

Embassy of India  
Kathmandu

NOTICE INVITING BIDS

Sealed tender documents are invited directly from reputed security agencies for hiring of local Security Guards(LSGs) for Embassy. The last date of receipt of tender document in sealed envelope is on or before 19<sup>th</sup> December, 2016 up to 1700 hrs. Notice is also available on website [www.indianembassy.org.np](http://www.indianembassy.org.np) and [www.eprocure.gov.in](http://www.eprocure.gov.in). Details can also be collected from Attache(Admn), Tel 01-4434276 Ext. 4179.

Sd/-

(Head of Chancery)  
Embassy of India, Kathmandu

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**Specifications for hiring of local Security Guards (LSG) through security agencies:**

1. **Age**- An LSG should not be more than 50 years of age. an LSG supervisor should not be more than 55 years of age
2. **Physical and mental fitness**- an LSG should be physically and 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.
3. **Character & Antecedents** verified- The service provider should provide only such LSGs who have been vetted by local government's security department(s) in terms of past record, character and antecedents. The service provider should be able to provide background of the LSGs and also proof of their vetting.
4. **Uniform**- LSGs should perform their duties in smart uniforms and their overall appearance should be neat and clean
5. **Training**- LSGs should possess training in basic security duties such as access control and anti-sabotage check (of person, baggage and vehicle) including the use of basic security tools such as HHMD,DFMD, monitoring CCTV ,baggage and letter scanner etc .they should possess knowledge of the potential threats to a foreign mission in general terms and also knowledge of what is suspicious in term of men and material in the given local context.
6. **Supervision**- service provider should have provision for real time checks of functioning of the LSGs to ensure that the quality of the provided staff and the service they render is always above the benchmark. The provider should be able to provide proof of this to the mission.
7. **Knowledge of language** – Beside the local/native language, LSGs should have rudimentary working knowledge of either English or Hindi so that communication essential to smooth discharge of security duties, both routine and emergency between the mission and LSGs is possible.
8. **Registration**- The private service provider should provide proof of compliance as regards local laws and statutory regulations in running a private security company.
9. **Other clients**- A security company desirable of providing service to our mission should be willing to furnish information about its other clients including period and type of service rendered in board term.
10. **Service condition of the LSGs**- The security company should agree to provide us details of salary, gratuity, and allowances, leave etc. it permits for its LSGs.
11. **Option to choose and retain**- An interested security company should agree and be able to provide a choice of persons three times our requirements to interview and choose from. In case of good performance our mission should have the option of retaining a particular LSG.
12. **Rotation of staff**- Subject to above condition, the company should have sufficient LSGs on its roll so that the staff is rotated periodically. Ideally the staff should change after every 4 month.
13. **Gadgets**- security agency/firm must have their own security and communication gadgets/ equipment and transportation arrangements