BRA/CH/815/01/2023
Embassy of India, Brasilia
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Scope of Work / Details of requirement of services

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

The Scope of Work which is required to be undertaken under the tender is as follows:

S. No.	Item of Work	Nos./Quantity/Frequency required
1.	Deputation of Security Guards	Daily (24 x 7) as per Annexure F, round the clock on the guard posts in front of Embassy; and back side of Embassy. The temporary portable security cabin shall be provided for each post.
2.	Age of LSG	Should not be more than 45 years. Should be physically and mentally fit. They should not suffer from an apparent disability including obesity/overweight.
3.	Police Verification	All the Security Guards should have been verified by the security departments in terms of past records, character and antecedents. The service provided should be able to provide background details of the LSGs proof of their verification.
4.	Performance of Duty	They should be in duty in proper uniforms and well trained in basic security duties such as access control and anti-subotage checks (person, baggage and vehicles including the use of basic security tools.
5.	Basic Knowledge	They should possess knowledge of the potential threats to an Embassy in general terms and also knowledge of what is suspicious in terms of men and material in the given context. The security guards should preferably speak English.
6.	Supervision	The LSG should be effectively supervised by the Service provider. Service provider will be responsible for their overall performance. In the event that Embassy finds that performance of an LSG is unsatisfactory, the service provider should be able to provide a replacement immediately. The agency should be fully familiarized with local laws and statutory regulations for running a private security company. The company should furnish information about its other clients including period and type of service rendered in broad terms. The company should agree to provide details of salary, gratuity, allowance, leave etc. it permits for its LSGs.

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