

**High Commission of India  
Singapore**

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**NOTICE INVITING TENDER**

High Commission of India, Singapore invites technical and financial bids from qualified agencies having professional expertise and experience for the Annual Maintenance Contract of the building at No. 2 Pierce Road, Singapore 248554. The property has one main bungalow viz. India House and two small bungalows viz. 2A & 2B.

**SCOPE OF WORK**

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

<b>Sr.</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 the 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 (ii) Maintenance of water pumps, other related accessories, water proof lighting and connected wires any other electrical works.	Fortnightly
		Quarterly
7	Attend to Lutron Control System: - Controlling the lighting system in Main Bungalow	As and when required

**II. Bungalows 2A & 2B**

<b>Sr.</b>	<b>Description of items</b>	<b>Frequency of services</b>
1.	Inspection, repair, cleaning, touch up painting and polish of external walls, wooden/glass structure	Quarterly
2.	Attend to Lutron system: - Controlling the lighting system in two bungalows	As and when required
3.	Jet spray cleaning of walkway and around the bungalows	Quarterly



## 2. QUOTATIONS AND GENERAL CONDITIONS:

The High Commission shall follow two bids system i.e. Technical Bid and Financial Bid. The technical bid and financial bid should be sealed by bidders in separate covers duly super-scribed “Financial bid or Technical bid” as the case may be and both these covers are to be put in a bigger cover which should be duly super-scribed as “quote for Annual Maintenance Contract of India House (main bungalow) and two small bungalows 2A & 2B at No. 2 Pierce Road, Singapore 248554”.

**2.1** The technical bids will be evaluated mainly on the following parameters:

- i. Should possess experience of maintenance of buildings (preferably heritage structures) for at least five years, supported by user satisfaction certificate and other documents like achievements of the company.
- ii. Ability to provide User Satisfaction Certificate from at least three organizations.
- iii. Registration of the company under relevant statutory regulations and with local bodies such as BCA, URA etc.
- iv. List of other clients the company is serving in terms of maintenance of building structure.
- v. Reserve pool of technically skilled men and labour for maintenance works.

**2.2 Financial bids of only those tenderers would be opened who are found technically sound and qualified. The assessment in terms of technical qualification shall be done by HCI and shall be final.**

**2.3 The bidder should quote item wise in annual charges.** GST, if applicable, should be mentioned separately. The component of GST shall not be taken into account while determining the quote price.

**2.4 The bids should be valid for atleast 150 days from the date of submission. Conditional offers shall not be accepted and shall be rejected summarily without assigning any reason.**

2.5 The Quotation along with acceptance of conditions of contract mentioned above should be addressed to **“Head of Chancery, High Commission of India, Singapore 239702”** in a sealed envelope and must reach undersigned on or before **17<sup>th</sup> February 2022.**

2.6 The period of contract initially shall be for a period of **ONE** years which can be extended by another TWO years on same terms and conditions with mutual consent of both parties.

2.7 Respond to request:      A) Under critical breakdown      : - within 1 hour  
   B) Under normal repairs    :- within 3-4 hours



2.8 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.

2.9 Any clarification on this tender may be obtained from "Head of Chancery, High Commission of India, Singapore" in person by prior appointment or by email at [hoc.singapore@mea.gov.in](mailto:hoc.singapore@mea.gov.in)

2.10 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 B.**

2.11 The successful bidder, on discretion of HCI, may be required to give performance guarantee of 10% of the total annual amount in the form of bank guarantee or banker's cheque or similar mode of security valid for the contract period. The performance guarantee shall be returned to the contractor on satisfactory conclusion of the contract. In case of extension of the contract term, the performance guarantee shall be renewed by the contractor.

### **3. PERSONNEL REQUIREMENTS:**

3.1 The Contractor shall maintain discipline at the site and shall take all precautions to prevent any unlawful, riotous or disorderly conduct by its employees at the site. The Contractor shall preserve peace and protect persons and property at site. The Client reserves the right to direct the Contractor to remove an employee for the work site for failure to comply with the standards of conduct. The Contractor shall immediately replace such an employee to maintain continuity of services at no additional costs to Client.

3.2 The Contractor's employees shall wear clean, neat and complete uniforms when on duty. The workers employed by the Contractor to provide services at Clients premises should be cleared by Singapore Police.

3.3 Neglect of duties shall not be condoned and fine as decided by Client shall be imposed.

3.4 Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions or fighting shall not be condoned.

3.5 The Contractor shall not allow its employees while on duty to possess, sell, consume or be under influence of intoxicants, drugs or substances that produce similar effects.

3.6 Contractor's employees may be subject to criminal actions as allowed by law in Singapore.

3.7 Access Control: Access to the premises at all times should be with the approval of Security Guard/Caretaker or residents of the building/property.

3.8 The Contractor shall comply with all labour laws and relevant rules and regulations as per local laws of Singapore.

3.9 After award of the Contract, the Contractor shall provide the list of ~~date of~~ each employee who will be working under this contract including the details of supervisors.

Full Name

Place and Date of Birth

Current Address

Identification Number

#### **4. MATERIAL AND EQUIPMENT:**

The contractor shall provide all necessary equipment to perform the maintenance works like vacuum cleaner, paint, brush, broom, cleaning chemicals etc...

#### **5. INSURANCE AND GENERAL LIABILITY:**

5.1 The Contractor shall be liable to provide insurance if legally necessary. The contractor shall, at its own expense, provide and maintain the required insurance during the entire performance period.

5.2 The Contractor shall obtain any type of insurance required by local law of that area ordinarily or customarily in the location of the work. The limit of such insurance shall be as provided by law sufficient to meet normal and customary claims.

5.3 The contractor agrees that the Client shall not be responsible for personal injuries or for damages to:

- i. Any property of the contractor,
- ii. Its employees, agents, servants or any other persons
- iii. Arising from and incident to the Contractor's performance of this contract.

5.4 The contractor shall hold harmless and indemnify the Client from any and all claims. The contractor shall submit the required insurance within 10 days of award of contract.



## **6. LAWS AND REGULATIONS:**

6.1 Without any additional expense to the Client, the Contractor shall comply with all laws, codes, ordinances and regulations required to perform this work. If there is a conflict between the contract and requirements of local laws, the Contractor shall promptly advise the Client through Head of Chancery regarding the conflict and of Contractor's proposed course of action for resolution by Client.

6.2 The Contractor shall comply with all local laws, regulations, customs and practices pertaining to labour, safety and similar matters.

## **7. ASSIGNMENT OF CONTRACT**

The contractor shall not assign or transfer the contract or any part thereof to a third party without the prior written consent by the client. However, the contractor can engage services of expert for repair of any technical items.

## **8. EMPLOYMENT OF ILLEGAL IMMIGRANTS**

8.1 The contractor shall ensure that no illegal immigrants are employed in the execution of the works.

8.2 For the purpose of this clause "the illegal immigrant" means any person who enters the Republic of Singapore in contravention of the provisions of the Immigrant Act or such statutory modifications or re-enactment thereof for the time being in force.

## **9. WATER AND ELECTRICITY**


All water and electricity required for the proper and efficient execution of the works will be provided without charge by the client. Contractor and the workers shall exercise every effort to prevent the abuse of this privilege and to economize in the use of the water and electricity, and strictly comply with all rules and regulations applicable to the use of it.

## **10. COMPLIANCE WITH LABOUR LEGISLATION**

The contractor shall recognize the freedom of his workmen to be member of Trade Unions and shall comply with all rules, regulations and law in respect of labour and industrial relations of Singapore.

## **11. PAYMENT**

Proportionate monthly/quarterly/half yearly payments within the annual amount shall be released after satisfactory completion of respective jobs as mentioned or whenever the work is required to be carried out.

  
(GVV Surya Bhagawan)  
Head of Chancery  
24/1/2022

**Annexure A**  
**(Technical Bid Proforma)**

To,

High Commission of India  
31, Grange Road, Singapore

**Subject: TECHNICAL BID**

Sir,

I/We submit following details for your perusal.

Sr. No.	Parameters	Yes/ No	Whether supported by documents (yes/no)
1	Experience of maintenance of buildings (preferably heritage structures) for <i>at least five years</i> , supported by user satisfaction certificate and other documents like achievements of the company.		
2	User Satisfaction Certificate from <i>at least three</i> reputed organizations.		
3	Registration of the company under relevant statutory regulations and with local bodies such as BCA, URA etc. with approved tendering limits.		
4	List of other clients the company is serving in terms of maintenance/ renovation of building structure ( <i>at least three</i> ).		
5	Number of technically skilled resources like electrician, plumber, carpenter, painter etc. and a reserve pool of labour for maintenance works with details ( <i>at least 20</i> ).		
6.	Any maintenance contract with Singapore Government Offices/Organization or Diplomatic Missions in Singapore.		

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 B**

**Name of Work: - Annual Maintenance Contract of India House (main bungalow) and two small bungalows 2A & 2B at No. 2 Pierce Road, Singapore 248554**

**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 **“Annual Maintenance Contract of India House (main  
bungalow) and two small bungalows 2A & 2B at No. 2 Pierce Road, Singapore  
248554”** by High Commission of India, Singapore 239702 shall remain valid till  
30<sup>th</sup> June 2022. I undertake that I will not withdraw or modify my bid till 30<sup>th</sup>  
June 2022.

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 C**

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

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

<b>Sr. No.</b>	<b>Description of items</b>	<b>Frequency of services</b>	<b>Charges per year (S\$) excl. GST</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: - (iii) Cleaning and maintenance including clearing of fish droppings (iv) Maintenance of water pumps, other related accessories, water proof lighting and connected wires any other electrical works.	Fortnightly	
		Quarterly	
7.	Attend to Lutron Control System: - Controlling the lighting system in Main Bungalow	As and when required	
	Sub - total (excl. GST)		

**II. Bungalows 2A & 2B**

<b>Sr. No.</b>	<b>Description of items</b>	<b>Frequency of services</b>	<b>Charges per year (S\$) excl. GST</b>
1.	Inspection, repair, cleaning, touch up painting and polish of external walls, wooden/glass structure	Quarterly	
2.	Attend to Lutron system: - Controlling the lighting system in two bungalows	As and when required	
3.	Jet spray cleaning of walkway, foyer and in and around two bungalows	Quarterly	
	Sub - total (excl. GST)		
	<b>GST (if applicable)</b>		
	<b>Total (I + II)</b>		

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