



EMBASSY OF INDIA
HARARE, (ZIMBABWE)
Telephone: +263-4-795955/6
Fax No. +263-4-795413
E-mail: attache.admn@embindia.org.zw

No. HAR/815/1/2016

Dated 24 May 2019

Subject: Security service for Embassy of India properties in Harare

Embassy of India proposes to engage a security company for Two year effective from 01 October 2019 to 30 September 2021 for providing 4 security Guards (24 hrs x7days) and 1 security Guard (8AM to 5 PM- Monday to Friday) for guarding five Government of India's properties in Harare, Zimbabwe. 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 Zimbabwe'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 Embassy.

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 Embassy 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 Embassy 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 4 x 24hours (7 days a week) and 1x 9 hours (Monday to Friday) without weapon.

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.

5. The bids may be delivered in original, signed and sealed by the company representative to:

Mr. Abhijit Biswas
Second Secretary (Head of Chancery)
Embassy of India, 12 Natal Road,
Belgravia, Harare

6. The rates quoted by the security company once accepted by the Embassy would be valid for the contracted period of 02 years and no escalation of security fee would be entertained during the term of running contract. The last date of submission of bids is 17/06/2019 by 1630Hrs.


(Niraj Kumar)
Attache (Admn)