



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

August 29, 2011

**To: Prospective Quoters**

**SUBJECT:** Solicitation Number S-IN650-11-R-0085 for supply, installation, testing and commissioning of AC Chillers at for American Embassy at 1, Bhagwan Das Road, New Delhi, India.

The Embassy of the United States of America invites you to submit a proposal for Supply, testing, commissioning and installation of AC chillers at 1, Bhagwan Das Road, New Delhi.

If you are interested in submitting a proposal on this project, read the instructions in Section 3 of the attached Request for Proposals (RFP).

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package. The Embassy intends to conduct a site visit. All prospective offerors who have received a solicitation package are invited to attend. The site visit will be held at 1, Bhagwan Das Road, New Delhi, India on September 6, 2011 at 1100 hours. Submit any questions you may have concerning the solicitation documents in writing no later than 1000 hours on September 2, 2011 to **Ms. Jaya Vedi at [vedij@state.gov](mailto:vedij@state.gov)** . Responses will be sent in writing to all contractors on our list of interested parties.

Prospective offerors who desire to participate in the site visit should contact **Ms. Jaya Vedi at [vedij@state.gov](mailto:vedij@state.gov)** or at fax number 91-11-24198278, no later than 1000 hrs on September 2, 2011 for arranging entry of their participants into the building. No substitutions will be permitted later. Complete names and designations of the individuals participating in the site visit should be provided, and the participants must carry a valid ID proof like driving license, passport, or voter ID card during the site visit.

Questions after the site visit may be sent to **Ms. Jaya Vedi at [vedij@state.gov](mailto:vedij@state.gov)** on or before 1400 hrs, September 8, 2011.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to the **Contracting Officer - Monica E. Madrid** at American Embassy, Gate # 'C', Chandragupta Marg, New Delhi - 110021 on or before 1500 hours on September 13, 2011. No proposal will be accepted after this time.

Complete the OFFER portion of the Standard Form 1449, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

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

1. Section 1 and Attachment 3, Proposal Breakdown by Divisions;
2. Section K, Representations and Certifications;
3. Bar Chart illustrating sequence of work to be performed;
4. Additional information as required in Section 3.

The contract will be a firm fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor and materials that will be required to complete the project, and for pricing its proposal accordingly.

Please be advised that each offeror is responsible for furnishing complete information to its subcontractor and suppliers, such as details and quantities required by the drawings and specifications. Subcontractors and suppliers should not be referred to the Embassy or the Architect for determining the amount or quantities of materials required.

The project completion time is 120 calendar days beginning from the date mentioned in Notice to Proceed letter. In the event of an unauthorized or unexcused delay in completing the project, liquidated damages in the amount of \$618 per calendar day will be assessed until substantial completion of the project is achieved.

The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Please direct any questions regarding this solicitation to the Contracting Officer – Ms. Monica E. Madrid by e-mail or by Fax at – 91-11-24198278 *during* regular business hours.

Sincerely,

Monica E. Madrid  
Contracting Officer

