

LAST DATE OF SUBMISSION OF QUOTATION IS 30.06.2016

No. LI/Adm/813/01/2013

NOTICE INVITING QUOTATIONS FROM LOCAL SECURITY  
COMPANIES/AGENCIES FOR PROVIDING SECURITY SERVICES  
(HIRING OF TWO LOCAL SECURITY GUARDS AND ALARM  
MONITORING & RAPID RESPONSE SYSTEM) AT THE  
RESIDENCE OF HIGH COMMISSIONER FOR  
FY 2016-2017

High Commission of India  
Lilongwe (Malawi)



High Commission of India  
Lilongwe (Malawi)  
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**NOTICE INVITING QUOTATION**

High Commission of India, Lilongwe (Malawi) invites quotations in single sealed envelope through Two-Bid System(Technical Bid and Price Bid), from Local Security Companies for providing Security Services at the Residence of High Commissioner of India to Malawi.

2. Contract shall be awarded by HCI Lilongwe to the lowest bidder and payment would be made on monthly basis.

3. **SCOPE OF WORK/JOB DETAILS:** Providing Security Services at the Residence of High Commissioner located at No. 330,Area-43,Lilongwe, Malawi.

**Requirement:**

1. Two Local Security Guards (LSGs)(Day & Night Security Guards)
2. Alarm Monitoring & Rapid Response System

4. **Special Criteria/ Parameters:** The prospective companies should meet the following criteria in addition to their price bids:

- Security Guard (SG) should not be more than 50 years of age.
- 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.
- 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.
- SGs should perform their duties in smart uniforms and their overall appearance should be neat and clean.
- SGs should be trained in basic security duties.
- SGs should have rudimentary working knowledge of English.
- The security company should agree to provide us details of salary, gratuity, allowances, leave etc. it permits for its SGs.
- 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.
- 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.

5. The sealed quotations would be accepted till 1700 Hrs. on 30.06.2016. The quotations should be submitted in sealed envelope, clearly marked so, super-scribed as "Quotation for providing Security services at the residence of High Commissioner of India to Malawi" and sent to the Attaché (Admin), 9/55, Area-9, High Commission of India, Lilongwe; Tel. 01751043, e-mail: [adm.malawi@mea.gov.in](mailto:adm.malawi@mea.gov.in). The sealed quotations would be opened at 1100 Hrs. on 04.07.2016 in the High Commission.

Attaché (Admin&DDO)  
21<sup>st</sup> June, 2016