



**CONSULATE GENERAL OF THE
UNITED STATES OF AMERICA**

220 Anna Salai, Gemini Circle, Chennai – 600 006

December 19, 2018

To: Prospective Quoters

SUBJECT: Request for Quotation Number 191N6019Q0003

Enclosed is a Request for Quotation (RFQ) to provide “**MSG – Renovation/Modification of Consulate Office Building**”, located at **No. 220 Anna Salai, Gemini Circle, Chennai 600 006** in accordance with the scope of works set forth herein. If you are interested, please follow the instructions in the solicitation before submitting quote.

The Consulate intends to conduct a Site Visit [Mandatory] on Monday, January 7, 2019 by 03:00 pm at the following address:

1. **American Consulate General - No. 220 Anna Salai, Gemini Circle, Chennai 600 006.**

Please refer to below documents attached herewith for detailed Scope of Work:

1. **MSG Office Space – 1st Floor**
2. **MSG Office Space – 2nd Floor**
3. **A-01: Site Plan**
4. **A-02: Existing Layout Plan**
5. **A-03: Demolition Plan**
6. **A-04: Proposed Partition Wall**
7. **A-05: Proposed Furniture and Equipment Layout Plan**
8. **A-06: Proposed HVAC and False Ceiling Plan**
9. **A-06(a): Fire Detectors Location**
10. **A-07: Proposed Lighting Layout Plan**
11. **Annexure –II: Equipment Hanger Shelves**
12. **Annexure-III: Lockers Specification**
13. **Procedure for Strengthening 21-3-08**
14. **Structural Retrofit Design Drawing**

Please submit your names to ChennaiProcurementFSNS@state.gov for building permit by **Thursday, January 03, 2019 before COB in writing**. All visitors must have original Government issued Photo ID to facilitate entry into the building. Please Note: Parking facility is not allowed inside the Consulate.

BRUCE W. SULLIVAN
Vice Consul

For any technical queries kindly e-mail Contracting Officer Mr. Bruce Sullivan at SullivanBW@state.gov with cc to Ms. Malathy Ravi at RaviM2@state.gov by 1500 hrs on Wednesday, January 09, 2019. The answer to the queries will be shared with all prospective bidders. Any query received after January 09, 2019 will not be entertained.

Your quotation must be submitted electronically (via email) no later than 1500 hours local time by Wednesday, January 23, 2019 to Contracting Officer e-mail at SullivanBW@state.gov with cc to RaviM2@state.gov with subject line “**191N6019Q0003 – MSG – Renovation / Modification of Consulate Office Building**”. Please do not submit your quotations via courier. Please submit signed and dated offers to the office/e- mail ID specified in this solicitation. Quote submitted at any other email id and after the due date and time given, shall not be considered.

- **Kindly read Scope of Work and other related attachments closely**, before submitting quote. Provide breakup for each line item separately.
- Goods & Service Tax (GST): Applicable for vendors operating within India. Pl’s note that the GST unique identification number (UIN) for Consulate Chennai is **UIN: 3317USA00002UNE**.
- Kindly prepare your quotations clearly giving break-up of GST.
- **Please note that the Government shall reject proposal that do not contain the above information or are otherwise incomplete.**

NOTE: IT IS MANDATORY TO REGISTER IN SAM FOR ORDERS VALUE OVER \$30,000

KINDLY VISIT WWW.SAM.GOV TO REGISTER YOUR COMPANY. THERE IS NO COST TO REGISTER IN SAM. SEE ATTACHED QUICK START GUIDE / STEP BY STEP PROCESS FOR NEW REGISTRATION. ORDERS WILL BE ISSUED ONLY IF YOU HAVE THE REGISTRATION. KINDLY START THE PROCESS NOW.

System for Award Management. The offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance and through final payment of any contract resulting from this solicitation. **If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.** Offerors may obtain information on registration and annual confirmation requirements via the SAM database accessed through <https://www.acquisition.gov>

- **Evaluation Factors:**

- Award will be made to the lowest priced, technically acceptable, responsible bided offer.
- Record of satisfactory past performance.
- The Government reserves the right to reject proposals that are unreasonably low or high in price.
- Offer acceptability will be determined by assessing the bidder's compliance with the terms of the RFQ. The offeror must properly complete and submit all sections of the solicitation. Proposals which do not comply with the RFQ may be rejected on that basis.
- The Government will determine bidder responsibility by analyzing whether the apparent successful bidder complies with the requirements of FAR 9.1, including:
 - adequate financial resources or the ability to obtain them;
 - ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
 - satisfactory record of integrity and business ethics;
 - necessary organization, experience, and skills or the ability to obtain them;
 - necessary equipment and facilities or the ability to obtain them; and
 - be otherwise qualified and eligible to receive an award under applicable laws and regulations.

➤ **Vendor must have service support availability in Chennai, India [Mandatory].**

➤ **Overseas vendors indent to participate in this bid must provide documents in support of their claim of available service support, with past performance details in Chennai. Failure of submission will result in decline of Quote.**

- **Terms and Conditions:**

- If your proposal/ offer are accepted, American Consulate, Chennai will issue a U.S. Government firm and fixed price Purchase Order.
- Award will be made to the lowest priced, technically acceptable, best offer.
- Consulate reserve the right to cancel the Purchase Order at any given time, if the work is not executed to the satisfactory level.
- American Consulate does not make any advance payment.
- **Payment Terms:** Part/Payment shall be made thru EFT (electronic fund transfer) to Vendors Current Account, within Net 30 days of completion of service and submission of proper original Tax Invoice at American Consulate, Chennai, India.

Important: The American Consulate reserves the right to reject any or all offers, and to delete any portion/or items of the solicitation. **Once the Purchase Order is awarded, the price shall hold good until the service is completed,** which may take more than 6 months.

Name of the Offeror _____

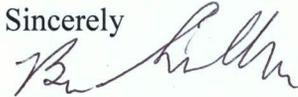
Signature _____ Dated _____

Telephone # _____

Fax # _____

Email Id: _____

Sincerely



Bruce W. Sullivan
Contracting Officer