



**High Commission of India  
Singapore  
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**No. SIN/872/16/2018**

**01<sup>st</sup> April 2021**

**NOTICE INVITING TENDER (NIT)**

The High Commission of India invites bids from reputed company or companies having office in Singapore for carrying out repair & maintenance works at one of the residence Bungalow 2B at No. 2 Pierce Road, Singapore.

**Scope of work**

The scope of work includes following:-

- a) Replacement of timber parquet in living room and 3 bedrooms with ceramic tiles in an approximate combined area of 90 meter square.
- b) Repair/remodel of kitchen cabinet - Hinges of many cabinets have come out and wooden plank have bulged in the middle over a long period. These kitchen cabinets need to be repaired/ strengthened.
- c) Replacement of cooking chimney exhaust.

**I. Timber Parquet**

- a. The substrate plywood beneath the wooden parquet has been damaged by termites. The damaged plywood and wooden parquet need to be replaced with jointless homogeneous ceramic tiles of minimum 900mm x 900mm size and 12mm thickness. The size and make of ceramic tiles should be mentioned in the quotation itself. The tiles shall be finalized by High Commission of India.
- b. Attach tiles to the floors using correct adhesive, making sure that patterned tiles match basic setting out for floor tiling projects. Make any necessary adjustments to ensure that the intersection creates perfect squares.
- c. The contractor should make sure the surfaces are clean, smooth, dry for best results during the tiling work. Take time to repair, patch, and level any damaged or uneven areas. Double check to make sure the surface is structurally sound and the area free of wax, soap scum, and grease. Remove any moldings, trim, or appliances that may interfere with tile application and check the door jambs to make sure tile has clearance when installed beneath.
- d. Finish - Ensure that the floor is uniform in color, gloss, thickness and texture and free of runs, sags, blisters, or other discontinuities.

## **II. Kitchen Cabinet repair/ remodel**

- a. The kitchen cabinet needs to be repaired/strengthened. Apply a good-quality of wood in befitting manner and re-silicon of the kitchen cabinet should be done to give neat finishing.
- b. Storage racks and drawer guide rails of kitchen storage cabinets has deformed at many places which needs to be repaired/ strengthened. Some of the door knobs for glass cabinet and runner rack are broken which need to be refixed/ replaced.
- c. The plywood backing at the basin, sink and cooking lower are damaged/ eaten by termites and need to be replaced. The plywood backing of wall mounted cabinets is damaged and need to be changed..
- d. Wherever required, the planks, handles and knobs need to be changed with similar ones.

## **III. Supply & fixing of Kitchen Hood.**

- a. The Hood should be preferably Tecno KA 2298 or equivalent from other brands like Bosch, Electrolux, LG etc. Mention Make and model of the item in your quotation itself. It should have warranty of at least five years.
- b. Installation – The hood should fit in the existing space in the kitchen, if not, necessary alterations are to be done by the contractor. Ensure that the items are installed very smoothly without damaging any other objects of the kitchen. If any damage is done to any other object, it will be repaired/replaced by the contractor.

## **IV. Completion of work**

- a. After completion, 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.
- b. 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.

**V.** The premises and the work to be carried out may be inspected with prior appointment. Please call Tel. No. 62382536/35 for fixing appointment for viewing the premises.



**VI. Liquidated Damage Clause:** After award of work, the contractor shall start the work within one week and the work shall be completed within three weeks. A penalty of 0.5% of contract value for delay of each day shall be applied, subject to a maximum of 10% of contract value.

**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.** 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.

**IX.** 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.

**X.** 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> April 2021.

**XI.** 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’.**

**XII.** An amount of 5% of contract value will be retained as security deposit, 50% of security deposit (2.5% of contract value) shall be released after one month of completion of work, and balance 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. The Security Deposit shall be fortified if the Contractor does not rectify damages within two weeks.

**XIII.** On award of work, the successful bidder will have to submit performance guarantee equivalent to three percent (3%) 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> April 2021.

**XV.** Any conditional bids shall not be accepted by the High Commission. The bids must be in accordance to the sample quotation placed at ‘Annexure B’.

  
(S.K Goel)

Head of Chancery

## **Annexure A**

**Name of Work: - Repair & Maintenance work in Bungalow 2B 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 **“Repair & Maintenance work in Bungalow 2B at No. 2 Pierce Road, Singapore”**  
by High Commission of India, Singapore 239702 shall remain valid till 31<sup>st</sup> July 2021.  
I undertake that I will not withdraw or modify my bid till 31<sup>st</sup> July 2021.

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**



## **Annexure B**

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

<b>Sr. No.</b>	<b>Item particulars</b>	<b>Rate (in S\$)</b>
1	Removal of existing timber parquet along with plywood beneath and debris. Supply and installation of jointless homogeneous ceramic tiles of minimum 900mm x 900mm size and 12 mm thickness in an approximate area of 90 square meter. ( <i>mention make and size, tiles to be finalized by HCD.</i> )	
2	Repair/strengthening of kitchen cabinet including re-silicon, replacement of planks, handles and knobs with similar ones.	
3	Supply and installation of cooking hood (exhaust) including repair of damaged surface ( <i>mention make and model, to be finalized by HCD.</i> )	
	<b>GST (if applicable)</b>	
	<b>TOTAL</b>	

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

**Note: Conditional bids shall to be accepted by the High Commission.**