



**High Commission of India  
Singapore**

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**No. SIN/872/13/2020**

**4<sup>th</sup> November 2020**

**NOTICE INVITING TENDER (NIT)**

Sealed quotations are invited from reputed and experienced companies/firms of companies having office in Singapore for carrying out inspection and pruning of seven big trees within site; Govt. of India property at No. 2, Peirce Road.

**SCOPE OF WORK**

The site has many trees which are protected by the Tree Conservation Areas/ Vacant Land and also protected by conservation area status TCA. Maintenance of these trees is an important part of the obligations of High Commission of India (hereafter referred as HCI). The Companies/firms (hereafter referred as Contractor) shall perform complete survey for assessment of seven big trees within the site for general health and structural stability using the general approach known as Virtual Tree Assessment (VTA) by an experienced and ISA Certified Arborist. The contractor shall furnish survey report of the Arborist to HCI and undertake the pruning/ crown reduction/ removal of trees as per recommendation of the Arborist. The contractor shall seek necessary approvals from the local planning authority prior to any tree works being carried out on site. The contractor shall include all planning, administration and management necessary to assure that all services comply with the contract and all applicable laws and regulations.

**GENERAL CONDITIONS:**

- I. The premises and the work to be carried out may be inspected with prior appointment. Please call Tel. No. 62382535/33 for fixing appointment for viewing the premises.
- II. Tree pruning/ crown reduction/ cutting should be carried out by trained personnel and under proper supervision by experienced person with expertise in horticulture, arboriculture and tree care. Dead branches must be cut back to live

tissue/growing point. Single top cut resulting bark tearing should be avoided and instead under cut technique should apply.

III. Where removal of a whole lateral branch is required, do not cut flush to the main trunk or leaving a stub. The final cut shall be made close to the trunk or parent limb, without cutting into the branch bark ridge or collar. Long and heavy branches should be cut in sequence of section by section. Avoid topping (i.e. cutting the trunk and branches between nodes leaving stubs) on mature trees. The trees must be maintained in their most desirable form and structure.

IV. Utmost care must be taken during the work so that no tree branch falls in neighboring property or the running road and cause any damage. In such an event, the contractor shall be responsible for the damage or any claims thereof and the High Commission is not liable to make any extra payment on this account.

V. Use appropriate tools for the job such as small chainsaws, pole saws, tubular saws, long pruners, ladders and ropes. Clean and sharp tools should be used to produce smooth and clean cuts to facilitate healing and reduce the risks of attack by insects and fungi.

VI. After award of work, the work shall be carried out within two weeks.

VII. 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.

VIII. In case cutting of any tree is required, necessary permission including Arborist report shall be obtained by the contractor. No extra payment, whatsoever, should be made on this account.

IX. 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.



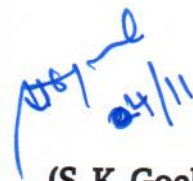
X. The Contractor shall ensure that all local labour laws and other relevant provisions are fulfilled and insurance provisions are made for the safety of workers at site.

XI. 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 26<sup>th</sup> November 2020.

XII. 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.**

XIII. On award of work, the successful bidder will have to submit performance guarantee equivalent to ten percent (10%) 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.

XIV. 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 26<sup>th</sup> November 2020.



(S K Goel)  
Head of Chancery

4<sup>th</sup> Nov. 2020

Annexure A

Name of Work: - Arborist assessment and pruning of big trees 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 **“Arborist assessment and pruning of big trees at No. 2  
Pierce Road, Singapore”** by High Commission of India, Singapore 239702 shall  
remain valid till 31<sup>st</sup> December 2020. I undertake that I will not withdraw or  
modify my bid till 31<sup>st</sup> 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