



**High Commission of India
Singapore

No. SIN/872/06/2020

19th June 2020

NOTICE INVITING TENDER (NIT)

The High Commission of India invites bids from reputed company or companies having office in Singapore for carrying out internal and external cleaning and painting works at India House at No.2 Pierce Road, Singapore.

Scope of work

I. 2 Pierce Road.(India House)

- a. Supply labour and materials for painting and cleaning the entire building (including doors, windows and ceiling area) of main bungalow, grand staircase area, flagpole area, servants quarter, guard house, water feature area and at the Chauffeurs quarters
 - b. Varnishing of all wooden flooring
 - c. Polishing of marble floor
 - d. Thorough cleaning of all the open areas connected with India House.
2. Repairing the cracks in the pillars of both gates and painting the same.

II. General conditions: -

Painting Work

- a. Cleaning – Pressure clean and remove oil, grease and loose foreign matter including mold mildew, dirt and corrosion products, in a manner which causes neither undue damage to the substrate nor damage or contamination of the surroundings or the paint system to be applied;
- b. Glossy Surfaces - Adequately scuff and/or solvent or chemically etch as appropriate to provide satisfactory adhesion for subsequent paint coats;

- c. Filling - Fill cracks and holes with fillers, sealers or grouting cements as appropriate for the finishing system and substrate, and sand smooth, to ensure all coats finish smooth;
- d. Drying - Unless otherwise specified, ensure that surfaces are cured and dried before applying additional coats of paint; gate
- e. Generally - Remove weld spatter, slag, burrs, or any other objectionable surface irregularities. Remove any rust and apply rust primer;
- f. Apply an oil-based primer to any bare timber surfaces;
- g. Sanding between coats for the perimeter walls painting.

III. Paint Application

- a. Apply paint and related material with an undercoat plus two coats of selected finish color or with the number of coats specified in accordance with the client's recommendations. Allow each coat to harden for the drying time (or time between coats) recommended by the manufacturer.
- b. Finish - Ensure each coat of paint is uniform in color, gloss, thickness and texture and free of runs, sags, blisters, or other discontinuities.
- c. Wet Paint Warning - Place notices and do not remove until paint is dry. a. Main color to the exterior of house and perimeter walls should be the same as existing, weather guard white color for the walls and black for skirting. b. All balustrades, painted timber, and front entry doors and frames: should be painted with the same colors as existing one. Repaint/Varnish all fascia and soffits, windows, window frames, doors and door frames with same color.
- d. Repaint down pipes, railings and gates on all buildings.
- e. Repaint all cable runs, conduits and pipe work.
- f. Final paint shall be applied in two coats and according to the client's instructions.

IV. Work Area Protection:-

- a. Before painting in any section of the building, use drop sheets and masking tape wherever necessary to protect finished work or other surfaces liable to damage during painting.
- b. Touch Up Clean off marks, paint spots and stains throughout including on glass, restoring damaged surfaces to their original condition.

V. Surface preparations:

All painted surfaces are to present a clean and even appearance with no evidence of poor workmanship. Finished paint surfaces shall be free from sags, wrinkles, drips and other defects or imperfections. Do not paint over dirt, dust, scale, grease, moisture or conditions detrimental to the formation of a durable and acceptable finish. Due care should be taken to ensure complete protection of timber part of structure and painting of such timber should be as per laid down guidelines/rules.

VI. Filling

All holes, cracks and marks should be repaired with fillers, sealant, putties or grouting cements as appropriate for the finishing system and substrate, and treat to achieve the required finish in accordance with industry standards before painting. Tint the filler to match substrate if the finish is transparent. Walls should be wiped down as necessary before painting. Workmanship Standards Care shall be taken to ensure that the base surfaces are properly prepared and that the materials are used correctly.

VII. Surface preparations:

All painted surfaces to present a clean and even appearance with no evidence of poor workmanship. Finished paint surfaces shall be free from sags, wrinkles, drips and other defects or imperfections. Do not paint over dirt, dust, scale, grease, moisture or conditions detrimental to the formation of a durable and acceptable finish. The wall should be repaired with fillers, sealant, putties or grouting cements as appropriate for the finishing system and substrate, and treat to achieve the required finish in accordance with industry standards before painting. Tint the filler to match substrate if the finish is transparent. Walls should be wiped down as necessary before painting. Workmanship Standards Care shall be taken to ensure that the base surfaces are properly prepared and that the materials are used correctly.

VIII. Completion of work

After completions 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. Carefully remove and reinstate paint splatters from adjacent surfaces. 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.

IX. The premises and the work to be carried out may be inspected with prior appointment. Please call Tel. No. 62382536/33 for fixing appointment for viewing the premises.

X. After award of work, the work shall be carried out within three weeks.

XI. 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.

XII. No claim from the contractor for any additional payment on account of local Singapore laws or on restricted working hours shall be entertained. No payment other than quoted amount shall be made. In view of the new regulations due to COVID-19, the contractor should ensure that necessary permits, approvals etc are obtained from local authorities. Any violation of such rules/regulations may lead to imposition of penalty upto 10% of the quoted amount. he contractor must quote according to local laws and conditions at site.

XIII. 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.

XIV. 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 13th July 2020.**

XV. 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.**

XVI. An amount of 10% of total bill 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.

XVII. On award of work, the successful bidder will have to submit performance guarantee equivalent to **ten percent (10%)** of value of contract. The PG can be in form of bankers' cheque, fixed deposit receipt, account payee demand draft or Bank guarantee. This PG 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.

XVIII. 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. Bids may be sent in sealed covers addressed to "Head of Chancery, High Commission of India, No. 31 Grange Road, Singapore 239702 latest by 13th July 2020.


(S.K Goel)
Head of Chancery

Annexure A

Name of Work: - Cleaning and Painting of a building 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 "**Cleaning and Painting of a building at No. 2 Pierce Road**" by High Commission of India, Singapore 239702 shall remain valid till 31st
December 2020. I undertake that I will not withdraw or modify my bid till 31st
December 2020.

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