



*American Embassy, New Delhi, India
Shanti Path, Chanakyapuri,
New Delhi-110021
Phone No. 91-11-24198728
Fax No. 91-11-24198278*

Solicitation No. S-IN650-14-Q-90

Dated: 21st July, 2014

Name & address of Offeror

Issued by: GSO/Contracting

You are invited to submit your competitive quote for "Linen Items as per list in Annexure-A". Please submit your quote via email at newdelhibids@state.gov, no later than 1400 hours on 30th July 2014. Offers submitted on any other e-mail shall not be considered for further evaluation. Please ensure quoted product specification meet or equivalent as per requirement listed in annexure. The Offeror must write their name, address and contact phone number on each page. The Contracting Officer shall provide additional information and/or clarifications concerning this solicitation.

Goods - Description

1. Supply of "Linen items listed in the Annexure-A.

Price: Rs. _____

VAT: Rs. _____

Freight: Rs. _____

Total: Rs. _____

IMPORTANT INSTRUCTIONS:

- The offered product shall be in 100% compliance as described in enclosed annexure-A. Vendor shall provide compliance statement for the same along with offer.
 - Vendors whose offers will be shortlisted shall have to provide the sample for approval before finalization of PO.
 - Sample can be review/inspect at our office. Please reach at Gate-C, Chandragupta Marg, Chanakyapuri, New Delhi-21.
 - Delivery Time: within 10-15 days after receipt of order.
 - Delivery Address: American Embassy, Chandragupta Marg, Chanakyapuri, New Delhi-21.
 - Bidders are requested to send their queries by 24th July 2014 only at DavisEA2@state.gov; Mehtan@state.gov, Sharmac@state.gov. The answer to the queries will be shared with all prospective bidders. Any query received after this will not be entertained.
 - Quote should be valid minimum 45 working days. Vendors are requested to please quote for best quality and available stock.
2. If VAT is applicable than in order to enable the Government to claim VAT refunds, the offerors shall indicate VAT separately. The contractor shall furnish tax invoices in accordance with New Delhi VAT regulations.
 3. **The offer should submit ONLY to the Contracting Officer –Edith A Davis at email id: newdelhibids@state.gov. Offer submitted in any other email id shall not be considered for evaluation.**
 4. Any offer received after close of solicitation date given will not be considered for review.

5. If your proposal/offer is acceptable, the American Embassy will issue a purchase order. Award will be made to the lowest technically acceptable offer. The U. S. Government reserves the right to reject any offer which is unreasonably low or high.
6. **Standard Payment Terms:** American Embassy does not make any advance payment. Payment will be through Electronic Funds Transfer (EFT) direct into vendor bank account within 30 days from receipt of original invoice, goods, completion of job and certification of receipt of services.
7. **Central Sales Tax:** Form J will be provided in lieu of CST under section 6(4) of the central sales tax (registration & turnover) rules, 1957 under rule 12(11A).
8. **Service Tax Exemption:** Exemption Certificates to be issued in accordance with the MEA Notification No: 27/2012 dated July 18, 2012.

Important: 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 45 days from the submission date. Once the Purchase Order is awarded, the prices shall hold good till the delivery is completed.

Name of the Offeror _____

Signature _____ Dated _____

Telephone # _____

Fax # _____

Email Id: _____

Sincerely,



Edith A. Davis
Contracting Officer

ANNEXTURE-A

S.No:	Description	QTY	Unit	Unit Price	Value
1	Bed sheet, Off White, self-striped, Cotton-100%, 300TC, Queen/Double, Size (108"x108"), as per sample. Quality equivalent/better to Bombay Dyeing.	140	Each		
2	Bed sheet, Off White, self-striped, Cotton-100%, 300TC, Queen/Double (Fitted), Size (80"x59"x12"), as per sample. Quality equivalent/better to Bombay Dyeing.	140	Each		
3	Bed sheet, Off White, self-striped, Cotton-100%, 300TC, Single/Flat, Size (90"x60"), as per sample. Quality equivalent/better to Bombay Dyeing.	140	Each		
4	Bed sheet, Off White, self-striped, Cotton-100%, 300TC, Single/Flat (Fitted), Size (75"x39"x12"), as per sample. Quality equivalent/better to Bombay Dyeing.	140	Each		
5	Pillow Cover, White/Off White, self-striped, cotton-100%, 300TC, Size (18"x27") as per sample. Quality equivalent/better to Bombay Dyeing.	360	Each		
6	Bath Towel, color-White, Size (60"x30"), Cotton-100%, as per sample. Quality equivalent/better to Bombay Dyeing Super Ultrx.	280	Each		
7	Hand Towel, color-white, size (16"x24"), cotton-100%, as per sample. Quality equivalent/better to Bombay Dyeing Ultrx.	280	Each		
8	Kitchen Towel, size (24"x18"), color: sober, best quality as per sample.	150	Each		
9	Wash Cloth, color-white, size (11"x11" or 12"x12"), best quality as per sample.	100	Each		
10	Shower Curtain with hook, color: Off-white, Size (72"x72")	150	Each		
	VAT				
	Grand Total				

Name of the Offeror _____

Signature _____ Dated _____

Telephone # _____

Fax # _____

Email Id: _____