



HIGH COMMISSION OF THE REPUBLIC OF SINGAPORE

**GeBIZ ITT Reference No.: FOR000ETT18300042**

Date: 26 July 2018

**To: All Interested Suppliers**

Dear Sir/Madam,

**INVITATION TO TENDER FOR THE PROCUREMENT OF  
SALOON CAR FOR SINGAPORE HIGH COMMISSION COMPLEX,  
NEW DELHI**

1. The Singapore High Commission in New Delhi cordially invites all suppliers to submit offers for a saloon car that has specifications equivalent to engine capacity displacement not exceeding 3000 CC and related specifications as mentioned in the Annex D.
2. Please note that the car will be registered as an official vehicle of the Singapore High Commission, New Delhi.
3. Suppliers shall be deemed to have read and fully understood the following documents which constitute integral components of this invitation to quote and shall comply with all terms and conditions specified therein:
  - a) Annex "A" - Instructions to Supplier
  - b) Annex "B" - Form of Supplier Offer
  - c) Annex "C" - Conditions of Contract
  - d) Annex "D" - Requirement Specifications

4. Suppliers have the option to submit their own sales terms and conditions, in place of Annex C, Condition of Contract. The bid response should include the following:
  - a. Extended warranty, if any.
  - b. Service packages, if any.
  - c. All optional accessories and add-ons, if any.
5. All quotations should be submitted in sealed envelopes addressed to the following address no later than 5 Sept 2018 by 1700 hrs

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

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.

6. The acceptance and award of the quotation 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 quotation, or the whole or part of any offer.
7. All costs or expenses relating to preparing the quotation will be borne by the vendors.
8. All information supplied to the service providers by the Singapore High Commission, either in writing or orally, must be treated in confidence and not disclosed to any third party.
9. The Singapore High Commission reserves the right to disqualify any vendor if the quotation 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 quotation bids will be evaluated based on the following criteria and weightage assigned:

| S/No | Criteria                       | Weightage Assigned (100%) |
|------|--------------------------------|---------------------------|
| a.   | Price competitiveness          | 55%                       |
| b.   | Compliance with specifications | 25%                       |
| c.   | After Sales Support            | 20%                       |

11. The quotations 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 Suppliers  
Annex B: Form of Supplier's Offer  
Annex C: Conditions of Contract  
Annex D: Requirement Specifications

} These Tender Documents  
can be collected from the  
Singapore High Commission