



CONSULATE GENERAL OF THE
UNITED STATES OF AMERICA

220 Anna Salai, Gemini Circle, Chennai – 600 006

November 02, 2017

To: Prospective Quoters

SUBJECT: Request for Quotation Number 191N6018Q0001

Enclosed is a Request for Quotation (RFQ) to provide service of “**Housekeeping, Electrical, and A/C Technicians services**” for NIH located at T.B. Research Centre, Chetpet, Chennai in accordance with the scope of works set forth herein. If you would like to submit a quotation, follow the instruction in the solicitation and submit.

1. **Housekeeping services – one**
2. **Technician: Provide technicians service to maintain A/C, generators & electrical equipment. Scope includes providing two technicians each for a two shift duty in Electrical and Air conditioning trades.**

Place of Service: National Institute of Health, located at T.B. Research Center, Chetpet, Chennai.
Period of Service: One year, effective December 01, 2017.

For any technical queries kindly e-mail Contracting Officers with cc to Procurement Section by November 08, 2017. The answer to the queries will be shared with all prospective bidders.

Your quotation must be submitted electronically (via email) no later than 1000 hours local time on or before November 13, 2017 at HoltzAB@state.gov, AndersonJA3@state.gov, with cc to RaviM2@state.gov with subject line “**191N6018Q0001 – Housekeeping & Technician Services for NIH**”. 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.

- Refer Scope of Work and other related attachments, 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**.

U.S. Consulate General **Chennai** that in the new GST regime the exemption at the point-of-sale for the **Consulate has been replaced with the claim of refund from the local government after the purchases have been made with the payment of GST. Refer attached GST Circular to vendor for details.**

- 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.**

FOR ORDERS VALUE OVER \$3500 (REGISTER WITH DUNS)

<http://fedgov.dnb.com/webform>

D-U-N-S Number assignment is FREE for all businesses and would take maximum one week to register.

DUNS: Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

- **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].**

- **Terms and Conditions:**

- If your proposal/ offer are accepted, American 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.

- American Consulate does not make any advance payment.
- **Payment Terms:** Monthly Payment shall be made thru EFT (electronic fund transfer) within Net 30 days on completion of service and submission of original 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.

Name of the Offeror _____

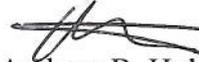
Signature _____ Dated _____

Telephone # _____

Fax # _____

Email Id: _____

Sincerely



Andrew B. Holtz
Contracting Officer