CONSULATE GENERAL OF THE
UNITED STATES OF AMERICA

220 Anna Salai, Gemini Circle, Chennai – 600 006

August 27, 2019

To: Prospective Quoters

SUBJECT: Request for Quotation for Solicitation # **191N6019Q0014 / PR8564154**

Enclosed is a Request for Quotation (RFQ) for **"Driveway road paving work" at Lincoln House** located at No.31, Bishop Garden, R.A. Puram, Chennai 600028, 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 Tuesday, September 03, 2019 at 11:30 a.m. (IST) at the above-mentioned address.

Please contact ChennaiProcurementFSNS@state.gov with list of attendees, before 11:00 a.m. (IST) on Friday, August 30, 2019 in writing, to schedule the site visit.

For any technical queries, kindly e-mail Contracting Officer Mr. Bruce Sullivan at SullivanBW@state.gov with cc to ChennaiProcurement@state.gov **on or before 11:00 a.m. (IST) Thursday, September 05, 2019.** The answer to the queries will be shared with all prospective bidders. Any query received after September 05, 2019 will not be entertained.

Your quotation must be submitted electronically (via email) **by 3.00 p.m. (IST) Wednesday, September 11, 2019** to Contracting Officer e-mail at SullivanBW@state.gov with cc to ChennaiProcurement@state.gov with subject line **"191N6019Q0014 – Driveway road paving work at Lincoln House".** 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 to any other email id and after the due date and time given, shall not be considered.

- 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. Please 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 work.

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 Wednesday, September 11, 2019 by 3:00 p.m. (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, U.S. Consulate, Chennai will issue a U.S. Government firm and fixed price purchase order.
- Consulate reserve the right to cancel the Purchase Order at any given time, if the work is not executed to the satisfactory level.

- **SAFETY REQUIREMENT (All USG Projects require the use of appropriate Safety gear. It is mandatory to comply with Safety and reporting requirement during the project).**

- **U.S. Consulate does not make any advance payment.**
- **<u>Payment Terms:</u>** 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 U.S. Consulate, Chennai, India.

Important: The U.S. 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 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