

**High Commission of India
Singapore**

NOTICE INVITING TENDER

The High Commission of India, Singapore (hereafter referred as HCI) is embarking to develop a 4-storey institutional building cum residential development with basement carpark in Singapore. The estimated Gross Floor Area of the development is 8,500 square metres. Financial bids are invited from qualified agencies having professional expertise and experience for the Design for Safety Professional (DfSP).

The purpose of this procurement is to appoint a Consultancy Firm to offer Design for Safety Professional (DfSP's) Services to comply to the Workplace Safety & Health (Design for Safety) Regulations stipulated by the Ministry of Manpower which comes into operation from 1st August 2016.

The appointed DfSP shall be working with a team of design consultants and contractor/s appointed separately by the HCI.

Requirements for Design for Safety Professional (DfSP)

The person assigned by the firm shall have reasonable exposure in safety and health for construction and shall have attended the Design for Safety Professional Course (formally known as the DfS Coordinator Course) and passed the assessment or equivalent.

Scope of the Design for Safety Professional (DfSP)

1. The DfSP shall work with the relevant parties in the project team (separately appointed /engaged by the HCI) to capture every residual risk in the DfS Register.
2. He/She is responsible to perform the following duties in accordance with the following:
 - a) Workplace Safety and Health (Design for Safety) Regulations 2015;
 - b) The Workplace Safety and Health guidelines on Design for Safety ("Guidelines") developed by the Workplace Safety and Health Council (WSH Council) published in 2016; and
 - c) Any revisions of these documents during the course of the contract.

3. The Services shall cover the three GUIDE processes (GUIDE-1, GUIDE-2 and GUIDE-3) and the indicative implementation schedule is as given below.

S/No	Milestones	Indicative Duration
1	GUIDE 1	2Q 2022
2	GUIDE 2	3Q to 4Q 2022
3	GUIDE 3	1Q 2023 to 4Q 2024*

*GUIDE 3 shall include the DLP stage till Issuance of Final Certificate as defined under the Singapore Institute of Architects Conditions of Contract

Requirements and Scope of Duties for the Design for Safety Professional (DfSP)

4. The deliverables at the end of each GUIDE stage are as follows:

GUIDE-1

- i) Design Review Report;
- ii) Risk Register;

GUIDE-2

- iii) Design Review Report;
- iv) Risk Register;
- v) DfS Recommendation Report for measures to be incorporated in the construction tender.

GUIDE-3

- vi) Design Review Report;
- vii) Risk Register;
- viii) Maintenance Strategy Report.

5. The DfSP shall be responsible for the following:

- a. To convene the DfS review meetings with all the stakeholders to identify all foreseeable design risks and discuss how each of the foreseeable design risks can be eliminated or reduced. To record the minutes of the DfS review meetings and capture every residual risk in the DfS Register. The format of the DfS Register shall be determined by the DfSP;

- b. To highlight the residual risks, identified at the Project Design Review and Technical Management Review meetings. Any new residual risks identified are also to be captured in the DfS Register;
 - c. To specify all the residual design risks identified and the proposed control measures (if any) in the tender specifications;
 - d. To ensure that the DfS register for the project is kept up to date and made available to all the stakeholders and inspectors from the Ministry of Manpower;
 - e. Upon completion of the project, to hand over the relevant portions of the DfS Register to the Client and to brief them on the residual risks related to maintenance.
- 6. The Services shall cover possible extension of time to the construction stage.
 - 7. The frequency of Design Review Sessions and follow-up meetings shall be proposed by the DfSP and concurred by the HCI/Lead Consultant.
 - 8. The DfSP may be required by the HCI/Lead Consultant to attend site or coordination meetings as and when necessary if in the opinion of the HCI/Lead Consultant, that these meetings are important for the first-hand information to be acquired so that actions by the DfSP can be carried out timely or when the DfSP's recommendation with regard to design-for-safety or site safety is required urgently.
 - 9. In case of unforeseen and extreme exigencies, the appointed DfSP shall recommend and get a qualified replacement DfSP to cover his duties for a limited period, subject to the approval of the HCI/Lead Consultant. There shall be no claim of additional fees for such an arrangement.
 - 10. The DfSP shall prepare all plans and other necessary documents at his own costs for conducting Design Review Sessions, presentations and briefings.
 - 11. The DfSP shall prepare all required copies of reports and prints including soft copies at his own cost, for dissemination and coordination with various stakeholders.

12. 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 the Design for Safety Professional (DfSP)".

12.1 The technical bids will be evaluated mainly on the following parameters:

- i. The person assigned by the firm shall have reasonable exposure in safety and health for construction.
- ii. Shall have attended the Design for Safety Professional Course (formally known as the DfS Coordinator Course) and passed the assessment or equivalent.

12.2 Financial bids of only those tenderers 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.

12.3 The bidder should quote **lump sum amount**. GST, if applicable, should be mentioned separately. The component of GST shall not be taken into account while determining the quote price. Interim payments to the DfSP shall be made upon the completion and acceptance by the High Commission as per stages of payments mentioned in **Annexure-A**.

12.4 The bids should be valid for atleast 90 days from the date of submission. Conditional offers shall not be accepted and shall be rejected summarily without assigning any reason.

12.5 The Quotation along with acceptance of conditions of contract mentioned above should be addressed to **“Head of Chancery, High Commission of India, Singapore 239702”** in a sealed envelope and must reach undersigned on or before 17th February 2022.

12.6 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.

12.7 Any clarification on this tender may be obtained from “Head of Chancery, High Commission of India, Singapore” in person by prior appointment or by email at hoc.singapore@mea.gov.in

12.8 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 B.**


13. LAWS AND REGULATIONS:

Without any additional expense to the HCI, the appointed DfSP shall comply with all laws, codes, ordinances and regulations required to perform this work. If there is a conflict between the contract and requirements of local laws, the appointed DfSP shall promptly advise the HCI through Head of

Chancery regarding the conflict and of DfSP's proposed course of action for resolution by the HCI.

14. ASSIGNMENT OF CONTRACT

The appointed DfSP shall not assign or transfer the contract or any part thereof to a third party without the prior written consent by the HCI.


(G.V.V. Surya Bhagawan)
Head of Chancery
24/1/2022

PROPOSED DEVELOPMENT OF 4-STOREY INSTITUTIONAL BUILDING CUM RESIDENTIAL DEVELOPMENT WITH BASEMENT CARPARK IN SINGAPORE FOR THE HIGH COMMISSION OF INDIA, SINGAPORE

Requirements and Scope of Duties for the Design for Safety Professional (DfSP)

Payment Schedule

Interim payments to the DfSP shall be made upon the completion and acceptance by the Client/Lead Consultant of the items of Services and deliverables provided at each of the following stages as set out below: -

Stages of Payment	Description	Deliverables	Quantum (Percentage of Fee)
Stage 1	GUIDE – 1: Concept Design Review	Upon submission of and acceptance by Authority (1) Design Review Report (2) Risk Register	20%
Stage 2	GUIDE –2: Detailed Design, Maintenance and Repair Review	Upon submission of and acceptance by Authority (1) Design Review Report (2) Risk Register (3) DfS Recommendation Report for measures to be incorporated in the construction tender	30%
Stage 3	GUIDE – 3: Pre - Construction Review		
	Completion of GUIDE-3, handover of buildings by the main contractor to the Authority and submission of Maintenance Strategy Report to the Client.	Upon submission of and acceptance by Authority 1. Design Review Report (DRR-3) 2. Risk Register 3. Maintenance Strategy Report	30%
	Declaration of Final Completion by the SO at the End of Maintenance Period.		20%

Annexure B

Name of Work: - Design for Safety Professional (DfSP) for High Commission of India

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 “**Design for Safety Professional (DfSP)**” for High
Commission of India, Singapore 239702 shall remain valid till 30th May 2022. I
undertake that I will not withdraw or modify my bid till 30th May 2022.

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