



सत्यमेव जयते

**Tender for Annual Maintenance Contract for Hiring of Local Security Guards (LSGs) for the Embassy of India and Embassy Residence, Asuncion, Paraguay**

TENDER NO. ASU/ADM/551/04/2025

Dated: 23 December, 2025

Last date for submission of bid:

Dated: 30 January, 2026

Embassy of India,  
Avenida General Bernardino Caballero 249,  
Bernardino Caballero,  
District of San Roque,  
Asuncion, Paraguay

ASU/ADM/551/04/2025

Embassy of India

Asuncion

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**NOTICE INVITING TENDER**

Embassy of India, Asuncion invites Tender under two bid system from registered and authorized firms/agencies for **Hiring of Local Security Guards (LSGs) for the Chancery and Embassy Residence, Asuncion, Paraguay** as per details given in the tender documents.

2. The interested firms/service agencies should submit the bids in two separate sealed covers, superscribed as "Technical Bid" and "Financial Bid". Both sealed covers should be put in a separate single envelope superscribed as "Tender No. ASU/ADM/551/04/2025 for AMC for **Hiring of Local Security Guards (LSGs) for the Chancery and Embassy Residence, Asuncion, Paraguay**". Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose under any circumstances.

3. The Technical Bids will be opened on 02 February, 2026 by a Committee authorized by the Competent Authority of the Embassy of India, Asuncion. The financial bids of only those bidders, whose Technical Bids are found responsive, shall be opened by the Committee authorized for the purpose. The pre-bid site visit may be conducted between 01-15 January, 2026 on prior appointment basis to assess the job requirement / quantum of work involved. For any queries, please write to Head of Chancery, Embassy of India, Asuncion at [hoc.asuncion@mea.gov.in](mailto:hoc.asuncion@mea.gov.in).

4. If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.

5. 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 of the Mission/ Post shall be final and binding.

6. The dates to be remembered regarding the tender are as under:

**DATES TO REMEMBER**

Event	Date
Notice Inviting Tender	23 December, 2025
Starting date of Tender submission	24 December, 2025
Site visit	01-15 January, 2026
Pre-bid meeting	27 January, 2026
Last date of Tender Submission	30 January, 2026
Opening of Technical Bids	02 February, 2026 at 1100 hrs
Opening of Financial Bids (of only those who qualify in the minimum eligibility criteria)	06 February, 2026

7. The index of the tender is as follows:

- Section-1 Letter of Bid
- Section-2 General Instructions
- Section-3 Scope of Work
- Section-4 Draft Contract
- Section-5 Draft Letter of Award
- Section-6 Contact details Form
- Section-7 Proforma of Bank Guarantee
- Annexure-1 Technical Bid Proforma
- Annexure-11 Financial Bid Proforma

**Sd/-**  
**(Dr. Piyush Singh)**  
**Ambassador/HOC**

**LETTER OF BID**

Date: .....

To,  
The Head of Chancery  
Embassy of India,  
Avenida General Bernardino Caballero 249,  
Bernardino Caballero, District of San Roque,  
Asuncion, Paraguay

Ref: Invitation for Bid No. No.ASU/ADM/551/04/2025, dated 23.12.2025

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders,

2. We offer to execute in conformity with the Bidding Documents for AMC for **Hiring of Local Security Guards (LSGs) for the Chancery and Embassy Residence, Asuncion, Paraguay.**
3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and accepted at any time before the expiry of the period.
4. If our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.
5. We also declare that the Government of India or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,  
Authorized Signatory



**1. GENERAL INSTRUCTIONS**

- 1.1 For the Bidding/ Tender Document Purposes, the Embassy of India, Asuncion shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to 'Contractor and/ or Bidder or interchangeably.
- 1.2 The tender document can be downloaded from the websites of <http://www.eprocure.gov.in>, [www.eoiasuncion.gov.in](http://www.eoiasuncion.gov.in) from 24 December, 2025 onwards. The last date of submission of bids is 30 January, 2026.
- 1.3 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.4 The bidder shall submit the copy of the authorization letter / Power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- 1.5 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, or any other requirements, stipulated in the tender documents are liable to be rejected.
- 1.6 The Parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the Client, Embassy of India, Asuncion
- 1.7 For all purpose of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter handed over personally/courier or by email to the Embassy of India, Asuncion. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.
- 1.8 The bidders are required to visit the site to assess the quantum of work involved before submitting the tender. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved.

**2. MINIMUM ELIGIBILITY CRITERIA: Please refer to Annexure I**

**3. VALIDITY OF BIDS**

- 3.1 Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids.
- 3.2 In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.

- 3.3 The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

PRE-BID MEETING/SITE VISIT: Interested firms/service agencies may visit the site for visualization and better understanding of the quantum of work during 01-15 January, 2026 after fixing a prior appointment. A pre-bid meeting will take place on 27 January, 2026. The site address is Embassy of India, [Avenida General Bernardino Caballero 249, Bernardino Caballero, District of San Roque, Asuncion, Paraguay] and Embassy Residence [736, Prof. Antonio Gonzalez Rioboo, Barrio Manora, Asuncion]. The bidders may also submit their queries by email on the aforementioned email IDs which will also be discussed in the pre-bid meeting.

#### 4. **PREPARATION OF BIDS**

- 4.1 **Language:** Bids and all accompanying documents shall be in **English** only. The technical as well as the financial bids should be submitted in two sets - one original and one copy.
- 4.2 **Technical Bid:** Technical Bid should be prepared as per the instructions given in the Tender Documents along with all required information, documents in support of the minimum eligibility criteria. **All the documents comprising the Technical Bid shall be put in a separate sealed envelope superscribed as "Envelope A - Technical Bid".** Documents comprising the Bid:
- a) Technical Bid Submission Form duly signed and printed on Company's letterhead.
  - b) Contact Details Form, duly filled and signed & stamped.
  - c) All attested supporting documents in proof of having fully adhered to minimum eligibility criteria as referred in Section-3 above.
- 4.3 **Financial Bid:** Bidder shall prepare the Financial Bid in the Price Schedule as provided in the Tender Document. Financial Bid shall be put in a separate sealed envelope superscribed as **"Envelope B- Financial Bid"**.

#### 5. **SUBMISSION OF BIDS**

- 5.1 The Bidding firms have to submit the tenders in two bid system {i.e (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tenders are to be submitted to **Embassy of India, Avenida General Bernardino Caballero 249, Bernardino Caballero, District of San Roque, Asuncion, Paraguay**. All the documents in support of eligibility criteria etc. and other required documents are to be submitted along with the Tender Documents. No Tender Documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.

The tender shall be submitted in sealed envelopes as described

below:



ENVELOPE 'A'  
ENVELOPE 'B'

Technical bid  
Financial Bid

- 5.2 No Bid shall be accepted after the specified date and time. However, the Competent Authority in the Embassy of India, Asuncion reserves the right to extend the date / time for submission of bids, before opening of the Technical Bids.

## 6. **BID OPENING PROCEDURE**

- 6.1 The Technical Bids (Envelope A) shall be opened at Embassy of India, Asuncion, Paraguay at 1100 hrs on 02 February, 2026 in the presence of bidders or their representatives and the Tender Evaluation Committee constituted by the Competent Authority of the Embassy of India, Asuncion. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the Embassy of India, Asuncion. The Financial bids (Envelope 'B ') will be opened on a subsequent date, which will be intimated to the shortlisted bidders, by mail/phone.
- 6.2 Bids shall be declared as valid or Invalid based on the preliminary scrutiny, i.e. on site verification of documents submitted by the bidders by the Tender Evaluation Committee. The financial bids will be opened on result of such scrutiny. However, in case any thing is found false or forged in contrary to the documents submitted by the bidder, its bid will be rejected and suitable legal action may be taken.
- 6.3 The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose. Those bidders who qualify in the technical bid stage, will be intimated through mail/phone about the date for opening of the Financial Bids.
- 6.4 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.
- 6.5 A letter of authorization shall be submitted by the Bidder's representatives before opening of the Bids.
- 6.6 Absence of bidder or their representative shall not impair the legality of the opening procedures.
- 6.7 After opening of the Technical Bids, the technical bids shall be evaluated to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document.

## 7. **CLARIFICATION ON TECHNICAL BID EVALUATION.**

- 7.1 The Technical Bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a



clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the client shall not be considered. The client's request for clarification and the response shall be in writing.

7.2 If a bidder does not provide clarifications of its bid by the date and time set in the client's request for clarification, its bid may be rejected.

7.3 Client also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.

## **8. PERFORMANCE SECURITY (PS):**

8.1 **The successful bidder has to deposit Performance Security which will be a sum equivalent to 3% of total value of the contract** in favour of 'Embassy of India' in form of Demand Draft / Pay Order/Bank Guarantee within fifteen days of the acceptance of the **Letter of Award (LoA)**. Performance Security should remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations of the **service provider (SP)**. 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.

8.2 The Performance Security will be forfeited by order of the Competent Authority in Mission/ Post 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 Client 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 Contractor's bill has been received and examined.

8.3 If the Contractor fails to provide the Performance Security within fifteen days of the acceptance of LoA, such failure shall constitute a breach of the contract and the Client shall be free to make other arrangements at the risk, cost and expense of the Contractor.

8.4 On due performance and completion of the contract in all respects, the Performance Security will be returned to the SP without any interest on presentation of an absolute 'No Demand Certificate' from the SP and upon return in good condition of any specifications, samples or other property belonging to the client, which may have been issued to the SP, for carrying out work stipulated in the contract.

## **9. VALIDITY OF CONTRACT**

The contract, if awarded, shall be valid for a period of Two Years (02 years). The contract may be extended annually on year-to-year basis, for further 01 year [maximum tenure 03 years from the date of start of work from the initial period] as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the vendor. In case of breach of contract or in the event of not fulfilling the minimum requirements / statutory requirements, the client shall have the right at any time to terminate



the contract forthwith in addition to forfeiting the performance security amount deposited by the Contractor and initiating administrative actions for blacklisting etc. solely at the discretion of the competent authority in Mission/ Post.

**10. PAYMENTS**

- 10.1 After award of work, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the SP towards the AMC.
- 10.2 The prices in the Price Schedule shall be inclusive of all applicable taxes as may be levied by the Government from time to time.
- 10.3 All payments shall be made in PYG by means of crossed cheques/ bank transfer.
- 10.4 The Client shall be entitled to deduct in accordance with applicable law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor.
- 10.5 The payment to the workers in accordance to minimum wages prescribed by the local Government along with the statutory compliance Bonus is sole responsibility of the Contractor. In case of revision in minimum wages by the local Government, the same would be absorbed by the contractor. Claim for any escalation shall not be entertained by the Client.
- 10.6 No request for revision/ increase of approved rates during the currency of the contract will be entertained.
- 10.7 No payment shall be made in advance nor will any loan from any bank or financial institution be recommended on the basis of the order of award of work.

**11. Other Conditions. Force Majeure & Penalty Clause**

- 11.1 The workers so provided should be on the pay roll of the contractor.
- 11.2 The bidder must have satisfactory arrangements for training of its Security Guards. Confirmation in this regard is to be given.
- 11.3 The bidder should submit precise profile of its key clients along with details of Security services provided.
- 11.4 If any Local Security Guard is absent on a given day, the contractor will provide a substitute for him otherwise proportionate deductions will be made from the monthly payment.
- 11.5 In case the contractor fails in adhering to the Security Services

requirements at Embassy of India & Embassy Residence, and Client has to make alternative arrangements, then Contractor would reimburse the cost of such arrangements.

- 11.6 Contractor would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its employees for work at Embassy of India and Embassy Residence premises. Contractor would indemnify Client against any compensation/claim and damages etc. due to accident or injury to its employees or death due to accident or otherwise, which may arise out of and during the course of their duties. Client would not be liable to pay any damages or compensation to such LSGs or to any third party.
- 11.7 In case of any complaint, either as regards the nature of service or as regards the behaviors of Local Security Guards on duty or otherwise, Contractor would be intimated and would be required to take corrective measures promptly.
- 11.8 Client reserves the right to amend/withdraw any of the terms and conditions in the tender documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Client in this regard shall be final and binding on all.
- 11.9 Client reserves its right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract.
- 11.10 Client may, by written notice sent to the contractor, terminate the contract, with a notice period of at least one month, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the Client's convenience, the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.
- 11.11 The bidder must have security equipment(s), latest technical expertise for security management, as has been defined in brief scope of work. Machinery/Equipment, proposed to be used should be clearly indicated. List of equipment owned by the company may also be furnished with the bid.
- 11.12 Any wrong or misleading information will lead to disqualification.
- 11.13 The bidder shall maintain at all times machinery/ equipment and other resources required for security of the premises of the Client. The contractor will arrange at his own cost additional machinery/ equipment and resources if required by the Client for the purpose.
- 11.14 Client reserves the right to remove any person found unfit.
- 11.15 The bidder would be responsible for all mandatory compliance for social, safety and environmental issues related to the performance of the contractor in the Embassy of India and Embassy Residence premises as stated in the eligibility criteria.



**SCOPE OF WORK**

1. EOI needs a team of local security guards to carry out traditional protective security tasks such as access control, patrols, luggage scan, protection of assets (people, equipment and information) etc. Man guarding services must be provided on-site as per the following:

S. No.	Duty Point	Duration	No. of shifts	No. of Security Guards in one shift	Total no. of Security Guards
1.	Chancery premises (Av. Gerl. Bernardino Caballero, 249 Asuncion)	2200 – 0600 hrs (Monday to Saturday)	01 shift lasting for 8 hours	01	01 (unarmed)
		24 Hours (Sunday & Public Holidays)	03 shifts each lasting for 8 hours	01	03 (unarmed)
2.	Embassy Residence premises (Prof. Antonio Gonzalez Rioboo, Barrio Manora, Asuncion)	24 Hours	03 shifts each lasting for 8 hours	01	03 (unarmed)

2. The Scope of Work will include the following:

- a) To ensure security of the premises (as indicated above).
- b) Screening of Cleaners, Contractors, Caterers and their employees, Visitors & their Vehicles, Baggage Scanning, Control of any electronic equipment's, etc.
- c) To assist in regulating visitors to the premises while being polite and courteous with visitors.
- d) Take periodic patrolling and surveillance for suspected activities of visitors in premises.
- e) During fire or building evacuations/emergencies/other disturbances such as protests, act in accordance with the directions of Embassy Officers by following Standard Operating Procedure (SOP) of the client.
- f) Keep watch over any sabotage, damage, fire and safeguard the property, men, material, machines and document system at site.
- g) To be alert and detect unattended packages and strange objects and respond to emergency situations like fire, law & order, medical etc.
- h) To be alert on duty, both physically and mentally throughout the shift and report any issues immediately to the supervisory officer in the Embassy.
- i) To perform all security duties assigned by the Embassy of India, Asuncion.

3. The Scope of Work will also include the following:

- a) The contractor to maintain proper supervision over the LSGs with regards to their discipline, alertness, proper uniform, conduct in the course of their duty and carry out periodic inspections.
- b) To provide one female security guard when required. The requirement of female security guard will be informed by the client at least one day in advance. The deputation of female security guard will be over and above the usual strength of security guards.
- c) The contractor is responsible for getting the past record, character and antecedents vetted by local security department and should provide these details along with proof of their own vetting to the Embassy.
- d) The contractor should submit brief CV of LSGs for record mandatorily. It should have details such as: ID, Name, DOB, Place of Birth, Gender, Passport Number, Nationality (Current and previous if any). Cell Phone No. Residential address, Education qualification, Language spoken and Industry skill certification.
- e) The contractor must ensure that the LSGs on duty are provided with sufficient quantity of tailored clothing to enable them to always work in a properly maintained, clean uniform. The uniform clothing shall enable clear distinction from all other persons within the client's premises. The contractor shall also provide its personnel with an identification tag, displaying the name of the individual.
- f) The contractor should allow the client to review pay slips/banks statements of security guards to cross-check the claim.
- g) The contractor should have provisions for real time checks of functioning of the Security Guards to ensure that the quality of the provided staff and service rendered is above the benchmark.
- h) The contractor shall arrange for suitable reserve personnel in lieu of weekly off or leave period of the regular security guard. No separate payment shall be made for such arrangements.
- i) The contractor must deploy only candidates who fulfil the minimum requirements as specified. The client reserves the right to refuse candidates that are found unsuitable for the assignment. In this case, the tenderer shall propose alternative suitable candidates.
- j) In case of absence by a member of the contractor's staff due to sickness or other unforeseen circumstances, the contractor shall guarantee a replacement, within a maximum of one hour from the starting time of the deployment. In case of non-performance or misbehavior of whatever nature by a member of the contractor's staff, access to the Embassy of India and Embassy Residence premises or property may be refused and depending on the circumstances, the client might request his/her exclusion from the deployed team. In such a case, the contractor must arrange for a replacement, within a maximum of one hour from the client's request. The replacement shall not oblige the client to pay any additional remuneration, fees or costs other than those laid



down in the initial contract. The contractor shall bear all the additional costs arising out of or incidental to such replacement. Any changes of any sort shall be communicated by the contractor to the client in writing; in case of changes affecting security staff already deployed, the contractor shall consult with the client, at least five working days in advance. The contractor will be required to make every possible effort to keep the turnover within the security staff deployed at the Embassy of India and Embassy Residence to absolute minimum.

- k) The client reserves the right to interview any new security guard deployed within the contract and contractor its opinion to the contractor after the interview in order to ensure that best security services are provided.
- l) Compliance with labour regulations/laws of the Paraguayan Government will be the sole responsibility of the contractor. They shall comply with all the requirements of taxes, fee and other statutory payment as are required by the concerned authorities. The client will have no responsibility, whatsoever, in this regard.
- m) The contractor shall at all time follow the lawful instructions as given by the client or its authorized representatives with regard to functioning of the security guards.
- n) The contractor is prohibited from subletting/outsourcing the job to any other agency.
- o) The contractor is liable for penalty, as deemed fit by the client in case it fails to provide desired service or breaches the contract, cause loss or damage, if any, to property, life of EOI's staff etc. due to negligence of the security guard provided by the contractor.
- p) Medical facility/health insurance/social security/transport for the security guards will be sole responsibility of the contractor. The client will have no responsibility, whatsoever, in this regard.
- q) The contractor should have sufficient security guards on its roll so that the staff is rotated periodically.
- r) The contractor shall ensure that all information, data, and documents shared by the client, in connection with this contract are treated with utmost confidentiality. The contractor shall not disclose, share, or disseminate any sensitive information to unauthorized personnel, third parties, or external entities without prior written consent from the client. Any breach of confidentiality or unauthorized disclosure will result in immediate termination of the contract and may invoke legal consequences. The Contractor must also implement adequate security measures to safeguard all data and ensure compliance with relevant data protection regulations throughout the contract period and thereafter.

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**Draft Contract**

CONTRACT/AGREEMENT NO ASU/ADM/551/04/2025,

DATED February, 2026

THIS AGREEMENT is made on 02 February, 2026 between Embassy of India, Asuncion, Paraguay (hereinafter referred to as "Client" which expression unless excluded or repugnant to the context be deemed to include his successors and assigns), and whose principal place of office is at Embassy of India, Avenida General Bernardino Caballero 249, Bernardino Caballero, District of San Roque, Asuncion and Embassy Residence.

AND

M/s ..... having its registered office at.....  
(Hereinafter referred to as "the Contractor") which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing manpower services to Client

NOW THIS AGREEMENT WITNESSTH as follows:

WHEREAS the Client invited bids through open tender, vide Notice Inviting Tender dated 23/12/2025 "providing **Hiring of Local Security Guards (LSGs) for the Embassy of India, and Embassy Residence, Asuncion, Paraguay** under Tender No. ASU/ADM/551/04/2025 dated 22/12/2025.

AND WHEREAS the Contractor submitted his bid in accordance with the procedure mentioned along with the bid documents and represented therein that it fulfills all the requirements and has resources and competence to provide the requisite services to the Client

AND WHEREAS the Client has selected M/s ..... as the successful bidder ("the contractor") pursuant to the bidding process and negotiation of contract prices, awarded the Letter of Award (LoA) No ....., to the Contractor on.....for a total sum of.....[ Only]  
fo

r **Hiring of Local Security Guards (LSGs) for the Embassy of India and Embassy Residence, Asuncion, Paraguay.**

AND WHEREAS the Client desires that the Annual Maintenance contract for hiring of Local Security Guards for Embassy of India and Embassy Residence (as defined in the Bidding Document) be provided, performed, executed and completed by the Contractor, and wishes to appoint the Contractor for carrying out such services at the monthly charges of Gs.\_\_\_\_\_ for an initial period of two year from February 2026 to January 2028 extendable for further one year at the same rates and terms & conditions, subject to satisfactory performance by the Contractor

AND WHEREAS the Contractor acknowledges that the Client shall enter into contracts with other contractors / parties for the annual maintenance contract for hiring of local security guards for Embassy of India and Embassy Residence premises in case the Contractor falls into breach of the terms and conditions as stipulated in the Tender Document and shall waive its claim whatsoever in this regard,



AND WHEREAS the terms and conditions of this Contract have been fully negotiated between the Client and the Contractor as parties of competent capacity and equal standing.

AND WHEREAS the Contractor has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for providing security services in the Embassy of India and Embassy Residence premises, failing which the Contract is liable to be terminated at any time, without assigning any reasons by the Client.

AND WHEREAS the Contractor shall be responsible for payment of Service Tax with Central Excise and Taxation Department. The documentary proof of the same must be submitted within one month of payment of particular bill for the amount of Service Tax Charged in the said bill

AND WHEREAS the Client and the Contractor agree as follows:

In this Agreement (including the recitals) capitalized words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

The following documents shall be deemed to form and be read and construed as part of this Agreement. (This Agreement shall prevail over all other Contract documents):-

- The Letter of Award (LoA) issued by the Client;
- Letter of Acceptance by the Contractor;
- The complete Bid, as submitted by the Contractor;
- The Tender Document No. ASU/ADM/551/04/2025, dated 23 December, 2025;
- Addendum, if any, issued by the Client;
- Any other documents forming part of this Contract Agreement till date;
- (Performance Bank Guarantee, Bank Guarantee);
- Charges - Schedule annexed to this Article of Agreement;
- Supplementary Agreements executed from time to time;
- Scope of work.

There will be no mid-term escalation in the contract rate during the entire contract period. Claim for any escalation on account of minimum wages and any other statutory obligations, or otherwise also, during the entire period of the contract, shall not be entertained by the client. The payment to the workers in accordance to minimum wages prescribed by the Paraguayan Government, along with other statutory payments, is the sole responsibility of the Contractor.

Any changes/modifications/amendments required to be incorporated in the Contract Agreement at a later stage shall be discussed and mutually agreed by both the parties and such supplementary agreements shall be binding on both the parties and shall form the part of this contract agreement.

**This Contract shall be governed by and construed in accordance with the laws of India. Each Party hereby submits to the jurisdiction as set out in the Dispute Resolution Procedure in the Conditions of Contract.**

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of India on the day, month and year indicated above.

Signed on behalf of the Contractor (Authorized Signatory)

Signed on Behalf of EOI, Asuncion (Authorized Signatory)



**Letter of Award**

No.

Date:

To:

*[Name of Contractor]*

This is to notify you that your bid dated *[insert date]* for the execution of the Works for *[name of project/Contract]* for the Contract Price of *[amount in figures and in words]*, as corrected and modified in accordance with the Instructions to Tenderers is hereby accepted by *[name of Employer]*.

You are requested to proceed with the execution of the Works on the basis that this Letter of Award shall constitute the formation of a Contract, which shall become binding upon you signing the Contract Agreement within seven (7) days and furnishing a Performance Security within fifteen (15) days.

We attach the Contract Agreement for your perusal and signature.

Signed

Duly authorised to sign for and on behalf of  
*[name of Procuring Entity]*

Date:

**CONTACT DETAILS FORM****Bidder's description format summary**

Name of the Bidding Firm	
Name of Partner(s) & Nationality	
Name of the Authorized Signatory	
Nationality	
Passport No.	
E Mail ID	
Telephone No.	
Fax No.	
Year of Incorporation	
Registration No.	
Service tax no.	
Registered Office & Address	
Branch offices (with address and Contact details) if any	
Average Annual turnover in the <i>last five</i> financial years	
Total Staff Strength with Nationality of Employees	
Total Technical staff percentage	
Nationality of Staff working in Company and to be deputed for work  (National of India or friendly country)	

**DETAILS ABOUT KEY PERSONNEL OF THE BIDDING COMPANY**

(With ID proof/supporting

documents)1.

2.

3.

4.



**PROFORMA OF BANK GUARANTEE**  
(on non-judicial paper of appropriate value)

To,  
**{Mission/ Post}**

BANK GUARANTEES NO:

DATE:

Dear Sir(S)

This has reference to the Work Order No. \_\_\_\_\_ Dated \_\_\_\_\_ having been placed by {Mission/ Post} with M/s (Name & Address of Contractor) for \_\_\_\_\_.

The conditions of this order provide that the Contractor shall,

- a. Arrange to carry out the services listed in the said order by the Client, as per details given in said order, and
- b. Arrange for the service support and provide the items to the Client on site as per the work order and bid documents.

M/s (Name of Contractor) has accepted the said work order with the terms and conditions stipulated therein and have agreed to issue the performance bank guarantee on their part, towards promises and assurance of their contractual obligations vide the work order No. \_  
M/s. (name of Contractor) holds a current account with us and has approached us and at their request and in consideration of the promises, we hereby furnish such guarantees as mentioned hereinafter.

{Mission/ Post} shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other undertaking of security in respect of the Contractor's obligations and /or liabilities under or in connection with the said contract or to vary the terms vis-a-vis the Contractor or the said contract or to grant time and or indulgence to the Contractor or to reduce or to increase or otherwise vary the prices or the total contract value or to forebear from enforcement of all or any of the obligations of the Contractor under the said contract and/or the remedies of the {Mission/ Post} under any security(ies) now, or hereafter held by the {Mission/ Post} and no such dealing(s) with the Contractor or release or forbearance whatsoever shall have the effect of releasing the bank from its full liability of the {Mission/ Post} hereunder or of prejudicing right of the {Mission/ Post} against the bank.

This undertaking guarantee shall be a continuing undertaking guarantee and shall remain valid and irrevocable for all claims of the {Mission/ Post} and liabilities of the Contractor arising upto and until date.....

Your right to recover the said sum of \_\_\_\_\_  
\_\_\_\_\_ only) from us in manner aforesaid will not be affected/or  
suspended by reason of the fact that any dispute or disputes have been raised the said M/s  
\_\_\_\_\_ and/or that any dispute or disputes are pending before any officer,  
tribunal or court or Arbitrator.

Our liability under this guarantee is restricted to \_\_\_\_\_  
(\_\_\_\_\_ Only) Our guarantee shall remain in force until unless a suit  
action to enforce a claim under guarantee is filed against us within six months from (which  
is date of expiry of guarantee) all your rights under the said guarantee shall be forfeited and  
we shall be relieved and discharged from all liabilities there under.

We have power to issue this guarantee in your favour under Memorandum and Articles of  
Association of our Bank and the undersigned has full power to do under the power of Attorney  
dated\_\_\_\_\_.

Notwithstanding anything contained herein:

- 1 Our liability under this guarantee shall not exceed .....(in words)
- 2 This bank guarantee shall be valid up to.....& unless a suit for action to enforce a claim under  
guarantee is filed against us within six months from the date of expiry of guarantee. All your  
rights under the said guarantee shall be forfeited and we shall be relieved and discharged from  
all liabilities there after i.e. after six months from the date of expiry of this Bank guarantee.
- 3 We are liable to pay the guaranteed amount or any parts thereof under this bank guarantee only  
and only if you serve upon us a written claim or demand on or before .....
- 4 The Bank guarantee will expire on .....

Granted by the

Bank Yours

faithfully,

For (Name of Bank)

SEAL OF THE

BANK

Authorized Signatory



**QUALITY PARAMETERS\* FOR LOCAL SECURIT GUARDS (LSG) TO BE PROVIDED**

The bidder is required to write 'Yes' or 'No' in the column REMARKS. In case of partial fulfilment, the bidder requires to mention which conditions cannot be fulfilled.

No.	Item/ Description	REMARKS
1.	LSGs should not be more than age of 50 and the Supervisor, wherever necessary, should not be more than 55 years of age.	
2.	LSGs should be physically and mentally fit and should not be suffering from an apparent disability. The Provider should submit Medical Fitness Certificate in respect of every LSG from an authorized Medical practitioner. Additionally, he/she should not be emaciated, feeble and timid in an apparent sense.	
3.	LSGs should have been vetted by local Government's security department(s) in terms of past record, character and antecedents. The Provider should provide background details of the LSGs and also proof of their vetting.	
4.	LSGs should possess training in basic security duties such as access control and anti-sabotage checks (of persons, baggage's and vehicles) including use of basic security tools such as HHMD, DFMD, CCTV monitoring, baggage and letter scanners etc.	
5.	LSGs should have passed at least Grade 10 or equivalent.	
6.	LSGs should be proficient in local languages (so as to deal with local visitors and unruly persons or group of persons). LSGs should possess minimum English language skills required to communicate with the Embassy staff.	
7.	LSGs should perform duties in smart uniform and their overall appearance should be neat and clean.	
8.	LSGs should be thoroughly proficient and trained in security equipments they are supposed to carry or use.	

***\*These parameters are Embassy's critical minimum requirement and any inability to meet any or all of these would make the service provider liable for rejection at the technical bid stage only.***

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

**(Signature of the authorized signatory) Dated**

**Name and address of the Agency/Company Seal of the firm**

**QUALITY PARAMETERS FOR SERVICE PROVIDER COMPANIES**

In case of partial fulfilment, the bidder is required to mention which conditions cannot be fulfilled.

No.	Item/ Description	Response*
1.	List of other clients like Embassies, International organizations, reputed companies, Govt offices/Ministries etc. to whom the company is serving in Asuncion as well as in other countries, if any.	
2.	Details of past experience, service history and achievements of the company.	
3.	Evidence of registration of the company under relevant statutory regulations such as labour laws in Paraguay.	
4.	Evidence of range of security services provided	
5.	Size of the reserve pool of guards and logistics such as response teams, patrol vehicles, security equipment, control room facilities, communication equipment under use etc.	
6.	Attrition rate of security guards and security supervisors (the average period for which a security guard remains with the company.)	
7.	Training Facilities: Does the company have it has its own training facilities (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?	
8.	Industry certification obtained by the company for its quality and company's relationship with local police.	
9.	Scope and limit of liability of the company.	
10.	Take home pay and allowances of the security guards. (Monthly figures in PYG).	

*\*Responses shall be filled in the given column and relevant documents shall be enclosed with the technical bid.*

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

**(Signature of the authorized signatory) Dated**

**Name and address of the Agency/Company Seal of the firm**



**FINANCIAL BID****PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID (IN ENGLISH)**

1.	Name of the Bidding Agency/Company	
2.	Address of the Bidding Agency/Company	
3.	Contact details of the Bidding Agency/ Company	

**Break-up of the total cost:**

Sr. No.	Duty Point	No. of shifts with duration of each shift	LSGs in one shift	No. of LSGs In one shift	Total No. of Security Guards	Unit Price (monthly)	Cost (in PYG)
01	<b>Chancery:</b> Av. Gral. Bernardino Caballero 249, Bernardino Caballero, Asuncion	2200-0600 hrs (Monday to Saturday)	01 shift lasting for 8 hours	1	1		
		24 Hours (Sunday & Public Holidays)	03 shifts each lasting for 8 hours	1	3		
02	<b>Embassy Residence</b> (736, Prof. Antonio Gonzalez Rioboo, Barrio Manora, Asuncion)	24 Hours	03 shifts each lasting for 8 hours	1	3		

**Total monthly amount: PYG****(excl. IVA)****Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge. The quoted unit price (monthly) includes all mandatory contribution such as social security contribution etc. as per the extant provision of the Government of the Paraguay.

**(Signature of the authorized signatory)****Dated \_\_\_\_\_****Name and address of the Agency/Company****Designation:****Seal of the firm**