



**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-handyman-Messenger at its premises in Seoul.

2. For further enquiries, Please visit our website:
www.indembassyseoul.gov.in

SEO/321/1/2011
Embassy of India
Seoul

TENDER NOTICE

Subject: INVITATION OF BIDS FOR hiring of Security guard-cum-handyman-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 0730-1930 hrs. Monday to Friday and 0800-1430 hrs. on Saturday. He will have lunch time from 1200-1500 hrs.

(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 manning the Reception, 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 arrangements at SVCC.

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 signed **for a period of 3-years**. During of period of contract, no escalation in rate of services will be entertained. The SVCC, Seoul shall have the option to prematurely terminate the Contract at any point during the currency period of the Contract by giving one month's notice to that effect.

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. Ramesh Chandra Khulbey, Attache(Administration), mobile No. 010-4193-4188.

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 Thursday, 27th June, 2019**, 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, June 28, 2019 at 1600 hrs.** at Embassy of India, 101, Dokseodang-ro, Yongsan-gu, Seoul, Republic of Korea.



(Satish Kumar Sivan)
Deputy Chief of Mission & Head of chancery
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