



**High Commission of India
Singapore

No. SIN/872/10/2023

20th November 2023

NOTICE INVITING TENDER

High Commission of India invites financial bids from reputed companies for carpentry works in Defence Wing at High Commission of India, No. 31 Grange Road, Singapore 239702.

2. The scope of work includes the following works :-
- Supply & installation of cupboards/filing cabinet with lockable sliding door - 3 nos
 - Supply & installation of lockable display cabinets - 1 no
 - Supply & install wall mounted photo frame holder - 1no
 - Replacement of existing door with solid wooden door including frame - 2 nos
 - Supply & installation of top hung cabinet - 1 no
 - Supply & Installation cabinet to cover SAFE - 1 no.

Quotations and general conditions:-

- Bidders should - (i) be a Singapore company/firm engaged in renovation /supply and installation of carpentry works and having its office in Singapore. (ii) have not been blacklisted by the Departments/Ministries of the Govt. of Singapore/corporate.
- The premises and the scope of work may be inspected with prior appointment on any working day between 10.00 am to 1.00 pm from 22nd November 2023 to 6th December 2023. The bidder can contact at 62382533 or via email at property.singapore@mea.gov.in for appointment. The bidder should satisfy himself about scope of work before submitting the bid. No amendment in the quotation will be allowed after submitting the bids. No bids will be received/ accepted after the expiry of the prescribed date and time for submission of the bids. In case 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 works.
- 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 beyond bid submission end date. The financial bid must be in the format attached. **(Annexure-I)**. Bids and all accompanying documents shall be in English only.
- No advance payment will be made by the High Commission. The payment shall be made in total within 30 days after satisfactory completion of work. In case of any lapse or short comings in the execution of work, deductions will be made by HCI.

5. 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.

6. 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 tender 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.

7. 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. 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.

9. **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 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)**

10. **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 .

11. **Liquidated damages:-** The works should be completed within 21 days from the date of award of contract to the successful bidder. Delay in completing the works 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. 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. No extra claim shall be entertained for any unforeseen work.

12. On award of work, the successful bidder will have to submit performance guarantee equivalent to **three percent (3%)** of contract amount within 15 days of award of work. The Performance Guarantee can be in the form of bankers' cheque, fixed deposit receipt, account payee demand draft or Bank guarantee. This Performance Guarantee should remain valid for sixty days beyond the completion of obligation under the contract. On receipt of Performance Guarantee by the successful bidder, the earnest money (if any) shall be returned. Part performance of the contract shall not be allowed and no payment shall be made towards part performance of contract.

13. An amount of 5% of contract value will be retained as **security deposit** and 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.

14. 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 **11th December 2023 by 1000 hrs.**



(Shivji Tiwari)
Head of Chancery

SUPPLY OF CARPENTRY WORKS

(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 of work	Qty	Rate (in S\$)
1.	Supply & installation of cupboards/filing cabinet with lockable sliding door	03	
2.	Supply & installation of lockable display cabinets	01	
3.	Supply & install wall mounted photo frame holder	01	
4.	Replacement of existing door with solid wooden door including frame	02	
5.	Supply & installation of top hung cabinet	01	
6.	Supply & Installation cabinet to cover SAFE	01	
	Sub Total (S\$)		
	GST (S\$)		
	TOTAL (S\$)		

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)**

Annexure -II

Name of Work: - Carpentry Works at No. 31 Grange Road

Declaration in lieu of Earnest Money Deposit

I, -----on behalf of company M/s
----- (name of Company) having office at

herby declares that my financial bid for the work "Carpentry works at 31 Grange Road" at High Commission of India, Singapore 239702 shall remain valid till **31st January 2024**. I undertake that I will not withdraw or modify my bid till **31st January 2024**.

I also undertake that upon award of work, I will deliver the requested items 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**