

**High Commission of India  
Ottawa**

No. OTT/ADMN/881/04/2021

07<sup>th</sup> April 2022

**TENDER NOTICE**

**Subject: Notice for inviting tenders for supplying and installation of a Credenza with Hutch at High Commission of India, Ottawa, K1M 1C9, Ontario.**

The High Commission of India, Ottawa invites quotations from reputed manufacturers/authorized resellers/vendors/suppliers for supplying and installation of the following items.


These quotations may be submitted in the following format and in a sealed cover super scribed "Tender for supply of Credenza with Hutch" for office use.

Sl. No.	Items	Description	Number required	Amount in C \$ including HST and delivery charges
1.	Credenza with Hutch	<b>Material- Engineered Wood</b> <b><u>Credenza with Hutch:</u></b> Width 72.25 inches, Depth-23.5 Inches and Height-87 inches <b><u>Credenza Desk</u></b> Length: 72.25 inches, Depth 23.5 Inches and Height: 31.50 inches	01	

The amount quoted should be inclusive of all charges including 13% HST. Incomplete bids will not be considered. In case any further clarification regarding this tender, the manufacturers/authorized resellers/vendors/suppliers may contact Mr. Sanjay Kumar, Attaché (A&E) between 10.00 am to 05.00 pm on all working days i.e. Monday to Friday. The bids may be addressed to:

Mr. Prabhat K. Jain  
First Secretary (HOC)  
High Commission of India  
10 Springfield Road  
Ottawa, Ontario-K1M 1C9.

The last date of receipt of bids is 29<sup>th</sup> April 2022 by 1200 hours. Bid opening date will be 02<sup>nd</sup> May at 1100 hours.

  
**(Prabhat K. Jain)**  
**Head of Chancery**  
**High Commission of India, Ottawa**  
**Tel: 613-744-3751**  
**Email: hoc.ottawa@mea.gov.in**

## Terms and Conditions:

1. The vendor is required to supply the items as per specifications mentioned in tender document;
2. The vendor is required to supply and install the furniture at High Commission of India, 10 Springfield Road, Ottawa;
3. Price quotation(s) must be valid for a period of 30 days calendar days from the date of submission;
4. Award of contract shall be made to the lowest quotations, which complies with technical specifications and other terms and conditions;
5. The supply of items shall be made within 2-3 weeks from the award of tender;
6. If items are not supplied within 2-3 weeks from the date of issue of supply order, the High Commission of India, Ottawa reserves the right to levy penalty @ 1% of the contract price per day upto a maximum of 10% of total price for delay beyond the scheduled periods;
7. No advance is permissible. Payment will be made within 15 days of presentation of invoice after successful supply and installation of Credenza with Hutch; and
8. The High Commission of India, Ottawa will not be bound to accept the lowest bid nor to give a reason for rejection of any of the tenders.

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