

Embassy of India
Addis Ababa

Notice Inviting Tender

Sl. No.	Descriptions	Details
1.	Reference Number	ADD/815/01/2017
2.	Issuing Authority	Head of Chancery, Embassy of India, Addis Ababa
3.	Notice inviting tender	Hiring of Security services for Chancery, Embassy Residence and Staff Residence
4.	Site Address	House No.658, Yeka Sub City, Woreda 07, Kebele 08, (near Axum Hotel), Addis Ababa(Ethiopia)
5.	Specification of work	To provide 24-hour security at the Chancery, Ambassador's Residence and other residence of diplomats/personnel of the Embassy by deployment of Security Guards.
6.	Requirement and time period of service	Detailed job specification may be obtained from Embassy. The service will be provided for a maximum period of two years.
7.	Address for submission of quotations	The quotation should be sealed in the official envelope of the supplier, super scribed reference number indicated in column 1 above and delivered to: Head of Chancery Embassy of India House No.658, Yeka Sub City, Woreda 07, Kebele 08, (near Axum Hotel), Addis Ababa(Ethiopia) Tel: 00251-11- 6362010, 6362034, Direct: 00-251-11-6362034 Website : http://indembassyeth.in Email : adm.addisababa@mea.gov.in
8.	Pre-qualifications	Bid is open only to those Security Agencies who are registered and domiciled in Ethiopia and can undertake the work as specified at Sl. Nos. 5 & 6. The company should have at least 5 years of experience of providing security services having trained manpower and efficient supervision system. Those who have good track record of providing security services to diplomatic Missions in Addis Ababa would be preferred.
9.	Conditions	(i) The Tender would be subject to availability of requirement for this purpose (ii) The tender issuing Authority reserves the right to withdraw/cancel the Tender for any reason whatsoever after publication/award of contract. (iii) The vendors/suppliers will have to certify in their offers that the work will be undertaken in a professional manner with trained and English speaking guards, good security equipments and to the satisfaction of the Embassy. (iv) No advance or down payment for this work. Bill would be settled in full through cheque, after satisfactory completion of job.
10.	Bidding system	Two bid system – (i) Technical evaluation and (ii) Financial evaluation. All bidders are requested to give their Technical bids and Financial bids in two separate envelops. Detail profile of the company needs to be attached with technical bid in a sealed cover.
11.	Closing date	Three weeks from date of e-publication on Government Portal – eprocure.gov.in

(Ashok Kumar)
Head of Chancery