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

The Embassy of India in Amman (Jordan) invites Bids/Quotations for supply of trained Security Guards (unarmed) for manning the Consular Wing for a period of one year.

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

3. **Scope of work:** Provide trained (unarmed, English /Arabic speaking) male/female Security Guard for screening / regulating / frisking / 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 Guards are 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, No.24, Al Hidhab Street, Abdoun, Amman (Jordan) with superscription “Quotations for providing Security Guard(s) for the 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 prolife, previous related work and client references. [For queries, please contact tel No.+962-6-4622098 and 4657123; Fax No.+962-6-5926735; 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 lowest bidder will be informed accordingly. The Embassy of India reserves the right to accept/reject and bid(s) without assigning reason(s). All bidders are requested to send their bids/quotation to the Embassy of India Amman by 1500hrs on 30.03.2018.

***************
Requirements & parameters for the selection of a Local Security Agency

(i) The Service Provider should provide only such LSGs who have been vetted by the 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 LSGs and also 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 r/o every LSG from an authorized Medical Practitioner. Additionally, he/she 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 LSGs should perform their duties in smart uniforms and their overall appearance should be neat & clean.

(v) LSGs 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.

(vii) Besides the local /native language, LSGs 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 LSGs is possible. He/She should have attended education at least up to 10th Standard or matriculation equivalent.

(viii) 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.

(ix) The security company should agree to provide to Embassy of India, Amman details of salary, gratuity, allowance, leave etc. it permits for its LSGs.

(x) 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 rolls so that the staff is rotated periodically.

**********