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

Solicitation No. 191N6022Q0001/ PR10340963 **Date: October 29, 2021**

Issued by: GSO/Contracting

To: Prospective Quoters

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

The U.S. Consulate General Chennai invites all responsible bidders, to submit competitive prices to provide **"Vehicle Rental Services for NIH located at National Institute for Research in Tuberculosis (NIRT), Chetpet, Chennai"** in accordance with the Statement of Work (SOW) set forth herein. If you are interested, please follow the instructions in the solicitation before submitting quote.

- **Rental Services of Innova Vehicles – 3 nos.**
  (Note: Specify the seating capacity, i.e., 6+1-seater or 7+1-seater, in your quote)

  Place of Service: National Institute of Health, located at NIRT, Chetpet, Chennai.
  Period of Service: One-year, effective December 01, 2021.

Kindly e-mail technical queries (*if any*) in the **attached format** to Contracting Officer Ms. Adria Cooper at CooperAH@state.gov with cc to ChennaiProcurementFSNS@state.gov by 3pm (IST) on Friday, November 05, 2021. The answer to the queries will be shared with all prospective bidders.

The Solicitation closes on Monday, November 15, 2021, by 3pm (IST) which means all offers must be received by/before deadline. Read the RFQ for complete details. Your offer must be submitted via email with subject line **"191N6022Q0001/ PR10340963 – Vehicle Rental Services for NIH"** to Contracting Officer Ms. Adria Cooper at CooperAH@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 information requested in attached SOW. All responsible sources may submit a quotation, which shall be considered.
- Kindly read all the documents and related **mandatory** attachments closely, before submitting the quote. **Provide clear breakup for each line item.**
- 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. Pl's 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.**

2. **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)*

3. **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.***

4. **Evaluation Factors:**

- Award will be made to the lowest priced, technically acceptable, responsible bided 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.
- 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].**

5. 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 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.
- Vendor's specialization and past performance in carrying out the specific work shall be considered while evaluating the offers.
- **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 by vendors during services for NIH, 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:** Monthly Part Payment shall be made through EFT (Electronic Fund Transfer) within Net 30 days to vendor's current account on completion of service and submission of original invoice at the U.S. Consulate General, 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 price shall hold good until the service is completed.**

Name of the Offeror _____

Signature _____ Dated _____

Telephone #_____

Email Id: _____

Sincerely

Adria H. Cooper
Contracting Officer