

**High Commission of India
Ottawa**

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

14th October 2021

TENDER NOTICE

Name of the work: Invitation of competitive bids for renovation of reception 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 renovation of reception area at 10 Springfield Road, Ottawa, K1M 1C9.

2. The interested firms should submit the bids in two separate sealed covers, superscribed as "Technical Bid" and "Financial Bid". Both sealed covers should be put in a single enveloped superscribed as "**No. OTT/744/02/2008-Part-I Renovation of Reception Area in the High Commission of India**" 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 (08th November 2021, 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 Technical Bids will be opened on November 09 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	15.10.2021
2.	Site visit	15.10.2021 to 08.11.2021 (14:30 - 17:30 hrs) excluding weekly off/ holidays
3.	Last date of Tender Submission	08.11.2021 - 1600 hrs
4.	Opening of Technical Bids	09.11.2021 - 1200 hrs
5.	Opening of Financial Bids (of only those who qualifies in the minimum eligibility criteria)	09.11.2021 -1600 hrs

SECTION I: INVITATION FOR BIDS

The High Commission of India, Ottawa invites sealed bids from eligible bidders for **renovation of Reception Area in the Chancery building at 10 Springfield Road, Ottawa, K1M 1C9, Ontario** as per details below:

- 1.** Remove and dispose off soft partition walls in order to enlarge the reception area;
- 2.** Conversion of entrance room into reception office by making the minor changes like creation of two glass window counters, construction of counter by using the existing granite counter, veneer clear-coating capping around the glass window counters, wooden paneling in the front of the counter, installation of appropriate number of pot lights and electrical work;
- 3.** Removal of damaged ceramic tiles from entrance-cum-library hall and removal of wooden and carpet flooring from the soft partition spaces;
- 4.** Supply and installation of new ceramic tiles in the complete area of the reception;
- 5.** Removal of damaged ceiling tiles, supply, re-framing and re-installation of ceiling tiles;
- 6.** Shifting of fire alarm from outer wall of entrance room to the appropriate location;
- 7.** Full interior painting including doors and windows of the reception area including reception office after renovation;
- 8.** Furniture and other items to be removed and re-installed by the contractor;
- 9.** Removal of temporary wooden partitions from the storage room in the basement.
- 10.** All electrical/plumbing works related to the project;
- 11.** Supply all material and labor for carrying out the work mentioned above;
- 12.** Contractor to obtain necessary City of Ottawa permits for carrying out the work, if required;
- 13.** All civil/electrical work relating to renovation of reception area;
- 14.** The work will be completed in 30 working days. There will be a penalty of 0.5% of contract value for per day of delay attributable to the contractor;
- 15.** 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 45 days of the completion of work; and
- 16.** All rubbish is to be removed and discarded by the Contractor after completion of work.

17. 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

18. 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 of Reception Area in the High Commission of India** 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.

19. Crucial dates and time

Sl. No.	Events	Date
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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 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 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 50% 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 painting 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