



**High Commission of India
Singapore**

No. SIN/872/06/2021

12 September 2024

NOTICE INVITING TENDER (NIT)

The High Commission of India invites bids from selected firms for carrying out repair works in aircon system at a heritage bungalow at No. 2 Pierce Road, Singapore.

Scope of work

The scope of work includes following:-

1. To supply labour, materials and tools to carry out the following works.
 - (a) Dismantle and replacing of 03 nos of VRF CU [Toshiba brand]
 - (b) Vacuum the system
 - (c) Supply & refill gas
 - (d) Re-programming the system
 - (e) Testing the system
 - (f) All the other related work to ensure that smooth functioning of aircons.

II. 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 to ensure that they are not put at risk. These are to be removed when the protection is no longer required.

b. Upon completion of the work all repair 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.

III. Site Visit: Bidders may also undertake site visit for visualization and better understanding of the quantum of work any time after fixing a prior appointment with ASO (Property) on his number +65-62382535.

IV. Liquidated Damage Clause: After award of work, the contractor shall start the work at the earliest and the work shall be completed within two 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.

V. 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.

VI. 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.

VII. 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.

VIII. Financial bids may be sent by email to "hoc.singapore@mea.gov.in" or in sealed envelopes addressed to "Head of Chancery, High Commission of India, No. 31 Grange Road, Singapore 239702 latest by 19th September 2024 (10AM).

IX. 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'.**

X. 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 forfeited if the Contractor does not rectify damages within two weeks.

XI. 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.

XII. Any conditional bids shall not be accepted by the High Commission. The unsolicited bids will not be considered.

XIII. Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids.

XIV. In case of tie in rates, the work will be awarded to the company who have more work experience.

XIV. The Mission reserves the right to reject the lowest bid as unresponsive, on the basis of the scope of work mentioned in this tender document, if it considers it commercially unviable as that could therefore lead to poor quality of services. In that event, the lowest responsive bid L1 may be decided amongst the remaining bids which are considered viable.

XV. The High Commission of India, Singapore reserves the right to amend/withdraw any of the terms and conditions in the tender documents or to reject any or all tenders without giving any notice or assigning any reason.



(Ashwani Kumar)
Head of Chancery

अश्विनी कुमार

Ashwani Kumar

चांसरी प्रमुख/Head of Chancery

भारतीय उच्चायोग, सिंगापुर

High Commission of India, Singapore

Annexure A

Name of Work: - Replacement of 03 nos VRF Condensing Unit at heritage bungalow 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 **“Replacement of 03 nos VRF Condensing Unit at heritage bungalow
at No. 2 Pierce Road, Singapore”** by High Commission of India, Singapore 239702
shall remain valid till 19th January 2025. I undertake that I will not withdraw or
modify my bid till 19th January 2025.

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**