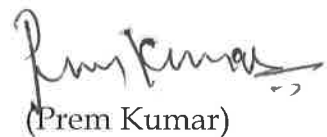


No. WAS/Pers/815/247/2017
EMBASSY OF INDIA
Washington DC

TENDER NOTICE No. 01/2025

The Embassy of India, Washington DC invites proposal for hiring of Seven unarmed Local Security Guards (LSGs) at 2107 & 2536 Massachusetts Ave-NW & 2700 Macomb St, NW Washington DC-20008.

2. Embassy's website <https://www.indianembassyusa.gov.in/Tender> and Central Procurement Portal (CPP) at <https://eprocure.gov.in/cppp> may also be referred to for complete details, scope of work, and conditions of eligibility.
3. The bids should be submitted in three sealed envelopes {Envelope-A "Earnest Money Deposit" through a Cheque/Banker's Cheque/Demand Draft for US \$1000.00 (USD One Thousand only) in favour of "Embassy of India, Washington DC", Envelope-B "Technical Bid Documents", and Envelope-C "Financial Bid Documents"}. Three envelopes containing "A", "B" & "C" shall be duly superscripted with above titles and put in another sealed envelope superscripted with the title "proposal for Hiring of Seven (07) unarmed Local Security Guards at 2107 & 2536 Massachusetts Ave-NW & 2700 Macomb St. NW Washington DC-20008.
4. The Competent Authority reserves the right to reject any or all the bids or cancel the tender, without assigning any reason, and the decision of the competent authority shall be final and binding.
5. Last date for receipt of bids is August 13, 2025, till 1700 hrs. (EST).



(Prem Kumar)

First Secretary (Administration)

Embassy of India

Tel: 202.939.7034

Email: fsadm.washington@mea.gov.in

July 23, 2025

Embassy of India
Washington DC

July 23, 2025

No. Was/Per/815/247/2025

E-NOTICE INVITING TENDER

Invitation of Bid

1. **Name of Works:** Hiring of seven unarmed local security guards (LSG) to provide physical security at Embassy of India, buildings located at
 - 1). 2107 Massachusetts Ave, NW, Washington DC 20008,
 - 2). 2536 Massachusetts Ave, NW, Washington DC 20008 and
 - 3). 2700, Macomb St, NW, Washington DC-20008.

2. **Process of submission of bids**

The two bid system (Technical & Financial) shall be followed for this tender. The bid shall be submitted online at Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>. All documents as per tender requirement shall be uploaded online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>. Eligible Bidders can also send their bids physically in sealed covers (mentioning Tender for LSG on the top of the cover) before **05:00PM on 13th August, 2025** in the office of **First Secretary (Administration), Embassy of India, Washington DC**, (2107, Massachusetts Avenue NW, Washington DC 20008). Any Tender received after this date and time will not be considered. Tender documents will be available for download from the Website from **23rd July, 2025**. **Tender shall be opened on 18th August 2025 at 03:00 PM.**

3. **Documents to be uploaded for Technical Bid**

1. Copy of Annexure - I, II and III duly completed in all respects and signed by the owner of the Company or his authorized signatory.

4. **Documents to be uploaded for Financial Bid**

1. Copy of Annexure - IV & V duly completed in all respects and signed by the owner of the Company or his authorized signatory.

5. Prospective bidders are accordingly advised to go through instructions provided on the CPP Portal or Embassy's website www.indianembassyusa.gov.in.

- i. Any further information or clarification which the Tenderer needs may be obtained from Mr. Tabish Andrabi, AP&WO and Mr. Sriram P. Vasudevan, Attache

(Administration), Embassy of India, Washington DC (Email: apwo.washington@mea.gov.in and attadmn.washington@mea.gov.in)

- ii. Bids as per details in Annexure I, II, III & IV may be submitted online or offline [addressed to – **Head of Chancery, Embassy of India, 2107 Massachusetts Avenue NW, Washington DC, 20008**] (in pdf format) from **23rd July, 2025 at 1200 hrs to 13th August, 2025 till 1700 hrs**. The last date for submission of online/offline bids would be **13th August, 2025 till 1700 hrs**.
- iii. Bids sent over fax/ e-mail or those received after the stipulated date/ time shall not be entertained.
- iv. The tender documents should be signed by the owner of the Company or his authorized signatory.

6. **Eligibility (Pre-Qualification)**

There are some basic parameters against which competing security companies shall provide detailed information along with supporting documents and records as part of the Technical Bid. The invitation of tender is open to all eligible bidding companies who fulfill conditions as mentioned below: -

- i. Bidding company should have a minimum of five years of overall experience in providing security guards and related services.
- ii. The company should have proven expertise in the field of security and should have also provided security services to any government/ semi government/ autonomous body/ Embassy/ High Commission, etc.
- iii. Evidence of registration of the company under relevant statutory regulations.
- iv. Size of the reserve pool of security guards.
- v. Attrition rate of security guards and security supervisors (the average period for which a security guard remains with the company)
- vi. Training facility: Does the company have its own training facility (details thereof)? Does the company avail the facility of another provider or a company that only focuses on training? What is the curriculum and duration of training of the security guards and the supervisors?
- vii. Service provider shall provide details of salary, allowances, leave etc of the security guards. This is just to confirm that their service conditions are in accordance with the relevant local laws/rules.

7. **EARNEST MONEY DEPOSIT**

- i. The original hard copy of Earnest Money Deposit (EMD) of USD \$1000/- in the form of Demand Draft / Bankers Cheque/Check in favour of 'Embassy of India', Washington DC. The Tender must be valid for 180 days and EMD shall be valid for

180 days. Bids shall not be considered in case the EMD is not submitted and would be rejected summarily. The EMD of unsuccessful bidder will be returned after the award of work while EMD of successful bidder can be adjusted against Retention Money at the discretion of the Embassy.

- ii. No claim shall lie against the Mission in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit i.e. no interest will be payable on EMD
 - iii. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the government.
 - iv. The Bid Security may be forfeited:
 - (a) If the bidder withdraws his bid during the period of validity of the bids specified by the bidder in the bid form; or
 - (b) In case of successful bidder, if the bidder
 - i fails to sign the contract in accordance with the terms of the tender document;
 - ii fails to furnish required Performance Security Deposit in accordance with the terms of Tender Documents within the time frame specified by the client; or
- Fails or refuses to honour his own quoted prices for the services or part thereof.

8 Critical Dates

1	Tender Document download starts	23 rd July 2025 (1200hrs)
2	Clarifications Last date	13 th August 2025 (1500hrs)
3	Bids Submission Starts	23 rd July 2025 (1200hrs)
4	Bids Submission Last Date	13 th August 2025 (1700hrs)
5	Technical Bids opening day	18 th August 2025 (1500hrs)
6	Financial Bids opening day	25 th August 2025 (1500hrs)

9. Opening of bids

- i. The Technical Bids will be opened on 18th August 2025, at 1500 hrs in **Board Room, Embassy of India**, 2107 Massachusetts Ave, NW, Washington DC 20008 in presence of the signatories of the bids or their duly authorized representatives.
- ii. The Financial Bids of companies that do not qualify the Technical Bid stage will not be opened.
- iii. The Embassy of India reserves the right to accept or reject any bid without assigning any reasons thereof.
- iv. Companies, which have submitted their technical and financial bids but are not duly represented at the time of the opening of the two bids shall forfeit their right to make any claim or challenge the tendering process at any stage thereafter.
- v. At any time prior to the deadline for e-submission of bids, the Embassy of India may, for any reason, whether on its own initiative or in response to the clarification request

by a prospective bidder, modify the bid document. Any amendment in the bidding document, at any time prior to the deadline for e-submission of bids, shall be uploaded as "corrigendum" on the Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> & Embassy's website www.indianembassyusa.gov.in. Such amendments/modifications shall be binding on all prospective bidders.

- vi. The Embassy of India may on its discretion extend the last date for e-submission of the online bids and such extension shall be binding on all the Bidders.
- vii. After scrutiny of technical bids, the Embassy of India shall shortlist the eligible bidders and inform them of the date and time of opening of the Financial Bids (Preferably by email).
- viii. The Financial Bids will be opened on 25th August 2025 at 1500 hrs pm in **Board Room, Embassy of India**, 2107 Massachusetts Ave, NW, Washington DC 20008 in presence of the signatories of the bids or their duly authorized representatives.

10. **Criteria for selection of the service providers and LSGs**

- i. LSG should not be more than 50 years of age with adequate level of physical fitness.
- ii. LSG should be physically and mentally fit and should not be suffering from an apparent disability. He/She should not suffer from any apparent disability, that would hinder efficient discharge of the duties.
- iii. The service provider should provide only such LSGs who have been vetted by local government's security department (s) in terms of the past record, character and antecedents. The service provider should be able to provide background details of the LSGs and also proof of their vetting.
- iv. LSGs should perform their duties in smart uniforms and their overall appearance should be neat and clean.
- v. LSG should 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 equipment's such as DFMD, HHMD, monitoring CCTV, baggage scanners, etc.
- vi. Service provider should have provisions for real time checks of functioning of the LSGs to ensure the quality of the provided staff and the service they render. The provider should be able to provide the proof of this to the Mission.
- vii. An LSG should have the working knowledge of English so that communication essential to smooth discharge of security duties both routine and emergency.
- viii. The service provider should provide the proof of compliance as regards local laws and statutory regulations in running a private security company.
- ix. The service provider should be willing to furnish the information about its other clients including period and type of service rendered in broad terms.
- x. The service provider should agree to provide the details of salary, gratuity, allowances, leave etc. it permits for its LSG.

- xi. The service provider should agree and be able to provide a choice of persons three times our requirement to interview and choose from. In case of 'good performance' our Mission should have the option of retaining the particular LSG.
- xii. Subject to the above condition, the company should have sufficient LSGs on its roll so that the staff is rotated periodically.
- xiii. Following complaints, if any against any of the security personnel, the service provider would take necessary action in terms of examining the same and replacing the security personnel, if required.
- xiv. 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 of India and Embassy Residence shall solely be the liability of the bidding company and not that of the Embassy of India.
- xv. The service provider shall be responsible for dropping and picking up (transportation) the security staff to/from the Embassy of India and Embassy Residence. No separate allowance/charges will be paid for transportation.

11. PERFORMANCE SECURITY

- i. The successful bidder has to deposit Performance Security which will be a sum equivalent to USD 3% of the total value of the contract in favour of 'Embassy of India' in the form of Demand Draft / Pay Order / Banker's Cheque / Bank Guarantee, within fifteen days of the acceptance of the 'Letter of Award' (LoA). Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case, the contract is further extended beyond the initial period, the Performance Security will have to be renewed accordingly. No interest shall be paid on Performance Security.
- ii. The Performance Security will be forfeited by order of the Competent Authority in Mission in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, portion of the Performance Security, as may be deemed fit by the Mission sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of Agency's bill has been received and examined.
- iii. On due performance and completion of the contract in all respects, the Performance Security will be returned to the agency without any interest on presentation of an absolute 'No Demand Certificate' from the agency and upon return in good condition of any specifications, samples or other property belonging to the client, which may have been issued to the agency, for carrying out work stipulated in the contract.

Note: Embassy of India, Washington DC 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.

12. Other Terms and Conditions

- i. The Companies should abide by and comply with all statutory requirements and provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour/Laws/Acts/Rules in force from time to time at their own cost. In case the Company or its owner is found to be violating any such statutory provision under Labour Laws or any other law, it would constitute sufficient ground for consideration of immediate termination of the contract.
- ii. The Company or its owner shall adopt and follow industry-recognized Best Management Practices.
- iii. The Embassy will have no responsibility for payment of any additional insurance and other charges.
- iv. The successful bidders will sign an agreement with the Embassy of India.
- v. Payment will be made on monthly basis on submission of per-receipted bills(s) supported by duty slips. No cutting/overwriting/use of correcting fluids on the bills would be acceptable.
- vi. The agreement can be terminated earlier by giving one month written notice by the Embassy of India or one month written notice by the successful bidder(s) without assigning any reasons and the decision of the competent authority shall be binding on the latter. No claim for compensation/loss/revenues due to such decision shall be entertained.
- vii. Before issuing the work order/signing of contract with successful bidder, the Embassy of India has the right to check/verify the credentials of the agency/company. If the credential of the agency/company is not found satisfactory, the bid will be cancelled, and the contract will be awarded to L2 at L1 rates.
- viii. The Embassy of India may at any time terminate the contract by giving one month written notice to the company, without any compensation, if the company becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or effect any right of action or remedy which has accrued thereafter to the Embassy of India.

- ix. Force Majeure: If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fire, floods explosions, epidemics, quarantine restriction, strikes, lockouts or Act of God (Hereinafter referred to as events) provided notice of happenings, of such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of event be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of the Embassy of India as to whether the service provider have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days, either party may, at this option, terminate the contract.
- x. 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.
- xi. **Confidentiality:** Recipient agrees not to use the Confidential Information in any way or under any circumstances share the same, in writing or through any other means, with any Third Party.
- xii. **Protection of Secrecy:** Recipient agrees to take all steps necessary to protect the secrecy of the Confidential Information, and to prevent the Confidential Information from falling into the public domain or into the possession of unauthorized person(s) and/or entity(ies).
- xiii. **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 guards or substandard services of the security agency, the damages will be assessed by a committee formed by the Mission who will fix the amount of liability to the tendered. In case of any damages, the security deposit of 3% will be withheld/forfeited as penalty. The decision of the Mission regarding fixing of damage/defect liability and withholding/forfeiting of security charges will be final and binding on the tenderer.
- xiv. **Medical Facility:** Service provider is responsible for providing medical facilities to the security guards deployed at the Embassy of India.
- xv. The services of Company which fails to comply with any of the conditions stipulated above will be liable to be terminated immediately without any notice at point of time during the currency of the contract.

13. Legal Jurisdiction

In case of any dispute, Delhi (India) alone shall have the territorial jurisdiction to adjudicate upon the matter arising out of this contract. In case of US firm, Washington, DC shall have legal jurisdiction to adjudicate on any matters arising out of this contract.

14. Arbitration

In the event of any dispute or difference between the parties hereto, such dispute or difference shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the "Embassy of India" Washington DC. The provisions of Arbitration and Conciliation Act, 1996 (No 26 of 1996) shall be applicable to the arbitration. The venue of such arbitration shall be at Delhi or any other place, as may be decided by the arbitrator. The language of arbitration proceedings shall be English. The arbitrator shall make a reasoned award (the award which shall be final and binding on the parties. The cost of the arbitration shall be shared equally by the parties to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

In case of US company:

i) Any controversies or disputes arising out of or relating to this Contract shall be resolved by binding arbitration in accordance with the then-current Commercial Arbitration Rules of the American Arbitration Association. The parties shall select a mutually acceptable arbitrator knowledgeable about issues relating to the subject matter of this Contract. In the event the parties are unable to agree to such a selection, each party will select an arbitrator and the two arbitrators in turn shall select a third arbitrator, all three of whom shall preside jointly over the matter. The arbitration shall take place at a location that is reasonably centrally located between the parties, or otherwise mutually agreed upon by the parties. All documents, materials, and information in the possession of each party that are in any way relevant to the dispute shall be made available to the other party for review and copying no later than 30 days after the notice of arbitration is served. The arbitrator(s) shall not have the authority to modify any provision of this Contract or to award punitive damages. The arbitrator(s) shall have the power to issue mandatory orders and restraint orders in connection with the arbitration. The decision rendered by the arbitrator(s) shall be final and binding on the parties, and judgment may be entered in conformity with any US court having jurisdiction. The agreement to arbitration shall be specifically enforceable under the prevailing arbitration law. During the continuance of any arbitration proceeding, the parties shall continue to perform their respective obligations under this Contract.

ii) Pending the submission of and/or decision on a dispute, difference or claim or until the arbitral award is published; the parties shall continue to perform all of their obligations

under this Agreement without prejudice to a final adjustment in accordance with such award.

15. The tender must be accompanied with the following documents failing which the tender will be rejected: -

- a Earnest money deposit of US\$ 1000/- (USD One Thousand only).
- b PAN/ TAN/ number allotted to the Company by Income Tax Department and GST Tax Number allotted by Government of India to the Company. In case of US firms, EIN/TAX employer number assigned to the USA Company by US Government should be clearly mentioned in the tender and self attested copies should also be enclosed.
- c Copies of Registration of company will be enclosed.
- d Other documents mentioned in the tender.

17. The rates once quoted and approved will be valid for a period of **two years** w.e.f. the date of signing. No request for revision of rates will be entertained during this period.

18. The successful bidder will have to enter into an Agreement for **two years** w.e.f. the date of implementation of the contract, **extendable by one more year** on same terms and conditions and same rates, subject to satisfactory services provided by the company and the sole discretion of the Embassy. The Embassy of India reserves the right to cancel the Agreement at any time or to reduce the strength of LSGs without assigning any reason thereof and the Company shall have no right to contest against the said decision of the Embassy of India.

19. The Embassy of India reserves the right to reject any or all the bids, without assigning any reason(s).

20. Bidder shall furnish the documents as per Technical Bid Form at Annexure-I, II & III.

21. The Financial bid may be submitted in the prescribed format as given in the Annexure-IV, otherwise the bids are liable to be rejected.

22. Scope of work on Annexure -V

23. Every page of the bid document should be signed by the bidder as a token of having read and understood the terms and conditions of the tender.
24. The payment for the service will be made at the end of each month.
25. Embassy will not be responsible for the insurance and medical care of the workers deputed for the above services.

Annexure I

1	Name & Address of the Bidder	
2	Email address	
3	Contact numbers	
4	Signed and stamped copy of all pages of tender document including all annexure	
5	Scanned copy of Documentary proof for incorporation of company/sole proprietorship/Registered Partnership deed/ Authorization letter/Power of attorney, etc	
6	Bankers name and address	
7	Signed documentary evidence in support of each of qualifying criteria as mentioned in the documents	
8	PAN No. photocopy enclosed/EIN/TAX employer number assigned to the USA company by US Government	
9	TAN No. photocopy enclosed	
10	GST no. photocopy enclosed	
11	Copy of Power of Attorney (Attested by Notary)	
12	Validity of Offer [minimum 180 days from tender opening date]	
13	Undertaking that bidder does not have any criminal records pending against him	
14	Profit & loss account of last 3 years	
15	Scanned copy of declaration from the Company Secretary/CEO/CFO that the prime bidder and/or any of member of consortium/partner has not been black listed as on date of submission of tender Govt. of India/PSU/State Govts./International agencies e.g. UN/WB/IMF/ADB etc.	
16	Name & Designation of the Authorized Signatory	

Name & Signature of the Bidder

(Seal)

Annexure II

1	Name & Address of the Bidder	
2	Email address	
3	Contact numbers	
4	List of other clients the company is serving in terms of supply of LSGs in USA and other countries.	
5	Past experience, service history and achievements of the company.	
6	Evidence of registration of the company under relevant statutory regulations such as labour laws applicable in USA.	
7	Evidence of range of security services provided,	
8	Size of reserve pool of man and logistics such as response teams, patrol vehicles, security equipments, control room facilities, communication equipments under use, etc.	
9	Attrition rate of LSGs and security supervisors (the average period for which a security guard remains with the company).	
10	Training facilities-own/availing facility of another provider; curriculum and duration of training of LSG and supervisors.	
11	Industry certification obtained by the company for its quality and companies relationship with local police.	
12	Scope and limit of liability of the company-please indicate points like whether the company assures to compensate for security failures in monetary terms either from own resources or through insurance.	
13	Take home a and allowances of the LSGs.	

Name & Address of bidder:

Signature of the bidder

(Seal)

Annexure III

I/We, hereby certify that, all the information and data furnished by me/us with regard to the Tender are true and complete to the best of my/our knowledge. I/We have gone through the specification, conditions and stipulations in detail and understand fully the scope of work and agree to comply with the requirement and intent of specification.

I/We, further certify that I/We am/are the duly authorized representative(s) of the under mentioned bidder and a valid power of attorney to this effect is also enclosed.

I/We, hereby declare that I/We shall treat the tender documents, drawings, specifications and other records connected with the work as secret/confidential and shall not communicate information/derived there from to any persons other than a person I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the same.

Name & Address of Bidder:

Signature of the bidder

(Seal)

Annexure IV

1	Name & Address of the Bidder		
2	Email address		
3	Contact numbers		
4	Details of EMD (DD No./Check No.)		
5	Rates per hour for each LSGs (USD)	Rate	
		Tax, if any	
		Grand	
		Total	
6	Validity of Offer [minimum 180 days from tender opening date]		
7	Bankers name and address		
8	Name & Designation of the authorized Signatory		

Name & Signature of the bidder

(Seal)

SCOPE OF WORK

Hiring of seven local security guards unarmed to provide security at Embassy of India buildings located at 1). 2107 Massachusetts Avenue NW, Washington DC-20008, 2). 2536 Massachusetts Avenue NW, Washington DC-20008 and 3). 2700 Macomb Street NW, Washington DC-20008.

Works to be carried out by the Tenderer:

- a) To provide 7 male unarmed local security guards as per details below:
 - i. To deploy three male security guards to provide security in three shifts of 8 hours duty at 2700, Macomb St, NW, Washington DC -20008 on all days of the week.
 - ii. To deploy two security guards on day-shift of 8 hours (09.30 AM to 06.00 PM) on all working days (Monday to Friday) of the week, one each at 2107 Massachusetts Avenue NW and 2536 Massachusetts Avenue NW-Washington DC-20008.
 - iii. To deploy two security guards on night-shift of 8 hours (10.00 PM to 06.00 AM) on all working days (Monday to Friday) of the week, one each at 2107 Massachusetts Avenue NW and 2536 Massachusetts Avenue NW-Washington DC-20008.

Terms of Contract

i) Initial Contract period will be for a period of two years. The contract can be further extended by one more year on same terms and conditions and same rates, subject to satisfactory services provided by the company and the sole discretion of the Embassy. Further, the validity of the guarantee/performance bank guarantee also must be extended suitably to cover the extended period of contract.

- ii) Contract may be terminated with one-month notice.

iii) Holiday pay for the following will be billed at one and one-half times the normal billing rate:

New Year's Day, Martin Luther King Jr's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, etc

Nature of Services:

Seven (7) Uniformed Unarmed Male Security Officers to perform in accordance with the following post orders:

- i. The responsibility of the security guards includes access control of the respective premises in coordination with on duty India Based Security Assistants (IBSA).
- ii. Perform periodic patrols of the property on foot.
- iii. Access control through proper identification of the persons and screening their belongings at entry points of respective premises, to ensure that only authorized persons are entering the building.
- iv. To maintain access logs in coordination with IBSA.
- v. Other works related to safety and security of the premises, as assigned

Frequency or Time of Performance:

- a) Three Uniformed Unarmed male security guards to provide security in three shifts of 8 hours duty at 2700, Macomb St, NW, Washington DC - 20008 on all days of the week.
- b) Two Uniformed Unarmed security guards in one day-shift of 8 hours (09.30 AM to 06.00 PM) on all working days (Monday to Friday) of the week, one each at 2107 Massachusetts Avenue NW and 2536 Massachusetts Avenue NW- Washington DC- 20008.
- c) Two Uniformed Unarmed security guards on night-shift of 8 hours (10.00 PM to 06.00 AM) on all working days (Monday to Friday) of the week, one each at 2107 Massachusetts Avenue NW and 2536 Massachusetts Avenue NW- Washington DC- 20008
- d) The security officers deployed at the Chancery buildings at 2107 Massachusetts NW and 2536 Massachusetts Avenue NW, Washington DC, would perform duty from 09.30am - 06.00pm with a lunch break of half an hour, which would be unpaid. Hence for this deployment from 09.30am - 06.00pm, the security officer would be paid for eight hours.

C. Premises served:

2107 Massachusetts Avenue NW, WDC

2536 Massachusetts Avenue NW, WDC

2700 Macomb Street NW, WDC
