Embassy of the United States of America
New Delhi, India

May 15, 2013

Dear Prospective Quoter:

SUBJECT: Solicitation Number S-IN650-12-Q-0020 for providing Group Life Insurance Services.

The Embassy of the United States of America invites you to submit a quotation for customized Group Life Insurance services for the Locally Engaged Staff (LES), Personal Services Contract (PSC) and Personal Services Agreement (PSA) employees of American Embassy, New Delhi, its consulates and all U. S. Government agencies in India.

Your quotation must be submitted electronically at **newdelhibids@state.gov** on or before 1500 hours on June 3, 2013. No proposal will be accepted after this time. Proposals received after the due time and date shall be dealt with in accordance with the procedures in FAR provision 52.212-1(f).

Proposals not complying with the requirements specified in Section L page 42 may be deemed as incomplete and may be excluded from further consideration.

The Embassy intends to award the contract to the lowest priced, technically acceptable offeror, who is a responsible contractor (See Section 4 on Evaluation Factors). We intend to award a contract order based on initial proposals, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

In order for a proposal to be considered, you must also complete and submit the following:

1. SF-33;
2. Section B, Pricing Schedule;
3. Section K, Representations and Certifications;
4. Additional information as required in Section L.

Direct any questions regarding this solicitation to the undersigned by e-mail at davisea2@state.gov during regular business hours.

Sincerely,

Edith A. Davis
Contracting Officer