



**High Commission of India
Singapore

NOTICE INVITING TENDER

1. The High Commission of India invites financial bids from reputed companies registered in Singapore for the following work at No. 31 Grange Road, Singapore 239702.

Scope of Work

1. To supply labour and materials to do all necessary protections and safety measures before starting of works.
2. To supply labour tools to dismantle existing store and dispose debris and unwanted items offsite.
3. Ground levelling works before placing the portacabin.
4. To supply and deliver a good condition 20 ft X 8 ft **white** painted storage container.(portacabin)

II. General Terms and Conditions

1. The Contractor shall liaise with the concerned authorities on behalf of High Commission for obtaining requisite permission for lorry/crane access to the location.
2. The premises and the work to be carried out may be inspected from Monday to Friday from 1000 hrs to 1600 hrs. Please contact 62382536/35 for fixing appointment for viewing the premises and understanding various aspects of work.
3. The contractor shall supply, install and commission all works relating to Porta Cabin. The bidder should have adequate manpower and other resources with good experience and adequate training in the respective service areas. Arrangements in this regard may be detailed.

4. The bidder shall ensure compliance with all labour laws/regulations of local government.
5. 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. The company shall inform the concerned local Government authority before starting the work at High Commission.
6. 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. The company shall update High Commission about the concerned local laws and High Commission will not be liable for any additional payment if High Commission is not informed in writing before execution of work.
7. The financial bids in the prescribed format should be submitted on or before **5th July 2021** and should remain **valid till 5th October 2021**. Financial bids received without sealed cover or sent by email shall not be considered.
8. 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 the area. The Contractor shall ensure that work area is well protected and secured during all the time. No extra charges will be paid for this to the Contractor.
9. Upon completion of the work all 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.
10. 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**'.
11. **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. After the selection, the successful bidder must be able to commence the service immediately after the award.

12. 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.

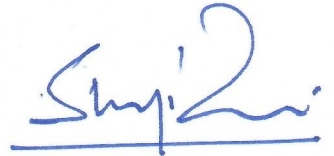
13. The bidder is required to submit **Earnest Deposit** of S\$ 500.00 by way of bank guarantee or fixed deposits. The EMD shall be returned to unsuccessful bidders after completion of process of award of work. **In lieu of EMD, bidders can also submit undertaking in the given format at 'Annexure A'.**

14. 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.

15. 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 (if any) shall be returned. Part performance of the contract shall not be allowed and no payment shall be made towards part performance of contract.

16. 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. 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 5th July 2021.



(Shivji Tiwari)
Head of Chancery
14.06.2021

Annexure A

Name of Work: - Supply and Installation of Portacabin at High Commission of India, No. 31 Grange Road, Singapore 239702.

Declaration in lieu of Earnest Money Deposit

I, -----on behalf of company M/s
----- (name of Company)
having office at -----hereby
declare that my financial bid for the work "Supply and Installation of Portacabin at
High Commission of India, No. 31 Grange Road, Singapore 239702" shall remain
valid till **5th October 2021**. I undertake that I will not withdraw or modify my bid till
5th October 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)

Sr. No.	Item particulars	Rate (in S\$)
1	To supply labour and materials to do all necessary protections and safety measures before starting of works.	
2	To supply labour and tools to dismantle existing store and dispose debris and unwanted items offsite.	
3	Ground levelling works before placing the portacabin.	
4.	To supply and deliver a good condition 20 ft X 8 ft white painted storage container(Portacabin).	
	GST (if applicable)	
	TOTAL	

(Signature & Stamp of the authorized person/ company)

Note: Conditional bids shall not be accepted by the High Commission.