

**No. LAG/Adm/813/03/2026
Consulate General of India
8A Walter Carrington Crescent,
Victoria Island,
Lagos, Nigeria**

www.cgilagos.gov.in

Dated: 17th September, 2026

Subject: Hiring of ten (10) local security guards (LSGs) by the Consulate General of India, 8A Walter Carrington Crescent, Victoria Island, Lagos, Nigeria.

Tender No. **LAG/Adm/813/03/2026** dated 17th September, 2026

Last date for submission of bids: 7th October, 2026 by 1500 hours

Section- I : Invitation for Tenders

Section - II : Terms & Conditions

Section-III : Special Conditions of Contract

Section-IV : Brief Description of Work

Section-V : Technical Bid Schedule

Section-VI : Financial Bid Schedule

Appendix – 1: Performance Guarantee Format

No. LAG/Adm/813/03/2026
Consulate General of India
8A Walter Carrington Crescent,
Victoria Island,
Lagos, Nigeria

Subject: Tender invitation for hiring of ten (10) local security guards (LSGs) by the Consulate General of India, 8A Walter Carrington Crescent, Victoria Island, Lagos, Nigeria.

The Consulate General of India (CGI), Lagos invites sealed tenders from reputed security agencies for hiring of ten (10) security guards for Chancery complex at 8A Walter Carrington Crescent, Victoria Island, Lagos (Nigeria). The Annual Contract is proposed to be in effect from 01st November, 2026 onwards.

The tenders are invited under two bid system viz: Technical Bid and Financial Bid from reputable and experienced firms having regular office preferably in Lagos, Nigeria.

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

www.cgilagos.gov.in

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

www.mea.gov.in

Bidders are also required to deposit Earnest Money Deposit (EMD) of 5% of total quoted contract value in the form of “Pay Order/Demand Draft or Bank Guarantee from any Scheduled bank of Nigeria” in favour of “High Commission of India, Lagos”. **Bids received without EMD will not be considered and rejected summarily.**

3. The tender should be submitted in **two sealed bids system** as below, along with prescribed EMD.
- (a) The first sealed bid cover superscripted as “Technical Bid” should contain relevant documents and specifications only (*as in Section II para 25 and Section – V*).
 - (b) The second sealed bid envelope cover superscripted “Financial Bid” should contain only rates for the proposed service.
 - (c) Both the sealed covers, along with EMD should be placed in the main sealed envelope superscripted “Tender for providing (10) security guards” addressed to the **Consul (Head of Chancery), Consulate General of India, 8A Walter Carrington Crescent, Victoria Island, Lagos, Nigeria**, and must reach on or before 07th October, 2026 by 1500 hours. Bids may be hand delivered or sent by speed post to 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. The Post reserves the right to reject any or all applications/offers without giving any notice or assigning any reason thereof. The decision of the Post in this regard will be final and binding upon the bidders.
5. For any tender related enquiry/clarification, please contact Consul, Head of Chancery by Phone (+2348128308752) or E-mail at hoc.lagos@mea.gov.in. Shri Ankit, ASO (Admin/Acconuts) may be contacted (Cell No. 08128308754) for site visit.
6. The sealed bids would be opened on 09th October, 2026 (Friday) at 1500 hrs in Conference Room of the Consulate General of India, Lagos. The tenderer or its authorized representatives may attend the opening of tender bids.

(N. Mahesh)
Consul, Head of Chancery

SECTION II: TERMS AND CONDITIONS

1. The Annual Security Contract would be in effect for two years period and can further be extended for one year on same terms, condition and amount subject to mutual consent.
2. Bidders are required to deposit Earnest Money Deposit (EMD) of 5% of the total quoted contract value in the form of *“Pay Order, Demand Draft or Bank Guarantee from any Scheduled bank of Nigeria”* in favour of **“High Commission of India, Lagos”**. Bids received without EMD will **not** be considered and rejected summarily. EMD of all unsuccessful bidders shall be refunded within 30 days of awarding the tender. No interest shall be payable for EMDs.
3. The Tender which shall remain valid for minimum of 180 days shall 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. A 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 Bid, including their experience in execution of similar nature of work and provide average annual turnover for last 3 years.
5. Any tender received by CGI, Lagos after the deadline for submission of tenders, will not be accepted and returned unopened to the bidder.
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, CGI, Lagos' interpretation of the clauses shall be final and binding on all parties.
7. The successful bidder, on award of contract, must send the contract/acceptance 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 a bidder withdraws the tender during the period of tender validity specified in the tender.
8. Post reserves the right to terminate the contract at any point of time during the tenure of contract, if the services are not found satisfactory or the contractor dishonours the contract. Decision of the Post in this regard shall be final and binding upon the contractor.

9. **Force Majeure:** Consulate General of India, Lagos may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of nature (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at selected Bidder's premises. If a Force Majeure situation arises, the service provider shall promptly notify the authority in writing of such conditions and the cause thereof. Unless otherwise directed by the Consulate in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means not provided by the Force Majeure event.
10. If any dispute, difference or question at any time arises between the Consulate and the Contractor in respect of the agreement signed which cannot be settled mutually or in case of termination, shall be referred to arbitration. The arbitration proceedings will be conducted in accordance with and be subject to the UNCITRAL (United Nations Commission on International Trade Laws) Arbitration Rules, as amended from time to time and the decision of the arbitrators as mentioned above shall be final and binding on the parties. The seat of the arbitration will Ministry of External Affairs, New Delhi.
11. At any time prior to the deadline for submission of bids, Consulate General of India, Lagos may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the tender document.
12. Consulate shall award the contract to the eligible bidder whose technical tender has been accepted and determined as the lowest evaluated commercial tender. The lowest price criteria shall be applied on the total.
13. In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender Document/Contract Document, Consulate General of India, Lagos' interpretation of the clauses shall be final and binding on all parties.
14. The successful bidder, on award of contract, must send the contract/acceptance in writing to Consulate within 7 days of award of contract; otherwise the Contract will be awarded to the next successful bidder i.e. L-2.
15. Consulate reserves the right to terminate the contract at any point of time during the tenure of contract, if the services are not found satisfactory or the contractor dishonours the contract. Decision of the Mission in this regard shall be final and binding upon the contractor.

16. The Contractor shall be responsible for minimum wages (as prescribed by the local government) payment to LSGs as per local laws. Besides, workmen compensation policy shall be taken for all LSG by the Contractor at his cost. The Consulate General of India shall be kept immune from any mishappening at site. The contractor will be fully responsible for the safety, medical facility and insurance of LSG hired for this job.
17. The LSGs should not be allowed to bring any of their personal belongings except mobile phones. They should deposit their personal belongings at Security Gate. Consulate can impose penalty as mention in para 24 for using mobile phones during duty hours.
18. All LSG must wear uniform of the company at all times. The uniform should be clean and tidy. Guards should be given sufficient uniforms.
19. In the technical bid, the monthly salary payable to the LSG, who are required to be available for duty at Chancery should be quoted. In case of absence of any of such staff, Consulate will deduct the proportionate amount apart from imposing monetary penalty.
20. The Contractor will attend to all complaints immediately after receiving calls from Administration Section in the Consulate.
21. If any incident of theft/pilferage by the LSG of the Service Provider is reported causing pecuniary loss to the Consulate, the entire cost would be recovered from the firm besides annulment of the contract.
22. Any financial loss caused due to the damage attributed to negligence by Service Provider installed at the premises would be deducted from the performance security.
23. The Service Provider should make an effort to ensure that back-up/relief staff is available in case of absence of existing staff. Absence will result in proportionate deduction from monthly payment based on the Attendance Register kept with the India-based Security Assistant in the Chancery.
24. **Penalty Clause:** Consulate General of India, Lagos reserves its right to impose monetary penalties as per following:
 - (a) Unauthorized absence N5,000/-
 - (b) Consumption of Alcohol while on duty N10,000/- and change of staff on repetition
 - (c) Use of mobile phones while on duty N2,000/-
 - (d) Inappropriate or unbecoming behavior with Consulate's Officials N10,000/- and dismissal of staff
 - (e) Unauthorized use of Consulate's property N10,000/-
 - (f) Failure to discharge duty properly/sleeping while on duty N2,000/-

25. The Technical bid should contain following documents in this serial order as mentioned below:
- (a) Technical bid proforma (as per Section V)
 - (b) CAC Certificate & Memorandum , latest status report
 - (c) FIRS tax certification
 - (d) license from local authority (e.g. NSCDC)
 - (e) Current & previous client documents
 - (f) Methodology
 - (g) Details of training program for guards
 - (h) Pension Clearance certificate
 - (i) Any other document which is relevant to tender process
26. The contract shall be valid for two year after signing of contract subject to satisfactory performance of the service provider. The contract can further be extended for one year on same terms, condition and amount subject to mutual consent.
27. Please note that any corrigendum/addendum in the above tender document, if required, will be posted on the website of the Consulate General of India, Lagos, as given above. Link of the same is given as: <https://cgilagos.gov.in/tendern.php>
28. Bidders are advised to check the terms and conditions of this “Notice Inviting Tender” carefully. No claim on account of any errors detected in the tender documents shall be entertained.
29. 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.
30. Any bid received by the Consulate after the last date for submission of bids will be rejected and not be considered and may be returned to the bidder.
31. Tender shall be valid for 180 days from the date of submission of tenders. A tender valid for a shorter period shall stand rejected. Consulate General of India, Lagos may ask for the bidder’s consent to extend the period of validity. Such request and the response shall be made in writing only. The bidder is free not to accept such request without forfeiting the EMD. A bidder agreeing to the request for extension will not be permitted to modify his tender.
32. Non-Disclosure Agreement: The selected bidder shall submit a Non-Disclosure Agreement (NDA) after signing the agreement to the effect that the bidder and the personnel deployed by the bidder shall not disclose any information/data which they may obtain/acquire while providing services to the Consulate. Breach of this will lead to termination of agreement and forfeit of performance security.
33. The contractor shall be responsible for coordinating with concerned local

authorities and compliance of all local laws & rules in carrying out the contracted work.

34. No request for revision/increase of approved rates during the currency of the contract will be entertained. No other charges apart from quoted price in Financial Bid like transportation, meal, medical and others will be payable for providing the services.
35. 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, Technical Bids not accompanied by EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected.
36. The important schedules and dates are as under:

S/No.	Key Events	Dates
1.	Pre-bid Meeting	21 st September, 2026 at 1500 hrs
2.	Last date for submission of bids	07 th October, 2026 at 1500 hrs
3.	Date of Opening of Technical Bids (Participant bidders may wish to be present) <i>*Date & time for opening of financial bids of technically qualified bidders will be communicated separately.</i>	09 th October 2026 at 1500 hrs
4.	Venue for pre-bid and opening of bids	Conference Room Consulate General of India, Lagos, Nigeria

37. For any tender related enquiry/clarification, please contact Consul, Head of Chancery by Phone (+2348128308752) or E-mail at hoc.lagos@mea.gov.in. Shri Ankit, ASO (Admin/Accounts) may be contacted (Cell No. 08128308754) for site visit.
38. All bidders are requested to read and understand the terms & conditions of the contract before submitting their bids. No change or violation of the aforementioned terms and conditions is permissible once the quotation is accepted by the Mission.
39. The payment for providing 10 LSGs will be made on monthly basis at the end of the last working day of the month on submission of invoice by the company and subject to satisfaction of Consulate General of India. In case of any shortfall in services, appropriate deductions would be made for non-performance of designated services.

40. The Service Provider must deploy qualified LSGs and the supervisor. Besides, the bidder shall be responsible for verification of character and antecedents by the Police Authorities of all its staff and the supervisor, which to be submitted within a month of award of contract. Certificate from National Drug Law Enforcement Agency (NDLEA) is also to be submitted by the Service Provider. If verification report is not submitted in time it would be treated as breach of terms of agreement.
41. The inspection team from Service Provider shall visit the Chancery-cum-Residential complex of the Consulate to ensure the proper functioning of guards. The Service Provider is obliged to replace, without unreasonable delay and at no cost to the Consulate, any personnel or with whom the Consulate finds it difficult to collaborate.
42. The service provider should agree to provide details of salary, gratuity, allowances, leave rules etc. that it provides to LSG.

SECTION III: SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Prices

- a. Price quoted by the Contractor and agreed to by CGI, Lagos shall be considered final and no price escalation will be permitted thereafter.
- b. Bidders must quote the price in the format given in Contract Price Schedule at *Section – V* of this document.
- c. All prices are to be quoted only in Nigerian Naira.
- d. The prices quoted should be all inclusive such as transportation, insurance charges, meal etc.

2. Taxes and Duties:

The prices quoted should be inclusive of all taxes and duties, if applicable in Lagos. VAT should not be included as the Consulate General of India is exempted from VAT under the Vienna Convention.

3. Performance Bank Guarantee (PBG):

The successful bidder will be required to furnish the Performance Bank Guarantee in the form of a Bank Guarantee for the 10% of the total amount of the accepted Contract Price within (15) working days of receipt of award of contract, as per the format attached to this document (*refer Annexure-I*). This bank guarantee shall remain valid till **60 days** after the expiry of the assigned contract.

SECTION IV: GENERAL TECHNICAL SPECIFICATION DETAILS

Brief Description of Work

1. (i) Total number of Security Guards (SGs) to be deployed:

Chancery complex at CGI, Lagos – Ten (10)

(ii) Duration: 24 hrs

(iii) Timings and total number of Security Guards:

One guard in 12 hours shift each in the following manner:

Sr. No.	Duty point	Timing of shift	No. of LSG in each shift	Type of LSGs in each shift (armed or unarmed)	Total No. of LSGs on duty point
i.	Duty Point 1	0800-2000	2	Unarmed	2
		2000-0800	1	Unarmed	1
ii.	Duty Point 2	0800-2000	1	Unarmed	1
		2000-0800	1	Unarmed	1
iii.	Duty Point 3	0800-2000	1	Unarmed	1
		2000-0800	1	Unarmed	1
iv.	Duty Point 4	0800-2000	1	Unarmed	1
		2000-0800	1	Unarmed	1
v.	Duty Point 5	0800-2000	1	Unarmed	1
Total No. of LSGs required					10

(iv) Management of 12 hours shift change and leave relief of personnel shall be managed by the firm.

2. The following requirement regarding LSGs must be met by the Agency:

(i) LSG and Supervisor should be less than 50 and 55 years of age respectively and should be physically and mentally fit. Agency should submit Medical Fitness Certificate iro each LSG from authorized medical practitioner. Additionally, LSG should not be emaciated, feeble and timid in an apparent sense.

(ii) Half-yearly training of guards.

(iii) LSG must be cleared by the local government's security department.

(iv) Agency must provide smart and neat uniforms (minimum three sets) to all LSGs including raincoats.

(v) All LSGs should have basic training to operate security equipment such as access control, CCTV, DFMD, vehicle barrier, etc.

- (vi) Agency should be able to rotate LSGs periodically (once in every 4 months, if CGI, Lagos desires so).
- (vii) All LSGs should be proficient in English language.
- (viii) Supervisor and LSGs should have basic knowledge of First aid and Fire fighting.
- (ix) Change/rotation of guards in every shift, repetition of guards in subsequent shifts will not be permitted.
- (x) At least once in a week surprise checks during day/night of guards deployed at the Chancery and Consulate residences by a representative of the company.
- (xi) Police verification of guards before deployment in Consulate.

3. The following information are mandatory for the Bidder to be provided, in a tabular form, failing which the bid would be summarily rejected:

- (i) Past experience and references.
- (ii) Take home pay of the security staff.
- (iii) Does it give direct and immediate access to the top manager? If yes, how?
- (iv) Where does the top manager reside? In Lagos or far away?
- (v) Does the Agency provide only manpower or a wide range of diversifies security management services?
- (vi) What is the rate of turnover of managerial and field staff?
- (vii) What is the reserve capacity of men and vehicles? Can it draw in more human resources to combat an emergency?
- (viii) Does it meet the minimum wage policy of the Nigerian Government and other legal, and labour obligations?
- (ix) Details of training curriculum, duration of the security personnel.
- (x) What communicative system does the Agency have? Provide details of technology and supervision mechanisms to monitor guard presence and efficiency.
- (xi) Does the Agency have a 24X7 Control Room?
- (xii) Is the Agency licensed by the local police or statutory authority?
- (xiii) What industry certification does it have in terms of quality?

Section – V

TECHNICAL INFORMATION (Proforma to be submitted with Technical Bid)

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

S/No.	Requirements	Response
1.	a. Brief introduction of the company.	
	b. Previous experience in the field (must be minimum 15 years)	
	c. Total number of regular employees with the firm	
	d. Turnover of the firm for the last three years	
	e. Registration Certificate & licence for the services (NSCDC)	
	f. Have the bidder incurred any financial loss for more than one year during the last three years ending on date of tender	
2.	Detail work plan and methodology for undertaking the job	
3.	Qualification and experience of the staff [including supervisory / and Staff] proposed to be deployed for the job.	
4.	Details of clients (at least 3 must be diplomatic/international organization)	
5.	Uniforms, raincoat, boot, cap etc shall be provided to LSG as per tender document	
6.	Take home pay of the..... Supervisor : Security Guards:	
7.	Details of training curriculum and its duration	
8.	Does the Agency have a 24X7 Control Room? Please provide details	
9.	Industry certification & relationship with local police	
10.	Does the Agency provide any other services other than Security guards?	

	Please specify.	
11.	Size of the reserve capacity of men and logistics such as response teams, patrol vehicles/security equipment /communication equipment under use etc	
12.	Attrition Rate (the average period for which a security guard remains with the company) must be more than 1 year	
13.	Guards should fulfil the requirement mentioned in para 2 of Section IV of the tender notice.	

Supporting documents with respect to above points is enclosed.

(Signature of the authorized signatory with stamp)

Dated_____

Full Name and Designation of the signatory_____

Full address of the Agency/Company_____

Contact details of the signatory_____

Section – VI

Format for submitting the Price Schedule for hiring of ten (10) security guards by the Consulate General of India, 8A, Walter Carrington Crescent, Victoria Island, Lagos, Nigeria.

Consulate General of India, Lagos
Tender No. **LAG/Adm/813/03/2026**

Date:

Price Schedule:

Unit Rate/per security guard (*in Naira*)

Total Amount (for 10 security guards) (*in Naira*)

Name of firm

Address for correspondence
Contact

Note:

1. The above quoted prices are complete in all respect as per technical specifications inclusive of transportation, meal & other charges etc.
2. It is certified that rates quoted for the above items are as per details, terms & conditions mentioned in the tender document and exclusive of VAT or any other taxes
3. We have examined tender conditions for the above-named work and have inspected the site and general conditions under which the Works are to be carried out. We offer to execute and complete the Works and remedy any defects therein, in conformity with this Tender for the Lump Sum Fixed Price as mentioned above exclusive of VAT.

(Signature of the authorized signatory with stamp)

Dated_____

Full Name and Designation of the signatory_____

Full address of the Agency/Company_____

Contact details of the signatory_____

Annexure-1

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

To,
Consulate General of
India, Lagos

BANK GUARANTEES NO:

DATED:

Dear Sir,

This has reference to the Work Order No. Dated having been placed by “High Commission of India, Lagos” hereafter known as Consulate General of India, Lagos 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.

Consulate General of India, Lagos 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 Consulate General of India, Lagos under any security (ies) now, or hereafter held by the Consulate General of India, Lagos 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 Consulate General of India, Lagos hereunder or of prejudicing right of the Consulate General of India, Lagos against the bank.

This undertaking guarantee shall be a continuing undertaking guarantee and shall remain valid and irrevocable for all claims of the Consulate General of

India, Lagos and liabilities of the Contractor arising up to and until date 30th September, 2028.

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 _____ (i.e. 60 days after expiration of contract)

Granted by the Bank

Yours
faithfully,

For: (Name of Bank)

SEAL OF THE BANK

Authorized Signatory