

**High Commission of India
Ottawa**

No. OTT/ADMN/881/04/2021

31st January 2022

TENDER NOTICE

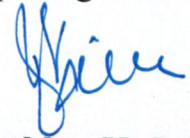
Subject: Notice for inviting tenders for supplying and installation of a boardroom table at High Commission of India, Ottawa, K1M 1C9, Ontario.

The High Commission of India, Ottawa invites quotations from reputed firms for the supplying and installation of a boardroom table at High Commission of India, Ottawa, K1M 1C9, Ontario.

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: 613-744-3751/52/53) before submitting bids. The bids may be sent in sealed envelopes clearly mentioning on the envelope – ‘Bids for supplying and installation a Board’. The bids may be addressed to:

Mr. Prabhat K. Jain
First Secretary (HOC)
High Commission of India
10 Springfield Road
Ottawa, Ontario-K1M 1C9.

Last date of receipt of bids is 22nd February 2022 by 1200 hrs. Bid opening date will be 23rd February 2022 at 1100hrs.



**(Prabhat K. Jain)
Head of Chancery
High Commission of India, Ottawa
Tel: 613-744-3751
Email: hoc.ottawa@mea.gov.in**

**High Commission of India
Ottawa**

SCOPE OF WORK

1. To supply a boardroom table (Size 84" x 240" (07 feet x 20 feet), and 29"-30" to top of table in 05 pieces (all must lock together and come apart easily);
2. Colour: White Oak stained dark brown mahogany;
3. Hard Satin finish/metal legs black;
4. Proposal should include cost, delivery and installation charges;
5. A sample photograph of legs of the table is attached;
6. There will be 05 year warranty for the quality of boardroom table material. In case of any defect, the contractor will take the corrective action without any cost to this office;
7. The contractor will supply the table in 30 working days. There will be a penalty of 1% of contract value for per day of delay attributable to the contractor; and
8. No advance payment is permissible. 90% payment will be made within 15 days of presentation of invoice after successful supply and installation of boardroom table and the remaining 10% payment will be made after 45 days from the date of supply of boardroom table.

Conditions:

1. There will be 05 year warranty for the quality of boardroom table material. In case of any defect, the contractor will take the corrective action without any cost to this office; and
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.

