

Notice Inviting Tender

1	Reference Number	ADD/PERS/815/01/2026
2	Issuing Authority	Head of Chancery, Embassy of India, Addis Ababa
3	Notice inviting tender	Hiring of Local Security guards for Chancery and Embassy Residence
4	Site Address	i. House No.224, Arada Sub City, Woreda 07, Kebele15, Kebena Aware, Addis Ababa ii. House No-New, Kebele 02/03, Bole Sub City, Addis Ababa
5	Specification of work	Deployment of 16 Local Security Guards as per para 4 of the tender
6	Time period of service	The service will be provided for a period of two years from the date of signing of contract, with no mid-term escalation.
7	Address for submission of bids	The three sealed envelopes as per column 10 should be placed in one outer cover (envelope). The outer envelope should be super scribed as “Tender for Hiring of Local Security Guard” and should be delivered/handed over to: “ Head of Chancery, Embassy of India, House No.224, Arada Sub City, Woreda 07, Kebele 13/14, Kebena Aware (near Bel Air Hotel), Addis Ababa
8	Pre-qualifications	Bid is open to Security Agencies registered in Ethiopia/India 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 proven track record of providing security services to diplomatic Missions and other institutes in Addis Ababa would be preferred.
9	Conditions	(i) The tender issuing Authority reserves the right to withdraw/cancel the Tender for any reason whatsoever after publication/award of contract. (ii) 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, necessary security equipment and to the satisfaction of the Embassy. The bidder will also provide supporting documents/evidences in support of their claim of training. (iii) No advance or down payment for this work. Bill would be settled in full through cheque, after satisfactory completion of job on monthly basis. (iv) The Embassy of India reserves the right to accept or reject any bid without assigning any reasons thereof.
10	Bidding system	Bids should be submitted in three separate and sealed envelopes (i) Envelope A- Earnest money deposit or Bid Security of ETB 2,00,000/- (ii) Envelope B- Technical Bid documents and (iii) Envelope C- Financial Bid documents. The requisite format is enclosed in Tender document and may be downloaded from Embassy’s website www.eoiaddisababa.gov.in All envelopes should be <u>sealed</u> and super scribed as “Earnest Money Deposit/Bid Security Deposit”, “Technical Bid document for Hiring of Local Security Guards” or “Financial Bid document for Hiring of Local Security Guards” as the case may be and should be forwarded in an outer cover envelope as mentioned at Sl. No. 7 above.
11	Clarification	For any clarification, please email to adm.addisababa@mea.gov.in or contact on mobile no. +251-900571129.
12	Bid Closing Date	27 th March 2026 1730 hrs.

Sd/-
(Rajeev Ranjan)
Head of Chancery

ADD/PERS/815/01/2026

Embassy of India

Addis Ababa

Subject: Hiring of Local Security guards (LSGs)

Tender Document

1. Process of submission of bids

- i. Two bid system – Bids should be submitted in three separate and sealed envelopes
 - (a) **Envelope A- Earnest Money Deposit/Bid Security:-** The Tenderer must submit the Bid Security in the sum of Ethiopian Birr 2,00,000/-. Bid Security shall be in the form of CPO in favour of Embassy of India, Addis Ababa. The bid security of the unsuccessful bidder (s) at the technical evaluation stage will be returned within 30 days of declaration of result first stage (technical evaluation).
 - (b) **Envelope B- Technical Bid documents:** as per Annexure-I of this document; and
 - (c) **Envelope C- Financial Bid documents:** as per Annexure-II of this document

All three envelopes should be sealed and super scribed as “Earnest Money Deposit/Bid Security Deposit”, “Technical Bid document for Hiring of Local Security Guards” or “Financial Bid document for Hiring of Local Security Guards” as the case may be. All the envelopes must contain the name and address of the bidder.

- ii. Both bids (Technical and Financial) along-with Bid Security should be sealed and kept in an outer cover (preferably official envelope of the supplier), super scribed with the subject “Tender for Hiring of Local Security Guard” and should be delivered to the following address latest by **27th March 2026 (1730 hrs):**

**Head of Chancery,
Embassy of India
House No.224, Arada Sub City,
Woreda 07, Kebele13/14,
Kebena Aware (near BelAir Hotel), Addis Ababa**

- iii. Each page of the tender documents must be signed by owner of the company or his authorized signatory.
- iv. The sealed bids must be sent by post or delivered by hand. Bids sent over fax/e-mail shall not be entertained.
- v. Bids received after the last date of submission will be rejected.
- vi. Pre-bid meeting will be held at **1000 hrs on 16th March 2026**. All prospective bidders may have a site visit and raise their queries in the pre-bid meeting.
- vii. Technical bids will be opened on **1000 hrs on 30th March 2026**. The representative of bidders should be present at the time of opening of technical bids. The financial bids of the bidders who do not qualify the Technical Bid stage will be returned unopened.
- viii. The technical bids must **NOT** contain the amount quoted by the bidder. In case, the amount is disclosed in technical bid, the bid will be outrightly rejected.
- ix. The financial bids of the bidders who qualify the technical Bid stage will be opened on a **later stage and the opening date will be communicated to the bidders qualified at technical bid**

evaluation stage. The concerned representative should be present at the time of opening of financial bids.

- x. Bids must be the signed by owners of the company.
- xi. Embassy reserves the right to extend the deadline of last date of submission of tenders and such extension will be binding on all prospective bidders. Embassy further reserves the right to extend the dates of opening of Technical/Financial bids.
- xii. The tender may be disqualified for any reason including, but not limited to the following:
 - a) If the tenderer sets forth any conditions which are unacceptable to the Embassy of India.
 - b) If any tender is submitted under a name other than the name of the individual firm, partnership or corporation that has issued the Tender Document.
 - c) If there is evidence of collusion between Tenderers.
 - d) If the Tenderer sets forth any offer to conditionally, discount, reduce or modify his/her tender.
 - e) If Tender price is disclosed before opening of Financial Tender.

2. **Critical Dates**

Tender Publishing Date	06 March 2026
Pre-Bid Meeting Date	16 March 2026 at 1000 hrs
Bid Submission Last Date	27 March 2026 (1730 hrs)
Technical Bids Opening date	30 March 2026 at 1000 hrs
Financial Bids Opening day	Will be communicated later

3. **Bid validity Period:-** The bid must be **valid for a period of 180 days.**

4. **Deployments of guards:**

i. **10 LSGs at Chancery:**

At the Chancery site, security deployment includes two fixed duty points and one patrolling post covering the remaining area, staffed by three male guards per shift working in three shifts to provide round-the-clock, on 24x7 basis, 01 LSG for 05 duty posts in three shifts on 24x7 basis, totaling nine guards. Additionally, one female guard will be assigned to the iron grill gate located near the consular block on weekdays during office hours only, from 0900 hrs to 1700 hrs. However, Embassy reserves the rights to alter the requirement of male and female security guards on requirement basis.

ii. **06 LSGs at Embassy Residence:**

02 LSG for 02 duty posts in three shifts on 24x7 basis (total requirement is 06 LSGs = 02 duty posts x 3 shifts) will be deployed at House No-New, Kebele 02/03, Bole Sub City, Addis Ababa

5. **Scope of Work**

5.1 Nature of services:

- i. Security guards will be required to perform periodic patrols of the property on foot.
- ii. Control access to the site.
- iii. Check identification to obtain authorization to enter the building.
- iv. Screen visitors coming to the site, check bags/belongings.
- v. Deposit mobiles/laptops/bags of visitors and maintain proper records.
- vi. Maintain access logs of the visitors/vehicles to the site.
- vii. Guards should be in company uniforms with proper IDs issued by the company to be displayed all the times.

- viii. Not to allow passage of any property/items from site without permission of India based security Supervisor.
- ix. Other agreed upon post orders to be determined at the start.
- x. **The guards should be provided with the following necessary equipment:**
 - a) **Heavy Duty Torches – 5; b) Whistles- 16; and c) Hand Held Metal Detectors- 4.**
- xi. All LSGs have to sign attendance register at the start and end of duty.
- xii. The main gates are to be manned 24x7.
- xiii. The placement of LSGs at the site will be decided by the Embassy.
- xiv. LSGs will never leave duty without their reliever arriving at the site.
- xv. Other agreed upon orders issued by the Embassy of India.
- xvi. **Following items to be provided every year:**
 - a) **2 Set of uniforms (Shirts and Pants & Cap);**
 - b) **1 Winter Jacket**
 - c) **1 Winter Cap**
 - d) **1 Belt**
 - e) **2 pair of Shoes**
 - g) **1 Umbrella**

The quality of these items should not be lower than what is being provided to other Diplomatic Missions or Government Organizations.

5.2 Desirable Requirement from the Company to deploy LSGs:

- i. LSG should not be more than 50 years.
- ii. LSG Should be physically and mentally fit and should not be suffering from an apparent disability. The Provider should submit Medical Fitness Certificate in r/o every LSG from an authorized Medical practitioner. Additionally, he /she should not be emaciated, feeble and timid in an apparent sense.
- iii. Should have been vetted by Addis Ababa Police Commission (s) in terms of past record, character and antecedents. The Provider should provide background details of the LSGs and also proof of their vetting.
- iv. Should possess training in basic security duties such as access control and anti-sabotage checks (of persons, baggage and vehicles) including use of basic security tools such as HHMD, DFMD, CCTV monitoring, baggage and letter scanners etc.
- v. Should have attended education at least upto 10th Standard or matriculation equivalent.
- vi. Should be proficient in the local language and working knowledge of English language to communicate with the Mission staff.
- vii. Should perform duties in smart uniform and their overall appearance should be neat and clean.
- viii. Should have knowledge of first aid / fire-fighting.
- ix. Service Provider should have provision for real time checks of functioning of the LSGs.

6. **Site Visit:-** The site visit would preferably be done on the date of pre-meeting. However, in case bidder misses the pre-bid meeting, the site visit would be available to the interested bidder(s) on request and with prior appointment. The request for site visit may be send latest by 16th March 2026 to email id adm.addisababa@mea.gov.in.

7. **Performance Security:-** The successful bidder after the evaluation of financial stage has to submit a performance security for an amount of 5% of the awarded contract value. Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee. Performance Security must remain valid for a period of sixty days beyond the date of completion of contract period. Bid security/Earnest Money Deposit would be refunded to the successful bidder only on receipt of Performance Security.

8. **Validity of Contract:** The Contract, if awarded, shall be valid for a period of two years (02 years). The contract may be extended for further 01 year (maximum period 03 years from the date of start of work initially) as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the vendor.

9. **Other terms and conditions:-**

- (i) The contract shall be awarded to the technically qualified lowest bidder.
- (ii) It shall be the sole responsibility of the service provider to adhere with local laws and regulations pertaining to minimum wages, duty hour regulations, various government contributions etc.
- (iii) **No request for revision/increase of approved rates during the validity period of the contract will be entertained.**
- (iv) **Medical facility:-** The service provider will be responsible for medical facility to the security personnel provided by the company.
- (v) **Penalty Clause:-** In case security agency fails to provide the desired services or breaches the contract and for loss of damage, if any, to the property, life and limbs of Mission staff etc due negligence of the security personnel or substandard services of the service provider, the Embassy reserves rights to impose penalty to the service provider.
- (vi) The Embassy reserves the rights for reducing the number of LSGs at a later state. In that event, the Embassy reserves the rights to reduce the monthly contract value on proportionate basis for the remaining period of the contract.
- (vii) The service provider would need to ensure that all the statutory as per Ethiopian law is adhered to which includes labour contract and any other aspects.
- (viii) Any dispute or difference during the contract period regarding the interpretation, applications or implementation of the provisions of the agreement shall be resolved amicable between the parties. In case such dispute remains unresolved for a period of 30 days from the date of first notice of dispute, it shall be resolved through arbitration. The seat of arbitration shall be at New Delhi.

Proforma for submission of Technical Bids

(A) Brief Description of Company:

- i) Name of the Company & date of Registration
- ii) Date of Commencement of operation
- iii) Number of Administrative and Operating Staff
- iv) Selection process & training facilities
- v) Details of Clients

(B) Essential information to be submitted by the Company in technical bid

- i) List of other clients the company is serving in terms of supply of LSGs in the host country and other countries to ascertain the level of exposure, knowledge and experience the bidder has.
- ii) Past experience, service history, achievement of the company
- iii) The copy of business license/registration certificate of the company. The license should contain the nature of business allowed.
- iv) The details along with the evidence of range of security services provided by the company.
- v) Size of the reserve pool of men and logistics such as response teams, patrol vehicles / security equipment / control room facilities / communication equipment under use etc.
- vi) Attrition rate of security guards and security supervisors (the average period of which a security guard remains with the company)
- vii) **Training Facilities:** Does the company have its own training facility (details thereof)? Does it avail the facility of another provider or a company that only focuses on training? What is the curriculum and duration of training of the security guards and the supervisors?
- viii) Industry certification(s) obtained by the company for its quality.
- ix) Scope and limit of liability of company.
- x) Take home pay and allowances of the security guards. (It shall not be less than the minimum salary defined by the Ethiopian Government. In order to safeguard all parties concerned from the depreciation in ETB in comparison with USD, the monthly payment to the selected bidder will be made in ETB equivalent to the USD quoted and will be disbursed as per the rate of exchange of respective month used by Government of India.)

CERTIFICATE

I/We, hereby certify that, all the information and data furnished by me/us with regard to the Tender are true and complete to the best of my/our knowledge. I/We have gone through the specification, conditions and stipulations in detail and understand fully the scope of work and agree to comply with the requirement and intent of specification.

I/We, further certify that I/We am/ are the duly authorized representative(s) of the under mentioned bidder and a valid power of attorney to this effect is also enclosed.

I/We, hereby declare that I/We shall treat the tender documents, specifications and other records connected with the work as secret/confidential and shall not communicate information/derived there from to any persons other than a person I/We am/ are authorized to communicate the same or use the information in any manner prejudicial to the safety of the same.

Bidder's Name & Address:

Name & Signature of the bidder

(Seal)

Proforma for submission of Financial Bids (A)

Sl. No	Duty Point/Beat	Required round-the-clock or for specified hours	To be covered in how many shifts	No. of LSG in one shift	Total No. of LSGs	Unit price*(per LSG/per month in USD)	Total Price (excluding VAT) in USD	VAT in USD	Total Price (including VAT) in USD
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(xii)
1	Chancery Site- 02 duty points and 01 for patrolling the remaining areas	Round the clock	3	3	9				
2	Chancery's iron grilled gate located near consular block	Office hours only (08 hrs shift)	1	1	1				
3	Embassy Residence - 02 duty points	Round-the Clock	3 shifts	02 (male)	6				
Sub Total (A)									

Proforma for submission of Financial Bids (B)

Sl. No	Items	Total Annual Cost of 05 Heavy duty Torches + 16 Whistles + 04 HHMD (in USD)	Total Annual Cost of 2 set of uniforms + 1 winter jacket + 1 winter cap + 1 belt + 2 pair of shoes + 1 umbrella for all the 16 guards (In USD)	Total Price (excluding VAT) in USD	VAT in USD	Total Price (in USD)
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)
1	All items mentioned at 5.1 (X) and (XVI)					
Sub Total (B)						
Grand Total (A+B)						

I/We, hereby certify that, all the information and data furnished by me/us with regard to the Tender are true and complete to the best of my/our knowledge. I/We have gone through the specification, conditions and stipulations in detail and understand fully the scope of work and agree to comply with the requirement and intent of specification.

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Bidder's Name & Address:

Name & Signature of the bidder

(Seal)