



Embassy of The United States of America
New Delhi

Solicitation No. 191N6520Q0092

Date: August 31, 2020

Issued by: GSO/Contracting

SUBJECT: Solicitation Number 191N6520Q0092 to supply and installation of modular furniture at the U. S. Embassy New Delhi, India

The Embassy of the United States of American New Delhi invites you to submit your competitive proposal for supply and installation of modular furniture as per enclosed BOQ, Scope of Work, FAR & DOSAR Clauses and Safety Standards.

Please submit your quote via email at newdelhibids@state.gov, no later than 5 p.m. India time on September 11, 2020. Offers submitted on any other e-mail shall not be considered for further evaluation. **Please ensure the offered furniture meets the salient specifications as described in the requirement.**

The offerors shall insert their prices below.

Supply Description / Price Section

SI No	Description	Quantity	Unit	Rate (Rs)	Amount (Rs)
	SCOPE OF WORK:- Dismantling & handing over of Existing Furniture (to GSO department-US Embassy); and supply & installation of new furniture in the specified office as per listed BOQ (Annexure A) as follows in accordance with shared layout/drawing(BAS/PRO/B/OP7) ; attached scope of work (Annexure B) and submitted sample (as per approved choice). Fabric, shade, paint, laminate color selection will be upon receipt of availability of options and vendor will provide final drawing with dimensions after receipt of the order and taking actual site measurements.				
A	Removal and Disposal of Existing Fixed & Movable Furniture as per BOQ (OFFICE # 01)	1	LS		
B	Removal and Disposal of Existing Fixed & Movable Furniture as per BOQ (OFFICE # 02)	1	LS		

C	Removal and Disposal of Existing Fixed & Movable Furniture as per BOQ (OFFICE # 03)	1	LS		
D	Removal and Disposal of Existing Fixed & Movable Furniture as per BOQ (OFFICE # 04)	1	LS		
E	Supply and Installation of new cubicles as per BOQ and Scope of Work (OFFICE # 01)	1	LS		
F	Supply and Installation of new cubicles as per BOQ and Scope of Work (OFFICE # 02)	1	LS		
G	Supply and Installation of new cubicles as per BOQ and Scope of Work (OFFICE # 03)	1	LS		
H	Supply and Installation of new cubicles as per BOQ and Scope of Work (OFFICE # 04)	1	LS		
I	Supply and Installation of loose furniture as per BOQ and Scope of Work.	1	LS		
	Freight				
	Installation Charges				
	GST (Goods & Services Tax)				
	GRAND TOTAL				

Name & Address of Offeror:

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Contractor walkthrough

To understand the requirement completely and review of physical site inspection/taking measurement, we are conducting **site survey on September 4, 2020 at 11:00**

a.m. Interested bidders are requested to provide the names (as mentioned on the photo ID) of visitors immediately to arrange their access permission. Visitors must reach at American Embassy, Gate-7, Nyaya Marg, Chanakyapuri, 15 minutes before start of site visit and **carry original photo ID card** to complete the security procedure. Please read the requirement carefully and raise all technical queries at the time of site inspection. All the answer on technical query will be provided at the time of site inspection.

IMPORTANT INSTRUCTIONS:

1. Currency of offer submission:

- All offers must be in Indian Rupees (INR).

2. Documents / Information Required with Offer:

- The quoter shall submit a completed solicitation, including **Price Section, priced BOQ and Representation and Certifications.**
- Technical catalogue/specifications sheet and pictures of the offered product per requirements mentioned in Scope of Work.
- Details of warranty provisions as required in Scope of Work.
- Past 3 years list of clients along with their contact details where similar type of services has been provided.
- The offerors shall submit a compliance statement with their offer that the proposed furniture specifications are in compliance with the required minimum specifications set forth in this RFQ.

NOTE: Offers missing above documents / information as per solicitation requirement shall not be considered for technical evaluation.

3. Other Requirement:

- To enable the U.S. Government to claim GST refunds, the offeror shall indicate GST separately. If GST is indicated separately, the contractor shall furnish tax invoices in accordance with New Delhi GST regulations. GST registered vendors must print the Embassy's UIN: 0717USA00138UNS on their invoice otherwise their invoice shall be rejected by the Embassy.

4. Evaluation Factors:

- Award will be made to the lowest priced, technically acceptable, responsible quoter.
- The Government reserves the right to reject proposals that are unreasonably low or high in price.
- **COMPLIANCE WITH SPECIFICATIONS:** Complete specifications/descriptions of proposed furniture meets the required specifications and warranty details.
- The Government will determine quoter acceptability by assessing the quoter's compliance with the terms of the RFQ.
- The Government will determine quoter responsibility by analyzing whether the apparent successful quoter 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.
- The Government will use past performance information primarily to assess an offeror's capability to meet the solicitation performance requirements, including the relevance and successful performance of the offeror's work experience. The Government may also use this data to evaluate the credibility of the offeror's proposal. In addition, the Contracting Officer may use past performance information in making a determination of responsibility.

5. Terms & Conditions:

- This is a firm fixed price type of contract. The prices listed above shall include all expenses such as labor, materials, overhead, profit, insurance, and transportation necessary to deliver the required items to the U.S. Embassy New Delhi, India. No additional sums will be payable on account of any escalation in the cost of materials, equipment or labor, or because of the contractor's failure to properly estimate or accurately predict the prices or difficulty of achieving the results required by this purchase order. Nor will the purchase order price be adjusted on account of fluctuations in the currency exchange rates.
- The U.S. Government intends to award contract to the responsible company submitting an acceptable quotation at the lowest price. We intend to award based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.
- The payment(s) to the Contractor shall be made through EFT within 30 days following satisfactory inspection and acceptance of the services, submission of

legitimated invoice to Financial Management Office (FMO) along with proof of completion of services.

- The Embassy reserves the right to reject any or all offers and to delete any portion/or items of the solicitation. Your offer should be valid for at least 90 days from the submission date. Once the Purchase Order is awarded, the prices shall hold good till the delivery is complete.

6. FAR & DOSAR Clauses are applicable:

- This purchase shall be bound by the FAR & DOSAR clauses as enclosed. Upon request, the Contracting Officer will make their full text available.

Also, the full text of FAR clauses may be accessed electronically at the address:

<https://acquisition.gov/browse/index/far>

DOSAR Clauses may be accessed at <https://acquisition.gov/dosar>

The offer should be submitted electronically no later than 5 p.m. local India time by/before September 11, 2020 at – Newdelhibids@state.gov with subject line “RFQ Number 191N6520Q0092 for supply and installation of modular furniture”.

If any offer is received late, acceptance or rejection of the offer shall be at the sole discretion of the Contracting Officer (CO).

Questions concerning this solicitation should be sent to email at ChellaramaniA@state.gov. The reply to the queries will be shared with all prospective bidders. Any query received after given above date will not be considered.

Sincerely,



Contracting Officer

