



**High Commission of India  
Singapore  
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**No. SIN/872/16/2018**

**13 May 2022**

**NOTICE INVITING TENDER (NIT)**

The High Commission of India invites bids from reputed company or companies having office in Singapore for carrying out repair & maintenance works at residence Bungalow 2B at No. 2 Pierce Road, Singapore.

**Scope of work**

The scope of work includes following:-

- a) Painting of outer walls, terrace, steel pillars in corridor & living room and steel railings on terrace.
- b) Need to apply fresh waterproofing to RC slab and canopies.

**I. Painting**

- a. The contractor must use a good quality paint preferably same as the existing finish on outer walls and railings.
- b. After completion, re-install all removed items. Exceptional care must be taken to assure tidiness of work. Suitable temporary covers, masking, drop sheets, drapes and/or barriers shall be provided and maintained effectively where necessary to protect carpeting and furniture or other finishes that are to be painted or not to ensure what they are not exposed to paint and put at risk. These are to be removed when the protection is no longer required. Provide "Wet Paint" signs as required to protect newly painted surfaces.
- c. Upon completion of the work all paint cans, other materials, containers, debris and protective coverings shall be cleaned up and removed from site and the Contractor shall leave the area in a clean, neat, and orderly condition satisfactory to the Contracting Officer.

**II. Waterproofing**

- a) The contractor shall assess the extent and severity of damage before the repair works. The water leaking shall be made good by applying a good quality PU Grouting/sealant.

III. The premises and the work to be carried out may be inspected with prior appointment. Please call Tel. No. 62382536/35 for fixing appointment for viewing the premises.

IV. **Liquidated Damage Clause:** After award of work, the contractor shall start the work within one week and the work shall be completed within three weeks. A penalty of 0.5% of contract value for delay of each day shall be applied, subject to a maximum of 10% of contract value.

V. 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.

VI. 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.

VII. The Contractor shall ensure that all local labour laws and other relevant provisions are fulfilled and insurance provisions are made for the safety of workers at site.

VIII. 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 3<sup>rd</sup> June 2022.

IX. The bidder is required to submit earnest deposit of S\$ 500.00 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 A'.**

X. 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 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.

XI. On award of work, the successful bidder will have to submit performance guarantee equivalent to three percent (3%) of value of contract. **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 sixty days beyond the**

completion of obligation under the contract. On receipt of Performance Guarantee by the successful bidder, the earnest money shall be returned. Part performance of the contract shall not be allowed and no payment shall be made towards part performance of contract.

**XII.** 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](mailto:hoc.singapore@mea.gov.in). Bids may be sent in sealed covers addressed to “Head of Chancery, High Commission of India, No. 31 Grange Road, Singapore 239702 latest by 3<sup>rd</sup> June 2022.

**XIII.** Any conditional bids shall not be accepted by the High Commission. The bids must be in accordance to the sample quotation placed at ‘Annexure B’.

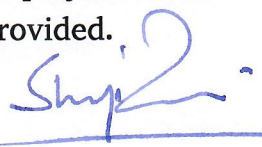
**XIV.** The High Commission of India reserves the right to reject any bid and doesn’t bind itself to accept the lowest bid or any bid and can scrap the whole process without assigning any reason. No claim whatsoever in this regard shall be entertained.

**XV. PENALTY FOR NON – PERFORMANCE**

a. In the event, company fails to execute the work, it 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.

b. In case of breach of any conditions of the contract and for all type of losses caused in the event of Contractor failing to execute the contract, High Commission of India shall make deductions at appropriate rate from the Performance Guarantee first & then from other dues to the contractor. High Commission of India reserves the right to impose penalty towards non-performance of work items as laid in the tender document. Decision of the HCI shall be final in this regard.

c. The powers of HCI under these conditions shall in no way affect or prejudice the powers in certain events to terminate the contract vested in it as herein provided.

  
(Shivji Tiwari)  
Head of Chancery

## Annexure A

**Name of Work: - Repair & Maintenance work in Bungalow 2B at No. 2 Pierce Road, Singapore.**

### 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 **“Repair & Maintenance work in Bungalow 2B at No. 2 Pierce Road, Singapore”**  
by High Commission of India, Singapore 239702 shall remain valid till 31<sup>st</sup> Aug 2022.  
I undertake that I will not withdraw or modify my bid till 31<sup>st</sup> Aug 2022.

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

## **Annexure B**

### **Sample for Quotation (on the letterhead of company)**

| <b>Sr. No.</b> | <b>Item particulars</b>                                                                                  | <b>Rate (in SGD)</b> |
|----------------|----------------------------------------------------------------------------------------------------------|----------------------|
| 1              | Painting of outer walls, terrace, steel pillars in corridor & living room and steel railings on terrace. |                      |
| 2              | Need to apply fresh waterproofing to RC slab and canopies.                                               |                      |
|                | <b>GST (if applicable)</b>                                                                               |                      |
|                | <b>TOTAL</b>                                                                                             |                      |

*(Signature & Stamp of the authorized person/ company)*

**Note: Conditional bids shall to be accepted by the High Commission.**