



**High Commission of India
Singapore

No. SIN/881/2/2020

13th May 2024

NOTICE INVITING TENDER (NIT)

The High Commission of India invites bids from selected firms for supply & installation of air-conditioners at High Commission of India, No. 31 Grange Road, Singapore 239702.

2. The scope of work includes the following works :-

Sr. No.	Description of Work
	ALL THE AIR CONDITIONERS MUST HAVE 5 TICK ENERGY EFFICIENT LABEL AS PER NATIONAL ENVIRONMENTAL AGENCY GUIDELINES
1.	Location A a) Replacement of existing 18,000 BTU air-conditioner with 24,000 BTU single split wall mounted inverter air conditioners inclusive of field piping, wire, PVC pipe drain etc. b) Replacement of existing 12, 000 BTU air-conditioner with 24,000 BTU single split wall mounted inverter air-conditioner inclusive of field piping, wiring, PVC pipe drain etc. c) Shifting of 12,000 BTU air-conditioner to adjacent room and to convert 3 in 1 airconditioner to 2 in 1 air conditioner) d) Installation of air-conditioner power isolator
2.	Location B a) Replacement of existing 12,000 BTU air-conditioner with 18,000 BTU single split inverter airconditioner inclusive of field piping, wiring PVC pipe drain etc. b) Sealing back the old air-conditioner area with matching paint and make in good condition.
3.	Location C a) Shifting of existing 36,000 BTU to the new location & Sealing back the old air-conditioner area with matching paint and make good condition. b) installation of 2nos of 12,000 BTU single split wall mounted inverter air conditioners inclusive of field piping, wiring PVC pipe drain etc in two rooms c) Installation of air-conditioner power isolator

4.	<p>Location D</p> <p>a) Replacement of existing 24,000 BTU air-conditioner with 24,000 BTU single split wall mounted inverter air conditioners inclusive of field piping, wire, PVC pipe drain etc.</p> <p>b) Replacement of existing 18,000 BTU air-conditioner with 24,000 BTU single split wall mounted inverter air conditioners inclusive of field piping, wire, PVC pipe drain etc</p> <p>c) Installation of air-conditioner power isolator</p> <p>d) Sealing back the old air-conditioner area with matching paint and make good condition.</p>
5.	Existing old air conditioners to be disposed free of charges

Note :- Installation refers to complete installation including minor masonry works and all electricity connection(including insulator) required for installation of air-conditioner. The minimum gauge copper wire is 22 swg .

Quotations and general conditions:-

1. Bidders should - (i) be a Singapore company/firm engaged in air-conditioner installation and having its office in Singapore. (ii) have not been blacklisted by the Departments/Ministries of the Govt. of Singapore/corporate.
2. The premises and the scope of work may be inspected with prior appointment on any working day between 10.00 am to 1.00 pm from **14th May 2024 to 20th May 2024**. The bidder can contact at 62382533/35 during office hours of High Commission or via email at property.singapore@mea.gov.in for appointment. The bidder should satisfy himself about scope of work before submitting the bid. No amendment in the quotation will be allowed after submitting the bids. No bids will be received/ accepted after the expiry of the prescribed date and time for submission of the bids. In case 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 works.
3. The price quoted by the bidders shall be in Singapore Dollars only including GST or any other applicable taxes. The bid should be valid for a minimum period of 60 days beyond bid submission end date. The financial bid must be in the format attached. **(Annexure-I)**. Bids and all accompanying documents shall be in English only.
4. No advance payment will be made by the High Commission. The payment shall be made in total within 30 days after satisfactory completion of work. In case of any lapse or short comings in the execution of work, deductions will be made by HCI.

5. The Bid shall contain no alteration, omissions or additions, overwriting except those to comply with instruction issued by the HCI or as necessary to correct errors made by the bidders, in which case the person or persons signing the Bid shall initial all such corrections.
6. The HCI reserves the right to accept/reject the Bid and does not bind itself to accept the lowest bid or any bid and can reject all the bids or scrap the tender in whole or in part without assigning any reason thereof. The incomplete and conditional tenders will be rejected. The unsolicited bids shall be rejected by High Commission without assigning any reason.
7. The successful Bidder should not sub-contract any part of the work/supply without written permission from the HCI. The bidder to whom the contract is awarded is solely responsible to the HCI for the completion of the awarded contract.
8. **Bid Security/ Earnest Money Deposit (EMD):-** The bidder is required to submit earnest deposit of S\$ 500.00/- by way of cheque, bank guarantee or fixed deposits. The Bid security of the unsuccessful bidder will be returned to them after completion of process of award of work without any interest. **In lieu of EMD, bidders can also submit undertaking in the given format. (Annexure - II)**
9. **Award of Contract :-** The contract shall be awarded with the approval of the competent authority in the High Commission to the bidder whose bid has been determined to be eligible and substantially responsive to the bid documents and who has offered the lowest evaluated bid.
10. **Liquidated damages:-** The works should be completed **within 21 days** from the date of award of contract to the successful bidder. Delay in completing the works will be subjected to penalty. A penalty of 0.1% of the total quoted amount for delay of each day shall be applied subject to a limit of 10% of the contract value. 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 or recovered from the performance guarantee. No extra claim shall be entertained for any unforeseen work.
11. On award of work, the successful bidder will have to submit performance guarantee equivalent to **three percent (3%)** of contract amount within 15 days of award of work. 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 for sixty days beyond the completion of obligation under the contract. On receipt of Performance Guarantee by the successful bidder, the earnest money (if any) shall be returned. Part

performance of the contract shall not be allowed and no payment shall be made towards part performance of contract.

12. An amount of 95% of the total amount will be released after satisfactory completion of work. An amount of **5% of contract value** will be retained as **security deposit** and shall be released only after **one** year of completion of work. The security deposit can also be in the form of bankers' cheque, fixed deposit receipt, account payee demand draft or Bank guarantee and should remain valid for a period of one year after the completion of work. This period of one year shall be 'Defect Liability Period' and any defects observed during this period shall be made good by the Contractor without any charges. The Security Deposit shall be fortified if the Contractor does not rectify damages within two weeks.

13. **Guarantee Period:-** Guarantee period for the air-conditioner units and other materials supplied should be of minimum 12 months from the date of completion of the installation and the compressors should be 60 months from the date of completion of installation works. In case of deficiencies/fault found during guarantee period, the same shall be rectified or replaced free of cost by the Contractors at their own cost and risk.

14. The tender, complete in all respects, should be submitted in a prescribed form along with supporting documents **in sealed envelopes** addressed to "Mr Ashwani Kumar, Head of Chancery, No. 31 Grange Road, Singapore 239702 and must reach on or before **21st May 2024** by **1700 hrs.**

(Ashwani Kumar)
Head of Chancery

अश्वनी कुमार

Ashwani Kumar

प्रथम सचिव / First Secretary

भारत का उच्चायोग, सिंगापुर

High Commission of India, Singapore

SUPPLY OF AIRCONDITIONERS

(Financial Bid Proforma)

To be printed in Company's Letter Head

To,

**High Commission of India
31, Grange Road,
Singapore**

Subject: FINANCIAL BID

Sir,

I/we quote our rates as follows:

Sr. No	Description of work	Rate (in S\$)
1.	Location A a) Replacement of existing 18,000 BTU air-conditioner with 24,000 BTU single split wall mounted inverter air conditioners inclusive of field piping, wire, PVC pipe drain etc. b) Replacement of existing 12, 000 BTU air-conditioner with 24,000 BTU single split wall mounted inverter air-conditioner inclusive of field piping, wiring, PVC pipe drain etc. c) Shifting of 12,000 BTU air-conditioner to adjacent room and to convert 3 in 1 airconditioner to 2 in 1 air conditioner) d) Installation of air-conditioner power isolator	
2.	Location B a) Replacement of existing 12,000 BTU air-conditioner with 18,000 BTU single split inverter airconditioner inclusive of field piping, wiring PVC pipe drain etc. b) Sealing back the old air-conditioner area with matching paint and make in good condition.	
3.	Location C a) Shifting of existing 36,000 BTU to the new location & sealing back the old air-conditioner area with matching paint and make good condition. b) installation of 2nos of 12,000 BTU single split wall mounted inverter air conditioners inclusive of field piping, wiring PVC pipe drain etc in two rooms c) Installation of air-conditioner power isolator	

4.	<p>Location D</p> <p>a) Replacement of existing 24,000 BTU air-conditioner with 24,000 BTU single split wall mounted inverter air conditioners inclusive of field piping, wire, PVC pipe drain etc.</p> <p>b) Replacement of existing 18,000 BTU air-conditioner with 24,000 BTU single split wall mounted inverter air conditioners inclusive of field piping, wire, PVC pipe drain etc</p> <p>c) Installation of air-conditioner power isolator</p> <p>d) Sealing back the old air-conditioner area with matching paint and make good condition.</p>	
5	Existing old air conditioners to be disposed free of charges	
	Sub Total (S\$)	
	GST (S\$)	
	TOTAL (S\$)	

This is to further confirm that I/We agree to abide by all the terms and conditions mentioned in the tender. I further declare that information given by me is true. If at any time the information given by me is found to be incorrect or false, the High Commission of India in Singapore can take any action including termination of contract.

(Signature with name and address)
(Official seal of the company)

ANNEXURE II

Name of Work: - Supply of brand new air conditioners to High Commission of India, 31 Grange Road, Singapore and other related work as mentioned in the tender document.

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 “**Supply of new airconditioners to High Commission of India,
31 Grange Road, Singapore and other related work as mentioned in the tender document**”
shall remain valid till **30th June 2024**. I undertake that I will not withdraw or modify my bid till
30th June 2024.

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