



सत्यमेव जयते

Consulate General of India  
16-A,B &D, United Centre,  
95 Queensway, Admiralty, Hong Kong  
Telephone : 3970 9933; Fax : 2866 4124  
E-mail: [hoc.hongkong@mea.gov.in](mailto:hoc.hongkong@mea.gov.in)

### **TENDER NOTICE**

Sealed tenders are invited by the Consulate General of India, Hong Kong (CGI) for hiring of one English spoken Security Guard for the security of Chancery, located at the above address from **9.00 AM to 05.30 PM** on all days except weekends (Saturday & Sunday) and holidays to be observed by the CGI.

2. Quotations should be submitted along with:
  - (i) Company letter head bearing office seal;
  - (ii) Copy of Company/Business/Tax Registration;
  - (iii) Company Bio-profile;
  - (iv) Company's last 5 years' experiences in the field with other departments/offices;
  - (v) A signed copy of the 'Terms & Conditions' of this Tender Notice
  
3. The bidding of tender takes effect with the publication of above 'Tender Notice'. The Bidding/tender document in two sealed envelopes shall reach the office of **Head of Chancery, the Consulate General of India, Unit A, 16<sup>th</sup> Floor, United Centre, 95 Queensway, Hong Kong not later than 2 pm on 19.12.2017.** Envelope 1 must contain documents (i to v) as above and envelop 2 must contain financial bid (quotation). The bidding/tender documents will be opened by the committee constituted by the Consulate General of India, Hong Kong on **19.12.2017 at 3 pm.**

  
(Harinder Singh Bisht)

Vice Consul (Protocol & Admin)

27<sup>th</sup> November, 2017

H. S. Bisht  
Vice Consul  
Consulate General of India  
Hong Kong

## Scope of Work (Terms and Conditions)

The Terms & Conditions of the Tender would be as follows:

1. Scope of Work :
  - (i) To ensure security of the Consulate General of India, Hong Kong premises situated at Wing A & D, United Centre, 95 Queensway, Admiralty, Hong Kong;
  - (ii) To ensure security of the Consulate General of India, Hong Kong premises;
  - (iii) To maintain discipline in Consulate General of India, Hong Kong premises;
  - (iv) To assist visitors/passport applicants/visa seekers;
2. The bid will remain valid for a period 3 months from date of opening of the bids:
3. The contract will be valid for a period of 1 year from date of acceptance by the Consulate General of India, Hong Kong;
4. The Consulate General of India, Hong Kong will only be liable to pay monthly wages towards hiring of Security Guards to the agency as per the bid price. Monthly wages will be paid at the end of each month;
5. If the worker provided by the agency remains absent on any working day, except due to unforeseeable events beyond the reasonable control of the worker, the monthly payment will be proportionately deducted;
6. The agency should at time be in compliance with all labour laws of the HKSAR Government. They shall comply with all the requirements of all taxes, fees and other statutory payment as are required to the concerned HKSAR Government authorities;
7. The agency shall at all-time obey the lawful instructions as given by the Consulate General of India, Hong Kong or its authorized representatives with regard to functioning of the Security Guards;
8. The agency is prohibited from subletting/outsourcing the work to any other agencies;
9. All the worker provided by the agency should be healthy and suffering from any contagious/fatal/rare diseases or insanity; they should be of good conduct and free from criminal background;
10. The agency shall arrange for suitable reserve personnel, if any, in lieu of weekly of or leave periods of the regular worker. No separate payment shall be made for such arrangement;

11. Any deviation or deficiency concerning quality of the services provided by the agency or a violation or deviation of the provisions in the contract, shall be taken as violation of the contract and liable for termination of this contract. The decision of the Consulate General of India, Hong Kong in this regard shall be final and binding;
  
12. The Consulate General reserves the right to reject any prospective bidding without any reason.



(Harinder Singh Bisht)  
Vice Consul (Protocol & Admin)  
27<sup>th</sup> November, 2017

**H. S. Bisht**  
**Vice Consul**  
**Consulate General of India**  
**Hong Kong**