



**EMBASSY OF INDIA BEIJING**

**INVITES QUOTATIONS**

**FOR ANNUAL MAINTENANCE CONTRACT FOR  
HIRING/SUPPLY OF  
LOCAL SECURITY GUARDS  
IN THE EMBASSY FOR TWO (2) YEARS**

**TENDER NO. PEK/ADMN/815/1/2024**

**LAST DATE FOR SUBMISSION OF BIDS**

**05/08/2024 UP TO 1000 HRS (BEIJING TIME)**

**PREBID MEETING**

**26/07/2024 at 1500 HRS**

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**PLACE OF OPENING OF BIDS: EMBASSY OF INDIA BEIJING, NO. 5,  
LIANG MA QIAO BEI JIE, CHAOYANG DISTRICT, BEIJING 100600  
TEL-00-86-10-8531 2500/2501/2502/2503**

## **Invitation for Bids**

Embassy of India, Beijing invites Bids/Quotations from reputed agencies based in China with background in hiring/deployment of Local Security Guards (LSGs)

**1. Notice Inviting Tender:-** Sealed bids are hereby invited from authorized Security Guard hiring firms for provision of Round the Clock Security in the Embassy premises and at the India House at 5, Liangmaqiao Bie Jie, Chaoyang District, Beijing – 100 600 and at No. 1, Ritan Dong Lu, Beijing for a period of **TWO (2) YEARS**.

**2. Eligibility criteria for bidders:**

□ The company should have valid

1. Business License issued by relevant authorities of Government of China as per the extant regulations of the Government of China.

2. Security Service Permit and other relevant certification from Security Service Bureau, Beijing for hiring/supply of Local security Guards.

□ The Company should be able to provide Mentally and physically fit security supervisor (one) and Security Guards (eleven) aged between 25 to 40 years including one female security guard

□ The company should be in operation for more than 5\_(five) years and should have an annual turn over of atleast RMB 1,00,00,000 for the past two years. The proof of the turn over in the form of audit balance sheet for the past three years has to be submitted along with the bid.

□ The company should have experience in provision of good quality security personnel and performing threes similar works in Embassies or International Agencies in Beijing with an individual cost of RMB 30,00,000 in the past 4 years or two such works at a cost of RMB 40,00,000 in the last 4 years Work order and completion certificates of the relevant works are to be submitted as a proof of the works done.

- The company should have at least 60 well qualified security supervisors/ security guards in their payroll. Most likely to be temporary employees. The applicant should submit a list of employees proposed to be employed in the Embassy with names and other details including their certificates (as per format in ANNEXUREs VI and VII) stating clearly their individual roles for the proposed work. Company should also give the staff strength of their organization including breakup at executive, supervisory and security guard level. Company should also give details of the nature of engagement of the security guards by the company and also copies of employment contract signed with the individual security guards and other relevant certifications including their proof of training, registration certificate (as security guard), educational qualification certificate, medical fitness certificate, Copies of all medical and other insurances of the security guards.

**3. Scope of Work:-**

|   |  |
|---|--|
| <p>1. Provision of Round the clock security for Embassy of India property at two locations.</p> | <p>To provide round the clock security to the Embassy premises at 5, Liangmaqiao Bie Jie, Chaoyang District, Beijing – 100 600 and at No. 1, Ritan Dong Lu, Beijing (two locations).</p>   |
|   | <p>Provision of total 11 security guards (10 male, 01 female) + 01 male overall in-charge, Supervisor which includes 07 (Seven) English speaking security guards (06 male, 01 female). Age limit for male &amp; female security guards will be 25-40 The duties are to be distributed as follows:-</p> <p>1) Three security posts are to be manned by one local security guard each round the clock (i.e. 3 shifts of 8 hrs at each post). The guards have to be deputed in overlapping shifts. The guard should be deputed in shifts and in no case the shift can exceed 08 hrs. Double shifting of guards in any 24 hours period is strictly prohibited.</p> <p>2) One security post to be manned by one local security guard for five days a week during office hours (08:30 to</p> |

|   |   |
|---|---|
|   | <p>17:30 hours).</p> <p>3) One female local security guard with functional knowledge of English is to be provided for five days a week during office hours (08:30 to 17:30 hours)</p> <p>One male Security Supervisor with functional knowledge of English is to be provided for five days a week during office hours (08:30 to 17:30 hours). His upper age limit will be 45 years with seven years experience in the field.</p>  |
| <p>2. Qualification of the guards/ Supervisor</p> | <ul style="list-style-type: none"><li>➤ The security Guards should have minimum educational qualification of Middle school (or equivalent) and should submit relevant certificate. For the English speaking guards, the company should certify their English language competency in their letter head.</li><li>➤ Guards should be able to interact professionally with staff, visitors, residents, contractors and clients of Indian Embassy, the people's Armed Police, the Chinese Police and members of public.</li><li>➤ Security guards should be tall and strong. Male must not be shorter than 175 cm and female be taller than 160 cm.</li><li>➤ Security guards should be medically fit and aged between 25 to 40 years with at least five years of security work experience. Upper age limit for the post of security supervisor should be 45 years with at least seven years of security work experience.</li><li>➤ Security guards should have undergone a training program with Chinese or international standards and certified by the local authorities in this regard.</li><li>➤ The Guards should be well versed and trained in operating security equipment such as x-ray Baggage scanner, Under deck scanner, Vehicle scanner, Bollards, Remote operated Gates, Fire extinguishers HHMD/ DFMD etc.</li></ul> |

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|   | <ul style="list-style-type: none"><li>➤ Security guards should be disciplined and active. They should not be having any criminal records or other bad records.</li><li>➤ Security guards should be familiar with Chinese laws and security regulations as well as security service requirements.</li></ul>  |
| 2. Fitness requirements                           | The Security Supervisors aged between 25 to 45 years and Security Guards aged between 25 to 40 years should be able bodied and physically and mentally fit. The company should provide the medical certificate and other required certificates from authorized agencies which needs to be renewed on an yearly basis  |
| 3. Provision of Medical Facility                  | The Security agency should be responsible for providing necessary medical facility/insurances to the security personnel who will be deployed with the Embassy. The company shall ensure that the security guards adhere to all safety requirements. There will be no additional financial or legal liability on the Embassy of India in the event of injury or death of security guards due to any accidents during the time of duty or otherwise.  |
| 4. Leave/ replacement/ Rest or rotation component | Security guards must be assigned only to the Embassy of India, Beijing and not to other agencies/Embassies during the duration of the contract with the only exception being for short term reliever guards to cover exchanges ( e.g. sick leave or approved annual leave).<br>The company has to maintain a pool of adequately trained security guards to be used a replacement/ supplement in the event of sickness/leave or any other requirement including rest/rotation component. Rest/rotation component will be the responsibility of service providing company and would be excluding of 11 local security guards and one supervisor. It will be the responsibility of the company to make arrangement of the replacement of the guards automatically upon intimation to Embassy in the event of such emergencies. However the replacement should be approved by Embassy in advance. |

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| 5. Uniforms, lodging/boarding and transportation | All security guards and supervisor should be attired in formal uniform. The company should ensure winter /summer attire, Raincoats and appropriate gear are uniformly provided to all security guards. The travel and living expenses including transportation cost to and from the place duty shall not be paid by the Embassy. |
| 6. Payment                                       | The company shall ensure that all payments and emoluments will be made to the security guards in accordance with the minimum wages prescribed by the Government of China. Payment will be on a monthly basis. This will be released after the submission of monthly roster by the supervisor.                                    |

**4. General Instructions :-**

- The bidders are required to submit the details of the company including the profile of the company's management and contact details.
- Details of the shift timings and the points of deployment will be agreed separately after award of contract.
- Security supervisor must provide the guarding roster a month in advance for approval of Embassy. Duty allocation among guards must be fair and equal in every month.
- The pre-bid meeting will be held in the Embassy of India on 26.07.2024 at 1500 hrs. The bidders are requested to nominate one authorized representative from each company for the meeting.
- A penalty of cost of 0.5% of the contract of the total contract would be levied in case of non-compliance with the schedule of work as outlined in the scope of work of this tender.

**5. Bid system:-**

The bidder company shall submit its offer (**which should be valid up to 180 days**) in an envelope, super-scripted as “Tender Quotation for Annual Maintenance

Contract (AMC) for Hiring/supply of Local Security Guards to Embassy of India, Beijing”. It should also be super-scripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;

- i. The sealed bid shall be submitted to **The Head of Chancery, Embassy of India, Beijing No. 5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;**
- ii. Contact person Mr. Sudeep Singh and Mr. Harnam Singh, AP&WOs, Phone No.0086-10-85312557 Email: [apwo.beijing@mea.gov.in](mailto:apwo.beijing@mea.gov.in)
- iii. For Chinese speaking : Please contact Ms. Natalie Wong; Ph. No. 0086-10-85312598. Email: [property3.beijing@mea.gov.in](mailto:property3.beijing@mea.gov.in)
- iv. All bid documents/supporting documents shall be submitted both in English and Chinese. In case of any discrepancies between the Chinese and English, the English version will prevail. The bid may be submitted by Hand in person or by courier. **Bids by “Fax / E-mail” shall not be accepted;**
- v. Bid received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;
- vi. Bid shall be opened on the date and time as given in the tender notice at **Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600**, in the presence of the authorized representatives of the companies, who may wish to attend.
- vii. This is a two-part bid system, wherein the financial bid of only technically qualified candidates is opened.
- viii. The bid has to be submitted as per the format specified at Annexures attached. ANNEXURE I (FINANCIAL BID) should be submitted in a sealed envelope and labeled as ‘FINANCIAL BID’. FINANCIAL BID for the first and SECOND year should be quoted separately. All other annexures, supporting documents should be put in another ENVELOPE and labeled as ‘TECHNICAL BID’.
- ix. BOTH envelopes should be kept in one TENDER ENVELOPE/PACKET and SUBMITTED as per details above.
- x. ANNEXURES III, IV and V should be filled mandatorily and submitted in the sealed envelope labeled ‘TECHNICAL BID’.

6. **Bid opening and award of contract** :- The bids received, shall be opened on 05.08.2024 and subsequently evaluated by the Tender Evaluation Committee constituted by the Embassy of India for this purpose. Only the financial bids of the technically qualified companies will be opened.

7. Embassy of India reserves the right to seek clarification on the bids and to request for additional documents during any stage of the tender.



**Annexure- I**

**PROFORMA OF THE FINANCIAL BIDS**

| <b><u>FINANCIAL BID</u></b>     |                                   |
|---------------------------------|-----------------------------------|
| <b>Description</b>              | <b>Amount incl. VAT<br/>(RMB)</b> |
| <b>Financial Bid for year 1</b> |                                   |
| <b>Financial Bid for year 2</b> |                                   |
|                                 |                                   |
| <b>Total=</b>                   |                                   |

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

**(Signature of the authorized signatory)**

**Dated**\_\_\_\_\_

**Name and address of the Agency/Company**\_\_\_\_\_

**Seal of the firm**

**Annexure-II**

**PROFORMA TO BE FILLED UP FOR THE SCOPE OF WORK**

**The bidder has to write Yes or No in the column REMARKS. In case of partial fulfillment, the bidder has to write which conditions cannot be fulfilled.**

| S. NO. | Item/ Description  | REMARKS |
|--------|--|---------|
| 1.     | To provide round the clock security to the Embassy premises at 5, Liangmaqiao Bie Jie, Chaoyang District, Beijing – 100 600 and at No. 1, Ritan Dong Lu, Beijing (two locations).  |         |
| 2.     | <p>Provision of total 11 security guards (10 male, 01 female) + 01 male overall in-charge, Supervisor which includes 07 (Seven) English speaking security guards (06 male, 01 female). Age limit for male &amp; female security guards will be 25-40 The duties are to be distributed as follows:-</p> <p>1) Three security posts are to be manned by one local security guard each round the clock (i.e. 3 shifts of 8 hrs at each post). The guards have to be deputed in overlapping shifts. The guard should be deputed in shifts and in no case the shift can exceed 08 hrs. Double shifting of guards in any 24 hours period is strictly prohibited.</p> <p>2) One security post to be manned by one local security guard for five days a week during office hours (08:30 to 17:30 hours).</p> <p>3) One female local security guard with functional knowledge of English is to be</p> |         |

|    |   |  |
|----|---|--|
|    | provided for five days a week during office hours (08:30 to 17:30 hours)  |  |
| 4. | One male Security Supervisor with functional knowledge of English is to be provided for five days a week during office hours (08:30 to 17:30 hours). His upper age limit will be 45 years with seven years experience in the field.   |  |
| 5. | The Security agency should be responsible for providing necessary medical facility/insurances to the security personnel who will be deployed with the Embassy. The company shall ensure that the security guards adhere to all safety requirements. There will be no additional financial or legal liability on the Embassy of India in the event of injury or death of security guards due to any accidents during the time of duty or otherwise.  |  |
| 6. | Security guards must be assigned only to the Embassy of India, Beijing and not to other agencies/Embassies during the duration of the contract with the only exception being for short term reliever guards to cover exchanges ( e.g. sick leave or approved annual leave).<br>The company has to maintain a pool of adequately trained security guards to be used a replacement/ supplement in the event of sickness/leave or any other requirement including rest/rotation component. Rest/rotation component will be the responsibility of service providing company and would be excluding of 11 local security guards and one supervisor. It will be the responsibility of the company to make arrangement of the replacement of the guards automatically upon intimation to Embassy in the event of such emergencies. However the replacement should be approved by Embassy in advance. |  |

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|----|---|--|
| 7. | All security guards and supervisor should be attired in formal uniform. The company should ensure winter /summer attire, Raincoats and appropriate gear are uniformly provided to all security guards.  |  |
| 8. | The company shall ensure that all payments and emoluments will be made to the security guards in accordance with the minimum wages prescribed by the Government of China. Payment will be on a monthly basis. This will be released after the submission of monthly roster by the supervisor. |  |

**Annexure-III**

**QUALITY PARAMETERS FOR LOCAL SECURITY GUARDS (LSG)**

**The bidder has to write Yes or No in the column REMARKS. In case of partial fulfillment, the bidder has to write which conditions cannot be fulfilled.**

| S. NO. | Item/ Description   | REMARKS |
|--------|---|---------|
| 1.     | Guards should be able to interact professionally with staff, visitors, residents, contractors and clients of Indian Embassy, the people's Armed Police, the Chinese Police and members of public. |         |
| 2.     | Security guards should be tall and strong. Male must not be   |         |

|    |   |  |
|----|---|--|
|    | shorter than 175 cm and female be taller than 160 cm.   |  |
| 3. | Security guards should be medically fit and aged between 25 to 40 years with at least five years of security work experience. Upper age limit for the post of security supervisor should be 45 years with at least seven years of security work experience. |  |
| 4. | Security guards have undergone a training program with Chinese or international standards and certified by the local authorities in this regard.  |  |
| 5. | The Guards should be well versed and trained in operating security equipment such as x-ray Baggage scanner, Under deck scanner, Vehicle scanner, Bollards, Remote operated Gates, Fire extinguishers, HHMD/ DFMD etc.                                       |  |
| 6. | Security guards should be disciplined and active. They should not be having any criminal records or other bad records.  |  |
| 7  | Security guards should be familiar with Chinese laws and security regulations as well as security service requirements.   |  |

**Annexure-IV**

**QUALITY PARAMETERS FOR SERVICE PROVIDER COMPANIES**

In case of partial fulfillment, the bidder has to write which conditions cannot be fulfilled.

| S. NO. | Item/ Description   | REMARKS |
|--------|---|---------|
| 1.     | Provide a list of other clients and also any present contract with other Foreign Government Organisations/Embassies in Annexure V.  |         |
| 2.     | Submit a brief of past experience, service history and achievements of the company in Annexure V.   |         |
| 3.     | Submit proof of Registration of the company under relevant statutory regulations such as labour laws, arms licenses etc. (Along with Technical Bid at Annexure II. The certificate/licence should be submitted with English translation). |         |
| 4.     | Any other services provided to Clients other than security services should be enumerated  |         |
| 5.     | Attrition rate of Security guards and supervisors (the average period for which a security guard remains with the company).   |         |
| 6.     | Provider should clearly mention that does they have any in house training facilities or take the services of any third party for training of Local Security Guards).  |         |
| 7.     | Industry certification obtained by the provider for its quality.  |         |
| 8.     | Scope and limit of liability of the company.  |         |
| 9.     | General take home pay and allowances of the security guards. (in RMB, Monthly figures).   |         |

**Annexure-V**

**Part- A**

**PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID (IN ENGLISH)**

|    |   |  |
|----|---|--|
| 1. | Name of the Bidder Agency/Company.  |  |
| 2. | Address of the Bidder Agency/Company.   |  |
| 3. | Contact details of the nodal person in the Bidding company responsible for the project.                                   |  |
| 4. | Registration and incorporation particulars of the Agency/Company. (Submit English translations of the licenses submitted) |  |
| 5. | Period of Bid validity.   |  |
| 6. | Experience in Hiring/Supply of Local Security Guards. (No. of years). To be substantiated by a document.                  |  |

**Annexure-V**

**Part-B**

**OTHER INFORMATION :**

| S. No | Particulars  | REMARKS |
|-------|--|---------|
| 1.    | LIST OF CLIENTS (PLEASE ATTACH THE REFERENCE LETTER OF SOME OF THEM) |         |
| 2.    | ANY NOTABLE ACHIEVEMENTS (PROVIDE DOCUMENTARY PROOF)                 |         |



**Annexure-VI**

**Details of security guards:-**

| S.NO. | Name of the Security Guard | ID Number | Date of Birth | Permanent address | Places of working as security guard in past five years |
|-------|----------------------------|-----------|---------------|-------------------|--|
|       |                            |           |               |                   |  |
|       |                            |           |               |                   |  |

**Annexure-VII**

**List of documents in respect of security guards :-**

1. Proof of training
2. Registration certificate (as security guard)
3. Educational qualification certificate.
4. Medical fitness certificate.
5. Copies of all medical and other insurances