



Request for Quotation for hiring of Local Security Guards for Embassy & Embassy Residence

Embassy of India proposes to engage Security Guards through reputed Security Service provider Company for providing round the clock service for securing and protecting the buildings of Embassy of India and Embassy Residence (India House) for two years (2022 to 2024). Our present requirement is about eight Security Guards (64 man-hours per day). The details of the parameters for Security Guards and Service Provider (Agency/Company) may be obtained from the Embassy's website <http://www.eoikhartoum.gov.in/index.php> under the heading **Quotation for hiring of Local Security Guards**. These parameters are essential requirements. Other value added qualifications, if any, for Security Guards should be enumerated and cost included accordingly.

2. Interested Companies may send their quotes/proposal/offers in sealed envelope [**two envelopes inside- i) Technical Bid with all the documents, ii) Financial Bid**] to:

**Head of Chancery, Embassy of India, Plot No. 2, Al Amarat Street No. 01, Block 12 DH,
Eastern Extension, Khartoum,**

Within 15 days from the date of advertisement.

Dated: 20 March 2022

Embassy of India
Khartoum

1. Parameters for Security Guards:

- (a) Age should not be more than 50 years. They should be physically and mentally fit and should not be suffering from an apparent disability. Please submit Medical Fitness Certificate in respect of every Security Guard to be on duty at the Mission's properties throughout the year.
- (b) The character and antecedents of security guards should be vetted by Government of Sudan and submit proof for all the guards to be on duty at the Mission's properties throughout the year.
- (c) They should possess training in basic security duties such as access control and anti-sabotage check including use of basic security tools such as HHMD, DFMD, CCTV, monitoring, baggage and letter scanners etc. Proof of training provided should be enclosed.
- (d) In view of the ongoing pandemic, they should be fully trained to handle preventive measures applicable to visitors like taking temperatures, wearing masks, sanitizing hands and maintaining social distancing etc.
- (e) They should have at least passed 10th Standard of schooling.
- (f) They should be proficient in Arabic language and should be able to communicate in English.
- (g) They should perform duties in smart company uniform and should be neat and clean.
- (h) They should be alert all the time and be stationed in the designated places during the duty hours and should not be loitering around.
- (i) The guard on duty should not be doing more than 8 hrs of shift a day and the shift change should be smooth and quick so that the outgoing guard is not found loitering around.

2. Parameters for Service Provider (Agency/Company):

- (a) List of other clients the company is serving in terms of supply of Security Guards. Past experience, service history, achievements etc.
- (b) Registration Certificate of the Company from Government of Sudan.
- (c) Size of the reserve pool of men and logistics.
- (d) Attrition rate of security guards and security supervisors.
- (e) If the company has its own training facility. Please submit details.
- (f) Industry certification obtained by the company for its quality
- (g) Company's relationship with local police
- (h) Take home pay and allowances of the security guards working for them. Please submit details of pay and allowances including gratuity and leave facilities.

Dated 20.03.2022