

19th December 2025

TENDER NOTICE

Subject: Services for providing security at Embassy of India, Nepal - Bharat Library and Residences of Embassy officers in Kathmandu – Hiring of 16 Local Security Guards (including 3 female LSGs) reg.

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Chapter I - Instructions to Bidders

1. Bids from experienced & registered firms, complete in all respects should be submitted in sealed envelopes addressed to the Head of Chancery, Embassy of India, Kathmandu in person, or by postal mail or courier to reach before the deadline of 1500 hrs. on 12th January 2026. Two Separate sealed envelopes containing Technical Bid and Financial Bid proposals must be sent. These would be enclosed in an envelope that should be clearly marked "Tender for round the clock security (in shift duty) for Embassy of India, Kathmandu". All tenders received after the deadline will be summarily rejected.

2. All bidders should submit along with the Tender the following documents:

- Separate bids in the sealed envelopes in the prescribed Technical Bid Document and Financial Bid Document (proformas attached in chapter II and III).
- Both the above documents must be signed by authorized signatories of the bidding firm with a seal / stamp.
- Self-attested photo-copy of registration of the company / firm / proprietorship with the concerned Nepali authorities.

- iv. Undertaking from the agency (in the format attached at Annexure I) that the agency complies with all the rules and regulations of Govt. of Nepal including the payment of minimum wages etc. Technical bids received without undertaking would be summarily rejected.
- v. The financial bid should be on an all-inclusive basis to be paid monthly per guard and shall include the cost of all services, personnel, transportation, rentals taxes, consumables, VAT, social security, insurance, medical of the security guards etc. The financial bids less than the minimum wages set by relevant authorities of Govt. of Nepal would be summarily rejected.
- vi. Annual Report (where statutorily required to be filed) and Financial Reports for the last 3 years.
- vii. Details of experience in the field of security services with Embassies / reputed Companies/Government agencies.
- viii. Bidders are required to deposit Earnest Money Deposit (EMD) of NRs.2,00,000/- (Nepali Rupees two lakhs only) with the technical bid document in the form of Demand Draft or Bank Guarantee from any Scheduled bank of Nepal in favour of "Embassy of India, Kathmandu". Bids received without EMD will not be considered and rejected summarily. EMD of all unsuccessful bidders shall be refunded within 30 days of awarding the Contract. No interest shall be payable for EMDs.

3. Minimum Quality parameters for Local Security Guards (LSGs) shall be as under:

- (i) The security guard should not be more than 50 years of age.
- (ii) The security guard should be physically and mentally fit. He / she should not suffer from an apparent disability including obesity / overweight. The provider should submit Medical Fitness Certificate in r/o every LSG from an authorized Medical Practitioner. Additionally, he / she should not be emaciated, feeble and timid in an apparent sense.
- (iii) The security guard should have passed at least 10th standard or matriculation equivalent.
- (iv) The company should provide only such security guards who have been vetted by Nepal government's security departments in terms of past record, character and antecedents. Also the company should provide background details of the security guards and also proof of their vetting.
- (v) The security guards should perform their duties in smart uniforms and their overall appearance should be neat and clean.

- (vi) The security guards 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 the potential threats to Embassies in general terms and also knowledge of what is suspicious in terms of men and material in the local context.
- (vii) They should be thoroughly proficient and trained in handling of arms and other security equipments they are supposed to carry or use.
- (viii) The security company should have provisions for real time checks of the functioning of the security guards and should produce the proof thereof.
- (ix) Besides the local language, the security guards should have working knowledge of Hindi and English.
- (x) Also the security guard on duty will be responsible for switching on (in the evening) and switching off (in the morning) the security lights and sensors of the premises.
- (xi) Subject to above condition, the company should have sufficient security guards on its roll so that the staff is rotated periodically.
- (xii) Company should furnish the information about its other clients including the period and type of service rendered.
- (xiii) The company should agree to provide the details of salary, gratuity, social security, insurance, leave and other allowances paid to the security guards.
- (xiv) The interested company should agree and be able to provide a choice of persons three times our requirement to interview and choose from. Mission should have option to retain a particular good performing guard.
- (xv) Security agency / firm must have their own security and communication gadgets / equipments and transportation arrangements for sending guards to the place of duty.

4. Minimum Quality parameters for service provider companies on the basis of which contract will be awarded shall be as under:

- (i) List of other clients the company is serving in terms of supply of LSGs in Nepal and other countries.

- (ii) Past experience, service history, achievements of the company
- (iii) Evidence of registration of the company under relevant statutory regulations such as labour laws etc. applicable in Nepal.
- (iv) Evidence of range of security services provided.
- (v) Size of the reserve pool of men and logistic such as response team, patrol vehicle / security equipment / control room facilities / communication equipment etc.
- (vi) Attrition rate of security guards and security supervisors. (the average period for which a security guard remains with the company)
- (vii) Training facilities: own or outsourced and what is the curriculum and duration of training of the security guards.
- (viii) Industry certification obtained by the company for its quality & Companies relationship with local police.
- (ix) Scope and limit of liability of the company.
- (x) Take-home pay and allowances of the security guards.

5. The bidder should be a company or firm duly registered with the concerned authorities in Nepal as a private security company for providing security guards / services. Bidder must be a firm with a past record of providing security services in Nepal. Embassy of India Kathmandu reserves the right to reject bids from firms who are blacklisted by Governments of Nepal or India for poor performance in the past, or those who do not have adequate experience in the field of security services.

6. The bids will remain valid for 180 days from tender closing, for award of contract after obtaining approval of competent Indian authorities. No price escalation would be allowed.

7. The successful bidder has to sign a contract with the Embassy of India, Kathmandu in an appropriate form for execution of the contract.

8. Successful bidder will be also required to submit Performance Guarantee of 5% of total annual contract value in the form of Demand Draft or Bank Guarantee from any Scheduled bank of Nepal in favour of "Embassy of

India, Kathmandu" and should be valid beyond 60 days of expiry of contract period.

9. The contract with successful bidder will be for a period of 2 years which can be terminated by either side after giving a advance written notice of 1 month.

10. First the Technical bid will be opened and the pre-qualification of the bidder will be assessed and then financial document of only those bidders [s] who meet the technical criteria will be opened.

11. The winning bidder would be responsible for its security guards in terms of their antecedents and conduct, service performance & behaviour as also the payment of salaries, compensation, social security, medical facility etc. Embassy of India, Kathmandu would not be responsible for any dues other than the agreed contract amount.

12. The security guards shall not have any claim for regularization of their services or enhancement of wages with the Embassy of India, Kathmandu.

13. The winning bidder would be required to dedicate one supervisor / manager who can be contacted for all queries / requirements.

14. The actual number of LSG's required by Embassy may increase or decrease during the contract period due to functional reasons or any exigency. In that case, the security agency / firm shall provide the required number of LSGs or decrease the strength of LSGs deployed, as the case may be, upon instructions from Embassy. The payment shall be made on the approved price per LSGs as per contract.

15. Any dispute arising between the parties and not resolved with mutual discussion, shall be subject to arbitration under the Govt. of India rules.

16. Penalty Clause for shortcoming in services:

Penalty (as percent of day's salary or in absolute terms) as indicated below will be imposed by EOI Kathmandu for shortcomings in services in respect of Local Security Guards:

| S.No. | Shortcoming | Penalty |
|-------|----------------------|-----------------------------------------------------|
| 1. | Unauthorized absence | Penalty of 100% of day's salary on Service Provider |

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| | | for each day of such absence of LSG. |
| 2. | Sentry/Guard found sleeping on duty | Penalty of upto 25% of day's salary of such LSG on service provider. |
| 3. | Consumption of alcohol or any other narcotic substances while on duty | Withholding of 50% of performance guarantee of service provider + Such LSG to be barred for any duty or entry in Embassy. |
| 4. | Use of mobile phones for chatting/watching video/making unnecessary calls which may affect his normal performance of his duty | Such LSG to be barred from providing service to the Embassy. |
| 5. | Inappropriate or unbecoming behavior with Mission's staff or visitors | Withholding of upto 25% of performance guarantee of service provider + Such LSG to be barred from providing service to the Embassy. |
| 6. | Unauthorized use of Mission's property | Withholding of upto 25% of performance guarantee of service provider + Such LSG to be barred from providing service to the Embassy. |
| 7. | Any other unbecoming action which may bring bad name to the Mission | Termination of contract and Blacklisting of service provider + Withholding of full performance guarantee of service provider. |
| 8. | Guards found involved/conniving with adversary | Termination of contract and Blacklisting of service provider + Withholding of full performance guarantee of service provider. |
| 9. | Failure to discharge duty properly | Such LSG to be barred from providing service to the Embassy. |

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|-----|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 10. | Mission's personnel harmed due to carelessness/negligence of Local Security Guards | Withholding of upto 50% of performance guarantee of service provider + Such LSG to be barred for any duty or entry in Embassy. |
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17. ASSIGNMENT SPECIFIC INFORMATION IN BRIEF:

- a. LAST DATE FOR BID SUBMISSION: 1500 hrs. on 12th January 2026.
- b. DATE OF OPENING TECHNICAL BIDS: 1600 hrs on 12th January 2026.
- c. DATE OF OPENING FINANCIAL BIDS will be intimated separately to the technically qualified bidders.

18. EVALUATION CRITERIA: The Tender Evaluation Committee [TEC] will evaluate the Technical information individually using the following criteria in addition to the quality parameters mentioned above in para 4:

- (a) Quality of SERVICE plan and methodology for undertaking the job.
- (b) Qualifications and experience of the staff proposed.

19. Bids may be submitted physically or by courier / post to:

Head of Chancery,
Embassy of India, Kathmandu
336, Kapurdhara Marg,
P.O.Box no. 292, Kathmandu, Nepal

20. For clarifications / queries, if any, prior to submission of bid, prospective bidders may contact the undersigned during office hours from 0900 hrs to 1730 hrs. on working days.

(Avinash Kumar Singh)
Head of Chancery

E-mail: hoc.kathmandu@mea.gov.in

Tel No. - +977-1-4413347

Chapter II - TECHNICAL BID PROFORMA

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:

Telephone:

Fax:

Mob.:

E-mail:

| Sl. No. | Requirements | Reply | Remarks, if any |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|
| 1 | List of other clients the company is serving in terms of supply of LSGs in Nepal and other countries. | | |
| 2 | Past experience, service history, achievements of the company: a) Brief introduction of the company b) Previous experience in the field (minimum of three years) | | |
| 3 | Proof of registration of the company under relevant statutory regulations such as labour laws etc. | | |
| 4 | Evidence of range of security services provided. | | |
| 5 | Size of the reserve pool of men and logistic such as response team / patrol vehicle / security equipment / control room facilities / communication equipment etc. | | |
| 6 | Attrition rate of security guards and security supervisors. What is the rate of turnover of managerial and field staff? Please obtain statistics that can be cross checked from labor department records. | | |
| 7 | Training facilities: own or outsourced and what is the curriculum and | | |

| | | | |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| | duration of training of the security guards and 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-compensation, insurance etc | | |
| 10 | Does it meet the minimum wage directive of the host government and also meets other legal, labor and governmental obligations? Please specify take-home pay and allowances of the security guards. | | |
| 11 | Plan of action and methodology proposed to secure the premises | | |
| 12 | Qualification and experience of the security guards proposed to be deployed for the job | | |
| 13 | a. Details of current contracts of security services undertaken by the firm b. Details of past contracts of security services undertaken by the firm c. Testimonials [client's letters/ certificates, etc] | | |
| 14 | Is it familiar with local police, plans and procedures associated with the local contractual and their practical applications? | | |
| 15 | What is the communication system does it have? What kind of technology and supervision mechanism does it have to monitor guard presence and efficiency? | | |
| 16 | Does it have a 24X7 control room? What are the salient features? | | |
| 17 | Is it a member of the local industry associations? If yes, attach details. | | |
| 18 | Is it licensed by the local police or statutory authority on the subject? Details of evidence to be attached. | | |

Chapter III - FINANCIAL BID PROFORMA

- 1. Name of the firm:**
- 2. Address of the Registered Office:**
- 3. Correspondence address:**
- 4. Contact details:**

Telephone:

Fax:

Mob.:

E-mail:

5. Item details: Hiring of total 16 (Sixteen) Local Security Guards (including 3 female LSGs) and each guard having 8 Hours shift duty for manned security of the buildings of Embassy of India Kathmandu, Nepal-Bharat Library and Residences of Embassy officers in Kathmandu (24 hours round the clock).

6. Unit rate i.e. charge per guard per month (excluding VAT) :-

Amount in figures : Nepali Rupees _____

Amount in words: Nepali Rupees _____

7. Unit rate i.e. charge per guard per month (including VAT) –

Amount in figures : Nepali Rupees _____

Amount in words: Nepali Rupees _____

Note : Price quoted at sr. no. 6 and 7 above should be on an all-inclusive basis to be paid monthly per guard and shall include the cost of all services, personnel, transportation, rentals taxes, consumables, VAT, social security, insurance, medical of the security guards etc.

<to be submitted on the letter head of the bidding agency>

UNDERTAKING

I / We, < Name and Address of Agency> having registration number _____ hereby declare that we are eligible in all aspects to participate in the tendering process for providing Local Security Guards to the Embassy of India , Kathmandu in response to tender No. KAT/SEC/815/13/2025 dt. 20th December 2025.

I / We state that our company <Name of company> is not black listed, disqualified by any agency of the Govt. of Nepal and our company has no conflict of interests in the proposed tendering / bid submission and that we have not been punished for an offence relating to the concerned profession or business.

I / We hereby declare that our firm / company / agency fully comply with all the laws of the land including the payment of minimum wages etc. It would be the sole responsibility of our agency for payment of minimum wages to the security guards as per the rules and regulation applicable at all the times during the term of contract period with Embassy of India, Kathmandu.

I / We hereby also declare that our firm / company is not associated in any illegal activities.

(Signature & Seal of Authorized Signatory)

Name

Designation

Date
