

Pre/Estt/813/1/15/LSG

The High Commission of India
Pretoria, South Africa

Dated 21th October, 2016

Subject:- Proposal for inviting bids for hiring round the clock guarding services at India House, DHC residence and Chancery Office for the year 2017

Purpose- The purpose of the bid is to invite potential qualified service providers to submit their proposals with regard to the provision of guarding security services at the premises owned by the High Commission of India, in South Africa at (1) India House, 298 Mons Street, Victoria Close, (2) DHC residence, 1145 Justice Mohammed Street and (3) Chancery Office, 852, Francis Baard Street, Pretoria round the clock (24*7/365).

Terms and Conditions- The security services shall be provided on the above mentioned properties of the High Commission of India and shall in general entail the following:

- Patrolling of premises,
- Access control,
- Screening/Scanning of personnel /vehicles,
- Assets monitoring,
- Personnel and members of the public escorted where required and
- Protection from and/ or to buildings and general crime prevention measures as agreed upon,
- CCTV monitoring,
- Patrol guards,
- Night duty monitoring or check on guard by using security gadgets.
- Monitoring

The specific duties of security personnel in respect of the premises shall be as described in the specific duties of security personnel and Standing Operating Procedures (SOP's) of the Agency. These SOP's setting out the specific duties of the preferred bidder's security personnel shall be compiled by the preferred bidder at least 1 week before the security services commence. This SOP's may be amended from time to time, with the agreement of both parties.

The purpose of access control is to prevent the unauthorized access of persons and vehicles and prohibit bringing in of any dangerous objects on to HCI property in order to safeguard the people, the property and the premises. This is to ensure the safeguarding of premises, people, vehicles and contents of the building.

- Security Guard must be well versed in English Communication.
- He should be physically fit and medically certified for good health.
- The agency will submit the Character and Antecedents Certificate of their employees on deployment along with three passport size photographs not more than six months old.



- The person should be well trained and experienced in security duties at similar places/offices.
- In the event of deployment of a lethargic guard being negligent to his duties, will tantamount to recall from duty and have to substitute with active guard.
- The validity of the contract will be for a period of one year which may be further extended as per requirement.
- The contract may be terminated by either party by giving one month's notice.
- The agency should be able to provide additional strength of security.
- A dedicated remote panic button system for the guards, linked to the Security Control Room for the monitoring function must be in operational at all times (24*7).
- A dedicated Armed Response service for backup in any emergency.
- Dedicated paramedical response, to guards on duty.
- The agency should be licensee as a security agency with Govt. of South Africa.
- The agency should observe and confirm to all rules, regulations and bye-laws of the local authority concerned and comply with all statutory regulations specially relating to Employees Provident Fund and other laws in any way relating to Security Agency.
- The agency will be required to execute an indemnity bond for a mutually agreed amount and terms.
- The agency should comply at all times with all statutory and other requirements for ensuring the health, safety and welfare of the persons deployed in security.
- The agency should indemnify and keep indemnified the corporation against any loss, damages, fines, premium, levies, costs, charges and expenses that the Corporation may suffer or incur on account of breach of any law, rules and regulations of the Government or any local authority or breach of any term or covenant of the contract or of these present.
- The Security Agency to whom contract is awarded, shall be responsible for theft, damage etc. to the property of HCI Pretoria, if such theft / damage is found to be taken place due to negligence of Security Guard on duty, and in such case the amount the amount of damage / theft shall be recovered from the security deposit of Security Agency.

The site can be inspected on weekdays with prior appointment with Mr. Keshav Bhardwaj, APWO (Mob: 0637996204 or 012-3425392-5). The quotations/bids in sealed envelope addressed to Head of Chancery, High Commission of India, Pretoria be delivered by hand at the Reception of High Commission of India or could be sent at P.O. Box 40216, Arcadia 0007, Pretoria latest by 17th November, 2016.

