



*Embassy of The United States of America  
New Delhi*

**Solicitation No. 19IN65-20-Q-0081**

**Date: August 21, 2020**

**Name & address of Offeror**

**Issued by: GSO/Contracting**

American Embassy, New Delhi (India) is inviting you to participate for the requirement of **"Removal of Existing Furniture, Fabricate, Supply and Installation of New Furniture"** in one of office, located at American Embassy, Shanti Path, Chanakyapuri, New Delhi-110021.

The Bid should be submitted via email only at [newdelhibids@state.gov](mailto:newdelhibids@state.gov) on or before 14.00pm, 04<sup>th</sup> September 2020. The Offeror must write their name, address, and contact phone number on each page. GSO/Procurement & Contracting shall provide additional information and/or clarifications concerning this solicitation.

The complete details/specification of the requirement mentioned in the attached scope of work as Annexure-A, BOQ as Annexure-B along with proposed layout as Annexure-C and existing layout as Annexure-D.

**Site Inspection:** Embassy is arranging physical site inspection cum pre-proposal meeting on 27<sup>th</sup> August 2020 at 11.30am for the interested bidders to visit and inspect the site, take actual measurement, and understand the requirement completely.

Bidders are requested to review attached scope of work/requirement along with layout carefully and raise all your technical queries at the time of site inspection. In case any changes happen in the scope of work after the site inspection, the revised scope of work along with answers will be shared with all the interested bidders for submission of proposal.

**Note:** Only those prospective bidders will be allowed to attend site inspection and pre-proposal meeting who will confirm their participation via return email. No substitute or additional persons can attend the meeting and site visit.

All interested bidders are requested to must register their company's representative name via email to [mehtan@state.gov](mailto:mehtan@state.gov) by 11.30am, 25<sup>th</sup> August 2020. Please note that given name should be same as mentioned on their photo id card and while visiting Embassy must carry their original photo id. We require this information to obtain access permission well in advance from our security for allowing bidders to inspect the site.

Further to note that please do not carry laptop. Embassy does not allow to carry laptop and have no facility to deposit at the reception. Only phone is allowed and will be deposited at the reception.

**Parking Note:** Parking facility is not available for the visitors at outside of American Embassy. Hence please park your vehicle at authorized parking area. The nearest NDMC authorized parking is available at the Malcha Marg, New Delhi-21.

Supply & Service - Description
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Requirement of "Removal of existing furniture and Fabricate, Supply and Installation of New Furniture at the American Embassy, New Delhi-110021 as per detailed specification listed in the scope of work as Annexure-A, BOQ as Annexure-B along with proposed layout as Annexure-C and existing layout as Annexure-D. Please submit total offered cost here and breakup cost of GST & freight if applicable.

Removal of Existing Furniture Charges	Rs. _____
Supply of New Furniture Charges	Rs. _____
Installation Charges	Rs. _____
Freight Charges (Loading/Unloading is in vendor scope	Rs. _____
GST (%) Charges, if applicable.	Rs. _____
Total Amount	Rs. _____

**1. Note: IMPORTANT INSTRUCTIONS: PLEASE READ CAREFULLY FOLLOWING POINTS WHILE SUBMITTING THE OFFER.**

- A. The offered product/services shall be 100% compliance to the specification listed in the scope of work.
- B. All local offeror must be in Indian Rupees (INR).
- C. All overseas offers must be in United States Dollars (USD).
- D. Please provide cost break-up in the attached format.
- E. This will be a firm fixed price type of contract with no additional charges or sums will be payable on account of any escalation in the cost of material, equipment or labor or because of the contractor's failure to properly estimate or accurately predict the prices or difficulty of achieving the result required by this purchase order. Nor will be purchase order price be adjusted on account of fluctuations in the currency exchange rates.
- F. The prices shall include all the tax and freight separately if applicable
- G. GST: If GST is applicable than in order to enable the Government to claim GST refunds, the offeror shall indicate GST separately. The supplier shall furnish tax invoice in accordance with New Delhi tax regulations.
- H. Overseas vendor make sure to offer product for which their company representative is available in New Delhi for the installation and liable to provide support at the Embassy after installation and under warranty period.

- I. Overseas vendor offer should be on CIF, ICD (Inland Container Depot), New Delhi bass with 'NIL' Custom duty.
- J. Custom Clearance & Forwarding for overseas vendor: US Embassy is exempt from custom duty. Custom clearance and forwarding will be done by the Embassy. The vendor will ensure that shipping documents are submitted to the Embassy well in advance for arranging exemption certificate and other relevant exemption documents from MEA before the shipment arrives at ICD, New Delhi.
- K. Attached FAR & DOSAR is applicable, Safety standard and accident prevention clause is applicable.
- L. DOSAR 652.236-70 Accident Prevention (APR 2004)" clauses shall apply.
- M. If any work to be performed within Embassy premises and involves labor intensive, it is Contractor responsibility to perform the work strictly following the safety requirement. The contractor shall take proper safety and health precautions to protect the work, the workers, the public and the property of others. The contractor shall be responsible for all damage to persons or property that occurs as result of the contractor's fault or negligence. The clauses are applied at the time of delivery or loading/unloading/installation material at Embassy premises.
- N. The Contractor is fully responsible for all his employees and shall abide by all applicable local Government laws and regulations, including labor laws. The U.S. Government will not pay anything over and above the amount specified above and assumes no liability for the contractor's employees.
- O. Government of United State is not responsible for any injury/loss of life that may be caused to the contractor worker(s) at the time of carrying out any construction/ maintenance services. It is the duty of the contractor to have the insurance in place for their workers.
- P. Contractor shall perform the work strictly following the safety standard requirements as per attached. The contractor shall be responsible for all damage to persons or property that occurs as result of the contractor's fault or negligence. The contractor shall take proper safety and health precautions to protect the work, the workers, the public, and the property of others.

**2. Mandatory Documents submission along with offer:**

- We are specifically looking for "Fire Rated and low smoke components" used for fabrication, supply, and installation of furniture like Fabric, Wood, MDF (laminated), Plastic, Metal, Paint, Powder Coating and Foam etc.
- Vendor is requested to provide current test certification/lab testing report for material will be used in the furniture. The certificate stating material is fire rated/low smoke and defined duration/spread of fire.
- Please mention clearly in your proposal considered make of all the product.
- Please provide technical catalog/date sheet/drawing of the offered product for technical evaluation.
- We may ask vendor to provide physical sample of offered product for the inspection of quality.
- Vendor is requested to provide list of clients along with their contact details where you have supplied/service similar type of work.
- Vendor is requested to specify warranty period in your quote applicable for proposed offer.

**3. DUNS, NCAGE and SAM Registration:**

- This solicitation requires registration with System for Award Management (SAM) prior to the award. As per U. S. Government latest guidelines, in order to do the business with US Govt. company need to register with SAM.
- For registration with SAM you would need NCAGE number and DUNS number. Please get these numbers and then start SAM registration.
- For DUNS number follow the link – <http://fedgov.dnb.com/webform>
- For NCAGE number follow the link - <http://eportal.nato.int/ac135public/scage/cagelist.aspx>
- To register an entity in SAM, follow these steps:  
Step 1: Access the SAM online registration at [www.sam.gov](http://www.sam.gov)  
Step 2: Create a User Account.  
Step 3: Click on "Register New Entity" from the left side navigation pane. You must have a Data Universal Numbering System (DUNS\*\*) number in order to begin the registration process.  
Step 4: Complete and submit the online registration. If you already have the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of your entity.

#### 4. Evaluation Factors:

- Offer without providing supporting document will not be considered for the evaluation.
- Submission of the offer: The quotation must be submitted electronically (via email) at [newdelhibids@state.gov](mailto:newdelhibids@state.gov) on or before 1400hours, 4<sup>th</sup> September 2020 (local time, India) with subject line "Solicitation#191N6520Q0081, Removal, Supply & Install Furniture" at American Center, New Delhi.
- Offer submitted at any other email id and after the due date and time given, shall not be considered.
- Award will be made to the lowest priced, technically acceptable, responsible bidder offer.
- Record of satisfactory past performance based on the provided requested documents in Para # 2.
- The Government reserves the right to reject proposals that are unreasonably low or high in price.

#### 5. Terms and Conditions:

- Your offer should be valid for at least 60 days from the submission date. Once the purchase order is awarded, the prices shall hold good till the job is completed.
- This will be a firm fixed price type of contract with no additional charges or sums will be payable on account of any escalation in the cost of material, equipment or labor or because of the contractor's failure to properly estimate or accurately predict the prices or difficulty of achieving the result required by this purchase order. Nor will be purchase order price be adjusted on account of fluctuations in the currency exchange rates.
- If your proposal is accepted, American Embassy will issue a U S Government firm and fixed price purchase order.

- American Embassy does not make any advance payment.
- Payment terms: Payment shall be made thru EFT (electronic fund transfer) within Net 30 days after completion of satisfactory job with proper original invoice at American Embassy, New Delhi.

Question concerning this solicitation should be sent to email at [mehtan@state.gov](mailto:mehtan@state.gov) for your all queries should be received on or before 27<sup>th</sup> August 2020. The reply to the queries will be shared with all prospective bidders. Any query received after given above date will not be considered.

Name of the Offeror \_\_\_\_\_

Signature \_\_\_\_\_ Dated \_\_\_\_\_

Telephone # \_\_\_\_\_

Email Id: \_\_\_\_\_

Sincerely

A handwritten signature in blue ink, appearing to be 'R. S. Mehta', written over the printed name 'Contracting Officer'.

Contracting Officer