

**BRA/CH/815/01/2023
Embassy of India, Brasilia**

Invitation to Bidders

Subject: Hiring of Local Security Guards for Chancery-cum-Residential Complex

1. General Information:

Embassy of India, Brasilia, Brazil on behalf of the President of India invites tender in “Single Stage Two Bids (Technical & Financial Bid) System” on Fixed Price Lumpsum basis for the above-mentioned work.

Tender Publishing Date	7 January 2025
Tender Document Downloading date	7 January 2025
Pre bid meeting date & time	From 13 to 17 January 2025 (1000 to 1700 hours – on request)
Tender submission closing date and time	29 January 2025 at 1700 hours
Technical bid opening date and time	30 January 2025 at 1500 hours
Financial bid opening date and time	31 January 2025 at 1500 hours

2. Documents for Tender

The following documents are attached for submission of tender documents: -

- Annexure A: Invitation and Instruction to Bidders
- Annexure B: Technical Eligibility Criteria
- Annexure C: Terms and Conditions
- Annexure D: Scope of Work / Details of requirement of services
- Annexure E: Performance Security
- Annexure F: Financial Bid

3. Issue, Receipt and Opening of Tender Document

(i) Receipt of Tender Documents

The Tender documents, as mentioned above, may be obtained free of cost and may be downloaded from Central Procurement Portal <https://eprocure.gov.in/cppp/> and also the official website of the Embassy of India, Brasilia at under Tenders.

(ii) Submission of Tender

- (a) The Tender shall be submitted before 1700 hours on or before 29 January 2025 in English only at Embassy of India, Brasilia (at the address below): -**

Mrs. Sunila Krishnan, Head of Chancery
Embassy of India, Brasilia

SES 805 Lote 24, Asa Sul
Brasilia, Distrito Federal
CEP – 70452-901, BRAZIL

- (b) Any Tender received after the tender submission closing date and time will not be considered. Technical Bid shall be opened on the **30 January 2025 at 1500 hours**.
- (c) The Tender shall remain valid for a period of One Hundred Eighty (180) days from the last date of submission or any extended period.
- (d) Mode of submission of Tender: The Tender shall be submitted in sealed envelopes as described below:

Envelope “A” - Superscribed as “**Technical Bid Documents**”

Envelope “B” - Superscribed as “**Financial Bid Document**”

- (e) Any technical bid containing a financial proposal or disclosing the financial quotation for the service shall be rejected.

4. Opening of Tender

- (a) The tenders shall be opened in the Embassy of India, Brasilia office at the address given above. The bidders may send their representatives on the stipulated date for opening of tender.
- (b) Envelop ‘A’ containing Technical Documents shall be opened in the presence of representatives of bidders, and referred to the ‘Tender Evaluation Committee’ of the Embassy.
- (c) After evaluation of Technical Documents, a list of qualified bidders will be prepared by the Embassy. Qualified bidders will be informed about acceptance of their technical bid, and a date for opening the financial bid for the technically qualified bids would be **31 January 2025 at 1500 hours**.
- (d) The ‘Financial Bid’ shall be opened at the notified time, date and place in presence of bidders or their representatives.

5. Award of Work

- (a) The financial bids opened in presence of the representatives of the company shall be further evaluated by the ‘Tender Evaluation Committee’.
- (b) A letter of ‘Award of Contract’ shall be issued to the successful bidder, whose bid is found to be lowest and whose bid has been finally accepted.

6. Performance Security

- (a) The firm is required to provide a Performance Security of 5% of the tender cost in the prescribe **Annexure E** along with the the Financial Bid Document.
- (b) The estimated cost of the tender would be approximately R\$668,892.60 per

annum.

7. Period of Contract

- (a) The contract period would initially be for a period of Two year.
- (b) The contract would be extendable on for another one year on same terms & conditions and charges **(with no increase)** subject to satisfactory services and mutual consent.
- (c) There will be no mid-term escalation in the rate of the contract during the full contract period of total 3 years (initially for a period of two year extendable for another one year).

8. Other information

- (a) Embassy will not to give a reason for the rejection of any Tender.
- (b) The tenderer, whose bid is accepted shall be issued a letter to 'Award the Work'.
- (c) The tenderer will be required to submit a list within 7 days from the issue of award of work, giving full details of security personnel to be deployed at the Embassy premises under the contract, as well as the nodal officials who will be dealing with the Embassy in this regards.
- (d) The Tenderer will also be required to sign the 'Terms and Conditions' of the agreement for Hiring of Local Security Guards.
- (e) If a firm quotes Nil charges/consideration, the bid shall be treated as unresponsive and will not be considered.

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