

U.S. CONSULATE GENERAL, CHENNAI, INDIA. **SOLICITATION NO. 191N6023Q0002/ PR11233629**
Housekeeping, Electrical and A/C Technician Services for NIH
at National Institute for Research in Tuberculosis (NIRT), Chetpet, Chennai



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

Solicitation No. 191N6023Q0002/PR11233629

Date: November 02, 2022

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 **“Housekeeping, Electrical and AC Technicians 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.

- 1. Housekeeping services – 1 no.**
- 2. Technician: One technician per shift, to work on four shifts on rotation basis in Electrical and Air conditioning trade.**
(Scope include providing technicians service to maintain AC, generators & electrical equipment).

The Consulate intends to conduct a Site Visit [if required] on Monday, November 07, 2022, by 2:00 p.m. (IST) at the following address:

Place of Service: National Institute of Health, located at NIRT, Chetpet, Chennai.

Period of Service: One-year, effective December 01, 2022.

Kindly e-mail technical queries (*if any*) in the **attached format** to Contracting Officer, Ms. Tarina Speidel at SpeidelTJ@state.gov with cc to ChennaiProcurementFSNS@state.gov by COB (IST) on Wednesday, November 09, 2022. The answer to the queries will be shared with all prospective bidders.

The Solicitation closes on Wednesday, November 16, 2022, 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 **“191N6023Q0003 /PR11233629 – Housekeeping & Technicians Services for NIH”** to Contracting Officer, Ms. Tarina 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 information requested herein and in attached SOW. All responsible sources may submit a quotation, which shall be considered.
- Kindly read Scope of Work (SOW) and all other related **mandatory** attachments closely, before submitting the quote. **Provide clear breakup for each type of work separately.**
- 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.

2. Technical Evaluation Form (Generic): *(Mandatory form to be filled by Vendors. Please refer to the link "Mandatory requirements for all solicitation" on the Consulate Web Page for more details).* Offers missing the supporting documents / evidence, as per the Solicitation shall not be considered for technical evaluation.

3. NDA (The National Defense Authorization Act) Compliance Form: *(Mandatory form to be filled by vendors. Please refer to the link "Mandatory requirements for all solicitation" on the Consulate Web Page for more details).*

4. System for Award Management (SAM): *(Please refer to the link "Mandatory requirements for all solicitation" on 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. 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, 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 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.

6. EVALUATION CRITERIA:

The Government intend to select for award the one responsible quote which conforms to the Bidding Requirements and proposes a price that is fair and reasonable, and provides the Lowest Priced, Technically Acceptable (LPTA) quote meeting the specifications of the requirement. If the lowest priced quote is not found to be Technically Acceptable, we will evaluate the next lowest priced quote, and so on. Quotes determined to be incomplete, unreasonable, or unrealistic will not be considered for award.

- **Vendor must have service support availability in Chennai, India [Mandatory].**
- **Overseas vendors intending to participate in this bid must provide documents in support of their claim of available service support, with past performance details in Chennai. Failure of submission will result in decline of Quote.**

7. 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.


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- 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 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:** 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



Tarina J. Speidel
Contracting Officer