

**High Commission of India  
Ottawa**

**Tender S.No. 2**

**19 February 2018**

**Sub: Notice for inviting tenders for supplying and installing of an all weather Security Cabin(8 ft x 6 ft) at the High Commission of India.**

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The High Commission of India, Ottawa invites bids on lump-sum/ turn key basis from reputed firms for supplying and installing of **an all-weather Security Cabin(8 ft x 6 ft)** at High Commission of India Ottawa office building at 10 Springfield Road, Ottawa, Ontario, K1M 1C9.

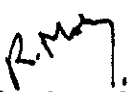
2. Interested firms may send their representatives for inspection of the site and ascertain actual scope of work by prior appointment (contact person: Mrs. Anupama Deolal, Attache(Property), Tel: 613-7443751/52/53) before submitting bids. The bids may be sent in sealed envelopes clearly mentioning on the envelope – Tender S.No.2 and **Quotation for Security Cabin for High Commission of India Ottawa**. The quotations may be addressed to:

Mr. Rakesh Mohan  
Head of Chancery  
High Commission of India  
10 Springfield Road  
Ottawa, Ontario-K1M 1C9.

3. Firms should provide details of experience in the field of work, and a list of similar works done by them in the last two years.

4. Last date of receipt of bids will be 12 March 2018 at 1200 hrs.

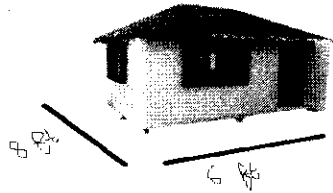
Bid opening date will be 15 March, 2018.

  
(Rakesh Mohan)  
Head of Chancery  
High Commission of India  
Ottawa.  
Tel: 613-7443751  
Email: hoc.ottawa@mea.gov.in

**High Commission of India  
Ottawa**

**SCOPE OF WORK & ELIGIBILITY CRITERIA**

- (i) To supply and install an all-weather Security Cabin near the entrance of the Chancery.



- (ii) The size of the cabin should be 8 ft x 6 ft.
- (iii) Thermal glass windows at two sides only and one door as per the sample picture.
- (iv) Inside the cabin, two plastic laminated counters to be mounted near the two glass windows.
- (v) The outer colour of the cabin should match with the building of the Chancery.
- (vi) Install outside light
- (vii) Install clear anodized aluminium door fully glazed with safety glass with push bar/ pull handle, door closer and deadbolt lock
- (viii) Electrical outlets to be provided with switches
- (ix) Two LED panels for lighting

**Conditions:**

1. The company/firm shall provide the details of work involved, techniques/ methodology and products (make/ model) to be used, if any.

2. Commencement of the work shall be effected within 7 working days from the date of issue of letter of award of tender.
3. The period of completion for the whole of the work is 15 working days calculated from the day of letter of award of tender.
4. The defect notification and rectification period shall be 365 days.
5. 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.
6. The High Commission will always have the right to accept or reject any pre-approved subcontractors even after formal award of contract and / or commencement of work with or without cause.
7. If, at any time during the period of contract, it is observed by the High Commission or its authorised representative, that the services rendered by the company are not to the satisfaction of the High Commission or any terms of the contract are violated, the High Commission reserves the right to terminate the contract without any notice.
8. No advance payment is permissible. Full payment will be made within 15 days of presentation of invoice after successful completion of the work.
9. Letter of guarantee for work for a period of one year is required.
10. Tenderer must obtain all relevant permissions from the relevant authorities concerning all details and costs and shall allow for same in their Bids.
11. Eligibility of contractor- Contractors should have good experience in relevant field of work and submit recent list of jobs done with specified names of clients.
12. The bid shall be submitted in a Sealed Cover before 1200 hrs on 12 March 2018.