No.NIC/815/4/2016 High Commission of India Nicosia ****

03 August 2022

TENDER NOTICE

Subject: Annual Maintenance Contract for 8 CCTV cameras installed at residence of High Commissioner and building of High Commission at the address 3, Indira Gandhi Street, Montparnasse Hill, Engomi, Nicosia for a period of two years

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Chapter I - Instructions to Bidders

- 1. Bids from experienced & registered firms, complete in all respects should be submitted in sealed envelopes addressed to the Head of Chancery, High Commission of India, Nicosia in person, or by mail or courier to reach before the deadline of 1800 hrs. on 25 August 2022. Two Separate sealed envelopes containing Technical Bid and Financial Bid proposals must be sent. These would be enclosed in an envelope that should be clearly marked "Annual Maintenance Contract for 8 CCTV cameras". All tenders received after the deadline will be summarily rejected.
- 2. All bidders should submit along with the Tender the following documents:
 - i. Separate bids in the sealed envelopes in the prescribed Technical Bid Document and Financial Bid Document (proforma attached in chapter II and III).
 - ii. Both the above documents must be signed by authorized signatories of the bidding firm with a seal/stamp.
 - iii. Self-attested photocopy of registration of the company/firm/ proprietorship with the concerned Cypriot authorities.
 - iv. Annual Report (where statutorily required to be filed) and Financial Reports for the last 3 years.

- v. Details of experience in the field of security services with Embassies/reputed Companies/Governmentagencies.
- 3. Technical Conditions/scope of works shall be as under:

Annual Maintenance Contract for 8 CCTV cameras installed at residence of High Commissioner and building of High Commission at 3 Indira Gandhi Street, Montparnasse Hill, Engomi, Nicosia.

- 4. The bidder should be a company or firm duly registered with the concerned authorities in Cyprus. Bidder must be a firm with a past record of providing security services in Cyprus. High Commission of India reserves the right to reject bids from firms who are blacklisted by Governments of Cyprus or India for poor performance in the past, or those who do not have adequate experience in the field of security services.
- 5. The bids will remain valid for 90 days from tender closing, for award of contract after obtaining approval of competent Indian authorities. No price escalation would be allowed.
- 6. The successful bidder has to sign a contract with the High Commission of India in an appropriate form for execution of the contract.
- 7. First the Technical bid will be opened and the pre-qualification of the bidder will be assessed and then financial document of only those bidder[s] who meet the technical criteria will be opened.
- 8. The winning bidder would be required to dedicate one supervisor/manager who can be contacted for all queries/requirements.
- 9. ASSIGNMENT SPECIFIC INFORMATION IN BRIEF:
 - 1. Last date for Bid Submission: 25 August by 1600 hrs
 - 2. Date of opening Technical Bids: 26 August at 1000 hrs
- 11. EVALUATION CRITERIA: The Tender Evaluation Committee [TEC] will evaluate the Technical information individually using the following criteria:
 - (a) The Organization's relevant experience for the Assignment
 - (b) Quality of Service plan and methodology for undertaking the job
 - (c) Past track record

12. Bids may be submitted physically or by courier/post to:

Head of chancery, High Commission of India,

No.3 Indira Gandhi Street,

Montparnasse Hill, Engomi- 2413,

Nicosia, Cyprus

13. For clarifications/queries, if any, prior to submission of bid, prospective bidders may contact the undersigned during office hours from 0900 hrs to 1630 hrs. on working days.

(Nandulal Bhookya)

Second Secretary & Head of Chancery

E-mail: hoc.nicosia@mea.gov.in

Tel No.22351170

Chapter II - TECHNICAL BID PROFORMA

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

Telephone:

Fax:

E-mail:

Sl.No.	Requirements	Reply	Remarks, if any
1.	a. Brief introduction of		
	the company		
	b. Previous experience		
	in the field (minimum		
	of three years)		
	c. Registration		
	Certificate & license for		
	the services		
2.	Plan of action and		
	methodology proposed		
	to secure the premises		
3.	Qualification and		
	experience for the job		
4.	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		
5.	etc.]		
J.	What global level		
	security industry		
	knowledge it has?		

6.	Is it familiar with local policies, plans and procedures associated with the local contractual and their practical applications?	
7.	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 and expenses incurred on training.	
8.	What is the communication system does it have? What kind of technology and supervision mechanism does it have to monitor CCTV cameras?	
9.	Does it have a 24x7 control room? What are the salient features?	
10.	What is its relationship with local police?	
11.	Is it a member of the local industry associations? If yes, attach details.	

12.	Is it licensed by the local police or statutory authority on the subject? Details of evidence to be attached.	
13.	What industry certification does it have in terms of quality?	
14.	What is the scope and limit of the liability of the Company? In other words, what are the security failures it wants to avoid and should it nevertheless happen, what compensation is it willing to offer?	

Chapter III - FINANCIAL BID PROFORMA

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

Telephone:

Fax:

E-mail:

Sl. No.	Items	Charges (excluding VAT)	Remarks, if any
1	Annual Maintenance Contract for 8 CCTV cameras installed at residence of High Commissioner and building of High Commission at 3, Indira Gandhi Street, Montparnasse Hill, Engomi, Nicosia		