

No. Lil/Prop/813/01/2013
High Commission of India
Lilongwe

REQUEST FOR PROPOSAL

The Ministry vide SPO(BOS)'s letter No.Q/BS/815/02/2014 dated 7th March 2016 has asked the Mission to send a fresh proposal for hiring of two LSGs and Rapid Response & Monitoring System for the residence of High Commissioner.

2. **Scope of Work:** It is proposed to invite quotations security companies in Lilongwe for hiring of two LSGs and Rapid Response & Monitoring System for the residence of High Commissioner at No.330, Area-43, Lilongwe, Malawi. The prospective companies should meet the following criteria in addition to their price bids:-

- (i) Security Guard (SG) should not be more than 50 years of age.
- (ii) Security Guards should be physically and mentally fit. He should not suffer from an apparent disability including obesity/overweight that would hinder efficient discharges of duties typical to a security guard.
- (iii) The service provider should be able to provide background details of the Security Guards and also proof of their vetting in terms of past record, character and antecedents.
- (iv) SGs should perform their duties in smart uniforms and their overall appearance should be neat and clean.
- (v) SGs should be trained in basic security duties.
- (vi) SGs should have rudimentary working knowledge of English.
- (vii) The security company should agree to provide us details of salary, gratuity, allowances, leave etc. it permits for its SGs.
- (viii) Option to choose & retain: An interested security company should agree and be able to provide a choice of persons three times our requirement to interview and choose from.
- (ix) Rotation of staff: Subject to above conditions, the company should have sufficient SGs on its roll so that the staff is rotated periodically. Ideally the staff should change after every 4 months.

3. **Advertisement:** The advertisement would be placed on the Central Public Procurement Portal, and Mission's website inviting quotations from interested companies. The companies would be required to provide quotation in two parts i.e. technical bid and price bid but should be sent in a single sealed envelope.

4. **Last Date of Bids & Opening of Bids:** The quotations would be accepted latest till 25th March 2016 and the bids would be opened on 28th March 2016.

5. **Point of Contract:** Mr. Anil Kumar, Head of Chancery in the High Commission of India, Lilongwe would be the point of contact. His address and contact details are given below:-

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(Anil Kumar)
Head of Chancery
11th March 2016