



**EMBASSY OF INDIA Bahrain**


**TENDER No. BAH/ ADM/815/01/2025**

**TENDER DOCUMENT FOR HIRING OF (03) THREE LOCAL SECURITY GUARDS FOR MANNING SECURITY OF CHANCERY-CUM-RESIDENTIAL BUILDING OF EMBASSY OF INDIA AT BUILDING NO. 1090, ROAD 2819, AL SEEF- 428, MANAMA, BAHRAIN.**

**DATE OF OPENING BIDS  
TECHNICAL: 28 December, 2025  
AT 1100 Hrs.**

**LAST DATE FOR SUBMISSION OF BIDS  
28 December, 2025 AT 1500 Hrs.**

**PLACE OF OPENING OF TECHNICAL BID  
Embassy of India, Bahrain  
Building No. 1090, Road No. 2819, Al- Seef, Manama, Bahrain.**

  
(Rajiv Kumar Mishra)  
Counsellor/HOC  
Embassy of India,  
Bahrain

**No. BAH/ADM/815/01/2025**  
**EMBASSY OF INDIA**  
**Bahrain**  
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**NOTICE INVITING TENDER FOR HIRING OF (03) THREE PROFESSIONALLY TRAINED LOCAL SECURITY GUARDS FOR SECURITY OF CHANCERY-CUM-RESIDENTIAL BUILDING OF EMBASSY OF INDIA AT BUILDING NO. 1090, ROAD 2819, AL SEEF- 428, MANAMA, BAHRAIN**

## **1. Introduction**

1.1. Sealed tenders in 2 (two) Bid Envelopes System are invited from eligible Bidders located and based in the Bahrain, for providing (03) three trained unarmed male Security Guards (hereinafter called LSG) for security duties at Chancery-cum-Residential Complex, at Building No. 1090, Road 2819, Al-Seef-428, Manama, Bahrain as per terms and conditions set forth in the Tender Document.

1.2. This Notice Inviting Tender (NIT) is being issued with no financial commitment and the Embassy reserves the right to change or vary any part thereof of the NIT at any stage. Embassy also reserves the right to withdraw the NIT, should it become necessary at any stage.

1.3. Embassy's decision on the pre-qualification and selection of the Service Provider shall be firm and final.

## **Important**

### **Dates**

S. No.	Events	Date
1.	Tender Publish Date	04.12.2025
2.	Document Download Start Date	04.12.2025
3.	Bid Submission end date	28.12.2025 (1100 hrs)
4.	Opening of Technical bids	28.12.2025 ( 1500 hrs)
5.	Opening of Financial bids	Date to be intimated later

## **2. Eligibility (Pre-Qualification)**

The invitation of tender is open to all eligible bidding companies who fulfill conditions as mentioned below: -

2.1. Bidding company **should have a minimum of five (05) years of overall experience** in providing security personnel and related services. *Note: Older the company, the more vast their experience in providing security to large events and the*

more remarkable individual security incidents they might have handled, the higher the marks.

2.2. The company should have proven expertise in the field of security in the Kingdom of Bahrain and should also have provided security services to any Govt./semi govt./autonomous body/Embassy/Consulate, etc. Proof in respect of services provided to such agencies must be provided in the form of copy of contracts, etc.

2.3 Profit & Loss Statement. Company should have a good financial standing. Profit & Loss statement duly certified by a CA for period of last five years should be provided. No loss has been for more than two years out of the five years and not in the immediate preceding financial year.

2.4. Bidding Company must submit a copy of the security related topics covered during training schedule of the guards.

2.5. Bidding Company must include, as part of its tender, attested copies of documents mentioned at Sl. No. 3(a) to 3(h) as testimony of qualification to perform the contract.

***Note: The Embassy of India, Bahrain reserves the right to ask for any additional documents from the bidders to substantiate issues related to financial health of the company, local police clearance/ verification, partnership agreements, etc., in order to establish holistic credentials of the bidding company.***

### **3. Critical Minimum Quality Parameters of Security Guards**

The Service Provider shall meet the following critical minimum quality parameters for security guards: -

**(a) Age:** Security Guards should not be more than 50 years of age and the Security supervisor should not be more 55 years of age.

**(b) Physical and Mental Fitness:** Security Guards should be physically and mentally fit. They should not suffer from an apparent disability including obesity/ overweight that would hinder efficient discharge of the duties typical to security guards. Firm/company should submit medical fitness certificate in respect of each LSG from an authorized Medical Practitioner. Additionally, the guard should not be emaciated, feeble and timid in an apparent sense.

**(c) C&A Verified:** The service Provider shall provide only such Security Guards who have been vetted by Kingdom of Bahrain's security department in terms of past record, character and antecedents. The Service Provider should be able to provide background details of the LSGs and proof of vetting.

**(d) Education:** Security Guards should have attended education at least upto 10th standard or matriculation equivalent.



(e) **Nationality:** The security guards could be local Bahraini Security Guards or Expatriate Security Guards with valid work permits and visas, preferably Indian national or from any friendly country. It shall be ensured that no person of doubtful antecedents is, in any way, associated with work at the Embassy.

(f) **Uniform:** Security Guards shall perform their duties in smart uniforms and their overall appearance shall be neat and clean.

(g) **Training:** Security Guards shall 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, CCTV monitoring, baggage and letter scanners, etc. They shall possess knowledge of the potential threats in general terms and knowledge of what is "suspicious" in terms of men and material.

(h) **Supervision:** The provider should have a system of undertaking supervisory checks of functioning of LSGs to ensure that the supplied LSGs are discharging their duties with efficiency. The service provider should clearly spell out as to what will be the system of supervision/ surprise checks so as to achieve the above objective e.g number of scheduled and surprise visits in a given period.

(i) **Knowledge of Language:** The LSGs should be proficient in the local language and should be in possession of minimum English language skills.

(j) **Registration:** Service provider shall provide proof of compliance as regards local laws and statutory regulations in running a private security company.

(k) **Other Clients:** Service provider shall furnish information about its other clients including period and type of service rendered in broad terms.

(l) **Service Conditions of Security Guards:** Service provider shall provide details of salary, gratuity, allowances, leave, etc of the security guards.

(m) **Rotation of Staff:** Service provider shall have sufficient number of LSGs on its roll so that the staff is rotated periodically. Ideally, the staff shall change after every 3 months.

(n) 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, medical etc. to the employees deputed at the Embassy shall solely be the liability of the bidding company and not that of the Embassy.

(o) The service provider shall be responsible for dropping and picking up the security staff to/from the Chancery of the Embassy.

(p) The Bidding Company is to ensure compliance of all mandatory labour laws/regulations laid down by the Government of the Kingdom of Bahrain and any other relevant Acts and regulations enforceable from time to time without any liability on

the Embassy of India, Bahrain or without any responsibility for statutory compliance of any kind by the Embassy.

**4. Scope of Work:** The scope of work of the LSGs is as follows:-

- (a) Supply of total (03) three Local Security Guards i.e., two (02) Local security guards in 12 hourly shifts from 7 a.m. to 7 p.m. and One (01) Local Security guard from 7 p.m. to 7 a.m. X 7 days a week at Chancery-cum-Residential Complex.
- (b) Provision of one Female Security guard when required. The requirement of female security guard will be informed by the Embassy of India at least one day in advance. The deputation of female security guard will be over and above the usual strength of security guards.
- (c) Take periodic patrolling and surveillance for suspected activities of visitors in premises.
- (d) Keep watch over for any sabotage, damage, fire and safeguard the property, men, material, machines and document system at site.
- (e) Monitor X-ray machine, use of Hand Held Metal Detector, Door Frame Detector and assist in regulating visitors to the premises while being polite and courteous with visitors.
- (f) To be alert and detect unattended packages and strange objects and respond in emergency situations like fire, law & order, medical etc.
- (g) Security Guards to be very alert on duty, both physically and mentally throughout the shift and report any issues immediately to the supervisory officer in the Embassy.
- (h) Company will ensure to maintain proper supervision over the security personnel with regards to their discipline, alertness, proper uniform, conduct in the course of their duty and carry out periodic inspections.
- (i) Perform all security duties assigned by the Embassy of India, Bahrain from time to time. Must possess basic qualification for training in Fire Fighting.

**5. Tendering Process**

5.1. Tender is invited in two parts i.e. (i) Technical Bid (containing Bid Security Deposit) and (ii) Financial Bid.

5.2. Bids are to be submitted to Embassy of India, Bahrain at Building No. 1090, Road No. 2819, Al-Seef-428, Bahrain, in sealed envelopes. Both the technical bid and financial bid envelopes should be sealed separately and clearly marked as **"Envelope no. 1 Technical Bid"** and **"Envelope no. 2 Financial Bid"**. Both the sealed envelopes should be placed in a third larger envelope clearly mentioning **"Technical and Financial Bid for Security Guards for Embassy of India"** and addressed to "Head of Chancery" Embassy of India, Bahrain, latest by 28 December,



2025 upto 1100 hrs. The bids will be opened at 1500 hrs on 28 December, 2025 in the Office of Head of Chancery, Embassy of India, Bahrain.

5.3. The Embassy will not be responsible for any delay in receipt of bids or missing of bids while in transit/post. Bids received by email/ fax will be rejected out-rightly.

5.4. The validity of the bids must be for six months with effect from the date of opening of the bids. All bids should be in English language only.

5.5. The proforma for technical and financial bids is placed at Annexure A and Annexure B respectively.

5.6. **Late Applications:** Any application received after the last date and time for submission for the same, shall not be accepted. Applications received after the last date shall be summarily rejected and returned to addressee unopened.

## **6. Technical Bid Evaluation**

6.1. In the first stage, only the envelopes, containing the Technical Bid and Bid Security Deposit will be opened on the appointed date and time, in presence of the bidding companies (one representative each) and shown as a token of receipt of the documents in time. The sealed envelope containing the Financial Bid will be shown to the members present, but will not be opened at this stage.

6.2. The Technical Bids will be examined and evaluated by the Embassy subsequently on the basis of responses to the NIT. Bidding companies which do not qualify in the technical evaluation will not be considered for qualification to the Financial Bid stage and their financial bids will be returned unopened.

### **6.3. Bid Security Deposit (Earnest Money Deposit)**

The bidder should furnish refundable Earnest Money Deposit (EMD) of **BHD 500.00** in the form of a Demand Draft/Banker's cheque, Bank Guarantee or online payment to Bank Account in favour of '**Embassy of India, Bahrain,**' along with the bid.

Any bid not accompanied with EMD or Bid Security Deposit shall be rejected. The EMD will be forfeited on account of one or more the following reasons:

- The bidder withdraws his bid during the period of bid validity;
- In case of a successful bidder, the selected bidder fails to sign the agreement in time or furnish Performance Guarantee;
- Furnishing of any wrong information.
- The bidder should be ready to provide Performance Guarantee of 5% of *accepted contract value before issue of letter of award of work.*

## **7. Financial bids**

7.1. Bidding companies, which have qualified in the Technical Bid stage, will be informed by email to be present on the date and time fixed by the Embassy and the financial bids will be opened in their presence.

7.2. After opening of the financial bids, L1 will be announced based on the lowest financial quote. The final decision of the Embassy on award of contract will be communicated in due course. The notification of award will constitute the formation of contract. Upon the successful bidder's furnishing of performance security, Embassy will notify each unsuccessful bidders.

7.3. **Performance/Service Guarantee:** The successful bidder will submit a Bank Guarantee (in the format given at Annexure C) of 5% of annual contract amount within 10 days of award of work. The bank guarantee must remain valid during the tenure of contract period and additional 60 days. The Guarantee amount in full or part may be forfeited in the following case

7.3.1. When the terms and conditions of the contract are breached.

7.3.2. When the service provider fails to comply with minimum service levels agreed upon.

7.3.3. When the service provider fails to comply with statutory requirements.

7.3.4. The service provider shall forfeit the performance security in full in case the service provider terminates the contract without providing three months termination notice.

7.4. The guarantee money shall be refunded within 60 days after successful completion of contract period provided there is no breach of contract during the period of the contract or there is no claim for damages from Embassy's side. No interest shall be paid on the service guarantee.

7.5. 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.

## **8. Commencement of Contract:**

The Services of the L1 will be availed by the Embassy with effect from 01 January, 2026, subject to approval of Ministry of External Affairs, Govt of India. Initial contract period would be for two years subject to the approval of Ministry of External Affairs, Govt of India. Payments in respect of the security services provided by the company will be made on monthly basis, in the form of a cheque.



## **9. Additional Information**

9.1. The Bidder shall not utilize or publicize or disclose or part with any statistic, data or information collected with assignment/contract without the express written consent of Embassy of India.

9.2. No terms and conditions other than as stipulated above will be entertained. Tenders without acceptance of the terms and conditions stipulated above are liable to be rejected.

9.3. The Embassy reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.

9.4. **Penalties:** In case the service provider fails to provide the desired services or breaches the contract and for loss or damage, if any, to property, life and limbs of Mission Staff etc due to negligence of the security personnel or substandard services of the security agency, service provider will be fully responsible and appropriate penalty will be imposed on the service provider as per existing local rules.

9.5. **Medical Facility:** Service provider is responsible for providing medical facility to the security personnel deployed at the Embassy.

9.6 **Bidders should furnish information as per Annexure-D & Annex- E.**

## **10. Termination of Contract:**

Embassy reserves the right to terminate the contract at any time by giving one month's advance notice. However, Embassy shall also have the right to terminate the Contract by giving a lesser period of Notice under special circumstances, such as security considerations, violation of privacy laws etc. The Service Provider may terminate the contract by giving three months advance notice with justification for termination of services. Embassy reserves the right to impose a financial penalty of amount equivalent to the service charges of one month, in case the latter terminates the contract without providing three months termination notice.

## **11. Force Majeure:**

Notwithstanding the provisions of contract, the service provider shall not be liable for forfeiture of its performance security if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For the purpose of this clause, "Force Majeure " shall mean an event beyond the control of the service provider and not involving the service provider's fault or negligence. If a Force Majeure situation arises, the service provider shall promptly notify the authority in writing of such conditions and the cause thereof. Unless otherwise directed by the Embassy in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical.



## **12. Settlement of Disputes and Arbitration:**

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, Bahrain. The arbitration shall be in accordance with the existing rules of the Kingdom of Bahrain in this regard. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties.

## **13. Point of Contact:**

For any tender-related enquiry/ query/ clarification please contact: -

**Head of Chancery Embassy of India, Bahrain**

**Email: [hoc.bahrain@mea.gov.in](mailto:hoc.bahrain@mea.gov.in)**

**Tel. No. +973-17714209/ 17560360**

## **14. Sign and Seal:**

The Bidder must sign and affix his seal on every page of the Tender Document and the complete signed tender document must be submitted along with the affidavit at Annexure D.

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## **TECHNICAL BID PROFORMA**

### **I) General Information**

1. Name of the firm:
2. Address of the Registered Office:
3. Annual Turnover of the Company
4. Correspondence address:
5. Contact Details:
  - o Telephone:
  - o Fax:
  - o E-mail:

### **II) Company's Profile & Credentials**

6. Brief introduction of the company:
7. Previous experience in the field (please provide detailed information with supporting documents)
8. Local level security industry knowledge (documented references of Govt and private clients needed) [local security industry experience (include documented references from government and private clients)]
9. Registration certificate & license of the services (duly attested copies to be enclosed)

### **III) Qualifications & Experience**

10. Current Contracts: Details of ongoing security service engagements including deployment of armed and unarmed guards in Kingdom of Bahrain and other countries
11. Past contracts: Summary of previous engagement:
12. Testimonials (Clients/letters/certificates etc.)
13. Qualification and experience of the armed security guards proposed to be deployed:
14. Qualification & experience of the unarmed security guards proposed to be deployed:
15. Particulars of dogs to be deployed:

### **IV) Operation & Technical capabilities**

16. What industry certifications does your company hold, especially in terms of quality and compliance?
17. Where do you train your staff – in-house or through an external provider? Please provide the training curriculum, duration, the reputation of the training provider and expenses on it.



18. What communication and monitoring systems do you use to ensure guard presence and performance?
19. Do you operate a 24x7 control room? If so, what are its key features?
20. Describe your firm's working relationship with the local police.
21. Do you provide clients with direct access to top management? If yes, how?
22. Where is the top management based – locally or elsewhere?
23. What is your policy and practice regarding regular client visits?
24. Do you offer only manpower, or a full range of security management services? Please describe the range and scope.
25. What is the size of your reserve manpower and logistics capacity (e.g., response teams, patrol vehicles, equipment, control rooms, communication tools etc.)?
26. What is the attrition rate of your security staff and supervisors (average tenure with your firm)?
27. What is the scope and limit of your company's liability? What types of security failures are you most focused on preventing, and what compensation mechanisms are in place?
28. The bidder must enclose a copy of the company's detailed brochure along with the Technical Bid.
29. Any other information the bidder would like to provide:

[Signature(s) of the Tenderer(s) with Name, Designation, Date, and Official Seal]

**Annexure B**

**Financial Bid Proforma**

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:
  - (a) Telephone:
  - (b) Fax:
  - (c) E-mail:

Sl. No.	Item	Charges (excluding taxes) in BHD	Taxes, if any	Total Charges (including taxes) in BHD	Remarks, if any
(I)	Monthly charges for providing 04 (Four) Security Guards on 12 hours shift x 7 days a week (i.e., 03 LSGs during day time from 7am to 7pm and 01 LSG during night time from 7pm to 7am.)				
	Total				

[Signature(s) of the Tenderer(s) with Name, Designation, Date & Seal]



**Performance / Service Guarantee Format**

To:  
Embassy of India,  
Bahrain

WHEREAS \_\_\_\_\_(Name of the Service Provider) herein called "the  
\_\_\_\_\_Bidder"  
has undertaken, in pursuance of Contract No. \_\_\_\_\_dated \_\_\_\_\_to  
provide a complete security services hereinafter called "the Contract.

AND WHEREAS it has been stipulated by you in the said Contract that the Service  
Provider shall furnish you with a Bank Guarantee by a recognized bank for the sum  
specified therein as security for compliance with its performance obligations in  
accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a Guarantee.  
THEREFORE We hereby affirm that we are Guarantors and responsible to you, on  
behalf of the Service Provider, up to a total of \_\_\_\_\_(Amount of  
the Guarantee in Words and Figures 5% of annual invoice) and we undertake to pay  
you, upon your first written demand declaring the Service Provider to be in default  
under the Contract and without cavil or argument, any sum or sums within the limit of  
\_\_\_\_\_(Amount of Guarantee) as aforesaid, without your needing  
to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_day of \_\_\_\_\_, 20 .

(Signature and Seal of Guarantors)

Date:  
Address:

**AFFIDAVIT**

I/We, \_\_\_\_\_, representative(s) of M/s \_\_\_\_\_  
\_\_\_\_\_

solemnly declare that:-

1. I/We are submitting my/our bid against the Tender Notice no. \_\_\_\_\_ dated \_\_\_\_\_ brought out by the Embassy of India, Bahrain for providing security services at the Chancery-cum-Residential Complex of Embassy of India, Bahrain at Building No. 1090, Road No. 2819, Al-Seef-428, Bahrain.
2. I/We or my/our partners do not have any relative working in any office of Embassy of India, Bahrain.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given in this tender is complete, correct and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. The Price – Bid submitted by me/us is **“WITHOUT ANY CONDITION”**.
6. I/We have not been banned/ delisted by any Government or Government of Kingdom of Bahrain or any Government agencies or PSUs.
7. I/We accept all the terms and conditions of tender.
8. If any information or document submitted is found to be false/ incorrect, Embassy may cancel my/our Tender and take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.

[Signature(s) of the Tenderer(s) with Name, Designation, Date & Seal]



**ANNEX- E**

To  
The Head of Chancery  
Embassy of India  
Building No. 1090  
Road No. 2819  
Al-Seef  
Bahrain.

This has reference to the Tender document no. BAH/ADM/815/01/2019 dt. 02.05.2022 published by the Embassy of India, Bahrain regarding hiring of 04(Four) Local Security Guards for security of Chancery-cum-Residential Complex Building of Embassy of India at Building No. 1090, Road No. 2819, Al-Seef-428, Manama, Bahrain.

2. With reference to the above, it is further certified that:

- (a) The Security Guards supplied by M/s \_\_\_\_\_ would not be more than 50 years of age and the Security supervisor would not be more 55 years of age.
- (b) Security Guards would be physically and mentally fit. They would not suffer from an apparent disability including obesity/overweight that would hinder efficient discharge of the duties typical to security guards. M/s \_\_\_\_\_ would submit medical fitness certificate in respect of each LSG from an authorized Medical Practitioner. Additionally, the guard will not be emaciated, feeble and timid in an apparent sense..
- (c) M/s \_\_\_\_\_ will provide only such Security Guards who have been vetted by Kingdom of Bahrain's security department in terms of past record, character and antecedents. The service provider should be able to provide background details of the LSGs and proof of vetting.
- (d) M/s \_\_\_\_\_ will provide the security guards either local Bahraini Security Guards or Expatriate Security Guards with valid work permits and visas, preferably Indian national or from any friendly country. It will be ensured that no person of doubtful antecedents and nationality is, in any way, associated with work at the Embassy.
- (e) Security Guards will perform their duties in smart uniforms and their overall appearance shall be neat and clean.
- (f) Security Guards will 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,CCTV monitoring, baggage and letter scanners etc. They will possess knowledge of the potential threats in general terms and knowledge of what is suspicious in terms of men and material.
- (g) M/s \_\_\_\_\_ have a system of undertaking supervisory checks of functioning of LSGs to ensure that the supplied LSGs are discharging their duties with

efficiency. A details of the system of supervision/ surprise checks so as to achieve the above objective e.g number of scheduled and surprise visits in a given period is enclosed.

(h) The LSGs would be proficient in the local language and would be in possession of minimum English language skills.

(i) M/s \_\_\_\_\_ will 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, medical etc. to the employees deputed at the Embassy shall solely be the liability of the bidding company and not that of the Embassy.

(j) M/s \_\_\_\_\_ will be responsible for dropping and picking up the security staff to/from the Chancery of the Embassy.

(k) M/s \_\_\_\_\_ undertakes to comply all mandatory Labour laws/regulations laid down by the Government of the Kingdom of Bahrain and any other relevant Acts and regulations enforceable from time to time without any liability on the Embassy of India, Bahrain or without any responsibility for statutory compliance of any kind by the Embassy.

[Signature(s) of the Tenderer(s) with Name, Designation, Date & Seal]