



**High Commission of India  
Singapore**

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**No. SIN/872/06/2021**

**26<sup>th</sup> Sept 2022**

**NOTICE INVITING TENDER (NIT)**

High Commission of India, Singapore invites technical and financial bids from qualified agencies having professional expertise and experience for the Annual Maintenance Contract of the airconditioning system at GoI property at No. 2 Pierce Road, Singapore 248554. The property has one main bungalow viz. India House and two small bungalows viz. 2A & 2B.

**Scope of work**

The scope of work includes following:-

- I. To supply labour, materials and tools to carry out the following works in r/o the entire aircon system at India House and two other bungalows at the property on monthly basis.
  - (a) Lubricate fan motor bearing.
  - (b) Clean coils, water tray and drain connection.
  - (c) Inspect and clean air filter.
  - (d) Inspect compressor, mounting spring and refrigerant system.
  - (e) Check thermostat and other automatic controls.
  - (f) Check the running current for the compressor and fan motors.
- II. In addition, Cost on the following items shall be borne by the High Commission on recommendation of the service engineer/ technician.
  - (a) Replacement of any A/C parts such as Compressors, fan belt, fan motor, capacitor, printer circuit board, thermistor etc.
  - (b) Charging in refrigerant gas, refrigerant oil etc.
  - (c) Chemical overhaul.
- III. Monthly service report incorporating general health of the aircon system, refrigerant gas pressure, temperature readings etc shall be shared by the contractor after every servicing.
- IV. The contractor shall engage system engineer/ specialists from Toshiba, if and when required, without any additional charges.

## 2. QUOTATIONS AND GENERAL CONDITIONS:

The High Commission shall follow two bids system i.e. Technical Bid and Financial Bid. The technical bid and financial bid should be sealed by bidders in separate covers duly super-scribed "Financial bid or Technical bid" as the case may be and both these covers are to be put in a bigger cover which should be duly super-scribed as "quote for Annual Maintenance Contract for aircon system at India House and two small bungalows 2A & 2B at No. 2 Pierce Road, Singapore 248554".

2.1 The technical bids (**Annexure-B**) will be evaluated mainly on the following parameters:

- i. Should possess experience of maintenance of aircon system for at least five years, supported by user satisfaction certificate and other documents like achievements of the company.
- ii. Ability to provide User Satisfaction Certificate from at least three organizations.
- iii. Registration of the company under relevant statutory regulations and with local bodies such as BCA, URA etc.
- iv. List of other clients the company is serving in terms of maintenance of aircon system.
- v. Reserve pool of technically skilled men and labour for the maintenance works.

2.2 The bidders shall mention monthly/ annual charges in Singapore Dollars for the above scope of work. GST should be mentioned separately, if applicable. Financial bids of only those bidders would be opened who are found technically sound and qualified. The assessment in terms of technical qualification shall be done by HCI and shall be final.

3. The period of contract initially shall be for a period of **ONE** year which can be extended by another **TWO** years on yearly basis on same rate and terms & conditions with mutual consent of both parties.

4. Respond to request: A) Under critical breakdown:- within 2 hours

B) Under normal repairs:- within 24 hours

5. The aircon system at the premises and the scope of work may be inspected with prior appointments. Please call Tel. No. 62382536/35 for fixing appointment for viewing the premises.

6. 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.



7. 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.

## 8. **EMPLOYMENT OF ILLEGAL IMMIGRANTS**

8.1 The contractor shall ensure that no illegal immigrants are employed in the execution of the works. 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.

8.2 For the purpose of this clause "the illegal immigrant" means any person who enters the Republic of Singapore in contravention of the provisions of the Immigrant Act or such statutory modifications or re-enactment thereof for the time being in force.

9. Water and electricity required for the proper and efficient execution of the works will be provided without charge by the client. Contractor and the workers shall exercise every effort to prevent the abuse of this privilege and to economize in the use of the water and electricity, and strictly comply with all rules and regulations applicable to the use of it.

10. 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'.**

11. **Performance Guarantee:** On award of work, the contractor shall submit Performance Guarantee (PG) in form of fixed deposit receipt, account payee demand draft or Bank guarantee for an amount equal to 5% value of the Annual value of contract. The PG shall be valid during the currency of the contract.

## 12. **PENALTY FOR NON – PERFORMANCE**

12.1 In the event, company fails to execute the work, it 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.

12.2 In the event of any breach, negligence, non-observance of any terms/ conditions of the contract, unsatisfactory performance or for non-acceptance of the work order, the contractor shall forfeits their claim on performance guarantee and EMD as laid in para 10 & 11 of the tender document.

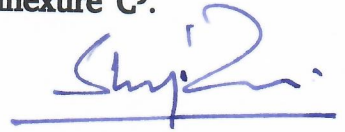
12.3 In case of breach of any conditions of the contract and for all type of losses caused in the event of Contractor failing to execute the contract, High Commission of India shall make deductions at appropriate rate from the Performance Guarantee first & then from other dues to the contractor. High Commission of India reserves the right to impose penalty towards non-performance of work items as laid in the tender document. Decision of the HCI shall be final in this regard.

12.4 The powers of HCI under these conditions shall in no way affect or prejudice the powers in certain events to terminate the contract vested in it as herein provided.

13. 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](mailto:hoc.singapore@mea.gov.in). Technical & Financial bids may be sent in sealed covers addressed to “Head of Chancery, High Commission of India, No. 31 Grange Road, Singapore 239702 latest by 17<sup>th</sup> Oct 2022 (0530PM).

14. Any conditional bids shall not be accepted by the High Commission. The unsolicited bids will not be considered.

15. A/C equipment schedule for the entire property is attached at ‘Annexure C’.



(Shivji Tiwari)  
Head of Chancery

**Annexure A**

**Name of Work: - Annual Maintenance Contract of the airconditioning system at GoI property at No. 2 Pierce Road, Singapore 248554**

**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 “Annual Maintenance Contract of the airconditioning system at GoI property at  
No. 2 Pierce Road, Singapore 248554” by High Commission of India, Singapore 239702  
shall remain valid till 30<sup>th</sup> Nov. 2022. I undertake that I will not withdraw or modify  
my bid till 30<sup>th</sup> Nov. 2022.

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**  
**(Technical Bid Proforma)**

To,

High Commission of India  
31, Grange Road, Singapore

**Subject: TECHNICAL BID**

Sir,

I/We submit following details for your perusal.

Sr. No.	Parameters	Yes/ No	Whether supported by documents (yes/no)
1	Experience of maintenance of aircon system for at least five years.		
2	User Satisfaction Certificate from <i>at least three</i> reputed organizations.		
3	Registration of the company under relevant statutory regulations and with local bodies such as BCA, URA etc. with approved tendering limits.		
4	List of other clients the company is serving in terms of maintenance/ renovation of aircon system ( <i>at least three</i> ).		
5	Number of technically skilled resources and a reserve pool of labour for routine maintenance with details ( <i>at least 10</i> ).		
6.	Any maintenance contract with Singapore Government Offices/Organization or Diplomatic Missions in Singapore.		

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 - c

A/C EQUIPMENT SCHEDULE (MAIN BUNGALOW - PLOT 1)

S/NO	LEVEL	AREA SERVED	EQUIPMENT DESIGNATION (FCU)		TYPE OF FAN COIL	EQUIPMENT DESIGNATION (CU)		REMARKS
			FAN COIL UNIT (FCU)	COOLING CAPACITY KW		CONDENSING UNIT (CU)	COOLING CAPACITY KW	
01	1ST STOREY	MAIN LIVING ROOM	FCU 1-1/1	14.5	CEILING DUCTED	CU 1-1	75.5	3PHASE 415V 50Hz (60A TPN)
02			FCU 1-1/2	14.5	CEILING DUCTED			
03		DRAWING ROOM	FCU 1-1/3	7.3	CEILING DUCTED			
04		KITCHEN	FCU 1-1/4	7.3	CEILING CASSETTE			
05		SERVERY	FCU 1-1/5	2.9	CEILING CASSETTE			
06		MAIN DINING RM	FCU 1-1/6	14.5	CEILING DUCTED			
07			FCU 1-1/7	14.5	CEILING DUCTED			
08		GUEST ROOM 2	FCU 1-2/1	5.8	CEILING DUCTED	CU 1-2	62	3PHASE 415V 50Hz (60A TPN)
09		GUEST ROOM 1	FCU 1-2/2	7.3	CEILING DUCTED			
10		POWDER ROOM	FCU 1-2/3	2.9	CEILING CASSETTE			
11		FOYER	FCU 1-2/4	23	CEILING DUCTED			
12			FCU 1-2/5	23	CEILING DUCTED			
13	2ND STOREY	MASTER BEDROOM	FCU 2-1	11.6	CEILING DUCTED	CU 2	69.7	3PHASE 415V 50Hz (60A TPN)
14		WALK-IN WARDROBE	FCU 2-2	2.9	CEILING CASSETTE			
15		BEDROOM 1	FCU 2-3	7.3	CEILING DUCTED			
16		BEDROOM 2	FCU 2-4	7.3	CEILING DUCTED			
17		STUDY	FCU 2-5	11.6	CEILING DUCTED			
18		FAMILY LIVING RM	FCU 2-6	14.5	CEILING DUCTED			
19			FCU 2-7	14.5	CEILING DUCTED			



### A/C EQUIPMENT SCHEDULE (NEW BUNGALOW 1 – PLOT 2)

S/NO	LEVEL	AREA SERVED	EQUIPMENT DESIGNATION (FCU)		TYPE OF FAN COIL	EQUIPMENT DESIGNATION (CU)		REMARKS
			FAN COIL UNIT (FCU)	COOLING CAPACITY KW		CONDENSING UNIT (CU)	COOLING CAPACITY KW	
01	1ST STOREY	LIVING	FCU 1-1	11.6	CEILING DUCTED	CU 1	37.0	3PHASE 415V 50Hz (30A TPN)
02		MASTER BEDROOM	FCU 1-2	5.8	CEILING DUCTED			
03		BEDROOM 1	FCU 1-3	4.7	CEILING DUCTED			
04		BEDROOM 2	FCU 1-4	4.7	CEILING DUCTED			
05		MAID	FCU 1-5	2.3	WALL MOUNTED			
06		KITCHEN	FCU 1-6	2.9	CEILING CASSETTE			
07		DINING	FCU 1-7	4.7	CEILING DUCTED			

### A/C EQUIPMENT SCHEDULE (NEW BUNGALOW 2 – PLOT 3)

S/NO	LEVEL	AREA SERVED	EQUIPMENT DESIGNATION (FCU)		TYPE OF FAN COIL	EQUIPMENT DESIGNATION (CU)		REMARKS
			FAN COIL UNIT (FCU)	COOLING CAPACITY KW		CONDENSING UNIT (CU)	COOLING CAPACITY KW	
01	1ST STOREY	LIVING	FCU 1-1	11.6	CEILING DUCTED	CU 1	37.0	3PHASE 415V 50Hz (30A TPN)
02		MASTER BEDROOM	FCU 1-2	5.8	CEILING DUCTED			
03		BEDROOM 1	FCU 1-3	4.7	CEILING DUCTED			
04		BEDROOM 2	FCU 1-4	4.7	CEILING DUCTED			
05		MAID	FCU 1-5	2.3	WALL MOUNTED			
06		KITCHEN	FCU 1-6	2.9	CEILING CASSETTE			
07		DINING	FCU 1-7	4.7	CEILING DUCTED			

### A/C EQUIPMENT SCHEDULE (GAURDHOUSE – PLOT 4)

S/NO	LEVEL	AREA SERVED	EQUIPMENT DESIGNATION (FCU)		TYPE OF FAN COIL	EQUIPMENT DESIGNATION (CU)		REMARKS
			FAN COIL UNIT (FCU)	COOLING CAPACITY KW		CONDENSING UNIT (CU)	COOLING CAPACITY KW	
01	1ST STOREY	GUARDHOUSE	FCU GH	2.3	WALL MOUNTED	CU GH	2.3	SPLIT SYSTEM