American Embassy New Delhi

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

Solicitation No. S-IN650-16-Q-0048 **Dated: April 18, 2016**

➔ **Name & address of Offeror** **Issued by: M/GSO/Contracting**

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You are invited to quote your lowest prices for Supply of **"Split Air-conditioner with Inverter technology Units"** at the space provided and send it through email to **newdelhibids@state.gov no later than 4 p.m. on May 02, 2016**. **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. Offer submitted on any other email id should not be considered for further evaluation.

Services - Description

Sr. No.	Description	Unit	Quantity	Unit Cost	VAT	Unit Cost with VAT	Total Cost
1.	Split Air Conditioner, 2 Ton capacity with inverter technology, wall mount type, hot and cold mode (dual mode), 220-240V, 50Hz, 1 PH, having R410 refrigerant gas and cordless remote.	Ea	20				
2.	Split Air Conditioner, 1.5 TR(Ton) capacity with inverter technology, wall mount type, hot and cold mode (dual mode), 220-240V, 50Hz, 1 PH, having R410 refrigerant gas and cordless remote	Ea	25				
3.	Spare motor for indoor unit of above (S.no#1) Split AC (2 Ton)	Ea	5				
4.	Spare motor for outdoor unit of above (S.no#1) Split AC (2 Ton)	Ea	5				
5.	PC Board for Indoor unit of above (s.no#1) Split AC (2 Ton)	Ea	5				

6.	PC Board for outdoor unit of above (s.no#1) Split AC (2 Ton)	Ea	5				
7.	Swing or Flapper motor for above (s.no#1) Split AC (2 Ton)	Ea	5				
8.	Spare motor for indoor unit of above (S.no#2) Split AC (1.5 Ton)	Ea	5				
9.	Spare motor for outdoor unit of above (S.no#2) Split AC (1.5 Ton)	Ea	5				
10.	PC Board for Indoor unit of above (s.no#2) Split AC (1.5 Ton)	Ea	5				
11.	PC Board for outdoor unit of above (s.no#2) Split AC (1.5 Ton)	Ea	5				
12.	Swing or Flapper motor for above (s.no#2) Split AC (1.5 Ton)	Ea	5				

Cost Break Up

1) Excise duty % and amount (if applicable) _____

2) Central Sales Tax (CST) (If applicable) _____

3) Delhi VAT (if applicable) _____

4) Freight & Unloading up to Inland Container Depot (ICD) New Delhi, India (If Applicable) _____

TOTAL COST FOR THE REQUIREMENT_____

Currency: _____

Note: IMPORTANT INSTRUCTIONS: PLEASE READ CAREFULLY WHILE SUBMITTING THE OFFER

I. Important instructions for offer submission:

A. Above are the minimum specifications that we require in Split AC. Bidders can suggest/quote any make/model that meets listed specification.

B. Bidders are requested to please clearly mention make/model of quoted product.

C. Please quote for only available model. Quoted product should be 100% technical compliance. Please advise confirmation of availability, lead time of delivery and warranty period.

D. Please specify detail of the accessories come with the product.

E. The contractor shall furnish and deliver the material in one consolidated shipment to the American Embassy, New Delhi, in accordance with the specifications and terms and conditions set forth herein.

F. This will be a Firm-Fixed-Price type of contract with no additional charges. The prices shall Include all taxes, labor, loading/unloading and freight charges if applicable.

G. All proposed prices shall be in INR.

H. For any technical query kindly email at mehtan@state.gov, sharmac@state.gov before 22nd April, 2016. The answer to the queries will be shared with all prospective bidders. Any query received after 22nd April 2016 will not be entertained.

I. **Submission of the offer:** The quotation must be submitted electronically (via email) no later than 1600hours local time on or before May 02, 2016 at Newdelhibids@state.gov with **subject line "Request for Solicitation#SIN65016Q0048, Supply of Spit Air Conditioner.** Please do not submit your quotations via courier. Please submit signed and dated offers to the office/e-mail ID specified in this solicitation at or before the exact time specified in this solicitation. Offers should be submitted on as specified in the solicitation.

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

K. **Price:** The price should be on CIF, ICD, New Delhi basis with 'NIL' custom duty. Freight pre-paid up to ICD/TKD (inland container Depot), Tuglakabad, New Delhi, India.

L. **VAT:** If vat is applicable than in order to enable the Government to claim VAT refunds, the offeror shall indicate VAT separately. The supplier shall furnish tax invoice in accordance with New Delhi VAT regulations.

M. **Custom Duty:** US Embassy is exempt from custom duty. Custom clearance and forwarding will be done by the Embassy. The vendor will ensure the shipping documents are submitted to the Embassy well in advance for arranging exemption certificate and other documents from MEA before the shipment arrives at ICD, New Delhi.

N. **Excise Duty and Central Sales Tax (CST):** Applicable for vendors operating within India. American Embassy is exempt from the same. Relevant exemption documents for the same will be provided.

2. DELIVERY SCHEDULE

The air-conditioners shall be delivered to the American Embassy, Chanakyapuri as soon as possible but no later than 30 calendar days after contract award.

Offeror to fill in:
Soonest delivery time after contract award: _____ calendar days.

3. **WARRANTY**

The Contractor agrees that the air-conditioners under this contract shall be covered by the most favorable commercial warranty the Contractor gives to any customer for such items. The warranty shall be serviced at New Delhi, India.

All warranty documentation and contact information for services shall be delivered with the units.
To be filled out by the Offeror:
Warranty for the proposed air-conditioners: _____ years.

Point of Contact for service during the warranty period: _____

Tel No.: _____

Email Address: _____

4. **Kindly submit following documents along with offer.**
   - **(a)** Make/model detail along with image/technical catalog/data sheet of the offered product.
   - **(b)** Offer without the catalog/data sheet shall not be considered for further evaluation.
   - **(c)** List of clients along with their contact details where you have supplied similar type of products.
5. **Period for acceptance of offers.**
   - **a.** The offeror agrees to hold the prices in its offer firm for 120 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.
   - **b.** Product sample: If require, product samples shall be submitted prior to the award of PO. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense.
6. **Late submissions, modifications, revisions, and withdrawals of offers.**

(1) Quotation submitted at any other email id and after due date and time given shall be dealt with in accordance with procedures in FAR provision 52.212-1(f).

(2) This purchase shall be bound by the FAR & DOSAR clauses. Full text of a clause may be accessed electronically at this address: http://www.acqnet.gov/far

DOSAR clauses may be accessed at: http://www.statebuy.state.gov/dosar/dosartoc.htm

(3) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation.

(4)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition;

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(5) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(6) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(7) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

7. ***Contract award (not applicable to Invitation for Bids).*** The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.
8. ***Multiple awards.*** The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in

the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

9. ***System for Award Management.*** Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the SAM database accessed through https://www.acquisition.gov.

10. Evaluation Factors:

- Award will be made to the lowest priced, technically acceptable, responsible bidder offer.
- Record of satisfactory past performance.
- The Government reserves the right to reject proposals that are unreasonably low or high in price.
- Offer acceptability will be determined by assessing the bidder's compliance with the terms of the RFQ. The offeror must properly complete and submit all sections of the solicitation. Proposals which do not comply with the RFQ may be rejected on that basis.
- The Government will determine bidder responsibility by analyzing whether the apparent successful bidder 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.

11. Terms and Conditions:

- If your proposal/ offer are accepted, American Embassy will issue a U S Government firm and fixed price purchase order.
- American Embassy does not make any advance payment.
- Payment terms: Payment shall be made thru EFT (electronic fund transfer) within Net 30 days of receipt of material with proper original invoice at American Embassy, New Delhi.

- Invoice: Original invoice should be mailed/addressed direct to the American Embassy, Financial Management Center (FMC), Shantipath, Chanakyapuri, New Delhi. Please furnish tax invoice if you are charging vat.

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 120 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,

Kris Arvind
Contracting Officer