



High Commission of India  
Singapore

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No. SIN/705/1/2023

14<sup>th</sup> July 2023

**NOTICE INVITING TENDER**

Tenders are invited from companies having professional expertise and experience for temporary installation of waterproof, white and transparent canvas tent and supply of chairs (with white covers), fans (ceiling and pedestal), tables etc on rental basis at High Commission of India premises, 31 Grange Road, Singapore 239702 for flag hoisting ceremony on 15<sup>th</sup> August 2023 from 07.30 am to 12.30 pm.

2. Installation of tentage and accessories on rental basis at the High Commission premises as per following details.

Sr. No.	Description of item	Qty
	<b>Stage</b>	
1.	Stage with carpet & Red skirting (20 ft (W) x 16 ft (D) x 2' (H) with tentage cover	1 unit
2.	Inner lining décor for stage( 1 lot)	1 lot
3.	Plywood backdrop 8 X 20 ft	1 no
4.	Platform for flag area with artificial grass	1 lot
5.	Tri-Colour (Saffron, White and Green) plants / flower decoration	lumpsum
6.	System Technician during the event	1 no
	<b>Tent-I</b>	
1.	"A" Shaped Metal Tentage with canvas of dimension 35 ft(W) x 120 ft (L) , highest point -14 ft, lowest point -11 ft. (Exact dimensions to be finalized during inspection of premises.)	1 unit
2.	Plastic white chair + white seat cover	600 pcs
3.	3 ft x 3 ft square table	8 pcs
4.	Ceiling Fan	20 nos
5.	Tower Cooler	4 nos

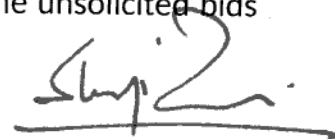
<b>Tent -II</b>		
1.	"A" Shaped Metal Tentage with canvas (34 ft x 54 ft) , highest point -14 ft - lowest point - 11 ft	1 units
2.	Ceiling Fan	10 nos
3.	"A" shaped-linkage tent ( 9 X 20 ft), highest point 10 ft, lowest point 8 ft between Tent 1 & Tent III	1 unit
4.	Round Table with white cover	6
5.	Plastic white chair with white seat cover for round tables	50
6.	Ceiling Fan	10
<b>Tent III</b>		
1.	"A" Shaped Tentage (32 x 54 ft)	1 unit
2.	Cocktail table with white cover	10 nos
3.	Ceiling Fan	10
<b>Misc</b>		
1.	Dustbins (size 50 liters)	8
2.	60 KVA Generator	1
3.	Powerpoint	2

Date of usage :- 15<sup>th</sup> August 2023( Tuesday)  
Date of set-up :- 10-14th August 2023  
Date of dismantle :- 16<sup>th</sup> August 2023 ( Wednesday)

### **Terms and Conditions:**

1. The premises can be inspected any day between 10:00 a.m. to 1:00 p.m. from 17<sup>th</sup> July 2023 to 3<sup>rd</sup> August 2023 with prior appointment.
2. The bidder should clearly understand the requirement in respect of as size of tent, location, layout of tent and other requirements. The work shall be carried out as per requirements indicated during inspection. The tent, chair and table covers must be of white colour and clean.
3. The installation of stage, tents and other setup should be completed one day prior to the event. The successful bidder shall ensure timely completion of the installation. The contractor shall dismantle the installations after the event and should remove from HCI premises the next 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 or recovered from the performance guarantee.
7. The bids must be sent in a sealed cover or by email to [property.singapore@mea.gov.in](mailto:property.singapore@mea.gov.in) by **4<sup>th</sup> August 2023**. The bids should be addressed to " Head of Chancery,, High Commission of India, No. 31 Grange Road, Singapore 239702."
8. At the time of award of work, the company shall be required to submit **performance guarantee** in the form of banker's cheque, bank draft or bank guarantee equal to 10% of the total quoted amount. The Performance Guarantee shall remain valid for a period two months.
9. High Commission of India reserved 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.
10. Any conditional bids shall not be accepted by the High Commission. The unsolicited bids will not be considered.



(Shivji Tiwari)  
Head of Chancery  
14<sup>th</sup> July 2023