INVITATION FOR TENDER

The Consulate General of India, Zanzibar, for and on behalf of the President of India invites sealed bids in two parts (Part-I- Technical & Part-II-Financial) from the Security Agencies for providing Radio Alarm and Security Guards Services at the Consulate General of India, Zanzibar and Residence of Consul General of India, Zanzibar.

Time Schedule: Two years from the date of signing of contract. (Extendable for one year)

Tenders to be addressed to: Consul General, Consulate General of India, 8, Migombani, P.O. Box-871, Tel+255 24 2232711/2230720, Email: cg.zanzibar@mea.gov.in; hoc.zanzibar@mea.gov.in

Last Date of Submission: 11 March 2020 up to 15:00 Hrs.

Place of Receipt of Tender: Consulate General of India, 8, Migombani, Zanzibar

Technical Bid opening: 11 March 2020 up to 15:30 Hrs.

Bid Validity period: 90 days from the date of opening of the Tender.

- Interested Bidders may obtain further information from the Head of Chancery, Consulate General of India, Zanzibar at www.cgizanzibar.gov.in
- The bidding document can be downloaded directly from website http://www.cgizanzibar.gov.in. The Technical Bid (Part-I) and Financial Bid (Part-II) must be enclosed in two separate sealed envelopes clearly marked as such. Both the sealed envelopes then should be sealed in a bigger envelope clearly marked “Tender for Security Services in the Consulate General of India, Zanzibar”.
- The Eligibility Criteria is laid out in the Tender Documents which can also be downloaded from http://www.cgizanzibar.gov.in
- The Technical bid(s) will be opened on 11 March 2020 at 15:30 Hrs in the Consul General of India, 8, Migombani, Zanzibar in the presence of tenderer or their authorized representative(s) who are present at the scheduled date and time.
- The date and time of opening of Financial bid will be decided after technical bids have been evaluated by the client. Financial bids of only those tenderer will be opened who qualify the technical evaluation on the specified date and
time. The date, time & place of opening of the financial bids will be intimated in due course of time. Those who do not qualify for Technical Bid will be rejected for Financial Bid.

- The Consulate General of India, Zanzibar reserves the right to accept or reject any or all tenders either in part in full without assigning any reason thereof.
- This **Invitation of Tender** will form part of the Tender Documents.
- Period of Contract: The Period of contract will be for 2 years. The Agreement can be extended by mutual consent for a further period of one year from the date of expiry of the 2 year’s agreement on the same rates, terms and conditions.
- If any information furnished by the applicant is found incorrect at a later stage, they shall be liable to be debarred from the tendering process. The Consulate General of India reserves the right to verify the particulars furnished by the applicant independently.

**Detailed Scope of Work:**

(i) The Security Agency would provide the services of radio alarm and security guards services at the Consulate General of India, Zanzibar and at the residence of Consul General of India, Zanzibar.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>The Security Agency would provide the services of radio alarm and security guards at the Chancery building and Residence of Consul General of India.</td>
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<tr>
<td>(ii)</td>
<td>One Security Guard at Chancery and one Security Guard at Residence of Consul General will be on duty on all working days from 08:00 PM to 08:00 AM.</td>
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<tr>
<td>(iii)</td>
<td>The payment will be made to the Security Agency on monthly basis.</td>
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<td>(iv)</td>
<td>Entire staff should enter the premises in uniform.</td>
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</table>

**Conditions:**

- The Signatory to the Tender Document should also be the authorized signatory of the Agency for signing the Agreement between the Agency and the Consulate General of India, Zanzibar.
- Agencies making their offer for the tender should be registered in Tanzania as security providing organization with relevant Govt. organizations and should attach the proof of the same.
- The Security firms should have experience of providing security personnel to Tanzanian Govt. offices/locations and/or companies listed on Tanzian Stock Exchange and/or Embassies/Consulates/International organizations.
- The agency will have to provide the replacements or additions as and when required by the Consul General.
• The Consulate General of India will have the right to do a quarterly review of the services and terminate the Agreement in case of persistent lack of quality of service.

Payment: Payment will be made on monthly basis. Claims for payment should be made through Tax invoice at the end of the month.

Opening of Bid: The technical bid will be opened 11 March 2020 up to 15:00 Hrs in the Consulate General of India, Zanzibar. The bidder has the option to be present or send any representative at the time of opening of bids. Financial bids only of the technically eligible bidders will be opened on 12 March 2020 at 11:00 Hrs.

• All offers should be submitted in English together with English translation of all supporting documents being provided in Swahili Language.

Declaration and obligations of Company:

• The Employees of the Company shall be equipped with the appropriate representative uniform, according to conventional practice in the execution of such works and their over all appearance should be neat and clean.
• They should be thoroughly proficient and trained in handling security equipment they are supposed to carry or use.
• The company should provide proof of registration, in compliance of Tanzanian local laws and statutory regulations and that the agency/company is permitted by law in Tanzania to execute the works subject of this Agreement.
• The company will provide security and emergency procedures in consultation with the client with effect from the beginning of the contract.
• The company will undertake to follow prevalent Tanzanian Labour laws in determining terms and service conditions of its employees.
• The company should have provisions for real time checks for functioning of the employee to ensure that the quality of the provided personnel and service they render is always above the benchmark. It should be able to provide proof of this to the client. The company should undertake responsibility regarding its employees including damages caused by the employees of the company.

Period of Agreement:

• The period of Agreement shall be for 2 years from the date of signing of contract. The Agreement shall be extended with mutual consent at the same rates and on the same terms and conditions for an additional period of one year.
Notwithstanding the above mentioned, each party reserves the right to terminate this Agreement by way of a prior written notice, furnished 60 days in advance.

(Bhagwant Singh)
Consul General
Consulate General of India
Tel:+255 24 2232711/2230720,
Email:cg.zanzibar@mea.gov.in
Hoc.zanzibar@mea.gov.in
Bids Securing Declaration

I/we accept that if I/we withdraw or modify bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract. I/we will be suspended for the future from being eligible to submit bids for contracts with the Consulate General of India, Zanzibar.

Date:

(Signature of the authorized person)

Name of the Person..............................................

Mobile Number...................................................

Name of Company............................................... 

Seal of firm......................................................
Technical Bid Proforma

- Name of the Firm:
- Address of the Registered office:
- Correspondence Address:
- Contact details:
- Telephone:
- Mobile:
- E-mail

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Requirements</th>
<th>Reply (please attaché additional sheets wherever needed, preferably on the firms letter head)</th>
<th>Remarks, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>List of clients indicating period of work executed with them, as proof of experience in this field and references there of</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td>Proof of registration of the company under relevant statutory regulations such as labor law etc.</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Copy of Certificate of Registration from Asstt. Registrar of Companies</td>
<td></td>
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<td>4.</td>
<td>Copy of Certificate from Tanzania communications Regulatory Authority for importation and distribution of electronic communication devices</td>
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<td>5.</td>
<td>Copy of Certificates from</td>
<td></td>
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<td>6.</td>
<td>Copy of Business License</td>
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<td>7.</td>
<td>Copy of Tax clearance certificate issued by Tanzania Revenue Authority</td>
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<tr>
<td>8.</td>
<td>Copy of Certificate of Registration for VAT issued by Tanzania Revenue Authority</td>
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<tr>
<td>9.</td>
<td>Copy of Certificate of Registration for TIN issued by Tanzania Revenue Authority</td>
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<tr>
<td>10.</td>
<td>Copy of compliance license</td>
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<tr>
<td>11.</td>
<td>Copy of Certificate of Incorporation</td>
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<td>12.</td>
<td>Copy of CRB Certificate</td>
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<td>13.</td>
<td>Size of the reserve pool of men and logistics including management viz. Response teams, vehicle, security equipment, communication equipment etc.</td>
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</tr>
</tbody>
</table>

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Signature of the authorized person

Name of the person..............................................

Mobile Number..................................................

Name of Company..............................................

Seal of firm....................................................
Financial Bid Proforma

- Name of the Firm:
- Address of the Registered office:
- Correspondence Address:
- Contact details :
- Telephone:
- Mobile:
- E-mail

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Items</th>
<th>Charge (including VAT)</th>
<th>Remarks, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1 Unarmed Security Guard at Consulate General of India, 8, Mogombani, Zanzibar on all working days from 08:00 PM to 08:00 AM.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>1 Unarmed Security Guard at Residence of Consul General on all working days from 08:00 PM to 08:00 AM.</td>
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<td>3.</td>
<td>1 Radio Alarm Monitoring Service System at the Chancery building.</td>
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<tr>
<td>4.</td>
<td>1 Radio Alarm Monitoring Service System at Residence of Consul General of India.</td>
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</tr>
<tr>
<td>5.</td>
<td>Annual Radio License Fee for two transmitter (one at HOP's residence and one at Chancery)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

( )

Signature of the authorized person

Name of the person..........................................

Mobile Number..................................................

Name of Company.............................................

Seal of firm..................................................