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|  | APPROVED BY CEO  Rosatom South Asia Marketing (India) Private Limited  A. Shevlyakov  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  09.01.2019 |

PROCUREMENT DOCUMENTATION

for the public one stage request for proposalswithout pre-qualification selection

for the right to conclude a contract for the rendering services on business trips support in Mumbai

VOLUME 1 GENERAL AND COMMERCIAL PARTS

Mumbai, 2019

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# PROCUREMENT NOTICE

1. Form and method of procurement procedure: Public one stage request for proposals without pre-qualification selection.
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 23.06.2018 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 conclude a contract for the rendering services on business trips support in Mumbai.
2. Customeracting 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: rendering services on business trips support in Mumbai.

Time framesfor provision services: in accordance with the Part 3 “Draft Contract” of Volume 1 of the Procurement Documentation.

Place of provision ofservices: in accordance with the Part 3 “Draft Contract” of Volume 1 of the Procurement Documentation.

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

Approximate scope of services for evaluation and comparison of bids:

|  |  |
| --- | --- |
| **Transaction name** | **Approximate share of total separately paid services (not included in the other services price) (Wk)** |
| Air tickets for flights inside India |  |
| Air tickets for flights outside India |  |
| Railway tickets for travel inside India |  |
| Railway tickets for travel outside India |  |
| Airport and railway station transfers – pick up and drop off |  |
| Support in visa application |  |
| Support in Outstation visa application |  |
| Taxi/transport services in business trips |  |
| **Total:** | **100%** |

Proposal of a partial provisionof the services is not acceptable.

1. Terms of payment: in accordance with the 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 Documentation) 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 Contract", Volume 1 of the Procurement Documentation).

1. Initial (maximum) unit prices:

|  |  |  |
| --- | --- | --- |
| **№** | **Name** | **Initial (maximum) unit prices, INR, including GST** |
| 1 | Air tickets for flights inside India | 59,00 |
| 2 | Air tickets for flights outside India | 177,00 |
| 3 | Railway tickets for travel inside India | 118,00 |
| 4 | Railway tickets for travel outside India | 118,00 |
| 5 | Booking of hotels inside India | The cost of the hotel booking service is included in the cost of hotel accommodation |
| 6 | Booking of hotels outside India | The cost of the hotel booking service is included in the cost of hotel accommodation |
| 7 | Airport and railway station transfers – pick up and drop off | 52,50 |
| 8 | Support in visa application | 236,00 |
| 9 | Support in Outstation visa application | 472,00 |
| 10 | Support in insurance performance for traveling abroad | The cost of services for the support in insurance performance for traveling abroad is included in the cost of this policy |
| 11 | Taxi/transport services in business trips | 118,00 |

Ultimate contract price:

6 000 000,00 INR, including GST.

The bidder's proposal of contract price, unit prices, must not exceed the initial (maximum) contract price, unit prices.

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 Committee 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 (Indian Rupee).
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):

Procurement shall be executed in accordance with the terms and conditions and requirements 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 admitted bidder who offered the best conditions of the contract fulfillment shall be qualified as the procurement winner based on the set of the criteria stated in the procurement documentation.

1. The procedure for obtaining the procurement documentation:

On the official website the procurement documentation is publicly available beginning from the date of its official publication.

Official publication of documents related to this procurement: http://zakupki.rosatom.ru/.

Copies of the publication of documents related to this procurement: http://rosatom-southasia.com.

1. The possibilityand the conditions under which the submission of alternative proposals is acceptable: is not allowed.
2. Engagement of the 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.

If the procurement participant shall be obliged to select the joint contractors in accordance with the requirements of law on contract system in the sphere of procurements of goods, works, services for meeting the national and municipal requirements, he has the right to not specify the specific joint contractors in distributing the types and scopes of providing services, but make reference to the special procedure of their selection in accordance with the requirements of law on contract system in the sphere of procurement of goods, works, services for meeting the national and municipal requirements.

1. Possibility of negotiations: not provided.
2. Possibilityof rebidding procedure: possible on reduction of the price initially stated in the request for procurement participation.
3. 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 procurement bids: January 9, 2019.

Place, date and time of the deadline for submission of procurement bids: Office no 813, Wing B, The Capital Building, Bandra Kurla Complex, Bandra East, Mumbai, Maharashtra, India 400051, no later than 10-00 (Local time) January 21, 2019.

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

Office no 813, Wing B, The Capital Building, Bandra Kurla Complex, Bandra East, Mumbai, Maharashtra, India 400051, 10-00 (Local time) January 21, 2019.

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

The selection stage of consideration of procurement bids:

Office no 813, Wing B, The Capital Building, Bandra Kurla Complex, Bandra East, Mumbai, Maharashtra, India 400051, no later than January 25, 2019.

The assessment stage of consideration of procurement bids and summing up of the procurement results:

Office no 813, Wing B, The Capital Building, Bandra Kurla Complex, Bandra East, Mumbai, Maharashtra, India 400051, no later than January 30, 2019.

1. Duration of the contract: 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 official website and on ETP, 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 the Russian Federation, 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 the Russian Federation 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 official website 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 signed and sealed on his/its part within 10 (ten) days from the date the said contract is served.

1. Ensuring the fulfillment of obligations under the contract: not required.
2. Procedureof request forproposalsare not considered a tender under the laws of the Russian Federation.
3. Cancellation of procurement at the customer's decision at any time up to summing up of procurement results 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 the Russian 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 Committee may be appealed:

Rosatom State Corporation’s Central Arbitration Committee (CAC) - [arbitration@rosatom.ru](mailto: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 PROCUREMENT BID.

# 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 procurement participant shall have full civil legal capacity to conclude and to perform a contract according to the results of the procurement, 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 procurement participants 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 individual persons - copies of identification documents; * for all procurement participants except Russian - 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 which shall be attached 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 procurement bid on behalf of the procurement participant (documents proving the authority of the person acting as sole executive body (for a legal entity); the power of attorney, if the procurement bid is signed under a power of attorney). If the procurement bid and (or) the documents included into it are signed by different entities, then the documents proving the person's authority to sign the procurement bid 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 procurement participant’s capacity to use the simplified taxation system (for those procurement participants who apply such system); |
| 1. statement of liability filled by the procurement participant as per Form 1 "The Procurement Bid" (subsection 4.1, Form 1) 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 bid security or for the contract is a major transaction for the procurement participant; * 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 bid security or for the contract is an interested-party transaction for the procurement participant.   or information confirming that this transaction is not a major transaction and/or an interested-party transaction for such a procurement participant, or that the procurement 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 procurement participants);  shall have the right to perform activities in accordance with the laws in force at the place of location of such procurement participant (for all procurement participants 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 procurement participants). | 1. confirmation filled in by the procurement participant as per Form 1 "The Procurement Bid" (subsection 4.1, Form 1) that there is the right to perform activities in accordance with the laws in force at the place of location of the procurement participant and at the place where the contract shall be performed.   All procurement participants except Russian 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 procurement participant (except Russian) carries out its activities. |
|  | the procurement participant 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 procurement participant as per Form 1 "The Procurement Bid" (subsection 4.1, Form 1)" that:  * the procurement participant is not undergoing the process of liquidation (for a legal entity); * the procurement participant is not recognized insolvent (bankrupt) by the arbitration court; * property of the procurement participant is not arrested by a decision of the court or administrative body; * the procurement 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; |
|  | **shall comply with the requirements established on the basis of orders of the Government of the Russian Federation:**  should disclose information about the entire chain of owners including beneficiaries (including ultimate ones). | 1. statement of liability filled in by the procurement participant as per Form "The Procurement Bid" (subsection 4.1, Form 1) which ensures that information about the chain of owners including beneficiaries (as well as ultimate beneficiaries) according to the form of and in accordance with the instructions specified in the procurement documentation and documents confirming such information will be provided before the conclusion of the contact in case of such conclusion. |
|  | absence of information about the procurement participant 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. | No documents shall be submitted. The Procurement Organizer (customer) shall check compliance with this requirement with respect to such registers by its own efforts. |
|  | **Requirements to the joint contractors rendering services whose amount is over 5% of total price of the bid of the procurement participant in the scope of the services to be rendered:** | |
|  | 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 joint contractors 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 individual persons - copies of identification documents; * for all joint contractors except Russian - 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 which shall be attached with translation into the English; as part of hard copy applications, such documents shall be submitted in legalized form (they may be apostilled) with notarized translation into the English; |
| 1. copies of constituent documents as amended from time to time (for legal entities); |
|  | the joint contractor should not be in the process of liquidation (for a legal entity), declared insolvent (bankrupt) by the decision of the arbitration court;  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; | 1. confirmation from the procurement participant, as per Form 1 "The Procurement Bid" (subsection 4.1, Form 1), that the joint contractors are not undergoing the liquidation process (for a legal entity), that the joint contractors are not recognized insolvent (bankrupt) by the arbitration court, that property of the joint contractors is not being arrested under a decision of court or administrative body, and that the activities of the joint contractors are not being suspended; |
|  | absence of information about the joint contractor 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. | No documents shall be submitted. The Procurement Organizer (customer) shall check compliance with this requirement with respect to such registers by its own efforts. |
|  | The procurement participant shall confirm that each of the engaged joint contractors performing the work amounting to more than 5% from total price proposed by the procurement participant:   1. is informed of the fact that it is engaged as a joint contractor; 2. agrees with the list, scope and deadlines for the work performance assigned to such joint contractor. | 1. Copies of contracts (including the drafts or sub modo), indicating the list, scope and deadlines for work performance assigned to the joint contractor.   If such contracts are not specified in the application, then the documents provided with respect to such joint contractor shall be deemed to have not been submitted and the information specified in such documents shall not be taken into account when considering such bid.  Plan for assignment of types and scopes of work among the procurement participant and its joint contractors. This plan shall be completed and submitted both in the event of engagement of joint contractors by the procurement participant 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 (subsection 4.1, Form 5). |

# Requirements to the products

| No. | Requirements | Documents confirming compliance with the established requirements |
| --- | --- | --- |
| 1) | The products must meet the requirements specified in Volume 2 of the procurement documentation «Technical Part». | 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), including as follows:   * description of the services to be provided given by the participant in its bid (including scope of services, or sequence for their provision, technical process of providing services, period of provision of services); * indication of scope of the services or of the procedure for its determination. |

# COMPOSITION OF THE REQUEST FOR PARTICIPATION IN THE PROCUREMENT.

**Number of copies of the bid:** 1 hard copy original.

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. if the procurement participant and/or the engaged joint contractor is a subject of small and medium-sized business:

* information from the Unified Register of small and medium-sized business entities, which is kept in accordance with Federal Law dated July 24, 2007 No. 209-FZ “On the Development of Small and Medium-Sized Business in the Russian Federation” (hereinafter - the Unified Register of small and medium-sized business entities), containing information on the participant of competitive bidding, and/or the engaged subcontractor (co-contractor)/ manufacturer,

or

* declaration of compliance of the procurement participant / joint contractor with criteria for attribution to the category of small and medium-sized business entities according to their form and in accordance with instructions, provided in this procurement documentation (subsection 4.1, Form 1.1), in case there is no information about the procurement participant and/or joint contractor, who is a newly registered individual entrepreneur or a newly registered legal entity.

1. Unit prices table in accordance with the instructions given in this procurement documentation (subsection 4.1, Form 3),
2. The documents referred to in subsection 2.1 of this procurement documentation.
3. documents required solely for the purpose of evaluating the bid in accordance with the criteria and methodology for evaluating the procurement bids referred to in section 4 *(failure to submit the said documents cannot be the reason for rejecting the bid at the selection stage)*.

# CRITERIA AND METHODOLOGY FOR EVALUATING THE PROCUREMENT BIDS

1. Evaluation criteria and their significance
2. unit price (significance of a criterion Цi is 75%);
3. qualification of the procurement participant (significance of a criterion Kвi is 25%), including:
4. experience of the procurement participant (significance of sub-criterion Оi is 100%).
5. Methodology of bid evaluation

The rating of a bid proposed by a procurement participant is a numerical score resulting from evaluation based on criteria (sub-criteria) and according to the significance (weight) of such criteria (sub-criteria).

If any criterion has sub-criteria, then each sub-criterion shall be given a score, and the total score for that criterion shall be determined as a sum of the scores of its sub-criteria according to the significance (weight) of the sub-criteria.

The rating of a bid proposed by the procurement participant "i" shall be determined according to the following formula:

Ri = БЦi \* Vц + БКвi \* VКв;

where V is the significance (weight) of the respective criterion,

БЦ, БКв are the scores (point) of the respective criterion.

The total significance of all criteria established in the procurement documentation is 100%. The highest numerical score for criterion Цi, Квi is 100 points.

***Evaluation based on the criterion «contract price»***

|  |  |  |
| --- | --- | --- |
| БЦ i = | ЦО min | \* 100 |
| ЦО i |

where: БЦ i  – evaluation based on the criterion «unit price» of the procurement participant «i», in points,

ЦО i – estimated procurement bidder’s proposal of the unit price specified in the bid proposed by the procurement bidder «i», calculated for the purpose of evaluation and comparison of bids, taking into account the approximate scope of services specified in paragraph 6) of section 1 of part 1 of volume 1 of procurement documentation, in INR, including GST.

ЦО min – is the minimum estimated unit price specified in the bid proposed by the procurement bidder allowed to participate in the procurement, calculated for the purpose of evaluation and comparison of bids, taking into account the approximate scope of services specified in paragraph 6) of section 1 of part 1 of volume 1 of procurement documentation, in INR, including GST.

ЦО i=

where:

Цki– unit cost of k-th service, specified in the bid proposed by the procurement bidder «i», указанная в заявке i-го участника закупки, in INR, including GST;

Wk – approximate scope of k-th service (Approximate share of total separately paid services (not included in the other services price)) specified in paragraph 6) of section 1 of part 1 of volume 1 of procurement documentation, specified strictly for the purpose of evaluation and comparison of bids.

***Evaluation based on the criterion «qualification of the procurement participant»***

БКв i = БОi \* Vо

where: V is the significance (weight) of the respective sub-criterion,

БО is the score (point) of the respective sub-criterion

Total significance of all sub-criteria of one criterion is equal to 100%.

The highest numerical score for the sub-criterion Оi is 100 points

***Evaluation based on the sub-criterion «experience of the procurement participant»***

Evaluation (points) of sub-criterion «experience of the procurement participant» (БОi) is calculated:

Step 1. Calculation of БОуi is held according to the following procedures:

In carrying out evaluation on the basis of this sub-criterion, the respective experience of the procurement participant confirmed by the statement of experience in performing contracts that is to be drawn up according to the instructions given in this procurement documentation (subsection 4.1, Form 4) with mandatory inclusion 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:
* contract details (number and date);
* list of the services delivered and accepted by the customer under the contract;
* cost of services rendered.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Experience | | | | | Points |
| The bidder has no services of the employees business travels\* within India and abroad provided in 2016-2019 under the concluded agreements | | | | | 0 |
| БОу i | = | Оу i | \* 100 |  | |
| Оу max |
| Оу max | | | | | 100 |

where:

Оуi – cost of rendered in 2016 - 2019 yy services of the employees business travels\* within India and abroad under the concluded agreements, of procurement participant «i» in INR, including GST.

Oуmax is a maximum value of experience (cost of rendered in 2016 - 2019 yy services of the employees business travels\* within India and abroad under the concluded agreements)from the values of experience of all allowed procurement bidders, but not exceeding the limit value, in INR, including GST.

The limit value of experience of the procurement participant: 3 000 000,00 INR.

If Oуi exceeds the limit value, then Oуi shall be deemed equal to such limit value.

*\* under the business travels should be understood as the implementation for legal entities, non-travel agencies and / or tour operators of all the following services:*

* *air ticket issuance;*
* *railway tickets issuance;*
* *organization of accommodation in hotels;*
* *Airport and railway station transfers – pick up and drop off;*
* *Support in visa application;*
* *Support in insurance performance for traveling abroad;*
* *Taxi/transport services in business trips.*

Step 2. Calculation of final evaluation (points) БОi according to the following procedures:

In evaluating the procurement participant on the basis of this sub-criterion, total amount of points accrued for experience (БОуi) in accordance with the above procedure shall be reduced in compliance with the table specified below, depending on total amount of penalties under all court decisions, including settlement agreements published during two years prior to the date, when the public notice on competitive bidding was placed on the official web-site, which were rendered not in favor of the procurement participant acting as a defendant and which substantiated circumstances of failure of the procurement participant to fulfill or circumstances of improper fulfillment of the obligations of a supplier (subcontractor, executor) aroused from the contracts for goods delivery, for works performance and for services rendering which relate to manufacture, supply and operation of goods, performance of works, rendering of services and are concluded with ROSATOM or its organizations (the nuclear industry enterprises). When calculating this final БОi value (score), the amount of penalties under all court decisions which have been entered into Negative Reputation Rating system (http://rdr.rosatom.ru) shall not be taken into account.

The amount of penalties means total amount of monetary funds which have been collected or are subject to collection from the procurement participant under court decisions, including settlement agreements (debts, forfeits, fines, penalties, interests for use of other persons’ monetary funds, state duty expenses). Upon calculation of the amount of penalties under court decisions, the published decisions of the superior authorities shall be taken in account.

| Penalties to be applied | Points (БСi) |
| --- | --- |
| No penalties were applied | БСi =БОуi  100% of points assigned on the basis of experience of the procurement participant shall be accounted in total |
| Amount of penalties applied to the procurement participant shall be less than 10% of IMP of this competitive bidding | БСi =БОуi / 2  Amount of points assigned on the basis of experience of the procurement participant shall be reduced by 50% |
| Amount of penalties applied to the procurement participant shall be 10 % of IMP, or more | БСi =0  0 points shall be assigned to the procurement participant on the basis of this sub-criterion |

The final score (point) based on the sub-criterion "experience" shall be deemed equal to the respective value (БСi) obtained with due consideration of existence of the said penalties (БОi = БСi).

1. Determining the Final bid rating

Final bid rating (FAR) shall be determined as follows:

FAR i = Ri – BRi

where:

FARi is the Final bid rating (score) of procurement participant «i».

Ri is the Bid rating (score) of procurement participant «i» determined through evaluation against the applicable criteria (sub-criteria) taking into account each criterion’s (sub-criterion’s) weight.

BRi is the Business reputation score of procurement participant «i» determined as follows:

|  |  |
| --- | --- |
| Business reputation (BR) | Score |
| At the time of granting access to the bids (tender opening), no data concerning such procurement participant are available at the official website or such participant’s Negative Reputation Rating posted therein is zero | 0 |
| |  |  |  |  | | --- | --- | --- | --- | | BRi | = | Rei | \* 5 | | Re max | | |
| Re max | 5 |

where:

Rei is the value of Negative Reputation Rating of a procurement participant «i» posted at Negative Reputation Rating official website by the time of granting access to the bids (tender opening).

Remax is the highest Negative Reputation Rating value from among all suppliers admitted to participate in the respective competitive bidding process, as posted at Negative Reputation Rating official website by the time of granting access to the bids (tender opening).

# TEMPLATES OF BASIC DOCUMENTS

***forms 2 - 5 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 procurement participant***

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

## PROCUREMENT BID (APPLICATION) (Form 1)

After having studied the notice of procurement for the right to conclude a contract for the rendering services on business trips support in Mumbai, which is published on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[please specify the website where the procurement is published]***, 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 bid subject to the following conditions:

| Item No. | Conditions of the procurement bids | Bidder proposals |
| --- | --- | --- |
|  | Ultimate contract price, INR including GST | 6 000 000,00 INR |
|  | Unit price | Specified in Unit prices table (Form 3) |
|  | Periodfor 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 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:***

Belonging to the small and medium size business 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 of the Russian Federation (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 organizer) 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. to submit information about the entire chain of ownership, including beneficiary owners (including ultimate ones) prior to the time of the contract execution, in accordance with the guidelines provided in the procurement documentation and to submit documentary evidence to confirm such information;
3. ***before concluding the contract, to provide the customer with the resolution to approve or to close a major transaction;***
4. ***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 в) and/or г):***

***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:

| Item  No. | Document name | Number of pages |
| --- | --- | --- |
|  | *A copy of the document confirming the fact of funds paid as the procurement bid security/irrevocable independent guarantee* |  |
|  | … |  |
|  | … |  |
| … |  |  |
| … |  |  |
|  |  |  |
| … |  |  |

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

***(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 rubles, in accordance with the Cost Summary Table (column “Total”). The price shall be specified in format ХХХ,ХХХ,ХХХ.ХХ rubles, for example: “1,234,567.89 rubles. (one million two hundred and thirty-four thousand five hundred and sixty-seven rubles, 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 1.1.

Appendix to the procurement bid

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

Request for proposals for the right to conclude a contract for the rendering services on business trips support in Mumbai

## 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)

We hereby confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(please specify name of the procurement participant / joint contractor)*

in accordance with Article 4 of Federal Law dated July 24, 2007 No. 209-FZ “On the Development of Small and Medium-Sized Business in the Russian Federation” meets the criteria for attributing an organization to the following types of business entities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(please specify the small or medium-sized business entity depending on the criteria for attribution)*

and hereby report the following information:

1. Location address (legal address):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. INN (Taxpayer Identification Number) / KPP (Taxpayer Record Validity Code): \_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

*(Number, date of document issue and issuing authority).*

1. OGRN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Information about compliance with the criteria for being attributed to small and medium-sized business and information about produced goods, works, services and types of activities:

| Item No. | Information description | Small enterprises | Medium-sized business entities | Parameter |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  | Total shareholding in a limited liability company’s authorised capital held by: the Russian Federation, regions of the Russian Federation, municipalities, non-governmental and religious organisations (associations), charities and other funds (except a total stake held as part of investment funds’ assets), in per cent | not more than 25 | | *-* |
|  | Total interest of foreign legal entities and (or) legal entities, not being small and medium-sized business entities, in the authorized capital of limited liability company, in percentage | not more than 49 | | *-* |
|  | Publicly traded shares of joint-stock company are attributed to shares of high-technology (innovative) sector of economics in the procedure, established by the Government of the Russian Federation | yes (no) | | |
|  | Activity of any business entity or economic partnerships is related to practical use (introduction) of the intellectual activity results (software for electronic computing machines, databases, inventions, useful models, industrial samples, selection inventions, integrated circuit topographies, trade secrets (know-how), the exclusive rights to which are owned by the founders (members) of such business entity, economic partnership respectively - to budgetary, to autonomous research institutions or which are budgetary institutions and autonomous institutions, higher educational organizations | yes (no) | | |
|  | The business entity, economic partnership have the status of project participant in accordance with Federal Law “On “Skolkovo” innovation center” | yes (no) | | |
|  | The founders (members) of business entities, economic partnerships are legal entities, included in accordance with the procedure, established by the Government of the Russian Federation, into an approved by the Government of the Russian Federation list of legal entities providing state support of innovative activity in forms, established by Federal Law “On science and state scientific and technical policy” | yes (no) | | |
|  | Average number of employees for the previous calendar year, persons | up to 100 persons, inclusive | from 101 to 250, inclusive | please specify the number of persons (for the previous calendar year) |
| up to 15 - micro-enterprise |
|  | Income for the previous calendar year, determined in accordance with the procedure, established by the laws of the Russian Federation on taxes and levies, shall be summarized over all performed activities and shall be applied for all tax treatments, million rubles | 800 | 2000 | please specify in million rubles (for the previous calendar year) |
| 120 per year - micro-enterprise |
|  | Information on the licenses received by a legal entity or individual person, included into the Unified State Register of Legal Entities or Unified State Register of Individual Entrepreneurs respectively | to be completed | | |
|  | Information about activities of the legal entity in accordance with its constituent documents or about the types of activities of the individual who has been entered in the Unified State Register of Individual Entrepreneurs and who performs entrepreneurial activities without establishing a legal entity, with indication of codes as per OKVED2 and OKPD2 | to be completed | | |
|  | Information about goods, works and services produced by small and medium-sized business entities with indication of codes as per OKVED2 and OKPD2 | to be completed | | |
|  | Information about compliance of produced by small and medium-sized business entities goods, works, services with the criteria for being attributed to innovative products, high-technology products | yes (no) | | |
|  | Information about participation in approved partnership programs of particular customers with small and medium-sized business entities | yes (no)  (in case of participation - name of the customer who implements the partnership program) | | |
|  | Information evidencing that the legal entity or individual person had in the previous calendar year contracts concluded in accordance with the Federal Law “On the contract system in the field of procurement of goods, works, services to meet the state and municipal needs” and (or) contracts concluded in accordance with the Federal Law “On the procurement of goods, works, services by certain types of legal entities” | yes (no)  (if available - a number of performed contracts or agreements and total amount) | | |
|  | Information evidencing that the head, members of the collegial executive body, the chief accountant of the small and medium-sized business entity have no criminal records in connection with economic crimes and that no punishment was administered with respect to the said individuals in the form of deprivation of the right to hold particular posts or to perform particular activities associated with operations of the small and medium-sized business entity and administrative penalty in the form of disqualification | yes (no) | | |
|  | Information evidencing that the data on the small and medium-sized business entity is kept in the registers of bad-faith suppliers provided for by Federal Laws “On the procurement of goods, works, services by certain types of legal entities” and “On the contract system in the field of procurement of goods, works, services to meet the state and municipal needs” | yes (no) | | |

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

(signature)

**L.S.**

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

(Surname, name, patronymic (if any) of the signatory, position)

INSTRUCTIONS FOR FILLING IN

* 1. These instructions should not be reproduced in the documents prepared by the bidder.
  2. This form shall be completed and provided as a part of the procurement bid in case there are no information about the procurement participant which is a newly registered individual entrepreneur or newly registered legal entity in accordance with Part 3 of Article 4 of Federal Law No. 209-FZ dated July 24, 2007 “On the Development of Small and Medium-Sized Business in the Russian Federation” (hereinafter - Law No. 209-FZ) in the unified register of small and medium-sized business entities.
  3. Category of the small or medium-sized business shall be changed only if the limit values are above or below those limit values specified in Items 7 and 8 of the Table (Item 4) given in this form within 3 calendar years following one after another.
  4. The procurement participant provides the number and the date of the procurement bid, supplemented with this form.
  5. The procurement participant shall specify its corporate name (including its legal form). The procurement participants shall also submit completed [Form 1.1](#_ФОРМА_ДЕКЛАРАЦИИ_О) as part of the procurement bid with respect to the joint contractor engaged by the procurement participant, if there are no information about such joint contractor which is a newly registered individual entrepreneur or a newly registered legal entity in accordance with Part 3 of Article 4 of Law No. 209-FZ in the unified register of small and medium-sized business entities.
  6. Restrictions regarding total interest of foreign legal entities and (or) legal entities not being small and medium-sized business entities, in the authorized capital of limited liability company (Item 2 of the Table of Item 4 of this Form) are not applicable to limited liability companies, which comply with restrictions specified in Sub-items “c” - “e” of Item 1 of Part 1.1 of Article 4 of Law No. 209-FZ, namely:

1. activity of such entities is related to practical use (introduction) of the intellectual activity results (software for electronic computing machines, databases, inventions, useful models, industrial samples, selection inventions, integrated circuit topographies, trade secrets (know-how), the exclusive rights to which are owned by the founders (members) of such business entities - to budgetary, to autonomous research institutions or which are budgetary institutions and autonomous institutions, higher educational organizations;
2. such entities have the status of project participant in accordance with Federal Law No. 244-FZ “On “Skolkovo” innovation center” dated September 28, 2010;
3. the founders (members) of such entities are legal entities, included into an approved by the Government of the Russian Federation list of legal entities providing state support of innovative activity in forms, established by Federal Law No. 127-FZ “On science and state scientific and technical policy” dated August 23, 1996.
   1. Rows 1 to 11 in the table provided in this Form (Clause 4) shall be mandatory for completion.
   2. In the Table (Item 5) “Information about compliance with the criteria for being attributed to small and medium-sized business and information about produced goods, works, services and types of activities” in column 5:

* in lines 1-2 the indicator shall be specified as a percentage; if the restriction specified in line 2 does not apply to the procurement participant, joint contractor, then the phrase “shall not be applied” and the reason for not applying such restriction should be specified in column 5 of the corresponding line;

in line 3 “yes” shall be specified if publicly traded shares of the procurement participant, joint contractor, being a joint-stock company, are attributed to shares of the high-technology (innovative) sector of economics in accordance with the procedure, established by Resolution of the Government of the Russian Federation No. 156 “On the rules of attributing publicly traded shares of Russian organizations to shares of the high-technology (innovative) sector of economics”; otherwise “no” shall be specified;

* in line 4 “yes” shall be specified if activity of the procurement participant, joint contractor is related to practical use (introduction) of the intellectual activity results, the exclusive rights to which are owned by the founders (members) of such procurement participant, joint contractor respectively - to budgetary, to autonomous research institutions or which are budgetary institutions and autonomous institutions, higher educational organizations; otherwise “no” shall be specified;
* in line 5 “yes” shall be specified if the procurement participant / joint contractorhas status of a project participant in accordance with Article 10 of Federal Law No.244-FZ “On Skolkovo Innovation Center” dated September 28, 2010; otherwise “no” shall be specified;
* in line 6 “yes” shall be specified if the founders (members) of the procurement participant, joint contractor are legal entities, included in accordance with the procedure, established by Resolution of the Government of the Russian Federation No. 1335 dated December 08, 2014 into an approved by the Government of the Russian Federation list of legal entities providing state support of innovative activity in the forms, established by Federal Law No. 127-FZ “On science and state scientific and technical policy” dated August 23, 1996; otherwise “no” shall be specified;
* in line 7 the number of employees of the procurement participant, joint contractorfor the previous calendar year shall be specified;
* in line 8 income of the procurement participant, joint contractor for the previous calendar year shall be specified, in million rubles;
* in line 9 information on the licenses, obtained by the procurement participant, joint contractor shall be specified and included into the Unified State Register of Legal Entities and the Unified State Register of Individual Entrepreneurs; otherwise “not applicable” shall be specified;
* in lines 10, 11 the corresponding codes as per OKVED2 and OKPD2 shall be specified;
* in line 12 “yes” shall be specified if goods, works, services produced by the procurement participant, joint contractor comply with criteria for attribution to innovative products, high-technology products; otherwise “no” shall be specified;
* in line 13 “yes” shall be specified if the procurement participant, joint contractorparticipates in the approved partnership programs (name of the customer implementing such partnership program shall be additionally specified); otherwise “no” shall be specified;
* in line 14 “yes” shall be specified if the procurement participant / joint contractorhas any contracts concluded in the previous calendar year in accordance with federal laws and (or) agreements (number of performed contracts or agreements and total amount of such contracts and (or) agreements shall be additionally specified); otherwise “no” shall be specified;
* in line 15 “yes” shall be specified if all the aforementioned persons of the procurement participant, joint contractor have no criminal records in relation to the said crimes and no respective punishment has been administered with respect to all such persons; otherwise “no” shall be specified;
* in line 16 “yes” shall be specified if the procurement participant, joint contractoris included in any of the said registers of bad faith suppliers; otherwise “no” shall be specified.

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

Form 1.2.

## INFORMATION ABOUT THE OWNERS CHAIN INCLUDING BENEFICIARIES (INCLUDING ULTIMATE BENEFICIARIES) (Form 1.2)

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

name of the contractor to conclude the Agreement with

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item No. | Information about the contractor | | | | | | Information on the chain of owners of the contractor including beneficiaries (including end ones) | | | | | | | Information on supporting documents (description, details, etc.) |
| INN (Taxpayer Identification Number) | OGRN (Primary State Registration Number) | Abbreviated name | Code as per OKVED (Russian Classifier of Types of Economic Activities) | Surname, Name, Patronymic of the CEO | Series and number of the CEO’s identification document | Item | INN (Taxpayer Identification Number) | OGRN (Primary State Registration Number) | Name / Full name | Registration address | Series and number of the identification document (for an individual) | Chief executive officer / participant / shareholder / beneficiary |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

L.S.

INSTRUCTIONS FOR FILLING IN

1. This guideline shall not be replicated in the documents prepared by a contractor.
2. Form 1.2 is not subject to changes. All information and documents are obligatory for submission.
3. The contractor shall submit the Form 1.2 in two formats \*.pdf and \*.xls before concluding the contract;
4. The contractor must specify its INN in column 2. In case the contractor is a Russian legal entity, a 10-digit code is provided. In case the counterparty is a Russian natural person (whether individual entrepreneur or not), a 12 digit code is provided. In case the contractor is a foreign legal entity or natural person, “N/A” shall be specified in the column.
5. The contractor must specify its OGRN in column 3. It shall be completed in the case where the contractor is a Russian legal entity (13-digit code). In case the contractor is a Russian natural person as an individual entrepreneur (IE), OGRNIP (15 digit code) shall be specified. If the contractor is a Russian individual person, a foreign individual person or a legal entity, then “Not available” shall be specified in the column.
6. In column 4 the contractor shall indicate its legal form in abbreviation and the name of the contractor (for example, LLC, FSUE, CJSC, etc.). In case the contractor is a natural person, full name is provided.
7. In column 5 the contractor shall indicate the OKVED code. In the case where the contractor is a Russian legal entity and an individual entrepreneur the code which can consist of 2-6 digits separated by two points in two digits shall be indicated. In case the contractor is a Russian natural person, a foreign legal entity or a natural person, “N/A” shall be specified in the column.
8. Column 6 shall be completed by the contractor in the following format: Surname Name Patronymic, e.g. Ivanov Ivan Stepanovich.
9. The column 7 shall be filled in as series (space) number, e.g., 5003 143877. A foreign citizen is allowed to fill it in according to the data in the national passport.
10. Column 8 shall be completed according to the example.
11. The columns 9 and 10 shall be filled according to paragraphs 4 and 5 hereof.
12. Column 11 shall indicate the abbreviated legal form of organization and the contractor’s name (for example, LLC, FSUE (Federal State Unitary Enterprise), CJSC, etc.). In case the owner is a natural person, full name is provided. Also, in case the information on the director of the legal entity is available – the c contractor’s owner, his/her full name is provided.
13. Column 12 shall be completed with the use of the format of geographical hierarchy in descending order, for example, Tula, Pionerov St., 56-89.
14. Column 13 shall be completed according to paragraph 9 of the present instruction.
15. Column 14 shall contain the information about the way this entity relates to the higher link in the “contractor - beneficiary” chain in accordance with the example given in the sample form.
16. Column 15 shall indicate the legal status and details of the confirmation documents, for example, the Memorandum of Association dated 23.01.2008.
17. Disclosure of information on beneficiaries is conducted as part of execution of the Russian Federation Governement orders and is not related to the term "the beneficial owner" used in the Federal Law No. 115-FZ "On the Countercation to Legitimization (Laundering) of Proceeds of Crime and to Financing of Terrorism".
18. Owners chain table completion sample is not an exhaustive list or a standard representing a fully disclosed entire ownership chain, the "..." symbol means that it is necessary to disclose the whole chain down to the ultimate owners (beneficiaries).

*COMPLETION SAMPLE OF THE TABLE OF INFORMATION ON THE CHAIN OF OWNERS*

*form starts here*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Item No.* | Information about the contracting party | | | | | |
| *INN (Taxpayer Identification Number)* | *OGRN (Primary State Registration Number)* | *Abbreviated name* | *Code as per OKVED (Russian Classifier of Types of Economic Activities)* | *Surname, Name, Patronymic of the CEO* | *Series and number of the CEO’s identification document* |
| *1* | *2* | *3* | *4* | *5* | *6* | *7* |
| *1* | *7734567890* | *1044567890123* | *“Romashka” LLC* | *45.xx.xx* | *Ivanov Ivan Stepanovich* | *5003 143877* |
|  |  |  |  |  |  |  |
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*end of form*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Information on the chain of owners of the contractor including beneficiaries (including end ones)* | | | | | | | *Information on supporting documents (description, details, etc.)* |
| *Item* | *INN (Taxpayer Identification Number)* | *OGRN (Primary State Registration Number)* | *Name / Full name* | *Registration address* | *Series and number of the identification document (for an individual)* | *Chief executive officer / participant / shareholder / beneficiary* |
| *8* | *9* | *10* | *11* | *12* | *13* | *14* | *15* |
| *1.1* | *7754467990* | *108323232323232* | *“Svet 1” CJSC* | *Moscow, Lubyanka St., 3* |  | *Participant* | *Memorandum of Association dated 23.01.2008* |
| *1.1.0* | *111222333444* |  | *Petrova Anna Ivanovna* | *Moscow, Shchepkina St., 33* | *44 55 666777* | *Manager* | *Articles of Association, Order No. 45-l/s dated 22.03.10* |
| *1.1.1* | *333222444555* |  | *Sidorov Petr Ivanovich* | *Saratov, Lenina St., 45-34* | *55 66 777888* | *Shareholder* | *Memorandum of Association dated 12.03.2004* |
| *1.1.2* | *6277777777* | *104567567567436* | *“Cherepashka” LLC* | *Saratov, Lenina St., 45* |  | *Shareholder* | *Memorandum of Association dated 12.03.2004* |
| *1.1.2.0* | *7495672857623* |  | *Mukhov Amir Mazievich* | *Saratov, Lenina St., 45* | *66 78 455434* | *Manager* | *Articles of Association, Order No. 77-l/s dated 22.05.11* |
| *1.1.2.1* | *8462389547345* |  | *Mazaeva Inna Lvovna* | *Saratov, K. Marksa St., 5-34* | *67 03 000444* | *Beneficiary* | *Resolution on establishment of LLC dated 12.03.2004* |
| *…* |  |  |  |  |  |  |  |
| *1.2* | *7754456890* | *107656565656565* | *“Svet 2” LLC* | *Smolensk, Titova St., 34* |  | *Participant* | *Memorandum of Association dated 23.01.2008* |
| *1.2.0* | *666555777444* |  | *Antonov Ivan Igorevich* | *Smolensk, Titova St., 34* | *66 55 444333* | *Manager* | *Articles of Association, Order No. 56-l/s dated 22.05.09* |
| *1.2.1* | *888777666555* |  | *Ivlev Dmitry Stepanovich* | *Smolensk, Chapayeva St., 34-72* | *77 55 333444* | *Participant* | *Memorandum of Association dated 23.01.2006* |
| *1.2.2* | *333888444555* |  | *Stepanov Igor Dmitrievich* | *Smolensk, Gagarina St., 2-64* | *66 77 223344* | *Participant* | *Memorandum of Association dated 23.01.2006* |
| *…* |  |  |  |  |  |  |  |
| *1.3* | *ASU66-54* |  | *Iguana LTD* | *USA, State of Virginia, 533* |  | *Participant* | *Memorandum of Association dated 23.01.2008* |
|  |  |  | *Ruan Max Amer* | *Cyprus, Limassol, 24-75* | *776AE 6654* | *Manager* |  |
| *…* |  |  |  |  |  |  |  |

Form 2.

Appendix to the procurement bid

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

Request for proposals for the right to conclude a contract for the rendering services on business trips support in Mumbai

## 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 services to be provided given by the participant in its bid (including scope of services, or sequence for their provision, technical process of providing services, period of provision of services);*
         * *indication of scope of the 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. \_\_\_\_\_\_

Request for proposals for the right to conclude a contract for the rendering services on business trips support in Mumbai

## UNIT PRICES TABLE (Form 3)

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

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

|  |  |  |
| --- | --- | --- |
| **№** | **Name** | **Initial (maximum) unit prices, INR, including GST** |
| **1** | Air tickets for flights inside India |  |
| **2** | Air tickets for flights outside India |  |
| **3** | Railway tickets for travel inside India |  |
| **4** | Railway tickets for travel outside India |  |
| **5** | Airport and railway station transfers – pick up and drop off |  |
| **6** | Support in visa application |  |
| **7** | Support in Outstation visa application |  |
| **8** | Taxi/transport services in business trips |  |

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

***(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 procurement participant.

1. The procurement participant shall indicate the number and date of the procurement bid to which this Unit prices table is attached.
2. Procurement participants shall state their corporate name (including legal form of business).
3. The procurement participant shall indicate the date as of which the Unit prices table was calculated.
4. In this form, the procurement bidder indicates the proposed unit price.

Form 4.

Appendix to the procurement bid

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

Request for proposals for the right to conclude a contract for the rendering services on business trips support in Mumbai

## 

## STATEMENT OF EXPIRIENCE IN PERFORMING CONTRACTS (Form 4)

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item No. | Contract details  (number and date) | Name of the customer with whom the contract was concluded (address, contact person specifying the position, contact phone numbers) | | Contract description (scope and content of the services, description of general terms and conditions of the contract) | | Cost of services under the contract | | | Deadline for services provision completion (day, month and year when the services rendering starts - day, month and year of actual completion of the services provision) |
| Contract amount, INR, including GST | | Including the cost of rendered in 2016-2019 services according to supporting documents, INR, including GST |
| 1 | 2 | 3 | | 4 | | 5 | | 6 | 7 |
|  | **Bidder**\_\_\_\_\_\_\_\_\_\_\_ ***[specify the legal form and name of the bidder]*** | | | | | | | | |
|  | ***Contract No.1 dated dd.mm.yyyy*** |  | |  | |  | |  |  |
|  | *Certificate of Acceptance and Delivery of Services No.1 dated dd.mm.yyyy to Contract No.1* | | | | | X | |  |  |
|  | *Certificate of delivery and acceptance of rendered services No. 2 dated dd.mm.yyyy to Contract No.1* | | | | | X | |  |  |
|  | *Certificate of delivery and acceptance of rendered services No. 3 dated dd.mm.yyyy to Contract No.1* | | | | | X | |  |  |
|  | *…* | | | | | … | |  |  |
| … | … |  | |  | | … | |  |  |
|  | ***Contract No.2 dated dd.mm.yyyy*** |  | |  | |  | |  |  |
|  | … |  | |  | |  | |  |  |
| … | … |  | |  | |  | |  |  |
| **TOTAL:** | | | | | | X | | X | **X** |
|  | **Joint contractor *1 \_\_\_\_\_\_\_\_\_\_\_\_\_ [form of incorporation and name of Joint Contractor 1 to be specified]*** | | | | | | | | |
|  | ***Contract No.A dated dd.mm.yyyy*** | |  | |  | |  |  |  |
|  | *Certificate of Acceptance and Delivery of Services No.1 dated dd.mm.yyyy to Contract No.A* | | | | | | X |  |  |
| … | … | |  | |  | | … |  |  |
|  | **TOTAL:** | | | | | | X | X | X |
|  | **Joint contractor *2\_\_\_\_\_\_\_\_\_\_\_\_\_ [form of incorporation and name of Joint Contractor 1 to be specified]*** | | | | | | | | |
| … | … | |  | |  | |  |  |  |
| **TOTAL:** | | | | | | | | 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 procurement participant.
2. The procurement participant provides the number and the date of the procurement bid, supplemented with this certificate.
3. The procurement participant shall specify its corporate name (including its legal form).
4. In this form the procurement participant shall indicate the list and the annual scopes of the contracts fulfillment, having the nature and scope comparable to the subject of procurement.
5. In this form the procurement participant should specify the information on the documents confirming the services rendering under the contracts specified in this record, in separate lines, with breakdown by contracts, particularly: details of this document (number and date) (separate line after the contract description), Contract amount (column 5), cost of rendered services (column 6) and the deadline for services provision completion (column 7).
6. If contracts and/or documents confirming fulfillment of the said contracts have been executed in the currency different from Indian Rupees, then amounts in the currency of such documents should be indicated in this form and it is required to convert them into Indian Rupees at the official rate of the date of the relevant works completion (for example, *123,456.00 euros that is equal to 4,320,960 Indian Rupees*).
7. The procurement participant 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 procurement bid

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

Request for proposals for the right to conclude a contract for the rendering services on business trips support in Mumbai

## PLAN OF DISTRIBUTION OF TYPES AND SCOPES OF SERVICES PROVISION AMONG THE PROCUREMENT PARTICIPANT AND JOINT CONTRACTORS (Form 5)

Procurement participant (contractor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Joint contractors

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

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

…

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item No. | Name of services | Name of the organization, providing this scope of services | Attribution to the small and medium-sized business | Cost of services | | Deadline for provision (start and end dates) |
| in money terms, in INR  (including GST) | in % of total value of services |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |
| TOTAL | | | |  | 100% | 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 procurement participant.
2. The procurement participant provides the number and the date of the procurement bid, supplemented with this certificate.
3. The procurement participant shall specify his corporate name (including the form of incorporation), joint contractors’ names (including the form of incorporation).
4. The procurement participant shall indicate the following in this form:

* the list of the services to be provided by the procurement participant (contractor) and by each joint contractor. This form shall include information about all joint contractors to be engaged in provision of services under the contract, regardless of the scope of the services to be provided by such joint contractors;
* cost of the services by the procurement participant (contractor) and joint contractors in money terms and in percentage in accordance with the Unit prices table (Form 3) and Ultimate contract price;
* deadline for services provision by the procurement participant (contractor) and by joint contractor in accordance with the Period for provision of services;
* attribution of the engaged joints contractors to small and medium-sized business entities, or to specify the word "no" (column 4);

1. This form shall be completed both in the event of engagement of joint contractors by the procurement participant 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.

In the event that the procurement participant 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 provision of services for the name of specific joint contractors (column 3) and their belonging to small and medium business entities (column 4), 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 of the procurement documentation as a separate ***Word*** format file.

# **PART 3**

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