

**Basic Details**

Organisation Chain	Ministry of External Affairs CGI Saotome- MEA		
Tender Reference Number	STP/ADMN/815/1/24		
Tender ID	2025_MEA_805447_1		
Tender Type	Open Tender	Form of contract	Rate Contract
Tender Category	Services	No. of Covers	2
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Tender to hire LSGs for Embassy of India, Sao Tome
		.xls	Tender for hire of LSGs for Embassy of India, Sao Tome Finance
2	Finance	.xls	Hire of LSGs for Embassy of India, Sao Tome - Finance
		.pdf	Hire of LSGs for Embassy of India, Sao Tome

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00			EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
Fee Payable To	NA	Fee Payable At	NA	EMD Fee Type	NA	EMD Percentage	NA
Tender Fee Exemption Allowed	NA			EMD Payable To	NA	EMD Payable At	NA

EMD Fee Details**Work /Item(s)**

Title	Hiring of LSG for E/I Sao Tome				
Work Description	Hiring of 4 LSGs for Chancery and Embassy Residence				
Pre Qualification Details	3 years of experience in providing security services				
Tender Value in ₹	13,50,000	Product Category	Miscellaneous Services	Sub category	hiring of LSG
Contract Type	Rate Contract	Bid Validity(Days)	21	Period Of Work(Days)	21
Location	Embassy of India Sao Tome	Pincode	110011	Pre Bid Meeting Place	Embassy of India Sao Tome
Pre Bid Meeting Address	Plot No. 41B,159 HF, Campo de Milhi Dis. Agua Grande	Pre Bid Meeting Date	31-Jul-2025 09:00 AM	Bid Opening Place	Embassy of India, Sao Tome

Critical Dates

Publish Date	16-Jul-2025 09:00 AM	Bid Opening Date	06-Aug-2025 10:00 AM
Document Download / Sale Start Date	16-Jul-2025 10:00 AM	Document Download / Sale End Date	06-Aug-2025 09:00 AM
Clarification Start Date	17-Jul-2025 09:00 AM	Clarification End Date	31-Jul-2025 09:00 AM
Bid Submission Start Date	17-Jul-2025 09:00 AM	Bid Submission End Date	06-Aug-2025 09:00 AM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Hire of LSGs for Embassy of India, Sao Tome	871.0	
	2	Tendernotice_2.pdf	Hire of LSGs for Embassy of India Sao Tome	871.0	
	3	Tendernotice_3.pdf	Tender to hire LSGs in Embassy of India Sao Tome Financial bid	20.8	
	4	Tendernotice_4.pdf	Tender to hire LSGs at Embassy of India, Sao Tome Financial bid	20.8	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	Tender for LSG at EI Sao Tome.pdf	Tender for hiring of LSGs at Embassy of India, Sao Tome	871.0
	2	Additional Documents	Financial bid.pdf	Hire of LSGs at Embassy of India, Sao Tome	20.8

Tender Inviting Authority

Name	Mr Shiv Sagar, Counsellor
Address	Plot No. 41B, 159 HF, Campo de Milho, Dist. Agua Grande

Tender Creator Details

Created By	K Ravi Chandran
Designation	Head of Chancery
Created Date	15-Jul-2025 08:42 PM

**Embassy of India
Sao Tome**

No. STP/ADM/815/1/2024

16 July 2025

Notice

Name of work: Invitation of competitive bids for Security Guard Services at the Embassy of India Chancery and Embassy Residence in Sao Tome.

Embassy of India, Sao Tome, invites competitive bids from reputed security firms for providing 24 hours security by providing two unarmed security guards as per the following terms:

Sl. No.	Location	Scope of service
1.	Chancery:- Plot No. 41B, 159 HF, Campo de Milho, Dist. Agua Grande	Two unarmed Security Guards for full day i.e. one Security Guard per 12 hours shift.
2.	Embassy Residence:- 757 Rua Bairro do Hospital, Dist. Agua Grande	Two unarmed Security Guards for full day i.e. one Security Guard per 12 hours shift.

2. General:- The Personnel provided should perform the duty in company uniform. A little bit of familiarity with English language will be preferred. The company will be paid a lump-sum amount per month towards the service and is expected to comply with all extant legal/labour regulations of Sao Tome and Principe, including Minimum Wages, Social Security and Medical Insurance of the personnel. The Embassy will not be liable for any claims, whatsoever, from the employees of the Company.

3. Scope of Service:- Provision of two Unarmed Security Guards for 24 hours duty i.e. On Security Guard per 12 hours shift at each location:

- i) Chancery:- Plot No. 41B, 159 HF, Campo de Milho, Dist. Agua Grande
- ii) Embassy Residence:- 757 Rua Bairro do Hospital, Dist. Agua Grande.

4. The interested firms are requested to submit (i) Technical Bid and (ii) Financial Bid in separate sealed envelopes, both in English and in Portuguese. The Technical bids should provide profile of the company, list of clients, financial standing, licence to provide security services etc. and the Financial bids should give details of the cost of the services to be provided.

5. For any clarification on any aspect of this notice, Mr. Shiv Sagar, Head of Chancery may be contacted any time during working hours on Telephone Number +239 9979788 or by email, hoc.saotome@mea.gov.in.

6. Schedule for submission and opening of bids:

Last date, time and place for submission of competitive bids	August 6, 2025 at 1400hrs at the Embassy of India, Sao Tome, Plot No. 41B, 159 HF, Campo de Milho, Dist. Agua Grande or 21 days after actual publishing of tender on the Portal
Date, Time & place of opening of bids	August 6, 2025 at 1400hrs at the Embassy of India, Sao Tome, Plot No. 41B, 159 HF, Campo de Milho, Dist. Agua Grande or 21 days after actual publishing of tender on the Portal



(Shiv Sagar
Head of Chancery
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Sao Tome

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Cost

Cost of providing Security services at the chancery Plot No. 41B, 159 HF, Campo de Milho, Dist. Agua Grande
for two security guards in 12 hours shift

Cost

Cost of providing Security services at the Embassy Residence 757 Rua Bairro do Hospital, Dist. Agua Grande
for two security guards in 12 shift