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(India) Private Limited  
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## PROCUREMENT DOCUMENTATION

VOLUME 1 “GENERAL AND COMMERCIAL PARTS”  
for public request for quotation for the right to conclude a contract for information  
services to be provided in India and Bangladesh

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### PROCUREMENT DOCUMENTS

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## 1. PUBLIC NOTICE ABOUT THE REQUEST FOR PROPOSALS

1) Form and method of the competitive bidding process: public one-phase request for proposals without pre-qualification.

2) This procurement shall be held in accordance with Rosatom Procurement Standard (Procurement Regulations), as amended by Resolution of the Supervisory Board of Rosatom State Corporation (Meeting Record no. 08.09.2017 №97).

3) Subject of procurement: the right to conclude the contract for information services to be provided in India and Bangladesh.

4) The Customer/Procurement authority: Rosatom South Asia Marketing (India) Private Limited.

Location: Mumbai, India.

Postal address: Office no 813, Wing B, The Capital Building, Bandra Kurla Complex, Bandra East, Mumbai, Maharashtra, India 400051.

Tel. E-mail Ph.: +912267080091, antipin@rosatominternational.com.

5) Number of lots: 1 (one).

6) Subject matter of the contract: information services to be provided in India and Bangladesh.

Timeframe for performance of services: 12 calendar months from the date of the contract's conclusion.

Place of performance of the services: India, Bangladesh.

Details and scope of the services: all necessary information is given in Volume 2 of the procurement documents.

Offers implying partial performance of the services shall not be acceptable.

7) Terms of payment: non-cash settlement under the terms and conditions of the draft contract (Part 3 "Draft Contract" of Volume 1 of the Procurement Documents).

The form and all the terms and conditions of the draft contract (Part 3 "Draft Contract" of Volume 1 of the Procurement Documents) are mandatory. Any counter proposals of the participants in respect of the draft contract are not acceptable.

Any proposals on the wording of the Contract provisions aimed at correction of grammatical and technical errors, if such are revealed in the Draft Contract by a participant, shall not be deemed counter proposals (Part 3 "Draft Contract", Volume 1 of the Procurement Documents).

8) Starting (ceiling) price of the contract: 162 480 USD including VAT.

The participant's quote of the contract price shall not exceed the starting (ceiling) price of the contract.

The price of the Contract includes all the expenses related to contract execution specified in the draft contract (Part 3 "Draft Contract", Volume 1 of the procurement documentation).

9) Procurement official language: English/Russian.

Procurement bid, including all correspondence and documents related to the procurement and exchanged between the participants of competitive bidding and the Procurement authority shall be prepared by the participant of competitive bidding in English or Russian. Any documents made in another language should be accompanied by a copy translated into English or Russian. The Tendering committee shall examine the documents only if they are in English or Russian. Any documents made in other languages that are not accompanied by a copy translated into English or Russian shall not be deemed to have been submitted and information specified in such documents shall not be taken into account when evaluating a procurement bid. The participant of competitive bidding shall be responsible for the accuracy of any English or Russian translation.

10) Procurement currency: USD.

11) Bid security: not required.

12) Information regarding the procurement process, including the procedure of registration of participants of the competitive bidding and the procedure of determining the winner (successful participant of a competitive bidding):

The procurement application shall be valid for at least 60 calendar days from the date established as deadline for submission of applications. Based on the set of the criteria stated in the Procurement documents, the Tendering Committee shall determine the participant of competitive bidding who offers the best contract terms and shall declare such participant the winner.

13) Procedure for obtaining the Procurement documents:

Procurement documents shall be publically accessible on the website <http://rosatom-southasia.com/> starting from the date of their official publication.

14) The possibility and the conditions under which the submission of alternative proposals is acceptable: is not acceptable.

15) Engagement of joint contractors (legal entities or individuals, providing part of /services under the contract): is acceptable.

The scope of engagement of joint contractors shall be determined by participants of the competitive bidding at their sole discretion.

16) Possibility of carrying out the rebidding procedure: it is possible, in respect of reduction of the price initially specified in the bid.

17) Deadline for bid submission (the time when access to submitted bids shall be granted): 11:00 (IST) on 11, January 2018.

Place, date and time of the Tendering committee meeting (if held):

Address: Office no 813, Wing B, The Capital Building, Bandra Kurla Complex, Bandra East, Mumbai, Maharashtra, India 400051.

11:15 (IST) on January 11, 2018.

18) Place, date and time of bid evaluation and finalizing the procurement procedure:

Qualification phase of bid assessment: Office no 813, Wing B, The Capital Building, Bandra Kurla Complex, Bandra East, Mumbai, Maharashtra, India 400051, no later than 23:59 (IST) on January 19, 2018.

Evaluation phase of bid assessment and finalizing the procurement procedure: address Office no 813, Wing B, The Capital Building, Bandra Kurla Complex, Bandra East, Mumbai, Maharashtra, India 400051, no later than 23:59 (IST) on January 23 2018.

19) Deadline for conclusion of the contract: within 20 (twenty) days, but no earlier than 10 (ten) days after the date of posting the record of the meeting held to finalize the procurement on the website <http://rosatom-southasia.com>, except the following cases:

The Customer shall, within 5 (five) working days from the date of posting the record of the Tendering Committee meeting held to finalize the procurement on the website <http://rosatom-southasia.com/> or from the date of completion of the aforesaid activities, deliver to the entity to which the contract is awarded (the winner or the sole participant of competitive bidding) the draft contract prepared by means of inclusion of the contract terms and conditions proposed by the entity to which the contract is awarded in its procurement bid, taking into account any pre-contractual negotiations, into the draft contract attached to the Procurement documents.

The Customer shall obtain a confirmation from the entity to which the contract is awarded that the said draft contract has been received by such entity.

The entity to which the contract is awarded shall deliver to the customer the contract signed and sealed on its part within 10 (ten) days from the date the said contract is served.

20) Contract obligations fulfillment security: not required.

21) If a procurement is cancelled by the Procurement authority, upon the customer's request, within the period stated below, and for reasons indicated below, at any time up to the finalizing of the procurement, the Procurement authority shall incur no liability:

a change of financial, investment, production and other programs that has affected the need for this procurement;

changes in demand for products, including changes in product characteristics, provided that such changes are approved by the Customer's CEO;

a force majeure event confirmed by a relevant document and affecting the practicability of the procurement;

requirement to comply with the orders of the antimonopoly authority:

changes in the laws of India, regulatory legal acts, issuance of directives of federal executive authorities affecting the possibility and/or practicability of the procurement.

Notice of the procurement cancellation or any procurement lot cancellation shall be signed by the customer's CEO and posted by the Procurement authority on the same working day (the next working day if the notice of competitive bidding cancellation is received by the Procurement authority after 6.00 pm at the location of the Procurement authority) in the manner prescribed for posting a public notice of a procurement procedure and procurement documents.

## PART 1

Terms and definitions and abbreviations used in Parts 1 and 2 of Volume 1 of this procurement documents are given in accordance with Rosatom Procurement Standard (Procurement Regulations) (hereinafter referred to as the Standard).

### 2. REQUIREMENTS. DOCUMENTS. DOCUMENTS TO BE INCLUDED IN THE BID.

#### 2.1. REQUIREMENTS. DOCUMENTS CONFIRMING COMPLIANCE WITH THE ESTABLISHED REQUIREMENTS.

##### 2.1.1. Requirements for participants of the competitive bidding, joint contractors

Item No.	Requirements	The documents confirming the compliance with the established requirements
<b>1)</b>	The bidder shall have civil legal capacity in full scope in order to sign and execute the contract following the procurement results including:	
1.1)	to be registered as a subject of civil law as per the legislation of the country of its residence;	<p>a) copies of the documents on the state registration from the following:  – copies of the documents of the state registration as a subject of the civil law, in compliance with the legislation of the country at the place of his residence, which shall be supported with their translation into the English or Russian language; as a part of the bid to be submitted in hard copy, these documents shall be provided in legalized copies (apostillation is acceptable), with their translation into the English or Russian language attested by a public notary;</p> <p>b) copy of the document confirming the authorities of the person for signing the procurement bid on behalf of the bidder (the documents confirming the authorities of the person executing functions of the sole executive body (for the legal entity); if the procurement bid is signed under the power of attorney, this power of attorney shall be also submitted as a part of the bid). If the procurement bid and (or) the documents included in it are signed by different persons, the documents confirming authorities of the person for signing the bid and (or) the documents included in it shall be submitted for each signatory,</p>

Item No.	Requirements	The documents confirming the compliance with the established requirements
		according to the authorities;
		c) copies of the constituent documents in their latest version (for legal entities);
1.2)	<p><u>if execution of the contract is stipulated in the India territory:</u></p> <p>to have the right to conduct business activities according to the legislation of the country at the place of residence of this bidder;</p> <p>to have the right to conduct business activities according to the legislation of the country at the place of the contract execution.</p>	<p>d) confirmation on availability of the right to conduct business activities in compliance with the legislation at the place of residence of the bidder and at the place of the contract execution shall be filled in by the bidder as per Form 1 “Procurement bid”.</p> <p>Bidders shall additionally submit a short explanatory note containing the following information:</p> <ul style="list-style-type: none"> <li>- the provisions of the legislation of the country at the place of his residence and (or) conducting business activities regulating their legal capacity and conditions for carrying out the business activities related to performance of the obligations under the agreement (the contract) to be signed upon the procurement results;</li> <li>- the name and requisites (number and date of acceptance, number and date of the current revision) of the national regulatory legal acts, in compliance with which the foreign bidder shall conduct his business activities.</li> </ul>
1.3)	not to be in the process of winding-up (for the legal entity), not to be acknowledged as insolvent (bankrupt) by the award of the arbitration court;	e) the confirmation filled in by the bidder as per Form 1 “Procurement bid”:
1.4)	is not the organization, on the property of which in the part required for execution of the contract the arrest is imposed by the award of the court, administrative body, and (or) the activity of which is suspended;	<ul style="list-style-type: none"> <li>– regarding the fact that the bidder is not involved in the process of winding-up (for the legal entity);</li> <li>– regarding non-availability of the award of the arbitration court related to the bidder on acknowledging him as insolvent (bankrupt);</li> <li>– regarding the absence of arrest of the bidder’s property imposed by the court award, administrative body;</li> <li>– regarding the fact that the bidder’s activity has not been suspended.</li> </ul>
1.5)	shall disclose the information regarding the whole chain of owners, including beneficiaries (including final ones);	f) the engagement filled in by the bidder as per Form 1 “Procurement bid”, in case of signing the contract with him, the information about the chain of

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for public request for quotation for the right to conclude a contract for rendering of information services in India and Bangladesh



Item No.	Requirements	The documents confirming the compliance with the established requirements
		owners, including beneficiaries (including final ones), in the form and in accordance with the instructions given in the procurement documents, and the documents confirming this information shall be submitted by the date of signing the contract;
<b>2)</b>	<b>Requirements to the joint contractors rendering services/ performing works, amount of which is more than 5% of total price of the application of the participant of competitive bidding:</b>	
2.1)	to be registered as a subject of civil law as per the legislation of the country of its residence;	<p>g) copies of the documents on the state registration from the following: copies of the documents of the state registration as a subject of the civil law, in compliance with the legislation of the country at the place of his residence, which shall be supported with their translation into the English or Russian language; as a part of the bid to be submitted in hard copy, these documents shall be provided in legalized copies (apostillation is acceptable), with their translation into the English or Russian language attested by a public notary;</p> <p>h) copies of the constituent documents in their latest version (for legal entities);</p>
2.2)	not to be in the process of winding-up (for the legal entity), not to be acknowledged as insolvent (bankrupt) by the award of the arbitration court;	i) the confirmation filled in by the bidder as per Form 1 “Procurement bid”: – regarding the fact that the bidder is not involved in the process of winding-up (for the legal entity); – regarding non-availability of the award of the arbitration court related to the bidder on acknowledging him as insolvent (bankrupt); – regarding the absence of arrest of the bidder’s property imposed by the court award, administrative body;
2.3)	is not the organization, on the property of which in the part required for execution of the contract the arrest is imposed by the award of the court, administrative body, and (or) the activity of which is suspended;	j) regarding the fact that the bidder’s activity has not been suspended.
2.4)	<p>The participant of competitive bidding shall confirm that each of the engaged joint contractors performing the work amounting to more than 5% from total price proposed by the participant of competitive bidding:</p> <p>a) is informed of the fact that it is engaged as a joint contractor;</p>	k) Plan for assignment of types and scopes of work among the participant of competitive bidding and its joint contractor (Form 5). This plan shall be completed and submitted both in the event of engagement of joint contractors by the participant of competitive bidding and in the event of failure to engage them; in the latter case, it shall be reflected in this form that no joint contractors are planned to be engaged.

Item No.	Requirements	The documents confirming the compliance with the established requirements
	b) agrees with the list, scope and deadlines for the work performance assigned to such joint contractor.	

### 2.1.2. Requirements to the Goods

Item No.	Requirements	The documents confirming the compliance with the established requirements
1)	The products shall comply with the requirements specified in Volume 2 “Technical part”.	Technical proposal confirming fulfillment of each technical requirement (volume 2) in accordance with instructions given in procurement documentation (Form 2).

## 2.2. DOCUMENTS TO BE INCLUDED IN THE PROCUREMENT BID.

**Number of copies of the procurement bid:** 1 hard copy original, soft copy on 2 storage devices for USB or DVD, or for CD-R(W).

1. Documents to be attached to the procurement bid, in the form of electronic documents:
  - 1) procurement bid as per the form and in accordance with the instructions given in these procurement documents (subsection 5.1, Form 1);
  - 2) cost summary table in accordance with the instructions given in these procurement documents (subsection 5.1, Form 3),
  - 3) technical offer in accordance with the instructions given in these procurement documents (subsection 5.1, Form 2),
  - 4) documents referred to in subsection 2.1 of these procurement documents.
  - 5) documents required solely for the purpose of evaluating the bid in accordance with the criteria and methodology for bids evaluation referred to in Section 3 (*failure to submit the said documents cannot be the reason for rejecting the bid at the qualification stage*).

### 3. CRITERIA AND METHODOLOGY FOR BIDS EVALUATION

- 1) Contract price ( $BP_i$  criterion value – 70%);
- 2) Qualification of the participant of competitive bidding ( $BT_i$  criterion value– 30%), including:
  - Experience ( $E_i$  criterion value – 100%)

#### 3.1. Method of bids estimation:

The rating of the procurement bid represents the evaluation in points, obtained upon the evaluation results using the estimation criteria (sub-criteria) taking into account the significance (weight) of the given criteria (sub-criteria).

The rating of the  $i$ -st procurement bid shall be determined by formula:

$$R_i = BP_i * V_u + BT_i * V_r;$$

where  $V$  - the significance value (weight) of the relevant criterion,  
 $BP$ ,  $BT$  - rating (in points) of the relevant criterion.

The total significance value of all the criteria established in the procurement documents is equal to 100 %. The maximum rating in points for each criterion  $P_i$ ,  $T_i$  - 100 points.

Estimation using the criterion “Contract price”

$$BP_i = \frac{P_{\min}}{P_i} * 100$$

where:  $BP_i$  - estimation as per the criterion “Contract price” of the  $i$ -st procurement bidder in points,

$P_i$  - the procurement bid on the contract price mentioned in the  $i$ -st procurement bidder reduced to the unified basis for comparison of quotations given in USD,

$P_{\min}$  - the minimum quotation of the bidder on the contract price, which is mentioned in the bid submitted by admitted bidders reduced to the unified basis for comparison of quotations given in USD.

Estimation as per the criterion “Qualification of the participant of competitive bidding”

$$BT_i = BE_i * V_e$$

where:  $V$  - the significance value (weight) of the relevant sub-criterion,

$BE$  - estimation rating (in points) of the relevant sub-criterion

The total significance value of all sub-criteria of one criterion is equal to 100 %.

The maximum rating in points for each of the sub-criteria  $E_i$  - 100 points.

Estimation using the sub-criterion “Experience”:

Calculation of BOyi is held according to the following procedures:

In carrying out evaluation on the basis of this subcriterion, the respective experience of the participant of competitive bidding confirmed by copies of the following documents executed in compliance with the accounting rules shall be taken in account:

- documents which confirm scope of services, are executed under the contract, are signed by the parties to the contract and specify the following data:
  - contract details (number and date);
  - list of rendered services;
- documents which confirm completion of services, are executed under the contract for the purposes of financial reporting, are signed by the parties to the contract and specify the following data (a sample document is shown in Form 6):
  - contract details (number and date);
  - list of the services delivered and accepted by the customer under the contract.

Only experience of the participant of competitive bidding shall be evaluated (experience of other legal entities of individuals, including individual entrepreneurs, engaged by the participant of competitive bidding for performance of the contract shall not be taken into account), according to the following formula:

Experience		Points
The participant of competitive bidding has no projects with completed in 2014-2017 for information services in India and/or Bangladesh		0
$BE_i = \frac{E_i}{E_{max}} * 100$		
$E_{max}$		100

where:

$E_i$  – number of projects with completed in 2014-2017 for information services in India and/or Bangladesh, by the participant of competitive bidding “i”.

$E_{max}$  – maximum number of services with completed in 2014-2017 for information services in India and/or Bangladesh, in comparison with experience of all admitted participants of competitive bidding but not more than 2 (two).

If  $E_i$  exceeds the 2 (two), then  $E_i$  shall be deemed equal to 2 (two).

#### 4. SAMPLE FORMS OF THE MAIN DOCUMENTS

*forms 2 to 6 are recommended for completion. In case any changes are introduced in the forms contained in this section, all documents included by the participant of the competitive bidding in the bid should contain all data specified in the relevant form.*

##### 4.1. Sample forms of the main documents to be included in the bid

Form 1.

*Letterhead of the participant of a competitive bidding*

\_\_\_\_\_ 20\_\_ No. \_\_\_\_\_

##### *APPLICATION FOR PARTICIPATION IN A COMPETITIVE BIDDING (Form 1)*

Having studied the Public Notice on Competitive Bidding for the right to enter into a contract for rendering of services for \_\_\_\_\_, which is published on \_\_\_\_\_ *[please specify the website where the competitive bidding is published]*, competitive bidding No. \_\_\_\_\_ *[please specify number of the competitive bidding on the said website]*, the procurement documentation, understanding and accepting the competitive bidding requirements and the conditions specified therein,

\_\_\_\_\_,  
*(full name of the participant of competitive bidding with indication of the legal form)*

legal address \_\_\_\_\_,  
*(legal address of the participant of competitive bidding)*

actual address \_\_\_\_\_,  
*(actual address of the participant of competitive bidding)*

postal address \_\_\_\_\_,  
*(postal address of the participant of competitive bidding)*

proposes to enter into a contract for: \_\_\_\_\_  
*(subject matter of the contract)*

in accordance with the Technical Proposal, Cost Summary Table and other documents which form the integral appendices to this application:

No.	Conditions of applications for participation in a competitive bidding	Participant proposals
1.	Application price, USD. including VAT	<i>[please specify the contract price with the amount of VAT]</i>
2.	Application price, USD. net of VAT	<i>[please indicate the contract price net of VAT]</i>
3.	Deadline for services provision	<i>[to specify "in accordance with the terms and conditions of the procurement documentation" or to specify the start and the end dates of the services provision in the format of calculation of time periods specified in the Public Notice on Competitive Bidding]</i>

No.	Conditions of applications for participation in a competitive bidding	Participant proposals
4.	Payment terms	<i>[to specify "in accordance with the terms and conditions of the draft contract of the procurement documentation" or to specify payment procedure under the contract which (procedure) is proposed by the participant of a competitive bidding]</i>

This application for participation in a competitive bidding has a legal status of an offer and shall remain in force 60 calendar days from the deadline for submission of applications for participation in a competitive bidding.

***For legal entities:***

We hereby confirm that:

- \_\_\_\_\_ (*name of the participant of competitive bidding*) has the right to carry on business in compliance with the law of \_\_\_\_\_ (*please specify the country of the location of the participant of competitive bidding*) and \_\_\_\_\_ (*please specify the country where the contract is fulfilled if the place of contract fulfillment is different from the place where participant of competitive bidding is located*).
- there are no liquidation proceedings against \_\_\_\_\_ (*name of participant of competitive bidding*), there is no adjudication order for \_\_\_\_\_ (*name of the participant of competitive bidding*) issued by an arbitration court, activities of \_\_\_\_\_ (*name of the participant of competitive bidding*) are not suspended and its assets are not seized by the decision of a court or an administrative authority;

If we win this competitive bidding or if we receive the proposal to enter into a contract, we will assume the following obligations:

- a) to sign the contract on our part in accordance with the requirements specified in the procurement documentation and with the terms and conditions of our application for participation in a competitive bidding;
- b) before concluding the contract, to provide the information about the owners chain including beneficiaries (including ultimate beneficiaries) as per the form and in accordance with the instructions set out in the procurement documentation and to provide the documents confirming such information.

We are notified and agree that:

- if we provide any inaccurate information, we may be removed from the list of the participants of competitive bidding, and if inaccuracy of the information provided by us is detected after the conclusion of a contract with us, such contract may be terminated;
- we will be recognized to be evading the conclusion of a contract in the cases specified in the procurement documentation and in the case of failure to provide the documents which must be provided before the contract conclusion;

In accordance with the instructions received from you in the procurement documentation, the information about essence of our proposals in this competitive bidding is provided in the following documents which form an integral part of our application for participation in a competitive bidding:

List of the documents included in the application:

No.	Document name	Quantity of pages
1.	<i>A copy of the document confirming the fact of funds paid as the security of application for participation in a competitive bidding / irrevocable bank guarantee</i>	
2.	...	
3.	...	
...		
...		
...		

\_\_\_\_\_  
(Signature of the authorized representative)

\_\_\_\_\_  
(Name and position of the signatory)

L.S.

#### COMPLETION INSTRUCTIONS

1. These instructions shall not be reproduced in the documents prepared by the participant of a competitive bidding.

2. An application for participation in a competitive bidding shall be executed on an official letterhead of the participant of a competitive bidding.

3. The participant of a competitive bidding shall assign the date and number to the application for participation in a competitive bidding in accordance with its own document management rules.

4. The participant of a competitive bidding shall specify its full name (with indication of the legal form) and legal address.

5. The participant of a competitive bidding shall list and specify the scope of each document being attached to the application for participation in a competitive bidding which determines the essence of the quotation of the participant of a competitive bidding.

6. Any documents making part of an application for participation in a competitive bidding must be clearly printed. No erasures, additional notes, corrections in the documents prepared by the participant of a competitive bidding are permitted, except in cases where such corrections (additional notes) are certified with the handwritten inscription "Alteration valid" and with the handwritten signature of the authorized person made next to each correction (additional note) and sealed by the participant of a competitive bidding.

*[this form shall be submitted before conclusion of the contract by the competitive bidding winner or by the person which is approved to be a party to the contract]*

Form 1.1.

**INFORMATION ABOUT THE OWNERS CHAIN INCLUDING BENEFICIARIES (INCLUDING ULTIMATE BENEFICIARIES)**  
(Form 1.1)

The person which will be a party to the contract: \_\_\_\_\_  
name of the contractor which will be a party to the contract

No.	Information about the contractor			Information about the owners chain of the contractor including beneficiaries (including ultimate beneficiaries)					Information about confirming documents (name, details, etc.)
	Abbreviated name	Full name of the CEO	Series and number of the CEO's identification document	No.	Corporate name / Surname, name, patronymic	Registration address	Series and number of the identification document (for an individual)	CEO/ member/ shareholder/ beneficiary	
1	2	3	4	5	6	7	8	9	10

\_\_\_\_\_  
(Signature of the authorized representative)

\_\_\_\_\_  
(Name and position of the signatory)

L.S.

**COMPLETION INSTRUCTIONS**

1. These instructions shall not be reproduced in the documents prepared by the contractor.
2. Form 1.1 shall not be changed. All information and documents must be provided.
3. Form 1.1 must be provided by the contractor before conclusion of the contract in two formats \*.pdf and \*.xls;

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4. The contractor shall specify its abbreviated legal form and the contractor's name in column 2. If the contractor is an individual, then full name shall be indicated.
5. The contractor shall complete column 3 in the format: Surname, Name, Patronymic, for example, Ivanov Ivan Stepanovich.
6. Column 4 shall be completed in the following format: series (space) number, for example, 5003 143877. For foreigners it is acceptable to complete it in the format represented in their national passport.
7. Column 5 shall be completed according to the sample.
8. Column 6 shall contain the abbreviated legal form of organization and the contractor's name. If the owner is an individual, his/her full name shall be indicated. Moreover, if the information about the CEO of the legal entity - contractor's owner is present, the full name shall be indicated in its entirety.
9. Column 7 shall be completed with the use of the format of geographical hierarchy in descending order, for example, Tula, Pionerov St., 56-89.
10. Column 8 shall be completed according to Clause 7 of this instruction.
11. Column 9 shall contain the information about the way this entity relates to the higher link in the "counterparty - beneficiary" chain in accordance with the example given in the sample form.
12. Column 10 shall contain the legal status and details of the confirming documents, for example, the Memorandum of Association dated 23.01.2008.

## OWNERS CHAIN TABLE COMPLETION SAMPLE

*beginning*

<i>No.</i>	Information about the contractor		
	<i>Abbreviated name</i>	<i>Surname, Name, Patronymic of the CEO</i>	<i>Series and number of the CEO's identification document</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
<i>1</i>	<i>“Romashka” LLC</i>	<i>Ivanov Ivan Stepanovich</i>	<i>5003 143877</i>

end

<i>Information about the owners chain of the contractor including beneficiaries (including ultimate beneficiaries)</i>					<i>Information about confirming documents (name, details, etc.)</i>
<i>No.</i>	<i>Corporate name / Surname, name, patronymic</i>	<i>Registration address</i>	<i>Series and number of the identification document (for an individual)</i>	<i>CEO / member/ shareholder/ beneficiary</i>	
5	6	7	8	9	10
1.1	"Svet 1" CJSC	Moscow, Lubyanka St., 3		Member	Memorandum of Association dated 23.01.2008
1.1.0	Petrova Anna Ivanovna	Moscow, Shchepkina St., 33	44 55 666777	CEO	Articles of Association, Order No. 45-п/c dated 22.03.10
1.1.1	Sidorov Petr Ivanovich	Saratov, Lenina St., 45-34	55 66 777888	Shareholder	Memorandum of Association dated 12.03.2004
1.1.2	"Cherepashka" LLC	Saratov, Lenina St., 45		Shareholder	Memorandum of Association dated 12.03.2004
1.1.2.0	Mukhov Amir Mazievich	Saratov, Lenina St., 45	66 78 455434	CEO	Articles of Association, Order No. 77-п/c dated 22.05.11
1.1.2.1	Mazaeva Inna Lvovna	Saratov, K. Marksa St., 5-34	67 03 000444	Beneficiary	Resolution on establishment of LLC dated 12.03.2004
...					
1.2	"Svet 2" LLC	Smolensk, Titova St., 34		Member	Memorandum of Association dated 23.01.2008
1.2.0	Antonov Ivan Igorevich	Smolensk, Titova St., 34	66 55 444333	CEO	Articles of Association, Order No. 56-п/c dated 22.05.09

## VOLUME 1 "GENERAL AND COMMERCIAL PARTS"

for public request for quotation for the right to conclude a contract for rendering of information services in India and Bangladesh

1.2.1	Ivlev Dmitry Stepanovich	Smolensk, Chapaeva St., 34-72	77 55 333444	Member	Memorandum of Association dated 23.01.2006
1.2.2	Stepanov Igor Dmitrievich	Smolensk, Gagarina St., 2- 64	66 77 223344	Member	Memorandum of Association dated 23.01.2006
...					
1.3	Iguana LTD	USA, Virginia State, 533		Member	Memorandum of Association dated 23.01.2008
	Ruan Max Amer	Cyprus, Limassol, 24-75	776AE 6654	CEO	
...					

Form 2.

Appendix to the application for participation in a competitive bidding  
dated \_\_\_\_\_ 20\_\_ No. \_\_\_\_\_

Public request for quotation for the right to conclude a contract for rendering of  
information services to be provided in India and Bangladesh

*TECHNICAL PROPOSAL (Form 2)*

**Participant of competitive bidding:** \_\_\_\_\_

***Essence of the technical proposal***

\_\_\_\_\_  
(Signature of the authorized representative)

\_\_\_\_\_  
(Name and position of the signatory)

**L.S.**

**COMPLETION INSTRUCTIONS**

1. These instructions shall not be reproduced in the documents prepared by the participant of a competitive bidding.
2. The participant of a competitive bidding shall indicate the number and date of the application for participation in a competitive bidding to which this technical proposal is attached.
3. The participant of a competitive bidding shall specify its corporate name (including its legal form).
4. The form of the title page of the Technical Proposal is given above.
5. In addition to the materials contained in the technical requirements, the participant of a competitive bidding's Technical Proposal shall include:
  - *description of the works to be performed and of the services to be provided given by the participant in its application (including scope of works or services, or sequence for their performance/provision, technical process of performing works or rendering services, period of performance of works or services);*
  - *indication of scope of the works or services or of the procedure for its determination;*
6. In this form the participant of a competitive bidding shall confirm fulfillment of each technical requirement (Volume 2). And it is desirable that this form shall contain a table of compliance of its technical proposal with the technical requirements (TR) (Volume 2) in accordance with the given form:

No.	Item No. in TR	Fulfillment	Comments	References to CP

No.: ordinal number  
 Item No. in TR: number of item in the Technical Requirements  
 Fulfillment:  
     "yes" - it will be fulfilled in full  
     "no" - it will not be fulfilled  
     "in part" - it is fulfilled with the "following" restrictions  
 Comments: required comments

Form 3.

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## COST SUMMARY TABLE (Form 3)

**Participant of competitive bidding:** \_\_\_\_\_

At the prices set at the time of submission of the application for participation in a competitive bidding: \_\_\_\_\_ 20\_\_

№	Name of services	Cost of services, USD including VAT
<b>First reporting period</b>		
1.	...	
2.	...	
...	...	
Total for the first reporting period		
<b>Second reporting period</b>		
1.	...	
2.	...	
...	...	
Total for the second reporting period		
...		
	<b>Total cost of services</b>	
	<b>VAT</b>	
	<b>Total cost of services, including VAT</b>	

\_\_\_\_\_  
(Signature of the authorized representative)

\_\_\_\_\_  
(Name and position of the signatory)

**L.S.**

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for public request for quotation for the right to conclude a contract for rendering of information services in India and Bangladesh

**COMPLETION INSTRUCTIONS**

1. These instructions shall not be reproduced in the documents prepared by the participant of a competitive bidding.
2. The participant of a competitive bidding shall indicate the number and date of the application for participation in a competitive bidding to which this Cost Summary Table is attached.
3. The participant of a competitive bidding shall specify its corporate name (including its legal form).
4. The participant of a competitive bidding shall indicate the date as of which the Cost Summary Table was calculated.

Form 4.

Appendix to the application for participation in a competitive bidding  
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### RECORD OF SUCCESSFULLY PERFORMED CONTRACTS (Form 4)

Participant of competitive bidding: \_\_\_\_\_

Joint contractor No.1: \_\_\_\_\_

Joint contractor No.2: \_\_\_\_\_

No.	Contract details (number and date)	Periods of performance of contractual works (year and month of start performance date - year and month of actual performance termination)	Name of the customer with whom the contract was concluded (address, contact person specifying the position, contact phone numbers)	Contract description (subject matter, scope and content of the works, description of general terms and conditions of the contract)
1	2	3	4	5
Participant of competitive bidding: _____				
1.	Contract No.1 dated dd.mm.yyyy			
1.1.	Certificate of Acceptance and Delivery of Services No.1 dated dd.mm.yyyy to Contract No.1			X
1.2.	Certificate of Acceptance and Delivery of Services No.2 dated dd.mm.yyyy to Contract No.1			X
1.3.	Certificate of Acceptance and Delivery of Services No.3 dated dd.mm.yyyy to Contract No.1			X
2.	Contract No.2 dated dd.mm.yyyy			
2.2.	Certificate of Acceptance and Delivery of Services No.1 dated dd.mm.yyyy to Contract No.2			X
2.3.	...			X
...				
Joint contractor: _____				
1.	Contract No.1 dated dd.mm.yyyy			

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No.	Contract details (number and date)	Periods of performance of contractual works (year and month of start performance date - year and month of actual performance termination)	Name of the customer with whom the contract was concluded (address, contact person specifying the position, contact phone numbers)	Contract description (subject matter, scope and content of the works, description of general terms and conditions of the contract)
1	2	3	4	5
1.1.	<i>Certificate of Acceptance and Delivery of Services No.1 dated dd.mm.yyyy to Contract No.1</i>			X
1.2.	<i>Certificate of Acceptance and Delivery of Services No.2 dated dd.mm.yyyy to Contract No.1</i>			X
1.3.	<i>Certificate of Acceptance and Delivery of Services No.3 dated dd.mm.yyyy to Contract No.1</i>			X
2.	<i>Contract No.2 dated dd.mm.yyyy</i>			
2.2.	<i>Certificate of Acceptance and Delivery of Services No.1 dated dd.mm.yyyy to Contract No.2</i>			X
2.3.	...			X
...				
Joint contractor: _____				
...				

\_\_\_\_\_  
(Signature of the authorized representative)

\_\_\_\_\_  
(Name and position of the signatory)

**L.S.**

#### COMPLETION INSTRUCTIONS

1. These instructions shall not be reproduced in the documents prepared by the participant of a competitive bidding.
2. The participant of a competitive bidding shall indicate the number and date of the application for participation in a competitive bidding to which this record is attached.
3. The participant of a competitive bidding shall specify its corporate name (including its legal form).
4. In this form the participant of a competitive bidding shall indicate the list and the annual scopes of the contracts fulfillment, having the nature and scope comparable to the subject of competitive bidding.
5. The participant of a competitive bidding shall specify in the form the information about the documents confirming completion of the services under the contracts specified in this record, in separate lines, with respect to each contract, namely: details of this document (number and date) (separate line after the contract description).
6. The participant of a competitive bidding may select the contracts which, in its opinion, describe its experience in the best possible way at its own discretion.

## Form 5.

Appendix to the application for participation in a competitive bidding  
dated \_\_\_\_\_ 20\_\_ No. \_\_\_\_\_

Public request for quotation for the right to conclude a contract for rendering of information services to be provided in India and Bangladesh

PLAN OF DISTRIBUTION OF TYPES AND SCOPES OF SERVICES PROVISION AMONG THE PARTICIPANT OF  
COMPETITIVE BIDDING AND JOINT CONTRACTORS (FORM 5)

Participant of competitive bidding: \_\_\_\_\_

Joint contractors

1. \_\_\_\_\_

2. \_\_\_\_\_

...

No.	Name of the services	Name of the organization, providing this scope of services	Distribution among the participants in % of total value of services	Deadline for provision (start and end dates)
1	2	3	5	7
...				
TOTAL			100%	X

\_\_\_\_\_  
(Signature of the authorized representative)

\_\_\_\_\_  
(Name and position of the signatory)

L.S.

#### COMPLETION INSTRUCTIONS

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2. The participant of a competitive bidding shall indicate the number and date of the application for participation in a competitive bidding to which this record is attached.
3. The participant of a competitive bidding shall specify its corporate name (including its legal form), name (including the legal form) of joint contractors.
4. The participant of a competitive bidding shall indicate the following in this form:
  - the list of the services to be provided by the participant of a competitive bidding and by each joint contractor. This form shall include information about all joint contractors to be engaged in provision services under the contract, regardless of the scope of the services to be provided by such joint contractors;
  - cost of the services by the participant of a competitive bidding and joint contractors in money terms and in percentage in accordance with the Cost Summary Table;
  - deadline for services provision by the participant of a competitive bidding and by each joint contractor in accordance with the Schedule of services provision
5. This form shall be completed both in the event of engagement of joint contractors by the participant of a competitive bidding and in the event of failure to engage them; in the latter case, the words "Joint contractors are not planned to be engaged" shall be specified in the tables.

## Form 6.

Appendix to the application for participation in a competitive bidding  
dated \_\_\_\_\_ 20\_\_ No. \_\_\_\_\_

A sample of the document confirming the provision of services

## ACCEPTANCE CERTIFICATE

for the period from \_\_\_\_\_.20\_\_ to \_\_\_\_\_.20\_\_  
under Service Contract No \_\_\_\_\_ dated \_\_\_\_ 20\_\_  
(form)

[**Company name**] incorporated and registered under the laws of [**state of incorporation**], with its registered office at [**address**], hereinafter referred to as **the Customer**, represented by \_\_\_\_\_ acting on the basis of \_\_\_\_\_, on the one hand, and  
[**Company name**] incorporated and registered under the laws of [**state of incorporation**], with its registered office at [**address**], hereinafter referred to as **the Contractor**, represented by \_\_\_\_\_ acting on the basis of \_\_\_\_\_, on the other hand, hereinafter collectively referred to as Parties have signed this Acceptance Certificate as follows:

According to Service Contract No \_\_\_\_\_ of \_\_\_\_ 201\_\_ for the period from \_\_\_\_ 201\_\_ to \_\_\_\_ 201\_\_ the Contractor has duly completed and the Customer has accepted the Service as follows services:

- 1.1. [Service Description],
- 1.2. [Service Description].

Payable by the Customer according to the Acceptance Certificate:

the Contractor's Fee, [ <b>currency</b> ]	
Service-related Expenses, [ <b>currency</b> ]	
<b>TOTAL Service cost, [<b>currency</b>]</b>	
Including [tax] accrued, withheld and due by the Customer to the budget of [ <b>the state of the Customer's incorporation</b> ], [ <b>currency</b> ]	

The Parties do not have any complaints regarding the amount, terms, quality and cost of the Service rendered.

Parties' signatures

**PART 2**

The procedure of holding the competitive bidding process is given in Part 2 of Volume 1 as a separate file.

**PART 3**

The draft contract to be entered into as a result of the procurement is set forth in Part 3 of Volume 1 as a separate file in the Word format.