

**High Commission of India
Ottawa**

No. OTT/744/02/2008-I

21st June 2021

TENDER NOTICE

Name of the work: Supply and installation of internet switches at 10 Springfield Road, Ottawa, K1M 1C9, Ontario.

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The High Commission of India, Ottawa invites sealed bids from registered and reputed IT firms/companies for supply and installation of internet switches and running cables at 10 Springfield Road, Ottawa, K1M 1C9.

2. 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 bids. The bids may be sent in sealed envelopes clearly mentioning on the envelope – “Bid for supply and installation of internet switches and running cables”. The bid may be addressed to:

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

3. Last date of receipt of bids is 08th July 2021 by 1200 hrs. Bid opening date will be 09th July 2021 at 1100 hours.

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

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SCOPE OF WORK

- (i) To supply & install an eight (08) port Ethernet switch in five apartments of the building of the High Commission of India;
- (ii) To provide new networking equipment and appurtenances for a complete installation for internet system in the five apartments;
- (iii) Install CAT 5E cable from main internet switchboard to five apartments;
- (iv) Run additional short cables within the apartments for connection in each room;
- (v) Terminate new fibre-optic cables and extend networking cabling as required for implementation and label all-jacks;
- (vi) Retain the equipment with the existing configuration;
- (vii) The work will be completed in 15 working days from the date of award of work. There will be a penalty of 1% of contract value for per day of delay attributable to the contractor;
- (viii) There will be one year warranty for the quality of material and work. In case of any defect, the contractor will take the corrective action without any cost to this office;
- (ix) 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
- (xii) All rubbish is to be removed and discarded by the Contractor after completion of work.

Conditions:

1. The period of completion for the whole of the work is 15 working days from the date of award of work.
2. 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.
3. 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.
4. **Eligibility of contractor-** Contractors should have good experience in IT field and will attached a copy of registration certificate & license for the services.