

भारत का राजदूतावास, वार्स  
**Embassy of India, Warsaw**  
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No. WAR/813/01/2021

Date: 1<sup>st</sup> January 2026

**INVITATION TO TENDER**

1. The Head of Chancery, Embassy of India, Warsaw invites sealed bids in **two parts (Part I - Technical & Part II - Financial)** from Security Service Providers in Warsaw for supply of security guards to the Embassy of India, Warsaw at the **Embassy of India, Ul. Mysliwiecka 2, 00-459, Warsaw , Poland** and **Embassy Residence, Al. Roz 3, 00-556, Warsaw.**

**Name of Services :** Supply of security guards at the **Embassy of India, Ul. Mysliwiecka 2, 00-459, Warsaw , Poland** and **Embassy Residence Al. Roz 3, 00-556, Warsaw, Poland**

Time Schedule:	Two years from the date of signing of contract
Tenders to be addressed to	<b>Head of Chancery, Embassy of India, Ul. Mysliwiecka 2, 00-459, Warsaw , Poland</b>
<b>Date of Publishing the tender</b>	<b>1<sup>st</sup> January 2026</b>
<b>Pre Bid Meeting</b>	<b>15 January, 2026</b>
Last Date of Submission	<b>29 January 2026 up to 12:00 hrs</b>
Place of Receipt of Tender	The Embassy of India, Warsaw
Date of Opening Tender (Technical)	<b>29 January 2026 at 15:00 hrs</b>
Bid validity period:	180 days from the date of opening of the Tender.

2. Interested Bidders may obtain further information from the Embassy of India, Warsaw at [estt.warsaw@mea.gov.in](mailto:estt.warsaw@mea.gov.in) / [admn.warsaw@mea.gov.in](mailto:admn.warsaw@mea.gov.in)
3. The bidding document can be downloaded directly from website [www.indianembassywarsaw.gov.in](http://www.indianembassywarsaw.gov.in). The Technical Bid (Part I)-ENVELOPE 'A' and Financial Bid (Part II)-ENVELOPE 'B' must be enclosed in two separate envelopes clearly marked as such. Both the envelopes then should be sealed in a bigger envelope clearly marked "Tender for Security Services in the Embassy of India, Warsaw". Earnest Money Deposit and Bid Securing Declaration must also be enclosed in the envelope containing Technical bid (Part I). The bids must reach this office on or before last date of submission.
4. The Eligibility Criteria is laid out in the Tender Documents which can be downloaded from [www.indianembassywarsaw.gov.in](http://www.indianembassywarsaw.gov.in).
5. The Technical bid(s) will be opened on 29 January 2026 (Thursday) at 15:00 hrs in the **Embassy of India, Ul. Mysliwiecka 2, 00-459, Warsaw, Poland** in the presence of the tenderer(s) or their authorized representative(s) who are present at the scheduled date and time.
6. The date and time of opening of Financial bid(s) will be decided after Technical bid(s) have been evaluated by the Embassy. Financial bid(s) of only those tenderer(s) will be opened



who qualify the technical evaluation on the specified date and time. The date, time & place of opening of the financial bid(s) will be intimated in due course of time.

7. The Embassy of India, Warsaw reserves the right to accept or reject any or all tenders either in part or in full without assigning any reasons thereof.
8. **This INVITATION TO TENDER will form part of the Tender Documents**
9. Period of Contract - The period of contract will be for two year. The agreement can be extended by mutual consent for a further period of one year from the date of expiry of the two year's agreement on the same rates, terms & conditions.

#### 10. SUBMISSION OF BIDS:

**10.1** 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, Warsaw, Myśliwiecka 2, 00-459, Warsaw. All the documents in support of mandatory 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.

**10.2** The tender shall be submitted in sealed envelopes as described below:

ENVELOPE 'A'	Technical bid, EMD (Demand Draft / Pay Order /Bank Guarantee) and Affidavit
ENVELOPE 'B'	Financial Bid

**Earnest Money Deposit(EMD):** Earnest Money Deposit of PLN 18000/- in the form of account payee Demand Draft/Pay Order/Bank Guarantee to be submitted separately in a sealed envelope superscribed as "**Earnest Money Deposit**". This sealed envelop should be submitted in Envelop A along with Technical Bid. EMD of the non successful bidders in the technical evaluation will be returned to them after declaration of result of technical evaluation.

#### **Conditions:-**

11. The signatory to the tender document should also be the authorized signatory of the Agency for signing the Agreement between the Agency and the Embassy of India, Warsaw.
12. Agencies making their offer for the tender should be registered in Poland as security providing organization, with relevant Government organizations and should attach the proof of the same.
13. The security firms should have experience of providing security personnel to - (i) Polish government offices/locations, and/or (ii) companies listed on Polish Stock Exchange, and/or (iii) Embassies/Consulates and International organizations.
14. The Agency will have to provide for replacements or additions as and when required by the Embassy.
15. The Agency should specify monitoring mechanism for the security guards deployed at the Embassy Premises and their emergency response in the Technical Bid Proforma thoroughly.



16. The Embassy will have the right to do a quarterly review of the services and terminate the agreement in case of persistent lack of quality of service.
17. All interested Agencies/firms may contact the undersigned and fix an appointment (if any query remains unsolved in pre bid meeting ) for additional information, if any, up to 23 January 2026.
18. Payment - Payment will be made on monthly basis and for the number of security guards actually on duty. Claims for payment should be made through Faktura invoice at the end of each month.
19. Opening of Bids - The technical bids will be opened at 15:00 hrs. on 29 January 2026, in the Embassy of India, Warsaw. The bidder has the option to be present or send an authorised representative at the time of opening of bids. Financial bids only of the technically eligible bidders will be opened on a subsequent date under intimation to all the technically eligible bidders.
20. After opening of the financial bids, L1 will be announced based on the lowest financial quote. The final decision of the Embassy on award of contract will be communicated in due course. The notification of award will constitute the formation of contract. Upon the successful bidder's furnishing of performance security, Embassy will notify each unsuccessful bidder and will discharge their Earnest Money Deposit. No interest shall be paid on the Bid Security Deposit.
21. **The rates once quoted (in financial bid) and approved will be valid for a period of two years w.e.f. the date of implementation of the contract. No request for revision of rates (despite change in minimum working wages in Poland) will be entertained during this period.**
22. **The successful bidder has to deposit Performance Security which will be 5% of finalized annual amount** in favour of 'Embassy of India, Warsaw' in form of Demand Draft / Pay Order/Bank Guarantee within fifteen days of the acceptance of the Letter of Award . 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.
23. 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.
24. 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.
25. 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.



**26. All offers should be submitted in English** together with English translation of all supporting documents being provided in Polish language.

**27. Mandatory Qualifications for the Bidder**

- i. Should be registered/incorporated in Poland, necessary documents should be submitted along with the technical bid.
- ii. Should have an experience of at least 3 years in providing security services/personnel, necessary documents should be submitted along with the technical bid.
- iii. Should have at least five Government premises/Embassy/Diplomatic Organization/MNCs as its clients either currently or in last five years. List of such clients should be submitted along with the technical bid.
- iv. Should not have been barred or blacklisted by any organization in Poland, or by Government of India. A self declaration should be submitted along with the technical bid to this effect.
- v. Should have Minimum Annual turnover of PLN 500000/- during last three years, necessary documents should be submitted along with the technical bid.
- vi. Should have a minimum manpower of 10 technical persons (Security Personnel) on its roll, necessary documents should be submitted along with the technical bid.

**Declarations and Obligations of the Company**


- 28.** The Company obliges to employ, throughout the entire period of this Agreement, a quota of suitable security personnel who are fluent in English and Polish (both required) (only Polish or EU Citizen), at the numbers as per financial bid proforma.
- 29.** The security personnel should be not more than 45 years of age and should be physically/mentally fit. He/She should not suffer from an apparent disability, including obesity/overweight that would hinder efficient discharge of the duties typical to a security guard. The agency/company should submit Medical Fitness Certificate in respect of every personnel deployed for security from an authorized Medical Practitioner. **It should provide only such personnel who have been vetted by local government's security department(s) in terms of past record, character and antecedents and the proof should be submitted to the Embassy in respect of each guard deployed at the Embassy.** The Company should provide background details of the personnel and also proof of their vetting. The security guards should possess training in basic security duties such as access control, anti-sabotage checks (of person, baggage and vehicles) including the use of basic security tools such as HHMD, DFMD, fire safety equipment, monitoring CCTV, baggage and letter scanners etc. They should possess knowledge of the potential threats to a foreign diplomatic establishment in general terms and also knowledge of what is 'suspicious' in terms of men and material in the given local context.
- 30.** All security guards **must be fluent in speaking Polish and English.**
- 31.** The employees of the Company shall be equipped with the appropriate representative uniform, according to conventional practice in the execution of such works and their overall appearance should be neat and clean.
- 32.** They should be thoroughly proficient and trained in handling security equipment they are supposed to carry or use.



33. The Company should furnish information about its other clients in Poland and abroad, including period and type of service rendered in broad terms. Its past experiences, service history and its achievements may also be provided. It should provide proof of registration in compliance of Polish local laws and statutory regulations and that the agency/company is permitted by law in Poland to execute the works subject of this Agreement.
34. The company should also provide the range of security services it provides, the size of the reserve pool of personnel and logistics at its disposal and details of its training facilities and type of training it imparts on personnel to be deployed.
35. The Company should provide choice of persons three times the Client's requirement to interview and choose from. The Client should have the option of choosing a particular employee. The Company should have sufficient employees on its roll so that the staff is rotated periodically. Ideally, the staff should change after every four months. The employee, who will not be accepted by the client, will be substituted immediately.
36. The company should draft security and emergency procedures in consultation with the client, with effect from the beginning of the contract.
37. The company must ensure payment for all its employees (security personnel) all payment towards their social insurance (ZUS), third party as well as employer's liability as per local regulations. Embassy will not be liable for payments towards such elements.
38. The company undertakes to follow all prevalent Polish Labour laws in determining terms and service conditions of its employees. The company will be solely responsible to pay its employees as per the local laws including minimum wages . It should agree to provide the Client details of salary, other benefits/contributions, allowances, leave etc., it pays for its employees.
39. The Company should have provisions for real time checks of functioning of the employee to ensure that the quality of the provided personnel and service they render is always above the benchmark. It should be able to provide proof of this to the Client. The company undertakes responsibility regarding its employees including damages caused by the employees of the company.

#### **Period of Agreement**

40. **The Period of Agreement shall be for two year from the date of signing of contract.** The agreement shall be extended with mutual consent at the same rates on the same terms and conditions for an additional period of one year.
41. Notwithstanding the above mentioned, each of the Parties reserves the right to terminate this Agreement, by way of a prior written notice, (transmitted either by email/fax/or registered post) furnished 60 days in advance.

  
(D.P. Pramod Kumar)  
Head of Chancery  
Embassy of India, Warsaw

## Part I – TECHNICAL BID PROFORMA

1. Name of the firm :
2. Address of the Registered Office :
3. Correspondence address :
4. Contact details :

Telephone:

Fax:

Mob. :

E-mail:

SI. No.	Requirements	Reply (Please attach additional sheets wherever needed, preferably on the firms letter heads)	Remarks, if any
1	List of clients of the Company is serving in terms of supply of Security Guards at national as well as international level. (Please attach references from at least 5 National/International Organizations/Embassies		
2	Past experience, service history, achievements of the company: a) Brief introduction of the Company b) Previous experience in the field (please furnish details of at least three years)		
3	Proof of registration of the company under polish regulations.		
4	Range of security services provided by the company		
5	Proof towards minimum man power of 10 security personnel on its roll. Size of the reserve pool of men and logistics including management viz. Response teams, patrol vehicles/security equipment/control room facilities/communication equipment etc.		
6	Attrition rate of security Personnel/guards . High or Low?		
7	Please provide details of training facilities for Security Guards: own or outsourced. If own, please provide the duration of training to guards and supervisor		
8	Any Industry certification obtained by the company for its quality		
9	Please provide details of scope and limit of liability of the company-compensation, insurance etc.		
10	Does it meet the minimum wage directive of the Polish		



	Government and also meets other legal, labour and governmental obligations including social security payment in respect of the security personnel? A self certification needs to be furnished by the bidder in this regard.		
11	Please provide a brief plan of action and methodology proposed to secure the premises		
12	Qualification and experience of the security guards proposed to be deployed for the job		
13	<ul style="list-style-type: none"> <li>a) Details of Current contracts of security services undertaken by the firm (Please provide references from at least five International Organizations/Embassies in Poland</li> <li>b) Details of past contracts of security services undertaken by the firm</li> <li>c) Testimonials [Clients' recommendation letters / experience certificates, etc.]</li> </ul>		
14	Is the firm familiar with local policies, plans and procedures associated with the local contractual and their practical applications? A self certification needs to be submitted by the bidder to this effect.		
15	What is the communication system does the security firm have? What kind of technology and supervision mechanism does the firm have to monitor guard presence and efficiency?		
16	Does the firm have a 24x7 control room? What are the salient features? Please provide details of working of the control room and how to contact the control room in case of any emergency		
17	Is the firm a member of the local security industry associations? If yes, attach details.		
18	Is the firm licensed by the local police or statutory authority on the subject? Details of evidence be attached?		

(Name and Signature of the authorized person with seal of the firm)

## Part II – FINANCIAL BID PROFORMA

- |    |                                  |   |         |
|----|----------------------------------|---|---------|
| 1. | Name of the firm                 | : |         |
| 2. | Address of the Registered Office | : |         |
| 3. | Correspondence address           | : |         |
| 4. | Contact details                  | : |         |
|    | Telephone                        | : | Fax :   |
|    | Mob.                             | : | E-mail: |

Sl. No.	Items	Hourly Charge (including VAT)	Remarks, if any
1.	1 Guard* on Kawalerii Street 24X7 (In two shifts of 12 hrs each)	Note: Price quoted should be on an all-inclusive basis to be paid monthly and shall inclusive of <b>all</b> costs such as services, personnel, transportation, rentals taxes, consumables, VAT, social security, insurance of the security guards, etc. (Charges Should be quoted on basis of PLN per hour per guard in net and including VAT as well)	
2.	1 Guard* on Mysliwiecka Street 12X5 (only on Working Days, Monday-Friday 8 am to 8 pm)		
3.	1 Guard* at Ambassador's Residence Al Roz 3 24X7 (In two shifts of 12 hrs each)		

\*All guards will be unarmed

(Name and Signature of the authorized person with seal of the firm)



**AFFIDAVIT**  
**(To be submitted along with Technical Bid)**

I/We, \_\_\_\_\_, representative(s) of M/s. \_\_\_\_\_  
solemnly declare that:

1. I/We are submitting my/our bid against the Tender Notice no. \_\_\_\_\_ dated \_\_\_\_\_ brought out by the Embassy of India, Warsaw for providing security services at Embassy of India, Warsaw

2. I/We or my/our partners do not have any relative working in any office of Embassy of India, Warsaw.

3. All information furnished by me/us in respect of fulfilment of eligibility criteria and other information given in this tender is complete, correct and true.

4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.

5. The Price – Bid submitted by me/us is “WITHOUT ANY CONDITION”.

6. I/We have not been banned/ debarred/delisted by any Government including Government of Poland their agencies or PSUs.

7. I/We accept all the terms and conditions of tender.

8. If any information or document submitted is found to be false/ incorrect, Embassy may cancel my/our Tender and take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.

9. I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in their quest for bids document, I/we will be suspended for the period of time specified in the request for bid document from being eligible to submit Bids for contracts with the Government of India.

[Signature(s) of the Tenderer(s) with Name, Designation, Date & Seal]