

Embassy of India  
Mexico City

**TENDER NOTICE**

**Bids for providing two/three unarmed local security guards for Chancery and Embassy Residence.**

Embassy of India, Mexico City invites bids from reputed and registered security guard companies/agencies at the terms & conditions attached at Annexure – I, for deployment of SGs at the Embassy and Embassy Residence as per following details:

At Chancery - 24 Hours, Two Security Guards (2 shifts of 12 hrs each)  
At Embassy Residence - 12 hours, One Security Guard (Night Shift)

2. The quotes in a sealed envelope should reach Embassy of India, Mexico City at following address not later than 24<sup>th</sup> May 2018 at 1700 hrs. The envelop should clearly inscribed as “Bids for providing Local Security Guards ” quoting reference number MEX/ADM/815/01/2018 and may be sent by post or hand delivered at the following address:

***Head of Chancery  
Embassy of India, Mexico City  
325, Alfredo de Musset,  
Col. Polanco, Mexico DF  
CP 11550***

3. The Bids should remain valid for 60 days. The Company should clearly indicate the period within which local security guards may be provided for deployment as the Embassy intends to start the services as early as possible after awarding the contract to selected company.

4. The bidders should be well established, reputed and must be registered with Mexican Government/Authorities for providing security guard services in Mexico. The Embassy may, at its discretion, verify the credential and past records of bidding companies with local government.

5. Terms and conditions of payment are subject to negotiations, if the quotation is accepted.

6. The Embassy of India reserves the right to reject any or all quotations and/or cancel the tender any time without prior notice.

7. For further enquiries Embassy of India, Mexico City may be contacted at telephone Nos. (00521) 55 5531 1050 (Ext. 112 , 103 and 109) and email : [hoc.mexico@mea.gov.in](mailto:hoc.mexico@mea.gov.in) or [admin.mexico@mea.gov.in](mailto:admin.mexico@mea.gov.in)

**Terms & Conditions**

1. The Security Agency should provide proof of compliance as regards to local laws and statutory regulations in running a private security company.
2. The Service Provider/ Security Agency should provide only such Security Guards who have been vetted by local government's security department(s) in terms of past records, character and antecedents. The Service Provider should be able to provide back ground details of the SGs and also proof of their vetting.
3. The Security Company submitting bids should furnish information about its other clients including period and type of service rendered in broad terms.
4. A security guard proposed for deployment should not be more than 50 years of age.
5. Security Guards proposed for deployment should be physically and mentally fit. He/She should not suffer from an apparent disability including obesity/overweight that would hinder efficient discharge of the duties typical to a security guard.
6. Security Guards should be perform their duties in smart uniforms and their overall appearance should be neat and clean.
7. Security Guards should possess training in basic security duties. They should possess knowledge of the potential threats to an Embassy in general terms and also knowledge of what is suspicious in terms of men and material in the given local context.
8. Weekly off should be given to the guards by the company, essence being the guards on duty should always be alert and not tired.
9. Security Company should have provisions for real time checks of functioning of the Security Guards to ensure that the quality fo the provided staff and the service they render is always above the benchmark. The Company should be able to provide the proof fo this to the Embassy.
10. Besides the knowledge of local language, knowledge of English will be an added advantage to the Security Guards and shall be preferred.
11. The Company will be responsible for paying the statutory minimum wages as local laws. The Company should agree to provide us details of salary, allowances, Social Security and leave etc. it permits for Security Guards.
12. The Company should agree and be able to provide a choice of persons three times our requirement to interview and choose from. In case of good

performance, we should have the option of retaining a particular Security Guard(s).

13. Subject to the above conditions, the company should have sufficient Security Guards on its roll so that the staff is rotated periodically.

In addition to the above, Selected company shall be required to sign the contract with the Embassy incorporating above terms & conditions in details for a period of one year. Draft contract may be obtained on request from the Embassy or by email @ [hoc.mexico@mea.gov.in](mailto:hoc.mexico@mea.gov.in)