



## **HIGH COMMISSION OF INDIA SINGAPORE**

### **TENDER NOTICE**

The High Commission of India invites financial bids from reputed registered Security Agencies having experience providing security services on hiring basis at the following three premises of the High Commission of India in Singapore:

<b>Locations</b>	<b>Days</b>	<b>No. of Security Guards</b>	<b>Duty Hours</b>
31, Grange Road, Singapore 239702	<b>Monday to Friday</b> (excluding public holidays as per list of holidays of the High Commission)	Two	<b>0830 hrs to 1730 hrs</b> (one male & one female security guard)
No. 2 Peirce Road, Singapore-248554	Monday to Sunday	Two	<b>0800 hrs to 2000hrs &amp; 2000 hrs to 0800 hrs on shift basis (7 days X 24 hrs)</b> (inclusive of all public holidays)
No. 54 Stevens Road, Singapore-257851	Monday to Sunday	Two	<b>0800 hrs to 2000hrs &amp; 2000 hrs to 0800 hrs on shift basis (7 days X 24 hrs)</b> (inclusive of all public holidays)

2. The minimum quality parameters required to meet our requirement of a Security Guard is as follows:

- (i) The age of the Security Guard should not be more than 50 years.
- (ii) Security Guard should be physically and mentally fit. He/She should not suffer from an apparent disability including

obesity/overweight that would hinder efficient discharge of the duties.

- (iii) Company should show the proof that the Security Guards provided by them is/are security cleared by local government's Security department(s) in terms of past record, character and antecedents.
- (iv) Security Guard should perform their duties in smart uniforms and their overall appearance should be neat and clean.
- (v) Security Guard should possess training in basic security duties such as access control and anti-sabotage checks (of person, baggage and vehicles) including the use of basic security tools such as HHMD, DFMD, monitoring CCTV, baggage and letter scanners etc. They should possess knowledge of what is 'suspicious' in terms of men and material in the given local context.
- (vi) The company should have provisions for real time checks of functioning of the Security Guards to ensure that the quality of the provided staff and the service they render is always above the benchmark.
- (vii) Besides the local/native language, Security Guard should have rudimentary working knowledge of either English or Hindi for the smooth discharge of security duties, both routine and emergency.
- (viii) The company should provide proof of compliance as regards local laws and statutory regulations in running a private security company in Singapore.
- (ix) The Company should furnish the information about their other clients including period and type of service rendered by them to other companies and offices in Singapore.
- (x) The company should agree to provide details of salary, gratuity/CPF, allowances and leave etc. admissible to their Security Guards.
- (xi) The Company should agree enable the High Commission to interview and choose Security Guards as per our choice and requirements etc.
- (xii) The company should have sufficient Security Guards on their roll so that the staffs are rotated periodically at intervals of not less than four months.

Financial bids, in sealed covers, may be sent to' ***Head of chancery, High Commission of India, 31 Grange Road, 239702 Singapore***' on or **before February 12, 2016.**

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