



**Annual Maintenance Contract for Hiring /Supply of Armed Security Guards for
Embassy of India, 140 Hayarkon St. Tel Aviv- 6345103 (Israel) and Embassy
Residence at 30, Galei Tchelet, Herzliya Pituach – 4664030(Israel)**

TENDER NO.: Tel/Adm/815/01/2020

Dated: 23.02.2024

Last date of Submission of Bid: 20.03.2024

**Embassy of India
Hayarkon St, 140, Tel Aviv- 6345103 (Israel)**

**Embassy of India
Tel Aviv**

No.Tel/Adm/815/01/2020

February 23, 2024

Notice Inviting Tender for Security Services

Embassy of India, Tel Aviv, invites tender under two bid system from registered and authorized firms/agencies for security services of 2-armed security guards for round the clock security i.e. 24 hours X 7 days a week, one each for Chancery located at 140 Hayarkon Street, Tel Aviv -6345103 (Israel) and Embassy Residence located at 30, Galei Tchelet, Herzliya Pituach - 4664030 (Israel) as per the tender documents.

2. The tender document can be downloaded from the websites <https://www.indembassyisrael.gov.in/> and <http://www.eprocure.gov.in> from 23.02.2024 onwards. Please note that any corrigendum/addendum in the above tender document, if required, will be hosted in the website of the Embassy of India Tel Aviv, as given above.

3. The interested service providers/firms have to submit the tenders in two-bid system [i.e. (i) Technical Bid and (ii) Financial Bid].

- (i) The Technical Bid should be marked "**Offer for Security Services – Technical Bid**" and
- (ii) The Financial Bid should be marked "**Offer for Security Services – Financial Bid**".

Both the sealed covers duly superscribed are to be put in a bigger cover which should also be sealed and addressed to the "**Head of Chancery, Embassy of India, 140 Hayarkon Street, P.O. Box 3368, Tel Aviv–6345103 (Israel)**". The Bigger Envelope should be superscribed as "**Hiring of Armed Security Services for Embassy of India Tel Aviv**" then be dropped at the Reception of the Embassy of India, Tel Aviv at the address given above. Please note that the bid will not be accepted after the expiry of stipulated date and time for the purpose (**20.03.2024 at 1700 hrs**) under any circumstances.

4. **Opening of Bids** - The Technical bid will be opened at **1500 hrs. on 21 Mar, 2024**, by a committee authorized by the competent Authority of the Embassy. The Financial bids of only those bidders whose Technical Bids are accepted shall be opened by the Committee. The pre-bid site visit may be conducted between 1100 hrs and 1600 hrs from 23.02.2024 to 19.03.2024 on prior appointment basis to assess the job requirement / quantum of work involved. The Financial bid will be opened at a later date which will be intimated to all technically qualified bidders. All the bidders will have the option to be present or send an Agency representative at the time of opening of the bids. For any queries, please write to admn3.telaviv@mea.gov.in. [Mobile Number: Mr.Manish Kumar, Attache(Admn) : 0547347313].

5. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.

6. The Competent Authority reserves the right to reject any or all the bids or cancel the tender, without assigning any reason and the decision of the competent authority of the Embassy shall be final and binding.

Sd/-
(Dr Garika Tejeswar)
Head of Chancery
Tel No +972- 546315316

LETTER OF BID

Dated: 2024

To,

Head of Chancery
Embassy of India,
140 Hayarkon St. Tel Aviv
Israel -6345103

Ref: Invitation for Bid No. Tel/Admn/815/01/2020 dated 23.02.2024.

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 AMC for Hiring /Supply of Armed Security Guards for Embassy of India, 140 Hayarkon St. Tel Aviv-6345103 (Israel) and Embassy Residence at 30, Galei Tchelet, Herzliya Pituach – 4664030(Israel).

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 may be 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 in Israel 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)

Important Dates and Time for the above tender would be as under :

S No.	Events	Date	Time
1.	Download of Notice and Tender Document	23.02.2024	1430 hrs
2.	Starting date of site visit	23.02.2024	1500 hrs
3.	Bid submission start date	23.02.2024	1500 hrs
4.	Last date for site visit	19.03.2024	1700 hrs
5.	Bis submission end date	20.03.2024	1700 hrs
6.	Opening of Technical Bids	21.03.2024	1500 hrs

INSTRUCTIONS TO THE BIDDERS

GENERAL INSTRUCTIONS

1. Embassy of India, Tel Aviv, invites tender under two bid system from registered and authorized firms/agencies for security services of 2-armed security guards for round the clock security i.e. 24 hours X 7 days a week, one each for Chancery located at 140 Hayarkon Street, Tel Aviv and Embassy Residence located at 30, Galei Tchelet, Herzliya Pituach as per the tender documents
2. The details of terms and conditions, schedule of work/specifications and format for technical and financial bid are available in the tender document. The bidders are instructed to go through tender form thoroughly before quoting their rates. The tender documents can be obtained from <https://www.indembassyisrael.gov.in/>
3. The tender submission is liable to be rejected if complete information is not given therein.
4. All bidders and/or their representatives, if they so desire, may be present at the opening of the tender (Technical Bid) by the mission at the time and date as specified in the Schedule. Bids received after stipulated date & time shall be not be entertained.
5. Price quoted should be in New Israeli Shekels(NIS) and should be inclusive of all charges. In no case any enhancement in approved rate will be entertained during the currency period for which this tender is being considered.
6. The bids shall be submitted in two envelopes i.e. Technical Bids should be sealed in a separate cover while Financial Bids be sealed in other cover and super scribed as **“Hiring of Armed Security Services for Embassy of India Tel Aviv”**. Format for the technical and financial bids are enclosed in the tender documents.

MINIMUM ELIGIBILITY CRITERIA

- 1 Bidder should have a minimum of **Five (05) years** of overall experience in providing security personnel and related services and proven expertise in the field of security service in Israel and have successfully completed similar type of work (i) Israeli government offices / locations, and/or (ii) Companies listed on Israeli Stock Exchange, and/or (iii) Embassies/High Commissions/Consulates of Foreign Governments and International organizations.
- 2 The Bidder/Bidding Firm shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the relevant Act or a firm having trade license granted by City Corporation to do business in Israel. The proof for supporting the legal validity of the Bidder/Bidding Firm shall be attached with the bid
- 3 Tenderer must have VAT registration with the concerned authority. The proof in support of the same shall be attached with the bid documents.
4. The company should have sufficient number of well qualified security supervisors/Security Guards for the proper execution of the contract. Company should

also give staff strength of their organization including breakup at executive, supervisory and Security Guard level.

5. The security supervisor/Security Guard shall be well versed in speaking and understanding English.

6. The security Guards should be cleared by Local Israeli Security Departments.

SCOPE OF WORK

1. To provide professionally trained 2-armed security guards for round the clock security i.e. 24 hours X 7 days a week, one each for Chancery located at 140 Hayarkon Street, Tel Aviv and Embassy Residence located at 30, Galei Tchelet, Herzliya Pituach.

1. Security guards should be fully trained for maintaining security of the premises 24 hours x 7 days a week as also handling of visitors to the Chancery and Embassy Residence. Requirement of the services of 2 guards is subject to increase or decrease as per need of the Embassy.

2. Take periodic patrolling and surveillance for suspected activities of visitors in premises.

3. Keep watch over for any sabotage, damage, fire and safeguard the property, men, material, machines and document system at site.

4. Frisking of visitors at the Entry gates and checking vehicles seeking entry into Embassy premises.

5. Monitor X-ray machine, use of Hand-Held Metal Detector, Door Frame Metal Detector and assist in regulating visitors to the premises while being polite and courteous with visitors.

6. To be alert and detect unattended packages and strange objects and respond in emergency situations like fire, law & order, medical etc.

7. Security Guards to be very alert on duty, both physically and mentally throughout the shift and report any issues immediately to the supervisory officer in the Embassy.

8. Company will ensure to maintain proper supervision over the security personnel with regards to their discipline, alertness, proper uniform, conduct in the course of their duty and carry out periodic surprise inspections.

9. Perform all security duties assigned by the Embassy of India, Tel Aviv.

10. Transport for Pick and drop services for Security Guards will be the responsibility of the Company.

Note: Only such personnel who have been vetted by local government's security department(s) in terms of past record, character and antecedents should be deployed. The Company should provide background details of the personnel and also proof of their vetting, should be deployed.

Embassy of India reserves the right to accept/reject any Security Guard deployed.

PERIOD OF CONTRACT

The period of contract will be for two years w.e.f., 01.07.2024

CONDITIONS:

1. A draft agreement is placed at **Annexure I**. Terms and conditions in the draft agreement will have to be agreed to and signed by the Agency selected for providing the services.
2. The signatory to the tender document should also be the authorized signatory of the Agency for signing the Agreement between the Agency and the Embassy of India, Tel Aviv.
3. The Agency should specify monitoring mechanism for the security guards deployed in the Embassy of India and at the Embassy Residence.
4. The Embassy will have the right to do a quarterly review of the services and cancel the agreement in case of lack in quality of service.
5. Quality parameters of the security personnel & of the security agency/company as detailed in the draft Security Services Agreement are for strict compliance and Agency/Company that does not meet the critical requirement will be summarily rejected.

VALIDITY OF BIDS :

Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids.

The Embassy may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

PAYMENT TERMS - Payment will be made on monthly basis and for the number of security guards actually on duty. Claims for payment should be made through invoice at the end of each month.

PREPARATION OF BIDS:

Language: Bids and accompanying documents shall be preferably in Hebrew/English.

-Sd-

Head of Chancery
Embassy of India, Tel Aviv
Tel No +972-03-6137341
23rd Feb , 2024

Security Services Agreement

Signed in Tel-Aviv, on the Date:

Between:

(Hereinafter: "**The Company**")

Of the 1st Part:

And:

THE EMBASSY OF INDIA

Address: 140, Hayarkon St., Tel Aviv, Israel

(Hereinafter: "**The Client**")

Of the 2nd Part:

Whereas: The company possesses the know-how, the experience and the training in the field of security and guarding services;

And whereas: The client is interested in receiving security services from the company, pursuant to the provisions of this Agreement, at the business and/or property and/or house and/or plot located at; 140-Hayarkon St, Tel Aviv & 30, Galei Tchelet, Herziliya Pituach (hereinafter: "**The Properties**").

And whereas: The company has agreed to provide the Client with security service at the Properties, in accordance with the provisions of this Agreement;

THEREFORE, the parties hereby agree and stipulate to the following;

Preamble

1. The preamble to this Agreement and its appendices constituted an integral and inseparable part thereof.
2. All headings to this Agreement are for convenience of reference only and shall not limit or otherwise affect the meaning hereof.

Purpose of Agreement

1. The Client hereby appoints the company and the company hereby undertakes and obliges to execute at the Properties all of the Security Services prescribed in **Appendix-A**, enclosed herewith, in accordance with the provisions of this **Agreement & Appendix-A**.

Declarations and Obligations of the Client

1. The Client undertakes to pay The Company the consideration prescribed in the provisions of this Agreement.

2. The Client undertakes to refrain from engaging security guards of the company for any paid employment or assignment in their individual capacity.

Declarations and Obligations of the Company

1. The Company obliges to employ, throughout the entire period of this Agreement, a quota of suitable personnel (only Israeli or Indian nationals), at the numbers and under the conditions prescribed in **Appendix A**.

2. The personnel should be not more than 50 years of age and physically / mentally fit. He/She should not suffer from an apparent disability including obesity / overweight that would hinder efficient discharge of the duties typical to a security guard and the Supervisor, wherever necessary, should not be more than 55 years of age. The agency/company should submit Medical Fitness Certificate in respect of every personnel from an authorized Medical Practitioner. It should provide only such personnel who have been vetted by local government's security department(s) in terms of past record, character and antecedents. The Company should provide background details of the personnel and also proof of their vetting. The security 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, DFMD, monitoring CCTV, baggage and letter scanners etc. They should possess knowledge of the potential threats to a foreign Mission / Post in general terms and also knowledge of what is 'suspicious' in terms of men and material in the given local context.

3. All security guards must speak Hebrew and English.

4. The employees of The Company shall be equipped with the appropriate representative uniform, according to conventional practice in the execution of such works and their overall appearance should be neat and clean.

5. They should be thoroughly proficient and trained in handling of arms and other security equipment they are supposed to carry or use.

6. The Company should furnish information about its other clients in Israel and abroad, including period and type of service rendered in broad terms. Its past experiences, service history and its achievements may also be provided. It should provide proof of registration in compliance of Israel local laws and statutory regulations and that the agency/company is permitted by law in Israel to execute the works subject of this Agreement.

7. The company should also provide the range of security services it provides, the size of the reserve pool of men and logistics at its disposal and details of its training facilities and type of training it imparts on personnel to be deployed.

8. The Company agrees to provide choice of persons three times the Client's requirement to interview and choose from. The Client should have the option of choosing a particular employee. The Company should have sufficient employees on its roll so that the staff is rotated periodically. Ideally, the staff should change after every four months. The employee, who will not be accepted by the client, will be substituted.

9. The company will provide security and emergency procedures in consultation with the client, with effect from the beginning of the contract.
10. The company will ensure that it will deploy only the armed security guards at both the premises and the security guards will hold a valid license for carrying arms.
11. The company will insure to pay for all its employees national insurance and third party as well as employer's liability.
12. The company undertakes to follow prevalent Israeli Labour laws in determining terms and service conditions of its employees. It agrees to provide the Client details of salary, other benefits/contributions, allowances, leave etc., it permits for its employees.
13. The Company should have provisions for real time checks of functioning of the employee to ensure that the quality of the provided personnel and service they render is always above the benchmark. It should be able to provide proof of this to the Client. The company undertakes responsibility regarding its employees including damages caused by the employees of the company.

Period of Agreement

1. The Period of Agreement shall be for 2 year, starting from 01.07.2024 and ending on 30.06.2026.
2. Both the parties understand that in case of re-location of Embassy and Embassy Residence during the contract period, Embassy reserves the right to terminate the agreement with a prior written notice of 60 days.
3. Notwithstanding the abovementioned, each of the Parties reserves the right to terminate this Agreement, by way of a prior written notice, (transmitted either by email/fax/or registered post) furnished 60 days in advance.

Payments

1. In consideration for execution of the obligations of the company, pursuant to this Agreement, the client obliges to pay the company the sums in accordance with the terms of payment set forth herewith in **Appendix-B**.
2. Statutory VAT shall be added to the consideration.

Applicability of Agreement and the Laws governing it

This Agreement shall apply only to the Parties that have signed it and it shall grant no rights whatsoever to any given third parties. This agreement regulates and determines the contractual relations between the Parties. Any amendment hereof and/or any waivers and/or extensions in connection with this Agreement shall only be made in writing and signed by the parties.

Miscellaneous

1. The courthouses in the city of Tel-Aviv shall have exclusive jurisdiction over any issue or matter that directly and/or indirectly pertains to this Agreement and/or the security services.

2. The representatives of the Parties, for purposes of this Agreement, shall be:

On behalf of the Client : HOC, Embassy of India, Tel Aviv, Israel

On behalf of the Company : _____

3. The addresses of the Parties to this Agreement shall be the addresses prescribed in the preamble thereof. Any notice that shall be sent via registered mail to any one of the said addresses shall be deemed as having reached its addressee within 3 days of delivery; and if sent via courier - at its time of delivery.

In witness whereof the parties have affixed their signatures

<u>The Company</u>	<u>The Client</u>

APPENDIX 'A'

The security services will be provided for the embassy of India as requested at the:

- (i) Ambassador's residence at Herzliya Pituach.
- (ii) Embassy building located at 140-Hayarkon Street, Tel Aviv
- (iii) Any other location as specified from time to time

The security services shall include:

- (i) A 24-hours armed security guard services for guarding the above premises and people living & working there
- (ii) Security & Safety services for the above premises
- (iii) Patrolling services for the premises

The monitoring of security services:

- (i) The company will ensure that there is a security cover provided round the clock and shall keep a monitoring mechanism for the guards at the two properties.
- (ii) The company shall provide a man hour log every month to the designated nodal officer of the client.
- (iii) The company shall take prior approval from the nodal officer before changing any guard.
- (iv) The company shall change a guard immediately on request by the nodal officer.

Additional Service: VIP services and events security will be provided upon request, all costs related to the requested services must be agreed prior.

Security Equipment: The company will install 4 camera systems at the Ambassador's Residence/Embassy building at no extra charge. It is clear that these cameras will be the property of the company and will be removed at the end of the service or can be bought by the Client.

Technical Bid

1. The company agrees to all terms of the Security Service Agreement.
2. Proof of having minimum 5 years of experience in providing security personnel and related security services.
3. Information of other clients in Israel & abroad including their contact details.
4. Detailed information on past experience, service history and achievements of the Company.
5. Furnish proof of registration of the Company in compliance/under relevant statutory regulations of Israeli law.
6. Information on the size of the reserve pool of men and logistics such as response teams, patrol vehicles/security equipment/ control room facilities /communication equipment under use etc.

Signature : _____
Name : _____
Designation: _____
Seal : _____

Financial Bid

The Consideration shall be according to the conditions set forth in the Agreement and as follows:

- (a)** Embassy of India - Security 24/7 the fix sum of NIS _____per month.
- (b)** Embassy Residence - Security 24/7 the fix sum of NIS _____per month.
- (c)** Total monthly invoice - NIS_____. Statutory VAT shall be added to the consideration.

Way of payment:

- (a)** The company will issue the monthly invoice at the 1st of every month.
- (b)** The client will issue the payment no later than 10 days after receipt of the monthly invoice.
- (c)** Any increase in the number of guards, if required, shall be paid on pro-rata basis.

Signature : _____

Name : _____

Designation: _____

Seal : _____