

**High Commission of India**

**Ottawa**

**Tender S.No 05**

**22<sup>nd</sup> July 2022**

**TENDER NOTICE**

**Name of the work: Renovation and remodeling of Consular Reception Hall 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 renovation and remodeling of Consular Reception Hall at 10 Springfield Road, K1M 1C9, Ottawa.

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 superscribed as "Tender No. 05- **Renovation and remodeling of Consular Reception Hall**" addressed to "Head of Chancery" and the envelope should then be dropped at the Reception of the High Commission of India, Ottawa at the address given below:

**Mr. S. L Mallik**  
**Head of Chancery**  
**High Commission of India**  
**10 Springfield Road**  
**Ottawa, Ontario-K1M 1C9.**

3. Please note that tender documents will not be accepted after the expiry of stipulated date and time for the purpose (August 16<sup>th</sup>, 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 (A&E), Tel: 613-7443751/52/53) before submitting sealed bids.

4. The Technical Bids will be opened on August 17<sup>th</sup> 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.



**(S. L. Mallik)**

**Head of Chancery**  
**High Commission of India**  
**Ottawa. Tel: 613-7443751**  
**Email: [hoc.ottawa@mea.gov.in](mailto:hoc.ottawa@mea.gov.in)**

## DATES TO REMEMBER

<b>Sl. No.</b>	<b>Events</b>	<b>Date</b>
<b>1.</b>	Notice Inviting Tenders	<b>26.07.2022</b>
<b>2.</b>	Site visit	<b>26.07.2022 to 15.08.2022 (14:30 – 17:30 hrs) excluding weekly off/holidays</b>
<b>3.</b>	Last date of Tender Submission	<b>16.08.2022 – 1600 hrs</b>
<b>4.</b>	Opening of Technical Bids	<b>17.08.2022 - 1200 hrs</b>
<b>5.</b>	Opening of Financial Bids (of only those who qualifies in the minimum eligibility criteria)	<b>17.08.2022 -1600 hrs</b>

## **SECTION I: INVITATION FOR BIDS**

**1.** The High Commission of India, Ottawa invites sealed bids from eligible bidders for **Renovation and remodeling of Consular Reception Hall at 10 Springfield Road, K1M 1C9, Ottawa, Ontario** as per details below:

- Demolition of damaged structures/infrastructure, removal of damaged flooring and other finish in consular reception hall including bathroom;
- Construction of 2 glass counters with granite base; creation of drawers and shelves in counters, installation of adequate pot light on counter; installation of wooden door with glass window as per design attached; installation of ceramic flooring; installation of automated dual-way counter window communication system; creation of wooden desk in the wall for computer, proper space of computer fittings, and installation of new fitting in attached bathroom;
- To obtain all necessary permits from local government for carrying out the work as per codes prescribed;
- Provide all plumbing and electrical required for project;
- Disconnect and re-work existing plumbing and wiring as required;
- Install new baseboard heating provision;
- Install all bathroom floor tiles as selected by this office, grout all new tiles and caulk junctions as required;
- Garbage and leftover material to be removed from the House by the Contractor;
- Consular Reception Hall area should be in same clean condition after renovation work is completed.
- All material, labour, tools and any other requirements in connection with the Renovation and remodeling of Consular Reception Hall to be provided by the contractor.

**2. Contact information:**

**Mr. S. L. Mallik**  
**Head of Chancery**  
**High Commission of India**  
**10 Springfield Road**  
**Ottawa, Ontario-K1M 1C9**  
**Email: [hoc.ottawa@mea.gov.in](mailto:hoc.ottawa@mea.gov.in), [admn.ottawa@mea.gov.in](mailto:admn.ottawa@mea.gov.in)**

**3. 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" **Renovation and remodeling of Consular Reception Hall** 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.**

#### 4. **Crucial dates and time**

<b>SI. No.</b>	<b>Events</b>	<b>Date</b>
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## **SECTION II: INSTRUCTIONS TO BIDDERS (ITB)**

### 1. **Implementation/Timelines**

The work to be completed in 30 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 inadvertently 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.

c. The Performance Guarantee of five percent (5%) of the Accepted Contract Amount in the form of Bank Guarantee shall be submitted. The Performance Guarantee shall remain valid for a period of 60 days beyond the date of the completion of all contractual obligations of the supplier under the contract and discharged after completion of work.

**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 projects 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 60% of estimated cost (two works) or 40% of estimated cost (three works).

(c) **Bid Security Declaration** - Contractor will submit a declaration that if they withdraw or modify their bids during the period of validity of tender or if they are awarded the contract and they fail to sign the contract, they will be suspended for 5 years from being eligible to submit bids for a contract with the High Commission of India, Ottawa in the format attached as Annexure-I.

## **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:**

There will be three year warranty period for the quality of work. In case of any defect, the contractor will take the corrective action without any cost to the High Commission.

**3. Payments:**

Linked to the completion of work; No advance payment; Security deposit of 10 % of contract value shall be retained – 10 % will be released after 06 months from the date of completion of work to cover the defect liability period.

90% payment against successful completion of work within 15 days of presentation of invoice after the work is finished.

**4. Penalty for delayed Services:**

a. The High Commission of India, Ottawa reserves the right to levy penalty @ 0.5% of the contract price per day upto 10% of total price for delay beyond the scheduled periods.

b. The High Commission of India, Ottawa reserves the right to cancel the order in case the delay is more than 08 weeks.



**Bid Securing Declaration Form**

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

**To: High Commission of India, Ottawa**

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of five year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

In the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder) Dated

on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal