



*U.S. Consulate, Chennai, India  
 No. 220 Anna Salai, Gemini Circle,  
 Chennai – 600 006, India.  
 Phone No. 044 – 2857 4000*

**Solicitation No. 191N6020Q0003/ PR8903792**

**Dated: 30<sup>th</sup> December, 2019**

**Issued by: GSO/Contracting**

Greetings from U.S. Consulate General, Chennai, India.

U.S. Consulate Chennai invites all responsible bidders, to submit competitive prices for “**Supply of Light Duty 6 or 7 Seater SUV Passenger Vehicle (Petrol + Automatic Transmission)**” as per specifications provided in Annexure A. Your offer must be submitted via email to Contracting Officer Mr. Bruce W. Sullivan at [SullivanBW@state.gov](mailto:SullivanBW@state.gov) with cc to [ChennaiProcurement@state.gov](mailto:ChennaiProcurement@state.gov) by **3:00 p.m. (IST), Monday, January 13, 2020**. Please do not submit your quotations via courier. Offers submitted on any other e-mail, shall not be considered for further evaluation. The Offeror must write their name, address and contact phone number as specified. The Contracting Office shall provide additional information and /or clarification concerning this solicitation.

SL #	Item Description	Qty	Unit Price	Amount
1.	<p><b>Supply of light duty 6 or 7 seater SUV passenger vehicle (Petrol + Automatic Transmission), as per attached Annexure A.</b></p> <ul style="list-style-type: none"> <li>• <i>Specify Make / Model of quoted product.</i></li> <li>• <i>Submit quote along with the Picture and complete technical specification of quoted model vehicle.</i></li> <li>• <u><i>Final Award subject to model meeting Consulate requirement.</i></u></li> <li>• <i>NOTE: For proper evaluation of the offer, the offeror must attach the technical catalogue / brochure of the proposed vehicle.</i></li> <li>• <i>Offers missing the supporting documents/evidences as per the solicitation requirement shall not be considered for technical evaluation.</i></li> </ul>	1		

**Cost Break Up**

**1. US VENDORS / OVERSEAS VENDORS (Other than USA) : (Quote in USD)**

SL #	Item Description	Qty	Unit Price	Amount
a.	Vehicle Cost – Unit Price			
b.	Other applicable charges			
c.	Freight and Insurance upto Inland Container Depot (ICD) Chennai, India			
<b>Total Cost inclusive of all changes (a+b+c) - GRAND TOTAL</b>				

**2. LOCAL VENDORS (Within India) : (Quote in INR)**

SL #	Item Description	Qty	Unit Price	Amount
a.	Vehicle Cost – Unit Price			
b.	Other applicable charges			
c.	GST % and Amount			
d.	Excise Duty % and Amount			
e.	Transportation Charges to deliver at U.S. Consulate General, Chennai			
<b>Total Cost inclusive of all changes (a+b+c+d+e) – GRAND TOTAL</b>				

**3. LOCAL VENDORS (within India) : (Quote in INR or USD for High Sea Sales)**

SL #	Item Description	Qty	Unit Price	Amount
a.	Vehicle Cost – Unit Price			
b.	Other applicable charges			
c.	Freight and Insurance upto Inland Container Depot (ICD) Chennai, India			
<b>Total Cost inclusive of all changes (a+b+c) - GRAND TOTAL</b>				

For any technical queries, kindly e-mail Contracting Officer Mr. Bruce Sullivan at [SullivanBW@state.gov](mailto:SullivanBW@state.gov) with cc to [ChennaiProcurement@state.gov](mailto:ChennaiProcurement@state.gov) on or before 03:00 p.m. (IST) **Friday, January 03, 2020**. The answers to the queries will be shared with all prospective bidders. Any query received after January 03, 2020 will not be entertained.



**Note: IMPORTANT INSTRUCTIONS: PLEASE READ CAREFULLY WHILE SUBMITTING THE OFFER**

**1. Instructions to Offeror to submit quote:**

- a. All Overseas offeror's must submit their quote in United States Dollar (USD \$).
- b. Quote only for current available model/s that meets our complete specifications detailed in Annexure A. Submit quote along with Pictures of Vehicle and Complete specification. Please advise stock availability or lead-time to supply from the date of approved PO.
- c. Quote submitted at any other email id and after the due date and time given shall not be considered.
- d. This will be a firm fixed price contract with no additional charges for currency fluctuation. The prices shall mention all taxes and freight separately if applicable and delivery up to Chennai, India.

- e. 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. In order to enable the Government to claim GST refunds, the offeror shall indicate GST separately (mention GST% and amount breakup clearly). The supplier shall furnish tax invoice in accordance with GST regulations.
- f. Price: The price should be on CIF, ICD, Chennai basis with 'NIL' custom duty. Freight pre-paid custom Clearance & Forwarding: US Consulate is exempted from custom duty.
- g. ENTRY TAX: Entry tax applicable on the vehicle is exempted.
- h. Your offer should be valid for at least 90 days from the submission date.
- i. Accepting or rejecting the offer after the closing time shall be at the sole discretion of the Contracting Officer (CO).

**2. Other Specific Requirements:**

- a. The Consulate will do custom clearance and forwarding. The Contractor shall comply with any specific vehicle import requirements mandated by the destination country. Further, the vendor shall provide all necessary shipping documentation required by the destination country to the Consulate well in advance for arranging exemption certificate and other documents from MEA before the shipment arrives at Chennai.
- b. Overseas vendor shall furnish and deliver the vehicle to the U.S. Consulate General, Chennai, in accordance with the specifications and terms and conditions set forth herein.
- c. On-road (within Chennai, India) Insurance will be paid by Consulate.

**3. Warranty:**

The Contractor agrees that the vehicles furnished under this contract shall be covered by the most favorable manufacturer's commercial warranty the Contractor gives to any customer for such vehicles and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the Government by any other clause of this contract.

The Contractor shall provide a copy in English of the applicable manufacturer's commercial warranty, with each vehicle covered by such a warranty, at no additional cost to the Government.

- a. Warranty terms: \_\_\_\_\_ months, or \_\_\_\_\_ Km, whichever comes first (to be inserted by the offeror).

b. Period of availability of repair parts: \_\_\_\_\_years (to be inserted by the offeror).

**4. Delivery Schedule:**

- a. Delivery may require very urgently. Hence, kindly mention your quote with **firm delivery date**, from the date of approved Purchase Order. Awarded vendor must strictly adhere with the delivery period.
- b. As per delivery committed in the quote and mentioned in the Purchase Order.

**5. Mandatory documents required along with offer for technical evaluation:**

- a. Past 3 years list of clients along with their contact details where you have supplied similar type of vehicles.
- b. List of manpower and equipment's to cater to these types of supplies / services.
- c. Technical catalogue / brochure of the proposed vehicle.
- d. Compliance with specifications

The offerors shall submit with their offer, for the proposed vehicles model, a detailed matrix indicating that the specification of the offered vehicle are in compliance with the required minimum specifications set forth.

**6. System for Award Management (SAM)**

As per USG guidelines, in order to do business with U.S. Government, the solicitation requires your firm registration with System for Award Management (SAM) prior to award of contract pursuant to applicable regulations and guidelines. In order to do business with U.S. Government it's mandatory to register with SAM. The SAM registration shall be for the same name and address identified on the contract.

**NOTE: IT IS MANDATORY TO REGISTER IN SAM FOR ORDERS VALUE OVER \$30000**

**KINDLY VISIT [WWW.SAM.GOV](http://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.**

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>

#### **7. DUNS, NCAGE and SAM Registration**

The Government requires an offeror to have a current DUNS Number, NCAGE Code, and register in the System for Award Management (SAM) ([www.sam.gov](http://www.sam.gov)) prior to award of the contract with the US Government. It is the responsibility of the offeror to comply and register. If you currently do not have a DUNS, NCAGE, or SAM registration, information is provided below to assist you.

**For registering with SAM you would need NCAGE number and DUNS number. Please get these numbers and then apply for SAM registration.**

For DUNS number follow the link - <http://fedgov.dnb.com/webform>

For NCAGE number follow the link - <https://eportal.nspa.nato.int/ac135public/scage/cagelist.aspx>

#### **To register an entity in SAM, follow these steps:**

Step 1: Access the SAM online registration at [www.sam.gov](http://www.sam.gov)

Step 2: Create a User Account.

Step 3: Click on "Register New Entity" from the left side navigation pane. You must have a Data Universal Numbering System (DUNS\*\*) number in order to begin the registration process.

Step 4: Complete and submit the online registration. If you already have the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of your entity.

If you have the SAM registration then offerors must provide a Dun and Bradstreet (DUNS) number and NCAGE code when submitting proposals.

#### **8. Evaluation Factors:**

- Award will be made to the "Lowest priced, technically acceptable" responsible bided offer and subject to model meeting consulate requirements.
- Record of satisfactory past performance.
- The U.S. 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.

**9. 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 is accepted, U.S. Consulate General, Chennai will issue a U S Government firm and fixed price purchase order.
- **United States Government regulations does not allow any advance payment.**
- **Payment Terms:** Payment shall be made through EFT (Electronic Fund Transfer) to vendor's current account, within Net 30 days of receipt of Vehicle with submission of proper Original invoice at U.S. Consulate General, Chennai, India.

**Important:** The U.S. Consulate General, Chennai 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 delivery is completed.

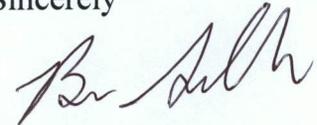
**Name & address of Offeror:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Dated** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Contact #:** \_\_\_\_\_

Sincerely



Bruce W. Sullivan  
Contracting Officer