



सत्यमेव जयते

HIGH COMMISSION OF INDIA
NAIROBI

INVITES TENDER FOR
HIRING OF 08 LOCAL SECURITY GUARDS (INCLUDING TWO FEMALE), AND
03 DOG UNITS FOR 02 YEARS

VALIDITY OF BIDS: 180 DAYS

GOVERNMENT OF INDIA
HIGH COMMISSION OF INDIA
NAIROBI

TENDER NOTICE

Tender Reference Number: NAI/ADM/815/1/2022-3 (1)

SUB: TENDER FOR HIRING OF 08 LOCAL SECURITY GUARDS (INCLUDING 02 FEMALE GUARDS), AND 03 DOG UNITS AT FOLLOWING LOCATIONS

- HIGH COMMISSION OF INDIA (260, Gigiri-Crescent, Gigiri, Nairobi) – 06 LSGs (including one female) on all days from 0730 to 1930 hrs and 01 Dog Unit from 1900 to 0700 hrs.
- INDIA HOUSE (121, Limuru Road, Muthaiga Nairobi) - 01 LSG on all days from 0730 to 1930 hrs and 01 Dog Unit from 1900 to 0700 hrs.
- HIGH RIDGE RESIDENTIAL COMPLEX OF HIGH COMMISSION OF INDIA (Wangapala Road, Parklands, Nairobi) – 01 Female LSG on all days from 0730 to 1930 hrs and 01 Dog Unit from 1900 to 0700 hrs.

The Client (High Commission of India) in Nairobi, invites Bids from Security Agencies registered with the Government of Kenya for providing Security Guard and Canine Services, at the above locations as per following schedule.

Date of Publication	03.10.2023 on High Commission's website, CPP and local Newspaper.
Pre-Bid Meeting	1500 hrs on 09.10.2023 at High Commission of India, UN-Crescent, Gigiri, Nairobi, Kenya.
Last Date for submission of bids	0930 hrs on 25.10.2023 at High Commission of India, UN-Crescent, Gigiri, Nairobi, Kenya.
Technical Bid Opening	1100 hrs on 25.10.2023 at High Commission of India, UN-Crescent, Gigiri, Nairobi, Kenya.
Financial Bid Opening	1100 hrs on 31.10.2023 at High Commission of India, UN-Crescent, Gigiri, Nairobi, Kenya.

Contact Details:

Head of Chancery
High Commission of India
UN-Crescent, Gigiri, Nairobi
Phone: 0701464838 Email:- hoc.nairobi@mea.gov.in

Assistant Welfare & Personnel officer (AP&WO)
Phone: 0715412190, Email: - apwo.nairobi@mea.gov.in

TENDER DOCUMENT FOR HIRING 08 LOCAL SECURITY GUARDS (LSGs)
(INCLUDING 02 FEMALE LSGs) AND 03 DOG UNITS AT 03 PROPERTIES OF
HIGH COMMISSION OF INDIA

Sealed tenders in conformity with detailed tender call notice are invited from Security Agencies/Firms who meet the following criteria: -

- The security service provider must be registered with concerned agency of Government of Kenya and Kenya Security Industry Association.
- Must have a proof of registration of the company under relevant statutory regulations such as labour laws etc.
- Must have valid Certification of compliance with laws and statutory regulations in running a private security company.
- Previous experience of having provided similar services for **at least two other Embassy or UN organizations in Kenya in the past three years.**
- Latest ISO certification.
- Must have a good track record, manpower capacity and experience of at least 10 years in providing such security services.

2. This tender document can also be downloaded from Government of India, e-Publishing System Website <https://eprocure.gov.in> and High Commission of India website: www.hcinairobi.gov.in. The tenders should be submitted in ONE SEALED ENVELOPE in the following manner.

- The **first sealed cover** should be superscribed 'Technical Bid' and should contain all relevant information showing compliance with the technical requirements listed in this document with all supporting documents. The checklist of documents to be submitted along with technical bid is placed at Annexure-I.
- The **second sealed envelope** should be superscribed 'Financial Bid' and should contain the duly filled in proforma placed at Annexure II and should give costs of the required services.
- Both the sealed covers should be placed in ONE SEALED ENVELOPE superscribed "BID FOR HIRING OF 08 LSGs & 03 DOG UNITS". This should be addressed to High Commission of India, UN-Crescent, Gigiri, Nairobi and sent by post or hand delivered latest by 0930 hrs. of 25.10.2023. The bids will be opened in the presence of the bidders or their authorized representatives (along with authorization letter from the bidder) at designated

time and date 1100 hrs on 25.10.2023. Tenders received after the due date and time or incomplete and conditional tenders shall not be accepted. Submission of more than one tender paper by a bidder for a particular work will render the bid liable for rejection.

- **The name of the bidding company should be written on all covers.**

3. Scope of Work

Hiring of Security Guard and Canine Services, to be deployed as per the following details:

Sl. No.	Location	Services Required
1	High Commission of India, UN-Crescent, Gigiri, Nairobi, Kenya.	06 LSGs (including one female) on all days from 0730 to 1930 hrs and 01 Dog Unit from 1900 to 0700 hrs.
2	India House, 151, Limuru Road, Muthaiga, Nairobi, Kenya.	01 LSG on all days from 0730 to 1930 hrs and 01 Dog Unit from 1900 to 0700 hrs.
3	Highridge Residential Complex, Wangapala Road, Parklands, Nairobi, Kenya.	01 Female LSG on all days from 0730 to 1930 hrs and 01 Dog Unit from 1900 to 0700 hrs.

4. Description of Security Services to be Rendered

- Ensuring safety and security of the premises, personnel and vehicles of the High commission.
- Not to allow entry of unauthorized persons inside the premises.
- Necessary security checking, frisking, scanning of the visitors with technical devices (Hand Held Metal Detector, Door-Frame Metal Detector, X-Ray Baggage Inspection System, etc) before permitting entry into the premises.
- Maintain record of name, purpose of visit, identification number of all visitors along with details of officer (s) before permitting entry into the premises. The register would require to be put up to the Chief Security Officer of the client (High Commission of India) for scrutiny every Monday.
- To report any anomalies within the premises of the client or intentional attempt to breach security and related regulations by any person visiting the premises.
- To implement any recommendation by the client to upgrade the security system services provided after mutual consent.
- To maintain a register of attendance with location of deployment.

5. Technical Requirements

- The Security Agency should provide proof of compliance as regards local laws and statutory regulations in running a private security company.
- The Security Agency should be willing to furnish information about its other Clients including period and type of service rendered in broad term.
- The agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislation as applicable to it. The agency will have to comply with all statutory provisions of law, rules and regulations and keep this office informed about any amendment in the law from time to time. The Security Agency should agree to provide details of salary, gratuity, allowances, leave etc. it permits for its Security Guards. The transportation, food, medical and other statutory requirements in respect of each personnel of the Security Agency shall be the responsibility of the Security Agency.
- The Security Agency's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/ organizational matters as all are of confidential nature.
- The Security Agency is to provide security guards who have been vetted by the local Government in terms of past record, character and antecedents. Background details and proof of vetting should be provided to the Client.
- The Security Agency should agree and be able to provide a choice of persons three times our requirement, to interview and choose from.
- The Security Agency is to change the staff periodically, ideally every 4 months.
- The Security Agency's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The Agency shall be responsible for any act of indiscipline on the part of persons deployed by them. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any manner detrimental or prejudicial to the interest of the Client. The decision of the Client upon any matter arising under this clause shall be final and binding on the agency.
- The Security Agency should have provisions for real time checks of functioning of the Security Guards to ensure that the quality of the provided staff and their service they render is always above the benchmark. The provider should be able to provide proof of this to the Client.
- The functional control over the personnel deployed by the agency will rest with the Client and the disciplinary administrative/technical control will be with the agency.

- The Client may require the Security Agency to dismiss or remove from the site of work, any person or persons, employed by the Security Agency, who may be incompetent or for his/her/their misconduct and the Security Agency shall forthwith comply with such requirements. The Security Agency shall replace immediately any of its personnel, if they are unacceptable to the Client because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from the client.
- The Security Agency has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately. The following details of the security guards will be provided: - (a) Name (b) Age (c) Copies of their ID cards (d) Complete address.
- The Client will maintain an attendance register in respect of the staff deployed by the agency. The service charges will be paid after the end of each month of service provided upon presentation of invoice by the Security Agency, within the first 05 working days of the succeeding month. The invoice is required to be supported by all legal documentation required under the law.
- The parties expressly agree that under no circumstances the Client may withhold all or part of amounts payable arising from the provision of services outlined in this contract except in case the service provider, fails to deploy a Security Guard for more than 02 hours in a day, pertaining to any shift wherein service charges for that shift will be deducted from the invoice for that month.
- The Security Agency will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the Client.
- The Security Agency shall provide a substitute well in advance if there is any possibility of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Security Agency.
- The Security Agency shall be contactable at all times and messages sent by phone/e-mail/fax/special messenger from the Client shall be acknowledged immediately on receipt on the same day. The Security Agency shall strictly observe the instructions issued by the Client in fulfillment of the contract from time to time.
- The Client shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the Security Agency.
- That the Security Agency on its part and through its own resources shall ensure that the goods, material and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees. If the

Client suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to the Client for the same. The agency shall keep the Client fully indemnified against any such loss or damage. The responsibility and liability that will arise of any accident or casualty, occurring during the course of working to any staff engaged by the agency, will remain with the agency. The Client will no way be responsible for this or any other clause mentioned above.

- The successful bidder will enter into an agreement with the Client for the offer of services on these terms and conditions. The contract will be signed in English.

6. Quality Parameters for the Security Guards: These are critical minimum requirements and any inability to meet any or all of these would make them liable for rejection at the technical bid stage itself.

- The Security Guards engaged shall not be below the age of 18 years or above the age of 50. Their supervisor should not be more than 55 years of age.
- The Security Guards should be physically and mentally fit. They should not suffer from any apparent disability including obesity that would hinder efficient discharge of duties. The agency should submit medical fitness practitioner. Additionally, he/she should not be emaciated, feeble and timid in an apparent sense.
- The Security Guards should have been vetted by local government's security departments in terms of pas record, character and antecedents. The agency should provide background details of the LSGs and also proof of their vetting.
- The Security Guards should possess training in basic security duties such as access control and anti-sabotage checks (of person, baggage and vehicles) including the use of basic security tools such as Hand-Held Metal Detector (HHMD), Door Frame Metal Detector (DFMD), X-Ray Baggage Inspection System (X-BIS), monitoring CCTV, etc. They should possess knowledge of the potential threats to a foreign Mission in general terms and also possess knowledge of what is 'suspicious' in terms of men and material in the given local context.
- Should have attended education at least upto 10th Standard or matriculation equivalent.
- Should be proficient in the local language and should be in possession of minimum English language skills required to communicate with the Mission staff.
- The Security Guards should perform their duties in smart uniforms and their overall appearance should be neat and clean.

Note: The Security agency should have a system of undertaking supervisory

checks of functioning of LSGs to ensure that the supplied LSGs are discharging their duties with efficiency and as per the SOPs designed by the Mission/Post. The agency should clearly spell out as to what will be the system of supervision / surprise check so as to achieve the above objective e.g. number of scheduled and surprise visits in a given period.

Note: The agency must provide certification/undertaking for above parameters.

7. Quality parameters for service provider companies on the basis of which technical tender will be evaluated. Adequate information and documentary proof must be provided for below points.

- Previous experience of having provided similar services for **at least two other Embassy or UN organizations in Kenya in the past three years.**
- Past Experience, service history, achievements of the company.
- Evidence of registration of the company under relevant statutory regulations such as labour laws applicable in the host country (if registered under more than one law, the same be furnished).
- Evidence of range of security services provided. Size of the reserve pool of men and logistic such as response team, patrol vehicle / security equipment / 24 x 7 control room facilities / communication equipment etc.
- Attrition rate of security guards and security supervisors.
- Training facilities: own or outsourced and what is the curriculum and duration of training of the security guards.
- Industry certification obtained by the company for its quality & company's relationship with local police & company's relationship with the local police
- Scope and limit of liability of the company.
- Take home pay and allowances of the security guards.

8. Evaluation Criteria

Subject to fulfilment of the conditions as mentioned in Annexure- III, the Tender Evaluation Committee (TEC) will evaluate the submitted bids as per the following criteria :

Component	Overall Weightage	Category	Category Weightage
Technical Bid	80	Previous experience of having provided similar services for at least two other Embassy or UN organizations in Kenya in the past three years.	10%
		Past Experience, service history, achievements	10%

		of the company.	
		Evidence of registration of the company under relevant statutory regulations such as labour laws applicable in the host country (if registered under more than one law, the same be furnished)	10%
		Evidence of range of security services provided.	10%
		Size of the reserve pool of men and logistic such as response team, patrol vehicle / security equipment / 24 x 7 control room facilities / communication equipment etc.	10%
		Attrition rate of security guards and security supervisors (the average period for which a security guard remains with the company)	10%
		Training facilities: own or outsourced and what is the curriculum and duration of training of the security guards.	10%
		Industry certification obtained by the company for its quality & company's relationship with local police & company's relationship with the local police	10%
		Scope and limit of liability of the company.	10%
		Take home pay and allowances of the security guards.	10%
		Points calculation will be as follows: $\frac{\text{Technical Score awarded to the bid}}{\text{Highest Technical Score achieved by one of the Bid}} \times 80$	
Financial Bid	20	Point calculation will be as below: $\frac{\text{Lowest Price quoted by one of the bidders}}{\text{Bidder's Price}} \times 20$	100%

The Minimum qualifying technical marks is 60. The bid securing less than 60 marks in technical bid evaluation will be disqualified for opening financial bids.

The company securing maximum final points as above will be awarded the contract.

Final points will be awarded to each company on the basis of points secured in the Technical Bid stage and the financial bid stage as below:

$$B = \frac{C_{low}}{C} X + \frac{T}{T_{high}} (1 - X)$$

where

C = Evaluated Bid Price

C_{low} = the lowest of all Evaluated Bid Prices among responsive Bids

T = the total Technical Score awarded to the Bid

T_{high} = the Technical Score achieved by the Bid that was scored best among all responsive Bids

X = weightage for the Price as specified in the BDS

9. Period of Contract.

The initial period of contract would be for 24 months. The period of contract will be extended for another 12 months subject to service provider providing satisfactory service, as per the existing rates, terms & conditions mentioned in the tender. However, the contract cannot be extended in case there has been a levy of cumulative penalty of 5% of total contract value during the period of the contract. The Performance Guarantee will be required to be extended suitably to cover the extended period of the contract.

Service charges/rates quoted by the agency would be fixed for a period of 24 months and any statutory increase in wages/ DA etc. is to be absorbed by the agency. In case performance is not satisfactory, the contract will be terminated by the Client by giving an advance notice of 30 days in writing.

10. Right to Acceptance or Rejection of Tenders.

The tender is liable to be rejected inter-alia: -

- If it is not in conformity with the instructions and proforma mentioned in the tender notice.
- If the technical bid and financial bids are not received in separate sealed

envelopes.

- If it is not properly signed by the bidder.
- If it is received by telex, telegram or by email.
- If it is received after the expiry of the due date and time.

11. High Commission of India reserves the right to

Accept/Reject any of the tenders in full or part thereof. Revise the requirement at the time of placing the order. Add, modify, relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary. Reject any or all the tenders in part or full without assigning any reason thereof.

12. Earnest Money Deposit (EMD) / Bid Security

All bidders are required to deposit Earnest Money Deposit (EMD) **USD 1000/-** (US Dollar Thousand only) in form of "Pay Order, Demand Draft or bank Guarantee from Bank of India, Kenyatta Avenue, Nairobi" in favour of "High Commission of India, Nairobi". **Bids received without EMD will not be considered and rejected summarily.** EMD of unsuccessful bidders shall be refunded within 30 days of awarding the tender. No interest shall be payable for EMDs.

13. Performance Security / Performance Guarantee Bond

The successful bidder, must send the its acceptance in writing along with Performance Guarantee Bond **@ 3%** of the contract value which shall be submitted in the form of Bank Guarantee as Performance Guarantee which should remain in force for a period of 60 days beyond the end date of the contract period. If successful bidder fails to submit the Performance Guarantee Bond within 15 days from the date of placing of purchase order, then purchase order will be canceled and EMD will be forfeited. No interest shall be payable for Performance Guarantee Bond. In case, the contract is further extended beyond the initial period, the Performance Security will have to be renewed accordingly by the service provider.

Performance Guarantee Bond shall be for the due and faithfully performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful tenderer and the purchaser under the terms & conditions of acceptance to the tender. The successful tenderer is entirely responsible for due performance of the contract in letter and spirit of the contract and all other documents referred to in the acceptance of tenders.

14. Payment

- After award of work, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the Security Agency towards the work.
- After signing agreement, the rate once fixed shall not be changed until the validity of contract. However, the rates shall only be changed strictly subject to condition that increase sought is due to increase in wages by host government.
- The High Commission is exempt from payment of VAT and the invoices should, therefore, be presented without VAT. The High Commission will submit the VAT exemption document to the Security Agency.
- The Contractor shall be paid on a monthly basis for the services rendered in the preceding month. The billing cycle will be the from 1st of every month to the last day of the month. The Contractor shall submit invoice within 10 days of the succeeding month and payment shall be released within 30 days of submission of acceptable invoices.
- All payments shall be made in Kenyan Shillings (KSH) by means of crossed cheque / or Bank Transfer.
- The payment to the workers in accordance to minimum wages prescribed by the Govt of Kenya along with the statutory compliance Bonus is sole responsibility of the Service Provider. In case of revision in minimum wages by the Government of Kenya, the same would be absorbed by the Mission. Claim for any other escalation shall not be entertained by the Ministry.
- No payment shall be made in advance nor will any loan from any bank or financial institution be recommended on the basis of the order of award of work.

15. Liquidated damages

The High Commission of India shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in this paragraph of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in herewith. Once the maximum is reached, the Procuring Entity may consider termination of the Contract pursuant to the condition mentioned in this clause.

If the Supplier fails to deliver or to perform the Services within the period(s) specified in the Contract, the High Commission of India shall apply Liquidated Damages for the damages and / or risks caused resulting from the Contractor's delays

or breach of its obligations as per Contract. The liquidated damages will be imposed as follows:

- 1.25% of total contract value per week
- up to maximum of 10% of the total contract amount
- Next course of action: Termination of Contract

16. Force Majeure

Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations, if the nonperformance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract and here the effect to render the performance practically impossible for the time it lasts.

In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

If the impossibility of complete or partial performance of an obligation lasts for more than 2 (two) month, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 15 (fifteen) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received

17. Arbitration

Disputes shall be settled in accordance with The United Nations Commission on International Trade Law (UNCITRAL). The venue of Arbitration shall be Delhi High Court, New Delhi, India.

Checklist Of Documents To Be Submitted Along With Technical and Financial Bid

S. NO.	Documents to be submitted		Submitted / Not Submitted	Remarks
1.	Company profilePast Experience, service history, achievements of the company.	With technical bid		
2.	Copy of Authorization from Government of Kenya.			
3.	Copy of Registration with KSIA			
4.	Copy of latest ISO certificate			
5.	List of other clients the company is serving in terms of supply of LSGs in Kenya and other countries.			
6.	Past Experience, service history, achievements of the company.			
7.	Evidence of registration of the company under relevant statutory regulations such as labour laws applicable in the host country (if registered under more than one law, the same be furnished)			
8.	Evidence of range of security services provided.			
9.	Information on size of the reserve pool of men and logistic such as response team, patrol vehicle / security equipment / control room facilities / communication equipment etc.			
10	Information on attrition rate of security guards and security supervisors (the average period for which a security guard remains with the company)			
11	Information on Training facilities: own or outsourced and what is the curriculum and duration of training of the security guards.			
12	Industry certification obtained by the company for its quality & company's relationship with local police & company's relationship with the			

	local police			
13	Information on scope and limit of liability of the company.			
14	Take home pay and allowances of the security guards.			
15	Undertaking by the Bidder. (Refer to Annexure- II)			
16	Proforma for submitting Technical Bid (Refer Annexure- III)			
17	Proforma for submitting financial bids (Refer Annexure- IV)	Only with financial bid		
18	Ernest money deposit (Bank Guarantee/Cheque of USD 1000/- in the name of High Commission of India) (Refer Annexure- V)			

Signature of Bidder

Seal of Establishment

Full Name of Bidder with address & Date

UNDERTAKING BY THE BIDDER

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ ourselves to abide by them. I/we further certify that I/we have the ability to meet all the technical conditions and requirements listed in this tender document.

Signature of the Bidder with Seal

Name: _____

Designation: _____

Address: _____

Phone No. _____

PROFORMA FOR SUBMITTING TECHNICAL BID

(please provide documentary evidences where available with your replies)

Sl. No.	Requirements	Reply	Remarks, if any
1.	Previous experience of having provided similar services for at least two other Embassy or UN organizations in Kenya in the past three years.		
2.	Brief introduction of the company and Previous experience in the field (minimum of ten years)		
3.	Evidence of registration of the company under relevant statutory regulations such as labour laws applicable in the host country (if registered under more than one law, the same be furnished). Must be registered with concerned agency of Government of Kenya and Kenya Security Industry Association, must have a proof of registration of the company under relevant statutory regulations such as labour laws etc, Must have Certification of compliance with laws and statutory regulations in running a private security company, must have latest ISO certificate		
4.	Evidence of range of security services provided.		
5.	Information on size of the reserve pool of men and logistic such as response team, patrol vehicle / security equipment / control room facilities / communication equipment etc.		
6.	Information on attrition rate of security guards and security supervisors (the average period for which a security guard remains with the company)		
7.	Information on Training facilities: own or outsourced and what is the curriculum and duration of training of the security guards.		
8.	Industry certification obtained by the company for its quality & company's relationship with local police.		
9.	Scope and limit of liability of the company.		
10.	Take home pay and allowances of the security guards. (please include copies of pays slips)		

11.	Plan of action and methodology proposed to secure the premises		
12.	What is the communication system does it have? What kind of technology and supervision mechanism does it have to monitor guard presence and efficiency?		
13.	Is it licensed by the local police or statutory authority on the subject? Details of evidence to be attached.		

PROFORMA FOR SUBMITTING FINANCIAL BID**Name of Bidder –**

Sl. No.	Description of Service	Rate/ Unit/ Month for LSG	Total cost per Month for LSG	Rate/ Unit/ Month for Dog Unit	Total cost per Month for Dog Unit
		In KSH	In KSH	In KSH	In KSH
1	Hiring of 06 local security guards for a 12 hrs. day shifts from 0730 to 1930 hrs and 01 Dog Unit for a 12 hrs. night shifts from 1900 to 0700 hrs on all days at Chancery premises (Gigiri) of High Commission of India, Nairobi.				
2	Hiring of 01 local security guard for a 12 hrs. day shifts from 0730 to 1930 hrs and 01 Dog Unit for a 12 hrs. night shifts from 1900 to 0700 hrs on all days at India House (Muthaiga).				
3	Hiring of 01 local security guard for a 12 hrs. day shifts from 0730 to 1930 hrs and 01 Dog Unit for a 12 hrs. night shifts from 1900 to 0700 hrs on all days at Highridge Residential Complex (Parklands).				
4	VAT, if any				
5	Total				
6	Grand Total (Total cost/ month X 24 months) in figures				

Signature of the Bidder with Seal

Name: _____

Designation: _____

Address: _____

Phone No. _____

Date: _____

Note: -

(a) The bidders are required to quote their rates both in words and figures and put their signature; they should also sign on any overwriting or any correction made in the tendered rate. The rates filled in figure only and not in words shall be liable for rejection for which no paper cost shall be returned to the bidder(s).

(b) The High Commission of India is VAT exempted by the Government of Republic of Kenya.

FORMAT FOR EARNEST MONEY DEPOSIT / BID SECURITY

Brief description of contract: - Hiring of 08 LSGs and 03 Dog Units at 03 properties of High Commission of India, Nairobi.

To,
High Commission of India,
UN Crescent, Gigiri, Nairobi,
P.O. Box 30074-00100,
Tel: (+254 20) 2222 566 / 2225 104

In accordance with your Tender No. _____ dated _____ for hiring of 08 LSGs and 03 Dog Units at 03 properties of High Commission of India, Nairobi, Kenya, M/s. (Name of Service provider with address) _____ submits a Bank Guarantee amounting to USD 1000/- (US Dollars One Thousand only).

2. In fulfillment of the tender conditions, we, (Name of Bank with address) _____ hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of USD 1000/- (US Dollars One Thousand only), which is liable to be forfeited by the Purchaser on :

- (a) The withdrawal / revision of the offer by the bidder within the validity period.
- (b) Non acceptance of the Work order / Purchase order by the Bidder when issued within the validity period, and
- (c) Failure to execute the contract as per contractual terms and condition with in the contractual delivery period.

3. This Bank Guarantee will be valid for the period of nine months from the date of bid submission. Any claim and statement hereunder must be received at the above-mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

4. Notwithstanding anything to the contrary contained herein above, the maximum liability under this guarantee is restricted to USD 1000/- (US Dollar One Thousand only).

5. This Guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.
6. This Guarantee shall be governed and construed in accordance with the laws of the India and shall be subject to exclusive Jurisdiction of the Indian Courts.

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Note:- On expiry of Bond Period, the original Bond will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

**FORMAT FOR PERFORMANCE GUARANTEE BOND / PERFORMANCE
SECURITY**

Brief description of contract: - Hiring of 08 LSGs and 03 Dog Units at 03 properties of High Commission of India, Nairobi.

To,
High Commission of India,
UN Crescent, Gigiri, Nairobi,
P.O. Box 30074-00100,
Tel: (+254 20) 2222 566 / 2225 104

In accordance with your Tender No. _____ dated _____
for hiring of 08 LSGs and 03 Dog Units at 03 properties of High Commission of India,
Nairobi, Kenya, M/s. _____ (Name of Contractor with address)
_____ submits a Bank Guarantee Bond amounting to 3% of
the contract value and valid till _____ (date) from the date of issue of Performance Guar-
antee Bond.

2. This bank hereby guarantees that in the event of the said tenderer (Service provid-
er) failing to abide by any of the conditions referred in tender document / purchase order
/ performance of the equipment / machinery, etc. this Bank shall pay to High Commis-
sion of India, Nairobi on demand and without protest or demur 3% of the contract value
i.e. USD _____ only (in words).

3. This Bank further agrees that the decision of High Commission of India, Nairobi
(Client) as to whether the said Tenderer (Service provider) has committed a breach of
any of the conditions referred in tender document / purchase order shall be final and
binding. We, _____ (name of the Bank & branch) hereby
further agree that the Guarantee herein contained shall not be affected by any change in
the constitution of the Tenderer (Service provider) and/ High Commission of India, Nai-
robi (Client).

4. Notwithstanding anything contained herein:

(a) Our liability under this Bank Guarantee shall not exceed 3% of the contract value
i.e. USD _____ only (in words).

(b) This Bank Guarantee shall be valid up to _____ (date) i.e. upto the sixty
days beyond the validity of contract and

- (c) We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only High Commission of India, Nairobi serve upon us a written claim or demand on or before _____(date) i.e. upto warranty period.

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Note:- On expiry of Bond Period, the original Bond will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.