

Embassy of India, Berlin, invites quotations for deployment of a Security Guard in the Embassy, from 8.30 am to 6.00 pm every day, i.e. Monday to Saturday (57 hours per week). The successful bidder will be hired to provide services of security Guard from 01.09.2018 to 31.08.2019. Your company is requested to forward us your quotation in a sealed cover, labelled: “Tender for hiring of Security Guard” to the address given below:

Head of Chancery  
Embassy of India  
Tiergartenstrasse, 17  
10785, Berlin

### **Conditions, requirements and duties**

The Security Agency providing the quote should fulfil the requirements given below, and furnish the information as requested below:

1. The Security Company should be a Government registered Company having continuous operations in Germany for over 10 years, and in possession of certified registration papers.
2. The Company should indicate number of security guards employed within the company, with number of years of experience.
3. The Company should indicate if it has experience in the field of providing security to Embassies. Names of Embassies, to whom, Security Guards are given to be provided. Preference will be given to those having providing cover to medium and large sized embassies.
4. The Guards that would be deployed by the Company for duties should be German nationals, preferably of 25-30 years of age.
5. The Security Guards should be fluent in German and English language.
6. Specify experience of Security Guards in checking/frisking and access control duties.
7. Specify experience in handling of sensitive, security equipments, including DFMD, HHMD, Baggage Scanner, Alarm Systems, Modern Access Control Systems, Fire drill, emergency evacuation drills, video surveillance systems, etc.
8. The Security Guards should be computer literate and should be able to handle different security related software/programmes.
9. The Security Guard should be a literate person able to maintain office records, formally dressed in lounge suit/tie, neat in appearance and should possess sound health.
10. The Security Guard would need to be deployed in the Embassy from 0830 hrs to 1800 hrs everyday, including German Holidays & Indian Holidays, except Sundays.
11. The quote should be inclusive of insurance for personal injury, for loss etc. to property by the person deployed, violation of Federal Data Protection Act, for loss of authorized keys, etc.
12. The Security Guard deployed may, at times, may be required to perform duty beyond specified hours, i.e. 0830 – 1800 hrs, and on Sunday, during some events etc. in the Embassy, for which extra payment will be made as per contract.
13. Documentary proof of fulfilling the above requirements.
14. Validity of quote should be for minimum six months.