

**High Commission of India
Gaborone**

Tender No. Gab/813/1/2026

Dated 31 August 2026

Notice inviting tender for unarmed Local Security Guards

The High Commission of India in Gaborone invites bids in sealed envelope from reputed companies (with experience of at least 5 years), for providing Seven (07) Local Security Guards (unarmed) at the premises of the High Commission of India (Chancery) at Plot No. 5375, President's Drive and at India House at Plot No. 2498, Extension 9, North Ring Road, Gaborone for a period of two years.

2. Important dates in the process are as under:

Sl No.	Key Event	Dates
1.	Date of publication of bids	31 August 2026 (Monday)
2.	Last date of seeking clarification	07 August 2026 (Monday) till 9:00AM
3.	Last date of submission of bids	21 September 2026(Monday) till 5:00 PM
4.	Date of opening of Technical Bids (Participant bidders may wish to be present)	23 September 2026(Wednesday) at 3:00 PM
5.	Venue for opening of bids	Conference Hall, High Commission of India, Plot No. 5375, President's Drive, Gaborone

3. Contents of the Tender Documents:

Sl No.	Contents	Description
1.	Section I	Instructions to Bidders
2.	Section II	Terms & Conditions of contract
3.	Section III	Technical Bid Specifications
4.	Section IV	Financial Bid Specifications

SECTION I
INSTRUCTIONS TO BIDDERS

Subject: Tender invitation for hiring of seven (07) Local Security Guards (LSGs) by the High Commission of India, Gaborone.

High Commission of India, Gaborone invites sealed tenders (two-bid system) from reputed security agencies for hiring of seven (07) security guards for Chancery at Plot No. 5375, President's Drive and at India House at Plot No. 2498, Extension 9, North Ring Road, Gaborone.

2. The tender document can be downloaded from the following websites:

www.hcigaborone.gov.in

www.http://eprocure.gov.in/cppp

Bidders are also needed to deposit **Earnest Money Deposit (EMD)** of **Pula 20,000/- (Pula Twenty Thousand only)** in the form of "Pay Order/Demand Draft or Bank Guarantee from any Scheduled bank of Gaborone" in favour of "High Commission of India, Gaborone". **Bids received without EMD will not be considered and rejected summarily. EMD of all unsuccessful bidders shall be refunded within 15 days of opening the bid. No interest shall be payable for EMDs.**

3. The tender should be submitted in separate sealed envelopes as below along with prescribed EMD:

- (a) The first sealed envelope superscripted as EMD should contain EMD in the form of "Pay Order/Demand Draft or Bank Guarantee from any Scheduled bank of Gaborone".
- (b) The second sealed envelope superscripted as "Technical Bid" should contain relevant documents and specifications only.
- (c) The third envelope superscripted as "Financial Bid" should contain only rates for the proposed service.
- (d) All the three sealed envelopes should be put together into another envelope, sealed and superscripted "Tender for providing seven (07) Local Security Guards" addressed to the Mr. Alok Verma, Head of Chancery, High Commission of India, Plot No. 5375, President's Drive, Pvt Bag No. 00249, Gaborone (Botswana) and must reach on or before 21 September 2026 (Monday) till 5:00 PM.
- (e) Bids may be hand-delivered or sent by post at the aforementioned address so as to reach on or before the prescribed date and time. Mission will not be responsible for any postal delay.

4. Mission reserves the right to reject any or all applications/offers without giving any notice or assigning any reason thereof. The decision of the Mission in this regard will be final and binding upon the bidders.
5. Queries/clarifications regarding this tender may be addressed in writing to the address mentioned above or by email to hoc.gaborone@mea.gov.in or admn.gaborone@mea.gov.in
6. The sealed bids would be opened on 23 September 2026 (Wednesday) at 1500 hrs in High Commission of India, Gaborone. The tenderer or authorized representatives may attend the opening of tender bids.

(Alok Verma)
Head Of Chancery

SECTION II
TERMS & CONDITIONS OF CONTRACT

1. The contract would be valid for two years and the rate would be fixed for entire contract period. The contract could be extended by HCI for one more year or until terminated by HCI with 01 (one) month prior notice, at the same cost, terms and conditions, depending upon the performance of the company.
2. Bidders are required to deposit **Earnest Money Deposit (EMD) Pula 20,000/- (Pula Twenty Thousand only)** in the form of "Pay Order, Demand Draft or Bank Guarantee from any Scheduled bank of Gaborone" in favour of "High Commission of India, Gaborone". Bids received without EMD will not be considered and shall be rejected summarily. **EMD of all unsuccessful bidders shall be refunded within 15 days of opening the bid. No interest shall be payable for EMDs.**
3. The Tender which shall be valid for a minimum of 90 days from 23 September 2026 (date of opening of the bid) may please be neatly arranged, plain and intelligible. Each page of the Tender should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Tender. Any conditional tender will be summarily rejected. Insertions, postscripts, additions, and alterations shall not be recognized, unless confirmed by bidder's signature.
4. The Bidders shall submit documentary evidence in respect of their technical capabilities and the Financial standing including their experience in execution of similar nature of work.
5. Any tender received by HCI, Gaborone after the deadline for submission of tenders, will not be accepted.
6. Interpretation of the clauses in the Tender Document/Contract Document: In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, HCI, Gaborone's interpretation of the clauses shall be final and binding on all parties.
7. The successful bidder, on award of contract, must submit the acceptance of the contract in writing, within seven (7) days of award of contract, failing which the EMD will be forfeited, and the order will be placed to the next successful bidder. The EMD shall also be forfeited if the bidder withdraws the tender during the period of tender validity specified in the tender.
8. Mission reserves the right to terminate the contract at any point in time during the tenure of the contract if the services are not found satisfactory or the contractor dishonors the contract. Decision of the Mission in this regard shall be final and binding upon the contractor.
9. The company must be registered with Botswana Unified Revenue Services (BURS) and paying VAT regularly. The prices quoted should be inclusive of VAT (VAT amount mentioned separately).
10. The successful bidder will be required to furnish the **Performance Security** in the form of a Bank Guarantee of 5% (Five percent) of the value of accepted contract price within five (5) working days of receipt of award of contract. This bank guarantee shall remain valid for a period of sixty days beyond the date of completion of the assigned job. **EMD will be refunded to the successful bidder on receipt of Performance Security.**

SECTION III
TECHNICAL BID SPECIFICATIONS

A. Response to the following Quality Parameters for LSGs to be submitted as part of Technical Bid:

	Item/Description	Response
1	LSGs should not be more than 50 years of age and Supervisor should not be more than 55 years of age.	
2	LSG should be physically and mentally fit and should not suffer from an apparent disability. Security Firm should submit Medical/Fitness Certificate for every LSG from an authorized Medical practitioner.	
3	LSG should have been vetted by the Local Government's Security Department(s) in terms of past record, character and antecedents. The service provider should be able to provide details of the Security Guard and also proof of their vetting.	
4	LSG should possess training in basic security duties such as access control and anti-sabotage checks including use of basic security tools such as HHMD, CCTV monitoring etc.	
5	LSG should have attended education at least up to 10 th standard.	
6	LSG should be in possession of minimum english language skill required to communicate with the visitors and Mission staff and proficient in local language.	
7	LSG should perform their duty in smart uniform or office wear. Their overall appearance should be neat and clean.	
8	The company should have a system of undertaking supervisory checks of functioning of LSGs to ensure efficiency by LSGs in performing their duties.	
9	Self-declaration by the company that it has not been barred / black-listed by any Governmental Department / Organization in India / Botswana or elsewhere;	
10	Annual Business Turnover of the company with total number of Security Guards working in the company and a valid license for providing services from the local government.	

B. Response to following Quality parameters for security firms/companies in descriptive terms along **with documents and records** to be submitted as part of Technical Bid:

	Item/Description	Response
1	Provide a list of other clients to which the company is serving in terms of supply of LSGs in Botswana and/or any other countries to ascertain the level of security experience that the bidder possesses.	
2	Submit a brief of past experience, service history, achievements of company.	
3	Submit evidence of registration of the company under relevant statutory regulations such as labour laws applicable in the host country.	
4	Any other security services other than manpower services provided to other clients should be enumerated.	
5	Provide information on the size of the reserve pool of personnel and logistics such as response time, patrol vehicles/security equipment/control room facilities/communication equipment etc.	
6	Annual attrition rate of security guards and security supervisors (the average period for which a security guard remains with the company)	
7	Does the company have its own training facilities? If so, details thereof. If it has a tie-up with another provider or a company that focuses on training; please provide details. What is the curriculum and duration of training of security guards and supervisors?	
8	Provide Industry certification obtained by the company for its quality. Also give details about company's relationship with local police.	
9	Scope and limits of liability of the company in terms of compensation for its security failures in monetary terms.	
10	Information on take home pay and allowances of the LSGs.	

SECTION IV
FINANCIAL BID SPECIFICATIONS

The FINANCIAL BID shall be submitted in the format as below:

Location	Service Description	Shift	No. of Guards	Unit Price	Total	VAT	Monthly Total
Chancery, Plot No. 5375, President's Drive	Security Officer	Day 0600-1800 Hrs (Monday-Friday)	1				
	Security Officer	Day 0600-1800 Hrs (Monday-Sunday)	1				
	Security Officer	Night 1800-0600 Hrs (Monday-Sunday)	2				
	Instacom	Day & Night	1				
India House, Plot No.2498, Extension 9, North Ring Road	Security Officer	Day 0600-1800 Hrs (Monday-Sunday)	1				
	Security Officer	Night 1800-0600 Hrs (Monday-Sunday)	2				
	Instacom	Day & Night	1				
			No. of Guards =7		Total=	VAT=	Monthly Total=

- Note: 1. The above quoted prices are complete in all respect as per technical specifications.
2. It is certified that rates quoted for the above items are as per details, terms & conditions mentioned in the tender document and inclusive of VAT or any other taxes.

Yours faithfully,

(Signature of Authorized Signatory) Name
& Designation:

Company seal: