



भारत का राजदूतावास, बैंकाक  
**EMBASSY OF INDIA**  
**BANGKOK**

BAN/PERS/813/01/2021

January 20, 2021

**NOTICE INVITING TENDER**

Sealed tenders are invited from eligible Security Agencies for the under mentioned services for **Two(02) years** w.e.f. **April 01, 2021** as per terms and conditions set forth in the Tender Documents. The tender documents can be downloaded from the Embassy's website:- [embassyofindiabangkok.gov.in](http://embassyofindiabangkok.gov.in) or CPP portal: <https://eprocure.gov.in>. No fee for the tender documents will be charged. The important schedule is given below:

Date of Publishing	:20.01.2021(1400 hrs)
Bid submission start date	:21.01.2021(1000 hrs)
Seek clarification(Start date)	:21.01.2021(1100 hrs)
Seek clarification(End date)	:08.02.2021(1600 hrs)
Bid submission (End date)	:10.02.2021(1600 hrs)
Bid opening date	:12.02.2021(1130 hrs)

1.	Ministry	Ministry of External Affairs, Government of India
2.	Procuring entity name	Embassy of India, Bangkok
3.	Invitation Ref. No. & Date	BAN/PERS/813/1/2021/Tender-1/2021 dated 19.01.2021
4.	Procurement Method	Open tendering Method
5.	Source of Fund	Government of India
6.	Name and address of officer receiving tenders	Mr. Pankaj Sharma, Head of Chancery, Room No. 201, Embassy of India, 46, Soi Sukhumvit 23 (Prasarnmitr), Sukhumvit Road, Klong Toe Nua, Wattana, Bangkok-10110.
7.	Place of opening	Conference Hall, 3 <sup>rd</sup> floor, Embassy of India, 46, Soi 23, Sukhumvit tenders (Prasarnmitr), Sukhumvit Road, Klong Toe Nua, Wattana, Bangkok- 10110.

46, Soi 23 (Prasarnmitr), Sukhumvit Road, Bangkok 10110

Tel: (662) 2580300-06 Fax: (662) 2584627 and 2621740

E-mail: [enquiries.bangkok@mea.gov.in](mailto:enquiries.bangkok@mea.gov.in) Website: [embassyofindiabangkok.gov.in](http://embassyofindiabangkok.gov.in)

8.	Brief Description of works	To perform security duties at the Embassy of India, Bangkok and the Embassy Residence and Residential Complex (ERRC) as per the duty details given below,		
		Location of LSGs deployment	Number of LSGs per shift	Days of Deployments
		Embassy of India, 46, Soi 23, Sukhumvit (Prasarnmitr), Sukhumvit Road, Klong Toe Nua, Wattana, Bangkok-10110.	02 (Two including a lady guard for checking, frisking and handling of Baggage Scanner) during normal working days.	Monday to Friday(Total 05 working days)
			01(One) Security Guard during day shift for the Chancery security.	Monday to Sunday(Total 07 working days)
			01(One) Security Guard during night shift for the Chancery security.	Monday to Sunday(Total 07 working days)
		Embassy Residence, 246/4, Ekkamai 20 Alley Sukhumvit Soi 63 Wattana, Bangkok-10110.	01(One) Security Guard during day shift for the ER security.	Monday to Sunday(Total 07 working days)
			01(One) Security Guard during night shift for the ER security.	Monday to Sunday(Total 07 working days)
		Residential Complex 17/19/21, Soi 25, Sukhumvit Road, Klong Toe Nua, Wattana, Bangkok	01(One) Security Guard during day shift for the new Residential Complex security.	Monday to Sunday(Total 07 working days)
			01(One) Security Guard during night shift for the new Residential Complex security.	Monday to Sunday(Total 07 working days)
		Embassy Residence, 23, Soi 27, Sukhumvit Road, Klong Toe Nua, Wattana, Bangkok	01(One) Security Guard during day shift for the new ERRC security.	Monday to Sunday(Total 07 working days)
			01(One) Security Guard during night shift for the new Embassy Residence security.	Monday to Sunday(Total 07 working days)

## Eligibility of Tenderer

<p>Eligibility of Tenderer</p>	<p>The invitation for Tender is open to all eligible tenderers as mentioned below:</p> <ol style="list-style-type: none"> <li>i. Firm who has a minimum of (10)ten years of overall experience in the supply of security related services.</li> <li>ii. Firm must be based in Bangkok, Thailand and must have services and operations internationally.</li> <li>iii. Firm must have well trained security personnel and their level of service must be ISO Certified.</li> <li>iv. Firm must be able to provide a wide range of solutions to cater to emergent security requirements, including providing maintenance of installed security equipment.</li> <li>v. Firm must adhere to Human Right Principles.</li> <li>vi. Firm must have experience in mobilising Security Forces to International NGOs, Embassies, UN and Bilateral Organization etc.</li> <li>vii. Firm must have sufficient reserve of trained security personnel with ability to provide service response as and when necessary.</li> <li>Viii. Firm must have an internal verification system for its employees.</li> <li>ix. Firm must be able to provide access control services for cultural events with portable security equipment at different locations in Bangkok.</li> <li>x. Firm must have Insurance, Gratuity and PF coverage for its personnel.</li> <li>xi. Firm must have valid VAT Registration certificate from the concerned department.</li> <li>xii. Firm must have up to date Trade License.</li> <li>Xiii. Firm must have a certificate of its incorporation.</li> </ol> <p>The Tenderer must include, as a part of its tender, attested copy of documents mentioned from sr. no. (i) to (xiii) to establish his qualifications to perform the Contract.</p>
<p>Special Instructions</p>	<ol style="list-style-type: none"> <li>I) The Tenderers shall submit documentary evidence in respect of their <b>financial and technical capabilities</b> as quoted by them.</li> <li>ii) The tenderer can submit only one tender, a tenderer who submits or participates in more than one tender will be disqualified.</li> <li>iii) The agency/ procuring entity reserves the right to accept or reject any or all the Tenders without assigning any reasons whatsoever.</li> <li>iv) If the tenderer submits any false/ incorrect or forged certificates, his Bid will be summarily rejected.</li> <li>v) The Embassy of India, Bangkok reserves the right to revoke the contract at any time if the services rendered are not found satisfactory during the period of contract.</li> </ol>

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| <p>vi) The Embassy of India, Bangkok reserves the right to alter the requirements of the Local Security Guards at any time, after serving 30 days advance notice. Monthly charges will be adjusted proportionately accordingly.</p> <p>vii) Contract amount, once agreed by the Firm, shall not be increased during the period of contract.</p> |
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The quotation in two separate sealed covers(Envelop No. 01:- for “Technical bid” and Envelop No. 02:-” Financial bid” shall be prepared as per instructions given in Tender Documents.) should reach the Embassy of India, Bangkok by **10/02/2021**. Please write tender number on each envelope and seal all envelopes. Don't put “Financial Bid” in the Technical Bid envelope. The “Technical Bid” will be opened and evaluated first, based on the documents submitted by the Bidders, at the date mentioned above in the Embassy of India, Bangkok. Financial Bids for those Bidders who don't qualify at the Technical Bid stage will be returned to the respective bidders unopened. No bid shall be accepted after this specified date and time. However the Competent Authority in the Embassy of India, Bangkok reserves right to extend the date and time for submission of the bids, before opening the Technical Bids.

The outer cover/envelop should indicate **“Quotation for Hiring of Local Security Guards for the Embassy of India, Bangkok and the Embassy Residence, Bangkok, Thailand”** and should be sent to the following address:

**Mr. Pankaj Sharma, Head of Chancery, Room No.201, Embassy of India, 46, Soi Sukhumvit 23 (Prasarnmitr), Sukhumvit Road, Klong Toe Nua, Wattana, Bangkok-10110.**

For any further enquiries the Embassy of India, Bangkok may be contacted on telephone number 02-258-0300(ext:-112)during office days between 09:00 AM to 04:30 PM (Mr. Mayank) or email at [hoc.bangkok@mea.gov.in](mailto:hoc.bangkok@mea.gov.in).



(Pankaj Sharma)  
Second Secretary(HOC)  
Dated: January 20, 2021

ANNEXURE-I

TECHNICAL BID

Sl. No.	Particulars	Details to be given by the Tendered
1.	Name of Firm	
2.	Full Postal Address	
3.	Telephone Number	
4.	Mobile Number	
5.	E-mail ID	
6.	Date of establishment of Firm	
7.	Nature of the Firm i.e. Proprietorship Partnership/ Limited etc.	
8.	Registration Numbers	
9.	License No. under the provisions of Private Security Agencies(Regulation).	
10.	Give details of Government Contract/ Private executed during last 03 years.	
11.	List of clients serving presently.	
12.	List of clients served before.	
13.	Any other information which you consider necessary to furnish.	

It is certified that the particulars given above are true to the best of my knowledge and I/We have read the terms and conditions and duties/responsibilities of the Security Staff to be engaged for the purpose and have also understood the same and do hereby undertake to abide by the same without any reservations on any ground whatsoever. In case of any breach of the said conditions, I/We shall be responsible for the consequences of the same.

Full Name & Signature of Authorize Signatory  
With rubber stamp of the Agency affixed.

Date:

Place:

ANNEXURE-II

FINANCIAL BID PROFORMA

01. Name of the Firm:

02. Address of the Registered Office:

03. Correspondence Address:

04. Contact Details:

Telephone No.:

Mobile No.:

Fax :

E-mail

Website:

Sl. No.	Item(s)/Service	Charge (Including VAT in THB)	Remarks, if any
01.	<p>a) Hiring of Ten (10) Local Security Guards including One(01) Lady Guard for the manned security of the Embassy of India, 46, Soi 23, Sukhumvit; Embassy residence (246/4 Ekamai 20 Alley, Soi 63, Sukhumvit and New Embassy Residence &amp; Residential Complex (Gate towards Soi 25 &amp; Gate towards Soi 27 sukhumvit) as mentioned in tender document. Monthly charges will be adjusted proportionately accordingly.</p> <p>b) Charges for LSGs for 05 working days and 07 working days per week, may be indicated separately.</p> <p><b>Note:</b> The Embassy of India, Bangkok reserves the right to review the requirement of LSGs at any time, after serving 30 days advance notice.</p>	<p>The price quoted should be on an all-inclusive basis to be paid monthly and shall include the cost of all services personnel, transportation, rentals, taxes, VAT, social security, insurance and other benefits of the guards.</p>	

Full Name & Signature of authorized Signatory  
with rubber stamp of Agency affixed.

Date :

Place: