Nature of the Concern: _____

(i.e. sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization). In case of partnership firms, a copy of the partnership agreement or general power of attorney duly attested by a Notary Public should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney.

3. Amount of cash/bank transfer against Earnest Money deposit:

4. Details of bank transfer- _____ Dated _____

(Embassy Account details

ИНН	9909056737
КПП	773860001
Р/сч №	4080 7810 7000 5000 0121
Корр.сч №	3010 1810 7000 0000 0187
БИК	044525187
Банк	ПАО Банк ВТБ)

5. Each Para of NIT and it's Annexure should be signed and stamped.

Whether the same has been done (Yes/ No) : - _____

6. The Bidding Company should also provide details for the following as per the 10 Quality Parameters for the Service Provider:

(i).The Bidding Company should have at least 3 (three) years' experience of engaging their unarmed Security Guards at other Diplomatic Mission accredited to the Russian Federation and other organizations of repute (may indicate names of those Mission(s)/Organization (s)- current and past 3 years). The Bidding company should have a successful track-record of engaging at least 3 Security Guards covering round the clock security arrangement of a single organization.

(ii). List of Other Clients of the Company, which are being currently being serviced in Russian Federation and other countries, if any. Details of the Clients which have been serviced in the past 3 years may be provided in the same sheet along with period and summary of the work done for the said client. The Bidding Company may be called upon to show the documentary proof of such engagement by other clients, if required before the final work order. Achievements of the company, if any like servicing of major events, high value security targets/ institutions, VVIP security and referrals of Diplomatic Missions and Government agencies, if any may be also attached with the list.

(iii). Notarized Attested copy of valid Registration Certificate, License and any other registrations/ licenses required under Russian laws from the Russian authorities should be enclosed.

(iv). Details of the range of security services, besides the provision of manpower services provided by the Company.

(v). Full details of the Reserve pool of the manpower, which is available for engagement (indicating clearly total manpower in rolls and those engaged with other clients) and the logistics with the company like response teams, patrol vehicles / security equipments, control room facilities, communication equipments under use, etc. In a separate sheet, brief details of six (6) Personnel proposed to be deployed on the work in the Embassy of India, Moscow should be given indicating their names; age; qualifications; experience in the field; and your personal opinion about them.

(vi). List of LSGs and Supervisors (name, date of joining and date of leaving the company & contact details, preferable phone number), who have left the company during at least last 3 years. Reasons for leaving the company may also be specified in the Remarks column.

(vii). Details of the training facility (with address & contact details) owned by the Company, If any along with curriculum and the duration of the training for the LSGs and supervisors. In case, the company does not have its own training facilities, details of the facility used by the Company for its manpower. The

Embassy reserves the right to visit the training facility mentioned in the Technical Bid to ascertain the facts and the Bidding company/ Service provider would facilitate the same.

(viii) Details of the Certification received by the Company from ISO and other specialized security certification bodies for Quality of its service. The company may also provide the details of the relationship/ interaction/ liaison of the company with the Local police, if any for the delivery of security services for its clients.

(ix) A Statement clearly indicating the scope and the limit of the liability of the Bidding Company along with the manner of servicing the liability in case of loss/ damage to property of Embassy under their watch may be enclosed.

(x). Statement of take home pay and allowances for the current six LSGs and Supervisor (s) under the Company's employment who would be deployed in the Embassy of India, Moscow, along with the details of the gratuity, if any or contributions to the social security and other statutorily required contributions and leave facilities. The Embassy reserves the right to seek any information from the bidding company or the service provider regarding the service matters of the LSGs and Supervisors to ensure proper and efficient delivery of services.

The non submission of any one of the 10 details sought by the bidding company along with the Technical Bid would be considered incomplete and would be summarily rejected.

Dated at: (Dated Signature of Tenderer with stamp of firm/Agency)

UNDERTAKING

1. I/ We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed contract of the Embassy of India Moscow and shall abide by them.

2. I/ We also undertake that I/We have understood "Parameters and Technical Specifications for conducting the Work" mentioned in Annexure-II of the Tender No. MOS/CONS/815/2/18 Dated 17.10.2018, and shall conduct the work strictly as per these "Parameters and Technical Specifications for conducting the Work."

3. I/We further undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

4. I/We also undertake that the information about the past experience and current details being supplied with Technical Bid are in accordance with specifications given in the Part-I of Annexure-II to the NIT No. MOS/CONS/815/2/18 Dated 17.10.2018 and I/We shall be responsible for rejection/cancellation of contract if proved false.

5. I/ We undertake that this contract will not confer any right on the Agency personnel to demand for permanent absorption in the Embassy of India, Moscow in future.

Dated at

(Dated Signature of Tenderer with stamp of the firm)

**Embassy of India
6-8, Ulitsa Vorontsovo Polye, Moscow-115127**

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Annexure-IV

TENDER FORM-2.

COMMERCIAL INFORMATION

(See Clause 7 of Annexure-I of this Tender Document)

Subject: Notice Inviting Tender for round the clock engagement of armed and unarmed Security Guards for the entrances of the Building No. 9. of Embassy of India, Vorontsovo Polye, Moscow

Hourly rates in Roubles------(In Words-----
-----)

(Inclusive of all incidental charges, taxes & statutory liabilities, for engagement of Unarmed Security Guard for 24 hours).

Any other information:
.....

In case any difference is found between the Rate quoted in figure (digit) and that in words, the Rate as mentioned in words will be taken into consideration. The Bid is valid for a period of 180 days from the date of the opening of the Bid.

Dated at:

(Dated Signature of Tenderer with stamp of the firm)