



High Commission of India
Singapore

No. SIN/872/16/2018

19 Dec 2022

NOTICE INVITING TENDER (NIT)

The High Commission of India invites bids from reputed companies having office in Singapore for carrying out repair & maintenance works at one of the residence Bungalow 2B at No. 2 Pierce Road, Singapore.

Scope of work

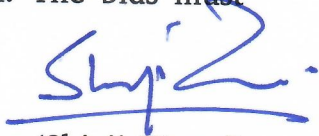
The scope of work includes following:-

- a) Repair/ replacement of timber floor in outside sitting area. Some of the timber planks are damaged and need to be replaced. The floor need to be varnished.
- b) Varnishing of six sliding doors, twelve doors, one entrance wooden door.
- c) Varnishing of movable furniture items – 32 pieces.
- d) Varnishing of glass roof wooden stilt – 28 beams
- e) Varnishing of four wooden ribbed structures in store room and toilets.

General Conditions:

- I. After completion, re-install all removed items. Exceptional care must be taken to assure tidiness of work. Suitable temporary covers, masking, drop sheets, drapes and/or barriers shall be provided and maintained effectively where necessary to protect carpeting and furniture or other finishes that are to be painted or not to ensure what they are not exposed to paint and put at risk. These are to be removed when the protection is no longer required. Provide "Wet Paint" signs as required to protect newly painted surfaces.
- II. Upon completion of the work all paint cans, other materials, containers, debris and protective coverings shall be cleaned up and removed from site and the Contractor shall leave the area in a clean, neat, and orderly condition satisfactory to the Contracting Officer.
- III. The premises and the work to be carried out may be inspected with prior appointment. Please call Tel. No. 62382536/35 for fixing appointment for viewing the premises.

- IV. Liquidated Damage Clause:** After award of work, the contractor shall start the work within one week and the work shall be completed within three weeks. A penalty of 0.5% of contract value for delay of each day shall be applied, subject to a maximum of 10% of contract value.
- V.** The contractor shall not further sub contract the whole or any part of the contract, under any circumstances to third party. The Contractor should satisfy himself about scope of work before submitting the bid. In case of any dispute, the decision of High Commission of India shall be final. No deviation in specification shall be allowed and no extra claim shall be entertained for any unforeseen work.
- VI.** No claim from the contractor for any additional payment on account of local Singapore laws or on restricted working hours shall be entertained. The contractor must quote according to local laws and conditions at site.
- VII.** The Contractor shall ensure that all local labour laws and other relevant provisions are fulfilled and insurance provisions are made for the safety of workers at site.
- VIII.** Financial bids may be sent in sealed covers or by email addressed to “Head of Chancery, High Commission of India, No. 31 Grange Road, Singapore 239702 latest by 30th Dec 2022.”
- IX.** The bidder is required to submit earnest deposit of S\$ 500.00 by way of bank guarantee or fixed deposits. The EMD shall be returned to unsuccessful bidders after completion of process of award of work. **In lieu of EMD, bidders can also submit undertaking in the given format at ‘Annexure A’.**
- X.** On award of work, the successful bidder will have to submit performance guarantee equivalent to three percent (3%) of value of contract. The Performance Guarantee can be in the form of bankers’ cheque, fixed deposit receipt, account payee demand draft or Bank guarantee. This Performance Guarantee should remain valid sixty days beyond the completion of obligation under the contract.
- XI.** Any clarification on this tender may be obtained from “Head of Chancery, High Commission of India, Singapore” in person or by email at hoc.singapore@mea.gov.in.
- XII.** Any conditional bids shall not be accepted by the High Commission. The bids must be in accordance to the sample quotation placed at ‘Annexure B’.


(Shivji Tiwari)
Head of Chancery

Annexure A

Name of Work: - Repair & Maintenance work in Bungalow 2B at No. 2 Pierce Road, Singapore.

Declaration in lieu of Earnest Money Deposit

I, -----on behalf of company M/s
----- (name of Company) having office
at ----- hereby declares that my financial bid for the
work "**Repair & Maintenance work in Bungalow 2B at No. 2 Pierce Road, Singapore**"
by High Commission of India, Singapore 239702 shall remain valid till 31 Jan 2023. I
undertake that I will not withdraw or modify my bid till 31 Jan 2023.

I also undertake that upon award of the work, I will submit the Performance Guarantee as required under the contract. I understand that in the event that I fail to execute the work, my company shall **NOT** be considered for any work in the High Commission of India for a period of two years starting from the date of award of work.

(Signature with name and address)
Office Seal of the Company

Annexure B

Sample for Quotation (on the letterhead of company)

Sr. No.	Item particulars	Rate (in S\$)
1	Repair/ replacement of timber floor in outside sitting area including varnishing.	
2	Varnishing of six sliding doors, twelve doors, one entrance wooden door.	
3	Varnishing of movable furniture items – 32 pieces.	
4	Varnishing of glass roof wooden stilt – 28 beams	
5	Varnishing of four wooden ribbed structures in store room and toilets.	
	GST (if applicable)	
	TOTAL	

(Signature & Stamp of the authorized person/ company)

Note: Conditional bids shall to be accepted by the High Commission.