



**HIGH COMMISSION OF INDIA
BRUNEI DARUSSALAM**

TENDER No. BSB/Admn/815/01/2022

Date: 08/10/2025

NOTICE INVITING TENDER (NIT) FOR PROVIDING SIX (06) PROFESSIONALLY TRAINED LOCAL SECURITY GUARDS AT THE FOLLOWING ADDRESSES OF NEWLY CONSTRUCTED CHANCERY BUILDING OF

(i) HIGH COMMISSION OF INDIA - LOT NO. 62514, SIMPANG 336, JALAN DUTA, BSB, BRUNEI DARUSSALAM, BC 4115.

LAST DATE FOR SUBMISSION OF BIDS IS 07.11.2025 UP TO 1700 HRS (BRUNEI TIME).

DATE OF OPENING OF TECHNICAL BIDS IS 09.11.2025 AT 1200 HRS (BRUNEI TIME) AT HIGH COMMISSION OF INDIA, LOT NO. 62514, SIMPANG 336, JALAN DUTA, BANDAR SERI BEGAWAN BC 4115, BRUNEI DARUSSALAM. TEL-00-673-2382815.

No. BSB/Admn/815/01/2022
High Commission of India
Brunei Darussalam

NOTICE INVITING TENDER

The High Commission of India, Brunei Darussalam, invites under two bid system ((i) Technical Bid & (ii) Financial Bid) from registered and authorized firms for providing security to:

(i) Chancery Building, Lot No. 62514, Simpang 336, Jalan Duta, Bandar Seri Begawan, Brunei Darussalam, BC 4115.

2. The Tender Documents can be downloaded from the website <https://www.hcindiabrunei.gov.in/tenders/>. Sealed Bids are invited for **award of annual contract** for security. The Bids are to be sent in a sealed envelope which should be prominently super scripted as “QUOTATIONS FOR SECURITY IN NEWLY CONSTRUCTED CHANCERY PREMISES OF HIGH COMMISSION OF INDIA” and to be addressed to “Head of Chancery, High Commission of India, Brunei Darussalam, **Lot No. 62514, Simpang 336, Jalan Duta, Bandar Seri Begawan, Brunei Darussalam, BC 4115** and should reach latest by 07/11/2025 till 1700 hrs. Bids submitted through e-mail shall not be considered.

3. Only for information or clarification related to this tender, please write to hoc.brunei@mea.gov.in.

4. The critical dates of this tender are as under:

•	Date of publishing tender	08.10.2025
•	Bid Submission Start date	08.10.2025
•	Bid Submission End Date	07.11.2025
•	Date of opening of Technical Bid	09.11.2025
•	Venue for opening bids	High Commission of India, Brunei Darussalam

(SDK Menon)
Head of Chancery

General Instructions

1. For the Bidding / Tender Document Purposes, the High Commission shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to 'Contractor and / or Bidder or interchangeably.
2. **The Tender Security/Bid Security/Earnest Money Deposit (EMD) of BND 2,750/-, in the form of Account Payee Demand Draft/Pay Order drawn in favour of “High Commission of India”, having a validity of 180 days/six months is required to be submitted along with tender bids.**
3. While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
4. The bidder shall submit the copy of the authorization letter / Power of Attorney as the proof of authorization for signing on behalf of the Bidder.
5. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied by Earnest Money Deposit (EMD) of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected.
6. The Parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the Client, the High Commission.
7. For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter handed over personally/courier or by email to the High Commission. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.
8. The bidders are required to visit the site to assess the quantum of work involved before submitting the tender. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved.

Tender process

- (i) The tender is invited in two parts **Technical Bid and Financial Bid with break-up of the costs;**

First envelope (A) – super scripted as “ Technical Bid –SECURITY IN NEWLY CONSTRUCTED CHANCERY PREMISES OF HIGH COMMISSION OF INDIA” and
(b) **Second envelope (B)** – super scripted “Financial Bid –SECURITY IN NEWLY CONSTRUCTED CHANCERY PREMISES OF HIGH COMMISSION OF INDIA .”

Both sealed envelopes along with EMD (**Third envelope C**) shall be kept inside a large sealed envelope i.e. in a **Fourth envelope (D)** super scripted as “Tender Quotation for FOR SECURITY IN NEWLY CONSTRUCTED CHANCERY PREMISES OF HIGH COMMISSION OF INDIA ”. It should also be super scripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;

- (ii) The sealed quotations shall be submitted to:

**Head of Chancery,
High Commission of India, Baitussyifaa, Lot No. 62514,
Simpang 336, Jalan Duta, Bandar Seri Begawan
Brunei Darussalam, BC 4115**

- (iii) The bid may be submitted by Hand, in person or by courier. The bids by “Fax / E-mail” shall not be accepted.

- (iv) Bids received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.

- (v) A prospective Bidder requiring any clarification may contact the High Commission in writing, either by post or email at least the four working days before the deadline for submission of the bid.

- (vi) Technical bid shall be opened on the date and time as given in the tender notice at **High Commission of India, Brunei Darussalam, Lot No. 62514, Simpang 336, Jalan Duta, Bandar Seri Begawan BC 4115**, in the presence of the authorized representatives of the companies, who may wish to attend.

- (vii) Financial bid shall be opened on the date and time, to be communicated later, at High Commission of India, Brunei Darussalam, **Lot No. 62514, Simpang 336, Jalan Duta, Bandar Seri Begawan BC 4115**, in the presence of the authorized representatives of the companies, those who qualify in the technical bids and wish to attend.

- (viii) Bids should be valid for six months (180 days).

Scope of Work

(Security for newly constructed Chancery premises of High Commission of India, Brunei Darussalam)

1. General Information

Service Hours: Round the clock, 24x7 (Monday to Sunday) in three eight (08) hours shifts at new Chancery.

Location: Newly constructed Chancery premises of High Commission of India (two gates)

- (a) Two Local Security Guards for two gates @ one Local Security Guard at a time in three shifts of eight hours each.
- (b) Take periodic patrolling and surveillance for suspected activities of visitors in premises.
- (c) Keep watch over for any sabotage, damage, fire and safeguard the property, men, material, machines and document system at site.
- (d) Monitor X-ray machine, use of Hand Held Metal Detector, Door Frame Detector and assist in regulating visitors to the premises while being polite and courteous with visitors.
- (e) To be alert and detect unattended packages and strange objects and respond in emergency situations like fire, law & order, medical etc.
- (f) Local Security Guards to be very alert on duty, both physically and mentally throughout the shift and report any issues immediately to the Supervisory/Security Officer in the High Commission.
- (g) Company will ensure to maintain proper supervision over the Local Security Guards with regards to their discipline, alertness, proper uniform, conduct in the course of their duty and carry out periodic inspections.
- (h) Perform all security duties assigned by the High Commission of India, Brunei Darussalam.
- (i) Must possess basic qualification for training in Fire Fighting.
- (j) The Service Provider shall be responsible for the transportation of the Local Security Guards and shall arrange for transportation, whenever required, to the Local Security Guards for duty at the Chancery in the High Commission.

Note: The pre-bid site visit may be conducted on prior appointment basis to assess the job requirement involved. For any queries, please write to hoc.brunei@mea.gov.in

Eligibility Criteria

- i. The bidder should have a minimum of 3 years of experience in the field of providing security to other official/commercial buildings/ govt/semi govt. offices/autonomous body/High Commission/ Consulate, etc. Proof in respect of services provided to such agencies must be provided.
- ii. The bidder should have experience in providing services in security sensitive organization, offices, and large commercial establishments.
- iii. The bidder should be able to provide at least two User Satisfaction certificates from other organization.
- iv. Bids should be for security services on all days viz. Monday to Sunday. The bidder should have the capability of providing a service replacement at the High Commission premises if the regular staff does not arrive to work due to any reason otherwise proportionate deductions will be made from the monthly payment.
- v. The Local Security Guards so provided should be on the permanent roll of the Company and his antecedents should be pre-verified by the Police authorities. A copy of the verification of Local Security Guard may be submitted to the High Commission of India before deployment for work.
- vi. Security agency would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its employees for work.
- vi. In case of any complaint, either as regards the nature of service or as regards the behaviors of Local Security Guard on duty or otherwise, Security Agency would be intimated and would be required to take corrective measures promptly.
- viii. The Company must have in-house training facilities for its employees.
- ix. The High Commission of India, Brunei Darussalam reserves the right to amend/withdraw any of the terms and conditions in the tender documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the High Commission of India, Brunei Darussalam in this regard shall be final and binding on all.
- x. The High Commission of India, Brunei Darussalam reserves the right to ask for any additional documents from the bidders to substantiate issues related to financial health of the company, local police clearance/verification, partnership agreements, etc.

Critical Minimum Quality Parameters of Local Security Guards

The Service Provider shall meet the following critical minimum quality parameters for security guards: -

- (a) **Age:** Local Security Guards should not be more than **50 years** of age. The Supervisory Officer should not be more than **55** years of age.

(b) **Physical and Mental Fitness:** Local Security Guards should be physically and mentally fit. They should not suffer from an apparent disability including obesity/overweight that would hinder efficient discharge of the duties typical to Local Security Guards.

(c) **Character & Antecedents Verified:** The Service Provider shall provide only such Local Security Guards who have been vetted by Brunei Darussalam Government's Security Department in terms of past record, character and antecedents. The Service Providers should be able to provide background details of the Local Security Guards and also proof of vetting.

(d) **Education:** Local Security Guards should have attended education at least upto Year 11 secondary school or equivalent.

(e) **Uniform:** Local Security Guards shall perform their duties in smart uniforms and their overall appearance should be neat and clean.

(f) **Training:** Local Security Guards shall 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, CCTV monitoring, baggage and letter scanners, etc. They shall possess knowledge of the potential threats in general terms and also knowledge of what is "**suspicious**" in terms of men and material.

(g) **Supervision:** The Service Provider should have a system of undertaking supervisory checks of functioning of Local Security Guards to ensure that the supplied Local Security Guards are discharging their duties with efficiency. The Service Provider should clearly spell out as to what will be the system of supervision/ surprise checks so as to achieve the above objective e.g. number of scheduled and surprise visits in a given period.

(h) **Knowledge of Language:** The Local Security Guards should be fluent in local language and English.

(i) **Registration:** Service Provider shall provide proof of compliance as regards local laws and statutory regulations in running a private security company.

(j) **Other Client:** Service provider shall furnish information about its other clients including period and type of service rendered in broad terms.

(k) **Service Conditions of Local Security Guards:** Service Provider shall provide details of salary, gratuity, allowances, leave, etc of the Local Security Guards.

(l) **Rotation of Staff:** Service Provider shall have sufficient number of Local Security Guards on its roll so that the staff is rotated periodically. Ideally the staff shall change after every 4 months.

(m) The Service Provider shall not pay wages lower than minimum wages of labour as fixed by the local authorities. Payment of other admissible benefits, if any, like bonus, leave etc. to the employees deputed at the High Commission shall solely be the liability of the bidding company and not that of the High Commission.

(n) The Service Provider shall be responsible for dropping and picking up the security staff to/from the High Commission.

(o) The Bidding Company is to ensure compliance of all mandatory labour laws/regulations laid down by the Government of the Brunei Darussalam and any other relevant Acts and regulations enforceable from time to time without any liability on the High Commission of India, Brunei Darussalam or without any responsibility for statutory compliance of any kind by the High Commission.

Earnest Money Deposit

i. The Earnest Money Deposit of BND 2,750/- in the form of Account Payee Demand Draft/Pay Order issued by any reputed Bank drawn in favour of “High Commission of India, Brunei Darussalam” has to be submitted along with the bid. The validity of the Demand Draft/Pay Order must be up to 6 (six) months from the last date for submission of bids.

ii. No request for transfer of any previous deposit of Earnest Money Deposit or Performance Security Deposit or adjustment against any pending bill held by the Client in respect of any previous work shall be entertained.

iii. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the government or will render the bidder ineligible to submit bids for contracts with the High Commission.

iv. The bids without Earnest Money Deposit will be summarily rejected.

v. No claim shall lie against the Client in respect of erosion in the value or interest on the amount of Earnest Money Deposit or security deposit i.e. no interest will be payable on EMD.

vi. The bid security may be forfeited:

a. If the bidder withdraws his bid during the period of validity of the bids; or

b. In case of successful bidder, if the bidder:

- fails to sign the Contract in accordance with the terms of the tender document;
- fails to furnish required Performance Security Deposit in accordance with the terms of Tender Documents within the time frame specified by the client; or
- Fails or refuses to honour his own quoted prices for the services or part thereof.

Refund of Earnest Money Deposit (EMD):

- (i) Refund of EMD to the unsuccessful bidders (without interest) shall be made within 30 days of Award of Contract to the successful bidder (L1).
- (ii) EMD of successful bidder (L1) shall be refunded after Award of the Contract and deposit of Performance Security.

Validity of Bids

- i. Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids.
- ii. In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
- iii. The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

Preparation of Bids

- **Language**: Bids and all accompanying documents shall be in **English** only.
- **Technical Bid**: Technical Bid should be prepared as per the instructions given in the Tender Documents along with all required information, documents in support of the minimum eligibility criteria. **All the documents comprising the Technical Bid shall be put in a separate sealed envelope superscribed as "Envelope A – Technical Bid"**. Documents comprising the Bid:
 - a. Technical Bid Submission Form duly signed and printed on Company's letterhead.
 - b. Contact Details Form, duly filled and signed & stamped.
 - c. All attested supporting documents in proof of having fully adhered to minimum eligibility criteria as referred above.
- **Financial Bid**: Bidder shall prepare the Financial Bid as per **Annexure II** in the Tender Document. Financial Bid shall be put in a separate sealed envelope superscribed as **"Envelope B- Financial Bid"**.
- **Earnest Money Deposit**: Earnest Money Deposit of BND 2,750/- in the form of Account Payee Demand Draft or Pay Order to be submitted separately in a sealed envelope superscribed as **"Envelope C – Earnest Money Deposit"**.

Bid Opening Procedure

- o The Technical Bids (Envelope A) shall be opened at High Commission of India in the presence of bidders or their representatives and the Tender Evaluation Committee constituted by the Competent Authority of the High Commission. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the High Commission. The Financial Bids (Envelope 'B') will be opened on a subsequent date, which will be intimated to the shortlisted bidders, by mail/phone.
- o Bids shall be declared as valid or Invalid based on the preliminary scrutiny, i.e. on site verification of documents submitted by the bidders by the Tender Evaluation Committee. The financial bids will be opened on result of such scrutiny. However, in case any thing found false or forged in contrary to the documents submitted by the bidder, its bid will be rejected and suitable legal action may be taken.
- o The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose. Those bidders who qualify in the technical bid stage, will be intimated through mail/phone about the date for opening of the Financial Bids.
- o The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.
- o A letter of authorization shall be submitted by the Bidder's representatives before opening of the Bids.
- o Absence of bidder or their representative shall not impair the legality of the opening procedures.
- o After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document.

Clarification on Technical Bid Evaluation

- o The Technical Bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the client shall not be considered. The client's request for clarification and the response shall be in writing.

- o If a bidder does not provide clarifications of its bid by the date and time set in the client's request for clarification, its bid may be rejected.
- o Client also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.

o
Performance Security (PS)

- o The successful bidder has to **deposit Performance Security which will be equivalent to 5% of the accepted total annual contract value**, in favour of 'High Commission of India, Brunei Darussalam' in the form of Demand Draft / Pay Order/Bank Guarantee within fifteen (15) days of the acceptance of the **Letter of Award (LoA)**. 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**. In case, the Contract is further extended beyond the initial period, the Performance Security will have to be renewed accordingly by the Service Provider. No interest shall be paid on Performance Security. EMD shall be refunded to the successful bidder on receipt of Performance Security.
- o The Performance Security will be forfeited by order of the Competent Authority in High Commission in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the Contract, portion of the Performance Security, as may be deemed fit by the Client sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of Contractor's bill has been received and examined.
- o If the Contractor fails to provide the Performance Security within fifteen (15) days of the acceptance of LoA, such failure shall constitute a breach of the Contract and the Client shall be free to make other arrangements at the risk, cost and expense of the Contractor.
- o On due performance and completion of the Contract in all respects, the Performance Security will be returned to the Service Provider without any interest on presentation of an absolute 'No Demand Certificate' from the Service Provider and upon return in good condition of any specifications, samples or other property belonging to the client, which may have been issued to the Service Provider, for carrying out work stipulated in the Contract.

Commencement of Work

After finalization of the tender, a letter will be issued to the successful bidder who shall sign the formal agreement within one week from the date of issue of this letter. After signing of the Contract Agreement, the agency shall start executing the assigned work with immediate effect. **No enhancement in the rate/cost of hiring the Local Security Guards during Contract period is allowed.**

Additional Information

1. The Bidder shall not utilize or publicize or disclose or part with any statistic, data or information collected with assignment/contract without the express written consent of High Commission of India.
2. No terms and conditions other than as stipulated above will be entertained. Tenders without acceptance of the terms and conditions stipulated above are liable to be rejected.
3. The High Commission reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.
4. **Penalties:** In case the Service Provider fails to provide the desired services or breaches the Contract and for loss or damage, if any, to property, life and limbs of the High Commission Staff etc. due to negligence of the Local Security Guards or substandard services of the security agency, Service Provider will be fully responsible and appropriate penalty will be imposed on the Service Provider as per existing local rules.
5. **Medical Facility:** Service Provider is responsible for providing medical facility to the Local Security Guards deployed at the High Commission.

Validity of Contract

The Contract, if awarded, shall be valid for a period of TWO YEARS (02 years). The Contract may be extended annually on year to year basis, for further 01 year [maximum tenure 03 years from the date of start of work initially] as per the Contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the Service Provider. In case of breach of Contract or in the event of not fulfilling the minimum requirements / statutory requirements, the client shall have the right at any time to terminate the Contract forthwith in addition to forfeiting the Performance Security amount deposited by the Contractor and initiating administrative actions for blacklisting etc. solely at the discretion of the competent authority in High Commission of India, Brunei Darussalam.

Payments

- o After award of work, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the Service Provider.
- o The prices in the Price Schedule shall be inclusive of all applicable taxes as may be levied by the Government from time to time.

- o All payments shall be made in Brunei Dollar (BND) by means of crossed cheques/ bank transfer.
- o The Client shall be entitled to deduct in accordance with applicable law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor.
- o The payment to the Local Security Guards in accordance to minimum wages prescribed by the local Government along with the statutory compliance Bonus is sole responsibility of the Contractor. In case of revision in minimum wages by the local Government, the same would be absorbed by the Service Provider. Claim for any escalation shall not be entertained by the Client.
- o No request for revision/ increase of approved rates during the currency of the Contract will be entertained.
- o No payment shall be made in advance nor will any loan from any bank or financial institution be recommended on the basis of the order of award of work.
- o The Contractor will be liable for fulfilling requirements as prescribed under local laws with regard to social security, minimum wages, insurance etc, in respect of the Local Security Guards engaged by him to maintain security of the High Commission of India. The Contractor will quote the rate considering all these aspects and no request for enhancement of rate on any plea whatsoever during the Contract period will be entertained except in case of enhancement of rates by the sovereign orders of the Government of Brunei Darussalam which are incidental to the wages like minimum wages, taxes/ cess etc. which directly affect the agreed rates, after the Contract has been signed. In such cases, appropriate adjustments shall be mutually discussed and implemented. Any other cost escalation shall be borne entirely by the Contractor.
- o **The price quoted by the bidders shall be payable in Brunei Dollar (BND) on monthly basis after completion of the particular month and receipt of a valid invoice.**

Other Conditions, Force Majeure & Penalty

- o The Local Security Guards so provided should be on the roll of the Company.
- o The bidder must have satisfactory arrangements for training of its Local Security Guards. Confirmation in this regard is to be given.

- o The bidder should submit precise profile of its key clients along with details of services provided.
- o If the Local Security Guard is absent on a given day, the company will provide a substitute for him otherwise proportionate deductions will be made from the monthly payment.
- o In case the Service Provider fails in adhering to the daily security requirements at High Commission's premises, and Client has to make alternative arrangements for that day/shift, then Service Provider would reimburse the cost of such arrangements.
- o Contractor would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its employees for work at High Commission's Chancery premises. Contractor would indemnify Client against any compensation/claim and damages etc. due to accident or injury to its employees or death due to accident or otherwise, which may arise out of and during the course of their duties. Client would not be liable to pay any damages or compensation to such Local Security Guards or to any third party.
- o In case of any complaint, either as regards the nature of service or as regards the behaviors of Local Security Guards on duty or otherwise, Contractor would be intimated and would be required to take corrective measures promptly.
- o Client reserves the right to amend/withdraw any of the terms and conditions in the tender documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Client in this regard shall be final and binding on all.
- o Client reserves its right to revoke the Contract at any time, if the services rendered are not found satisfactory during the period of the Contract.
- o Client may, by written notice sent to Security agency, terminate the Contract, with a notice period of at least one month, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the Client's convenience, the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes effective.
- o Any wrong or misleading information will lead to disqualification.
- o Client reserves the right to remove any person found unfit.

Other Terms and Conditions

- i. High Commission of India reserves the right to accept/reject any Local Security Guard deployed by the Company.
- ii. The rates finally approved/accepted by the High Commission of India, Brunei Darussalam and amount payable shall be valid for the whole of the Contract period and no upward revision will be allowed under any circumstance. High Commission of India, Brunei Darussalam will not entertain any claim on account of any tax/insurance for execution of the work awarded under the Contract and all such taxes should be paid by the firm itself.
- iii. Under no circumstances shall the successful firm appoint any Sub-contractor or sub-lease the Contract. If it is found that the Contractor has violated these conditions the Contract will be terminated forthwith without any notice, by the High Commission of India, Brunei Darussalam.
- iv. No advance payment shall be made for the services.
- vii. The bills for the services for the month must be prepared on the basis of approved rates will have to be submitted to the High Commission by the 10th of the succeeding month for effective payment.

Termination of Contract

The High Commission of India, Brunei Darussalam reserves the right to terminate the Contract at any time by giving one month advance notice. However the High Commission of India will also have the right to terminate the Contract in less than a month under special circumstances such as security consideration, violation of privacy laws etc. The Service Provider also has the right to terminate the Contract by giving three months notice with justification for termination of Contract.

Terms of Payment

The bills for the services for a month must be prepared based on approved rates and submitted to the High Commission on a monthly basis by the 10th of the succeeding month to effect payment. The payment will be made within 10 working days after receipt of the invoice from the company and satisfactory completion of the job.

(SDK Menon)
Head of Chancery

LETTER OF BID

Dated: _____

To,
The HOC
{High Commission of India, Brunei Darussalam}

Ref: Invitation for Bid No. _____ dated _____.

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders,

2. We offer to execute in conformity with the Bidding Documents for Annual Contract for providing security services at the High Commission of India.

3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.

4. If our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.

5. We also declare that the Government of India or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.

6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,
Authorized
Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding Company)

Full Name and Designation

(To be printed on Bidder's letterhead)

**Technical Bid (On the letter head of the Company)
For
Security Services at High Commission of India, Brunei Darussalam**

I/we
Partner(s)/ Legal Attorney/ Proprietor(s)/ Accredited representative(s) of
M/ssolemnly declare that :

2. I/we am/are submitting tender for ----- against
Tender Notice No. ----- dated -----.

3. I/we or our partners do not have any relative working in High Commission of
India, Brunei Darussalam.

4. All information furnished by me/us in respect of fulfillment of eligibility criteria
and information given in this tender is complete, correct and true. All
documents/credentials submitted along with this tender are genuine, authentic, true
and valid.

5. My/our bid shall be valid for a period of 180 days from the last date fixed for the bid
submission in accordance with the Bidding Documents and shall remain binding upon
me/us and may be accepted at any time before the expiry of the period.

6. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".

7. If any information or document submitted is found to be false/incorrect, (High
Commission of India) may cancel my/our Tender and can take any action as deemed
fit including termination of the Contract, forfeiture of all dues and blacklisting of my/our
firm and all partners of the firm etc.

8. I/we also declare that the Government of Brunei Darussalam or any other
Government body has not issued any show-cause notice or declared us ineligible or
blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive
practices or any failure/lapses of serious nature.

9. It is well understood that the workers provided by us will not have any direct
employee-employer relation with High Commission of India, Brunei Darussalam and
hence, no worker so provided will claim any regularization of their services or
enhancement in their wages from High Commission of India, Brunei Darussalam.

10. I/we also accept all the terms and conditions of this bidding document and
undertake to abide by them.

11. I/we undertake that this contract will not confer any right on the Agency personnel
to demand for permanent absorption in the High Commission of India in future.

(Signature of the Company with Seal)

Introduction and Credentials of Bidder/Technical Information
(Proforma to be submitted with Technical Bid by the Bidder)

1. Name of Company:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:

- a) Telephone No.:
- b) E-Mail:

S. No.	Requirements	Response
1.a.	Brief introduction of the company	
b.	Previous experience in the field (minimum three years)	
c.	Total number of regular employees with the company	
d.	Local level security industry knowledge (documented references of Govt and private clients needed).	
e.	Annual turnover of the company for the last two years. Whether the firm has suffered loss in any of previous 3 years?	
f.	Audited Financial Statement for last year, duly certified by a Chartered Accountant	
g.	Registration certificate and license for the services	
2.	Qualification and experience of the Local Security Guards proposed to be deployed for the job	
3.a.	Details of Current Contracts of security services undertaken by the firm	
b.	Details of past Contracts of security services undertaken by the firm	
c.	Testimonials [Clients' letters / certificates etc.]	
4.	List of other Embassies or reputed organizations where the company is providing similar services. Whether the company is providing similar services in other countries?	
5.	What system does the company follow to monitor functioning/performance of security staff	
6.a.	Provide answers to the following in your technical bid:-	
b.	Do you give your clients direct access to the top manager? How?	
c.	Where does the top manager reside? Locally or far away?	
d.	Are you familiar with local policies, plans and procedures	

	associated with the local contractual requirements and their practical applications?	
e.	What is your policy and practice of visiting the client at regular intervals?	
f.	Do you provide only manpower or a wide range of diversified security management services? How wide and diversified?	
g.	Size of the reserve capacity of men and logistics such as response teams, patrol vehicles/ security equipment/ control room facilities/communication equipment under use etc.	
h.	Attrition rate of Local Security Guards and security supervisors (the average period for which a security guard remains with your firm)	
i.	Where do you train your staff? In-house or through another training provider? How good is the training provider in terms of reputation? Details of training curriculum, duration etc.?	
j.	What is the communication system do you have? What kind of technology and supervision mechanisms do you have in place to monitor guard presence and efficiency?	
k.	Do you have a 24 x 7 Control Room? What are its salient features?	
l.	What is your relationship with the local police?	
m.	What is your industry certification in terms of Quality?	
n.	A Statement clearly indicating the scope and limit of the liability of Bidding Company along with manner of servicing the liability in case of loss/ damage to property of High Commission under their watch may be enclosed.	
o.	What is the general and specific scope of work your firm willing to put in the Contract?	
p.	Statement of take-home pay and allowances for the current Local Security Guards and Supervisor (s) under the Company's employment	

Date & Signature of bidder

**Financial Bid (On the letter head of the Company)
For Security Services at
High Commission of India, Brunei Darussalam**

Proforma to be filled up and submitted by the bidder (in English)

1.	Name of the Bidding Agency/ Company	
2.	Address of the Bidding Agency/ Company	
3.	Contact details of the Bidding Agency/ Company	

Please provide the financial bid/quote for security services to cover the scope of works as given in Notice Inviting Tender.

1. Total number of Local Security Guards
2. Total monthly charges in Brunei Dollar (BND)
3. Total annual cost in Brunei Dollar (BND)

NOTE: In case any difference is found between the Rate quoted in figure (digit) and that in words, the Rate as mentioned in words will be taken into consideration. The Bid is valid for a period of 180 days from the date of the opening of the Bid.

- * (i) No additional payment will be made on account of meals, uniform, transportation etc.
(ii) This rate should be inclusive of all personnel/administration costs.

Signature (Authorized Signatory)
Designation:
Date:
Seal:

PROFORMA OF BANK GUARANTEE
(on non-judicial paper of appropriate
value)

To,

High Commission of India

BANK GUARANTEES NO:

DATE:

Dear Sir(S)

This has reference to the Work Order No. _____ Dated _____ having been placed by High Commission of India with M/s (Name & Address of Contractor) for _____
_____.

The conditions of this order provide that the Contractor shall,

- Arrange to carry out the services listed in the said order by the Client, as per details given in said order, and
- Arrange for the service support and provide the items to the Client on site as per the work order and bid documents.

M/s (Name of Contractor) has accepted the said work order with the terms and conditions stipulated therein and have agreed to issue the Performance Bank Guarantee on their part, towards promises and assurance of their contractual obligations vide the work _____ order _____ No. _____

M/s. (name of Contractor) holds a current account with us and has approached us and at their request and in consideration of the promises, we hereby furnish such guarantees as mentioned hereinafter.

High Commission of India shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other undertaking of security in respect of the Contractor's obligations and /or liabilities under or in connection with the said contract or to vary the terms vis-a-vis the Contractor or the said contract or to grant time and or indulgence to the Contractor or to reduce or to increase or otherwise

vary the prices or the total Contract value or to forebear from enforcement of all or any of the obligations of the Contractor under the said Contract and/or the remedies of the High Commission under any security(ies) now, or hereafter held by the High Commission and no such dealing(s) with the Contractor or release or forbearance whatsoever shall have the effect of releasing the bank from its full liability of the High Commission hereunder or of prejudicing right of the High Commission of India against the bank.

This undertaking guarantee shall be a continuing undertaking guarantee and shall remain valid and irrevocable for all claims of the High Commission of India and liabilities of the Contractor arising upto and until date.....

Your right to recover the said sum of _____
_____only) from us in manner aforesaid will not be affected/or suspended by reason of the fact that any dispute or disputes have been raised the said M/s _____ and/or that any dispute or disputes are pending before any Officer, Tribunal or Court or Arbitrator.

Our liability under this guarantee is restricted to _____
_____. Only) Our guarantee shall remain in force until unless a suit action to enforce a claim under guarantee is filed against us within six months from (which is date of expiry of guarantee) all your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

We have power to issue this guarantee in your favour under Memorandum and Articles of Association of our Bank and the undersigned has full power to do under the power of Attorney dated .

Notwithstanding anything contained herein:

- Our liability under this guarantee shall not exceed(in words)
 - This bank guarantee shall be valid up to.....& unless a suit for action to enforce a claim under guarantee is filed against us within six months from the date of expiry of guarantee. All your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there after i.e. after six months from the date of expiry of this Bank Guarantee.

- We are liable to pay the guaranteed amount or any parts thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before
- The Bank Guarantee will expire on

Granted by the

Bank Yours

faithfully,

For (Name of Bank)

SEAL OF THE

BANK

Authorized Signatory