



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-0025

Dated: 27th January 2016

Name & address of Offeror

Issued by: GSO/Contracting

You are invited to submit your competitive quote for the supply of “Mid-Level 4 Door Sedan (Petrol+Automatic) vehicle” as per specification provided in Annexure-A”. Please submit your quote via email at newdelhibids@state.gov, no later than 1400 hours on 10th February 2016. 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-A. 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 “Mid-Level 4 Door Sedan (Petrol+Automatic) vehicle” as per attached Annexure-A.	1qty
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Cost Break Up

- | | |
|---|-------|
| A) Vehicle Cost | _____ |
| B) Offshore Suppliers | |
| b1) freight and insurance up to Inland Container Depot (ICD) New Delhi, India | _____ |
| C) Local supplier | |
| 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 | _____ |

Total Cost including (A+B) for offshore suppliers _____

Total Cost including (1+2+3+4) (for local suppliers only) _____

➔ IMPORTANT INSTRUCTIONS FOR OFFER SUBMISSION:

- All offshore offers must submit their quote in United States Dollars USD \$.
- Local offerors can submit their offers in either Indian Rupees (INR) or United States Dollars (USD \$).
- This will be a firm fixed price Contract with no additional charges for currency fluctuation. The prices shall include all taxes and freight if applicable and delivery up to ICD, New Delhi.
- On-road (within Delhi) Insurance will be paid by Embassy.
- **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.
- **Custom Clearance & Forwarding:** US Embassy is exempted 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.
- **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.
- **VAT (for local suppliers):** In order to enable the U. S. Government to claim VAT refunds, the bidders shall indicate VAT separately. The supplier shall furnish tax invoice in accordance with New Delhi VAT regulations.

- Kindly prepare your quotations clearly giving break-up of Excise duty, Vat and Central Sale Tax if applicable.
- Your offer should be valid for at least 90 days from the submission date.
- **Delivery Time:** Please quote for available product and mention delivery time in you proposal.
- For any technical queries kindly e-mail at mehtan@state.gov & sharmac@state.gov on or before 3rd February 2016. The answers to the queries will be shared with all prospective bidders. Any query received after crossing this deadline will not be entertained.
- **The quotation must be submitted electronically no later than 1400hours local time on or before 10th February 2016 only at: Newdelhibids@state.gov with subject line "Request for Solicitation#SIN65016Q0025 for "Purchase of Mid-Level 4 door Sedan". Please do not submit your quotations via courier.**
- If any offer is received late, accepting or rejecting the offer shall be at the sole discretion of the Contracting Officer (CO)
- Quotations submitted at any other email id and after the due date and time given shall be dealt with in accordance with the procedures in FAR provision 52.212-1(f).
- 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>.

Kindly submit following documents along with your offer:

- Technical catalogue/Image of the offered product along with your offer
- List of clients along with their contact details where you have supplied similar type of vehicles.
- Delivery time: As per manufacturer's schedule.

Other Requirement

- DUNS number of your company and Proof of being registered on SAM (System for Award Management). If not already registered offeror must initiate the process of obtaining DUNS number and being registered on SAM. Order will not be placed on a supplier who is not registered on SAM, as it is mandatory to have the DUNS number for the purpose releasing supplier payment.
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Evaluation Factors:

- Award will be made to the "Lowest Price Technically Acceptable" offer. The U. S. Government reserves the right to reject any offer that is unreasonably low or high.
- Record of Satisfactory Past performance.
- The U. S. Government reserves the right to reject any offer that is unreasonably low or high.
- 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.

Terms and Conditions:

- If your proposal/ offer are accepted, American Embassy will issue a U S Government purchase order.
- American Embassy does not make advance payment.
- Payment terms: Payment thru EFT within Net 30 days of receipt of vehicle with proper invoice at American Embassy, New Delhi.
- If any offer is received late, accepting or rejecting the offer shall be at the sole discretion of the Contracting Officer (CO)

- The quotation must be submitted electronically no later than 1400hours local time on or before 10th February 2016 only at: Newdelhibids@state.gov with subject line "Request for Solicitation#SIN65016Q0025 for "Purchase of Mid-level 4 door sedan". Please do not submit your quotations via courier.
- Quotations submitted at any other email id and after the due date and time given shall be dealt with in accordance with the procedures in FAR provision 52.212-1(f).

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 90 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