

**High Commission of India
Ottawa**

No. OTT/Prop/861/1/2023

08th December 2023

TENDER NOTICE

Subject: Notice for inviting tenders for repair and maintenance work associated with removal of mould from the basement walls in the house located at 1698 Amberdale Crescent, Ottawa, K1H 7B3.

The High Commission of India, Ottawa invites bids under two bid system from registered firms/companies for repair and maintenance work associated with removal of mould from the basement walls in the house located at 1698 Amberdale Crescent, Ottawa K1H 7B3.

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 envelope superscribed as "**Repair & Maintenance Work at 1698 Amberdale Crescent**" 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 (January 02, 2024, till 16:00 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.

**Mr. Chinmoy Naik
Deputy High Commissioner
High Commission of India
10 Springfield Road
Ottawa, Ontario-K1M 1C9.**

3. The Technical Bids will be opened on January 03, 2024 at 11:00 hrs 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.



(Chinmoy Naik)

Deputy High Commissioner

Tel: 613-7443751

Email: hoc.ottawa@mea.gov.in

DATES TO REMEMBER

Sl. No.	Events	Date
1.	Notice Inviting Tenders	12.12.2023
2.	Site visit	12.12.2023 to 01.01.2024 (14:30 – 17:30 hrs) excluding weekly off/holidays
3.	Last date of Tender Submission	02.01.2024 – 1600 hrs
4.	Opening of Technical Bids	03.01.2024 - 1100 hrs
5.	Opening of Financial Bids (of only those who qualifies minimum eligibility criteria)	03.01.2024-1600 hrs

SECTION I: INVITATION FOR BIDS

1. The High Commission of India, Ottawa invites sealed bids from eligible bidders for repair and maintenance work associated with removal of mould from the basement walls in the house located at 1698 Amberdale Crescent, Ottawa K1H 7B3 during May or June 2024 as per details below:

Exterior Work

- a) The contractor will excavate the exterior alongside walls where water penetration issues have been detected and cracks have been found, extending all the way to the foundation;
- b) The Contractor will remove and secure all three window wells where water is seeping through;
- c) Drainage system: Install and secure both vertical and horizontal weeping tiles, ensuring proper protection for the window well weeping tile. This includes replacing any damaged tiles and applying necessary repair/maintenance as per standard procedures;
- d) Chemical cleaning: Pressure washing of concrete wall below grade and necessary treatment as per standard procedures;
- e) Crack Repairing: Apply material to all visible vertical and horizontal cracks in the foundation wall in accordance with standard procedures;
- f) Waterproofing: The contractor will apply waterproofing, install a protective layer and use an adiabatic system to safeguard the walls from frost;
- g) Reinstall window wells and seal the joints with a waterproof sealer to prevent water from penetrating the basement walls; and
- h) The contractor will be responsible to address any additional task necessary to prevent water infiltration through the basement walls and exterior windows.

Interior Work

- i) To remove and dispose of laminate flooring, drywall, insulation and tar paper in the basement. Repairing all types of cracks in the wall using suitable material according to standard procedure;
- j) To apply anti-mold treatment throughout the entire basement, install studs, electrical fittings, affix tar paper to frost walls, add insulation, implement a vapor barrier, install drywall, laydown vinyl flooring, plaster and painting of the drywall. The vinyl flooring color and design will be provided by this Office;

- k) The Contractor will carry out all tasks related to removing old fittings and material from drywall such insulation, tar per etc. and flooring and then installing new drywall and vinyl flooring as per standard procedure;
- l) All work will be consistent with standard procedure. The contractor shall be responsible for the integrity of materials. Materials provided for installation on the projects shall be new, unaltered as provided by the vendor;
- m) For any damages caused to the existing structure while carrying out the awarded work, the contractor will be responsible for restoring the site to preconstruction conditions following the installation of awarded work;
- n) All work performed on the project shall comply with all applicable codes and regulations; and
- o) Clean up and take away all debris to a dump site.

2. Contact information:

Mr. Chinmoy Naik
Deputy High Commissioner
High Commission of India
10 Springfield Road
Ottawa, Ontario-K1M 1C9
Email: hoc.ottawa@mea.gov.in, 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/her 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 (BOQ) 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 "**Repair & Maintenance Work at 1698 Amberdale Crescent**" 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

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SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

1. Implementation/Timelines

The work to be completed in 30 working days. The work will be carried out during May or June 2024.

2. Period of validity of bids:

- a. Bids shall be valid for a minimum 180 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.

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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 above. 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 by the contractor. 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 will be and discharged 60 days of satisfactory completion of work.

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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) during the last 3 years.
 - (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 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 (on Company letterhead)

SECTION IV: SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Prices:

- a. Price quoted by the Contractor and agreed to by HCI, Ottawa shall be considered final, and no price escalation will be permitted thereafter.
- b. All amounts are to be quoted only in Canadian Dollar (C \$).
- c. HST and other taxes should be included in the bids.

2. Warranty:

There will be five year warranty on material and three year warranty period for workmanship. 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; 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.

5. Force Majeure:

High Commission of India, Ottawa may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of nature (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at selected Bidder's premises. If a Force Majeure situation arises, the contractor shall promptly notify the authority in writing of such conditions and the cause thereof. Unless otherwise directed by the High Commission in writing, the contractor shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means not provided by the Force Majeure event.

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6. **Others:**

1. Interpretation of the clauses in the Tender Document/Contract Document. In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender Document, HCI, Ottawa's interpretation of the clauses shall be final and binding on all parties.
2. The successful bidder, on award of contract, must send the contract/acceptance in writing, within 7 days of award of contract; otherwise, the Contract will be awarded to the next successful bidder i.e. L-2.
3. The Contractor shall be responsible for work safety to his employees as per local laws. Besides, workmen compensation policy shall be taken for all workers/labourers by the Contractor at his cost. The High Commission of India shall be kept immune from any mis-happening at site. The Contractor shall take any insurance, if required, at its own.
4. The tender document can be downloaded from the following websites:
<https://www.hciottawa.gov.in> or <http://eprocure.gov.in/cppp>

Bidders are requested to go through the terms & conditions contained in the bid document.

5. Please note that any corrigendum/addendum in the above tender document, if required, will be hosted/published on the website of the High Commission of India, Ottawa, as given above.
6. While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
7. Any bid received by the High Commission after the deadline for submission of bids will be rejected and not be considered and may be returned unopened to the bidder.
8. Bids shall be valid for 180 days from the date of submission of bids. A bid valid for a shorter period shall stand rejected. HCI, Ottawa may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only.
9. High Commission of India, Ottawa reserves the right to accept any tender, reject any tender without assigning any reasons and accept tenders for all or anyone or more of the articles for which the bidder has submitted bid. The Mission reserves the right to exclude any of the jobs from the work during tendering process. The Contractor will be decided on basis of items/jobs agreed, to be proposed, to be carried out by the Contractor.

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11. If any dispute, difference or question at any time arises between the High Commission and the Contractor, the decision of Head of Mission of the High Commission shall be final.
12. Prior to the expiration of the period of bid validity, High Commission will issue letter of Intent by email to the successful bidder that it is proposed to accept his bid. Upon the receipt of acceptance letter from successful bidders, the letter of award of work will be issued and Contract will be signed by the High Commission. The successful bidder, on award of contract, must send the contract/acceptance in writing, within 7 days of award of contract; otherwise, the Contract will be awarded to the other bidder.
13. No variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties i.e. authorized representative of the selected contractor and the High Commission of India. Ottawa.
14. The contractor shall not further sub-contract, the whole or any part of the contract to a third party.
15. The Contractor shall be responsible for coordinating with concerned local authorities and compliance of all local laws & rules in carrying out the contracted work.
16. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied by other requirements, stipulated in the tender documents are liable to be rejected. Bidders have to submit the Bid Securing Declaration *as per Annexure I*.
17. The Mission reserves the right to amend any of the terms and conditions contained in the Tender Document or reject any or all applications/offers without giving any notice or assigning any reason thereof. The decision of the High Commission of India in this regard will be final and binding upon the bidders.

Bid Securing Declaration Form

Bid Securing Declaration (on Company Letterhead)

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 refuse 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 on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal