

**High Commission of India  
Singapore**

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**NOTICE INVITING TENDER**

**Subject: Invitation of tender for "Annual Maintenance of India House at No. 2 Peirce Road, Singapore - 248554".**

The High Commissioner of India to Singapore, for and on behalf of the President of the Republic of India invites tenders from reputed, experienced and financially sound Maintenance Services Provider companies registered under relevant laws of the Republic of Singapore to provide maintenance services for buildings and equipment of Embassy Residence at No. 2 Peirce Road, Singapore - 248554 initially for a period of **one year** as has been defined in **'Scope of work' mentioned in Section -2** of this tender document.

2. The interested service provider companies have to submit the tender in two bid system {i.e. (i) Technical Bid and (ii) Financial Bid}. Tenders are to be submitted to **Head of Chancery, Administration Wing, High Commission of India, Singapore latest by 21<sup>st</sup> November 2022**. All the necessary documents including those in support of eligibility criteria etc. are to be submitted in sealed envelopes as mentioned in Para - 2 of Section - 1. The Financial Bid will be submitted in a separate sealed envelope. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances.

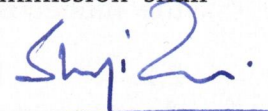
3. The Technical Bids will be opened on 25<sup>th</sup> Nov 2022 at 1100 hrs by the Committee authorized by the Competent Authority of the Mission. The financial bids of only those bidders, whose Technical Bids are accepted, shall be opened by the Committee authorized for the purpose. The site visit may be conducted between 1000hrs to 1600hrs from 31<sup>st</sup> Oct 2022 to 18<sup>th</sup> Nov 2022 on prior appointment basis to assess the job requirement/ quantum of work involved.

4. The pre-bid meeting will be held in Conference Room of High Commission of India, Singapore at 31 Grange Road - 239702 on 18<sup>th</sup> Nov 2022 at 1500 hours.

5. The Tender Notice is also published on Central Public Procurement Portal (CPPP) of Government of India <http://eprocure.gov.in/e-publishing> and the website of High Commission of India, Singapore, <https://www.hcisingapore.gov.in>. There is no fee for the tender documents.

6. The English language is to be used for the needs of this tender. Therefore, all supporting documents must be in English. No other language will be accepted. The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority of the High Commission shall be final and binding.

**Date: 31<sup>st</sup> Oct 2022**



(Shivji Tiwari)

Head of Chancery

Tel No +65-62382514

**E-mail: [hoc.singapore@mea.gov.in](mailto:hoc.singapore@mea.gov.in)**



## **Section-1: Instructions to the bidders**

### **1. General Instructions**

1.1. For the Bidding / Tender Document purposes, the High Commission of India, Singapore shall be referred to as '**Client**' and the Bidder/Successful Bidder shall be referred to '**Service provider and /or Bidder** or interchangeably'.

1.2. The tender documents can be downloaded from the websites of Central Public Procurement Portal (CPPP) of Government of India <http://eprocure.gov.in/e-publishing> OR the website of High Commission of India, Singapore, <https://www.hcisingapore.gov.in/>. There is no fee for the tender documents.

1.3. While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.

1.4. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria or any other requirements, stipulated in the tender documents are liable to be rejected.

1.5. The parties to the Contract/ Agreement shall be the successful bidder (to whom the work has been awarded) and the Client, High Commission of India, Singapore.

1.6. For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter sent by registered post with acknowledgment due to the High Commission of India, Singapore. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.

### **2. Minimum Eligibility Criteria and Eligibility Documents**

2.1. **Legally Valid Entity:** The Bidder/Bidding companies shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited/ Company registered under the relevant Act in Singapore. Bidding in the form of JV Consortium is not permitted. The proof for supporting the legal validity of the Bidder/Bidding company shall be attached with the technical bid.

2.2. **Registration:** The Bidder/Bidding Firm must have GST registration with the concerned authority. The proof in support of the same (attested copy of GST registration certificate) shall be attached with the technical bid.



2.3. **Experience:** The bidders should have a minimum of five (05) years experience in the field as on 31.08.2022. The bidder must have done similar works of (i) one similar work of SGD 72,000/- (Singapore Dollars Seventy Two Thousand Only) excluding GST or (ii) two similar works of SGD 45,000/- (Singapore Dollars Forty Five Thousand only) each excluding GST or (iii) three similar works of SGD 36,000/- (Singapore Dollars Thirty Six Thousand only) each excluding GST, during the last five years. The details of the work may also be elaborated to specify whether the works have been done for Embassies /Government Ministries /Departments /Public Sector Companies /reputed corporate organization /multinational companies. As a proof in support of the same, copies of experience certificates for completed work/ongoing work issued by the Foreign Embassies/Government Ministries/ Departments/ Public Sector Companies/ reputed corporate organization/multinational companies shall be attached with the technical bid.

2.4 **Bid Security Declaration/ Earnest Money Deposit:** The bidder is required to submit Earnest Deposit of S\$ 2000.00 (Singapore Dollars Two Thousand Only) by way of bank guarantee, Fixed Deposit Receipt, Banker's Cheque or Demand Draft. The Bid Security shall remain valid for a period of fifty five days beyond the final bid validity period. The Earnest deposit shall be returned to unsuccessful bidders after completion of process of award of work. The bidder may also submit a Bid Securing Declaration along with their bid as per the format at **Annexure-I**. Any bid which is not accompanied with the Bid Securing Declaration, shall be rejected.

2.5. The bidder should have a good financial standing and no loss should have been incurred for more than two years out of the last five years and must not have suffered loss in the immediate previous financial year.

2.6. The bidders should have had average annual financial turn-over of SGD 45,000/- (Singapore Dollars Forty Five Thousand ) excluding GST during the last five years. Year in which no turnover is shown would also be considered for working out the average.

2.7. The bidder will also have to provide the certificate as per format at **Annexure-II** certifying that no relatives is working in the High Commission of India, Singapore.

### 3. Validity of bids

3.1 Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids.

3.2 In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.

3.3 The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.



3.4 **Site Visit:** Bidders may also undertake site visit for visualization and better understanding of the quantum of work any time after fixing a prior appointment with ASO (Property) on his number +65-62382535.

#### 4. Preparation of bids

4.1 Language: Bids and all accompanying documents shall be in English only.

4.2 Technical Bid: Technical Bid should be prepared as per the instructions given in the Tender Documents alongwith all required information, documents in support of the minimum eligibility criteria. Documents comprising the Bid:

4.2.1. Technical Bid Submission Form (**Annexure - II**) duly signed and printed on Company's letterhead.

4.2.2. Bidder's description format summary (**Annexure-IV**), duly filled and signed and stamped.

4.2.3. All supporting document in proof of having fully adhered to Minimum Eligibility Criteria/ Eligibility Documents as referred in Para 2 above. The Technical Bid alongwith all the required documents as mentioned in the Tender Documents shall be attached with bid documents.

<b>Envelope-B (Technical Bid) (following documents to be attached)</b>		
<b>Sl. No.</b>	<b>Document</b>	<b>Yes/No</b>
	Certified copies of Registration/Incorporation particulars of Company/Firm from appropriate authorities	
	Certified copies GST registration	
	Proof of minimum experience of completion of works of similar nature in any Foreign Embassies/Government Ministries/Departments/Public Sector Companies/ reputed corporate organization/ multinational companies.	
	Bid Security Declaration ( <b>Annexure - I</b> )	
	Certified copy of profit and loss statements/ Annual Financial Statement for the last five years.	
	Certificate that no relatives is working in the High Commission of India, Singapore ( <b>Annexure-II</b> )	
	Technical Bid submission form ( <b>Annexure - III</b> )	
	Bidder's description format summary ( <b>Annexure-IV</b> )	



#### 4.3 Financial Bid

4.3.1 The spare parts needed for repair/replacement in the equipment/ installations as mentioned in the scope of work will be provided by the High Commission of India, Singapore.

4.3.2 The paint, cleaning chemicals, equipment/ tools and devices required for service and maintenance as mentioned in the scope of work will be provided by the bidder.

4.3.3 Financial Bid shall be sent in a separate sealed envelope along with the bid documents. Financial bids of only those bidders will be opened who qualify after evaluation of technical bids.

4.4 **Taxes and Duties:** 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.

#### 5. SUBMISSION OF BIDS

5.1 The Bidders have to submit the bids in three Envelope - *First* Envelope (Envelope 'A') containing Bid Security Declaration, the *second* Envelope (Envelope 'B') containing Technical Bid and should be superscribed "Technical Bid" and *third* Envelope (Envelope 'C') containing Financial bid and should be superscribed "Financial Bid". All three sealed covers should be placed in a large sealed envelope superscribed "**Maintenance of India House building at No. 2 Peirce Road, Singapore - 248554**" and addressed to 'Head of Chancery, High Commission of India, Singapore, 31 Grange Road, Singapore - 239702.

Envelope	'A'	Bid Security Declaration
Envelope	'B'	Technical Bid documents
Envelope	'C'	Financial Bid documents

5.2 The tender forms shall be neatly filled in ink or typed. No tender filled in pencil will be considered. The tender shall be signed, dated and duly witnessed in all places provided for in the documents. All corrections/deletions/scoring out/over writing shall be initialed. Any correction made in the tender documents by the bidder shall be made in ink only and not by using correcting fluid, and should duly be authenticated. Every page of the tender shall be initialed by the bidder, and submitted back as a token of accepting the laid down terms and condition. The bidder shall sign all schedule forming part of the tender.



5.3 **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.

5.4 **Modifications and withdrawals:** No documents may be modified after submission. In case of any changes the bidder may write the corrections and send the same and it is at the discretion of the tender inviting authority to accept the same or reject it, and no changes shall be accepted once the bids are opened.

5.5 The Competent Authority in the High Commission of India, Singapore, reserves right to extend the date / time for submission of bids, before opening of the Technical Bids.

5.6 The tendering authority (High Commission of India, Singapore) reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which the service provider has submitted bid.

## 6. BID OPENING PROCEDURE

6.1 The Technical Bids shall be opened in the Conference Room of High Commission of India at 31 Grange Road, Singapore - 239702 on 25<sup>th</sup> Nov at 1100 hrs before the Committee constituted by the Competent Authority of the High Commission of India.

6.2 The envelope "A" containing Bid Security Declaration shall be opened first. Bidders who have submitted valid Bid Security Declaration as mentioned shall be considered successful for opening of Technical Bids. Thereafter, envelope "B " containing Technical Bids of successful bidders shall be opened. After evaluation of Technical Bids on site, a list of qualified bidders will be prepared by the Employer. Opening of financial bid will be decided after evaluation of Technical Bids.

6.3 After opening of the Technical Bids, the technical bids shall be evaluated to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document. The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose.

6.4 Bids shall be declared as valid or Invalid based on the preliminary scrutiny, i.e. on site verification of documents submitted by the bidders by the Tender Evaluation Committee. The financial bids will be opened on result of such scrutiny. However, in case anything found false or forged in contrary to the documents submitted by the bidder, its bid will be rejected and suitable legal action may be taken.



6.5 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.

## **7. CLARIFICATION ON TECHNICAL BID EVALUATION**

7.1 The Technical Bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the client shall not be considered. The client's request for clarification and the response shall be in writing.

7.2 If a bidder does not provide clarifications of its bid by the date and time set in the client's request for clarification, its bid may be rejected.

7.3 Client also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder as per Clause 2 above.

## **8. Contract Management**

8.1 **Duration of Contract:** The contract, if awarded, shall be valid for a period of ONE YEAR (01 year). The contract may be extended annually on year to year basis, for further 02 years [maximum tenure 03 years from the date of start of work initially] as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the Bidder. In case of breach of contract or in the event of not fulfilling the minimum requirements / statutory requirements, the High Commission of India, Singapore shall have the right at any time to terminate the contract forthwith and initiating administrative actions for black listing etc. solely at the discretion of the competent authority in High Commission of India, Singapore. The High Commission of India, Singapore will have the right to review, for extension or cancel contract at any stage of execution with 30 days of notice.

8.2 **Change Orders:** The agreement/Contract may be amended or modified with consent of both parties in writing signed by the duly authorized representatives of the respective parties. No variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties i.e., the bidder and High Commission of India, Singapore.

8.3 **Notification of award:** Prior to the expiration of the period of bid validity, High Commission of India, Singapore will issue letter of Intent to successful bidder (technically qualified bidder who has quoted lowest price) that it is proposed to accept his bid. Upon the receipt of acceptance letter from successful bidders and furnishing of Performance Guarantee, the letter of award of work will be issued and *Contract* will be signed by High Commission of India, Singapore.



**8.4 Execution Method:** The High Commission of India, Singapore shall approve the following for effective performance of tasks :

- 8.4.1 Standard operation procedure for all service categories,
- 8.4.2 Monthly/Quarterly/Yearly Maintenance Schedules,
- 8.4.3 Log books/Log Sheets
- 8.4.4 Down time scheduling of various services
- 8.4.5 Maintenance of a complaint register for the work carried out by the each employee with timings, routine jobs carried out on day to day basis

## **9. Performance/Service Guarantee:**

9.1 The bidder is required to submit **3% of annual contract** amount as Performance Guarantee before the commencement order is given and within 15 days of signing the final contract. The Guarantee shall remain valid during the tenure of contract period and additional 60 days. The guarantee amount in full or part may be forfeited in the following cases:

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

9.1.2 When the service provider fails to comply with minimum service levels agreed upon.

9.1.3 Failure of the service provider to comply with statutory requirements shall constitute sufficient grounds for annulment of the award and forfeiture of service guarantee.

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

9.1.5 The Performance Guarantee shall be valid for contract period and additional 60 days and shall be refunded after successful completion of contract period provided there is no breach of contract. No interest shall be paid on the Performance/ Service Guarantee.

## **10. PAYMENTS**

10.1 The bidder shall be paid on a monthly basis for the services rendered in the preceding month. The billing cycle will be the 01<sup>st</sup> of every month to the last day of the month. The bidder shall submit correct invoice in terms of quality and commercial aspects within 10 days of the succeeding month and payment shall be released within 30 days of submission of acceptable invoices.

10.2 All payments shall be made in Singapore Dollars by means of crossed cheques/ Bank transfer.



10.3 The High Commission of India, Singapore shall be entitled to deduct in accordance with applicable Law, withholding tax or other deductions (as the case may be), from any payments made to the successful bidder/service provider, and the amount so deducted shall be deemed to be a payment made to the bidder.

10.4 The payment to the workers in accordance to minimum wages prescribed by the Singapore Government alongwith the statutory compliance Bonus is sole responsibility of the successful bidder/service provider. In case of revision in minimum wages by the Government of Singapore, the same would be absorbed by the bidder. Claim for any other escalation shall not be entertained by the High Commission of India, Singapore.

10.5 No payment shall be made in advance nor will any loan from any bank or financial institution be recommended on the basis of the order of award of work.

## **11. Liquidated damages and termination:**

11.1 It would be the first and foremost responsibility of the bidder to ensure that the services are being provided satisfactorily and agreement is executed as per agreed terms and conditions. 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 price for any portion of services delayed / negligence in service. The maximum amount to be recovered would be 10% of the contract value.

11.2 It would be the responsibility of the bidder to attend complaints/rectification of faults as and when occurs within 24 hours of complaints/faults occurs. In the event of delayed in attending the complaints/rectification of faults, a penalty of 0.5% of the monthly payment/fee will be levied for each time subject to the penalty not exceeding 5% of the monthly payment/fee for each month.

11.3 In case of quality of service provided by the bidder found wanting/inadequate, the competent authority may terminate the agreement after giving 30 days' notice. In that case the competent authority may forfeit the Performance Guarantee deposit.

11.4 In case of material breach of any of terms and conditions mentioned in the tender document, the competent authority will have the right to terminate the contract, cancel the work order without assigning any reason and nothing will be payable by this Mission in that event and the Performance security deposit may also be forfeited.



## **12. Code of Conduct and Penalty for Non Performance:**

12.1 The bidder or an experienced supervisor engaged by the bidder shall personally visit installations under operation and ensure Planned Preventive Maintenance (PPM) is followed strictly.

12.2 The bidder shall also ensure proper manning of installations by authorized and qualified technician. In case of requirement for replacement of any person, the bidder should be responsible to do so under their own arrangement.

12.3 The number of workers as agreed upon for work at the India House shall be available for work as per agreed schedule. If the number of the employees falls short of the agreement, proportionate wages shall be deducted from the bill for the respective month. If any of the assigned work is not found satisfactory, an appropriate amount will be deducted for every major deficiency from the bill for the respective month. The decision of the High Commission of India, Singapore will be final in this respect.

12.4 The bidder shall provide and maintain all site documents, SOPs, checklists, trackers as per the engineering best practice for safe and economical running of services. Draft SOPs, checklists, PPM schedules, if any shall be forwarded to High Commission of India, Singapore for approval before they are placed at site for application within one month of signing of Contract.

## **13. Fall Clause**

13.1 The Bidder undertakes that it has not completed any project/presently running any similar project or subsystems at a price lower than that offered in the present bid, in respect of any other client in Singapore and if it is found at any stage that similar project/systems or sub system was completed by the bidder to any other client at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the bidder to the client, if the contract has already been concluded.

## **14. Code of Integrity:**

14.1 All the bidders shall have to observe the highest standard of ethics and should not indulge in any of the prohibited practices, either directly or indirectly, at any stage during the procurement process or during execution of resultant contracts. No official of a procuring entity or a bidder shall act in contravention of the codes which includes making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process. The bidders shall also have to avoid the following prohibited practices such as (i) Corrupt practice, (ii) Fraudulent practice, (iii) Anti-competitive practice, (iv) Coercive practice, (v) Conflict of interest and (vi) Obstructive practice.



**15. Conflict of interest :**

15.1 The bidders shall not have conflict of interest with other bidders. Such conflict of interest can lead to anti-competitive practices to the detriment of procuring entity's interests. The bidder found to have a conflict of interest shall be disqualified based on any such activities like participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked or if they are part of more than one bid in the procurement or if the bidding firm or their personnel have relationships of financial or business transactions with any official of procuring entity who are directly or indirectly related to tender or execution process of contract or improper use of information obtained by the bidder from the procuring entity with an intent to gain unfair advantage in the procurement process or for personal gain.

**16. Other Conditions**

16.1 The bidder shall be deemed to have visited the site(s) and made themselves familiar with the working condition whether they actually inspect the site(s) or not.

16.2 The High Commission of India, Singapore reserves the right to amend/withdraw any of the terms and conditions in the tender documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the High Commission of India, Singapore in this regard shall be final and binding on all.

16.3 If the bidder imposes any condition, in conflict with the conditions mentioned herein, his tender is liable to be summarily rejected. In any case, none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the High Commission of India, Singapore.

16.4 Should any new areas of work not envisaged as being part of this tender document are added, the prices for the new areas of work shall be mutually agreed upon between the High Commission of India, Singapore and the bidder based on the actual rate analysis or as per the prevailing rates as agreed in this tender document.

16.5 The bidder shall pay the expenses of applicable duties for execution of agreement.

16.6 The bidder would need to ensure that all the statutory requirements for operating buildings are in force and adhered to.

16.7 The bidder must have modern equipment, latest technical expertise for management of buildings and related facilities, as has been defined in 'Scope of Work'.



16.8 The bidder should ensure that proper qualified/trained/licensed personnel carry out the jobs and that proper supervision is done for all jobs. All workmen of the service provider must have valid identification cards issued by the Service provider to be displayed at all times during duty hours.

16.9 The workers so provided should be on the roll of the Company and their antecedents should be pre-verified by the Police authorities. A copy of the verification of each worker shall be submitted to the High Commission before deployment for work at Embassy Residence.

16.10 The bidder would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its employees for work at Mission's premises. The bidder would indemnify High Commission of India, Singapore against any compensation/claim and damages etc. due to accident or injury to its employees or death due to accident or otherwise, which may arise out of and during the course of their duties. High Commission of India, Singapore would not be liable to pay any damages or compensation to such employees or to any third Party.

16.11 In case of any complaint, either as regards the nature of service or as regards the behaviour of employees on duty or otherwise, bidder would be intimated and would be required to take corrective measures promptly.

16.12 The bidder will have to ensure compliance of all mandatory labour laws/regulations laid down by the Government of Singapore. This will include payment of minimum wages and other benefits like bonus, leave, cost of uniform etc to bidder's each employee will solely be the liability of the bidder, only.

16.13 The bidder would be responsible for all mandatory compliance for social, safety and environmental issues related to the performance of the bidder in the premises of High Commission of India, Singapore as stated in the eligibility criteria.

16.14 **Arbitration Clause/ Dispute resolutions:** Disputes, if any, be resolved amicably with mutual dialogue.

16.15 If the bidder quotes NIL Charges/ consideration, the bid shall be treated a sunresponsive and will not be considered.

## **17. Force Majeure**

17.1 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.



17.2 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.

17.3 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.

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## **Section-2 : Scope of Work**

The spare parts needed for repair/replacement in the equipment/ installations as mentioned in the scope of work will be provided by the High Commission of India, Bangkok.

The paint, cleaning chemicals, equipment/ tools and devices required for service and maintenance as mentioned in the scope of work will be provided by the bidder.

<b>Sr. No.</b>	<b>Description of items</b>	<b>Frequency of services</b>
1.	Inspection, repair of exterior and interior walls, wooden/concrete structures	Once in a month
2.	Touch up painting and polish of external walls, wooden window structure (i) Main bungalow (ii) Servants Quarters, Guard House and Chauffeurs quarters	Quarterly
	(iii) Link way to main bungalow and water pump room	Half yearly
3.	Jet spray cleaning of walkway, foyer and in and around main bungalow	Quarterly
4.	Cleaning of water storage tank	Half Yearly
5.	Maintenance of Booster water pump	Half Yearly
6.	Fishpond: - (i) Cleaning and maintenance including clearing of fish droppings	Fortnightly
	(ii) Maintenance of water pumps, other related accessories, water proof lighting and connected wires any other electrical works.	Quarterly
7.	Attend to Lutron Control System: - Controlling the lighting system in Main Bungalow	As and when required



### **Section-3 : Technical Bid**

Technical Bid should be prepared as per the instructions given in the Tender Documents alongwith all required information, documents in support of the minimum eligibility criteria. Documents comprising the Bid:

- (i) Technical Bid Submission Form duly signed and printed on Company's letterhead.
- (ii) Contact Details Form, duly filled and signed & stamped.
- (iii) All attested supporting document in proof of having fully adhered to minimum eligibility criteria as referred in Para 2 of Section 1

The Technical Bid alongwith all the required documents as mentioned in the Tender Documents shall be attached with bid documents.

<b>Envelope - B (Technical Bid) (documents to be attached separately for items at SI. No. 7 to 14)</b>		
<b>Sl. No.</b>	<b>Document/Details</b>	
1.	Name of the Firm/Company	
2.	Full Postal Address	
3.	Telephone Number	
4.	Mobile Number	
5.	E-mail ID	
6.	Date of establishment of Firm	
7.	Certified copies of Registration/Incorporation particulars of Company/Firm from appropriate authorities	
8.	Certified copies GST registration	
9.	Proof of minimum experience of completion of works of similar nature in any Foreign Embassies/Government Ministries/Departments/Public Sector Companies/ reputed corporate organization/ multinational companies.	
10.	Bid Security Declaration ( <b>Annexure - I</b> )	
11.	Certified copy of profit and loss statements/ Annual Financial Statement for the last five years.	
12.	Certificate that no relatives is working in the High Commission India, Singapore ( <b>Annexure-II</b> )	
13.	Technical Bid submission form ( <b>Annexure-III</b> )	
14.	Bidder's description format summary ( <b>Annexure-IV</b> )	

**Full Name & Signature of Authorized Signatory  
With rubber stamp of the Agency affixed**



#### Section-4 : Financial bid

To,

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

**Ref: Invitation for Bid No.-SIN/872/19/2018 – I**

**Subject:** Financial Bid for "Annual Maintenance of India House at No. 2 Peirce Road, Singapore - 239702"

I/We are submitting tender for Maintenance of Embassy Residence building at No. 2 Peirce Road, Singapore - 239702 against Tender Notice No. SIN/872/19/2018 – I dated 31<sup>st</sup> Oct. 2022.

As part of the Bid, we hereby offer SGD.....exclusive of taxes for providing Maintenance services of India House as per the scope of work mentioned in the bidding document. The detailed calculation, as below, is exclusive of GST or applicable taxes but inclusive of any other fees, as per regulations.

#### I. India House (Main bungalow)

Sr. No.	Description of items	Frequency of services	Charges per year (S\$) excl. GST
1.	Inspection, repair of exterior and interior walls, wooden/concrete structures	Once in a month	
2.	Touch up painting and polish of external walls, wooden window structure (i) Main bungalow (ii) Servants Quarters, Guard House and Chauffeurs quarters	Quarterly	
	(iii) Link way to main bungalow and water pump room	Half yearly	
3.	Jet spray cleaning of walkway, foyer and in and around main bungalow	Quarterly	
4.	Cleaning of water storage tank	Half Yearly	
5.	Maintenance of Booster water pump	Half Yearly	
6.	Fishpond: - (iii) Cleaning and maintenance including clearing of fish droppings	Fortnightly	



	(iv) Maintenance of water pumps, other related accessories, water proof lighting and connected wires any other electrical works.	Quarterly	
7.	Attend to Lutron Control System: - Controlling the lighting system in Main Bungalow	As and when required	
	Total (excl. GST)		

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 Documents.

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



**[Letter head of the Bidder]**

I/We, \_\_\_\_\_, Representative(s) of M/s. \_\_\_\_\_ solemnly declare that:-

- Myself or my partners do not have any relative working in any office of High Commission of India, Singapore.
- I/We Company have not been banned/ de-listed by any Government or Quasi Government agencies or PSUs.

**[Signature(s) of the Tenderer]**

Name:- ( )

Email Id:

Mobile

No(s)

Date: \_\_\_\_\_

Seal of Company



**Technical Bid Submission Form**

**(To be printed on Bidder's letterhead)**

**"Annual Maintenance of India House at No. 2 Peirce Road, Singapore - 239702"**

Dated:.....2022

To,

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

**Ref: Invitation for Bid No.-SIN/872/19/2018 – I**

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents including Addenda issued in accordance with Instructions to the Bidders.

We offer to execute in conformity with the Bidding Documents for providing housekeeping services for High Commission of India, Singapore.

Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.

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.

We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid/ lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory (Authorized person shall attach a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation



**Bidder's description format summary**

Name of the Bidding Firm	
Name of Partner(s) & Nationality	
Name of the Authorized Signatory Nationality	
E Mail Ids	
Telephone No. Mobile No.	
Fax No.	
Year of Incorporation	
Registration No.	
GST registration No.	
Registered Office & Address	
Total Staff Strength	

**Bidder information - More detailed information on the following aspect may be given in typed form.**

**(1) Business background**

- i. How many years has your firm been in business? How many years under its present business name?
- ii. Attach a current organizational chart and include the total number of employees in your firm.

**(2) Claims and Suits (Explain any "Yes" answers)**

- i. Has your firm, its subsidiaries or its parent companies, *ever* filed for bankruptcy?
- ii. Has your firm *ever* failed to complete work awarded to it?
- iii. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your firm or its officers?
- iv. Has your firm filed any lawsuits or requested arbitration with regard to any contract(s) within the last five years?