

HIGH COMMISSION OF INDIA
SINGAPORE

NOTICE INVITING TENDERS


Sealed tenders are invited from agencies having professional expertise and experience for the temporary installation of water proof, white and transparent canvas tent (as per layout explained during inspection of premises) and supply of chairs (with white covers), fans (ceiling and pedestal), tables, etc. on rental basis at the High Commission of India premises, 31 Grange Road, Singapore- 239702 for flag hoisting ceremony on 26th January 2021 from 07:30 a.m. to 12:30 p.m.

Installation of Tentage and Accessories on rental basis in lawns and open area at the High Commission of India premises:

1.	"A" shaped - Metal tent with Canvas (32' + 3'(W) x 100' (L), highest point- 14 ft, lowest point 11ft) Exact dimension to be decided during inspection of premises	1unit
2.	Plastic white chair + white seat cover	600pcs
3.	3ftx3ft Square table	8pcs
4.	Ceiling fan	Rate per piece
5.	Industrial stand fan	Rate per piece
6.	Power point	2nos.
7.	Stage with carpet & skirting (16'x20'x2'(height))	1unit
8.	Inner lining décor (1 lot)	1lot
9.	Plywood backdrop 8x20'	1no.
10.	"A" shaped- Metal tent with canvas (34'x54'), highest point - 14ft, lowest point - 11ft	6units
11.	Ceiling fan	6nos.
12.	"A" shaped - Linkage tent (9'x20'), highest point 10 ft, lowest point 8ft	1unit
13.	Dustbins (size 50 litres)	8nos.
14.	60 KVA Generator	1no.
15.	Cocktail table with white cover	10nos.
16.	'A' shaped Tentage (32 ft x 54ft)	1 unit
17.	Platform	20nos.
18.	Auto fan	9nos.

Terms and conditions :

1. The premises can be inspected any day between 10:00 a.m. to 11:00 a.m. from 20th Dec to 30th Dec 2020.
2. The bidder should clearly understand the requirement as size of tent, 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 should be of white colour and clean. Dirty tent or covers shall not be accepted and replaced by the bidder before the event.
3. The installation of tent should be fully completed one day before the event. The bidder shall ensure time start of installation of tent for completion. Ideally, it should be started 3-4 days in advance.
4. The dismantling should be done immediately after the event.
5. The amount may be quoted in one lumpsum in SG dollars. Due to COVID 19 pandemic and restrictions in place, the requirement of tentage may be curtailed or cancelled without any notice. In case of any curtailment on scope of work, the payment would be made on pro-rata basis as per quoted rates.
6. The payment shall be made within 14 days after completion of satisfactory work. In case of any lapse or shortcomings in the execution of work, the payment will be made pre-rata.
7. No advance payments will be made.
8. The bidder shall liaise with the local authorities for any requirements like movements of truck/lorry, parking on road etc.
9. 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.
10. The bidder shall provide tables etc. to meet any requirements of audio-visual company.
11. The quote must be sent in a sealed cover and should be addressed to " Head of Chancery, High Commission of India, 31 Grange Road, Singapore – 239702".
12. The quote must reach on or before 08th January 2021.


(S K Goel)
Head of Chancery
09 December 2020