

No. Yer/Admin/813/1/2014

Embassy of India

Yerevan

(REQUEST FOR PROPOSAL)

Sub: Services of a Security Agency for providing security at Official Residence of Ambassador and Chancery

1. **Background:** This RFP is for hiring the services of a Security Agency for providing security for two years from October 1, 2015 to September 30,2017 at the following two premises:

- (a) Embassy of India Chancery Building at 50/2 Dzorapi Street, Yerevan
- (b) Official Residence of Ambassador of India at Aygedzor Street, 1st lane House No. 32, Yerevan

2. **Scope of work:** The broad and indicative, but not exhaustive, spectrum of services expected to be provided by the Security Agency are listed below:

- (i). The premises will be given 24x7 guard coverage.
- (ii). Each shift will comprise of 8 hours, and during each shift one well-trained uniformed security guard will be deployed for the duty at the Guard's Cabin already provided for at both the premises.
- (iii). The Guard shall not leave the Post for any reason until his replacement has arrived. Post will not be abandoned at any given time.
- (iv). In Chancery one ***lady guard*** will also be deployed during working days from 0900 hrs to 1730 hrs along with a male security guard. The Guards deployed at Chancery will frisk and guide the visitors to the Locker space for the deposit of personal bags, mobile phones etc. and thereafter escort them to Reception. Lady visitors will be frisked only by lady security guard.
- (v). The Guard deployed at Chancery will allow entry only to such visitors as are authorized/cleared by one of the Officers of the Embassy.
- (vi). The Guard deployed at Ambassador's Residence will allow entry only to such visitors as are authorized/cleared by Ambassador or a member of his/her family.
- (vii). All incidents of theft, attempted theft, and suspected movements and other emergencies shall be reported immediately to the Embassy Security Officer in writing and be registered in appropriate documents (Log Book, Incident Report etc).
- (viii). Security Agency will provide fire extinguishers in all floors of Chancery and Embassy Residence and each guard should be trained for fire fighting.

(ix). The Guard should be adequately educated, dressed in the prescribed uniform and capable of handling telephone calls efficiently during after-office hours and holidays.

(x). Knowledge of English language for guards is desirable.

3. Inviting bids from companies: In this context, the Embassy of India would like to invite offer(s) from reputed Security Agencies in Yerevan through Limited Tender in **sealed cover**. Offer should be for monthly basis in US\$ and should include all charges. Bidding should be in two parts.


Part I : Technical bid should consist of the details of services along with terms and conditions.

Part II: Financial bid should indicate item wise price for the items mentioned in the technical bid.

4. Contact Person: The advertisement shall be placed on the Central Public Procurement Portal, Mission's website and quotations will be accepted till 04.09.2015. The quotations should be submitted to Mr. B.S.Nikhurpa, Attache (Admn.), Embassy of India, Yerevan at 50/2 Dzorapi Street, Yerevan (Armenia)-**0019. He can be contacted at Tel: (374-10) 533928; 539173/4/5 Fax: (374-10) 533984**

E-mail: administration@embassyofindia.am

5. Evaluation & Selection: It is proposed to open quotations on 07.09.2015. The quotation offering as per scope of work, good credentials and best prices would be selected for the award of the job. However, the final decision would remain with Embassy of India, Yerevan and we would owe no explanation to anyone about the selection process of the company for the job.


(Prashant Kumar Das)
Head of Chancery
Dated: 12.08.2015