



Chennai 03.11.2025 Advertisement for Outsourcing of Security Service Provider for GoetheInstitut / Max Mueller Bhavan Chennai

About Us:

Goethe-Institut Max Mueller Bhavan (www.goethe.de/Chennai) is the official cultural institute of the Government of the Federal Republic of Germany and is presently located at 4, Rutland Gate 5th Street, Nungambakkam, Chennai - 600006. We promote knowledge of the German language abroad and foster international cultural cooperation. We convey a comprehensive image of Germany by providing information about cultural, social and political life in our nation. Our cultural and educational programs encourage intercultural dialogue and enable cultural involvement. They strengthen the development of structures in civil society and foster worldwide mobility.

Commencement of Services:

The service provider for providing the aforesaid Security Services is likely to commence from 1st March 2026 and would continue till 29th February, 2028. The contract shall be for an initial period of two years, which can be extended by a maximum of two more year with mutual consent.

General instructions for the service provider:

1. The service provider shall provide Security services for the client's premises to its entire satisfaction and it is the sole responsibility of the service provider that the service is executed in all respects in accordance with the client's requirements.
2. The service provider shall provide Security services through its uniformed and trained personnel for the performance of its services hereunder and these personnel deployed shall be employees of the service provider only and the client shall not in any matter be liable, and all statutory liabilities (such as ESI & PF and after statutory dues etc.) shall be paid for by the service provider.
3. The service provider shall cover its personnel for personal accident and death whilst performing the duty and client shall own no liability and obligation in this regard.
4. The service provider shall exercise adequate supervision to reasonably ensure proper performance of Security Services in accordance with schedule of requirements.
5. The Service Provider should provide sufficient uniforms to each staff for cleanliness
6. Sufficient Manpower / Reliever should be planned by the service provider to take care of leaves
7. Uniforms, safety shoes, gumboots, torch, etc. and other accessories required for security should be provided by the Service Provider. No payment will be made by GI/MMB on this account. Basic amenities like furniture, sitting place, lighting, etc. will be provided by GI/MMB
8. Any staff, if involved in malpractice, breach of security, will be dismissed without any notice
9. No additional payment of National Holiday, Public Holidays, service charges, bonus, etc. will be paid and they should quote their fees keeping in view of this aspect
10. The contract may be curtailed/ terminated before the contract period, inter alia owing to deficiency in service or substandard quality of services by the empaneled agency etc. as may be specified in the contract to be signed between the parties. GI/MMB Chennai, however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider with or without assigning any reasons. Where a contract is terminated by GI/MMB on account of the

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defaults committed by the agency, it shall have the right to award the contract to any other agency.

11. GI/MMB maintains a gender friendly environment and equally promotes women employment. Hence the employment of women staff will be highly appreciated

12. The Security staff deployed should not be below the age of 18 years.

13. The Security staff deployed should not have any criminal records.

14. The Security staff deployed should be flexible to change the duty plan as per the need (such as rainy session) to ensure the safety standards of the client.

15. The security staff engaged should be with good health and physis having no bad habits, should be sane and well behaved and should be able to keep records of events

Scope of the work: It is the duty of the Security Staff Deployed

1. To prevent unauthorized persons getting entry into the premises
2. To ensure that no hawkers or vendors are allowed into the premises without permission
3. To maintain law and order and discipline and to check all disturbances or nuisances in the premises
4. To bring to the notice of authorized GI/MMB representative of any suspicious activity, noticed during or after office hours inside GI/MMB premises
5. To assist in firefighting or any other kind of emergencies
6. To lock all the doors of the building after office hours
7. The security staff should not allow the movement of any unauthorized materials inside and outside the premises without gate pass
8. To ensure all the Corporate Security Policy is strictly followed and adhered to
9. All registers at the gate should be maintained neat and clean in legible handwriting
10. To handle the Visitors in a gentle, polite and disciplined manner and should not use any bad / unclear language

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Requirement:

Six man-shifts per day will be required to perform the 24 hours of security service inside the premises.

Invoice:

The billing takes place per month. The invoice for the work done for previous month shall reach to the administration latest by the end of the first week of the following month. There should be no discrepancy in the calculation.

Application Deadline(s):

1. The interested firms can provide their offers / quotation in a sealed Envelope addressing to Administrative Officer, Goethe Institut -Max Mueller Bhavan, No.4 Rutland Gate 5th Street, Nungambakkam, Chennai – 600 006
2. The envelope should clearly state - “Quotation for Security Service”
3. Interested firms can submit their Quote on or before 24.11.2025 with a detailed description about their services. Any application after the mentioned deadline will not be considered.
4. GI/MMB will decide upon the submitted tenders latest by 31.12.2025 and will inform the not considered applicants as well as the selected service provider.
5. The selected service provider shall take charge of the duty from 01.03.2026 as per the dates mentioned in this advertisement