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

Solicitation No. 191N6021Q0013 / PR10104891

Date: 13 August 2021

Issued by: GSO/Contracting

To: Prospective Quoters

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

The U.S. Consulate General Chennai invites you to participate in this Solicitation to provide **"Annual Maintenance Contract (AMC) services for the Swimming Pool, Tennis Court & Playground at Consul General's Residence (CGR)",** in accordance with Specification details set forth in the **attached Scope of Work (SOW).** If you are interested, please follow the instructions in the solicitation before submitting quote.

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.

The Consulate intends to conduct a Site visit [Mandatory] on Tuesday, August 24, 2021, at 11:30 am (IST) at following location.

Location: CGR – No. 12 (Old #1), Turnbulls Road Extension, Nandanam, Chennai – 600 035.

1. Please contact ChennaiProcurementFSNS@state.gov with list of attendees on or before 3:00 pm (IST) Thursday, August 19, 2021, to schedule the site visit.

2. Kindly e-mail technical queries (if any), in the attached **Q & A** format, to Contracting Officer Ms. Tarina J. Speidel at SpeidelTJ@state.gov with cc to ChennaiProcurementFSNS@state.gov by COB Wednesday, August 25, 2021. The answer to the queries will be shared with all prospective bidders.

3. **The Solicitation closes on Tuesday, August 31, 2021, by 3:00 pm (IST).** All offers must be received by/before this deadline. Your offer must be submitted via e-mail with subject line **"191N6021Q0013 / PR10104891 – AMC for Swimming pool, Tennis court & Playground at CGR",** to Contracting Officer Ms. Tarina J. Speidel at SpeidelTJ@state.gov with cc to ChennaiProcurementFSNS@state.gov.

Please do not submit your quotations via courier. Offers submitted to 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.

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

1. **Instructions to Offeror to submit quote:**
   - The Vendor shall furnish all the mandatory information requested herein. All responsible sources may submit a quotation, which shall be considered.
   - Kindly read all the documents and related **mandatory** attachments closely, before submitting quote. **Provide breakup for each type of work.**
   - This will be a firm fixed price Contract with no additional charges for currency fluctuation.
   - 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.**
   - Kindly prepare your quotations clearly giving break-up of GST and other applicable charges if any.
   - **Please note that the Government shall reject proposal that do not contain the above information or are otherwise incomplete.**
   - Offers missing the supporting documents /evidence, as per the solicitation shall not be considered for technical evaluation.

2. **Technical Evaluation Form (Generic):** (*Mandatory form to be filled by Vendors. Please refer to the Consulate Website Page for more details*).

3. **NDAA (The National Defense Authorization Act) Compliance Form:** *(Mandatory form to be filled by vendors. Please refer to the Consulate Website Page for more details)*

4. **System for Award Management (SAM):** (*Refer to the Consulate Web Page for more details*).

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.***

5. 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.
- Availability of local after sales support services.
- 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.

- **Vendor must have service support availability in Chennai, India [Mandatory].**

6. 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, The U.S. Consulate General, Chennai will issue a U.S. Government's firm and fixed price Purchase Order.

- The U.S. Consulate reserve the right to cancel the Purchase Order at any given time if the work is not executed to the satisfactory level.

- **The United States Government regulations does not allow any advance payment.**

- **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.,

- **Payment Terms:** Payment shall be made through EFT (Electronic Fund Transfer) to vendor's current account, within Net 30 days on completion of supply/service and submission of invoice at the 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 service is completed.

Name & address of Offeror: _____

Signature: _____ **Dated** _____

E-mail address: _____

Contact #: _____

Sincerely

Tarina J. Speidel
Contracting Officer