

**High Commission of India
Ottawa**

No. OTT/ADMN/881/01/2022

10th August 2022

TENDER NOTICE

**Name of the work: Invitation of competitive bids for painting and wainscoting work
in the High Commission of India 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 painting and wainscoting work in the High Commission of India at 10 Springfield Road, Ottawa, K1M 1C9.

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 super-scribed as "**No. OTT/ADMN/881/01/2022- Painting & Wainscoting Work 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 (31st August 2022, 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.

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

3. The Bids will be opened on 01st September 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	11.08.2022
2.	Site visit	11.08.2022 to 30.08.2022 (14:30 – 17:30 hrs) excluding weekly off/holidays
3.	Last date of Tender Submission	31.08.2022 – 1600 hrs
4.	Opening of Technical Bids	01.09.2022 - 1200 hrs
5.	Opening of Financial Bids (of only those who qualifies in the minimum eligibility criteria)	01.09.2022 -1600 hrs

SECTION I: INVITATION FOR BIDS

The High Commission of India, Ottawa invites sealed bids from eligible bidders for **Painting & Wainscoting Work in the High Commission of India at 10 Springfield Road, Ottawa, K1M 1C9, Ontario** as per details below:

- Full Interior painting (02nd Floor excluding room of High Commissioner and Deputy High Commissioner and Conference Hall)- Walls and ceilings, doors & door frames, baseboards, staircases and spindles, mouldings and trims;
- Full painting of the staircases in the five storey building from basement to top floor and corridors of each and every floors- Wall and ceilings, doors & door frames, baseboards, staircases and spindles, mouldings and trims;
- Scrape, sandpaper and plaster/mud surface repair cracks in the walls and ceilings;
- Wainscoting in the main reception area passage;
- All ceiling and walls to be painted in white colour;
- All door & door frames, baseboards, staircase railings and spindles, mouldings, trims;
- Furniture, art and heavy items to be moved and re-installed by the contractor;
- Iron nails etc.to be fixed back where existing and required;
- Garbage and leftover material to be removed from the building by the contractor;
- The building should be in same clean condition after painting and wainscoting work is completed. Contractor should ensure, at his own cost, that there are no paint marks on window panes, floors, carpets, furniture items etc.;
- All material, labour, tool and any other requirements in connection with the painting to be provided by the contractor.

1. **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

2. **Two bid System:**

The two bid system will be followed for this tender. In this system, bidder must submit their 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" **Painting & Wainscoting Work 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.

3. 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 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:

4. Deadline for Submission of Bids:

- a. Bids must be submitted before the stipulated time on the last day of submission 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.

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.

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;– 10 % amount of contract value will be released after 45 days 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.