



**High Commission of India
Singapore**

No. SIN/705/1/2022

29.12.2022

NOTICE INVITING TENDER

Tenders are invited from Restaurants having professional expertise and experience in catering large gatherings for supplying refreshments for 500 pax with full buffet setup and 100 nos. bento boxes and disposable cutlery etc at High Commission of India premises, 31 Grange Road, Singapore 239702 for flag unfurling ceremony on 26th January 2023 07.30 am to 12.30 pm.

2. Providing refreshments with buffet set up for 500 pax and 100 nos. bento boxes for school children at the High Commission premises as per following details.

Sr. No.	Description for buffet Menu	Qty
1.	Punjabi Samosa (served with yogurt mint chutney and tamarind chutney)	500 pax
2.	Choley kulche	500 pax
3.	Idli (served with coconut chutney)	500 pax
4.	Medu Vada	500 pax
5.	Sambar	500 pax
6.	Dessert - Boondi Laddoo	500 pax
7.	Masala Tea	300 pax
8.	Juice Packets- Orange, Mango and Pineapple	500 Nos
	Description for Bento boxes	
1.	Samosa with Ketchup	100 pax
2.	Boondi Ladoo	100 pax
3.	Juice pkt	100 pax
4.	Idli with coconut chutney	100 pax
5.	Medu Vada	100 pax

Date of usage :- 26th January 2023(Thursday)
Date of set-up :- 25th January 2023 (Wednesday)
Date of removal :-26th January 2023 (Thursday after 3 pm)

Terms and Conditions:

1. The premises can be inspected any day between 10:00 a.m. to 1:00 p.m. from 30th December 2022 to 10 January 2023 with prior appointment.
2. The bidder should clearly understand the requirements in respect of number of pax, location, layout of buffet setup, bento boxes etc. The setup shall be done as per requirements indicated during inspection.
3. The installation of buffet setup should be completed one day prior to the event. The successful bidder shall ensure timely completion of the installation. The successful bidder shall dismantle the installation after the event and should remove from HCI premises same day.
4. The payment shall be made within 14 days after completion of satisfactory work. In case of any lapse or short comings in the execution of work, deductions will be made by HCI. No advance payment will be made.
5. The bidder shall liaise with the local authorities for any requirements like movements of truck/lorry, parking on road etc. HCI will not be liable to obtain any such permissions.
6. The work shall be carried out in such a manner that no damage is done to the property of High Commission of India. In case of any damage, the same shall be made good by the bidder immediately or the repair cost shall be covered from the Contractor.
7. The bids must be sent in a sealed cover or by email to property.singapore@mea.gov.in by 11 January 2023. The bids should be addressed to " Head of Chancery,, High Commission of India, No. 31 Grange Road, Singapore 239702."
8. The High Commission of India reserves the right to reject any bid and doesn't bind itself to accept the lowest bid or any bid and can scrap the whole process without assigning any reason. No claim whatsoever in this regard shall be entertained.
9. Any conditional bids shall not be accepted by the High Commission. The unsolicited bids will not be considered.



(Shivji Tiwari)
Head of Chancery

Annexure A

Name of Work: - Catering service required with buffet setup for supplying refreshments for 500 pax and 100 nos. of bento boxes at No. 31 Grange Road, Singapore – 239702.

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 **“Catering service required with buffet setup for supplying refreshments for 500 pax
and 100 nos. of bento boxes at No. 31 Grange Road, Singapore – 239702.”** by High Commission of
India, Singapore 239702 shall remain valid till 30th January 2023. I undertake that I will not withdraw or
modify my bid till 30th January 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**