

High Commission of India  
Ottawa

No. OTT/ADMN/881/04/2021

30<sup>th</sup> May 2022

**TENDER NOTICE**

**Subject: Notice for inviting tender for supplying of 21 Window Air Conditioning Unit at High Commission of India, Ottawa, K1M 1C9, Ontario.**

The High Commission of India, Ottawa invites quotations from reputed firms for the supplying of 21 Window Air Conditioning Units 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 of 21 Window Air Conditioning Units**”. 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 06<sup>th</sup> June 2022 by 1200 hrs. Bid opening date will be 07<sup>th</sup> June 2022 at 1100hrs.

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

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Ottawa**

**SCOPE OF WORK**

1. To supply 21 Window Air Conditioning Unit as per details below:  
  
12000 BTU Air Conditioning Units - 07  
8000 BTU Air Conditioning Units - 03  
5000 BTU Air Conditioning Units - 11
2. The branded such as Danby, LG, GE, Sumsung etc will be considered;
3. Proposal should include cost and delivery charges separately for each brand and BTU power;
4. There will be 01 year warranty for the product. In case of any defect, the supplier will take the corrective action without any cost to this office; and
5. The contractor will supply the air conditioning units in 10 working days. There will be a penalty of 1% of the order value for per day of delay attributable to the supplier.

**Conditions:**

1. 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.

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