



**High Commission of India
Singapore**

No. SIN/872/12/2023

26th Sept 2023

NOTICE INVITING TENDER (NIT)

High Commission of India, Singapore invites financial bids from selected companies for supply and installation of Curtains/ Blinds along with other related accessories at India House at No. 2 Pierce Road, Singapore 248554.

Scope of work

The scope of work includes following:-

1. The existing Day/ Night curtains and Roman Blinds at *India House* at No. 2 Peirce Road, Singapore - 248554 are damaged and need to be replaced. Bids are invited for supply labour, materials and tools to replace the curtains & blinds as per following specifications:

S/No.	Location	Design	Fabric	Quantity
1.	Foyer	Double Swag	Achievement 01 Cream	2 sets
		Day Sheer	S0639 01 Ivory	2 sets
2.	Dining Hall	Double Swag	Achievement 01 Cream	5 sets
		Night curtain	Achievement 01 Cream	5 sets
		Day Sheer	S0639 01 Ivory	5 sets
3.	Living Room Annex	Night Curtain	Achievement 01 Cream	1 set
		Day Sheer	S0639 01 Ivory	2 sets
4.	Main Living Hall	Night Curtain	Achievement 01 Cream	1 set
		Day Sheer	S0639 01 Ivory	1 set
5.	Guest Bedroom 2	Night Curtain	Achievement 01 Cream	1 set
		Day Sheer	S0639 01 Ivory	2 sets
6.	Guest Bedroom 1	Roman Blind	Achievement 01 Cream	2 sets
7.	Family Living Hall	Day Sheer	S0639 01 Ivory	2 sets
8.	Master Bedroom	Roman Blind	Achievement 01 Cream	7 sets
9.	Bedroom Closet	Roman Blind	Achievement 01 Cream	1 set
10.	Study Room	Day Sheer	S0639 01 Ivory	3 sets
11.	Junior Bedroom 1	Roman Blind	Achievement 01 Cream	6 sets
12.	Junior Bedroom 2	Roman Blind	Achievement 01 Cream	7 sets

QUOTATIONS AND GENERAL CONDITIONS:

2. The financial bid should be sealed by bidders in cover duly super-scribed "Financial bid for supply and installation of Curtains/ Blinds along with other related accessories at India House". The financial bid shall be prepared in the format attached at **Annexure II**. The bidder must include in their bids all duties, royalties and sales/service taxes or any other taxes, fees, charges as applicable. The High Commission of India, Singapore will entertain no extra claim on this amount at any stage of execution of work. In case of any variations in the taxes, the same shall be charged after producing the Government notification.
3. 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. The scope of work includes dismantling and disposal of existing curtains/ blinds. The contractor shall also provide any additional track or replacement of damaged track if so required.
4. 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.
5. 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.
6. 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.
7. The bidder is required to submit earnest deposit of S\$ 600.00 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 I**.
8. Bid Security Declaration: The bidder must submit Bid Securing Declaration along with their bid as per the format at **Annexure-III**. Any bid which is not accompanied with the Bid Securing Declaration, shall be rejected.
9. Bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Bids. The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

10. PERFORMANCE /SERVICE GUARANTEE:

- 10.1 The bidder is required to submit 10% of contract amount as Performance Guarantee before the letter of award is given. The Guarantee shall remain valid during the tenure of contract period and additional 60 days. *No interest shall be paid on the Performance/ Service Guarantee.* The guarantee amount in full or part may be forfeited in the following cases:

10.1 When the terms and conditions of the contract are breached.

10.2 When the contractor fails to comply with minimum service levels agreed upon.

10.3 Notice with reasonable time will be given to bidder in case of forfeiture of Performance Guarantee.

10.2 The Performance Guarantee can be in the form of fixed deposit receipt, account payee demand draft or Bank guarantee from a commercial bank.

11. Late Bids: The bidders are advised, in their own interest, to ensure that the tender document reaches the High Commission of India, Singapore well before the closing date and time of the bid submission. Any bid received after the deadline shall be rejected and returned unopened.

12. In case any bidder quoted NIL charges/ consideration, the bid shall be treated as unresponsive and will not be considered.

13. FORCE MAJEURE

13.1 Notwithstanding the provisions of contract, either Party shall not be liable for the violation of the contract/breach of the terms of the Contract, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

13.2 For the purpose of this clause, 'Force Majeure' means an event beyond the control of the either of the Parties and not involving the either of the Parties' fault or negligence and not foreseeable. Such events may include but are not restricted to wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

13.3 If a Force Majeure situation arises, the affected Party shall promptly notify the authority in writing of such conditions and the cause thereof. Unless otherwise directed by the High Commission of India, Singapore in writing, the bidder shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means not provided by the Force Majeure event.

14. LIQUIDATED DAMAGES AND TERMINATION

14.1 Completion Period: After award of work, it should be completed within a period of 60 days to the satisfaction of the High Commission.

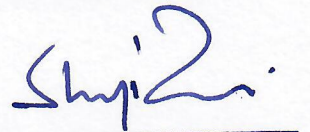
14.2 It would be the first and foremost responsibility of the bidder to ensure that the work is done to the satisfaction of the client. In the event of delayed or unsatisfactory services, the High Commission may recover a sum from the agency equivalent to minimum of 0.5% of the contract amount per week of delay in completion of work to be calculated on daily basis. The maximum amount to be recovered would be 10% of the contract value.

14.3 Any damage occurring to furniture, fixtures or any other items belonging to the client due to negligence of the deputed staff of the contractor, shall be recovered from the amount due to the contractor.

15. Retention Money and Defect Liability Period: An amount of 5% of contract value will be retained as security deposit, 50% of security deposit (2.5% of contract value) shall be released after one month of satisfactory completion of work, and balance shall be released only after **one** year of completion of work. **The security deposit can be in 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 of reporting such damages by the High Commission.

16. 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. 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 09th Oct 2023 (10 AM).

17. Any conditional bids shall not be accepted by the High Commission. The unsolicited bids will not be considered without assigning any reason.



(Shivji Tiwari)
Head of Chancery

Annexure I

Name of Work: - Supply & installation of Curtains & Blinds along with other related accessories at India House 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 "Supply & installation of Curtains & Blinds along with other related
accessories at India House at No. 2 Pierce Road, Singapore 248554" by High
Commission of India, Singapore 239702 shall remain valid till 30th Dec 2023. I
undertake that I will not withdraw or modify my bid till 30th Dec. 2023.

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

Financial bid

To,

Mr Shivji Tiwari
Head of Chancery,
High Commission of India,
31 Grange Road, Singapore – 239702.

Ref: Invitation for Bid No.-SIN/872/12/2023

Subject: Financial Bid for "Supply & installation of Curtains & Blinds along with other related accessories at India House".

I/We are submitting tender for "Supply & installation of Curtains & Blinds along with other related accessories at India House" against Tender Notice No. SIN/872/12/23 dated 26.09.2023....

As part of the Bid, we hereby offer SGD..... exclusive of taxes for Supply & installation of Curtains & Blinds along with other related accessories at India House as per the scope of work mentioned in the bidding document.

S/ No.	Location	Design	Fabric	Quantity	Price (in S\$)
1.	Foyer	Double Swag	Achievement 01 Cream	2 sets	
		Day Sheer	S0639 01 Ivory	2 sets	
2.	Dining Hall	Double Swag	Achievement 01 Cream	5 sets	
		Night curtain	Achievement 01 Cream	5 sets	
		Day Sheer	S0639 01 Ivory	5 sets	
3.	Living Room Annex	Night Curtain	Achievement 01 Cream	1 set	
		Day Sheer	S0639 01 Ivory	2 sets	
4.	Main Living Hall	Night Curtain	Achievement 01 Cream	1 set	
		Day Sheer	S0639 01 Ivory	1 set	
5.	Guest Bedroom 2	Night Curtain	Achievement 01 Cream	1 set	
		Day Sheer	S0639 01 Ivory	2 sets	
6.	Guest Bedroom 1	Roman Blind	Achievement 01 Cream	2 sets	
7.	Family Living Hall	Day Sheer	S0639 01 Ivory	2 sets	

8.	Master Bedroom	Roman Blind	Achievement 01 Cream	7 sets	
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10.	Study Room	Day Sheer	S0639 01 Ivory	1 set	
11.	Junior Bedroom 1	Roman Blind	Achievement 01 Cream	6 sets	
12.	Junior Bedroom 2	Roman Blind	Achievement 01 Cream	7 sets	
GST (If applicable)					
Grand Total					

We have read these conditions carefully and will comply strictly. We agree to bind by this offer if we are selected as the preferred bidder.

If our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Document.

We also declare that the Government of India or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.

If any information or document submitted is found to be false/incorrect, High Commission of India, Singapore may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.

For and on Behalf of:

Signature (Authorized Signatory)
Designation:

[Letter head of the Bidder]

Bids Securing Declaration

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a Performance Security before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the entity that invited the Bids.

Date _____

Signatures _____

Name:- ()

Email Id:

Mobile No(s).

Seal of Company