

**High Commission of India
Singapore

No. SIN/8818/2/2020

12th December 2023

NOTICE INVITING TENDER (NIT)

The High Commission of India invites tender for replacement of two air-conditioner as per the details below.

Sr. No.	Air-conditioner specifications	Qty
1.	I. Replacement of existing 22,000 BTU air-conditioner in Accounts Section with Daikin 24,000 BTU wall mounted aircon with new pipings.	1 no
2.	II. Replacement of existing Fujitsu 3-1 air-conditioner in Commerce Section with Daikin 24,000 BTU multi split (12,000 BTU + 12,000 BTU) wall mounted aircon with new pipings.	1 no

2. Quotation must include charges for removal and disposing existing air-conditioner.

Other terms and conditions:-

- Bidders should - (i) be a Singapore company/firm engaged in supply and installation of air-conditioner in Singapore and having its office in Singapore. Attested copy of the registration should be enclosed with the bid. (ii) have minimum three years of experience of supplying and installation of air-conditioner (iv) have not been blacklisted by the Departments/Ministries of the Govt. of Singapore/Corporates.
- 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**. **The financial quotation must be in the format attached.(Annexure -I).**
- No advance payment will be made by the High Commission. The payment shall be made in total within 30 days after delivery of all the items.
- All data, information, and any other material submitted by the Bidders in the process of bidding and part of bidding documents, shall remain the exclusive property of the High Commission at all times.
- 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.
- 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 proposal 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.
- 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 discharged / 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 (which includes the basic price, buyback amount, if any).

10. **Packing :-** The item should be new and the bidder must ensure originality of the procurement.

11. **Liquidated damages:-** The supply of air-conditioner should be within **one month** from date of award of contract to the successful bidder. Delay in supplying the air-conditioner 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.

12. For any clarification, prospective bidders may contact "Property Section, High Commission of India, Singapore" in person or by email at property.singapore@mea.gov.in." during office hours in the High Commission.

13. **The tender, complete in all respects, should be submitted in a prescribed form along with supporting documents in sealed envelopes addressed to " Mr Shivji Tiwari, Head of Chancery, No. 31 Grange Road, Singapore 239702 and must reach on or before 18th December 2023 by 1500 hrs. No bids will be received/ accepted after the expiry of the prescribed date and time for submission of the bids.**



(Shivji Tiwari)
Head of Chancery

SUPPLY OF AIR-CONDITIONER

(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	Qty	Cost (\$\$)
1.	i. Replacement of existing 22,000 BTU air-conditioner in Accounts Section with Daikin 24,000 BTU wall mounted aircon with new pipings.	1 no	
	II. Replacement of existing Fujitsu 3-1 air-conditioner in Commerce Section with Daikin 24,000 BTU multi split (12,000 BTU + 12,000 BTU) wall mounted aircon with new pipings.	1 no	
2.	GST or other charges , if any	2 nos	
3.	Disposal charges, if any	2 nos	
4.	Total cost (\$\$)		

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)

Name of Work: - SUPPLY OF 2 NOS OF AIR CONDITIONERS.

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 & INSTALLATION OF TWO AIR-CONDITIONERS**" at High
Commission of India, Singapore 239702 shall remain valid till 29th February 2024. I undertake that I will not
withdraw or modify my bid till 29th February 2024

I also undertake that upon award of work, I will deliver and install the requested air-conditioner as
required under the contract. I understand that if I fail to execute the work/supply 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