

High Commission of India  
Port Moresby

**NOTICE INVITING TENDER**

Subject: Hiring of agency for providing security services

1. The High Commission of intends to hire security agencies for its two properties (Chancery building and India House). Quotations are invited from reputed security agencies for providing of security service for the following properties:
  - I. High Commission of India (Chancery building), Lawes Road, Granville, NCD
  - II. India House, Paga Hills, Bougainville crescent, NCD
2. Quotation should cover the following service:
  - I. High Commission of India-Chancery building, Lawes Road, Granville, NCD: (i) Day time 7 AM to 7 PM: Two static guards; and (ii) Night time : 7 PM to 7 AM -two Static guard and one guard with dog.
  - II. India House- Paga Hills (i) Day time : 7 AM to 7 PM: One static guard; and (ii) Night time : 7 PM to 7 AM -one Static guard and one guard with dog
3. The quotation once submitted should be valid for 120 days from the bid end date.
4. The quotation should be submitted in two bid system (two sealed envelopes to be submitted one containing technical bid and 2<sup>nd</sup> envelope should contain financial bid).
5. The contract will be for one year and extendable with another year on same rates, terms and conditions.
6. Draft contract should be attached with the bid.
7. The draft contract should have clause that any party can terminate the contract with a written notice of three months.
8. The draft contract should have a clause that the rate cannot be increased during the entire contract period.
9. The quotation should accompany a Bid security of 5 % of the total contract value.
10. The envelope should be addressed to Head of Chancery, high Commission of India, section 7, Lot 30, Lawes Road, Granville, NCD, by special messenger/post/courier so it reaches before last date of submission.
11. The High Commission will not be responsible for delay in Post.

12. The bidder should provide details of their clients (host government and foreign institutions being served by bidders like diplomatic missions, international organization etc).

13. Any clarification can be asked by email [admn.pmaresby@mea.gov.in](mailto:admn.pmaresby@mea.gov.in) and [hoc.pmaresby@mea.gov.in](mailto:hoc.pmaresby@mea.gov.in)

14. The contact person in the High Commission will be Mr. Vikas Punetha, ASO (Admn)/Shri Ashok Kumar, Head of Chancery.

15. Important dates:

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| I. Date of Tender Publication:                  | 25/1/2024 |
| II. Bid submission start date:                  | 26/1/2024 |
| III. Date of providing clarification by bidder: | 26/1/2024 |
| IV. Last date of bid submission:                | 16/2/2024 |
| V. Date of tender opening:                      | 19/2/2024 |