



**Assistant High Commission of India  
Mombasa**

Invites Bids for engagement of Security Agency for hiring of 05 Local Security Guards and Radio Alarm Response System at Assistant High Commission of India, 3<sup>rd</sup> floor, Bank of India Building, Nkrumah Road, Mombasa, Kenya

email: [hoc.mombasa@mea.gov.in](mailto:hoc.mombasa@mea.gov.in)  
website: <https://www.ahcimombasa.gov.in/>

**Tender No. MOM/815/01/2024**

**Date: 21<sup>th</sup> March, 2024**

<b>Important Dates</b>	
Published date	21.03.2024
Bid document download start date	21.03.2024
Bid submission start date	22.03.2024
Site visit date	22.03.2024 to 05.04.2024 (1000 – 1600 hrs on all working days i.e., Monday to Friday)
Bid submission end date	14.04.2024
Date of Technical Bid opening	15.04.2024
Date of Opening of Financial Bids	To be notified to technically qualified bidders after completion of technical evaluation
Place of opening of Bids	Assistant High Commission of India, Bank of India Building-1 <sup>st</sup> Floor Nkrumah Road, P.O. Box 90614 Mombasa (Kenya)
Validity of Bids	180 Days

**Assistant High Commission of India,  
Mombasa, Kenya**

MOM/815/01/2024

Dated: 21<sup>th</sup> March, 2024

**TENDER NOTICE**

1. The Assistant High Commission of India, Mombasa invites sealed bids from registered and authorized Security agencies for providing English and Swahili speaking unarmed Security Guards and Radio Alarm Response System for the Assistant High Commission of India, Mombasa as per the details given in the tender document.
2. The tender documents can be downloaded from the website <https://www.ahcimombasa.gov.in/> or [www.eprocure.gov.in](http://www.eprocure.gov.in).
3. The interested firms/agencies must submit the tenders in two bid system [i.e. (i) **Technical Bid (Annexure-II)** and (ii) **Financial Bid (Annexure-III)**]. Bids are to be submitted to **Head of Chancery, Assistant High Commission of India, 3<sup>rd</sup> floor, Bank of India Building, Nkrumah Road, Mombasa, Kenya** by post or by hand. The tender document must be signed by the Head of the company or the person authorized by him.
4. The Technical Bid (Part I) and Financial Bid (Part II) must be enclosed in two separate sealed envelopes clearly marked as such. All the necessary documents including those in support of minimum eligibility criteria, etc. (except the financial bid) are to be submitted along with the technical bid in a sealed envelope. The Financial bid must be submitted in a separate sealed envelope. Both these sealed covers are to be put in a bigger cover which should also be sealed and clearly marked.
5. Both the envelopes should be clearly marked as **‘Hiring of Local Security Guards in AHCI, Mombasa.’** No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances.
6. If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.
7. The Competent Authority reserves the right to reject or partially accept any or all the bids without assigning any reason thereof. The decision of the Competent Authority in the Assistant High Commission of India shall be final and binding.
8. Intending bidders shall visit the site as per schedules indicated by the Assistant High Commission of India, Mombasa and shall get themselves thoroughly acquainted with the local site conditions.

(Sandeep Sharma)  
Head of Chancery  
Assistant High Commission of India,  
Mombasa, Kenya  
e-mail ID: [hoc.mombasa@mea.gov.in](mailto:hoc.mombasa@mea.gov.in)

## **Scope of Work**

Hiring of Security Guard and Radio Alarm Response System to be deployed as per the following details:

<b>S. No</b>	<b>Duty Point/Location</b>	<b>Services required</b>
1.	Chancery (1 <sup>st</sup> and 3 <sup>rd</sup> Floor), Assistant High Commission of India	03 guards Round-the-clock  02 LSGs from 06 AM to 06 PM (12 hours)  01 LSG from 06 PM to 06 AM (12 hours)
2.	Residence of the Assistant High Commissioner	01 LSG from 06 AM to 06 PM (12 hours)  01 LSG from 06 PM to 06 AM (12 hours)
3.	Residence of the Assistant High Commissioner and staff	04 Radio Alarm Response System

Description of Security Services to be rendered:

- Not to allow entry of unauthorized persons inside the property.
- Control access to the site and check identification to obtain authorization to enter the premises.
- Security scanning of all visitors with the proper technical devices (metal detector) before permitting entry into the premises and check bags/belongings.
- Deposit mobiles/laptops/bags of visitors and maintain proper records.
- Not to allow passage of any property/items from the premises without permission of India based security supervisor.
- Maintain record of name, purpose of visit, identification number of all visitors along with details of officer (s) before permitting entry into the premises. The register would require to be put up to the Chief Security Officer of the client (Assistant High Commission of India) for scrutiny every Monday.
- To report any anomalies within the premises of the client or intentional attempt to breach security and related regulations by any person visiting the premises.
- The Security Agency's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as all are of confidential nature.
- The Security Agency's personnel should be polite, cordial, positive and efficient, while handling the assigned work.

## **Minimum Eligibility Criteria**

1. **Legal Entity:** The Bidder shall necessarily be a legally valid entity in the form of a Limited Company/Private Limited Company/Proprietorship/Partnership firm registered under the relevant regulations of the Government of Republic of Kenya or registered with the other appropriate authorities for the purpose. Bidding in the form of Joint Venture/Consortium is not permitted.

2. **Existence:** The Bidder must be in existence for a minimum period of 05 years under the appropriate Act and should have experience of at least 05 years in related field. The bidder shall provide a copy of the registration certificate.
3. **Licenses/Registrations:** The Security Agency should provide proof of compliance as regards all statutory provisions of law, rules, and regulations and keep this office informed about any amendment in the law from time to time. The Bidder must be registered with the Tax Department and registered under the Labor Laws/Rules.
4. **Bid Security Declaration:** Bid Securing Declaration (**Annexure-VI**) is required to be submitted along with tender bids. Bids without Bid Securing Declaration will be summarily rejected.
5. **Financial Status:** The Bidder should have an annual turnover of Ksh. 10,00,000/- during each of the three financial years ending 31st March 2024, i.e., for 2020-21, 2021- 22 & 2022-23.
6. In proof of having fully adhered to the Minimum Eligibility Criteria, the bidder shall submit the attested copies of all the necessary documents as per **Annexure-I**.

### **Quality parameters for the Security Guards**

- The Security Guards engaged shall not be below the age of 18 years or above the age of 45. Their supervisor should not be more than 55 years of age.
- The Security Guards should be physically and mentally fit. They should not suffer from any apparent disability including obesity that would hinder efficient discharge of duties. Additionally, he/she should not be emaciated, feeble and timid in an apparent sense.
- The Security Guards should possess training in basic security duties such as access control and anti-sabotage checks (of person, and baggage) including the use of basic security tools such as Hand-Held Metal Detector (HHMD), Door Frame Metal Detector (DFMD), X-Ray Baggage Inspection System (X-BIS), monitoring CCTV, etc. They should possess knowledge of the potential threats to a foreign Mission in general terms and possess knowledge of what is 'suspicious' in terms of men and material in the given local context.
- Should have attended education at least up to 10<sup>th</sup> standard or matriculation equivalent.
- Should be proficient in the local language and should be in possession of minimum English language skills required to communicate with the Mission staff.
- The Security Guards should perform their duties in smart uniforms and their overall appearance should be neat and clean.
- The Security agency should have a system of undertaking supervisory checks of functioning of LSGs to ensure that the supplied LSGs are discharging their duties with efficiency. The agency should clearly spell out as to what will be the system of supervision / surprise check to achieve the above objective e.g. number of scheduled and surprise visits in each period.

### **Technical conditions for the Security Agencies/Firms**

- The agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislation as applicable to it.

- The Security Agency should agree to provide details of salary, gratuity, allowances, leave etc. in respect of its Security Guards. The transportation, food, medical and other statutory requirements in respect of each personnel of the Security Agency shall be the responsibility of the Security Agency.
- The Security Agency is to provide security guards who have been vetted by the local Government in terms of past record, character, and antecedents. Background details and proof of vetting should be provided to the Client.
- The Security Agency should agree and be able to provide a choice of persons three times our requirement, to interview and choose from.
- The Agency shall be responsible for any act of indiscipline on the part of persons deployed by them. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any manner detrimental or prejudicial to the interest of the Client. The decision of the Client upon any matter arising under this clause shall be final and binding on the agency.
- The Security Agency should have provisions for real time checks of functioning of the Security Guards to ensure that the quality of the provided staff and their service they render is always above the benchmark. The provider should be able to provide proof of this to the Client.
- The functional control over the personnel deployed by the agency will rest with the Client and the disciplinary administrative/technical control will be with the agency.
- The Client may require the Security Agency to dismiss or remove from the site of work, any person, or persons, employed by the Security Agency, who may be incompetent or for his/her/their misconduct and the Security Agency shall forthwith comply with such requirements. The Security Agency shall replace immediately any of its personnel, if they are unacceptable to the Client because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from the client.
- The Security Agency must provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately. The following details of the security guards will be provided: - (a) Name (b) Age (c) Copies of their ID cards (d) Complete address.
- The Client will maintain an attendance register in respect of the staff deployed by the agency. The service charges will be paid after the end of each month of service provided upon presentation of invoice by the Security Agency, within the first 10 working days of the succeeding month. The invoice is required to be supported by all legal documentation required under the law.
- The parties expressly agree that under no circumstances the Client may withhold all or part of amounts payable arising from the provision of services outlined in this contract except in case the service provider, fails to deploy a Security Guard for more than 02 hours in a day, pertaining to any shift wherein service charges for that shift will be deducted from the invoice for that month.
- The Security Agency will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the Client.
- The Security Agency shall provide a substitute well in advance if there is any possibility of the person leaving the job due to his/her own personal reasons.
- The payment in respect of the overlapping period of the substitute shall be the responsibility of the Security Agency.
- The Security Agency shall be always contactable and messages sent by phone/e-mail/fax/special messenger from the Client shall be acknowledged immediately on receipt on

the same day. The Security Agency shall strictly observe the instructions issued by the Client in fulfillment of the contract from time to time.

- The Client shall not be liable for any loss, damage, theft, burglary, or robbery of any personal belongings, equipment, or vehicles of the personnel of the Security Agency.
- The Security Agency on its part and through its own resources shall ensure that the goods, material, and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees. If the Client suffers any loss or damage on account of negligence, default, or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to the Client for the same. The agency shall keep the Client fully indemnified against any such loss or damage. The responsibility and liability that will arise of any accident or casualty, occurring during working to any staff engaged by the agency, will remain with the agency. The Client will no way be responsible for this or any other clause mentioned above.
- The security personnel provided by the agency must speak Swahili and English.
- The successful bidder will enter into an agreement with the Client for the offer of services on these terms and conditions. The contract will be signed in English.

### **Period of Contract**

- The initial period of contract would be for 24 months. The period of contract will be extended for another 12 months subject to service provider providing satisfactory service, as per the existing rates, terms & conditions mentioned in the tender. However, the contract cannot be extended in case there has been a levy of cumulative penalty of 5% of total contract value during the period of the contract.
- The Performance Guarantee will be required to be extended suitably to cover the extended period of the contract.
- Service charges/rates quoted by the agency would be fixed and any statutory increase in wages/ DA etc. is to be absorbed by the agency. In case performance is not satisfactory, the contract will be terminated by the Client by giving an advance notice of 30 days in writing.

### **Right to Acceptance or Rejection of Tenders**

The tender is liable to be rejected inter-alia: -

- If it is not in conformity with the instructions and proforma mentioned in the tender notice.
- If the technical bid and financial bids are not received in separate sealed envelopes.
- If it is not properly signed by the bidder.
- If it is received by telex, telegram or by email.
- If it is received after the expiry of the due date and time.

Assistant High Commission of India reserves the right to accept/reject any of the tenders in full or part thereof. Revise the requirement at the time of placing the order. Add, modify, relax, or waive any of the conditions stipulated in the tender specification wherever deemed necessary. Reject any or all the tenders in part or full without assigning any reason thereof.

## **Payments and Other Terms & Conditions**

- The bidder will have to ensure compliance of all mandatory labour laws/regulations laid down by the Government of Kenya. This will include payment of minimum wages, insurance etc. The Company will ensure to pay for all its employees National Insurance (NSSF) and third party as well as Employer's liability. Providing other benefits like leave, Labour Welfare Fund, cost of uniform etc. to bidder's each employee will solely be the liability of the bidder only. **The AHCI, Mombasa will not take any responsibility as regards any labour dispute between Security Agency and its employees.**
- The rates should be quoted in Kenyan Shilling (**KSH**) only. The Assistant High Commission of India, Mombasa will not pay any other charges than the amount which would be fixed initially at the time of awarding contract. The rates quoted should be *exclusive of VAT* but inclusive of all other applicable taxes and charges. The Bill/Invoice should be properly stamped, signed on the letter head of the Security Agency.
- The payment will be made in Kenyan Shillings (Ksh.) by Cheque/Bank transfer in Mombasa and in favour of the company/agency on receipt of the Bill/Invoice on Monthly basis for the services rendered in the preceding month. The billing cycle will be the 1<sup>st</sup> of every month to the last day of the month. The Agency shall submit correct invoice in terms of services provided within 10 days of the succeeding month.
- The payment to the security guards in accordance to minimum wages prescribed by the Govt. of Republic of Kenya along with the statutory compliance Bonus is sole responsibility of the agency. In case of revision in minimum wages by the Govt of Republic of Kenya, the same would be absorbed by the agency. Claim for any other escalation shall not be entertained by the Assistant High Commission of India, Mombasa.

## **Performance Guarantee**

1. The successful bidder will have to furnish the Performance Guarantee (**Annexure-VI**) equivalent to 05% of the Total Contract amount in favour of 'Assistant High Commission of India, Mombasa', payable at Mombasa in form of Demand Draft/Pay Order/Bank Guarantee within fifteen days of the acceptance of the **Letter of Award (LoA)**.
2. Performance Security should remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations of the **service provider (SP)**. In case, the contract is further extended beyond the initial period, the Performance Guarantee will have to be renewed accordingly by the SP. No interest shall be paid on Performance Guarantee.
3. In case the successful bidder fails to accept and undertake the contract and does not deliver services according to the terms and conditions of the tender, the Performance Guarantee will be forfeited.

## **Liquidated damages**

The Assistant High Commission of India shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in this paragraph of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in herewith. Once the maximum is reached, the Procuring Entity may consider termination of the Contract pursuant to the condition mentioned in this clause.

If the Supplier fails to deliver or to perform the Services within the period(s) specified in the Contract, the High Commission of India shall apply Liquidated Damages for the damages and / or risks caused resulting from the Service provider's delays or breach of its obligations as per Contract. The liquidated damages will be imposed as follows:

- 1.25% of total contract value per week
- up to maximum of 05% of the total contract amount
- Next course of action: Termination of Contract

## **Preparation of bids and tendering process**

1. The interested firms/agencies must submit the tenders in two bid system [i.e. (i) Technical Bid and (ii) Financial Bid]. Tenders are to be submitted to **Head of Chancery, Assistant High Commission of India, 3<sup>rd</sup> floor, Bank of India Building, Nkrumah Road, Mombasa, Kenya** by post or by hand. All the necessary documents including those in support of minimum eligibility criteria, etc. (except the financial bid) are to be submitted along with the technical bid in a sealed envelope. The Financial bid will be submitted in a separate sealed envelope. Both the envelopes should be clearly marked as **'Hiring of Local Security Guards in AHCI, Mombasa.'** No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances. However, the Competent Authority in the Assistant High Commission of India, reserves right to extend the date / time for submission of bids, before opening of the Technical Bid. The Assistant High Commission will not be responsible for any delay in receipt of bids or missing bids while in transit/post. Bids received by email/fax will be rejected out-right and the bidder will be disqualified.

The tender shall be submitted in sealed envelopes as described below:

**ENVELOPE 'A'** - Technical bid (Bid Securing Declaration, Undertaking, and All the necessary document in support of Minimum eligibility criteria, etc.)

**ENVELOPE 'B'** Financial Bid

2. The bidders shall visit the work place, and understand the scope of work thoroughly. The bidders shall give the names of their authorized representatives for the site visit to the Head of Chancery, Assistant High Commission of India, Mombasa at [hoc.mombasa@mea.gov.in](mailto:hoc.mombasa@mea.gov.in) or [educom.mombasa@mea.gov.in](mailto:educom.mombasa@mea.gov.in). The service provider shall be deemed to have visited the site(s) and made themselves familiar with the working condition whether they inspected the site or not.



3. The validity of the bids must be for six months (180 days) with effect from the date of opening of the bids. All bids should be in English language only.
4. The right of acceptance of tender will rest with the Assistant High Commission of India. Also, the Assistant High Commission is not bound to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reasons thereto.

### **Bid opening procedure**

1. In the first stage, only the Envelope A containing the Technical Bid and Bid Securing Declaration shall be opened in the Multi-purpose Hall, 1<sup>st</sup> floor, Assistant High Commission of India, Mombasa on 15.04.2024 at 1400 Hrs before the Committee constituted by the Competent Authority of AHCI, Mombasa in the presence of such bidders, who may wish to be present themselves personally or through their representatives.
2. A letter of authorization shall be submitted by the Bidder's representatives before opening of the Bids.
3. Absence of bidder or their representative shall not impair the legality of the opening procedures.
4. The Technical Bids will be examined and evaluated by the committee in the AHCI, Mombasa to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document. The Technical Bids shall be evaluated based on the available documents submitted by the bidder. Bidding companies who do not qualify in the technical evaluation will not be considered for qualification to the Financial Bid stage.
5. The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose. Bidding companies which have qualified in the Technical Bid stage, will be informed by email/phone to be present on the date and time fixed by the AHCI, Mombasa and the financial bids will be opened in their presence.

### **Force Majeure**

1. The AHCI, Mombasa may consider relaxing the penalty and delivery requirements as specified in the tender document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of Force Majeure.
2. Force Majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Service Provider.

3. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the affected Party shall give notice and full particulars in writing to the other Party, of such occurrence or cause if the affected Party is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the contract.

4. The affected Party shall also notify the other party of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On receipt of the notice or notices required here under, the Party not affected by the occurrence of any cause constituting force majeure shall take such action as it reasonably considers being appropriate or necessary in the circumstances, including granting the affected Party of a reasonable extension of time in which to perform any obligations under the Contract.

5. If the service provider is rendered unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under the Contract, the AHCI, Mombasa shall have the right to suspend or terminate the Contract on the same terms and conditions with immediate effect. In any case, the AHCI, Mombasa shall be entitled to consider the Service provider permanently unable to perform its obligations under the Contract in case the Service provider is unable to perform its obligations, wholly or in part, by reason of force majeure.

### **Arbitration**

Disputes shall be settled in accordance with The United Nations Commission on International Trade Law (UNCITRAL). The venue of Arbitration shall be Delhi High Court, New Delhi, India.

### **Closure of Contract**

While making the final payment to the service provider and before releasing the PBG, a "No Claim Certificate" shall be given by the service provider as per the format given in the Annexure 21 of Manual for the Procurement of Goods, 2017 (**Annexure VII**).

(Sandeep Sharma)  
Head of Chancery  
Assistant High Commission of India,  
Mombasa, Kenya  
e-mail ID: hoc.mombasa@mea.gov.in

**Checklist for documents to be submitted with Technical Bids**

S. No.	Documents to be submitted	Submitted/ Not Submitted
1.	List of other clients the company is serving in terms of supply of LSGs in Kenya and other foreign countries	
2.	Past experience, Service history, achievements of company	
3.	Evidence of registration of the company under relevant statutory regulations such as labour laws applicable in Kenya (if registered under more than one law, the same be furnished)	
4.	Evidence of range of security services provided.	
5.	Information on size of the reserve pool of men and logistic such as response team, patrol vehicle / security equipment / control room facilities / communication equipment etc.	
6.	Attrition rate of Security Guards and Security Supervisors (the average period for which the Security Guard remains with the Company)	
7.	Information on Training facilities: own or outsourced and what is the curriculum and duration of training of the security guards.	
8.	Industry certification obtained by the company for its quality & company’s relationship with local police	
9.	Scope and limit of liability of the Company	
10.	Take home pay and allowances of the security guards.	
11.	Undertaking by the Bidder (Refer to <b>Annexure-V</b> )	

Signature of Bidder

Seal of Establishment

Full Name of Bidder with address & Date

## TECHNICAL BID PROFORMA

Name of the Bidder Agency/Company:

Sl. No.	Requirements	Reply (Please attach additional sheets wherever needed, preferably on the firm's letter heads)	Remarks, if any
1	List of other clients the Company is serving in terms of supply of Security Guards with references from at least 4 reputed organisations / companies / hotels, etc.		
2	Past experience, service history, achievements of the company, Assets & Liabilities: a) Brief introduction of the Company, Head Office b) Names of Owners, Partners, Management level Executives & nationality, c) Assets & Liabilities d) Previous experience in the field (minimum of five years) e) Other companies owned directly, by other family members, and by partners 7 major stakeholders		
3	Proof of registration of the company under relevant statutory regulations such as labour laws, etc.		
4	Evidence of range of security services provided		
5	Size of the reserve pool of men and logistics including management viz. Response teams, patrol vehicles/security equipment/control room facilities/communication equipment, Assets etc.		
6	Attrition rate of security guards and supervisors. What is the rate of turnover of managerial and field staff? High or Low? Please provide statistics that can be cross checked from labour department (NSSF) records.		
7	Please provide details of training facilities for Security Guards: own or outsourced. If own, please provide curriculum and duration of training to guards and supervisor		
8	Industry certification obtained by the company for its quality & company's relationship with local police.		
9	Please provide details of scope and limit of liability of the company - compensation, insurance etc. to the security guards.		

10	Does it meet the minimum wage directive of the Kenyan government and meets other legal, labour and governmental obligations? Please specify take home pay and allowances of the security guards. Please provide detailed break-up of payments on account of NSSF for per guard		
11	Please provide plan of action and methodology proposed to secure the premises		
12	Qualification and experience of the security guards proposed to be deployed for the job		
13	<ul style="list-style-type: none"> <li>a) Details of Current contracts of security services undertaken by the firm (Please provide references from at least four organisations / companies / hotels, etc. in Kenya</li> <li>b) Details of past contracts of security services undertaken by the firm</li> <li>c) Testimonials [Clients' letters / certificates, etc.]</li> </ul>		
14	Is the firm familiar with local policies, plans and procedures associated with the local contractual and their practical applications?		
15	What is the communication system that the security firm has? What kind of technology and supervision mechanism does the firm have to monitor guard presence and efficiency?		
16	Does the firm have a 24x7 control room? What are the salient features? Please provide details of working of the control room and how to contact the control room in case of any emergency		
17	Is the firm, a member of the local security industry associations? If yes, attach details.		
18	Is the firm licensed by the local police or statutory authority on the subject? Details of evidence be attached?		

Signature of Bidder

Seal of Establishment

Full Name of Bidder with address & Date

## FINANCIAL BID PROFORMA

Name of the Bidder Agency/Company:

Sl No	Duty Point / Beat / Location	Required round the-clock for specified hours	To be covered in how many shifts	No of LSGs in one shift	Total No of LSGs/RA	Unit Price (one LSG/per month)/ (one RA/per year) (Kenyan Shillings) (Exclusive of VAT)	Total cost (per LSG (per month)/ Total cost RA (per year) (Kenyan Shillings) (Exclusive of VAT)
1.	Chancery (1 <sup>st</sup> and 3 <sup>rd</sup> Floor), Assistant High Commission of India	03 guards Round-the-clock 02 LSGs from 06 AM to 06 PM (12 hours) 01 LSG from 06 PM to 06 AM (12 hours)	02 shifts of 12 hours each	02 LSGs (Day/Main Shift) and + 01 LSG for the night shift/after Office hours	03		
2.	Residence of the Assistant High Commissioner	01 LSG from 06 AM to 06 PM (12 hours) 01 LSG from 06 PM to 06 AM (12 hours)	02 shifts of 12 hours each	01 LSG for the morning shift and 01 LSGs for the night shift	02		
3.	04 Radio Alarm Response System (RA)	01 RA at Assistant High Commission and 03 RA for Apartment Residences of Assistant High Commission with two remotes each (unit price per year in Ksh.)			04		
4.*	<b>Grand Total Cost (LSG + RA) for 01 (One) Years in Kenyan Shillings (Exclusive of VAT)</b>						
5.*	<b>Grand Total Cost (LSG + RA) for 02 (Two) Years in Kenyan Shillings (Exclusive of VAT)</b>						

**\*Note:**

- *Price quoted should be on an all-inclusive basis to be paid monthly and shall include the cost of all services, personnel, transportation, rentals taxes, consumables, social security, insurance of the security guards, communications, and taxes etc. The Assistant High Commission shall be liable to pay only the quoted price to Company, without any additional charges or taxes etc.*
- *The bidders are required to quote their rates both in words and figures and put their signature; they should also sign on any overwriting or any correction made in the tendered rate. The rates filled in figure only and not in words shall be liable for rejection for which no paper cost shall be returned to the bidder(s)*
- *The Assistant High Commission of India is VAT exempted by the Government of Republic of Kenya.*

Signature of Bidder

Seal of Establishment

Full Name of Bidder with address & Date

**Bid Security Declaration**

(To be submitted on letter head of the company with seal and signature)

To,  
Assistant High Commission of India  
Mombasa, Kenya

I/We. . . . . (Name of the Service Provider) herein called "the Bidder" am/are hereby declare that if I/we withdraw or modify my/our bids during the period for validity, or if I/we am/are awarded the contract and I/we fail to sign the contract, or to submit a performance guarantee before the deadline defined in the request for bids documents, I/we will be suspended for the period of three years from being eligible to submit Bids for contracts with the entity that invited the bids.

(Signature and Seal of Guarantors)

Date:

Address:



**Undertaking by the bidder**

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. I/we further certify that I/we can meet all the technical conditions and requirements listed in this tender document.

Signature of the Bidder with Seal

Name:

Designation:

Address:

Phone No.

**Performance / Service Guarantee Format**

To,  
Assistant High Commission of India  
Mombasa, Kenya

WHEREAS \_\_\_\_\_ (Name of the Service Provider) herein called 'Bidder' has undertaken, in pursuance of Contract/Tender No. \_\_\_\_\_ dated, to provide a Local Security Guards and Radio Alarm Response System hereinafter called "the Contract". AND WHEREAS it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with its performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a Guarantee. Therefore, we hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total of Ksh. \_\_\_\_\_ (Amount of the Guarantee in Words and Figures 05% of total contract amount) and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the Contract and without cavil or argument, any sum or sums within the limit of Ksh. \_\_\_\_\_ (Amount of Guarantee ) as aforesaid, without your needing to prove to show grounds or reasons for your demand or the sum specified therein. This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Signature and Seal of Guarantors)

Date:

Address:

**No Claim Certificate**  
(On company letterhead)

To,  
Assistant High Commission of India  
Mombasa, Kenya

**NO CLAIM CERTIFICATE**

Sub: Contract Agreement no. .... dated.....for the Hiring of Local Security Guards and Radio Alarm Response System in the Assistant High Commission of India, Mombasa.

We have received the sum of Ksh..... (Ksh..... only) in full and final settlement of all the payments due to us for the Hiring of Local Security Guards and Radio Alarm Response System in the Assistant High Commission of India, Mombasa under the above-mentioned contract agreement, between us and Assistant High Commission of India, Mombasa. We here by unconditionally and without any reservation whatsoever, certify that with this payment, we shall have no claim whatsoever, of any description, on any account, against Procuring Entity, against aforesaid contract agreement executed by us. We further declare unequivocally, that with this payment, we have received all the amounts payable to us, and have no dispute of any description whatsoever, regarding the amounts worked out as payable to us and received by us, and that we shall continue to be bound by the terms and conditions of the contract agreement, as regards performance of the contract.

Yours faithfully,

Signatures of service provider or officer authorized to sign  
the contract documents on behalf of the service provider  
(Company stamp)

Date \_\_\_\_\_

Place \_\_\_\_\_