



Consulate General of India  
Zanzibar

**INVITATION FOR TENDER**

**Tender Reference No.ZAN/815/01/2022**

The Consulate General of India, Zanzibar invites sealed bids (two bids system – Technical and Financial) from reputed security agencies for providing security guard services (two guards for one day duty a week) at two different premises of the Consulate General of India located in Migombani/Mazizini area of Zanzibar.

Date of publication	25.04.2022
Last date for submission of bids	17.05.2022 (1300 hours)
Opening of technical bid	17.05.2022 (1500 hours)
Opening of financial bid	17.05.2022
Validity of the tender	90 days from the date of submission
Venue for opening of bids	Office of the Consul General Consulate General of India 8, Migombani, Zanzibar

2. The tender documents can be downloaded from the Consulate website: [www.cgizanzibar.gov.in](http://www.cgizanzibar.gov.in) and CPP portal: <https://eprocure.gov.in> from 25.04.2022 to 17.05.2022. No tender fee will be charged for the tender document.
3. Interested Bidders may obtain further information from the Head of Chancery, Consulate General of India, Zanzibar at [hoc.zanzibar@mea.gov.in](mailto:hoc.zanzibar@mea.gov.in).
4. This **Notice Inviting Tender** will form part of the Tender Document.

  
(Bhagwant Singh)  
Consul General  
25.04.2022

## INSTRUCTIONS TO APPLICANTS

1. The tender shall be neatly arranged, plain and intelligible. Each page of the tender should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the tender. Conditional tender will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirm by bidder's signature.
2. The Signatory to the Tender Document should also be the authorized signatory of the Agency for signing the Agreement between the Agency and the Consulate General of India, Zanzibar.
3. All offers/documents should be submitted in English. English translation is compulsory for documents being provided in Swahili Language.
4. Bidders are requested to submit the tender in the following manner:
  - a) The **first sealed cover/envelope** should superscribed '**Technical Bid**' and should contain duly filled in Annexure-I and all relevant information showing compliance with the technical requirements listed in this document, along with supporting documents. Product details shall also be indicated in technical bids.
  - b) The **second sealed cover/envelope** should be superscribed '**Financial Bid**' and should contain duly filled in Annexure-II and should give costs of the required services. The financial bid should clearly mention the Unit price, Rate (unit price x quantity), VAT, any other charges and the Total cost in Tanzanian Shillings and US Dollars.
  - c) The two sealed covers/envelopes should be placed in **one sealed envelope** clearly superscribed "**Tender for providing two security guards in the Consulate General of India, Zanzibar.**" This should be addressed to the Consul General, Consulate General of India, 8, Migombani, Zanzibar on or before the last date.
5. Any tender received after the deadline for submission of tenders or incomplete or conditional tenders will not be accepted. Submission of more than one tender paper by a bidder for a particular work will render the bid liable for rejection.
6. The bidder or his authorized representative, who wish to be present, may attend the bid opening on the date and time specified.
7. The date and time of opening of Financial bid will be decided after technical bids have been evaluated. Financial bids would be opened in respect of those bidders, whose technical bids have been found meeting given eligibility conditions/specifications. Those who do not qualify for Technical Bid will be rejected for Financial Bid.

**TERMS AND CONDITIONS**

1. Bid is open only to firms duly recognized/registered with the Government of Tanzania for providing security services. The company should provide proof of the same.
2. The Security firms should have experience of providing security services to Tanzanian Govt. offices/locations and/or companies listed on Tanzanian Stock Exchange and/or Embassies/Consulates/International organizations.
3. The bidder shall submit documentary evidence in respect of their technical capabilities and experience in providing of similar services.
4. The firms concerned will be fully responsible for the safety and insurance of its employee.
5. The agency will send guards who are regular employee of the company and whose characters/antecedents have been ascertained/verified.
6. The Consulate General of India will have the right to do a quarterly review of the services and terminate the Agreement in case of persistent lack of quality of service.
7. The submission of a tender by a tenderer implies that he/she had read this notice and conditions of contract and has made himself/herself aware of the scope and specification of services to be provided.
8. In case of any ambiguity/dispute in the interpretation of any of the clauses in this tender document, Consulate General of India, Zanzibar's interpretation of the clauses shall be final and binding on all parties.
9. The Consulate General of India, Zanzibar reserves the right to accept or reject any or all tenders either in part or in full without assigning any reason thereof. The decision of the Consul General of India shall be final and binding.
10. If any information furnished by the bidder is found incorrect at a later stage, he shall be liable to be debarred from tendering. Consulate reserves the right to verify the particulars furnished by the applicant independently.

**RATES/PAYMENTS**

1. Price quoted by the bidder and agreed by the Consulate General of India, Zanzibar shall be considered final and no price escalation will be permitted thereafter.
2. Payment will be made on monthly basis. Claims for payment should be made through Tax invoice at the end of the month.

**PERIOD OF CONTRACT/AGREEMENT**

1. The Period of contract will be for 2 years from the date of signing of the contract or as decided by the Consulate. The Agreement can be extended by mutual consent for a further period of one year from the date of expiry of the 2 year's agreement on the same rates, terms and conditions.
2. Notwithstanding the above mentioned, each party reserves the right to terminate the Agreement by way of a prior written notice, furnished 60 days in advance.

**DETAILED SCOPE OR WORK**

The Security Agency would provide services at the Consulate General of India, Zanzibar and at the residence of Consul General of India, Zanzibar as below:

Item No.	Services
(i)	Two security guards to be deployed on duty for one day a week from 08:00 AM to 08:00 PM at two different premises of the Consulate General of India, Zanzibar as below: (i) 8, Migombani, Zanzibar and (ii) No.60E NU. 34, Mazizini, Zanzibar The day of duty may be decided by the Consulate later.

**DECLARATION AND OBLIGATIONS OF COMPANY**

1. The Employees of the Company shall be equipped with the appropriate representative uniform, according to conventional practice in the execution of such works and their overall appearance should be neat and clean.
2. They should be thoroughly proficient and trained in handling security equipment they are supposed to carry or use.
3. The company should provide proof of registration in compliance of Tanzanian local laws and statutory regulations and that the agency/company is permitted by law in Tanzania to execute the works subject of this Agreement.
4. The company will provide security and emergency procedures in consultation with the client with effect from the beginning of the contract.
5. The company will undertake to follow prevalent Tanzanian Labour laws in determining terms and service conditions of its employees.
6. The company should have provisions for real time checks for functioning of the employee to ensure that the quality of the provided personnel and service they render is always above the benchmark. It should be able to provide proof of this to the client. The company should undertake responsibility regarding its employees including damages caused by the employees of the company.

**TECHNICAL BID**

Tender No. ZAN/815/01/2022

Date: .....

**FORMAT FOR SUBMITTING BID FOR TWO SECURITY GUARDS TO BE DEPLOYED AT TWO DIFFERENT PROPERTIES/PREMISES OF THE CONSULATE GENERAL OF INDIA (LOCATED IN MIGOMBANI/MAZIZINI AREA OF ZANZIBAR)**

1. Name of the company
2. Registered Address of the company
3. Mobile phone No.
4. Telephone No.
5. Email ID

S.No.	Requirements	Reply (please attach additional sheets wherever needed, preferably on the firms letter head	Remarks, if any
1.	List of clients indicating period of work executed with them, as proof of experience in this field and references there of		
2.	Proof of registration of the company under relevant statutory regulations such as labor law etc.		
3.	Copy of Certificate of Registration from Asstt. Registrar of Companies		
4.	Copy of Certificate from Tanzania communications Regulatory Authority for importation and distribution of electronic communication devices		
5.	Copy of Certificates from ARIS (African Risk and Insurance Services Ltd.)		
6.	Copy of Business License		
7.	Copy of Tax clearance certificate issued by Tanzania Revenue Authority		
8.	Copy of Certificate of Registration for VAT issued by Tanzania Revenue Authority		
9.	Copy of Certificate of Registration for TIN issued by Tanzania Revenue Authority		
10.	Copy of compliance license		

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11.	Copy of Certificate of Incorporation		
12.	Copy of CRB Certificate		
13.	Size of the reserve pool of men and logistics including management viz. Response teams, vehicle, security equipment, communication equipment etc.		

**UNDERTAKING**

- a) This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. I/we further certify that I/we have the ability to meet all the technical conditions and requirements listed in this tender document.
  
- b) I hereby had undertaken to render services as per direction in the tender document.
  
- c) I/we accept that if I/we withdraw or modify bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, I/we will be suspended for the future from being eligible to submit bids for contracts with the Consulate General of India, Zanzibar.

(Signature of the authorized signatory)

Name .....

Designation .....

Mobile Number .....

Seal of the company .....

**FINANCIAL BID**

Tender No.ZAN/815/01/2022

Date: .....

**FORMAT FOR SUBMITTING QUOTATION FOR TWO SECURITY GUARDS TO BE DEPLOYED AT TWO DIFFERENT PROPERTIES/PREMISES OF THE CONSULATE GENERAL OF INDIA (LOCATED IN MIGOMBANI/MAZIZINI AREA OF ZANZIBAR)**

1. Name of the company
2. Registered Address of the company
3. Mobile phone No.
4. Telephone No.
5. Email ID

**PRICE SCHEDULE**

Sl. No.	Items	Charge		
		Unit	Rate	Total cost
1	One unarmed security guard at 8, Migombani, Zanzibar for one day duty a week from 08:00 AM to 08:00 PM			
2	One unarmed security guard at 60E NU. 34, Mazizini, Zanzibar for one day duty a week from 08:00 AM to 08:00 PM			
3	VAT, if any			
	<b>Total</b>			

**Note:**

1. The above quoted prices are complete in all respect as per scope of work, inclusive of taxes and the rate quoted for the above services are as per details, terms and conditions mentioned in the tender document.
2. The rates quoted are valid and binding upon me for the entire period of contract.

Yours faithfully,

(Signature of the authorized signatory)

Name .....

Designation .....

Mobile Number .....

Seal of the company .....