



**High Commission of India
Singapore

No. SIN/705/1/2022

07th Dec 2022

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 flag unfurling ceremony on 26th January 2023 07.30 am to 12.30 pm.

Scope of Work

Installation of tentage and accessories on rental basis at the High Commission premises as per following details.

Sr. No.	Description of item	Qty
	Stage	
1.	Stage with carpet & Red skirting (20' (W) x 16' (D) x 2' (H) with tentage cover	1 unit
2.	Inner lining décor for stage	1 lot
3.	Plywood backdrop 8' X 20'	1 no.
4.	Platform for flag area with artificial grass	20
5.	Tri-Colour (Saffron, White and Green) plants / flower decoration	1 lot
6.	System Technician during the event	1 no.
	Tent-I	
1.	"A" Shaped Metal Tentage with canvas of dimension 35'(W) x 120 ' (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	600 pcs
3.	3 ft x 3 ft square table	8 pcs

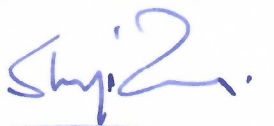
4.	Ceiling Fan	20 nos
5.	Tower Cooler	4 nos
	Tent -II	
1.	"A" Shaped Metal Tentage with canvas (34' x 54'), highest point -14 ft - lowest point - 11 ft	1 units
2.	Ceiling Fan	10 nos
3.	“A” shaped-linkage tent (9’ X 20’), highest point 10 ft, lowest point 8 ft between Tent 1 & Tent III	1 unit
4.	Round Table with white cover	6
5.	Plastic white chair with white seat cover for round tables	50
6.	Ceiling Fan	10
	Tent III	
1.	"A" Shaped Tentage (32 ft x 54 ft)	1 unit
2.	Cocktail table with white cover	10 nos
3.	Ceiling Fan	10
	Misc	
1.	Dustbins (size 50 liters)	8
2.	60 KVA Generator	1
3.	Power points	2

Date of usage :- 26th January 2023(Thursday)
 Date of set-up :- 18th January 2023
 Date of dismantle :- 27th January 2023 (Friday)

Terms and Conditions:

1. The premises can be inspected any day between 10:00 a.m. to 1:00 p.m. from 09th Dec 2022 to 28th Dec 2022 with prior appointment.
2. The bidder should clearly understand the requirement in respect of size of tents, location, layout of tent and other requirements. 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.

3. 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 by next day.
4. 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.
5. 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.
6. 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 borne by the Contractor or recovered from the performance guarantee.
7. The financial bids must be sent in a sealed cover or by email to property.singapore@mea.gov.in by 30th Dec 2022. The bids should be addressed to "Head of Chancery, High Commission of India, No. 31 Grange Road, Singapore 239702."
8. At the time of award of work, the company shall submit a **performance guarantee** in the form of banker's cheque, bank draft or bank guarantee equal to 10% of the contract value. The Performance Guarantee shall remain valid for a minimum period two months.
9. 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.
10. Any conditional bids shall not be accepted by the High Commission. The unsolicited bids will not be considered.


(Shivji Tiwari)
Head of Chancery

Annexure A

Name of Work: - Supply and installation of Tentage at No. 31 Grange Road, Singapore – 239702.

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 and installation of Tentage at No. 31 Grange Road,
Singapore – 239702”** by High Commission of India, Singapore 239702 shall remain
valid till 30th January 2023. I undertake that I will not withdraw or modify my bid
till 30th January 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