



**EMBASSY OF INDIA
SEOUL**

TENDER NOTICE

The Swami Vivekananda Cultural Centre, Embassy of India, Seoul invites sealed quotation from reputed firms for hiring of Security Guard-cum-handyman-Messenger at its premises in Seoul.

2. For further enquiries, Please visit our website: www.indembassyseoul.gov.in.

SEO/ADM/321/01/2022

Embassy of India

Seoul

TENDER NOTICE

Subject: Invitation of bids for hiring of Security guard-cum-handyman-Messenger at Swami Vivekananda Cultural Centre, Embassy of India, Seoul.

Place of Work: Swami Vivekananda Cultural Centre, EMBASSY OF INDIA, 1-102, HANNAM DONG, YONGSAN-GU, SEOUL.

1. The Embassy of India, Seoul invites sealed quotations from reputed firms for hiring of a Security Guard-cum-handyman-Messenger, as per scope of work given below.

2. The scope of work:

(a) The agency will be responsible for providing security Guard-cum-handyman-Messenger. The person should not be more than 50 years of age. He should be physically and mentally fit for duties enumerated herewith.

(b) The person is expected to attend to work relating to any function or meeting etc. organized by SVCC.

(c) Apart from manning the Reception, the person is required to operate the equipment used in the SVCC when needed and to support the activities of the SVCC when needed.

d) The person should do any duty assigned to him from time to time.

(e) During leave of the person, the company would be responsible to make alternate arrangements at SVCC.

3. Eligibility Criteria:

(a) The firm should possess all the necessary registration and certificates required under local regulations to carry business of similar nature.

(b) The firm should have minimum 5 years of work experience in the similar field.

4. While submitting estimates, firms may also provide their company profile as well as the details of similar work done previously along with copy of necessary documents viz. Tax receipts, audited accounts etc. to establish the financial status.
5. The agency will be responsible to pay entire cost of manpower, insurance, Social Security, medical, transportation, overtime allowance etc. and any other charges payable to its worker as per local laws. Price quoted should be on an all-inclusive basis. ***The Embassy of India would not be responsible for any dues other than the agreed contract amount. The payment of hiring of services will be released as on monthly basis within the first five working days of the following month subject to satisfactory services rendered by the company.***
6. The Contract will be signed **for a period of one year** which may be extended further for another year subject to satisfactory services rendered. During period of contract, no escalation in rate of services will be entertained. The SVCC, Seoul shall have the option to prematurely terminate the Contract at any point during the period of the Contract by giving one month's notice to that effect.
7. Interested firms may like to send their representative to the Embassy on all working days from Monday to Friday to inspect the premises and examine the actual scope of work before submitting their quotes. Contact person – Mr. Sunil Kumar Dhoundiyal, Attache (Administration), mobile No. 010-7336-4188.
8. The Embassy of India, Seoul reserves the right to reject all or any bids without assigning any reasons thereof.
9. The quotation should contain

- I. Separate bids in the sealed envelopes in the prescribed Technical Bid Document and Financial Bid Document (pro forma attached at Annexure I and Annexure II respectively)
 - II. Both the above documents must be signed by authorized signatories of the bidding firm with a seal/stamp.
 - III. Self-attested photo-copy of registrative of the company/firm/proprietorship with the concerned Korean authorities.
 - IV. Annual Report (where statutorily required to be filed) and Financial Reports for the last 3 years.
 - V. Details of experience in the field of supplying manpower to Embassies/reputed companies/Government agencies.
9. The bids may be sent physically or by courier in sealed envelopes **on or before 1700 hrs. on Monday, 26th July, 2022**, clearly mentioning on the envelop “*Quotation for Hiring of Security Guard*” along with company details and it should addressed to:

Head of Chancery
Embassy of India
101, Dokseodang-ro, Yongsan-gu
Seoul, Republic of Korea

10. The Technical bids will be opened on **Wednesday, July 27, 2022 at 1000 hrs** and Financial bids will be opened on **Wednesday, July 27, 2022 at 1200 hrs** at Embassy of India, 101, Dokseodang-ro, Yongsan-gu, Seoul, Republic of Korea.




(Md. Sharique Badr)
First Secretary & Head of Chancery
Embassy of India, Seoul
Tel: +82-2-798-4257
Email: hoc.seoul@mea.gov.in

PROFORMA TECHNICAL BID**Name of the Firm:****Address of the Registered Office:****Correspondence Address:****Contact Details:****Telephone:****Fax:****Email:**

Sl. No.	Requirements	Response	Remarks, if any
1.	a. Brief introduction of the company/company profile		
	b. Registration Certificate & license for the services		
	c. Previous experience in the field (Minimum five years)		
	d. Tax receipts, audited accounts		
	e. Others, if any		

PROFORMA FINANCIAL BID

Name of the Firm:

Address of the Registered Office:

Correspondence Address:

Contact Details:

Telephone:

Fax:

Email:

Sl. No.	Items/Services	Charges for the Items/Services (excluding VAT)	Remarks, if any
1.	Providing a Security Guard-cum-handyman-Messenger at Swami Vivekananda Cultural Centre, EMBASSY OF INDIA, 1-102, HANNAM DONG, YONGSAN-GU, SEOUL		