



सत्यमेव जयते

Consulate General of India
16-A,B &D, United Centre,
95 Queensway, Admiralty, Hong Kong
Telephone : 3970 9933; Fax : 2866 4124
E-mail: hoc@cgihk.gov.in

TENDER NOTICE

Sealed tenders are invited by the Consulate General of India, Hong Kong (CGI) for hiring of two Security Guards (with knowledge of English) for the period of one year for its Chancery and Consular Wing, located at the above address from **9.00 AM to 05.30 PM** on all days except weekends (Saturday & Sunday) and holidays to be observed by the CGI. The terms & conditions of the tender would be as follows:

1. **Scope of Work:**

- (i) To ensure security of the Consulate General of India, Hong Kong premises situated at Wings A& D, United Centre, 95 Queensway, Admiralty, Hong Kong;
- (ii) To assist visitors/passport applicants/visa seekers;
- (iii) To follow Head of Chancery's instructions on all security matters.

2. The bid will remain valid for a period 3 months from date of opening of the bids;

3. The contract will be valid for a period of 1 year from the date of acceptance by the Consulate General of India, Hong Kong;

4. The Consulate General of India, Hong Kong will only be liable to pay monthly wages towards hiring of Security Guards to the agency as per the bid price. Monthly wages will be paid at the end of each month;

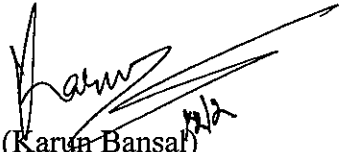
5. If the worker provided by the agency remains absent on any working day, except due to unforeseeable events beyond the reasonable control of the worker, the monthly payment will be proportionately deducted;
6. The agency should at time be in compliance with all labour laws of the HKSAR Government. They shall comply with all the requirements of all taxes, fees and other statutory payment as are required to the concerned HKSAR Government authorities;
7. The agency shall at all-time obey the lawful instructions as given by the Consulate General of India, Hong Kong or its authorized representatives with regard to functioning of the Security Guards;
8. The agency is prohibited from subletting/outsourcing the work to any other agencies;
9. All the worker provided by the agency should be healthy and suffering from any contagious/fatal/rare diseases or insanity; they should be of good conduct and free from criminal background;
10. The agency shall arrange for suitable reserve personnel, if any, in lieu of weekly off or leave periods of the regular workers. No separate payment shall be made for such arrangement;
11. Any deviation or deficiency concerning quality of the services provided by the agency or a violation or deviation of the provisions in the contract, shall be taken as violation of the contract and liable for termination of this contract. The decision of the Consulate General of India, Hong Kong in this regard shall be final and binding;
12. Quotations should be submitted along with;
 - (i) Company letter head bearing office seal;
 - (ii) Copy of Company /Business/ Tax Registration;
 - (iii) Company Bio-Profile;

- (iv) Company's last 5 year's experiences in the field with other department/offices;
- (v) A signed copy of the Terms & Conditions' of this Tender Notice.

13. The bidding of tender takes effect with the publication of about 'Tender Notice'. The bidding/tender document in a sealed envelope shall reach the office of **Head of Chancery, the Consulate General of India, Unit A, 16th Floor, United Centre, 95 Queensway, Hong Kong** not later than 2 pm on 01.03.2016. The bidding/tender documents will be opened by committee constituted by the Consulate General of India, Hong Kong on 01.03.2016 at 3 pm.

14. The Consulate General reserves the right to reject any prospective bidding without any reason.

Dated: 22.02.2016


(Karun Bansal)
Head of Chancery