

No.CAR/ADMN/815/02/2021

22 July, 2025

Notice Inviting Tender

Name of work: Invitation of competitive bids providing local security guards for Government owned residences at Embassy Residence (Quinta Bharat) and Quinta Ashoka.

Embassy of India in Caracas invites competitive bids from reputed security companies in Caracas for providing round the clock services of security guards for Government owned residence at **Embassy Residence (Quinta Bharat) and Quinta Ashoka.**

2. The interested firms are requested to submit their competitive bids in two sealed envelope Technical bids and Financial bids, giving the details of 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 in terms of past record character and antecedents. The company should 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 person, 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 Spanish, the Guards should have rudimentary knowledge of English, if possible, for ease of communication. The Guards should have attended education at least up to 10th standard or matriculation equivalent.

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

Other clients: The company should furnish information about its other clients including 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.

Number and Rotation of guards: The company should provide 06 unarmed Local Security Guards as per the following details.

S.No.	Duty Point	Required no. Of days a week	Round the clock or for a specified hours	To be covered in how many shifts	No of LSGs. In one shift	Total No, of LSGs.	Any relevant information (armed/unarmed) other
1.	Embassy residence (Quinta Bharat), Urbanizacion Country Club Caracas	7	Round-the-clock	3 shift of 08 hour	01	03	Unarmed
2.	Quinta Ashoka, Urbanizacion, Altamira, Caracas	7	Round-the-clock	3 shift of 08 hour	01	03	Unarmed
					Total	06	Unarmed

Penalty for shortcoming in Services: Attached at Annexure 'A'

#This proposal may be with effect from the date of signing of the contract for next 2 years at the same rate & Terms and Conditions.

3. Interested parties may visit the site for assessment of the job and to formulate their quotation by taking prior appointment with the Embassy of India, Caracas. The pre-bid site visits can be arranged on 23.07.2025 at 09:00hrs. Bids can be submitted w.e.f. 23.07.2025 09:00 am. For any clarification on any aspect of this notice may be contacted anytime during working hours at (+58) 212 285 7887.

4. Schedule for submission/opening of bids:

Last Date, Time & Place for submission of Competitive bids	14 August 2025 at 13hrs, Mr. K Madhusudhana Rao, Head of Chancery Quinta Tagore, No.1, Avenida San Carlos La Floresta, Caracas
Date, Time & Place of bid's opening	14 August 2025 at 15 hrs, Quinta Tagore No.1, Avenida San Carlos, La Floresta Caracas

12/08/2025
(K. Madhusudhana Rao)
Charge d'Affairs
Embassy of India, Caracas
Phone: (58-212) 285 7887/ 285 3806
E-mail: hoc.caracas@mea.gov.in

Penalty Clause for shortcoming in Services

Penalty as indicated below will be imposed by Embassy of India, Caracas for shortcomings in services in respect of Local Security Guards:

Sl. No.	Shortcoming	Penalty
1.	Unauthorized absence	0.5% of contract value per month
2.	Sentry/Guard found sleeping on duty	0.5% of contract value per month
3.	Consumption of alcohol or any other narcotic substance while on duty	0.5% of contract value per month
4.	Use of mobile phones for chatting/watching video/making unnecessary calls which may affect his normal performance of his duty	0.5% of contract value per month
5.	Inappropriate or unbecoming behavior with Mission's staff or visitors	0.5% of contract value per month
6.	Unauthorized use of Mission's property	0.5% of contract value per month
7.	Any other unbecoming action which may bring bad name to the Mission	0.5% of contract value per month
8.	Guards found involved/conniving with adversary	0.5% of contract value per month
9.	Leaving arms unattended in case of armed LSGs	0.5% of contract value per month
10.	Failure to discharge duty properly	0.5% of contract value per month
11.	Mishandling/negligent handling of arms in case of armed LSGs	0.5% of contract value per month
12.	Mission's personnel harmed due to carelessness/negligence of Local Security Guards	0.5% of contract value per month