



HIGH COMMISSION OF THE REPUBLIC OF SINGAPORE
NEW DELHI

GeBIZ ITT Reference No.: FOR000ETT17300042

18 December 2017

To: All Tenderers

Dear Sir/ Madam

**INVITATION TO TENDER FOR THE COMPREHENSIVE ANNUAL
MAINTENANCE CONTRACT FOR HVAC SYSTEM AT THE
SINGAPORE HIGH COMMISSION IN NEW DELHI**

1. The Singapore High Commission in New Delhi cordially invites interested Tenderers to submit their offer for the above-mentioned subject.
2. The scope and nature of the procurement details are provided in separate Annexes.
3. Relevant Tenderers are required to carry out and complete the requirement in accordance to the Contract. Tenderers shall be deemed to have read this letter and fully understood the contents of the related Annexes, in particular the Conditions of the Contract, and required contract specifications, which constitute the integral components of this invitation, and shall comply with all the terms and conditions specified therein. Interested Tenderers are to collect the relevant documents from the Singapore High Commission.
4. A site show around and briefing will be conducted on **29 December 2017 at 1100 hrs.** Interested Tenderers should contact Mr Suresh Sharma at Tel: +91 9958793230.

5. All Tender offers should be submitted in sealed envelopes and addressed to the following address:

Singapore High Commission
E-6, Chandragupta Marg
Chanakyapuri
New Delhi 110021, India
Attention: Mr Mejar Singh Gill
Counsellor (Admin & Consular)

6. All submissions are to be submitted as per Annex B ('Form of Tender Offer') and shall include, the terms and conditions of Instructions to Tenderers, Tender Conditions of Contract, Requirement Specifications, and all other documents in connection therewith, as per the manner stipulated in the document 'Instructions to Tenderers'. The tender offer as specified in Annex B must be elaborated in details as per tabulation in Annex D. All submissions must reach the abovementioned address no later than **25 January 2018 before 1700 hrs.** Submissions sent to any other email account, or by fax or any other address other than address as indicated above will be disqualified. Any enquiries regarding the specifications may be made to Mr Mejar Singh Gill, Counsellor (Admin & Consular) at Telephone No +91 11 4600 0800 Ext 236 Or Mr Joey Chua at +91 11 4600 0800 Ext 235.
7. The acceptance and award of the Tender will be at the sole discretion of the Singapore High Commission in accordance to the Invitation to Tender. The Singapore High Commission does not bind itself to accept the lowest tender offer, or the whole or part of any tender offer.
8. All costs or expenses relating to preparing the tender offer will be borne by the Tenderers.
9. All information supplied to Tenderers by the Singapore High Commission, either in writing or orally, must be treated in confidence and not disclosed to any third party.
 - a. The Singapore High Commission reserves the right to disqualify any Tenderers if the Tender response is not submitted in a manner consistent with the provisions set out in this letter as well as the requirements listed above and the conditions in the Annexes attached.

10. The tender offers will be evaluated based on the following criteria and weightage assigned:

S/No	Criteria	Weightage Assigned (100%)
a.	Price competitiveness	45%
b.	Compliance with scope and specifications	20%
c.	Relevant experiences	15%
d.	Track record of Company	10%
e.	Management Support Plan	10%

11. The tender should remain valid for acceptance for a minimum period of Ninety (90) days from the closing date of this invitation.



Lim Thuan Kuan
High Commissioner

Encl:

Annex A: Instructions to Tenderers
Annex B: Form of Tenderer's Offer
Annex C: Conditions of Contract
Annex D: Requirement Specifications
Annex E: Non Disclosure Agreement

} These tender documents can
be collected from the
Singapore High Commission