

*Embassy of the United States of America
New Delhi, India*



June 28, 2013

Dear Sir/Madam:

Subject: Request for Quote - Supply and Installation of Cubicles at American Embassy, New Delhi

The Embassy of the United States in India invites responsible offerors to participate in the solicitation process, for supply and installation of office work stations/Cubicles, eight (08) in numbers, as per attached layout plan and list of items.

The Embassy intends to conduct a site visit. All prospective offerors are invited to attend. The site visit will be held at the American Embassy **Nyaya Marg, Chanakyapuri, New Delhi – 110 021, on Tuesday, July 3, 2013 at 1130 hrs.** Please provide name of the attendee (s) from your company via e-mail to Seema Luke at e-mail lukes@state.gov no later than 1100 hrs on June 2, 2013. Name provided must match with the given names on the photo identity document to be carried by the attendee. This will enable us to take the mandatory access permission within the embassy premises.

The U.S. Government intends to award a purchase order to the lowest priced, technically acceptable and responsible offeror (company). American Embassy intends to award a purchase order based on initial proposal, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Questions concerning this solicitation should be sent to Ms. Seema Luke at lukes@state.gov, in the form attached with the solicitation, latest by July 5, 2013, 1200 hrs. Responses will be sent in writing to all contractors on our list of interested parties.

Your quotation must be submitted to the contracting officer at newdelhibids@state.gov with the subject line "Quotation for supply and installation of Cubicles at American Embassy, Shantipath Chanakyapuri, New Delhi, India" on or before 12:00 hours on July 10, 2013. No quotation will be accepted after this date and time.

Sincerely,


Edith A. Davis
Contracting Officer