|  |  |
| --- | --- |
|   | APPROVED BYChief Executive Officer Andrey ShevlyakovRosatom South Asia Marketing (India) Private Limited\_\_\_\_\_\_\_\_\_\_\_\_\_, 2018 |

NOTICE OF REQUEST OF QUOTATIONS [PROCUREMENT DOCUMENTATION]

VOLUME 1 GENERAL AND COMMERCIAL PARTS

for public request for quotation for the right to enter into the contract for Drive Service

2018

CONTENTS

[NOTICE OF REQUEST OF QUOTATIONS [PROCUREMENT DOCUMENTATION] 1](#_Toc519262260)

[CONTENTS 2](#_Toc519262261)

[1. PROCUREMENT NOTICE 3](#_Toc519262262)

[PART 1 7](#_Toc519262263)

[2. REQUIREMENTS. DOCUMENTS. COMPOSITION OF THE REQUEST FOR PARTICIPATION IN THE PROCUREMENT. 7](#_Toc519262264)

[2.1. REQUIREMENTS. DOCUMENTS PROVING THE COMPLIANCE WITH THE ESTABLISHED REQUIREMENTS. 7](#_Toc519262265)

[2.1.1. Requirements for procurement participants (bidders), joint contractors 7](#_Toc519262266)

[2.1.2. Requirements to the goods 10](#_Toc519262267)

[2.2. COMPOSITION OF THE REQUEST FOR PARTICIPATION IN THE PROCUREMENT. 11](#_Toc519262268)

[3. CRITERIA AND METHODOLOGY FOR EVALUATING THE PROCUREMENT BIDS 12](#_Toc519262269)

[4. TEMPLATES OF BASIC DOCUMENTS 13](#_Toc519262270)

[4.1. Sample forms of the main documents to be included in the procurement bid 13](#_Toc519262271)

[PROCUREMENT BID (APPLICATION) (Form 1) 13](#_Toc519262272)

[FORM OF DECLARATION OF COMPLIANCE of the bidder/ joint contractor with the CRITERIA FOR ATTRIBUTION TO THE SMALL AND MEDIUM-SIZED BUSINESS (Form 1.1) Ошибка! Закладка не определена.](#_Toc519262273)

[TECHNICAL PROPOSAL (Form 2) 17](#_Toc519262274)

[COST SUMMARY TABLE (Form 3) 18](#_Toc519262275)

[PLAN OF DISTRIBUTION OF TYPES AND SCOPES OF SERVICES PROVISION AMONG THE BIDDER AND JOINT CONTRACTORS (Form 4) 20](#_Toc519262276)

[PART 2 22](#_Toc519262277)

[PART 3 22](#_Toc519262278)

# PROCUREMENT NOTICE

1. Form and method of procurement procedure: public request for quotations.
2. Procurement shall be executed in accordance with the Unified Industry-Specific Procurement Standard (Procurement Regulations) of the State Atomic Energy Corporation “Rosatom”, as amended, approved by the Resolution of the Supervisory Board of the State Corporation “Rosatom” (Minutes dated 23rd of June No. 105).

The procurement is not regulated by the Federal Law No. 223-FZ "On procurement of goods, works, services by certain types of legal entities” dated 18 July 2011.

1. Subject matter of the procurement: the right to enter into the contract for Drive Service.
2. The Customer acting as Procurement Organizer: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, IVTrifonova@rosatominternational.com.

1. Number of lots: 1 (one).
2. Subject matter of the contract: Drive Service.

Time frames for performance of services: in accordance with Volume 2 «Technical Part» of the procurement documentation.

Place of performance of services: in accordance with Volume 2 «Technical Part» of the procurement documentation.

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

Proposal of a partial performance of the services is not acceptable.

1. Terms of payment: in accordance with Part 3 «Draft Contract» of Volume 1 of the procurement documentation.

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 Agreement by a participant, shall not be deemed counter–proposals (Part 3 "Draft Agreement", Volume 1 of the Procurement Documents).

1. The initial (maximum) contract price: **6 908 510 INR** including applicable taxes and expenses.

The bidder's proposal of contract price, price ofservices must not exceed starting ceiling contract price, price ofservices.

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).

1. Procurement official language: English***.***

Procurement bid prepared by the procurement participant (bidder) as well as all correspondence and documents related to the procurement exchanged between the bidders and the Procurement Organizer shall be written in English. Any documents made in another language should be accompanied by a copy translated into English. The Procurement Commission shall examine the documents only if they are made in English. Any documents made in other languages that are not accompanied by a copy translated into English shall not be deemed as have been submitted and the information specified in such documents shall not be taken into account when considering a procurement bid. The bidder shall be responsible for accuracy of translation into English.

1. Procurement currency: **INR*.***
2. Procurement bid security: not required.
3. Information on the procurement process including the registration for participation in the competitive bidding, determination of the winner of the competitive bidding (procedure of summarizing the results of bidding):

The competitive bidding process shall be conducted in accordance with the terms and conditions of the Procurement documentation.

To take part in the bidding process the bidder must submit an application for participation in the procurement within the period, specified in this procurement notification.

The procurement bid shall be valid for at least 60 calendar days from the date established as deadline for submission of bids.

By the decision of the Procurement Committee the participant who offered the lowest contract price shall be qualified as the procurement winner subject to compliance of its bid with the procurement documentation requirements.

1. The procedure for obtaining the procurement documentation:

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

1. The possibilityand the conditions under which the submission of alternative proposals is acceptable: is not allowed.
2. Engagement of joint contractors (legal entities or individual persons, providing part of the services under the contract):is allowed***.***

The scope of engagement of joint contractors shall be determined by the procurement participant independently.

1. Starting date, date and time of the deadline for submission of procurement bids (opening access to submitted bids):

Starting date of the timeframe for submission of bids: **14, August 2018.**

Date and time of the deadline for submission of procurement bids: 12-00 (Local time) **28, August 2018.**

Place, date and time of holding the procurement committee meeting (when such meeting is held):

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

12-30 (Local time) **28, August 2018.**

1. Place and date of consideration of bids and summing up of the procurement results:

Place and date of holding of pre-selection stage and summing up of request for quotations: address Office no 813, Wing B, The Capital Building, Bandra Kurla Complex, Bandra East, Mumbai, Maharashtra, India 400051, no later than **14, September 2018.**

1. Duration of the contract conclusion: within 20 (twenty) days, but no earlier than 10 (ten) days after the date of posting of the minutes containing the procurement results on the website http://rosatom-southasia.com, except in the following cases:

when carrying out procurement any actions (lack of action) of the customer, the Procurement Organizer, the Procurement Committee, shall be appealed to the CAC (Central Arbitration Committee), AC (Arbitration Committee), the antimonopoly authority or in court; in this case the deadline for the contract conclusion shall be extended for a number of days of the delay;

if, in accordance with the law of India, approval of the Customer’s corporate governing body is required prior to the Contract execution; in such an event, the timeframe for the Contract execution shall be extended by a period equivalent to the duration of the delay so caused;

if, in accordance with the law of India or binding orders issued by federal executive authorities, additional activities must be performed prior to the Contract execution; in such an event, the Contract shall be executed within twenty (20) days following the date on which the said activities have been performed.

The Customer within 5 (five) working days from the date of posting of minutes of the Procurement Committee meeting containing the procurement results on the website http://rosatom-southasia.com or from the date of completion of the above events, shall provide the person which becomes a party to the contract (the procurement winner or the sole procurement participant) with the draft contract which is prepared by means of inclusion of the terms and conditions of the contract fulfillment proposed by the person which becomes a party to the contract, in the procurement bid, taking into account pre-contractual negotiations, in the draft contract attached to the procurement documentation.

The Customer should ensure obtaining the confirmation from the person which becomes a party to the contract that the said draft contract is received by such person.

The person with whom/which the contract is being entered into shall provide the customer with the contract within 10 (ten) days signed and sealed on his/its part from the date the said contract is served.

1. Ensuringfulfillment of obligations under the contract: not required.
2. Procedure of request for quotations are not considered a tender under the laws of the Russian Federation.
3. Cancellation of procurement at the customer's decision shall not entail any consequences in the following cases:

changes in financial, investment, production and other programmes that have rendered purchasing the respective goods/works/services unnecessary;

changes in the Customer’s needs for respective goods, including new requirements to the goods’ performance capabilities, provided that the Customer’s CEO has approved such new requirements;

force majeure confirmed by relevant documentary evidence and affecting the practicability of purchasing the respective goods/works/service;

obligation to fulfil orders issued by an antimonopoly authority and/or recommendations issued by the CAC, an AC and/or other authorised supervisory authority;

changes in India laws and regulations or new directives issued by federal executive authorities which affect the possibility and/or the advisability of purchasing the respective goods/works/services.

1. The name, e-mail address of the arbitration committee to which any actions (lack of action) of the customer, Procurement Organizer, Procurement Commission may be appealed:

Rosatom State Corporation’s Central Arbitration Committee (CAC) - arbitration@rosatom.ru.

# **PART 1**

Terms and definitions, abbreviations used in Parts 1, 2 Volume 1 of the present procurement documentation are defined in compliance with the Unified industry procurement standard (Procurement Provisions) of Rosatom State Corporation (hereinafter “the Standard”).

# REQUIREMENTS. DOCUMENTS. COMPOSITION OF THE REQUEST FOR PARTICIPATION IN THE PROCUREMENT.

# REQUIREMENTS. DOCUMENTS PROVING THE COMPLIANCE WITH THE ESTABLISHED REQUIREMENTS.

# Requirements for procurement participants (bidders), joint contractors

| No. | Requirements | Documents confirming compliance with the established requirements |
| --- | --- | --- |
|  | The participant of competitive bidding shall have full civil legal capacity to conclude and to perform a contract according to the results of the competitive bidding, and: |
|  | shall be registered as a legal entity in accordance with the procedure established in the Russian Federation (for Russian legal entities);shall be registered as an individual entrepreneur, in accordance with the procedure established in the Russian Federation (for Russian individual entrepreneurs);shall be registered as a subject of the civil law in accordance with the laws in force at the place of its location (for all participants of competitive bidding, except Russian); | 1. copies of documents confirming state registration, including the following:
* for Russian legal entities - a copy of extract from the Unified State Register of Legal Entities (extract from EGRUL (Unified State Register of Legal Entities));
* for Russian individual entrepreneurs - a copy of extract from the Unified State Register of Individual Entrepreneurs (extract from EGRIP (Unified State Register of Individual Entrepreneurs)).
* the extracts from EGRUL or EGRIP shall be obtained not earlier than 6 months (and in case of any changes - not earlier than such changes are entered into the related register) prior to the day of official publication of the public notice on competitive bidding it is permitted to provide the specified extracts, executed using the website http://egrul.nalog.ru/#;
* for other Russian individual persons - copies of identification documents;
* for Indian persons - copies of documents confirming their state registration as a subject of the civil law in accordance with the applicable laws;
* for foreign persons - copies of documents confirming their state registration as a subject of the civil law in accordance with the laws in force at the place of its location;

Documents of persons other than registered in the Republic of India shall be accompanied with translation into the English language; as part of hard copy applications, such documents shall be submitted in legalized form (they may be apostilled) with notarized translation into the English language; |
| 1. a copy of the document proving the person's authority to sign the application on behalf of the participant of competitive bidding (documents proving the authority of the person acting as sole executive body (for a legal entity); the power of attorney, if the application is signed under a power of attorney). If the application and (or) the documents included into it are signed by different entities, then the documents proving the person's authority to sign the application and (or) the documents included into it shall be provided for each signatory according to their authority;
 |
| 1. copies of constituent documents as amended from time to time (for legal entities);
 |
| 1. a copy of a notice of the competitive bidding participant’s capacity to use the simplified taxation system (for those participants of competitive bidding who apply such system);
 |
| 1. statement of liability filled by the participant of competitive bidding as per Form 1 "The Application” which ensures that the following will be provided before the conclusion of the contract in case of such conclusion:
* decision to approve or to close a major transaction if such decision is required for closing a major transaction in accordance with the laws of the Russian Federation and with the constituent documents of the legal entity and if conclusion of the contract or provision of a security for the application or for the contract is a major transaction for the participant of competitive bidding;
* decision to approve or to close an interested-party transaction if such approval is required in accordance with the laws of the Russian Federation and with the constituent documents of the legal entity and if conclusion of the contract or provision of a security for the application or for the contract is an interested-party transaction for the participant of competitive bidding

or information confirming that this transaction is not a major transaction and/or an interested-party transaction for such a participant of competitive bidding, or that the competitive bidding participant’s organization is not subjected to the requirements of the legislation to provide the decision to approve or to close a major transaction and/or an interested-party transaction, since the sole participant (shareholder) is the sole executive body. |
|  | shall have the right to perform activities in accordance with the laws of the Russian Federation (for Russian participants of competitive bidding);shall have the right to perform activities in accordance with the laws in force at the place of location of such participant of competitive bidding (for all participants of competitive bidding, except Russian); shall have the right to perform activities in accordance with the laws in force at the place where the contract is performed (for all participants of competitive bidding).  | 1. confirmation filled in by the participant of competitive bidding as per Form 1 "The Application" that there is the right to perform activities in accordance with the laws in force at the place of location of the participant of competitive bidding and at the place where the contract shall be performed.

For all participants of competitive bidding, except Russian and Indian, should additionally provide a brief explanatory note specifying the following: * statutory provisions applicable in the country, where it is located or carries out activities, and regulating their legal capacity and conditions of the activity connected with fulfillment of obligations under the contract to be concluded as a result of the competitive bidding;
* name and details (number and date of coming into force and number and date of the current version) of national regulatory legal acts, in accordance with which the foreign participant of competitive bidding carries out its activities.
 |
|  | the participant of competitive bidding should not be in the process of liquidation (for a legal entity), declared insolvent (bankrupt) by the decision of the arbitration court; | 1. confirmation filled in by the participant of competitive bidding as per Form 1 "The Application" that:
* the participant of competitive bidding is not undergoing the process of liquidation (for a legal entity);
* the participant of competitive bidding is not recognized insolvent (bankrupt) by the arbitration court;
* property of the participant of competitive bidding is not arrested by a decision of the court or administrative body;
* the competitive bidding participant’s activity is not suspended.
 |
|  | shall not be an organization, the property of which in the part needed for performance of the contract is arrested under a decision of the court or administrative body; and (or) the activity of which is suspended; |
|  | absence of information about the participant of competitive bidding in the following registers of bad-faith suppliers:* in the register which is being kept in accordance with the provisions of Federal Law No. 223-FZ (223-ФЗ) "On procurement of goods, work, services by certain types of legal entities”;
* in the register which is being kept in accordance with the statutory provisions of the Russian Federation on placement of state and municipal orders;
* in the register of bad-faith suppliers of ROSATOM and organizations of ROSATOM;
* the register which is being kept in accordance with the statutory provisions of the country, in the territory of which the products to be supplied under the contract will be used.
 | no documents shall be submitted. The business owner of the procurement process (customer) shall check compliance with this requirement with respect to such registers by its own efforts. |
|  | **Requirements to the joint contractors performing works whose amount is over 5% of total price of the application of the participant of competitive bidding** in the scope of the work to be performed:  |
|  | The participant of competitive bidding shall confirm that each of the engaged subcontractors performing the work amounting to more than 5% from total price proposed by the participant of competitive bidding:1. is informed of the fact that it is engaged as a subcontractor;
2. agrees with the list, scope and deadlines for the work performance assigned to such subcontractor.
 | Copies of contracts (including the drafts or sub modo), indicating the list, scope and deadlines for work performance assigned to the subcontractor.If such contracts are not specified in the application, then the documents provided with respect to such subcontractor shall be deemed to have not been submitted and the information specified in such documents shall not be taken into account when considering such application. Plan for assignment of types and scopes of work among the participant of competitive bidding and its subcontractors. This plan shall be completed and submitted both in the event of engagement of subcontractors 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 subcontractors are planned to be engaged.  |

# Requirements to the goods

| Item No. | Requirements | The documents confirming the compliance with the established requirements |
| --- | --- | --- |
|  | The products must meet the requirements specified in Volume 2. | Technical proposal confirming fulfillment of each requirement stated in the technical part of the procurement documentation (Volume 2), in accordance with the instructions given in the procurement documentation (subsection 4.1, Form 2). |

# COMPOSITION OF THE REQUEST FOR PARTICIPATION IN THE PROCUREMENT.

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

1. procurement bid as per the form and in accordance with the instructions given in this procurement documentation (subsection 4.1, [Form](#_БАНКОВСКАЯ_ГАРАНТИЯ_ОБЕСПЕЧЕНИЯ) 1);
2. technical proposal in accordance with the instructions given in these procurement documentation (subsection 4.1, Form 2);
3. cost summary table in accordance with the instructions given in this procurement documentation (subsection 4.1, [Form](#_Сводная_таблица_стоимости) 3),
4. plan of distribution of types and scopes of services provision among the bidder and joint contractors if any (Form 4);

 5) the documents referred to in subsection 2.1 of this procurement documentation.

# CRITERIA AND METHODOLOGY FOR EVALUATING THE PROCUREMENT BIDS

The Procurement commission shall rank the bids by price starting from the lowest. When bids, submitted by different bidders, have similar prices, the higher (better) rank is given to the bidder who presented its bid for participation in procurement (or proposal with amended conditions of bid for participation in quotation, if rebidding has been carried out) earlier).

# TEMPLATES OF BASIC DOCUMENTS

***forms 2 - 4 recommended for completion. In case of any changes in the forms given in this section the documents included by the procurement participant in the information described in the procurement bid should contain all the data specified in the relevant form.***

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

Form 1.

***Letterhead of the participant of the procurement***

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

## PROCUREMENT BID (APPLICATION) (Form 1)

After having studied the notice of procurement of the right to enter into a contract for Drive Service, which is published on http://rosatom-southasia.com, the procurement documentation, understanding and accepting the procurement requirements and conditions specified therein, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

***(full name of the procurement participant with indication of the legal form)***

INN (Taxpayer Identification Number), KPP (Taxpayer Record Validity Code), OGRN (Primary State Registration Number), OKPO (All-Russian Classifier of Businesses and Organizations) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

***(INN, KPP, OGRN, OKPO of the procurement participant)***

legal address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

***(legal address of the procurement participant)***

actual address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

***(actual address of the procurement participant)***

mailing address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

***(mail address of the procurement participant)***

offers to conclude a contract for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(subject of the contract)***

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

| Item No. | Conditions of the procurement bids | Bidder proposals |
| --- | --- | --- |
|  | Bid price, INR inclusive of taxes | ***[specify the contract price with the amount of taxes]*** |
|  | Bid price, INR exclusive of taxes | ***[please indicate the contract price net of taxes]*** |
|  | Period for provision of services | ***[specify "in accordance with the terms and conditions of the procurement documentation" or to specify the start and the end dates of the goods delivery/works performance/services provision in the format of calculation of time periods specified in the procurement execution notice]*** |
|  | Terms of payment | ***[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 bidder]*** |

This procurement bid has a legal status of an offer and shall remain in force during 60 calendar days from the deadline for submission of the procurement bids.

***For legal entities:***

We hereby acknowledge that:

* \_\_\_\_\_\_\_\_\_\_\_\_\_ ***(procurement participant name)*** has the right to carry on business in compliance with the law of \_\_\_\_\_\_\_\_\_\_\_\_\_ ***(please specify the country of the location of the procurement participant) and*** \_\_\_\_\_\_\_\_\_\_\_\_\_ ***(please specify the country where the contract is fulfilled if the place of contract fulfillment is different from the place where procurement participant is located).***
* in respect of \_\_\_\_\_\_\_\_\_\_\_\_\_ ***(name of the procurement participant) as well as the engaged joint contractors*** no liquidation proceeding is ongoing, there is no decision made by the arbitration court on finding \_\_\_\_\_\_\_\_\_\_\_\_\_ ***(name of the procurement participant) as well as the engaged joint contractors*** bankrupt, the activities of \_\_\_\_\_\_\_\_\_\_\_\_\_ (***name of the procurement participant***) ***as well as the engaged joint contractors*** are not suspended, the property is not arrested under the decision of the court, administrative body;

***[in the case of use of simplified taxation system]*** We also hereby inform that we use the simplified taxation system.

***For natural persons: We hereby give our consent for the customer (Procurement Organizer) to process the provided personal data and to disclose by the customer the data, in whole or in part, to the competent state authorities and for such authorities to subsequent processing of such data.***

We hereby agree and confirm receipt of all the consents required in accordance with the applicable laws (including law on personal data) from all the persons indicated in the procurement bid, from all the persons interested or involved in this data for the customer (procurement management company) to process the provided data and for the customer to disclose the data, in whole or in part, to the competent state authorities and for such authorities to subsequent processing of such data.

If we win this procurement or if we receive the proposal to enter into a contract (agreement), we will assume the following obligations:

1. 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 procurement bid;
2. ***before concluding the contract, to provide the customer with the resolution to approve or to close a major transaction;***
3. ***prior to concluding the Agreement we should submit Customer a resolution on approval or making of the related-party transaction.***

***[if the procurement participant is not required to have the decision to close a major transaction and/or an interested-party transaction, the procurement participant shall specify the provisions suitable for the latter instead of the aforementioned subclauses e) and/or f):***

***This transaction is not a major one for \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the bidder).***

***or,***

***\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the procurement participant) is not covered by the legal requirement on availability of the decision on approval of or entering into a major transaction, as the sole stakeholder (shareholder) is the sole executive body.***

***This transaction is not an interested-party one for \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the bidder).***

***or,***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the bidder) is not subject to the law requiring availability of the decision to approve or to close an interested-party transaction, as the sole member (shareholder) is the sole executive body.]***

We have been notified and agree that:

* in case of misrepresentations, we can be excluded from participation in the procurement, and in case our representations are found inaccurate after concluding the contract with us, such contract can be terminated;
* we shall be considered avoiding from concluding the contract in the cases set forth in the procurement documentation, including, but not limited to non-submission of documents to be submitted before concluding the contract;
* our data will be introduced into the respective register of bad-faith suppliers for a period of two years as set forth in the procurement documentation.

According to the instructions received from you in the procurement documentation, the information on the essence of our offers in this procurement shall be set forth in the documents below that are an inseparable part of our application for participation in procurement:

List of the documents included in the bid:

| ItemNo. | Document name | Number of pages |
| --- | --- | --- |
|  | *Technical proposal* |  |
|  | … |  |
|  | … |  |
| … |  |  |
| … |  |  |
|  |  |  |
| … |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Signature of the authorized representative) (Name and position of the signatory)***

L.S.

INSTRUCTIONS FOR FILLING IN

1. These instructions should not be reproduced in the documents prepared by the bidder.
2. The procurement bid should be executed on an official letterhead of the bidder.
3. The bidder shall assign the date and number to the procurement bid in accordance with its own rules of document flow.
4. The bidder should specify its full name (with indication of the legal form) and legal address.
5. The bidder shall specify the cost of the services provision in figures and in words, in INR, in accordance with the Cost Summary Table (column “Total”). The price shall be specified in format ХХХ,ХХХ,ХХХ.ХХ INR, for example: “1,234,567.89 INR. (one million two hundred and thirty-four thousand five hundred and sixty-seven INR, eighty-nine kopecks)”.
6. The bidder should list and specify the scope of each document being attached to the procurement bid which determines the essence of the technical and commercial proposal of the bidder

Form 2.

Appendix to the procurement bid

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

Public request for quotation for the right to enter into the contract for Drive Service

## TECHNICAL PROPOSAL (Form 2)

***The bidder (the procurement participant): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Essence of the technical proposal***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***(Signature of the authorized representative) (Name and position of the signatory)***

***L.S.***

INSTRUCTIONS FOR FILLING IN

1. These instructions should not be reproduced in the documents prepared by the bidder.
2. The bidder shall indicate the number and date of the procurement bid to which this technical proposal is attached.
3. The procurement participant 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 bidder’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 bid (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 bidder shall confirm compliance with each requirement stipulated in the technical part of the procurement documentation (Volume 2).

Form 3.

Appendix to the procurement bid

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

Public request for quotation for the right to enter into the contract for Drive Service

## COST SUMMARY TABLE (Form 3)

***The bidder (the procurement participant): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

In the prices as of submission date of the procurement bid: \_\_\_\_\_\_\_\_\_\_ \_\_\_, 20\_\_\_

|  |  |  |
| --- | --- | --- |
| **№** | **Name of services** | **Cost of services,****INR including taxes**  |
|  |
| 1. | … |  |
| 2. | … |  |
|  | **Total cost of services** |  |
|  | **Taxes ( taxes to be specified)**  |  |
|  | **Total cost of services, including taxes** |  |

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***(Signature of the authorized representative) (Name and position of the signatory)***

***L.S.***

INSTRUCTIONS FOR FILLING IN

* 1. These instructions should not be reproduced in the documents prepared by the bidder.
1. The bidder shall indicate the number and date of the procurement bid to which this Cost Summary Table is attached.
2. The bidder shall indicate the date as of which the Cost Summary Table was calculated.
3. The Specification of Services Cost Calculation shall include calculation of all elements comprising total price of the bid.

Form 4.

Appendix to the procurement bid

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

Public request for quotation for the right to enter into the contract for Drive Service

## PLAN OF DISTRIBUTION OF TYPES AND SCOPES OF SERVICES PROVISION AMONG THE BIDDER AND JOINT CONTRACTORS (Form 4)

Bidder ***(contractor/executor):*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Joint contractors***

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

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

…

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item No. | Name of services | Name of the organization, providing this scope of services | Cost of services | Deadline for provision (start and end dates) | Remarks |
| in money terms, in INR(net of taxes) | in % of total value of services |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |
| TOTAL |  | 100% | X | X |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Signature of the authorized representative) (Name and position of the signatory)***

L.S.

INSTRUCTIONS FOR FILLING IN

1. These instructions should not be reproduced in the documents prepared by the bidder.
2. The procurement participant provides the number and the date of the application for participation in procurement, supplemented with this certificate.
3. The bidder shall specify his corporate name (including the form of incorporation), joint contractors names (including the form of incorporation).
4. The bidder shall indicate the following in this form:
* the list of services to be provided by the bidder (contractor/work performer) and by each joint contractor. This form shall include information about all joint contractors to be engaged in services under the contract, regardless of the scope of the services to be provided by such joint contractors.
* cost of the services by the bidder (contractor/ work performer) and joint contractors in money terms and in percentage in accordance with the Cost Summary Table (Form 3);
* deadline for services provision by the bidder (contractor/ work performer) and by each joint contractor;
1. This form shall be completed both in the event of engagement of joint contractors by the bidder 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.
2. In the event that the bidder is obliged to select joint contractors in accordance with the requirements of the law on the contract system in the procurement of goods, works, services to ensure state and municipal needs, then it has the right in the plan for the distribution of types and volumes of performance of services for the name of specific joint contractors (column 3), not to specify, but to make reference to the special order of their choice in accordance with the legislation requirements of the contract system in the procurement of goods, works and services for state and municipal needs.

# **PART 2**

The procedure for executing the procurement procedure is given in Part 2 of Volume 1 as a separate file.

#

# **PART 3**

The draft contract to be concluded based on the procurement results is presented in Part 3 of Volume 1 as a separate Word format file.