



# GSO Vendor Outreach

Promoting full and open competition

*October 16, 2014*

# Logistics

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- Emergency exits
- Snacks/Tea
- Toilets
- Handouts – Flyer + Vendor Registration Form
- Presentation materials – will be made available on:  
<http://kolkata.usconsulate.gov/gso.html>

# Today's Agenda

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- |               |   |
|---------------|---|
| 08:00 – 08:30 | Check-in, collect your handouts                     |
| 08:30 – 09:00 | Presentation – procurement process and BPA overview |
| 09:00 – 11:00 | Q&A   |

# About Vendor Presentations

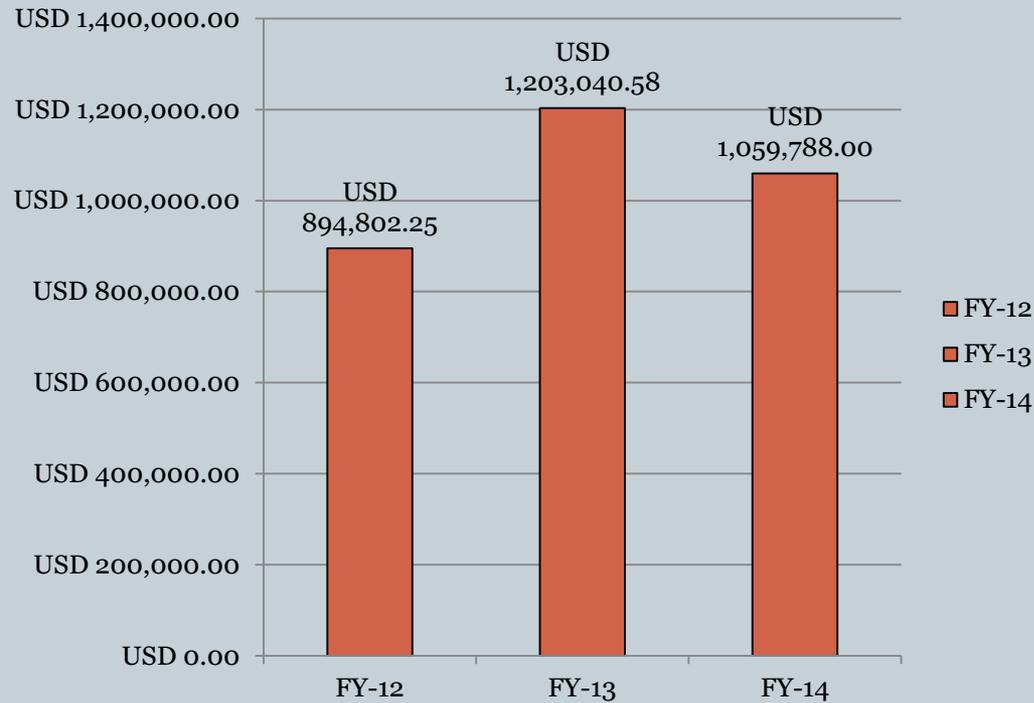
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- Make sure to fill up the “Vendor Registration Form”
- If shortlisted, we will get in touch with you for future procurement needs
- No additional follow-up required on your part

# Procurement in Figures Kolkata

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## FY12 – FY14



# Procurement Options

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- **Formal Contract**
  - e.g. Construction
- **Purchase Order**
  - e.g. Commercial Items
- **Blanket Purchase Agreement (presentation follows)**
  - e.g. Low-cost, recurring items

# Procurement Process

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- **Identify** need/requirement
- **Secure** funding source from agency
- **Prepare** a solicitation based on the Statement of Work (SOW)
- **Publicize** the solicitation
- **Evaluate** responses
- **Award** the contract
- **Ensure execution** in accordance with the SOW
- **Modifications/stop work/termination**, if necessary
- **Pay** the invoice

# Solicit and Publicize

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- Issue RFQ/RFP depending on estimated amounts
- <http://kolkata.usconsulate.gov/gso.html>
  - Typically advertised between 15 to 30 days depending on value
- Site visits, if construction (very critical)
  - Many times site visit notes takes precedent
- Modifications
  - All modifications to requirements are published
- Bid submission
  - Must be timely
  - Must comply with ALL requirements listed in solicitation

# Evaluation, Award & Post Award

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- Evaluation (Agency) by the Technical Evaluation Panel (TEP); CO is ex-officio TEP member
- Financial evaluation- Contracting Officer (CO)
- Award, and start of works/delivery
- Contract management- Contracting Officer's Representative (COR) tracks vendor performance
- Vendor payment- Agency approves invoices for payment

# UNAUTHORIZED COMMITMENTS

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( FAR 1.602-3(a))

- “An agreement that is not binding solely because the Government representative who made it lacked the authority to enter into that agreement on behalf of the Government.”
- Authorized Persons:
  - Warranted Contracting Officer

# Unauthorized Commitments...

## Examples

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- Supplies or services ordered by someone;
  - Not identified in a contract or blanket purchase agreement
  - Outside the scope of the contract
- Contractor starts work before contract is issued or awarded by a Contracting Officer
- An invoice is received from a contractor, but no purchase order or contract exists

# Business Ethics

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*A group of moral principles, standards of behavior, or set of values regarding proper conduct in the workplace.*



# Business Ethics Cont....

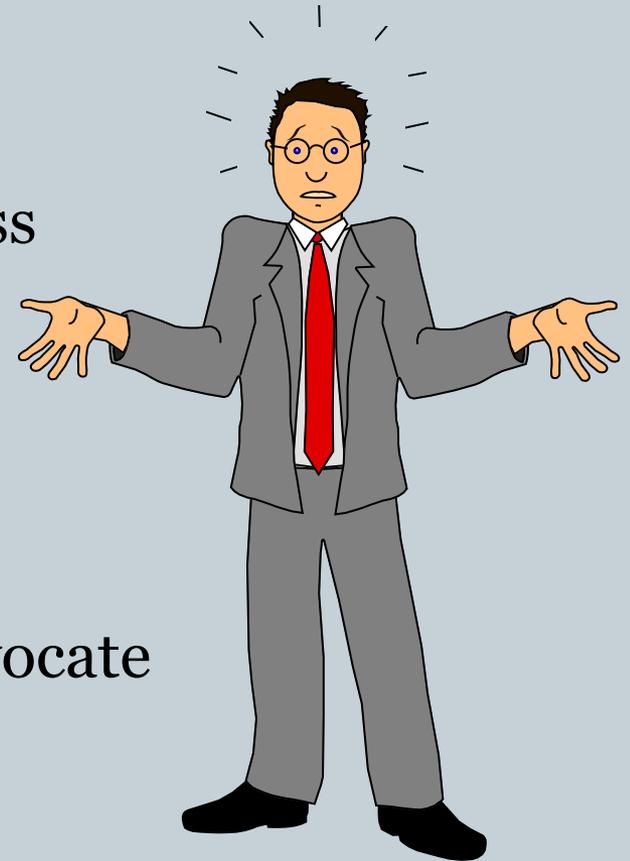
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## Results of abuse

- Vendor blacklisting
- Will be barred from conducting business with any U.S. Government entity

## What are your choices?

- Speak up. Contact the CO, or the
- Department of State's Competition Advocate



# FAR & DOSAR Clauses

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<http://acquisition.gov/far/index.html>.

<http://farsite.hill.af.mil/search.htm>.

DOSAR clauses may be accessed at:

<http://www.statebuy.state.gov/dosar/dosartoc.htm>

# Next Presentation: BPAs

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## **Objective**

Educate BPA vendors of the Mission's BPA procurement, receiving, and payment process

# The BPA Process

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1. Starts with creation of a Blanket Purchase Agreement (BPA) by the US Mission
2. The Contracting Officer (CO) authorizes the BPA for use
3. The BPA is forwarded to the vendor to sign and return a copy to the Procurement Section to confirm acceptance of the BPA

# The BPA setup process

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- Each approved BPA lists all names of callers authorized by the US Mission for that BPA
- In case of any changes, the Vendor will be informed by telephone call and in writing
- Once a BPA is set up, an authorized caller may request goods using a BPA “Call”

# Important - BPA “Calls”

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- All BPA calls (the document authorizing issuance of goods) must bear the signatures of the Financial Management Officer (FMO) & CO
- Vendors **MUST** reject use of any documents by a BPA Caller without the above mentioned signatures
- All authorized callers must present a valid identity card and the vendor should always check to see that the caller is listed on the BPA

# Invoice preparation & payments

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The US Mission has two billing Designated Billing Offices (DBO) as below:

- Budget & Fiscal  
American Center  
38A, Jawaharlal Nehru Road  
Kolkata-700071

# Organizing documents for payment

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Required for each call made:

1. Approved BPA Order
2. Invoice
3. Delivery Note (Signed by the caller to confirm receipt of goods)
4. **Give the caller a copy of the invoice and delivery note for purposes of receipt of goods.**

Note:

**At the end of each month, these documents should be passed on to B&F for payment.**

# Billing and Payment

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- Bills are submitted once a month
- FMC require 30 days from date of receipt of a *properly submitted* invoice to process payments
- Payments are by EFT or check in special cases. **NO CASH PAYMENTS.**
- “Properly submitted” invoice means:
  - Sent to the correct Designated Billing Office
  - Includes a consolidated memo clearly listing all the invoices submitted for payment
- FMC/B&F informs the vendor via email of all invoices that have been paid
- Vendor submits a payment receipt to the DBO

# Tax Exemptions

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- *The US Consulate General is exempt from payment of Service Tax per Ministry of External Affairs Notification No. D-II/451 (2)/77/2006(i) dated June 1, 2007 and Ministry of Finance, CBEC Notification No.33/2007- Service Tax dated May 23, 2007 and from VAT vide Notification No. 6/2002 - Central Excise, date 01<sup>st</sup> March 2002.*

# Account Managers

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- Each BPA holder has a dedicated Procurement Agent handling their Account
- In the event of a discrepancy, the BPA holder should contact the Procurement Agent concerned

# Summary

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- The U.S. Kolkata spends a good amount of money on procurement of goods and services in the local economy
- We promote fair and open competition (which is why you're here)
- Any qualified and competent business may respond to our solicitations
  - It's not complicated
  - You don't need any "inside" connections

# Contacts:

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## **General Services Office – Procurement**

GSO (Contracting Officer) - Andrew Ryan – 3984-2400

A/GSO - Anthony Marks – 3984-2400

Procurement Supervisor - Sukanta Chakraborty - 3984-2535

Procurement Assistant - Arvind Poddar - 3984-2534

## **Budget & Fiscal**

Financial Analyst - S. Thiruvengadathan (Srini) - 3984-2538

# Delivery of goods and payment inquiries

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- Please obtain prior appointment from the Receiving Office for delivery of supplies at least 24 hrs. in advance. Contact Kalyan Chakraborty at Mobile: 99038-99574

Note: goods are **NOT** to be delivered to procurement staff or any other persons other than the Receiving Officials.

- For all payment related inquiries contact B&F at Tele: 3984-2538

# Closing note

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- Make sure to fill up the “Vendor Registration Form”
- We will get in touch with you for future procurement needs
- No additional follow-up required on your part

# Q & A

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THANKS

