

**High Commission of India
Ottawa**

No. OTT/744/02/2008-Part-I

22nd April 2022

TENDER NOTICE

Name of the work: Invitation of competitive bids for installation of hardwood flooring on the main staircase from reception to first floor area in the Chancery building at 10 Springfield Road, Ottawa, K1M 1C9, Ontario.

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The High Commission of India, Ottawa invites sealed bids under two bid system from registered firms/companies for installation of hardwood flooring on the main staircase from reception to first floor area at 10 Springfield Road, Ottawa, K1M 1C9.

2. The interested firms should submit the bids in two separate sealed covers, super scribed as "Technical Bid" and "Financial Bid". Both sealed covers should be put in a single enveloped super-scribed as "**Installation of Hardwood Flooring**" and addressed to "Head of Chancery, HCI, 10 Springfield Road, Ottawa". The envelope should then be dropped at the Reception of the High Commission of India, Ottawa at the address given below. Please note that tender documents will not be accepted after the expiry of stipulated date and time for the purpose (13th May 2022, till 1600 hrs) under any circumstances. Interested firms may send their representatives for inspection of the site and ascertain actual scope of work by prior appointment (contact person: Mr. Sanjay Kumar, Attaché (Property), Tel: 613-7443751/52/53) before submitting sealed bids.

**Mr. Prabhat K. Jain
Head of Chancery
High Commission of India
10 Springfield Road
Ottawa, Ontario-K1M 1C9.**

3. The Bids will be opened on May 16, 2022 at 1200 hours by a Committee authorized by the Competent Authority of the High Commission. The financial bids of only those bidders, whose Technical Bids are found acceptable, shall be opened by the Committee authorized for the purpose.



(Prabhat K. Jain)
Head of Chancery
High Commission of India
Ottawa.
Tel: 613-7443751
Email: hoc.ottawa@mea.gov.in

DATES TO REMEMBER

Sl. No.	Events	Date
1.	Notice Inviting Tenders	22.04.2022
2.	Site visit	22.04.2022 to 12.05.2022 (14:30 – 17:30 hrs) excluding weekly off/holidays
3.	Last date of Tender Submission	13.05.2022 – 1600 hrs
4.	Opening of Technical Bids	16.05.2022 - 1200 hrs
5.	Opening of Financial Bids (of only those who qualifies in the minimum eligibility criteria)	16.05.2022 -1600 hrs

SECTION I: INVITATION FOR BIDS

The High Commission of India, Ottawa invites sealed bids from eligible bidders for **installation of hardwood flooring on the main staircase from reception to first floor area at 10 Springfield Road, Ottawa, K1M 1C9, Ontario** as per details below:

- (i) Remove old carpet flooring and install new hardwood flooring on the main staircase from reception to first floor area of the High Commission of India. Please see specification of hardwood flooring sample by visiting this office;
- (ii) Remove old shoe moulding and install new shoe moulding on the main staircase from reception to first floor area;
- (iii) Installation and finish of hardwood flooring as directed by this Office;
- (iv) Move and reinstall furniture/equipment' as necessary;
- (v) Contractor is responsible to provide all items, material, labour, tools, equipment, transportation and incidentals necessary and required for satisfactory, acceptable completion of the contract work or delivery of materials;
- (vi) Contractor shall be responsible for any injury, damage or loss to the property caused directly, in whole or in part, by their employees or agent;
- (vii) The Contractor shall comply with all applicable laws and codes having a bearing on the safety of persons or property and for injury, damage or loss. Contractor is responsible for the means, methods and sequence and all safety aspects of this work;
- (viii) A commercial warranty of hardwood flooring for a period of not less than 03 years. There will be one year warranty for the work. In case of any defect, the contractor will take the corrective action without any cost to this office;
- (ix) The contractor is responsible to take correct and final measurement of the area for installation of hardwood flooring;
- (x) The contractor is responsible for disposal of old carpet flooring and other debris;
- (xi) The work will be completed in 10 working days from the day of award of work. The High Commission of India, Ottawa reserves the right to levy penalty @ 1% of the contract price per day upto 10% of total price for delay beyond the scheduled periods.
- (xii) No advance payment is permissible. 90% payment will be made within 15 days of presentation of invoice after successful completion of the work and 10% payment will be made after 30 days of the completion of work; and
- (xiii) All rubbish is to be removed and disposed of by the Contractor after completion of work.

1. **Contact information:**

Mr. Prabhat K. Jain
Head of Chancery
High Commission of India
10 Springfield Road
Ottawa, Ontario-K1M 1C9
Email: hoc.ottawa@mea.gov.in, admn.ottawa@mea.gov.in

2. **Two bid System:**

The two bid system will be followed for this tender. In this system, bidder must submit his offer in two separate sealed envelopes as explained below:

Envelope No. 1: "Technical Bid" shall contain

- a. Duly filled Technical Bid with proper seal and signature of authorized person on each page of the bid submitted.
- b. A copy of **Certificate of Incorporation**, Partnership Deed / Memorandum and Articles of Association, as applicable.
- c. The bidder must submit plan for carrying out the work.
- d. Please refer to Section III for other document relating to **minimum eligibility criteria** required to be included in the Technical Bid.

Envelope 2: "Financial Bid" shall contain:

Price schedule complete in all respects with proper seal and signature of authorized person. Both the technical bid and financial bid envelopes should be sealed separately and clearly marked as "Envelope no. 1 - Technical Bid" and "Envelope no. 2 - Financial Bid". Both the sealed envelopes should be placed in a third larger envelope clearly mentioning "Technical Bid & Financial Bid" **Installation of Hardwood Flooring** and addressed to "**Head of Chancery**" **High Commission of India, Ottawa, Canada.**

Note 1: Please write tender number on each envelope and seal all the envelopes.

Note 2: Please do not put "Financial Bid" (prices quoted) in the technical bid envelope. If the price quoted is submitted with technical bid, the tender will be rejected.

3. Crucial dates and time

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1.	Notice Inviting Tenders	22.04.2022
2.	Site visit	22.04.2022 to 12.05.2022 (14:30 – 17:30 hrs) excluding weekly off/holidays
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SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

1. Implementation/Timelines

The work to be completed in 10 working days after the award of work.

2. Period of validity of bids:

- a. Bids shall be valid for a minimum 60 days from the date of submission of bids. A bid valid for a shorter period shall stand rejected.
- b. The High Commission of India, Ottawa may ask for the bidder's consent to extend the period of validity. A bidder agreeing to the request for extension will not be permitted to modify his bid.

3. Submission of Bids:

The Bid shall be neatly arranged, plain and intelligible. Each page of the bid should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

4. Deadline for Submission of Bids:

- a. Bids must be submitted before the due date and time at the address specified. In the event of the specified date for the submission of bids being declared a holiday for the High Commission of India, Ottawa, the bid-closing deadline will stand extended to the next working day up to the same time.
- b. The High Commission of India, Ottawa may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified on the website of the High Commission of India, Ottawa.

5. Late Bids:

Any bid received after the deadline for submission of bids, will not be accepted and returned unopened to the bidder.

6. Criteria for Award of Contract/Order:

- a. The High Commission of India, Ottawa shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated financial bid.
- b. The lowest price criteria shall be applied on the total.

SECTION III: MINIMUM ELIGIBILITY CRITERIA

1. The following shall be the minimum eligibility criteria for selection of bidders at technical bid stage of the bidding process:-
 - (a) **Legally Valid Entity:** The Bidder/Bidding Firm shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the relevant Act or a firm having trade license granted by City Corporation to do business in Ottawa. The proof for supporting the legal validity of the Bidder/Bidding Firm shall be attached with the bid.
 - (b) **Experience:** The Bidder shall have experience in undertaking similar nature of projects during last 05 years for Embassies /High Commissions /Government offices/hotel/large business establishments etc. and must have undertaken similar work of value 80% of estimated cost (one work) or 40% of estimated cost (two works).

2. Documents supporting the Minimum Eligibility Criteria:

- (i) As proof of having fully adhered to the minimum eligibility criteria under Section III, 1 (a), attested copies of certificates issued by the respective authority should be attached with the bid documents.
- (ii) As proof of having fully adhered to minimum eligibility criteria at 1(b), attested copies of experience certificates for completed work / ongoing work issued by the Foreign Embassies/High Commissions/ Government offices/hotel/large business establishments. shall be attached with bid document.
- (iii) As proof of having fully adhered to minimum eligibility criteria at 1(c), copy of bid security declaration in the format attached as Annexure-I

SECTION IV: SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Prices:

- a. The price quoted shall be considered firm and no price escalation will be permitted.
- b. All amounts are to be quoted only in Canadian Dollar (C \$).

2. Warranty:

A commercial warranty of _____ hardwood flooring for a period of not less than 03 years. There will be one year warranty for the work. In case of any defect, the contractor will take the corrective action without any cost to the High Commission.

3. Payments:

No advance payment is permissible. 90% payment will be made within 15 days of presentation of invoice after successful completion of the work and 10% payment will be made after 30 days of the completion of work.

4. Penalty for delayed Services:

The High Commission of India, Ottawa reserves the right to levy penalty @ 1% of the contract price per day upto 10% of total price for delay beyond the scheduled periods.