

**No. SANF/815/1/2023**  
**Consulate General of India**  
**San Francisco.**

Dated: 12.01.2024

**TENDER NOTICE**

Subject: Services for providing Security Guards (Armed/Unarmed), on monthly basis, to Consulate General of India, San Francisco building (address- 540 Arguello Blvd, San Francisco, CA – 94118), Gadar memorial (address- 5 Wood street, San Francisco, CA – 94118) and Consul General of India Residence (address- 3435, Jackson street, CA – 94118).

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**Chapter – I Instructions to Bidders**

**1.** Bids from experienced & registered firms, complete in all respects should be submitted in sealed envelopes addressed to the Head of Chancery, Consulate General of India, San Francisco, in person or by mail or courier to reach before the deadline of 1700 hrs on 10<sup>th</sup> February 2024. **Two separate sealed envelopes** containing **Technical Bid** and **Financial Bid** proposals must be sent. These would be enclosed in an envelope that should be clearly marked “**Tender for Providing Security Guards for the Consulate General of India, San Francisco**”. All tenders received after the deadline will be summarily rejected.

**2.** All bidders should submit along with the Tender the following documents:

**I.** Separate bids in the sealed envelopes in the prescribed Technical Bid Documents and Financial Bid Document (Proforma attached in chapter II and III)

**II.** Both the above documents must be signed by authorized signatories of the bidding firm with a seal / stamp.

**III.** Self-attested photo-copy of registration of the company / firm / proprietorship with the concerned United States authorities.

**IV.** Annual Report (where statutorily required to be filed) and Financial Reports for the last 3 year.

**V.** Details of experience in the field of security services with Embassies / reputed companies / Government agencies.

**3.** Technical Conditions / scope of works shall be as under:

**a.** Manned security of Consulate General of India, San Francisco building (address- 540 Arguello Blvd, San Francisco, CA – 94118), Gadar memorial (address- 5 Wood street, San Francisco, CA – 94118) and Consul General of India Residence (address- 3435, Jackson street, CA – 94118)

**b.** The security guard should ideally not be more than 50 years of age.

**c.** The security guard should be physically and mentally fit. He/She should not suffer from an apparent disability including obesity/overweight or any other medical condition.

**d.** The company should provide only such security guards who have been vetted by local government's security departments in terms of past record, character & antecedents. Also the company should be able to provide background details of the security guards and also proof of their vetting.

**e.** The security guards should perform their duties in uniforms and their overall appearance should be neat and clean.

**f.** The 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 Embassies in general terms and also knowledge of what is suspicious in terms of men and material in the given local context. The security guards should have at least 3 years of past experience as Security Guard.

**g.** The security company should have provisions for real time checks of the functioning of the security guards.

**h.** The security guards should have good working knowledge of English.

**i.** Subject to above conditions, the company should have sufficient security guards on its roll so that the staff is rotated periodically.

**4.** The bidder firm should be duly registered with the concerned authorities in California, USA. Bidder must be a firm with a past record of at least 5 years in providing security services in San Francisco. Consulate General of India reserves the right to reject bids from firms who are blacklisted by Governments of the United States or India for

poor performance in the past, or those who do not have adequate experience in the field of security services.

5. The bids will remain valid for 90 days from tender closing for award of contract after obtaining approval of competent Indian authorities. No price escalation would be allowed.

6. The successful bidder has to sign a contract with the Consulate General of India in an appropriate form for execution of the contract with one month's notice period for termination of contract by either side.

7. First the Technical bid will be opened and the pre-qualification of the bidder will be assessed and then financial documents of only those bidder [s] who meet the technical criterion will be opened.

8. The winning bidder would be responsible for its security guards in terms of their antecedents and conduct, service performance & behavior as also the payment of salaries, compensation etc. Consulate General of India would not be responsible for any dues other than the agreed contract amount. The security guards shall not have any claim for regularization of the services or enhancement of wages with the Consulate General of India, San Francisco.

9. The winning bidder would be required to dedicate on supervisor / manager who can be contacted for all queries / requirements (24X7).

10. ASSIGNMENT SPECIFIC INFORMATION IN BRIEF:

**1. LAST DATE FOR BID SUBMISSION: 1700 HRS, 10<sup>th</sup> FEBRUARY 2024**

**2. DATE OF OPENING TECHNICAL BIDS: 12<sup>th</sup> FEBRUARY 2024**

**3. DATE OF OPENING FINANCIAL BIDS: 16<sup>th</sup> FEBRUARY 2024**

**4. EVALUATION CRITERIA:** The Tender Evaluation Committee (TEC) will evaluate the Technical information individually using the following criteria:

- (a) The Organization's relevant experience for the Assignment.
- (b) Quality of SERVICE plan and methodology for undertaking the job.
- © Qualifications and experience of the staff proposed.
- (d) Past tract record.

**11.** Bids may be submitted physically or by courier / post to:

**Head of Chancery, Consulate General of India,  
540 Arguello Blvd, San Francisco,  
California – 94118.**

**12.** For clarifications/ queries, if any prior to submission of bid, prospective bidders may contact the undersigned, on phone 415-386-6274 during office hours from 9:00 am to 5:00 pm on working days.

*Sd/-*  
**(Anurag)**  
**Consul & Head of Chancery**  
**E-mail: hoc.sf@mea.gov.in**

**Chapter II - TECHNICAL BID PROFORMA**

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:  
 Telephone:  
 Fax:  
 E-mail:

SI. No	Requirements	Reply	Remarks, if any
1.	a. Brief introduction of the company.		
	b. Previous experience in the field (minimum of five years)		
	c. Valid Registration Certificate & license for the service		
2.	Plan of action and methodology proposed to secure of premises.		
3.	Qualification and experience of the security guards proposed to be deployed for the job.		
4.	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 [Client's letter / certificates etc.]		

**Chapter - IV - FINANCIAL BID PROFORMA**

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact Details:
  - Telephone:
  - Fax:
  - E-mail:

SI. No.	Items	Rate (including all charges) in USD	Remarks, if any
1.	Services for providing Security Guards to Consulate General of India, San Francisco building (address- 540 Arguello Blvd, San Francisco, CA – 94118), Gadar memorial (address- 5 Wood street, San Francisco, CA – 94118) and Consul General of India Residence (address- 3435, Jackson street, CA – 94118).	i) Armed Security Guard @  ii) Unarmed Security Guard @  <i>Please see the note below.</i>	

**Note:**

1. Rates for providing armed and unarmed security guards on hourly basis (for day shift and night shift) should be submitted. Payment will be released based on the total number of hours the security guard services are provided, on monthly/fortnightly basis.
2. Hourly rates provided shall include the cost of all services, personnel, transportation, rentals taxes, consumables, VAT social security, insurance of the security guards etc. \*\*
3. A Duty Register should be maintained with the Consulate and Security Guards would be required to enter time of joining/ relieving of duty. The monthly payment will be made by Consulate on the basis of duty time entered in Duty Register.

**Subject: Services for providing Security Guards** to Consulate General of India, San Francisco building (address- 540 Arguello Blvd, San Francisco, CA – 94118), Gadar memorial (address- 5 Wood street, San Francisco, CA – 94118) and Consul General of India Residence (address- 3435, Jackson street, CA – 94118).

**Technical Evaluation Proforma - Company**

<b><u>Sl. No</u></b>	<b><u>Requirements</u></b>	<b><u>Criterion</u></b>	<b><u>Whether Criterion Met</u></b>
1.	<b><u>The Organization's suitability and experience for the Assignment. The bidder should be a company or firm duly registered with the concern authorities in San Francisco.</u></b>		
	A. Brief Introduction of the Company	<b>Reputed?</b>	
	B. Details of experience in security services with Embassies and Govt. agencies	<b>Min 3 Years?</b>	
	C. Valid Registration Certificate & license for the services. Self-attested photo copy of registration of the company /firm/ proprietorship with concerned San Francisco Authorities.	<b>Attached?</b>	
	D. Annual Report and Financial Reports for the last 3 years.	<b>Attached?</b>	
	E. Documents must be signed by authorized signatories of the bidding firm with a seal/ stamp.	<b>Yes / No</b>	
2.	A. Quality of plan of action and methodology proposed to secure the premises.	<b>Quality</b>	
	B. The security guard should not be more than 50 years of age.	<b>Mentioned?</b>	
	C. The security guard should be physically and mentally fit. He/She should not suffer from an apparent disability including obesity/overweight.	<b>Mentioned?</b>	
	D. The company should provide only such security guards who have been vetted by local government's security departments in terms of past record, character and antecedents.	<b>Mentioned?</b>	
	E. The company should be able to provide background details of the SGs and also proof of their vetting.	<b>Mentioned?</b>	

3.	F.	SGs should perform their duties in uniforms and their overall appearance should be neat and clean.	Mentioned?	
	G.	The company should have provisions for real time checks of the functioning of the security guards.	Mentioned?	
	H.	The company should have sufficient security guards on its roll so that the staff is rotated periodically.	Mentioned?	
	I.	The winning bidder would be required to dedicate one supervisor/ manager who can be contacted for all queries/ requirements.	Mentioned?	
	J.	<b><u>Qualifications and experience of the security guards proposed to be deployed for the job</u></b>		
	—	Qualification of the Security Guard	Quality	
	A.	Experience of the Security Guard	Quality	
	B.	The SGs should possess training in basic security duties such as access control and anti-sabotage checks (of person, baggage, vehicles) including the use of basic security tools such as HHMD, DFMD, monitoring CCTV, baggage and letter scanners etc.	Mentioned?	
	C.			
	D.	The SGs should possess knowledge of the potential threats to Embassies in general terms and also knowledge of what is suspicious in terms of men and material in the given local context.	Mentioned?	
	E.	The security guards should have good working knowledge of English	Mentioned?	
4.		<b><u>Bidder must be a firm with a past record of providing security services in San Francisco.</u></b>		
	A.	Details of Current contracts of security services undertake by the firm	Quality	
	B.	Details of past contracts of security services undertaken by the firm	Quality	
	C.	Testimonial (Clients' lettres/ certificats etc.)	Attached? Quality	



5.  6.	Bids will remain valid for 150 days from closing. No price escalation would be allowed.	<b>Mentioned?</b>	
	Winning bidder would be responsible for SGs in terms of their antecedents and conduct service performance & behavior as also the payment of salaries, compensation etc. The embassy would not be responsible for any dues other than the agreed contract amount. SGs shall not have any claim for regularization of their services or enhancement of wages with the Embassy.	<b>Mentioned?</b>	
	*****		