

The High Commission of India
Pretoria, South Africa

Dated 19 December 2024

Subject:- Proposal for inviting bids for round the clock 24X7 two armed guards at two properties and one armed guard at one property in Pretoria for the period of two years *from 01/05/2025 to 30/04/2027 or from the commencement of services (whichever is earlier)*. *The contract can be further extended by another year subject to service provider providing satisfactory service. The extension has to be at the same rates and at the same terms and conditions.*

Purpose

The purpose of the bid is to invite sealed tenders in two bids (Technical Bids & Financial Bids) to submit the proposal with regard to round the clock (24*7/365) armed guarding at three properties owned by the High Commission of India, in Pretoria.

Eligibility (Pre-Qualification)

The invitation of tender is open to all eligible companies, who have experience in providing security personnel for guarding services and other related services in the field of security in South Africa and have successfully completed similar type of work in Embassy/High Commission etc.

Note: The tender issuing authority reserves the right to ask for any additional documents from the bidders to substantiate issues related to financial health of the company, local police clearance/ verification, partnership agreements, etc., in order to establish holistic credentials of the bidding company.

Tendering Process

Tender is invited in two parts i.e. (i) Technical Bid and (ii) Financial Bid. **Technical & Financial Bid are to be submitted together but in separate sealed envelopes. Both bids should be stamped, dated and signed by the authorized signatory.** In the first stage, only the envelope, containing the Technical Bid will be opened on the fixed date and time.

The Technical Bid will be examined and evaluated by the tender issuing authority. Bidding companies which do not qualify in the technical evaluation will not be considered for qualification to the Financial Bid stage.

Financial bids

Bidding companies, which have qualified in the Technical Bid stage, will be informed by email to be present on the date and time fixed by the tender issuing authority and the financial bids will be opened in their presence. The selected company will be announced after following due process and with the approval of competent authority.

The quotations/bids in sealed envelope addressed to 'Head of Chancery, High Commission of India, Pretoria', be delivered by hand at the Reception of High Commission of India, Pretoria latest by 13th January, 2025.

Schedule of opening of bids is as follows:-

Opening of Technical Bids- **1500 hrs on 14th January, 2025.**

Opening of Financial Bids - 1100 hrs on 16th January 2025

Venue: High Commission of India, 852, Francis Baard Street, Arcadia, Pretoria.

Scope of Work

Details of the scope of work can be obtained from the High Commission of India or can be downloaded from our website <http://www.hcipretoria.gov.in/tenders.php> and queries regarding the tender could be clarified from AP&WO, High Commission of India, Pretoria (852, Francis Baard Street, Arcadia, Pretoria). Ph. 0123425392-5, e-mail: apwo.pretoria@mea.gov.in.
