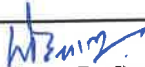


Embassy of India  
Addis Ababa

Notice Inviting Tender

Sl. No	Descriptions	Details
1.	Reference Number	ADD/815/01/2019
2.	Issuing Authority	Head of Chancery, Embassy of India, Addis Ababa
3.	Notice inviting tender	Hiring of Security services for Chancery, Embassy Residence and Staff Residence
4.	Site Address	(i) <b>Present:</b> House No.658, Yeka Sub City, Woreda 07, Kebele 08, (near Axum Hotel), Addis Ababa (ii) <b>Proposed:</b> House No.224, Arada Sub City, Woreda 07, Kebele 15, Kebena Aware (Near BelAir Hotel), Addis Ababa (iii) <b>Present:</b> Embassy Residence, House No. 1412, Yeka Sub City, Woreda 01, Kebele 01/02, Addis Ababa (iv) <b>Proposed:</b> House No-New, Kebele 02/03, Bole Sub City, Behind Edna Mall, Near Beer Garden, Addis Ababa
5.	Specification of work	To provide 24-hour security at the Chancery, and Ambassador's Residence by deployment of Security Guards(on 08 hours shift duty) [0600 Hrs to 1400 hrs, 1400 hrs to 2200 hrs & 2200 hrs to 0600 hrs(next day)]
6.	Requirement and time period of service	Proforma for submitting Technical and financial bids may be obtained from the Embassy. The service will be provided for a period of two years, with no mid term escalation.
7.	Address for submission of bids	The bids should be sealed in the official envelope of the supplier, super scribed reference number indicated in column 1 above and delivered to: <b>Head of Chancery</b> Embassy of India, House No.658, Yeka Sub City, Woreda 07, Kebele 08, (Near Axum Hotel), Addis Ababa(Ethiopia) Tel: 00251-11- 6362010, 6362034, Direct: 00-251-11-6362034 Website : <a href="http://indembassyeth.in">http://indembassyeth.in</a> . Email : <a href="mailto:adm.addisababa@mea.gov.in">adm.addisababa@mea.gov.in</a>
8.	Pre-qualifications	Bid is open only to those Security Agencies who are registered and domiciled in Ethiopia and can undertake the work as specified at Sl. Nos. 5 & 6. The company should have at least 5 years of experience of providing security services having trained manpower and efficient supervision system. Those who have good track record of providing security services to diplomatic Missions in Addis Ababa would be preferred.
9.	Conditions	(i) The Tender would be subject to availability of requirement for this purpose (ii) The tender issuing Authority reserves the right to withdraw/cancel the Tender for any reason whatsoever after publication/award of contract. (iii) The vendors/suppliers will have to certify in their offers that the work will be undertaken in a professional manner with trained and English speaking guards, good security equipments and to the satisfaction of the Embassy. (iv) No advance or down payment for this work. Bill would be settled in full through cheque, after satisfactory completion of job on monthly basis.
10.	Bidding system	Two bid system – (i) Technical evaluation and (ii) Financial evaluation. All bidders are requested to give their Technical bids and Financial bids in two separate envelops. Proforma for submitting technical & Financial bids may be obtained from the Embassy or downloaded from Embassy's website: <a href="http://www.indembassyeth.in">www.indembassyeth.in</a> .
11.	Closing date	<b>25 September, 2019</b>



  
(Mohan Lal)  
Head of Chancery

**Proforma for submission of Technical Bids**

**(A) Brief Description of Company:**

- (i) Name of the Company & Date of Registration
- (ii) Date of Commencement of operation
- (iii) Total Number of Administrative and Operating Staff
- (iv) Selection process for hiring the guards & Training facilities
- (v) Number of Clients, where the company is providing services

**(B) Essential Requirement from the company in respect of Guards to be deployed:**

SI No	Details	Company's Remarks
1	(i) Whether the age of the Guard to be deployed is below the age of 50 years?	
	(ii) Whether the age of the Supervisor to be deployed is below the age of 55 years?	
2	(i) Whether the general appearance of Guard is emaciated, feeble and timid?	
	(ii) Whether the deployed Guards is physically & Mentally fit?	
	(iii) Whether the company can provide appropriate fitness certificates in r/o every Guard from an authorized Medical practioner?	
3	(i) Whether Guard has been vetted by Addis Ababa Police Commission in terms of past record, character and antecedents?	
	(ii) Whether company can provide background details of the Guard and also proof of vetting?	
4	(i) Whether the Guard has basic security trainings of access control and anti sabotage checks (of persons, baggage and vehicles)	
	(ii) Whether Guard has training of basic security tools such as HHMD, DFMD, CCTV monitoring, baggage and letter scanners etc?	
5	(i) Whether LSG has attended education at least upto 10 <sup>th</sup> standard or matriculation equivalent?	
6	(i) Proficiency in local language and working knowledge of English language to communicate with the Mission staff?	
7	(i) Whether Guard will perform duties in smart uniform?	
	(ii) Whether overall appearance of Guard is neat and clean?	
8	(i) Whether Guard has knowledge of first aid?	
	(ii) Whether Guard has knowledge of fire-fighting?	

No. ADD/815/1/2019

Embassy of India

Addis Ababa

To be given for each of the four sites separately for Weekdays and weekends/cleared Holidays

**Proforma for submission of Financial Bids  
Weekdays(Monday – Friday)**

Sl No.	Duty Point/Beat	Required round-the clock or for specified hours	To be covered in how many shifts	No. of Guards in one shift	Total No. of Guards [(iv)X(v)]	Unite Price (per hour/per shift/per month)
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)
1	House No.658, Yeka Sub City, Woreda 07, Kebele 08, (near Axum Hotel), Addis Ababa	Round the clock on shift basis (From 0600 – 1400 hrs, 1400 hrs – 2200 hrs and 2200 hrs to 0600 hrs, next day) on working days	03 shifts each lasting for 08 hours			
2	House No.224, Arada Sub City, Woreda 07, Kebele 15, Kebena Aware (Near BelAir Hotel), Addis Ababa	-do-	-do-			
3	Embassy Residence, House No. 1412, Yeka Sub City, Woreda 01, Kebele 01/02, Addis Ababa	-do-	-do-			
4	House No-New, Kebele 02/03, Bole Sub City, Behind Edna Mall, Near Beer Garden, Addis Ababa	-do-	-do-			

**Weekends/Closed Holidays  
(Saturday/Sunday/Other Holidays)**

Sl No.	Duty Point/Beat	Required round-the clock or for specified hours	To be covered in how many shifts	No. of Guards in one shift	Total No. of Guards [(iv)X(v)]	Unite Price (per hour/per shift/per month)
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)
1	House No.658, Yeka Sub City, Woreda 07, Kebele 08, (near Axum Hotel), Addis Ababa	Round the clock on shift basis (From 0600 – 1400 hrs, 1400 hrs – 2200 hrs and 2200 hrs to 0600 hrs, next day) on Saturday/Sunday/other holidays	03 shifts each lasting for 08 hours			
2	House No.224, Arada Sub City, Woreda 07, Kebele 15, Kebena Aware (Near BelAir Hotel), Addis Ababa	-do-	-do-			
3	Embassy Residence, House No. 1412, Yeka Sub City, Woreda 01, Kebele 01/02, Addis Ababa	-do-	-do-			
4	House No-New, Kebele 02/03, Bole Sub City, Behind Edna Mall, Near Beer Garden, Addis Ababa	-do-	-do-			