U.S. Consulate General, Chennai, India
No. 220 Anna Salai, Gemini Circle
Chennai – 600 006, India.
Phone No. 044 – 2857 4000

Solicitation No.: 191N6026Q0006 - PR16144890

Date: August 13, 2026
Issued by: GSO/Contracting Officer

To: Prospective Quoters

Greetings from the U.S. Consulate General, Chennai, India.

The U.S. Consulate General Chennai invites all responsible bidders, to submit your best competitive quotes for providing the U.S.-India Technology Cooperation for Innovation growth Workshop series in accordance with the **specification details set forth in this solicitation.** If you are interested, please follow the instructions in the solicitation before submitting quote.

The Offeror must write their name, address, and contact phone number as specified. The Contracting Office shall provide additional information and/or clarification concerning this solicitation.

The U.S. Government intends to award the Purchase Order to the responsible company submitting an acceptable offer at the lowest price. We intend to award the Purchase 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.

1. DEADLINE TO SUBMIT TECHNICAL QUERIES *(if any):*

Tuesday, August 18, 2026, by 03:00 p.m. (IST). Kindly email technical queries in the attached format (191N6026Q0006 – PR16144890 – Vendor QA Sheet) to Contracting Officer, Mr. Seth A. Burchett at ChennaiProcurement@state.gov. The answers to the queries will be shared with all prospective bidders.

2. DEADLINE TO SUBMIT SOLICITATION:

Thursday, August 27, 2026, at 03:00 p.m. (IST).
All offers must be received by / before the deadline. Read the RFQ for complete details. Your offer must be submitted via email with subject line **"191N6026Q0006 - PR16144890– U.S. – India Technology Cooperation for innovation growth workshop series"** to the Contracting Officer, Mr. Seth A. Burchett at **ChennaiProcurement@state.gov.** Please do not submit your quotations via courier. Offers submitted to any other e-mail shall not be considered for further evaluation.

3. INSTRUCTIONS TO OFFEROR TO SUBMIT QUOTE:

IMPORTANT INSTRUCTIONS: PLEASE READ CAREFULLY PRIOR SUBMITTING THE OFFER

- The Vendor shall furnish all the mandatory information requested herein and in attached SOW. All responsible sources may submit a quotation, which shall be considered.
- Kindly read Statement of Work (SOW) and all other related **mandatory** attachments closely, before submitting the quote.
- This will be a firm fixed price purchase order with no additional charges for currency fluctuation.
- Goods & Service Tax (GST): Applicable for vendors operating within India. Please note that the GST unique identification number (UIN) for Consulate Chennai is **UIN: 3317USA00002UNE.**
- Kindly prepare your quotations **giving clear break-up of each line item and all other applicable charges, as needed**.

4. SYSTEM FOR AWARD MANAGEMENT (SAM):

NOTE: IT IS MANDATORY TO REGISTER IN SAM FOR ORDERS VALUE OVER $40,000

** Kindly visit WWW.SAM.GOV to register your Company. There is "NO COST" to register in SAM and offerors are encouraged to start the process now. Kindly start the process now.

Overseas Offerors who do not have active registration in SAM when submitting the offer, shall complete paragraphs (c) and (d) of FAR provision 52.204-90 – Offeror identification and the applicable representations and certifications under FAR 52.204-7(c)(1). Provisions at FAR 52.204-91 – Contractor identification applies to any resulting award; all of which are included in this solicitation. Please refer to the attachment (191N6026Q0006 – Requirements in lieu of SAM Registration) for more details.

5. TECHNICAL EVALUATION FORM (Generic):

Mandatory form to be filled by Vendors. Please refer to the attachment (191N6026Q0006 – PR16144890-Technical Evaluation form) for more details. Offers missing the supporting documents / evidence, as per the solicitation shall not be considered for technical evaluation.

6. EVALUATION FACTORS:

- Award will be made to the "Lowest priced, technically acceptable" responsible bided offer, meeting

consulate requirements.

- Record of satisfactory past performance.
- The U.S. Government reserves the right to reject proposals that are unreasonably lo 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 U.S. Government will determine bidder responsibility by analyzing whether the apparent successful bidder complies with 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.

7. EVALUATION CRITERIA:

The Government intends to select for award the one responsible quote which conforms to the Bidding Requirements and proposes a price that is fair and reasonable, and provides the Lowest Priced, Technically Acceptable (LPTA) quote meeting the specifications of the requirement. If the lowest priced quote is not found to be Technically Acceptable, we will evaluate the next lowest priced quote, and so on. Quotes determined to be incomplete, unreasonable, or unrealistic will not be considered for award.

- **Consulate reserves the right to cancel entire or part of this solicitation at any time.**

8. TERMS AND CONDITIONS:

- Please note that the Government shall reject proposal that do not contain requested information or are otherwise incomplete.

- If your proposal/ offer is accepted, the U.S. Consulate General Chennai will issue a U.S. Government's firm and fixed price Purchase Order.

- The U.S. Consulate reserve the right to cancel the Purchase Order at any given time if the work is not executed to the satisfactory level.

- Vendor's specialization and past performance in carrying out the specific work shall be considered while evaluating the offers.

- **The United States Government regulations do not allow any advance payment.**

9. SAFETY REQUIREMENT:

All USG projects require the use of appropriate Safety gear. It is mandatory to comply with the Safety and Reporting requirements during the project.

The Contractor shall be responsible for all damages to persons or property that occurs as a result of the Contractor's fault or negligence and shall take proper safety and health precautions to protect the work, the workers, the public, and the property of others.

10. PAYMENT TERMS:

Payment shall be made through EFT (Electronic Fund Transfer) to vendor's bank account within Net 30 days of completion of supply/ service and submission of invoice at the U.S. Consulate General, Chennai, India.

Important: The U.S. Consulate General Chennai reserves the right to reject any or all offers, and to delete any portion/or items of the solicitation. **Once the Purchase Order is awarded, the prices shall hold good until the services are completed.**

Name & address of Offeror: _____

Signature: _____ Date: _____

E-mail address: _____

Contact #: _____

Sincerely,

Seth A. Burchett
Contracting Officer