

Embassy of India

Sofia

NOTICE INVITING TENDER (NIT)

FOR

HIRING OF 02 UNARMED LOCAL SECURITY GUARDS

AT

EMBASSY RESIDENCE

21, BOYNA SLAVA STREET, 1616 SOFIA.

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CHAPTER I : Notice Inviting Tender (NIT)

1. Bidding Companies are invited to submit a detailed Technical and Financial proposal for hiring of a total of 02 unarmed local security guards (LSGs) on a round the clock basis (consisting of 2 shift each of 12 hours, including both daytime and nightime), at the Embassy Residence at 21, Boyna Slava Street, 1616 Sofia. The proposal should be valid for at least 180 days after the NIT closing date as indicated. The award of the Contract will be, as per provisions indicated in the NIT, on the L1 (Lowest Bidder) basis of financial bids in the two-tier tender process consisting of Technical Bids and Financial Bids. The selected company (hereinafter referred to as Service Provider or SP) should sign the contract within 15 (fifteen) working days of the date of notice of award of the contract or within such time limit, as may be specified by the Embassy of India.

2. The objective of this NIT is to select an appropriately qualified and adequately experienced SP, to enter a contract with the Embassy of India, Sofia to hire 02 unarmed local security guards (LSGs) as per details given in para 1.

3. The Bidding Company's proposal will constitute an offer to deploy a total of 02 Unarmed Security Guards and the contract will be valid initially for 02 (two) years with the provision for extending for another 01(one) year on satisfactory work, **under same terms and conditions and at the same rate**, subject to approval by the Embassy of India. However, the contract shall not be extended in case there has been a levy of cumulative penalty of 5% of total contract value during the period of contract **(Chapter VII: Penalty)**. The contract will also include provisions for the SP to adhere to all local laws applicable for deployment of Security Guards including banking operations, environment, safety, insurance, privacy, payment of local taxes, medical facilities etc. Matters regarding dispute resolution between the SP and the Embassy are indicated in **Chapter VIII: Termination of Contract of the NIT.**

CHAPTER II : BIDDING SCHEDULE AND PROCESS

TENDER NO. SOF/Prop/815/01/2026		Date: 17 November 2026
IMPORTANT DATES		
01	Release of Notice Inviting Tender(NIT)	0900 hrs on 17 November 2026.
02	*Pre-Bid Meeting	1100 hrs on 01 December 2026 at the Embassy of India, Sofia
03	Last date of submission of written queries by bidding Companies	1100 hrs on 04 December 2026
04	Last date for submission of bids	1700 hrs on 08 December 2026
05	*Date of opening of Technical Bids	1100 hrs on 10 December 2026 at the Embassy of India, Sofia
06	*Date of opening of Financial bids	1100 hrs on 14 December 2026 at the Embassy of India, Sofia

*Subject to change due to administrative/logistic reasons

(i) **Queries from bidding companies & Embassy's response:** All queries from the bidding companies relating to this NIT must be submitted by email only exclusively to email id : hoc.sofia@mea.gov.in & prop.sofia@mea.gov.in. The queries must be in an attached file in word format only. The Embassy will endeavor to provide answers to all questions raised by the bidding companies. However, the Embassy will not correspond with the bidding companies directly in this regard. A gist of all the questions from different bidding companies and responses for the same will be uploaded to the website of the Embassy without indicating the name of the inquiring companies. All email communications by bidding companies to the Embassy should be addressed to email id: hoc.Sofia@mea.gov.in & prop.sofia@mea.gov.in only. It is the responsibility of the bidding companies to monitor the Embassy's website regularly for all the information pertaining to the tender process.

(ii) **Supplementary information to the NIT:** If the Embassy deems it appropriate to revise any part of this NIT or to issue additional data to clarify an interpretation of the provisions of this NIT, it may issue supplements to this NIT. Such supplemental information will be made available on the Embassy's website. Any such supplement shall be deemed to be incorporated by this reference into this NIT. It is the responsibility of the bidding companies to constantly monitor the website of the Embassy for any latest information.

(iii) **Conduct during tender process:** Any attempts by bidding companies to disrupt the integrity of the tender process will result in disqualification of such companies from the tender process including a ban on participation in future tenders of the Embassy. The bidding companies should not contact officials of the Embassy during the tender process and any queries must be through email addressed to: Head of Chancery, Embassy of India, at email id: hoc.sofia@mea.gov.in&prop.sofia@mea.gov.in.

CHAPTER III : INSTRUCTIONS TO BIDDERS

(i) The bidding companies should respond to all the items in the NIT clearly and without any ambiguity and in the same order as the NIT. The Technical Bids are liable to be rejected if all the points in the NIT are not adequately responded to. The decision of the Embassy in this regard shall be final.

(ii) The Organization profile **(Annex-C)** in soft copy, as required in **Chapter IV (Pre-verification)**, should be sent immediately to the Embassy at email id: hoc.sofia@mea.gov.in, for onward transmission to the Ministry of External Affairs, New Delhi for pre-verification purposes, without waiting for finalization/ submission of completed tender documents by the bidding companies to the Embassy. Bidding companies not cleared from security angle as decided by the Ministry of External Affairs, New Delhi (hereinafter referred to as 'MEA') or Embassy of India, Sofia (hereinafter referred to as Embassy) will not be eligible to participate in this tender or award of contract .

(iii) Bidding companies not fulfilling the parameters under **Chapter V (Mandatory Eligibility Criteria)** and **Mandatory Eligibility Criteria (Annex-D)** will not be considered for the Financial Bid stage.

(iv) If any bidder's services have been terminated in the last 5 years by Ministry of External Affairs (MEA) or the Embassy for being unsatisfactory, not fulfilling contractual obligations or for some other reasons (which are not the subject matter of a Court case), the concerned bidder will be disqualified.

(v) Companies/ Firms registered in Bulgaria are eligible for participating in the bidding process.

(vi) The offer/ bids may be sent in two separate sealed covers, superscribed in bold letters, '**Hiring of a total of 02 (Two) Unarmed Security Guards at the Embassy Residence at 21, Boyna Slava Street, 1616 Sofia**". 'Technical Bid' and 'Financial Bid'. These two sealed envelops should then be placed in a secure, larger envelope, addressed to: The Head of Chancery, Embassy of India, 4 Alfred Nobel, Geo Milev, Sofia 1113, so as to reach the Embassy latest by 1700 hrs of 08 December 2026. All technical bids shall be opened simultaneously at 1100 hours on 10 December 2026 at the Embassy. The decision of the Embassy on pre-qualification of the bidders shall be final.

(vii) The following guidelines shall be applicable to the respective parties:

(a) The Embassy of India reserves the right to reject any tender based on security considerations at any stage in the tender process.

(b) The Embassy will take all reasonable steps to maintain the confidentiality of the Bidding Company's information, which is clearly marked 'Confidential'. However,

the Embassy of India, Sofia may decide to release information supplied in the NIT in accordance with order of the Courts of India.

(c) The information in this NIT, or otherwise supplied by the Embassy or any of its representatives, is to be kept confidential except to the extent already publicly available or authorized by the Embassy.

(d) Bidding companies shall not at any time make any public statements in relation to this NIT or any proposal without obtaining prior written approval from the Embassy. All material supplied to the Embassy in relation to the Bidding Company's proposal becomes the property of the Embassy and may not be returned to the Bidding Company unless requested in writing beforehand and agreed to by the Embassy.

(e) The Embassy of India will not be liable to contract and tort (including negligence), equity or any other cause of action for any direct or indirect damage, loss or cost (including legal and lawyer/client costs) to the Bidding companies or other persons in respect of this NIT.

(f) If a dispute arises out of or in connection with the contract arising from this NIT, or in respect of any defined legal relationship associated there with or derived there from, the parties agree to resolve the same amicably between the parties. If the dispute is not resolved within three months, the parties agree to submit that dispute to mediation under Mediation act 2023 of Government of India. The place of mediation shall be New Delhi, and the language used shall be English. The expenses on mediation will be shared by the Parties as per the provisions of Mediation Act 2023. If the dispute is not resolved by the parties through mediation, any party may request other party to mutually appoint a sole arbitrator, under the Arbitration and Conciliation Act 1996, as amended up to date, to settle the dispute through arbitration. The venue of arbitration shall be New Delhi and language of Arbitral Tribunal shall be English. Parties shall bear own cost of arbitration unless ordered otherwise by the Tribunal.

OR

All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of any person nominated by the Embassy of India, Sofia

(g) Any dispute between the SP and their partner(s) is the responsibility of the SP only and should be settled accordingly and the Embassy of India, Sofia is not responsible for the same. However, any problem arising out of such dispute affecting the work shall be the sole responsibility of the SP and dealt with a per penal provisions indicated in Chapter VII Penalty

(h) In submitting the proposal to the Embassy, the Bidding Company will be deemed to have understood this NIT along-with Annex-A to F and to have obtained all requisite information and ascertained the veracity of any information to be relied upon, as may be necessary to prepare the proposal and for any subsequent negotiations with the Embassy.

(i) In submitting a proposal to the Embassy, the Bidding Company will be deemed to be fully informed and to have accepted the terms and conditions outlined in this NIT and that all commitments as per NIT and its Annex-A to F will be met.

(j) The Bidding Company is responsible for all the costs incurred in connection with participation in this process, including, but not limited to, costs incurred in the conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of the proposal, in providing any additional information required by the Embassy to facilitate the evaluation process, and in negotiating a definitive Agreement and all such related to the bid process.

(k) The Embassy reserves the right to accept or reject any or all proposal(s) and to annul the bidding process, at any time, thereby rejecting all proposals prior to award of Contract/ any Contract being signed, without assigning any reasons.

(l) The Embassy reserves the right to amend the NIT and or its enclosures at any time prior to the deadline for receipt of bids. Any such amendment will be numbered, dated and issued by the Embassy and will be uploaded on the website of the Embassy. Where amendments are significant, the Embassy may, at its discretion, extend the deadline for receipt of bids.

(m) The Embassy shall arrange Pre-Bid Meeting about the bidding process at 1100 hrs on 01 December 2026 in its premises. This is to enable the Bidding Companies to prepare the proposals with full knowledge of the requirements of the Embassy and for the Embassy to clearly assess the capabilities of the SP.

(viii) The Bidding Company shall adhere to the provisions of the NIT and in the event of violation, the Embassy shall disqualify the bidding Company or terminate the contract with immediate effect by giving written notice to the Bidding Company. The Bidding Company shall not resort to any act of threat, promise, inducement, or intimidation against the officers of the Embassy for not agreeing to any request/demand either during the tender process or during the period of contract. In that event, the Bidding Company will be banned from taking part in future tenders of the Ministry and all the Indian Missions/Posts across the world.

(ix) The Bidding Company shall be responsible for the consequence arising out of such termination.

(x) The service provider shall not pay wages lower than minimum wages of labour as fixed by the local authorities. Payment of other admissible benefits, if any, like bonus, leave etc. to the employees deputed at the Embassy Residence shall solely be the liability of the bidding company and not that of the Embassy of India.

(xi) The Bidding Company is to ensure compliance of all mandatory labour laws/regulations laid down by the Government of Bulgaria and/ or local authorities in Sofia and any other relevant Acts and regulations enforceable from time to time without any liability on Embassy of India, Sofia or without any responsibility for statutory compliance of any kind by the Embassy of India, Sofia.

(xii) The payment to the Security Guard in accordance to minimum wages prescribed by the Govt of Bulgaria along with the statutory compliance Bonus is sole responsibility of the agency. The rates will be fixed during the contract period and there will be no change and no escalation in rates that will be acceptable. Claim for any other escalation shall not be entertained by the Embassy of India, Sofia. The rates will be fixed during the contract period and there will be no change in rates and no escalation in rates will be acceptable.

CHAPTER IV: PRE-VERIFICATION

The Bidding Company is requested to fill up the Organizational Profile **(Annex-C)** appended at the end of this NIT and send it to the Embassy of India, Sofia at hoc.sofia@mea.gov.in & prop.sofia@mea.gov.in immediately without waiting to complete the tender documents. In case the Bidding Company decides to bid with a local partner, the organization Profile should be submitted for that company too. The details of the partnership arrangements proposed should also be provided.

CHAPTER V: MANDATORY ELIGIBILITY CRITERIA

The bidder would be required to meet the following conditions:

(i) The Bidding Company with sound financial and business credentials with sufficient experience must have at least completed 01 (one) similar work of value Euro 52,800/- (annually) in diplomatic establishment(s), government or semi-government entities, important landmarks, vital installations and reputed organisations during the last three years

OR

02 (two) similar work of value Euro 33,000/- in diplomatic establishments or government or semi government entities, important landmarks, vital institutions and reputed organisations during the last three years

OR

03 (two) similar work of value Euro 26,400/- each in diplomatic establishments or government or semi government entities, important landmarks, vital institutions and reputed organisations during the last three years

Note: The Bidding Company must provide supporting documentary evidence for the current experience claimed by providing details of such works being rendered as well as necessary certificates in support of the same.

(ii) The annual turnover of the Bidding Company should be at least Euro 105,600/- annually, for the last five years . The Bidding Company shall provide information to substantiate its claim of a turnover based on 05 years period.

(iii) The Bidding Company should give its response to items in Annex-D (Mandatory Eligibility Criteria) to the Embassy and provide necessary certificates as asked to consider the eligibility of the bidding companies.

CHAPTER VI: SCOPE OF WORK

The SP shall provide trained Security Guards on a round the clock basis (consisting of 2 shift each of 12 hours, including both daytime and nightime), at the Embassy Residence at 21, Boyna Slava Street, 1616 Sofia.

CHAPTER VII : PENALTY

The prospective SP shall be subject to penalty for non-adherence to the terms & conditions of the NIT. The SP shall be subject to penalty if the work carried out is not in adherence to the standards specified in the NIT by the Embassy. The prospective SP shall be liable to pay Liquidated Damages, limited to 5% of the total contract value. The lists of shortcomings, not limited to, for which penalties can be levied, are as under:-

Sl no.	Shortcoming	Penalty
01	Unauthorized absence	One day Leave without Pay (LWP)
02	Duty/guard found sleeping on duty	One day LWP
03	Consumption of alcohol or any other intoxicating substance while on duty	One day LWP with Return to unit (RTU)
04	Use of mobile phone for chatting/watching video/making unnecessary calls which may affect his normal performance of duty	Warning on first instance. RTU on repeat
05	Inappropriate or unbecoming behaviour with Embassy's staff or visitors	One day LWP with RTU
06	Unauthorized use of Embassy's property	Warning on first instance. RTU on repeat
07	Any other unbecoming action which may bring bad name to the Embassy	Five days LWP with RTU
08	Guards found involved/conniving with adversary	One month LWP with RTU
09	Failure to discharge duty properly	Warning on first instance One day LWP on repeat

10	Embassy's personnel harmed due to carelessness/negligence of Local security Guards	Black listing of the company
11	Any other wrongdoing which may be detrimental to the security of the Embassy Residence.	Black listing of the company

CHAPTER VIII : TERMINATION OF CONTRACT

(i) The Embassy reserves the right to terminate the Agreement at any time by giving two months' advance notice to the SP. However, the Embassy shall also have the right to terminate the Agreement by giving a lesser period of Notice under special circumstances, such as security considerations, violation of privacy laws, non-compliance of taxation laws in Bulgaria. Termination will have effect from the date of notification unless there is a specific statement to the contrary in the notice of termination.

(ii) The SP will have the option to terminate the contract by giving six months advance notice to the Embassy with justification for termination of services, to be accepted by the Embassy.

CHAPTER IX: CONFIDENTIALITY AND PRIVACY LAWS

(i) Bidding companies shall not at any time make any public statements in relation to this NIT or any proposal without obtaining prior written approval from the Embassy. All material supplied to the Embassy in relation to the Bidding Company's proposal becomes the property of the Embassy and may not be returned to the Bidding Company unless requested in writing beforehand and agreed to by the Embassy.

(ii) The SP is required to comply with all national laws of the country of its operation related to privacy and data security. The SP is solely responsible for any breach/violation of the local laws and would in no way seek the involvement of the Embassy in any form, whatsoever.

(iii) The information in this NIT, or otherwise supplied by the Embassy or any of its representatives, is to be treated as, 'CONFIDENTIAL', and kept so, except to the extent already available publicly or authorized by the Embassy. Any copy of such data, if required, is to be made only after seeking prior instructions from the Embassy. The SP after the completion of the work will return all the Confidential data and documents and its copies to the Embassy except those already available publicly.

CHAPTER X : SENDING BIDS TO THE Embassy

1. The Bids should be sent to the Embassy as explained below:

The proposal should be addressed by name to **"Head of Chancery, Embassy of India, 4 Alfred Nobel Street, Geo Milev, Sofia 1113,** and sent so as to reach before the due date. The Bids must be submitted in a large secure package containing the following envelopes as per the format below:

(i) **Envelope 1** – A big envelope addressed to the Head of Chancery, Embassy of India, 4 Alfred Nobel Street, Geo Milev, Sofia 1113 prescribing on the top "**Bid for provision of a total of 02 Unarmed Security Guards to the Embassy Residence in Sofia**". This envelope would contain the following two envelopes

(ii) **Envelope 2**: A separate closed envelope (Technical Bid) containing Bid Cover Letter and Declaration (Annex-A) , Declaration by the Bidder (Annex - B), Organisation Profile (Annex-C) , Mandatory Eligibility Criteria (Annex – D).

(iii) **Envelope 3**: A separate closed envelope containing Financial Bid (Annex- F).

2. The proposal must be received by **1700 hours on 08 December 2026**. The Technical Bids will be opened at 1100 hrs on 10 December 2026 preferably in presence of the authorized representatives of the Bidding Companies (limited to one person per bidding Company only) at the Embassy of India, 4 Alfred Nobel Street, Geo Milev, Sofia 1113.

3. The receipt of the proposal will be duly acknowledged as and when received.

4. All requests for further information/queries related to this NIT may be sent to the following email id: hoc.Sofia@mea.gov.in & prop.sofia@mea.gov.in only with the subject title: "Tender Documents for hiring of a total of 02 Unarmed Security Guards at the at the Embassy Residence at 21, Boyna Slava Street, 1616 Sofia.

CHAPTER XI : SELECTION OF BIDDERS

1. The bids will be opened in two stages, as under:

A. Stage 1: Technical Bids

Following envelops will be opened in the First Stage/ Technical Bid Evaluation:

(i) Envelope 1 (the big one containing technical and financial bids)

(ii) Envelop 2: A separate envelope (Technical Bid) containing Bid Cover Letter and Declaration (Annex-A), Declaration by the Bidder (Annex-B), Organisation Profile (Annex-C), Mandatory Eligibility Criteria (Annex-D).

Technical Bid Evaluation:

a. In the first stage, only the envelopes 1 and 2 mentioned in the preceding para, containing the Technical Bid, along with the prescribed Annexes, will be opened on the appointed date and time, in presence of the bidding companies (one representative each) and members of the Tender Evaluation Committee (TEC). The sealed envelope containing the Financial Bid will be shown to the members present but will not be opened at this stage.

b. The representatives of the Bidding Companies will sign a statement as per Proforma prescribed by the Embassy as a token of confirmation of their presence at the Embassy for the opening of bids.

c. The bids must be accompanied by a duly signed **Bid Security Declaration (BSD)** in the prescribed format (Annex-G). The bids which are not accompanied by the Bid Security Deposit (BSD) and a separate envelope for the Financial Bid will be summarily rejected.

d. The Technical Bids will be examined and evaluated by the Tender Evaluation Committee (TEC) formed by the Embassy. Technical Bids which do not fulfil Annex-D (Mandatory Eligibility Criteria) will be disqualified.

B. Stage 2: Financial Bids

Following envelops will be opened in the Second Stage/ Financial Bid Evaluation:

(i) A separate envelope (Envelop-3) containing Financial Bid (Annex-F) duly completely-filled should be in the format prescribed.

Financial Bid Evaluation:

a. The Financial Bids (Annex-F) of only those bidders who qualify in the technical evaluation (i.e., Stage 1) shall be opened at this stage. The Financial Bid(s) of the

Bidding Company(ies) disqualified in the Technical Bid stage will not be opened. The Financial Bid in sealed condition will be returned to the Bidding Company unless deemed by the Embassy as required for investigation purposes.

b. Bidding companies, which have qualified for the Financial Bid stage, will be informed on the day of opening of Technical Bids. The Financial Bids will be opened preferably, in presence of representatives from the qualified Bidding Companies by the Tender Evaluation Committee (TEC). However, in absence of representatives, the TEC will open the Financial Bids of the qualified Bidding Companies.

c. Thereafter, the Financial Bid (Annex-F) will be evaluated on L1 basis, by the Tender Evaluation Committee (TEC) at the Embassy. The selection will be on the amount quoted by the SP which will be based on the scope of work mentioned in Chapter VI of NIT. The SP should quote the amount inclusive of VAT, local government levies, charges for labour, transportation etc. The selected SP will be announced on the same day and will have to sign the Contract within 15(Fifteen) days of the announcement.

d. In the case of the company which has been awarded the Contract fails to sign the Contract as per the time schedule stipulated by the Embassy, it may be banned from participation in future tender processes.

CHAPTER XII : PAYMENT TERMS & CONDITIONS

Payment shall be made on a monthly basis, upon submission of the invoice by the Service Provider after the completion of each calendar month, by way of direct bank transfer to the bank account designated by the Service Provider.

CHAPTER XIII: VALIDITY OF CONTRACT

The contract if awarded shall be valid for 02 (Two) years from the date of signing of contract, extendable for one more year **at the same rates and same terms and conditions** subject to satisfactory services provided by the company.

CHAPTER XIV – PERFORMANCE SECURITY

1. The successful bidder shall furnish a **Performance Security** equivalent to **5% of the total contract value (two years)**, in the form of a **Bank Guarantee** from a reputed commercial bank, valid for **60 days beyond the contract period, within 15 (fifteen) working days** of the issue of the Letter of Award.

2. The Performance Security shall remain valid for the entire duration of the contract and for 60 days thereafter to cover any potential claims arising during the period.

3. Failure to submit the Performance Security within the stipulated time shall render the bidder liable to forfeiture of award and blacklisting from future tenders of the Embassy.

4. The Performance Security will be released only after the successful completion of the contract and after adjustments of dues, if any, against the Service Provider.

5. The Embassy reserves the right to invoke the Performance Security, partly or fully, in the event of non-compliance of contractual obligations or unsatisfactory performance.

6. In case, the contract is further extended beyond the initial period, the Performance Security will have to be renewed accordingly by the SP. No interest shall be paid on Performance Security.

CHAPTER XV - LIST OF ANNEXES

Following is the list of Annexes forming part of this NIT

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ANNEX - A : BID COVER LETTER & DECLARATION

[Date]

To

Head of Chancery,

Embassy of India,

4 Alfred Nobel Street, Geo Milev, Sofia 1113

Dear Sir,

Ref: Notice for inviting Tender – Project

Having examined the NIT, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to deploy a total of 02 Unarmed Security Guards as required and outlined in the NIT for the Embassy of India, Sofia. To meet such requirements are set out in the NIT.

We attach hereto the technical response as required by the NIT, which constitutes our proposal.

We agree for unconditional acceptance of all the terms and conditions set out in the NIT document and also agree to abide by this tender response for a period of SIX MONTHS including extensions of any from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this tender response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and the Embassy of India, Sofia.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to the Embassy of India, Sofia is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the Embassy of India, Sofia as to any material fact.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response or annul the entire tender process without assigning any reasons before awarding of the Contract.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2026 (Signature)

(In the capacity of) (Name)

Duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of Bidding Company

Witness Signature:

Witness Name:

Witness Address:

CERTIFICATE AS TO AUTHORISED SIGNATORIES

I……, the Company Secretary of ……..……, certify that

…… who signed the above Bid is authorized to do so and bind the company by authority of its board/ governing body.

Date:

Signature:

Name (Company Seal)

Annex - B: Declaration by the Bidding Company (Name…..)

We, ----------, the Bidding Company taking part in the Tender for hiring of a total of 02 Trained Security Guards at the Embassy of India, Sofia certify as follows: that,

a) We ----------(name) taking part in the present tender Process hereby declare that we are neither involved nor would in any manner involve ourselves in any anti-India activities, unlawful or illegal activities including in human trafficking, hawala, etc. It is also certified that we have not been convicted for, or involved in, bribery, corruption or fraud. If such information is found later, we are aware that we would become ineligible to take part in the tender process.

b) It is also understood that if any such information comes to light during the contract period, the contract would be liable to be terminated immediately and all costs on such a termination will be borne by the Company.

c) We have provided the Organizational profile of our Company for pre-verification purposes from the security angle on---------(date) to the Embassy of India, Sofia. We understand that tender process is subject to pre-verification procedures and if we are not cleared under pre-verification procedures, we will not be eligible to take part in the tender process.

d) If we take part in the tender process before the intimation of the result of pre-verification procedures, we undertake to abide by the outcome of the pre-verification procedures subsequently at any stage without any objection.

e) We fully understand the provisions of Annex F (Financial Bid), D (Mandatory Eligibility Criteria) and we shall abide by the same. We fully understand the procedures for selection and award of Contract and agree to the same.

f) We fully understand and accept the penalty and the consequences of not adherence to the same. We are fully committed to the provisions of the same and we have no objections in this regard.

g) We fully understand that the Embassy has the right to accept or reject any or all proposals or to annul the Bidding process, at any time, without assigning any reasons, prior to any Contract being awarded.

h) We certify that we have no subsidiary company that is taking part in the present tender process separately.

i) We understand that the proposal remains valid for six months following the closing date of the NIT. It is also understood that the award of Contract will be valid for a period of up to 1 5 (fifteen) days from the date of announcement of the result for the work.

j) We fully understand that L1 will be decided on the basis of the lowest evaluated Bidder relying on the information provided in Annex-F (Financial Bid), which forms Part of the Financial Bid.

k) We have fully read, understood, and complied with all the conditions stipulated in the NIT document.

l) We undertake, if awarded the Contract, to fully involve in the work directly and do not entrust the work to a third party on the basis of commission or any such arrangement. We fully understand that such an arrangement could lead to cancellation of the Contract and future ban in taking part in the tender process.

m) We undertake that we will not involve in corrupt practices to get favourable consideration during tender process or Contract period. We understand that any such action will lead to disqualification from the present tender process or cancellation of the existing Contract and ban from future tender processes.

n) We also understand that this undertaking will become an integral part of the Agreement between us and the Embassy(s), should we be awarded the bid/Contract.

o) The undersigned is authorized to sign the tender documents on behalf of ----------(name of Bidding Company). A copy of the Resolution of the Board of Directors in this regard is enclosed.

Signature with Name & Designation (To be signed by CEO or equivalent rank)

Bidding Company: _____

Date: _____

Annex-C

ORGANIZATION PROFILE

Sl. NO.	Head	Information1
1	Full Name of the bidding company	
2	Address	
	(I) Registered Office	
	(ii) Corporate Office	
	(iii) Head Office	
	(iv) Details of valid Registration Number, Date and issuing authority	
3	(I) Contact person with name, designation, address, Email address, Telephone number including mobile number	
	(ii) Additional Contact person with similar details	
4	Website link of the bidding company giving details of the activities of the company including outsourcing activities	
5	List of branch offices with address	
6	Number of years of experience in similar work other activities under which the company has become eligible to take part in the tender process	
7	Joint Venture/Partnership details (with relevant documents)	

ANNEX - D : MANDATORY ELIGIBILITY CRITERIA

Bidding Companies should give their responses under each item without fail. Any incomplete details will lead to rejection of the bid.

S. No.	Parameters
I	EXPERIENCE OF THE COMPANY
1	Bidding Company should provide details of similar work undertaken in the past three years and should have successfully completed one similar work of value, Euro 52,800/- or (2) two similar works of value Euro 33,000/- or (03) three similar work of value Euro 26,400/-.
	Response of the Bidding Company along with certificates
2	A list of similar work, undertaken or is under implementation
	Response of the Bidding Company along with certificates
3.	The annual turnover of the bidding company should be at least Euro 105,600/- annually during last 5 years. The bidding company shall provide information (audited wherever available) based on 5 years period
	Response of the Bidding Company along with certificate
4	The bidding company must provide a list of all the cases in the past five years and their outcome as well as present cases pending litigation in Indian and foreign courts pertaining to similar work on which the bidding company became eligible to take part in the present tender process.
	Response of the Bidding Company along with certificate
5	Bidding company must provide the detail of notices received as well as penalties imposed on the company/SP in the last 05 years while handling similar work
	Response of the Bidding Company along with certificates
6	The bidding company must provide certification that its operations are compliant with local labour laws, relevant tax regime and is approved by the concerned Local Govt. Department and possesses Trade license or any other relevant permit required to operate in diplomatic establishments at the

	concerned city.
	Response of the Bidding Company along with certificate
7	The Bidding company must certify that the company and its subsidiaries/Partners are not involved or convicted in any unlawful or illegal activity including but not limited to human trafficking, anti-Indian activities, hawala, tax evasion, financial fraud, corporate malpractices etc. The bidders must certify that any of its officials have not been convicted for, or involved in, bribery, corruption, or fraud.
	Response of the Bidding Company along with certificate
8	(i) The bidding company must certify that its has personnel of adequate qualifications for implementation of work in any important establishments in the country. (ii)Evidence of registration of the company under relevant statutory regulations such as labour laws, GCT applicable in Bulgaria (if registered under more than one law, the same need to be furnished) (iii) evidence for the training facilities of the security personnel to be deployed (iv) size of the reserve pool of personnel and logistics such as response teams, patrol vehicles, security equipment, control room facilities, etc.
9.	The Bidding Company must certify that the Security Guards are all adequately trained to operate and manage the following:- i) X-Ray Machines ii) DFMD(Door Frame Metal Detector) iii) HHMD(Hand Held Metal Detector) iv) Fire Fighting v) Crowd Control vi) First Aid
	Response of the Bidding Company along with certificate

Signature..... Name & Designation.....

(With seal of the bidding Company) (To be signed by CEO or equivalent Authority)

ANNEX -E: QUALITY PARAMETERS FOR SECURITY GUARDS

1. The Security Guards should not be more than 40 years of age. (Proof of age to be submitted by the SP of each individual to be deployed from time to time).
2. The Security Guards should be mentally and physically fit and not be suffering from any apparent disability. The SP should annually or at the time of deployment on duty submit medical fitness certificate of all the Security Guards cleared for duty. The Security Guard should not be emaciated, feeble and timid in any apparent sense.
3. The Security Guards should be vetted by Bulgarian security agencies in terms of past record, character & antecedents. The SP should provide background details of the Security Guard and also proof of vetting.
4. The Security Guards should be trained in basic security duties such as access control and anti sabotage checks of persons, baggage and vehicles, including use of basic security tools such as handling of X-Ray machine, HHMDs, DFMDs, CCTV monitoring baggage and letter scanners. The Security Guards should also be trained in administering first aid and fire fighting.
5. The Security Guards should possess minimum qualification of 10^{th} standard or matriculation equivalent (CXC level as per Bulgarian system)
6. The Security Guards should be conversant with the local language/ English skills, in order to communicate with the locals and Embassy Staff.
7. The uniforms of the Security Guards shall be provided by the SP. The uniforms should be smart and clean at all times while on duty.
8. The Security Guards should be courteous at all times. The SP should ensure discipline and maintain good morale of the deployed guards.
9. The Security Guards should not be involved in any criminal activities or have been convicted in any criminal offence.
10. The Security Guards should be thoroughly proficient and trained in handling of arms and other security equipment they are supposed to carry or use.
11. The SP should have a system of undertaking supervisory checks of the functioning of Security Guards to ensure that the supplied personnel are discharging their duties with efficiency.

ANNEX F : FINANCIAL BID

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

   Telephone:

   Fax:

   E-mail:

Sl. No.	Items	Charges (including VAT)	Remarks, if any
1	Provision of 02 unarmed local security guards (LSGs) on a round the clock basis (consisting of 2 shift each of 12 hours, including both daytime and nightime) at 21, Boina Slava Street, Boyana Sofia	**Note** : Price quoted should be on an **all-inclusive basis to be paid monthly** and shall include the cost of all services, personnel, transportation, rentals taxes, consumables, VAT social security, insurance of the security guards etc.	

Signature of the tenderer (with stamp and date)

Annex – G : Bid Security Declaration

To
The Head of Chancery,
4 Alfred Nobel Street,
Geo Milev, Sofia 1113

Subject: Bid Security Declaration for Tender No. SOF/Prop/815/01/2026 – Hiring of 02 unarmed security guards

Sir/ Madam,

We, _____ (Name of company), having read and understood the terms and conditions of the above NIT, hereby declare that if we withdraw or modify our bid during the period of bid validity, or if we are awarded the contract and fail to sign the contract or fail to submit the required Performance Security within the stipulated time, the Embassy of India, Sofia may, without prejudice to any other right or remedy, ban us from participating in future tenders of the Mission for a period of up to three years.

We understand that this declaration shall remain valid up to 45 days beyond the validity period of the bid.

Signature of Authorized Representative
Name: _____
Designation: _____
Company Seal: _____
Date: _____

Witnesses:

1. _____

2. _____

Annex – H : Performance Security

Performance Security No. …….

To
The Head of Chancery,
4 Alfred Nobel Street,
Geo Milev, Sofia 1113

WHEREAS M/s. _____(Name and address of the Service Provider) (hereinafter called the *"Service Provider"*) has been awarded the contract **for providing security services at the Chancery premises** and Embassy Residence of the **Embassy of India, Sofia** (hereinafter called the *"Mission"*) for a period of **two (02) years**, as per Letter of Award No. _____ dated _____ and the terms and conditions contained in the tender document.

AND WHEREAS, in accordance with the provisions of the said contract, the Service Provider is required to furnish a **Performance Security** for an amount equal to 5**% of the total contract value**, to ensure due performance of its obligations under the contract.

NOW THEREFORE, we, _____ (name of bank), having its registered office at _____, and a branch office at _____ (hereinafter called the *"Bank"*), at the request of the Service Provider, do hereby **irrevocably and unconditionally guarantee** the payment to the Mission of an amount not exceeding Euro _____ (in words: _____) as Performance Security.

We, the Bank, hereby undertake to pay to the Mission forthwith on demand any and all monies payable by the Service Provider to the extent of Euro _____, without any demur, reservation, recourse, contest, or protest and without reference to the Service Provider.

We, the Bank, further agree that the Mission shall be the sole judge of and as to whether the Service Provider has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, costs, charges, and expenses caused to or suffered by the Mission on account thereof, and the decision of the Mission in this regard shall be final and binding on the Bank.

We, the Bank, further agree that this Guarantee shall be valid and remain in full force and effect for a period of **sixty (60) days beyond the completion of the contract**, i.e. up to _____ **(date)**, and that it shall continue to be enforceable till all the dues of the

Mission under or by virtue of the said contract have been fully paid and its claims satisfied or discharged or till the Mission certifies that the terms and conditions of the said contract have been fully and properly carried out by the Service Provider and accordingly discharges this Guarantee.

We, the Bank, further agree that this Guarantee shall not be revoked by us without the prior written consent of the Mission and that any change in the constitution of the Bank or the Service Provider shall not discharge our liability under this Guarantee.

Notwithstanding anything contained herein:

1. The liability of the Bank under this Guarantee shall not exceed Euro _____.
2. This Guarantee shall be valid up to _____ **(date)**.
3. The Bank shall be liable to pay the guaranteed amount or any part thereof under this Guarantee only and only if the Mission serves a written claim or demand on or before _____ **(date)**.

IN WITNESS WHEREOF, the Bank, through its authorized officer, has executed this Guarantee on this ____ day of _____**, 20** at _____.

For and on behalf of
(Name of Bank)
(Signature with Seal)
Name: _____
Designation: _____
Address: _____