



सत्यमेव जयते

**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-Messenger at its premises in Seoul.

2. For further enquiries, Please visit our website: [www.indembassyseoul.gov.in](http://www.indembassyseoul.gov.in). The last date for submission of bids is 6<sup>th</sup> August 2024, Monday.

**SEO/321/1/2024**  
**Embassy of India**  
**Seoul**

**TENDER NOTICE**

**Subject: INVITATION OF BIDS FOR hiring of Security guard cum messenger at Swami Vivekananda Cultural Center, 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-messenger, who is expected to be available at the SVCC building from 0900-1800 hrs. Monday to Friday. He will have lunch time from 1300-1400 hrs. If the person is required to work on and of the Saturday/Sunday on need basis, the next Monday or any other day on mutual consent, will be given as compensatory leave.

(b) The person is expected to attend to work relating to any function or meeting etc. organized by SVCC during different from normal daily work without any extra payment.

(c) Apart from being Security Guard, he has to learn to operate the equipment used in the SVCC and operate them as and when needed. He is also expected to move furniture on normal days as well as when some function is held in the Centre. In another words, he has to fulfill the responsibilities of a Security Guard-cum-Handyman-Messenger.

d) He should do any duty assigned to him from time to time without any additional compensation.

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

(f) The person should not be above the age of 50 years.

### **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 initially signed for a period of 1-year, which can be extended upto another two years on year on year basis

**with mutual consent.** During of period of contract, no escalation in rate of services will be entertained.

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. Amarjeet Kumar, Attache', mobile No. 010-3494-2576.

8. The Embassy of India, Seoul reserves the right to reject all or any bids without assigning any reasons thereof.

9. The quotation should bear the signature and date of the bidder company, may be sent physically or by courier in sealed envelopes **on or before 1700 hrs. on Tuesday, 6<sup>th</sup> August 2024,** 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 bids will be opened on **Friday, August 09, 2024 at 1100 hrs.** at Embassy of India, 101, Dokseodang-ro, Yongsan-gu, Seoul, Republic of Korea.

(Ananya Agarwal)  
Head of chancery  
Embassy of India, Seoul  
Tel:+82-2-798-4257  
Email:[hoc.seoul@mea.gov.in](mailto:hoc.seoul@mea.gov.in)  
[adm.seoul@mea.gov.in](mailto:adm.seoul@mea.gov.in)  
[ga.seoul@mea.gov.in](mailto:ga.seoul@mea.gov.in)

SCOPE OF WORK

**HIRING OF SECURITY GUARD-CUM- HANDYMAN/MESSENGER FOR SWAMI VIVEKANAND  
CULTURE CENTER, EMBASSY OF INDIA, SEOUL.**

**Note:** Bidders are advised to inspect the Embassy premises in order to understand the nature and requirement of work.

For any clarification in this regard, please feel free to contact Ms. Bohyun Nam (Contact Number:010-3276-9756).

**TECHNICAL BID PROFORMA**

1. Name of the firm:

2. Address of the Registered office:

3. Correspondence Address:

4. Contact details:

Telephone:

FAX:

Email:

**INFORMATION TO BE PROVIDED IN TECHNICAL BID**

<b>Sl.No.</b>	<b>REQUIREMENTS</b>	<b>REPLY</b>	<b>REMARKS (if any)</b>
i	Registration certificate of the company under relevant statutory regulations applicable in the Republic of Korea.		
ii.	Certificate/related document showing income or payment of income tax to authority for the last three years.		
iii.	Past experience, service history & achievements of the company.		
iv.	Bid Securing Declaration (BSD)		
V.	Form of Tender (Certificate)		
vi.	Identity card, health fitness certificate and police clearance certificate of the person being deputed for Embassy's duties. [If not available, can be submitted later].		
vii.	Performance Security Bond @10% of the bidding cost [To be submitted later on winning of the contract]		

**BIDS SECURING DECLARATION**

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security, I/we will be suspended for the period of time specified in the request for bid document from being eligible to submit Bids for contacts with the Government of India.

Date:

Place:

Name:

Signature:

**Form of Tender**

(To be submitted by the Bidder in following format)

To,

Head of Chancery  
Embassy of India  
Seoul

I/We have examined tender conditions for the above-named work and general conditions under which the Works are to be carried out. We offer to execute and complete the Works and remedy any defects therein, in conformity with this Tender, which includes all these documents for the Fixed Price Lump Sum of: KW..... (Korean Won.....) exclusive of VAT.

If this offer is accepted we will commence the Works as soon as is practicable and complete the Works in accordance with the above-named documents within the Time for Completion (14 days).

We understand that you are not bound to accept the lowest or any tender you may receive.

Signature

in the capacity of

Duly authorized to sign tender for and on behalf of

(Name of Company)

Address:

Date:



**FINANCIAL BID**

PROFORMA TO BE FILLED UP AND SUBMITTED

i.	Name of the Bidder/Agency/Company	
ii	Address of the Bidder/Agency/Company	
iii.	Contact details of the Bidding Bidder/Agency/Company	

**Cost of services as per Scope of Work**

**Name, signature and seal of the company/service provider**

**Please note:** Embassy will not make any extra payment over & above of total bidding amount. The payment can be divided in monthly installments with mutual consent.