



**High Commission of India
Singapore**

No. SIN/705/1/2024

18th July 2024

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 Independence Day flag hoisting on 15th August 2024 (Thursday) 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
Main Stage		
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
Tent-I (in front of main stage)		
1.	"A" Shaped Metal Tentage with canvas of dimension 35-40 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 & cushion chair (32 nos) for the first front two rows	600 pcs
3.	3 ft x 3 ft square table	8 pcs
4.	Ceiling Fan	20 nos
5.	Tower Cooler	4 nos
6.	Planking with artificial green carpet to cover entire garden area	1 lot
Tent -II (near the sidegate)		
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 II	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
Tent III (@ Car Park)		
1.	"A" Shaped Tentage (32 x 54 ft)	1 unit
2.	Tentage (16 X 56ft) with linkage tent (10 ftX 64 ft) to Tent 1	
3.	Cocktail table with white cover	10 nos
4.	Ceiling Fan	10
Misc		
1.	Dustbins (size 50 liters)	8
2.	60 KVA Generator	1
3.	Powerpoint	2
4.	Queue Poles	30
5.	System Technician during the event	1 no

Date of usage :- 15th August 2024 (Thursday)
Date of set-up :- 06th - 14th August 2024 (Tuesday - Wednesday)
Date of dismantle :- 16th August 2024 (Friday)

Terms and Conditions:

- The premises can be inspected any day between 10:00 a.m. to 1:00 p.m. from **18th July 2024 to 26th July 2024** with prior appointment. The bidder can contact at 62382533/35 during office hours of High Commission or via email at property.singapore@mea.gov.in for appointment. 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
- Experience:** The bidders should have a minimum of two (02) years of experience in the field of tentage as on 30.06.2024. The details of the work may also be elaborated.
- The bidder should clearly understand the requirement in respect of as size of tent, location, layout of tent and other requirements. 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. 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.
- 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.

5. 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.

6. 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.

7. 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.


8. The Mission reserves the right to reject the lowest bid as unresponsive, on the basis of the scope of work mentioned in tender document, if it considers it commercially unviable as that could therefore lead to poor quality of services. In that event, the lowest responsive bid L1 may be decided amongst the remaining bids which are considered viable.

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 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 - I)**

10. The bidder must fill up and attach **Annexure II alongwith the quote**. 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.

11. Any conditional bids shall not be accepted by the High Commission. The unsolicited bids will not be considered.

12. The bids must be sent in a sealed cover or by email to property.singapore@mea.gov.in by **29th July 2024**. The bids should be addressed to "Head of Chancery, High Commission of India, No. 31 Grange Road, Singapore 239702."



(**Aniket C Patankar**)
Head of Chancery
18, July 2024

High Commission of India
31 Grange Road
Singapore-239702

Name of Work: - Temporary installation of Tentage at Chancery

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 "**Temporary installation of tentage at Chancery**" at High Commission of India, Singapore 239702 shall remain valid till **31st August 2024**. I undertake that I will not withdraw or modify my bid till **31st August 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

Name of Work: - Temporary installation of Tentage at Chancery

Proforma for submission of Technical Bids Below information to be typed on Company's Letter Head (having full contact address, e-mail id and phone number)

Name of the company with full contact details and email id	
Person in charge with contact details	
Alternate contact person with contact details	
Year of Incorporation	
Registration No.	
GST registration No.(if any)	
Remarks (if any)	