

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

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**Technical Eligibility Criteria**

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

The bidder must fulfill the following eligibility criteria in order to be eligible for consideration of their bids. These criteria shall be taken in to account while evaluating their technical bids: -

1. **Registered Office:** The bidder must have a registered office or branch office located in Brasilia. A certificate of registration of their office in Brasilia should be enclosed.
2. **Experience:** The bidder must have a minimum **three years' experience** in providing security guard services in reputed office, preferably in Govt. offices, diplomatic missions, international organizations or MNCs.
3. **List of Clients/Similar Work:** The bidder should provide a list of its clients to whom similar service is being provided or has been provided in last three years. Similar service would mean providing services of local security guard for the security of premises of an organization.
4. **Satisfactory Service Certificate:** The bidder should submit along with the bid document a certification from its clients regarding satisfactory in providing similar services during the last three years. The certificates should be from prominent organization(s) viz. Government offices, diplomatic Missions, international organizations, MNCs etc.
5. **Certificate of Registration:** The bidder should attach a copy of 'Certificate of Registration' of its company/firm along with bid documents.
6. **Bank Account:** The bidder should have its own bank account, as all payment under the contract shall be made by the Embassy either by bank transfer or by cheque only.
7. **Declaration by Bidder:** An undertaking from the bidder on its official letter head stating that the firm has not been blacklisted by any Government Department, Diplomatic Mission, International Organization or MNCs.
8. **Compliance with Labour Laws:** The firm should follow labor laws and should be registered with the competent labor authorities In undertaking the work under this tender, Embassy shall not be responsible for any violation of local Labour laws.

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