Notice inviting Bids/Quotations for Supply of Security Guards for the Indian Embassy in Amman (Jordan)

The Embassy of India, Amman (Jordan) invites Bids/Quotations for supply of trained security guards (unarmed) for manning 24-hours the entrance gates and other related work at the Chancery complex tentatively for a period of two years.

2. All bidders shall provide, along with bid/quotation, a preliminary description of the proposed work & method, and also submit relevant documents to demonstrate:

(i) Registration as commercial establishment with the Government of the Hashemite Kingdom of Jordan;
(ii) Satisfactory completion certificates from the relevant clients for previous similar services provided;
(iii) A signed undertaking to confirm fulfilling of eligibility criteria;
(iv) A draft of the contract to be signed between the two parties.

3. Scope of work: Provide trained (unarmed, English/Arabic speaking) male security guard for screening / regulating / managing the entry/exit of visitors to Chancery premises, pedestrians & vehicles (next to Embassy perimeter wall) as per instructions to be provided by Embassy of India Amman for round the clock security of the building.

4. Interested parties may forward their sealed quotations, on the letterhead of the company, to the Head of Chancery, Embassy of India, at No.13, Amr Bin Masadah St., Jabal Amman, Circle 1, Amman (Jordan) with superscription “Quotations for providing security guard(s) for Embassy of India, Amman”. The companies are also requested to send their prolife, previous related work and client references. [For queries, pl contact tel No.+962-6-4622098 and 4657123; Fax No.+962-6-4611916; email: hoc.amman@mea.gov.in and admin.amman@mea.gov.in]

5. After examination of the bids by the committee of the Embassy of India, the lowest bidder will be informed accordingly. The Embassy of India reserves the right to accept/reject any bid(s) without assigning reason(s). All bidders are requested to send their bids/quotation to the Embassy of India Amman by 1500hrs on 01.07.2016.

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Requirements & parameters for the selection of a Local Security Agency

(i) The Service Provider should provide only such LSGs who have been vetted by local government’s security department(s) in terms of past record, character and antecedents. The service provider should be able to provide background details of the LSGs and also of their vetting.

(ii) The Local Security Guard (LSG) should be physically & mentally fit and not be more than 50 years of age. He should not suffer from an apparent disability including obesity/overweight that would hinder efficient discharge of his duties typical to a security guard.

(iii) The Service Provider should be a duly registered company in Jordan. It should provide proof of compliance as regards local laws and statutory regulations in running a private security company.

(iv) The LSGs should perform their duties in smart uniforms and their overall appearance should be neat & clean.

(v) LSGs 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 HHMD, DFMD, monitoring CCTV, baggage and letter scanners etc. They should possess knowledge of the potential threats to a foreign Mission/Post in general terms and also knowledge of what is ‘suspicious’ in terms of men and material in the given local context.

(vi) Service provider should have provisions for real time checks of functioning of the LSGs to ensure that they quality of the provided staff and the service they render is always above the benchmark. The provider should be able to provide proof of this to the Mission.

(vii) Besides the local/native language, LSGs should have rudimentary working knowledge of English so that communication essential to smooth discharge of security duties, both routine and emergency, between the Mission and LSGs is possible.

(viii) Service provider desirable of providing service to Embassy of India, Amman should be willing to furnish information about its other clients including period and type of service rendered in broad terms.

(ix) The security company should agree to provide to Embassy of India, Amman details of salary, gratuity, allowance, leave etc. it permits for its LSGs.

(x) An interested security company should agree and be able to provide a choice of persons three times of requirement to interview and choose from. Subject to this condition, the company should have sufficient LSGs on its roll so that the staff is rotated periodically.

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<th>Item</th>
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<tr>
<td>1.</td>
<td>Name of Company and its profile</td>
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<td>2.</td>
<td>Name of Owners/Directors</td>
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<td>3.</td>
<td>Date of Registration/incorporation of company*</td>
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<td>4.</td>
<td>Years of experience in providing security services</td>
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<td>5.</td>
<td>Name of Clients/offices/Embassy/international organizations where company provides security services at present</td>
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<td>Total number of security personnel on the payroll of the company</td>
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<td>Letter of references from two clients/offices/Embassy/international organisations**</td>
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<td>Total turnovers of the company in the past three years (if available)</td>
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[*Registration / Incorporation documents to be attached; and
**Letter of references to be attached.]

Signature & stamp of Company __________________________

Date: __________________________