

U.S. Consulate General Hyderabad

Date: 09 July 2025

To: Prospective Offerors

**Statement of Work: Hiring of Manpower services for our facilities
Management team**

Solicitation Number: 191N4725Q0005

The U.S. Consulate General Hyderabad requires hiring of Manpower services for our facilities Management team as per below scope of work.

Lighting technician - 01

HVAC technician - 01

Trades Helper - 04

U.S. Consulate General Hyderabad invites you to submit a quotation for Manpower services for our facilities Management team as per below scope of work. **The requirement will be for 12 months period.**

Your quotation must be submitted electronically by email at HYDProcurementbids@groups.state.gov on or before 4 p.m. (Hyderabad time) on **July 23 2025** with the subject line “Hiring of Manpower services”. Please do not send your quotations via any other method or to any other email address. All attachments should only be in PDF format. Read the solicitation **below**.

Quotations received after the due date and time shall be handled in accordance with the procedures in FAR provision 52.212-1(f).

For any query, please feel free to contact Hyderabad Procurement section, telephone number: +91-7702022251, E-mail:

HyderabadGSOProcurement@state.gov

Note: Kindly attach resumes and the experience details of the technician who will be working with the Consulate along with your proposals.

STATEMENT OF WORK
FOR
PROVIDING TRADES HELPER SERVICES TO THE FACILITIES TEAM
AT THE US CONSULATE GENERAL
HYDERABAD, INDIA

July 09, 2025

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FACILITY MANAGEMENT
US CONSULATE GENERAL, HYDERABAD

1.0 INTRODUCTION

- i. The US Consulate General, Hyderabad has a requirement of services of a competent contractor to provide trades helper services to the facilities team at the U.S. Consulate General in Hyderabad, India.

2.0 GENERAL REQUIREMENTS

- i. The Contractor shall provide labor, transportation, safety equipment, and supervision required to complete the technical requirements. The Contractor shall be responsible for

hiring labor and shall follow security and safety directives as explained by the Consulate.

3.0 DETAILS OF THE WORK

The Contractor shall provide manpower services as detailed below.

- i. Educational Qualifications:
 - a. The individuals should have at least a secondary school certificate.
- ii. Work Experience:
 - a. The individual should have at least 2 years of experience in any Manufacturing, Service or Construction industry
- iii. Basic Skills:
 - a. The individuals should have basic skills in plumbing, electrical, welding, carpentry, painting or HVAC systems
 - b. Knowledge of tools is mandatory
- iv. Scope of work:
 - a. The individuals should have basic skills in: plumbing, electrical, welding, carpentry, painting, or HVAC systems. Work will be performed at the US Consulate Hyderabad and will assist skilled technicians like Electricians, Plumbers, Carpenters, HVAC technician and Generator mechanic in performing their day-to-day preventive maintenance and unplanned maintenance.
 - b. The individuals will be always escorted by the consulate personnel until they are badged by the RSO
 - c. The individuals shall work along with the consulate technicians and perform all the assigned tasks and complete them on time using the site's tools and equipment.
- v. Timings:
 - a. The individuals shall work Monday to Saturday-48 hours/week from 08:30 to 17:00 with 30-minute lunch break with local and American holidays paid time off.
- vi. Safety:

- a. Vendor will ensure that basic PPE is provided to their staff to include appropriate: Shoes, Helmets, Pants and Shirts.
- b. The site will provide activity specific PPE prior to them performing the work.

4.0 CONTRACT ADMINISTRATION

- a) The Contractor shall not direct the individuals to perform work that is outside the SOW unless directed in writing by the CO (Contracting Office). Any work done by the Contractor outside the SOW without direction from the Contracting Office will be at the Contractor's own risk and at no cost to the Consulate.
- b) The Contracting Office shall issue a Notice to Proceed (NTP) after necessary approval to begin performance under the work.
- c) The COR (Contracting Officer's Representative) from Facility Management office will perform administration and technical guidance of this contract. The COR shall coordinate the schedule, approve cost proposals, inspect work, monitor progress, accept completed work, review and approve invoices. The COR has the authority to direct the Contractor to stop performance of work if unsafe work practices are observed.

5.0 RESPONSIBILITY OF THE CONTRACTOR

- a) The Contractor shall bear complete responsibility for management of work at site.
- b) The Contractor shall assign a Supervisor / Coordinator to represent the Contractor and to manage the performance of work at site.
- c) The Supervisor / Coordinator shall have adequate English language skills to be able to communicate with CO and COR.
- d) The work shall be performed by the Contractor's personnel who should be trained and experienced in accomplishing the specific trades of the work, at the desired quality.
- e) The Contractor shall carryout all requested activities described in the SOW and in case Contractor deutes portion of the activities to a sub-contractor; then this should be done by prior approval from the requesting office representative/s.
- f) The Contractor shall bear complete responsibility for safe performance of work at site and comply with all local laws pertaining to construction labor and safety.
- g) The Contractor shall comply with security requirements and be responsible for conduct of employees and subcontractors at work site.

- h) The Contractor shall be liable for the damages caused by the Contractor's negligent performance of any of the services furnished under this contract.

6.0 EXECUTION OF WORK AT SITE

- a) The Individuals shall stage materials and tools in a designated location. Keep the work areas clear of hindrances, trip hazards, and unused materials always.
- b) The Contractor shall not damage any property or finished work outside of this SOW. The Contractor shall repair all damages at the Contractor's expense.

7.0 DELIVERABLE SCHEDULE

- a) The Contractor shall commence services under this contract promptly, execute the work diligently, and achieve completion and acceptance of requested works within the contract period specified.
- b) The Contractors services shall begin no more than **five (5) business days** after notification of issuance of an order. Work shall proceed on Consulate business days only unless otherwise approved by the Contracting Officer's Representative.
- c) General work hours shall be 8:30 to 17:00, Monday through Saturday. Work may be scheduled outside specified general working hours, if approved by COR, if escorts are available. The extra hours worked will be adjusted in any other day in that month. The Consulate is closed during American and Indian holidays as noted on the Consulate website.

Authorized Holidays for Hyderabad 2025

Date	Day	Holiday	Type
January 1	Wednesday	New Year's Day	American
January 14	Tuesday	Makara Sankranti/Pongal	Indian
January 20	Monday	Birthday of Martin Luther King, Jr.	American
January 27	Monday	Republic Day (observed)	Indian
February 17	Monday	Washington's Birthday (Presidents' Day)	American
March 14	Friday	Holi	Indian
March 31	Monday	Id-ul-Fitr	Indian
April 18	Friday	Good Friday	Indian
May 26	Monday	Memorial Day	American
June 19	Thursday	Juneteenth National Independence Day	American

July 4	Friday	Independence Day	American
August 15	Friday	Independence Day	Indian
August 27	Wednesday	Ganesh Chaturthi	Indian
September 1	Monday	Labor Day	American
September 5	Friday	Id-e-Milad-un-Nabi	Indian
October 2	Thursday	Mahatma Gandhi's Birthday/ Vijaya Dasami	Indian
October 13	Monday	Columbus Day	American
October 20	Monday	Deepavali	Indian
November 11	Tuesday	Veterans Day	American
November 27	Thursday	Thanksgiving Day	American
December 25	Thursday	Christmas Day	American

8.0 SECURITY REQUIREMENTS

- a) The work to be performed under this contract requires that the Contractor, its employees and sub-contractors submit information of their identification cards/passports to get access approvals from security office. Once the contractor submits the necessary forms to get the security clearances the personnel will be badged by the Regional Security Office. However, the personnel may always follow instructions of the Facility Management office personnel

9.0 PAYMENTS

- a) The COR will review the invoice and upon fully completion of the requested service each month will process the invoice for further approval to the office concerned.

END OF SOW

Please find our payment terms below

Our payment terms would be 30 days credit from the date of receipt of services and submission of proper invoice, which would be directly credited into your bank details provided by you. If agreed upon kindly give your acceptance and send us your proposal.

Please provide your offer on or before July 23, 2025, 4:00 PM IST. This is a firm deadline. Please provide the costs by line-item, as well as baseline minimum. Offers will be considered on the basis of the best value to the U.S. government.

- The bids must include information about all our above requirements: i.e., written confirmation that everything we are asking for.
- Compliant bidders must be willing to accept a purchase order from the U.S. Consulate General Hyderabad as per our payment terms mentioned below.
- Payment can only be made via electronic fund transfer. The Consulate will not provide advanced payments or deposits.

Please feel free to contact Hyderabad GSO Procurement at HyderabadGSOProcurement@state.gov for more information.

STATEMENT OF WORK
FOR
PROVIDING LIGHTING TECHNICIAN AND HVAC TECHNICIAN SERVICES TO
THE FACILITIES TEAM
AT THE US CONSULATE GENERAL
HYDERABAD, INDIA

July 09, 2025

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FACILITY MANAGEMENT
US CONSULATE GENERAL, HYDERABAD

8.0 INTRODUCTION

- ii. The US Consulate General, Hyderabad has a requirement of services of a competent contractor to provide lighting technician and HVAC technician services to the facilities team at the U.S. Consulate General in Hyderabad, India.

9.0 GENERAL REQUIREMENTS

- ii. The Contractor shall provide labor, transportation, safety equipment, and supervision required to complete the technical requirements. The Contractor shall be responsible for hiring labor and shall follow security and safety directives as explained by the Consulate.

10.0 DETAILS OF THE WORK

The Contractor shall provide manpower services as detailed below.

vii. Educational Qualifications:

- a. The individuals should have a secondary school certificate and any vocational training course certification in Electrician or HVAC field

viii. Work Experience:

- a. The individual should have at least 3 years of experience in the field of electrical and HVAC in any Manufacturing, Service or Construction industry

ix. Basic Skills:

- a. The individuals should have skills in Electrical and HVAC systems
- b. The individual should have knowledge of electrical installations, light fixtures and maintenance procedures, troubleshooting, HVAC systems and its functioning, and refrigeration cycle.
- c. The individual should have knowledge of lighting control systems, various sensors associated with the lighting controls and previous working knowledge of lighting control systems is an added advantage.
- d. Knowledge of tools and their usage is mandatory

x. Scope of work:

- a. The individuals will work along with skilled technicians like electricians and HVAC technicians in performing their day-to-day preventive maintenance and unplanned maintenance.
- b. The individuals will be always escorted by the consulate personnel until they are badged by the RSO
- c. The individuals shall work along with the consulate technicians and perform all the assigned tasks and complete them on time using the site's tools and equipment.

xi. Timings:

- a. The individuals shall work Monday to Saturday-48 hours/week from 08:30 to 17:00 with 30-minute lunch break with local and American holidays paid time off.

xii. Safety:

- a. Vendor will ensure that basic PPE is provided to their staff to include appropriate: Shoes, Helmets, Pants and Shirts.
- b. The site will provide activity specific PPE prior to them performing the work.

11.0 CONTRACT ADMINISTRATION

- d) The Contractor shall not direct the individuals to perform work that is outside the SOW unless directed in writing by the CO (Contracting Office). Any work done by the Contractor outside the SOW without direction from the Contracting Office will be at the Contractor's own risk and at no cost to the Consulate.
- e) The Contracting Office shall issue a Notice to Proceed (NTP) after necessary approval to begin performance under the work.
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12.0 RESPONSIBILITY OF THE CONTRACTOR

- i) The Contractor shall bear complete responsibility for management of work at site.
- j) The Contractor shall assign a Supervisor / Coordinator to represent the Contractor and to manage the performance of work at site.
- k) The Supervisor / Coordinator shall have adequate English language skills to be able to communicate with CO and COR.
- l) The work shall be performed by the Contractor's personnel who should be trained and experienced in accomplishing the specific trades of the work, at the desired quality.
- m) The Contractor shall carryout all requested activities described in the SOW and in case Contractor deutes portion of the activities to a sub-contractor; then this should be done by prior approval from the requesting office representative/s.
- n) The Contractor shall bear complete responsibility for safe performance of work at site and comply with all local laws pertaining to construction labor and safety.

~~SBU — Only for Contractor Viewing during Onsite Contractor
Prebid Site Survey~~

- o) The Contractor shall comply with security requirements and be responsible for conduct of employees and subcontractors at work site.
- p) The Contractor shall be liable for the damages caused by the Contractor's negligent performance of any of the services furnished under this contract.

13.0 EXECUTION OF WORK AT SITE

- c) The Individuals shall stage materials and tools in a designated location. Keep the work areas clear of hindrances, trip hazards, and unused materials always.
- d) The Contractor shall not damage any property or finished work outside of this SOW. The Contractor shall repair all damages at the Contractor's expense.

14.0 DELIVERABLE SCHEDULE

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