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

Solicitation No. 191N6020Q0009 – PR9220084 **Date: June 16, 2020**

To: Prospective Quoters

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

The U.S. Consulate General, Chennai invites you to participate in Solicitation to carry out the Make Ready work as described in attached Scope of Work (SOW) at the following U.S. Government (USG) Residence. 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 as required.

SL#	Solicitation #'s	PR #'s	Name of Residence	Address	Time of Site Inspection
1.	191N6020Q0009	PR9220084	35 BG Lower	35 (Old # 15), Bishops Garden, R.A. Puram, Chennai 600 028	11:00am – 12:30pm (IST)

The Consulate intends to conduct a Site visit [Mandatory] at above residence on Thursday, June 18, 2020 at the above specified time.

Note: In case of any change in the Statement of Work shared here, the same shall be intimated to the vendors at the time of site inspection.

For any technical queries, kindly e-mail Contracting Officer Mr. Bruce Sullivan at SullivanBW@state.gov with cc to ChennaiProcurementFSNS@state.gov on or before 3:00 pm (IST) on Wednesday, June 24, 2020. The answer to the queries will be shared with all prospective bidders.

Your quotation must be submitted electronically (via email) by 3:00 pm on Wednesday, July 01, 2020 to Contracting Officer e-mail at SullivanBW@state.gov with cc to ChennaiProcurementFSNS@state.gov with subject line **"191N6020Q0009 – PR9220084 - Make Ready work at 35BG Lower – USGR"** Please do not submit your quotations via courier.

Please submit signed and dated offers to the office/email ID specified in this solicitation. Any quote submitted to any other email id and after the due date and time given, shall not be considered.

- **Vendor must read Scope of Work (SOW) specific to this residence and other related attachments closely**, before submitting the quote. Provide break-up for each line item separately. The Vendor shall furnish all information requested in attached SOW. All responsible sources may submit a quotation, which shall be considered.

- This will be a firm fixed price Purchase Order 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 by considering the current norms and policies of host Government due to COVID -19 pandemic situation.

- **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 ORDER VALUE OVER $30,000

System for Award Management (SAM):

As per USG guidelines, in order to do business with the U.S. government, the solicitation requires that your firm register with the System for Award Management (SAM) prior to the award of the contract pursuant to applicable regulations and guidelines. In order to do business with the 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.

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.

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, responsibly bid offer.
- 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.
- Vendor's specialization and past performance in carrying out the specific work shall be considered while evaluating the offers
- The U.S. 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.

- **Due to the current scenario of COVID-19, overseas vendors are not encouraged to participate in this bid.**

Terms and Conditions:

- Please note that the U.S. government shall reject proposals that do not contain requested information or are otherwise incomplete.
- If your proposal/ offer is accepted, the U.S. Consulate General, Chennai will issue a U.S. government firm and fixed price Purchase Order.
- The U.S. Consulate General, reserves the right to cancel the Purchase Order at any given time, especially if the work is not executed at a satisfactory level.

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

- COVID-19 mitigation measures will be put in place and must be followed at the work site by the laborers, which include but are not limited to the following examples: social distancing of six feet between each worker at all times, wearing face mask coverings,

frequently sanitizing common areas and high frequency touched spaces, frequently wash and sanitize hands, etc.

- **The U.S. Consulate General, does not make any advance payment.**
- **Payment Terms:** The Progressive Part Payment shall be made through EFT (Electronic Fund Transfer) to the vendor's current account, within Net 30 days of completion of service and submission of proper original Tax Invoice at the U.S. Consulate General, Chennai, India.

Important: The U.S. Consulate General, 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 six months.

Name & address of Offeror: _____

Signature:_____ Dated: _____

Telephone #:_____

Fax #: _____

Email Id: _____

Sincerely

Bruce W Sullivan
Contracting Officer