

EMBASSY OF INDIA,

MONROVIA

INVITES QUOTATIONS

FOR HIRING OF SECURITY AGENCY FOR THE CHANCERY PREMISES OF THE EMBASSY OF INDIA, MONROVIA AND A RESIDENCE

TENDER NO.MON/ADMN/813/01/2025

LAST DATE FOR SUBMISSION OF BIDS

Date 23.12.2026 UP TO 1700 HRS (LST)

DATE OF OPENING OF BIDS

Date 28.12.2026 AT 1100 HRS (LST)

PLACE OF OPENING OF BIDS:

EMBASSY OF INDIA

NO. 16 & 18, COCONUT PLANTATION, MAMBA POINT, MONROVIA

Embassy of India
Monrovia

TENDER NO.MON/ADMN/813/01/2025

The Embassy of India, Monrovia invites sealed tenders/quotations from reputed Security Agencies for providing security guards on 24 x 7 basis at two separate locations i.e. one each at Chancery Building of the Embassy situated at No.16 & 18, Coconut Plantation, UN Drive, Monrovia and a residential property situated at 7th Street Sinkor.

2. The tender documents can also be downloaded free of cost from the following websites:
   - https://www.indianembassymonrovia.gov.in
   - https://eprocure.gov.in

3. The bidding companies/firms should have the following requirements:

(i) The Company should have valid permit/registration from a competent local authority for providing security services in Liberia.

(ii) The Company should have experience in providing security services for a minimum period of 5 years in Liberia.

(iii) The Company should be providing security services to the Diplomatic Missions/UN organizations and other well-known and reputed business entities in Liberia.

4. The quotation/bid along with duly filled-in Annexure-I and supporting documentary evidence should be submitted in a sealed envelope superscripted **"FOR HIRING OF SECURITY AGENCY FOR THE CHANCERY PREMISES OF THE EMBASSY OF INDIA, MONROVIA AND A RESIDENCE"** addressed to the **Head of Chancery, Embassy of India, No.16 & 18, Coconut Plantation, UN Drive, Monrovia** and must reach before 23.12.2025 by 1700 hrs. It should also be superscripted at the bottom left corner with the full name, postal address, email and telephone number of the firm/dealer. Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before the stipulated date and time. The Mission will not be responsible for any postal delay. Bidders should ensure that the technical and financial bids are sealed in separate covers duly superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed.

5. The important schedule and dates are as under:

Sl. No.	Key event	Dates
I	Bid submission start date	19.11.2026
II	Inspection of the sites	Any working day between (period to be indicated) with prior appointment
III	Last date of enquiries	22.12.2026 by 1600 hours

IV	Bid submission end date	23.12.2026 by 1700 hours
V	Date, time & place of opening of bid (Participant bidder or their representatives may wish to be present)	28.12.2026 at 1100 hours Embassy of India, No.16 & 18, Coconut Plantations, UN Drive, Monrovia

6. The bidder is required to deposit an Earnest Money Deposit (EMD) of US$ 800/- in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form. The EMD should remain valid for a period of forty-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

7. Quotation/bid and copies of the credentials/documents are required to be signed/self-attested by the applicant with official seal.

8. The bidder must fulfill the eligibility criteria as per the format specified at Annexure-I & II and submit along with its financial quotation as per our requirement and terms and conditions in Appendix-I. Financial bids of only technically qualified companies shall be evaluated.

9. The quotations/bids would be rejected due to incorporation of any false information and furnishing fake or truncated documents.

10. The validity of the quotation shall be at least 90 days from the last date of submission of bid.

11. Bid received after the closing date and time as prescribed in the tender notice, shall NOT be accepted under any circumstances.

12. The Embassy of India reserves the right to reject any or all the bids without giving any notice or assigning any reason and the decision of the Embassy in this regard shall be final and binding.

13. Queries, if any, may be addressed to the Administration Division of the Mission at email admn.monrovia@mea.gov.in.

(Poonam Gupta)
Head of Chancery

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Embassy of India
Monrovia

TENDER DOCUMENT

Section 1: Scope of Work

1. Sealed quotations are hereby invited by the Embassy of India in Monrovia from well reputed registered security agencies to provide **Two (02)** security guards on 27 x 7 basis i.e. one each at the Chancery Building of the Embassy of India, situated at No.16 & 18, Coconut Plantation, UN Drive, Monrovia and a residence situated at 7th street Sinkor, Monrovia.

2. All bidders for this tender are advised to understand the Chancery building's and residence's layout carefully before submitting the tender. The bidder will be responsible for any certifications, license, permits or compliances with the local authorities and Government of Liberia.

3. The bidder must fulfill the quality parameters listed in Annexure-I of the this tender document.

4. The bidder must ensure that security guards deployed by it, fulfill the parameters listed in Annexue-II of the this tender document.

5. The bidder must invite the team of the Embassy to visit the training facility used by them to train the pool of security guards deployed by them.

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Section 2: Terms and Conditions

1. Subject to the acceptance of the bid and any counter offer by the Embassy of India, the successful bidder shall enter into a contract with the Embassy of India, that will comprise statement of conditions, rates and payment terms, specification of the security services to be provided etc.

2. The initial Contract shall be valid for a period of two years (02 years). No escalation of service charges during the period of contract. The contract may be further extended by another year on on same terms and conditions and same rates, subject to satisfactory services provided by the provider. Either party can terminate the Contract by giving another party a month written notice.

3. Bidder must submit the following together with the tender documents:

   i Suitable documentation to show the company's experience (minimum 5 years) in providing security services to reputed organizations (such as company brochure, appointment list & reference letter etc.)

   i Broad financial and other details of the company including organization chart to show the company's management system and back up support for security services provided in the Building.

4. The bidder shall ensure services on 24 x 7 basis for the entire duration of contract with sufficient provision for back-up personnel in case of any urgency. The agency must inform the Embassy and residents of any change in deployment in advance.

5. The bidder is required to deposit an Earnest Money Deposit (EMD) of US$ 800/- in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form. The EMD (Appendix-II) should remain valid for a period of forty-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

6. Penalties, if any required, will be levied as per Annexure-III of this tender document.

7. Performance Security: To ensure due performance of the contract, the successful bidder shall be required to furnish Performance Security of 3% of the value of contract after award of the contract. Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment in an acceptable form. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. EMD will be refunded to the successful bidder on receipt of Performance Security. The Performance Security furnished in the form of an Account Payee

Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment, shall be returned interest-free post expiry of its validity. The proforma for Performance Security is as per Appendix-III of the tender document.

8. The bidder shall furnish performance reports of the deployed personnel, on regular basis.

9. The bidder shall be paid on a monthly basis for the services rendered in the preceding month. The payment will be made either through Bank Transfer or Account Payee Cheque after rendering services and receipt of the invoice in this regard.

10. If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.

11. The contract shall be awarded to technically qualified lowest bidder.

12. The contractor will be bound by non-disclosure agreement for confidentiality and secrecy as per Appendix-IV of the tender document.

(Poonam Gupta)
Head of Chancery

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Annexure – I

QUALITY PARAMETERS FOR SERVICE PROVIDER COMPANIES

This list pertains to ten parameters against which bidders shall provide detailed information in descriptive terms along with supporting documents and records. Each parameter will be evaluated on a scale of 10 and marks will be awarded accordingly. Only financial bids (Appendix – I) of those companies shall be considered, who score marks more than the cut-off benchmark. The average of the marks obtained by top two Bidders will be considered as the cut-off bench mark.

1. List of other clients, the bidder is serving in terms of supply of SGs in Liberia and other countries to ascertain the level of global security knowledge and experience the bidder has.

2. Past experience, service history, achievements of the company.

3. Evidence of registration of the company under relevant statutory regulations such as labour laws applicable in the host country (if registered under more than one law, the same be furnished).

4. Evidence of range of security services provided.

5. Size of the reserve pool of men and logistics such as response teams, patrol vehicles security equipments / control room facilities / communication equipments under use etc.

6. Attrition rate of security guards and security supervisors (the average period for which a security guard remains with the company).

7. Training Facilities: Does the company have its own training facility (details thereof)? Does it avail the facility of another provider or a company that only focuses on training? What is the curriculum and duration of training of the security guards and the supervisors?

8. Industry certification obtained by the company for its quality & Company's relationship with local police.

9. Scope and limit of liability of the company.

10 Take home pay and allowances of the security guards (with payslips/ copies of cheques or proof of online transfer of salary).

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Details of the bidder

Sl. No.	Particulars	Details to be filled by the Agency
i	Name and Registered office/ business address of the Company with Telephone nos., email and website	
ii	Name, telephone and email of the Contact Person(s) to whom all references shall be made regarding this tender	
iii	Whether the company has valid permit/registered with the competent local authority for providing security services in Liberia and Date of Incorporation (Supporting documents as evidence to be attached)	
iv	Duration of the period the company is operating in this field (Supporting documents as evidence to be attached)	
v	Company's annual turnover for the last three years. (Supporting documents as evidence to be attached)	
vi	Whether the agency is providing the security services to reputed customers like Embassies, UN offices, NGOs, Multinational Companies etc. If yes, please mention the names of the organizations where the agency is empanelled/ providing such services. (Supporting documents as evidence to be attached)	
vii	Deposition of EMD (Supporting Document as evidence to be attached)	

I/ We _____do hereby declare that the entries made in the above form are true to the best of my/ our knowledge and also we shall be found by the acts of my/our duly constituted attorney.

I/ We hereby understand that the submission of application does not guarantee for award of contract as service provider of Embassy of India, Monrovia.

I/We further understand that in case of any information submitted by me / us, found to be incorrect either before or even after the contract, Embassy of India, Monrovia will have the right to summarily reject the application/ cancel the contract at anytime without assigning any reason whatsoever.

Signature of authorized signatory
Name: _____
Office Seal

Place/Date:

Annexure-II

QUALITY PARAMETERS FOR SECURITY GUARDS (SGs)

These parameters pertain to personal qualities and attributes of LSGs, who are to be provided by the bidder. The bidder in their technical bids must agree to comply with these parameters and must providing an undertaking for it. These quality parameters are our critical minimum requirement and any inability to meet any or all of these would make bidder liable for rejection at the technical bid stage only. Needless to say, failure to comply with any of the parameters mentioned in the list subsequent to the award of the contract to a bidder at a later stage during the contract period, would entitle the Embassy to terminate the contract.

1. SGs should not be more than 50 years of age and the Supervisor, wherever necessary, should not be more than 55 years of age.

2. Should be physically and mentally fit and should not be suffering from an apparent disability. The Provider should submit Medical Fitness Certificate i.r.o every SG from an authorized Medical Practitioner. Additionally, he / she should not be emaciated, feeble and timid in an apparent sense.

3. Should have been vetted by local Government's security department(s) in terms of past record, character and antecedents. The Provider should provide background details of the LSGs and also proof of their vetting.

4. Should possess training in basic security duties such as access control and anti-sabotage checks (of persons, baggage and vehicles) including use of basic security tools such as HHMD, DFMD, CCTV monitoring, baggage and letter scanners etc.

5. Should have attended education at least upto 10^{th} Grade or matriculation equivalent.

6. Should be proficient in the local language (so as to deal with local visitors and unruly persons or group of persons). Should be in possession of minimum English language skills required to communicate with the Embassy staff.

7. Should perform duties in smart uniform and their overall appearance should be neat and clean.

8. Should be thoroughly proficient and trained in handling of arms and other security equipments they are supposed to carry or use.

Note: The Provider should have a system of undertaking supervisory checks of functioning of SGs to ensure that the supplied SGs are discharging their duties with efficiency and as per the SOPs designed by the Embassy. The Provider should clearly spell out as to what will be the system of supervision/surprise checks so as to achieve the above objective e.g. number of scheduled and surprise visits in a given period.

Annexure-III

Penalties to be levied in case of deficiency in security services

S.No.	**Shortcoming (on each occasion)**	**Penalty in USD**
1	Unauthorised absence	02 x per day payment
2	Security/Guard found sleeping on duty	01 x per day payment
3	Consumption of alcohol or any other narcotic substances while on duty	Immediate replacement.
4	Use of mobile phones for chatting/watching video/making unnecessary calls which may affect his normal performance of his duty	01 x per day payment
5	Inappropriate or unbecoming behavior with Embassy's staff or visitors	01 x per day payment
6	Unauthorized use of Mission's property	Immediate withdrawal.
7	Any other unbecoming action which may bring bad name to the Mission	01 x per day payment
8	Guards found involved/conniving with adversary	Not Applicable
9	Leaving arms unattended in case of armed Security Guards	Not Applicable
10	Failure to discharge duty properly	02 x per day payment
11	Mishandling/negligent handling of arms in case of armed Security Guards	Not Applicable
12	Embassy's personnel harmed due to carelessness/negligence of Security Guards	Immediate withdrawal and action as per local laws with full financial liability of harms caused.

#Per day payment = (Monthly payment per person)/ 30.

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Appendix- I

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID (FINANCIAL BID)

1.	Name and address of the Bidder Agency/Company.	
2.	Period of the validity of the Bid	120 days

FINANCIAL BID			
Description: **Two (02)** security guards on 27 x 7 basis, one each at the Chancery Building of the Embassy of India, situated at No.16 & 18, Coconut Plantation, UN Drive, Monrovia and a residence located on 7th street Sinkor, Monrovia.			
Particulars	**Amount per month (US$)**	**Tax (US$)**	**Total Amount including tax (US$)**
Number of security persons to be deployed per day/ number of shifts : _____			
Total annual cost including tax in figure			
Total annual cost including tax in words			

Declaration:

I/We have understood the terms and conditions of the contract and the instructions to the bidders annexed to the invitation to tender and have thoroughly examined the specification. I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)
Dated_____
Name and address of the Agency/Company_____
Seal of the firm

Appendix- II

FORMAT FOR EARNEST MONEY DEPOSIT / BID SECURITY

Brief description of contract: - Two (02) security guards on 24 x 7 basis, one each at the Chancery Building of the Embassy of India, situated at No. 16 & 18, Coconut Plantation, UN Drive, Monrovia and a residence situated on 7th street Sinkor, Monrovia.

To,
Embassy of India, Monrovia
16 & 18 Coconut Plantation,
Mamba Point, Monrovia, Liberia

In accordance with your Tender No. _____dated _____ security services at the Chancery premises of Embassy of India, Monrovia (Address : 16 & 18 Coconut Plantation, Mamba Point, Monrovia, Liberia) and a residence situated at 7th street Sinkor, Monrovia, M/s. (Name of Contractor with address)
submits a Bank Guarantee amounting to USD _____(USD _____).

i In fulfillment of the tender conditions, we, (Name of Bank with address) _____hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of USD _____(USD _____), which is liable to be forfeited by the Purchaser on :

i.a The withdrawal / revision of the offer by the bidder within the validity period.

i.a Non acceptance of the Work order / Purchase order by the Bidder when issued within the validity period, and

i.a Failure to execute the contract as per contractual terms and condition with in the contractual delivery period.

i This Bank Guarantee will be valid for a period of 30 days from the date of order acknowledge. Any claim and statement hereunder must be received at the above-mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

i Notwithstanding anything to the contrary contained herein above, the maximum liability under this guarantee is restricted to USD _____(USD _____).

i Notwithstanding anything to the contrary contained herein above, this Guarantee is valid from (date of issue) _____up to the (date after 30 days from date of issue) _____and claims under this Guarantee should be submitted not later than (date after 60 days from date of issue) _____.

i This Guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

i This Guarantee shall be governed and construed in accordance with the laws of the Liberia and shall be subject to exclusive Jurisdiction of the Liberia Courts.

Yours truly,

Signature and seal of the guarantor:
Name of Bank:
Address:
Date:

Note:- On expiry of Bond Period, the original Bond will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

Appendix- III

FORMAT FOR PERFORMANCE GUARANTEE BOND / PERFORMANCE SECURITY

Brief description of contract: - Two (02) security guards on 24 x 7 basis, one each at the Chancery Building of the Embassy of India, situated at No. 16 & 18, Coconut Plantation, UN Drive, Monrovia and a residence situated on 7th street Sinkor, Monrovia.

To,
Embassy of India,
16 & 18 Coconut Plantation,
Mamba Point, Monrovia, Liberia

In accordance with your Tender No. _____dated _____for security services at the Chancery premises of Embassy of India, Monrovia (Address : 16 & 18 Coconut Plantation, Mamba Point, Monrovia, Liberia) and a residence situated at 7th street Sinkor, Monrovia, M/s. (Name of Contractor with address)_____submits a Bank Guarantee Bond amounting to 5% of the contract value and valid till warranty period (15 months) from the date of issue of Performance Guarantee Bond.

i Now this bank hereby guarantees that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this Bank shall pay to Embassy of India, Monrovia on demand and without protest or demur 5% of the contract value i.e. USD _____ only (in words).

ii This Bank further agrees that the decision of Embassy of India, Monrovia (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding. We, (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ Embassy of India, Monrovia (Buyer).

iii Notwithstanding anything contained herein:

iii.a Our liability under this Bank Guarantee shall not exceed 5% of the contract value i.e. USD _____only (in words).

iii.b This Bank Guarantee shall be valid up to _____(date) i.e. upto warranty period; and

iii.c We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only when Embassy of India, Monrovia serve upon us a written

claim or demand on or before _____(date) i.e. upto warranty period.

Yours truly,

Signature and seal of the guarantor:
Name of Bank:
Address:
Date:

Note:- On expiry of Bond Period, the original Bond will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

Appendix- IV

Non-Disclosure Agreement

This agreement is entered in to this ……. (Date) day of ……. (Month), ……. (Year) between Embassy of India, Monrovia (hereinafter called as **"Discloser"**) and ……. (Name of the Company with Address) (hereinafter called as **"Recipient")**, collectively **"Party" or "Parties".**

WHEREAS the Discloser possesses certain information relating to the security set-up, security architecture, lay-out, security processes and procedures, designs, drawings, software and hardware configuration, services, customer etc that is confidential and proprietary in nature (hereinafter called as **"Confidential Information"**); and

WHEREAS the recipient is bound to get to know about the Confidential Information in pursuant to the terms of the Agreement for the purpose of supply, installation, testing and commissioning of a security services (hereinafter called as **"Purpose"**) in the …….. (hereinafter called as **"Premises"**).

NOW THEREFORE, in consideration for the mutual undertakings of the Discloser and the Recipient under this Agreement, the Parties agree as follows:

i **Disclosure:** Recipient agrees not the disclose and Discloser agrees to let the Recipient have the access to the Confidential Information as identified and reduced in writing or provided verbally or in any other way not reduced in writing at the time of such disclosure of the information.

ii Confidentiality:

ii.a No Use: Recipient agrees not to use the Confidential Information in any way or under any circumstances share the same, in writing or through any other means, with any Third Party.

ii.b No Unauthorized Disclosure: Recipient agrees to use its best efforts to prevent and protect the Confidential Information, or any parts thereof, from disclosure to *any person(s), or entity(ies), even if authorized or directed under any law, without the express permission of the Discloser. Discloser, notwithstanding*, shall have the right to deny such disclosure of the Confidential Information being detrimental to the security interests of the Discloser and/or its premises and employees.

ii.c **Protection and Secrecy:** Recipient agrees to take all steps necessary to protect the secrecy of the Confidential Information, and to prevent the Confidential Information from falling into public domain or into the possession of unauthorized person(s) and/or entity(ies).