



American Consulate General  
5/1 Ho Chi Minh Sarani  
Kolkata- 700071  
Phone No. 91-33-39846300  
Fax No. 91-33-39846307

**Aug 17, 2012**

Dear Prospective Quoter:

Subject: Our Solicitation Number SIN30012R0018

Enclosed is a Request for Quotations (RFQ) renovation of offices in 4<sup>th</sup> floor of Consulate Office Building at 5/1 Ho Chi Minh Sarani, Kolkata-700071. If you would like to submit a quotation, please refer to Section 3 and READ carefully – Quotation Information at Para-J in order to understand how to submit a quotation and submit it to the address shown on the Standard Form-18 that follows this letter. Quotations not complying with the requirements specified in Section 3 may be deemed as incomplete and may be excluded from further consideration. Also, except for the concerned sections, please do not submit the entire copy of this solicitation along with your quotation.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation offering the highest concession fee. We intend to award a contract order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

The Consulate General intends to conduct a pre-proposal conference / site visit for the purpose of answering questions concerning this solicitation on **Thursday, Aug 23, 2012 at 1100 hours sharp** at the above-mentioned site. A site visit will be conducted immediately after the pre-quotation conference. Interested parties must register the participants' names with this office by **Aug 22, 2012** by e-mail to [chakrabortysx2@state.gov](mailto:chakrabortysx2@state.gov) or at telephone number 3984-6300, Extn 6448. This information must be provided in advance in order to ensure access to the conference site and adequate seating for the conference attendees. Due to parking restrictions, participants are advised to arrive early, so that they can park their vehicles on their own and walk down to the designated meeting location specified above. No substitutes or additional persons may attend the conference and site visit.

*In order for a quotation to be considered, you must also complete and submit the following to the undersigned by the designated time and date:*

1. Blocks 11 to 16.of the covering SF-1449
2. The Price Schedules in Section 1
3. Section 5 on Representations and Certifications
4. All additional information requested for in Section L.1.

Quotations are due by **1600 hours on September 10, 2012**. Quotations **must be physically delivered** to the **Contracting Officer at American Center, 38A, Jawaharlal Nehru Road, Kolkata-700071**. Offerors **must not** mail, forward through courier or electronically transmit their quotations. Quotations received after the due time and date shall be dealt with in accordance with the procedures in FAR provision 52.212-1(f). Direct any questions regarding this solicitation to the undersigned by fax during regular business hours.

Sincerely,  
  
Daley C. O'Neil  
Contracting Officer