

No. Lil/813/1/2017
High Commission of India
Lilongwe

Subject: Security arrangement at India House

Proposal: The High Commission of India invites proposals from interested security companies in Malawi for hiring of two security guards and Rapid Response & Monitoring System for the residence of the High Commissioner June 2016 to 28th February, 2017.

Scope of work: The hiring of two security Guard and Rapid Response & Monitoring System would be for the residence of High Commissioner at Plot No. 330, Area-43, Lilongwe, Malawi. The services would be on 24 x 7 basis. The prospective companies should meet the following criteria prescribed by Ministry in addition to their price bids:-

- i) Security Guard(SG) should not be more than 45 years of age
- ii) Security Guards should be physically and mentally fit. He should not suffer from and apparent disability including obesity/overweight that would hinder efficient discharges of duties typical to a security guards.
- iii) The service provider should be able to provide background details of the Security Guard and also proof of their vetting in terms of past record, character and antecedents.
- iv) SGs should perform their duties in smart uniforms and their overall appearance should be neat and clean.
- v) SGs should be trained in basic security duties.
- vi) SGs should have rudimentary working knowledge of English.
- vii) The Security company should agree to provide us details of salary, gratuity, allowance, leave etc. If permits for its SGs.
- viii) Option to choose & retain. An interested security company should agree and be able to provide a choice of persons three time our requirement to interview and choose from.
- ix) Rotation of staff: subject to above conditions, the company should have sufficient SGs on its roll so that the staff is rotated periodically; ideally the staff should change after every 3 months.

Advertisement: The advertisement would be placed on the Central Public Procurement Portal and Mission's website inviting quotation from interested companies. The Companies would be required to provide quotation in two part i.e. technical bid and financial bid but should be sent in a single envelope.

Last date of bid & opening of Bid : The quotation would be accepted latest till 25th May, 2017 and the bid would be opened on 26th May, 2017 at 1000hours.

Point of Contact: Mr. Anil Kumar, Head of Chancery in the High Commission of India, Lilongwe would be the point of contact. His address and contact details are given below:

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(Anil Kumar)
Head of Chancery
15th May 2017