



**Consulate General of India,
2, Darnley Road,
Birmingham, B168TE**

TENDER NOTICE

No. BIR/815/01/2023

18 April 2024

Subject: Tender notice for creation of panel of security agencies and enter into rate contract with the security agencies on panel.

The Consulate General of India, Birmingham invites Tenders from reputed and interested security agencies having their company registered in UK under the local laws, in the form of two bid system (Technical and Financial) for empanelment & rate contract for "Providing Local Security Guards" to the Consulate General of India, Birmingham for 02 years, on requirement basis.

IMPORTANT DATES

S.No.	Events	Date
1.	Tender Publish Date	19.04.2024
2.	Bid Submission start date	19.04.2024
3.	Bid Submission end date	14.05.2024 (till 1500 hrs)
4.	Opening of Technical Bids	14.05.2024 (at 1530 hrs)
5.	Opening of Financial Bids (of only those who qualify in the minimum eligibility criteria)	14.05.2024

***Note: The bids will be opened in the O/o Head of Chancery, Consulate General of India, 2, Darnley Road, Birmingham, B16 8TE.**

2. The Tender document can be downloaded from the websites: <http://cgibirmingham.gov.in> or <https://eprocure.gov.in/epublish/app> from **18.04.2024 to 14 May 2024. No tender fee will be charged for the tender document.** Please note that any corrigendum/addendum in the above tender documents, if required, will be hosted in the website of the Consulate General of India, Birmingham and CPP portal, as given above.

3. Tender documents shall be received upto **1500 hrs on 14 May 2024** which shall be opened on 14.05.2024 at 1530 hrs at the above address.

4. The Consulate General of India, Birmingham reserves the right to accept or reject any or all the tenders or part thereof without assigning any reason.

(Aman Bansal)

Consul (Commerce) & HOC

Email: hoc.birmingham@mea.gov.in

TENDER DOCUMENT

The Consulate General of India, Birmingham is in the process of creation of a Panel of Security Agencies and rate contract with Local Security Agencies for providing Local Security Guards to the Consulate General of India located at 2, Darnley Road, Birmingham, B168TE and its personnel, on requirement basis for 2 years from the date of signing of rate contract and invites sealed bids from prominent and interested companies/agencies registered in UK under the local laws for providing security services. The Empanelment and rate contract is initially for 2 years which can be renewed for further period (s) following due procedure after expiry of 2 years.

1. Location: Consulate General of India, Birmingham is located in the Birmingham City at 2, Darnley Road, Birmingham B16 8TE.

2. Eligibility: The Security Company should be registered under the local laws and should have valid and proper license / permit to run a security agency and to provide/ deploy security Guards. The company should have minimum 3 years of work experience. The Company should follow all the relevant rules to run a security agency and should have a valid VAT number. The Company's minimum annual turnover in last 3 years should be £ 25,000/-. The Company should have one of its offices located in Birmingham, UK. The Company should follow local labor laws and should be complying with minimum wages rules/ act of the UK Government. The company should have adequate manpower to meet requirement of 2 to 10 security guards at a time. The Guards should be properly trained how to cater difficult situations following UK laws.

3. Scope of work: Scope of work includes deployment of Security Guards in proper uniform equipped with proper accessories at the Consulate General of India, 2 Darnley Road, Birmingham, B168TE or at the residence of of its personnel or a location in Birmingham as directed by Competent Authority in the Consulate. The number of requirement of Security guards' deployment may differ on different occasions. The deployment can be during day time, night time, working days, weekends or any holidays. The Security guard deployed shall perform following duties:

- i) Shall mark his in and out entries in a register at the Consulate or at the duty point.
- ii) Take periodic patrolling outside of the Chancery premises and surveillance for suspected activities.
- iii) Keep watch over for any sabotage, damage, fire and safeguard the property, men, material, machines and document system at the site.
- iv) Use of Hand-held Metal detector, Door frame Detector and assist Consulate's official in regulating visitors to the premises.
- v) To be alert on duty both physically and mentally throughout the shifts and report any issue immediately to the supervisory officer in the Consulate and take action viz. Call police or fire brigade or ambulance etc as per instructions of the supervisory officer.
- vi) The Company / Agency shall ensure to maintain proper supervision over the security guards with regard to their discipline, alertness, proper uniform, conduct in the course of their duties and carry out period inspection, if necessary.

4. Term of Payment: The Company shall provide/ deploy Security Guards on hourly payment basis in a multiple of 15 minutes as and when required by the Consulate and submit its invoice after completion of duties. Payment shall be made on receipt of invoice after verification of duty hours from in/out register. The payment to Security guards shall

be made by the Company only. No payment shall be made by the Consulate to security guards.

5. Submission of Tender & Bidding process: The tenders/bids should be submitted in two sealed covers – the first sealed cover containing technical bid should be superscribed “**Technical Bid**” and second sealed cover containing financial bid should be superscribed “**Financial Bid**”. Both the sealed covers then should be placed in the main sealed envelope superscribed “**Tender for Security Services to the CGI Birmingham**” and addressed to ‘Head of Chancery, Consulate General of India, 2, Darnley Road, Birmingham B16 8TE’. The detailed tender document alongwith its annexure(s) including format for technical bid and financial bid can be downloaded from Central Procurement Portal <https://eprocure.gov.in/epublish/app> and also the official website of the Consulate General of India, Birmingham at <https://cgibirmingham.gov.in>.

(a) The ‘Technical Bid’ (format given at Annexure-I) should contain – The requisite information of Company profile, experience, Registration number etc. The bidder should also clearly/ mention in the tender that the terms and conditions of the tender document are acceptable to them.

(b) The ‘Financial Bid’ should contain rates which are to be quoted in the proforma enclosed at Annexure-II.

6. The tender forms shall only be filled in ink or typed. The tender shall be signed, dated and witnessed in all places provided for in the documents. All corrections/deletions/scoring out/over writing shall be initialled. Any correction made in the tender documents by the bidder shall be made in ink only and not by using correcting fluid or scratching, and should duly be authenticated. Every page of the tender shall be initialled by the bidder, and submitted back as a token of accepting the laid down terms and condition. The bidder shall sign all schedule forming part of the tender.

7. Pre-bid meeting: Pre-bid meeting with the Consulate’s officer is advisable to have a general idea or understanding about the extent of works/duties or services to be provided by the bidding agencies/ companies. Interested companies / service providers can visit the Consulate from 1100 hrs to 1500 hrs on any working day with prior appointment which can be booked by sending email to adm.birmingham@mea.gov.in.

Terms & Conditions of the Tender / Contract

1. Eligibility Criteria:

- a) The bidder/bidding firm/company must be registered under the UK laws and should have all applicable/ appropriate licenses in own name in the field of providing Security Services/ Security Guards.
- b) The Company should have a minimum of 3 years of experience of providing Security Services / Security Guards.
- c) The Company should have a minimum annual turnover of GBP 25,000 during the past three financial years.
- d) The bidding company must possess at least 3 years of experience of providing security services.
- e) The bidder shall have to ensure compliance of all mandatory labour laws/regulations laid down by the Government of the UK and any other relevant authority.
- f) The bidder shall follow acts and regulations enforceable from time to time by the Government of UK without any liability on the Consulate General of India, Birmingham or without any responsibility for statutory compliance by the Consulate.
- g) The bidder must have proper qualification and expertise in the job management, as has been defined in 'scope of work'.
- h) The Company shall provide required number of security guards as per the rate contract which shall be valid for 2 years from the date of its commencement, at the Consulate General of India, 2 ,Darnley Road, Birmingham, B168TE or residence of its personnel or a location as directed by the Competent authorities in the Consulate.
- i) The Company shall provide necessary equipment/items to deployed Security guards for their smooth functioning. The Company shall have no liability on providing any item other than mentioned in these "terms & conditions".
- j) The guards' behaviour should be professional and they shall act as per the scope of work given in this tender document.
- k) The Company shall also provide transport to/from the duty point, food, blanket, jackets, water etc. to guards, as per their requirement.
- l) The Company shall also provide back up in case of requirement of additional guards or in case any of the deployed guard suffers with any medical condition or as per directions of the competent authority on agreed terms and conditions and as per the rate contract.
- m) The Guards should be qualified/trained well enough to handle his/their job. They should be aware of local laws. Security Guards' antecedents and character should be verified by the company. It shall ensure that no person of doubtful antecedents is, in any way, deployed for the duty.

- n) The Consulate General of India, Birmingham shall have the right to terminate or hold or suspend services of the company at any stage and at any time, in case the services are not found satisfactory. In that case, the Company shall be paid upto the last day of services provided.
- 2. Right to accept any bid and to reject any or all bids:** The Consulate General of India, Birmingham, have the discretion to accept or reject any bid/quotation without assigning any reasons thereof. The decision of the Consulate shall be final and binding on all.
- 3. Late Bids:** The bidders are advised, in their own interest, to ensure that the tender document reaches the Consulate well before the closing date and time of the bid submission. Late bids shall not be accepted. Any bid received by the tendering authority after the deadline for submission of bids will be rejected and not be considered and may be returned unopened to bidders.
- 4. Modifications and withdrawals:** No documents may be modified after submission. In case of any changes, the bidder may write the corrections and send the same and it is at the discretion of the tender inviting authority to accept the same or reject it, and no changes shall be accepted once the bids are opened.
- 5. Change Orders:** The agreement/rate contract may be amended or modified with consent of both parties in writing signed by the duly authorized representatives of the respective parties the bidder and Consulate General of India, Birmingham.
- 6. Notification of award:** Consulate will notify the successful bidder in writing that its bid has been accepted.
7. The tender should be valid for a period of 180 days from the last date of submission.
8. The rates quoted by the service bidders shall be deemed to include all taxes and duties etc. as applicable. Liability, if any, towards staff and employees from principal employer's end shall be deemed to be included in the offer.
- 9. Code of Conduct and Penalty for Non Performance:** If any of the assigned work is not found satisfactory, an appropriate amount will be deducted for every major deficiency from the bill. The decision of the Consulate will be final in this respect.
10. All workers/staff/Chauffeur deployed by the company shall be employee of the company only and will not have any claim of any nature to the Consulate. Any dispute arising between employee and company will be the responsibility of the company only.
- 11. Taxes and Duties:** The bidder must include in their bids all duties, royalties and sales/service taxes or any other taxes, fees, charges as applicable. The Consulate will entertain no extra claim or hike on agreed charges/ rates at any stage.
- 12. Execution Method:** The job must be carried out by the Security Guards in a responsible and professional manner maintaining confidentiality as per GDPR norms.

Part-I: Technical Bid

Name of Security agency*	
Name of Authorized Signatory*	
Nationality*	
Passport No. / any ID no.	
E mail Id*:	
Office Telephone No. Mobile No*:	
Company's Registration No. (attach a copy)*	
Registered Office's Address	

Affidavit / Declaration by the bidder:

1. I/We, the authorized representative of the Company mentioned above hereby declare that the company or its subsidiaries or its parent companies were not filed for bankruptcy. The firm was never failed to complete work awarded to it. There are no judgement, claims, arbitration proceedings or suits pending or outstanding against the firm or its officers. The firm has never filed any lawsuits or requested arbitration with regard to any contract (s) within last five years. I/We have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.
2. I/We are submitting tender for providing security services to Consulate General of India, Birmingham on requirement basis for 2 year from the date of commencement of rate contract, against Tender Notice No. BIR/815/01/2023 dated 18/04/2024.
2. I/We do not have any relative working in the Consulate General of India, Birmingham.
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 and nothing has been concealed. If any information or document submitted is found to be false/incorrect/concealed, the Consulate may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money, if any and blacklisting of my/our firm and all partners of the firm etc.
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 carefully read and understood the scope of work, terms & conditions attached with this tender document and I/We do agree to them.

[Signature]

(authorized representative of the company)

Name:

Designation:

Date:

PART-II: Financial Bid

(All pages to be printed on Firm's Letter Head)

To,
 Head of Chancery
 Consulate General of India,
 2, Darnley Road
 Birmingham B16 8TE

Sub: Financial Bid for providing Security services to the Consulate General of India, Birmingham.

Dear Sir,

With reference to tender document no. BIR/815/01/2023 dated 18 April 2024, I/we hereby make the following price offer (**including VAT and other taxes etc**) to the Consulate General of India, Birmingham towards providing Security Services to the Consulate General of India, Birmingham.

Sl. No.	Particulars	Days	Rates (£)
1	Per Hour charge for supplying security guards (day time)	Working days	
		Weekend Days	
		Public Holidays	
2	Per Hour charge for supplying security guards (night time#)	Working days	
		Weekend Days	
		Public Holidays	

(# please specify the hours for night time in Summer & Winters)

We agree to bind by this offer to provide Security services/Security Guards to CGI Birmingham for **next 02 years** from the date of commencement of rate contract, if we are selected as the preferred bidder.

For and behalf of:

Signature (Authorized Signatory)
Designation: