



HIGH COMMISSION OF THE REPUBLIC OF SINGAPORE
NEW DELHI

Our Reference:

6 October 2015

To: All Tenderers

Dear Sir/ Madam

**INVITATION TO TENDER FOR PROVISION OF FACILITY
MANAGEMENT SERVICES AT THE SINGAPORE HIGH
COMMISSION IN NEW DELHI**

1. The Singapore High Commission in New Delhi cordially invites interested Tenderers to submit the offer for the above-mentioned contract for a period of two years from 1 January 2016 to 31 December 2017 with an option to extend for another year.
2. The scope and nature of this procurement shall include the supply of FMS manpower services, consumables and equipment. Details are provided in separate Annexes.
3. Relevant Tenderers are required to carry out and complete the supply of FMS manpower services 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 parties are to collect the relevant documents from the Singapore High Commission.

4. A site show around and briefing will be conducted on **16 October 2015 at 1500 hrs.** Interested vendors 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'. All submissions must reach the abovementioned address no later than **12 November 2015 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 Khairul 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.

10. 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.
11. 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%

12. 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