

Consulate General of India
Hamburg

No. HAM/ADMN/815/01/2023

17 October 2023

NOTICE INVITING TENDER

Name of work: Invitation of competitive bids for providing local security guards for the Chancery.

Consulate General of India, Hamburg invites competitive bids from reputed security companies in Hamburg for providing round the clock services of security guards for the Chancery premises located at Kohlhöfen 21, 20355 Hamburg, Germany.

2. The interested firms are requested to submit their competitive bids in a sealed envelope giving the details of the number of security guards to be deployed for round the clock security, hours per shift, number of shifts, cost per shift/cost per month and experience of the company in this field. The following benchmarks are to be mandatorily adhered to by the bidding firms:

Age: The guards should not be more than 50 years of age.

Physical and mental fitness: The guards should be physically and mentally fit. They should not suffer from any apparent disability including obesity/overweight.

Character and antecedents: The guards should have been vetted by government security agencies. The company would furnish background details of the guards and proof of their vetting.

Uniform: The guards should perform duty in uniform and their appearance should be neat and clean.

Training: The guards should possess training in basic security duties such as access control and anti-sabotage checks of persons, baggage and vehicles including the use of basic security tools such as HHMD (Hand Held Metal Detector), DFMD (Door Frame Metal Detector), monitoring CCTV, baggage and letter scanners etc.

Supervision: The company should undertake real-time checks of the functioning of the guards and ensure that the quality of the guards and service is always above the benchmark.

Knowledge of language: Besides German, the guards should have a rudimentary knowledge of English, if possible, for ease of communication.

Registration: The company should furnish proof of compliance with local laws and statutory regulations.

Other clients: The company should furnish information about its other clients including the period and type of service rendered.

Service conditions of the guards: The company should provide details of salary, gratuity, allowance, leave etc. in respect of the guards.

Option to choose and retain: The company should provide a choice of guards three times our requirement to interview and choose from. The Embassy should have the right to have the option of retaining a particular guard.

Rotation of guards: The company should provide 1 guard 24X7 or 2 guards in 12-hour shifts or 3 guards in 8-hour shifts.

This proposal may be with effect from 01.01.2024 to 31.12.2025 (2 years) at the same rate & Terms and Conditions.

3. Interested parties may visit the site for an assessment of the job and to formulate their quotation by taking a prior appointment with the Consulate General of India, Hamburg. The pre-bid site visits can be arranged on 23 October 2023 at 10:00 hrs. For any clarification on any aspect of this notice may be contacted anytime during working hours at (+49) 176 4835 7155.

4. Schedule for submission/opening of bids:

Last Date, Time & Place for submission of Competitive bids	15 November 2023 at 13:00 hrs, Mr. Joydip Roy, Vice Consul (Admn), Kohlhöfen 21, 20355 Hamburg, Germany
Date, Time & Place of bid's Opening	17 November 2023 at 14:00 hrs, Kohlhöfen 21, 20355 Hamburg, Germany


(Joydip Roy)
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