Consulate General of India,
Jeddah

Request for Proposal

Sub : Security Guards for Consulate General of India, Jeddah

1. **Location:** Building of Mr. Abdul Mansoor Abdul Rahman Al Huwaish, Villa No. 34 Behind National Commercial Bank, Near Al-Huda Mosque, Tahlia Street, Jeddah 21421.

2. **Scope of Work:** Services of three guards for guarding the Consulate premises 24 hours per day for the whole of every month.

3. **Bids:** Interested companies should submitted (i) the company profile, (ii) details of jobs under taken by them in the past references, (iii) price bids as per the scope of work mentioned in paragraph 2 above. The bids should be submitted to Mr. S.R.H. Fahmi, Head of Chancery Post Box No.952 Jeddah -21421 latest by 30th May, 2016.

4. **Date of effect:** The agreement will be valid for one year w.e.f. 1.4.2016 to 31.03.2017.

5. Opening of bids, Evaluation & Selection:- The Company with good credentials, skilled manpower and offering the best price will be awarded the job. The decision of the Consulate in this regard will be final.

6. **Terms and condition:** The Company should fulfill following terms & conditions.

   (i) Age of Security Guards should be less than 50 years.

   (ii) He should be physically and mentally fit and should not suffer from any apparent disability.

   (iii) The security guards should be verified from C & A.

   (iv) SGs should perform their duties in smart uniforms and their overall appearance should neat and clean.

   (v) SGs should process training in basic security duties such as access control and checking of person, baggage & vehicles use of basic security tools & CCTV. They should process knowledge of the potential threats to foreign Mission.

   (vi) Service provider should have provisions for real time checks of functioning of the LSGs to ensure that the quality of the provided staff and the service they render is always above the benchmark. The provider should be able to provide proof of this to the Consulate.

   (vii) The company should have sufficient LSFs on its roll so that the staff is rotated periodically. **LSGs are rotated every 4 months.**
(viii) LSGs should have rudimentary working knowledge of either English or Hindi besides the local language.

(ix) The private service provider should provide proof of compliance as regards local laws and statutory regulations in running a private security company.

(x) The security company should agree to provide us details of salary, gratuity, allowances, leave etc. it permits for its LSFs.

(xi) The local security guards provided by the company will be changed every four months.

(S.R.H. Fahmi)
Head of Chancery
22nd May, 2016