



CONSULATE GENERAL OF THE
UNITED STATES OF AMERICA

220 Anna Salai, Gemini Circle, Chennai – 600 006

April 08, 2019

To: Prospective Quoters

SUBJECT: Request for Quotation for Solicitation # **191N6019Q0005**

Enclosed is a Request for Quotation (RFQ) to provide **“Auditorium Foyer / Break room renovation work at 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 Thursday, April 11, 2019 by 03:00 pm at following address:

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

Please submit your names to ChennaiProcurementFSNS@state.gov for building permit **by Tuesday, April 09, 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 available inside the Consulate.

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 3pm (IST) on Tuesday, April 16, 2019.** The answer to the queries will be shared with all prospective bidders. Any query received after April 16, 2019 will not be entertained.

Your quotation must be submitted electronically (via email) on or before Tuesday, April 23, 2019 by 3pm (IST) to Contracting Officer e-mail at SullivanBW@state.gov with cc to RaviM2@state.gov with subject line **“191N6019Q0005 – Auditorium Foyer/ Break room renovation at 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 dealt with in accordance with the procedures in FAR provision 52.212-1 (f).

- The Vendor shall furnish all the information requested in attached SOW. All responsible sources may submit a quotation, which shall be considered.
- **Kindly read Scope of Work and other related attachments closely**, before submitting quote. Provide break-up for each line item separately.
- This will be a firm fixed price Contract with no additional charges for currency fluctuation. The prices shall mention all taxes and freight separately as applicable.
- 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.**
- Quote GST as a separate line item with clear break-up.
- Mention firm completion date for subject works.

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 intending 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.**
- The Solicitation closes on Tuesday, April 23, 2019 by 3pm (IST) which means all offers must be received by/before the deadline.

Terms and Conditions:

- Please note that the Government shall reject proposal that do not contain requested information or are otherwise incomplete.
- 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 through EFT (Electronic Fund Transfer) to Vendor's 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 prices shall hold good till 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