Indian Mission to ASEAN
Jakarta

Tender Notice no. JAK (ASEAN)/ESTT/815/1/2015 Vol-II dated 31.08.2021

Subject: Tender for hiring security services on round the clock basis at Chancery Building of Indian Mission to ASEAN (Address:Jl. Patra Kuningan XII No.3, Jakarta 12950

The Indian Mission to ASEAN, Jakarta invites sealed tenders from eligible firms for providing security services on round the clock basis at Chancery Building of Indian Mission to ASEAN (Address: Jalan Patra Kuningan XII No.3, Jakarta 12950).

2. The tender documents can be downloaded free of cost from the following websites:
   1. http://www.indmissionasean.gov.in
   2. https://eprocure.gov.in/eprocure/app

3. The tender should be submitted in a sealed envelope superscripted "Tender for providing security services at Chancery Building, IMA, Jakarta" addressed to the **Head of Chancery, Indian Mission to ASEAN, Jalan Patra Kuningan XII No.3, RT.6/RW.4, Kuningan Tim., Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12950** and must reach on or before 27.09.2021 by 1600 hrs. Bids may be hand delivered or send by post at the aforementioned address so as to reach on or before the stipulated date and time. Mission will not be responsible for any postal delay.

4. The tender should be valid for upto **120 days.**

5. This is a two-part bid system, wherein the financial bid of only technically qualified candidates is opened. The bid has to be submitted as per the format specified at Annexures attached. **Annexure I (Financial Bid)** should be submitted in a sealed envelope and labelled as "**FINANCIAL BID**". **Annexure II and III** are mandatorily to be filled and along with supporting documents should be put in another sealed envelope and labelled as "**TECHNICAL BID**". Both envelopes should be kept in one sealed **TENDER ENVELOPE/PACKET** and submitted as per details above.

6. The important schedule and dates are as under:

Sl.No	Key event	Dates
1.	Bid submission start date	1st September, 2021 (1000 hrs)
	Bid submission end date	21st September, 2021 (1700 hrs)
	Date of opening of bids (Participant bidder or their representatives may wish to be present)	22nd September, 2021 (1000 hrs)
	Venue for opening of the bids	Indian Mission to ASEAN, Jalan Patra Kuningan XII No.3, RT.6/RW.4, Kuningan Tim., Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12950

7. The Indian Mission reserves the right to reject any or all bids without giving any notice or assigning any reason and decision of Mission in this regard shall be final & binding.

8. Queries, if any, may be addressed to the Administration Division of the Mission at email addresses (i) hocasean.jakarta@mea.gov.in and (ii) indianmission.asean.admn@gmail.com , (Ms Aulia- contact person for Indonesian speaking)

Sujit Kr. Bharti

(Sujit Kumar Bharti)
Head of Chancery

SUJIT K. BHARTI
Second Secretary
Indian Mission To Asean
Jakarta

Indian Mission to ASEAN
Jakarta

Jakarta, 31st August, 2021

TENDER Document

Subject : Services for providing round the clock security at the IMA Chancery premises at the address Jalan Patra Kuningan XII No 3, Kuningan Timur, Jakarta

Contents

S. No.	Details
1.	Chapter I : Tender Details and General Instructions
2.	Chapter II : Technical Bid Proforma
3.	Chapter III : Financial Bid Proforma

Chapter I – Instructions to Bidders

1. Bids from experienced & registered firms, complete in all respects should be submitted in sealed envelopes addressed to the Head of Chancery, Indian Mission to ASEAN, Jakarta in person, or by mail or courier to reach before the deadline of 1700 hrs. on 21st September, 2021. **Two separate sealed envelopes** containing **Technical Bid** and **Financial Bid** proposals must be sent. These would be enclosed in an envelope that should be clearly marked "**Tender for round the clock security for IMA Chancery premises.**" All tenders received after the deadline will be summarily rejected.

2. All bidders should submit along with the Tender the following documents:
   iv. Separate bids in the sealed envelopes in the prescribed Technical Bid Document and Financial Bid Document (proformas attached in chapter II and III).
   v. Both of the above documents must be signed by authorized signatories of the bidding firm with a seal/stamp.
   vi. Self-attested photo-copy of registration of the company/ firm/ proprietorship with the concerned Indonesian authorities.
   vii. Annual Report (where statutorily required to be filed) and Financial Reports for the last 3 years.
   viii. Details of experience in the field of security services with Embassy/ reputed Companies/ Government agencies.

3. Technical Conditions/scope of works shall be under:
   a) To provide round the clock security to the IMA Chancery (Address: Jalan Patra Kuningan XII No. 3, Jakarta 12950.

b) Provision of **two local security guards** at the Chancery building on round the clock basis for 24x7 a week. The guards should be deputed in shifts.
c) The Security Guards should not be more than 50 years of age. They should be physically and mentally fit. They should not suffer from an apparent disability including obesity/overweight. The supervisor should not be more than 55 years of age.
d) Besides the local language, the security guards should have basic working knowledge of English
e) All security guards and supervisor should be attired in formal uniform.
f) The guards should be well versed and trained in operating security gadgets like fire extinguishers, X-Ray Baggage Scanner, Vehicle Scanner, Under deck Baggage scanner, remote controlled gates and bollards etc.
g) The provider should clearly spell out in the tender as to what will be the system of supervision/surprise checks (eg. number of scheduled and surprise visits in a given period). This condition will be incorporated in the service contract once the award of job is finalised.

4. The bidder should be a company or firm duly registered with the concerned authorities in Jakarta. Bidder must be a firm with a past record of providing security services in Jakarta. The Indian Mission reserves the right to reject bids from firms who are blacklisted by Governments of Indonesia or India for poor performance in the past, or those who do not have adequate experience in the field of security services.

5. The bids will remain valid for 120 days from tender closing, for award of contract after obtaining approval of competent Indian authorities. No price escalation would be allowed.

6. The successful bidder has to sign a contract with the Indian Mission to ASEAN in an appropriate form for execution of the contract.

7. First the Technical bid will be opened and the pre-qualification of the bidder will be assessed and then financial document of only those bidder (s) who meet the technical criterion will be opened.

8. The winning bidder would be responsible for its security guards in terms of their antecedents and conduct, service performance & behaviour as also the payment of salaries, compensation etc. the Indian Mission to ASEAN would not be responsible for any dues other than the agreed contract amount. The security guards shall not have any claim for regularization of their services of enhancement of wages with the Indian Mission to ASEAN.

9. The winning bidder would be required to dedicate one supervisor/manager who can be contacted for all queries / requirements.

10. Quotations should be provided in **English language**. In case, the quotation is provided in local language, its **translation in English** by a sworn translator needs to be submitted along with.

11. **Validity of Contract**: The period of the Rate Contract will be valid for **two years**.

12. ASSIGNMENT SPECIFIC INFORMATION IN BRIEF :

1. **LAST DATE FOR BID SUBMISSION : 1700HRS, (21st September, 2021)**
2. **DATE OF OPENING TECHNICAL BIDS : 1000 HRS, (22nd September, 2021)**
3. **DATE OF OPENING FINANCIAL BIDS: 1000 HRS, (22nd September, 2021)**
4. **EVALUATION CRITERIA:** The Tender Evaluation Committee (TEC) will evaluate the Technical information individually using the following criteria:
   (a) The Organization's relevant experience for the Assignment.
   (b) Quality of SERVICE plan and methodology for undertaking the job.
   (c) Qualifications and experience of the staff proposed.
   (d) Past track record

13. Bids may be submitted physically or by courier/post to :

Head of Chancery, Indian Mission to ASEAN
Jalan Patra Kuningan XII No 3,
Kuningan Timur, Jakarta Selatan

12. For clarifications/ queries, if any, prior to submission of bid, prospective bidders may contact the undersigned, on Phone 021 – 5221430 during office hours from 10.00 AM to 5.00 PM on working days.

Annexure – I

FINANCIAL BID

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID (IN ENGLISH)

1.	Name of the Bidder Agency/Company	
2.	Address of the Bidder Agency/Company	
3.	Contact details of the Bidding Agency/Company	
4.	Registration and incorporation particulars of the Agency/Company. (Submit English translations of the licenses submitted)	
5.	Period of Bid Validity	
6.	Experience (in number of years) in supply of Local Security Guards. To be substantiated by a document.	

FINANCIAL BID			
Description	**Amount (IDR)**	**VAT (IDR)**	**Total Amount including. VAT (IDR)**
Two (2) Local Security Guards on round the clock basis (24x7) at Chancery premises			

Break-up of the total cost

Duration of provision of LSG	No. of shifts with duration of each shift	LSGs in one shift	No of LSGs {(ii) x (iii)}	Unit price (per month)	Amount (IDR)	VAT, if any (IDR) {(iv) x (v)}	**Total Amount including. VAT (IDR)**
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	
Round of the clock (Chancery premises)							

Declaration I hereby certify that the information furnished above is full and correct to the best of my knowledge

(Signature of authorized signatory)
Dated _____
Name and Address of the Agency/Company _____
Seal of the firm...

Annexure - II

TECHNICAL BID PROFORMA

1. Name of the firm :
2. Address of the Registered Office :
3. Correspondence address :
4. Contact details :
   Telephone:
   Fax :
   E-mail :

Si. No	Requirements	Reply	Remarks, if any
1.	a. Brief introduction of the company		
	b. Previous experience in the field (minimum of three years		
	c. Registration Certificate and License for the services.		
2.	Plan of action and methodology proposed to secure the premises		
3.	Qualification and experience of the security guards proposed to be deployed for the job.		
4.	a. Details of Current contracts of security services undertaken by the firm.		
	b. Details of past contracts of security services undertaken by the firm.		
	c. Testimonials [Clients' letters / certificates]		

Annexure III

The Indian Mission to ASEAN
Jakarta

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Subject : **Services for providing round the clock security to Chancery premises**

Technical Evaluation Proforma – Company

Sl. No		Requirements	Criterion	Whether Criterion is met
1.	The organization's suitability and experience for the Assignment. The bidder should be a company or firm duly registered with the concerne authorities in Indonesia.			
	a.	Brief introduction of the company	Reputed?	
	b.	Details of experience in security services with Embassies/reputed Companies/Govt agencies	Min. 3 years?	
	c.	Registration Certificate and license for the services: Self attested photo-copy of registration of the company/ firm/ proprietorship with the concerned Indonesian authorities	attached?	
	d.	Annual Report and Financial Reports for the last 3 years	attached?	
	e.	Documents must be signed by authorized signatories of the bidding firm with a seal/stamp.	attached?	
2.	a.	Quality of plan of action and methodology proposed to secure the premises	Quality	
	b.	The security guard should not be more than 50 years of age.	Mentioned?	
	c.	The Security guard should be physically and mentally fit. He/she should not suffer from an apparent disability including obesity/overweight.	Mentioned?	
	d.	The company should provide only such security guards who have been vetted by local government's security departments in terms of past record, character, and antecedents.	Mentioned?	
	e.	Company should be able to provide background details of the SGs and also proof of their vetting.	Mentioned?	

		their overall appearance should be neat and clean.		
	g.	The Company should have provisions for real time checks of the functioning of the security guards.	Mentioned?	
	h.	Also the security guard on duty will be responsible for switching on (in the evening) and switching off (in the morning) the security lights.	Mentioned?	
	i	The company should have sufficient security guards on its roll so that the staff is rotated periodically	Mentioned?	
	j.	the winning bidder would be required to dedicate one supervisor/manager who can be contacted for all queries / requirements.	Mentioned?	
3.	Qualification and experience of the security guards proposed to be deployed for the job			
	a.	Qualification of the security guards	Quality	
	b.	Experience of the security guards	Quality	
	c.	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.	Mentioned?	
	d.	They should possess knowledge of the potential threat to Embassies in general terms and also knowledge of what is suspicious in terms of men and material in the given local context.	Mentioned?	
	e.	The security guards should have rudimentary working knowledge of English	Mentioned?	
4.	Bidder must be a firm with a past record of providing securities services in Indonesia			
	a.	Details of Current contracts of security services undertaken by the firm	Quality	
	b.	Details of past contracts of security services undertaken by the firm	Quality	
	c.	Testimonial [Clients' letters/ certificates etc.]	Attached? Quality	
5.	Bids will remain valid for 120 days from closing. No price escalation would be allowed		Mentioned?	

6.	Winning bidder would be responsible for SGs in terms of their antecedents and conduct, service performance & behaviour as also the payment of salaries, compensation etc. The Indian Mission to ASEAN would not be responsible for any dues other than the agreed contract amount. The SGs shall not have any claim for regularization of their services of enhancement of wages with the Indian Mission to ASEAN.	Mentioned?	