

**High Commission of India  
Ottawa**

No. OTT/PROP/744/2/2008-Part-I

22<sup>nd</sup> June 2021

**TENDER NOTICE**

**Name of the work: Installation and relocation of telephone/intercom lines 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 firms/companies for installation and relocation of telephone/intercom 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 installation and relocation of telephone/intercom lines”. 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 08<sup>th</sup> July 2021 by 1200 hrs. Bid opening date will be 09<sup>th</sup> 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](mailto:hoc.ottawa@mea.gov.in)**

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**SCOPE OF WORK**

- (i) Provision of 2 telephone and 5 intercom lines need to be relocated to apartment No. 402 from the ground floor of the building of High Commission of India;
- (ii) Provision of 1 telephone and 3 intercom lines need to be relocated to apartment No. 403 from the ground floor of the building of High Commission of India;
- (iii) Provision of 1 telephone and 1 intercom line need to be relocated to apartment No. 502 from the first floor of the building of High Commission of India. Also, to install 2 new intercom lines;
- (iv) To install 2 new intercom lines in apartment No. 503;
- (v) Provision of 1 telephone and 3 intercom lines need to be relocated to apartment No. 504 from the first floor of the building of High Commission of India;
- (vi) The work includes supply, installation, wiring, testing & commissioning of all relocated and newly installed intercom/telephone lines;
- (vii) The work is to be done using switch board cables of different sizes for providing intercom/telephone connections as per requirement;
- (viii) After commissioning & fully stabilization of intercom/telephone lines, abandoned wirings are to be dismantled and removed;
- (ix) It is the responsibility of contractor to upgrade the EPABX system for new lines by adding the additional cards. New lines will be connected to the existing system. No lines shall not be a combination of independent systems interconnected through tie lines;
- (x) PVC socket boards fitted with RJ-11 sockets are to be fixed at various nominated locations of the respective apartment. Location will be decided by the High Commission of India and the details will be given to the contractor at the time of the starting of wiring;
- (xi) The materials used by the contractor shall be of good quality and work should be neat and clean and nicely executed;
- (xii) The work will be completed in 15 working days. There will be a penalty of 1% of contract value for per day of delay attributable to the contractor;
- (xiii) 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;
- (xiv) 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 the relevant field of work and will attached a copy of registration certificate & license for the services.