

Notice inviting Bids/Quotations for Supply of one male Security Guard for the Indian Embassy in Amman (Jordan)

The Embassy of India, Amman (Jordan) invites Bids/Quotations exclusive of local Government tax for supply of one trained male security guard (unarmed) for manning the Consular wing and for a period of two years from **November 2023 to November 2025**.

2. All bidders shall provide, along with bid/quotation, a preliminary description of the proposed work & method, and also submit relevant documents to demonstrate:

- (i) Brief profile of the company
- (ii) Registration as commercial establishment with the Government of the Hashemite Kingdom of Jordan;
- (iii) Satisfactory completion certificates from the relevant clients for previous similar services provided;
- (iv) A signed undertaking to confirm fulfilling of eligibility criteria;
- (v) A draft of the contract to be signed between the two parties.

3. **Scope of work** : Provide trained (unarmed, English/Arabic speaking) one male security guard for screening / regulating / managing the entry/exit of visitors to Consular wing of the Chancery premises & as per instructions to be provided by Embassy of India Amman from time to time. The normal duty hours would be from 0900-1730 Hrs. (Sunday to Thursday) with half an hour as lunch break. In case of any contingency or emergency situation, the Security guard is expected to be on duty at the premises

4. Interested parties may forward their sealed quotations, on the letterhead of the company, to the Head of Chancery, Embassy of India, at No.24, Al Hidhab Street, Abdoun, Amman (Jordan) with superscription "Quotations for providing one male security guard for Embassy of India, Amman". The bids must be submitted in two different sealed envelope marked as 'Technical Bid' and 'Financial Bid'. The companies are also requested to send their profile (*proforma enclosed*), previous related work and client references. [For queries, pl contact tel No.+962-6-4622098 and 4657123; Fax No.+962-6-4611916; email: hoc.amman@mea.gov.in and admin.amman@mea.gov.in]

5. After examination of the bids by the committee of the Embassy of India, the shortlisted bidder will be informed accordingly. The Embassy of India reserves the right to accept/reject any bid(s) without assigning reason(s). All bidders are requested to send their bids/quotation to the Embassy of India Amman by **1500 hrs on 06.07.2023**.



Requirements & parameters for the selection of a Local Security Agency

- (i) The Service Provider should provide only such LSG who have been vetted by local government's security department (s) in terms of past record, character and antecedents. The service provider should be able to provide background details of the LSG and also of their vetting.
- (ii) The Local Security Guard (LSG) should be physically & mentally fit and not be more than 50 years of age and the Supervisor, wherever necessary, should not be more than 55 years of age. The provider should submit fitness certificate in respect of LSG from an authorized Medical Practitioner. Additionally, he should not be emaciated, feeble and timid in an apparent sense.
- (iii) The Service Provider should be a duly registered company in Jordan. It should provide proof of compliance as regards local laws and statutory regulations in running a private security company.
- (iv) The LSG should perform their duties in smart uniforms and their overall appearance should be neat & clean.
- (v) LSG should possess training in basic security duties such as access control and anti-sabotage checks (of person, baggage and vehicles) including the use of basic security tools such as HHMD, DFMD, monitoring CCTV, baggage and letter scanners etc. They should possess knowledge of the potential threats to a foreign Mission/Post in general terms and also knowledge of what is 'suspicious' in terms of men and material in the given local context, also should be thoroughly proficient and trained in handling of arms and other security equipment they are supposed to carry or use.
- (vi) Besides the local/native language, LSG should have rudimentary working knowledge of English so that communication essential to smooth discharge of security duties, both routine and emergency, between the Mission and LSG is possible. He should have attended education at least upto 10th standard or matriculation equivalent.
- (vii) Service provider desirable of providing service to Embassy of India, Amman should be willing to furnish information about its other clients including period and type of service rendered in broad terms.
- (viii) The security company should agree to provide to Embassy of India, Amman details of salary, gratuity, allowance, leave etc. it permits for its LSG.
- (ix) An interested security company should agree and be able to provide a choice of persons three times of requirement to interview and choose from. Subject to this condition, the company should have sufficient LSGs on its roll so that the staff is rotated periodically.

