

**High Commission of India  
Ottawa**

No. OTT/ADMN/881/04/2021

10<sup>th</sup> March 2022

**TENDER NOTICE**

**Subject: Notice for inviting tenders for supply of Office Chairs at High Commission of India, Ottawa, K1M 1C9, Ontario.**

The High Commission of India, Ottawa invites quotations from reputed manufacturers/authorized resellers/vendors/suppliers for supply of the following items.

These quotations may be submitted in the following format and in a sealed cover super scribed "Tender for supply of Chairs" for office use.

<b>Sl. No.</b>	<b>Items</b>	<b>Description</b>	<b>Number required</b>	<b>Amount in C \$ including HST and delivery charges</b>
1.	Conference Chair	<b>Leather Chair</b> <b>Colour- Black</b> <b>Dimensions::</b> 23 1/2 x 24 3/4 x 38 3/4" (W x D x H) Height (Floor to Top of Armrests) Highest Position: 28 7/8" Features: Adjustments, Upright tilt lock, Standard Tilt <b>Frame:</b> Chrome plated steel arms and base	23	
2.	Stackable Chairs	<b>Fabric Stackable Chairs</b> <b>Colour-Black</b> <b>Dimensions:</b> 20 1/2 x 21 1/4 x 32 1/2" (W x D x H) <b>Frame:</b> Steel	99	

Contd..2..

The amount quoted should be inclusive of all charges including 13% HST. Incomplete bids will not be considered. In case any further clarification regarding this tender, the manufacturers/authorized resellers/vendors/suppliers may contact Mr. Sanjay Kumar, Attaché (A&E) between 10.00 am to 05.00 pm on all working days i.e. Monday to Friday. The bids may be addressed to:

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

The last date of receipt of bids is 31<sup>st</sup> March 2022 by 1200 hours. Bid opening date will be 01<sup>st</sup> April at 1100 hours.



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

## Terms and Conditions:

1. The vendor is required to supply the items as per specifications mentioned in tender document;
2. The vendor is required to supply and install the furniture at High Commission of India, 10 Springfield Road, Ottawa;
3. Price quotation(s) must be valid for a period of 30 days calendar days from the date of submission;
4. Award of contract shall be made to the lowest quotations, which complies with technical specifications and other terms and conditions;
5. The supply of items shall be made within 15 days from the award of tender;
6. If items are not supplied within 15 days from the date of issue of supply order, the High Commission of India, Ottawa reserves the right to levy penalty @ 1% of the contract price per day upto 10% of total price for delay beyond the scheduled periods;
7. No advance is permissible. Payment will be made within 15 days of presentation of invoice after successful supply and installation of chairs; and
8. 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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