



सत्यमेव जयते

**Embassy of India
Muscat, Oman**

www.indemb-oman.gov.in

**TENDER FOR PROVIDING LANDSCAPING AND
IRRIGATION WORKS AT CHANCERY-CUM-EMBASSY
RESIDENCE AT EMBASSY OF INDIA, MUSCAT, OMAN**

Tender No. : MUS/872/02/2022

Date: 20th March 2022

Last date for submission of bids: 13th April 2022

**Embassy of India, Muscat, Oman
Diplomatic Area, Jamiat, Al Dowal Al-Arabia Street. PO Box No.
1727, Postal Code 112, Al Khuwair, Sultanate of Oman**



EMBASSY OF INDIA

MUSCAT

No. RAB/872/02/2022

Date: 20th March 2022

Notice Inviting Tender

Subject: Maintenance of landscaping and irrigation works at Chancery-cum-Embassy Residence, Embassy of India, Muscat.

Embassy of India, Muscat invites tenders under two bid system (Technical and Financial), from registered and authorized firms/agencies/contractors for 'Maintenance of landscaping and irrigation works' on all working days at Chancery-cum-Embassy Residence premises of Embassy of India, Muscat initially for the period of one year and the contract may be extended for a further period of two year on an annual basis (maximum tenure 03 years) on the same rates and terms & conditions if the services of the company found satisfactory by the Mission.

IMPORTANT DATES

S.No.	Events	Date
1.	Tender Publish Date	24 March 2022
2.	Site visit	21-23 March 2022 (1000 – 1600hrs on all working days – Sunday to Thursday)
3.	Pre-bid meeting	24 March 2022
4.	Bid Submission start date	24 March 2022
5.	Bid Submission end date	13 April 2022 (till 1730 hrs)
6.	Opening of Technical Bids	14 April 2022 (at 1100 hrs)
7.	Opening of Financial Bids (of only those who qualify in the minimum eligibility criteria)	Date to be intimated later*

2. The tender document can be downloaded from the websites: <http://www.eprocure.gov.in> and <http://www.indemb-oman.gov.in> from **24.03.2022** onwards i.e. ***from March 24, 2022 to April 13, 2022.*** **No tender fee will be charged for the tender documents** in case a firm has downloaded the tender document from the official website of the Embassy of India, Muscat, i.e. www.indemb-oman.gov.in. Please note that any corrigendum/addendum in the above tender document, if required, will be published in the website of the Embassy of India, Muscat, as given above.

3. The interested firms/companies should submit the bids in two separate sealed covers, super scribed as “Technical Bid” and “Financial Bid”. Both sealed covers should be put in a single envelope super scribed as “Tender No. MUS/872/02/2022 for **“Landscaping and irrigation works at Chancery-cum-Embassy Residence, Embassy of India, Muscat** and addressed to “Head of Chancery, Embassy of India, Muscat Diplomatic Area, Al-Khuwair, Muscat, Oman”. The envelope should then be dropped at the Reception of the Embassy of India, Muscat at the address given above. Please note that tender document will not be accepted after the expiry of stipulated date and time under any circumstances.

4. The Earnest Money Deposit (EMD) of OMR 450/- (Omani Rial Four Hundred and fifty only) in the form of Account Payee Demand Draft/Pay Order drawn in favour of **“Embassy of India, Muscat”** is required to be submitted along with tender bids. Bids shall not be considered in case the EMD is not submitted and would be rejected summarily.

5. The bidders have an option to submit, in lieu of EMD of RO 450/-, a judicially valid Undertaking to the effect that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the stipulated deadline, they will be suspended for a specified time period from being eligible to submit bids for contracts with the Embassy of India, Muscat.

6. The Technical Bids will be opened on 14.04.2022 by a Committee authorized by the Competent Authority of the Embassy. The financial bids of only those bidders, whose Technical Bids are found responsive, shall be opened by the Committee authorized for the purpose.

7. The Competent Authority reserves the right to reject any or all the bids, or cancel the tender, without assigning any reason and the decision of the competent authority of the Mission/Ministry shall be final and binding.

(Praveen Kumar)
Second Secretary (HOC)
Embassy of India
Muscat
Tel No. +968-24684577

LETTER OF BID

Dated: , 2022

To,
Shri Praveen Kumar
Second Secretary (HOC)
Embassy of India,
Diplomatic Area, Al-Khuwair
Muscat, Sultanate of Oman

Ref: Invitation for Bid No. MUS/872/02/2022 dated 20th March 2022

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents, including Addendum issued in accordance with Instructions to Bidders,

2. We offer to execute in conformity with the Bidding Documents for **Landscaping and irrigation works at Chancery-cum-Embassy Residence, Embassy of India, Muscat, Oman.**

3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.

4. If our bid is accepted, we commit to submit a Performance Security Deposit (if any) in accordance with the Bidding Documents.

5. We also declare that the Government of India, Govt of Sultanate of Oman or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.

6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid/lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory

(Authorised person shall attach a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation
(To be printed on Bidder's letterhead)

SECTION I: CRITERIA FOR SELECTION

1. The company must have experience of handling similar kind of work in reputed organizations and shall have minimum eligibility criteria for selection of bidders at technical bid stage of the bidding process:-
2. **Legally Valid Entity:** The Bidder/Bidding Firm shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the relevant Act or a firm having trade license granted by City Corporation to do business in Muscat. The proof for supporting the legal validity of the Bidder/Bidding Firm shall be attached with the bid.
3. **Registration:** The Bidder/Bidding Firm must have VAT registration with the concerned authority. The proof in support of the same shall be attached with the bid documents.
4. **Experience:** The Bidder shall have experience in providing maintenance services for Embassies /High Commissions /Government Ministries /Departments /Public Sector Companies /reputed corporate organization /multinational companies.
5. **Company profile/information regarding key personnel:** The bidding company shall also include in its bid, as per proforma at Annexure-7 (Technical bid proforma) of this document, details about the company and about its key personnel.
6. **Validity of contract:** The contract, if awarded, will be valid initially for one year from the date of award of contract and extendable for a further period of two year on annual basis, if the services of the company found satisfactory by the Mission.
7. Sealed quotations are invited from the reputed companies for providing gardening services on contract basis initially for a period of one year.
8. The persons deployed by the company should have requisite experience and skills for carrying out the assigned garden maintenance task using appropriate materials and tools /equipment. The contractor must employ adult and skilled labour only.
9. The tenderer should have sufficient employees on its rolls specifically trained for gardening services.
10. The agency should quote the number of manpower (manpower should be including reliever) required for Garden maintenance with the Charges per month.
11. The charges should be quoted on monthly basis for providing manpower/gardener for gardening and charges for fertilizers, seeds, flowers, etc.
12. Rates quoted shall be firm and fixed. No escalation of whatsoever nature shall be payable.
13. The competent authority reserves the right to withdraw/relax any of the terms and conditions mentioned in the tender document.

14. For finalization of contract, the company whose rates are the lowest in comparison to other companies will be considered as the lowest bidder.

15. This Mission reserves the right to terminate this contract in any eventuality, without any notice and without explaining any reasons to the Company. The Company shall not have claim for any compensation in such event of discontinuation of the Contract.

16. The interested companies should submit the bids in two separate sealed covers, superscribed as 'Technical Bid' containing duly filled in **Annexure-5** and 'Financial Bid' containing duly filled in **Annexure-2**. Both sealed covers should be put in a single envelope super scribed as "Tender No. Rab/872/02/2022 for **"GARDENING SERVICES AT CHANCERY-CUM-EMBASSY RESIDENCE, EOI, MUSCAT"** and addressed to 'Head of Chancery, Embassy of India, Muscat'. The bids should be submitted to the Head of Chancery, Embassy of India, Jami'at Al dowl Al -Arabiya Street, Diplomatic Area, Al Khuwair, P.O. Box 1727, PC:112, Muscat. Please note that **no** tender documents will be accepted after the expiry of stipulated date and time for the purpose i.e. April 13, 2022, under any circumstances.

17. The Technical Bids will be opened on April 14, 2022 at 1100 hrs by a Committee duly constituted by the Competent Authority of the Embassy of India, Muscat. The Financial Bids of only those bidders, whose Technical Bids are found responsive, shall be opened by the Committee authorized for the purpose.

18. **EARNEST MONEY DEPOSIT(EMD):** The Earnest Money Deposit of RO 450/- (Omani Rial Four Hundred and Fifty only) in the form of account Payee Demand Draft/Pay order issued by any reputed Bank drawn in favour of "Embassy of India, Muscat" has to be submitted along with the bid. The validity of the Demand Draft/Pay Order must be up to 6(six) months from the last date for submission of bids.

18.1 The bids without Earnest Money Deposit or the Undertaking will be summarily rejected.

18.2 No claim shall lie against the Mission in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit i.e. no interest will be payable on EMD

SECTION II : SCOPE OF WORK

1. The maintenance of lawn includes, weeding, trimming and pruning of grass by mowing with grass cutting machines, top dressing, using of manure, fertilizers, spraying of insecticides, pesticides, fungicides, sweeping and watering etc. and patch work by planting the grass where dead.

2. The maintenance of trees, shrubs and creepers include and the maintenance of all trees, shrubs and creepers by their manuring, watering hoeing, pruning and trimming, replacement of old dead one by one and to ensure enough supply of air and water.

3. The maintenance of hedges includes their watering, hoeing of channels, pruning and trimming and replacing old dead planting the new saplings/cuttings dead/up- rooted plants etc.

4. The Potted Plants are to be maintained at least at the present level of maintenance in the building, on all floors and around the building.
5. Supply of organic fertilizers with animal/poultry composition as & when required by the Embassy.
6. Supply of inorganic fertilizers with nitrogen, phosphorus & potassium ingredients as required by the Embassy.
7. Supply of mosses & micro-nutrients as required by the Embassy.
8. All standard tools with safety parameters will be supplied as per requirement by the Embassy.
9. All necessary machinery i.e. lawn mower, hedge trimmer, brush cutter etc. will be supplied at site by the contractor.
10. All garden garbage will be dumped & removed as per the site location shown by the Embassy.
11. (a) Special floral decoration and supply of potted plants for two national day functions (in a year).
(b) Supply of bouquet for at least twenty events (20 events) at Chancery premises, as and when required.
12. Lawn mowing as per schedule i.e. fortnightly in summers and in interval of 18 days in winter.
13. Daily irrigation of the landscape and look at the water schedule to support maximum water requirement.
14. Spraying of insecticides & pesticides as & when infestation noticed.
15. Ground covers will be maintained and nourished as and when required.
16. Shrubs and flowering plants will be maintained as per schedule.
17. All fruit trees will be maintained as per horticultural practices.
18. Seasonal flowers will be planted in the beds twice a year.
19. Maintain/supply of soil as per the requirement to maintain the fertility of soil
20. Monthly visit/supervision by the supervisor of the company.
21. Planting of flowering plants/trees in the soil bed and other garden areas during gardening season. Changing of planted flowers as found appropriate for different flowering seasons.
22. Sowing of new plants in all the pots and containers used for indoor houseplants as well as on outdoor locations.

SECTION III : SUBMISSION OF PROPOSALS

Two bid system:

The two bid system will be followed for this tender. In this system, bidder must submit his officer in two separate sealed envelopes as explained below:

Envelope No. 1: “Technical Bid” shall contain:

Technical Bid should be prepared as per the instructions given in the Tender Documents along with all required information, documents in support of the minimum eligibility criteria, valid EMD of requisite amount. Documents comprising the Bid:

a. Technical Bid Submission Form (as per Annexure 1 & Annexure 5) duly signed and printed on Company's letterhead.

b. Contact Details Form, duly filled and signed & stamped.

c. Earnest Money Deposit of OMR 450.000 or a judicially valid Undertaking in lieu of EMD.

d. The bidder should submit an undertaking to the effect that a Performance Bank Guarantee (PBG) of 10% (Refer Section IV of the tender document) of the order value will be submitted in case the Embassy of India, Muscat decides to award the work to them.

- The company shall enclose the full company profile (Annexure-5) with details of its registered office, the name & designation of its contact person along with his telephone/mobile no. and email address. The company should have a valid Registration No. and proof of the same is to be enclosed.

- The bidder should be a qualified and experienced company in gardening services for a minimum of 10 years. Details of similar nature of work done in other Embassies/Government offices/companies with proof should be attached.

- The company should have an established office with adequate number staff and infrastructure related to the concerned job in Muscat.

- No advance payment will be admissible. Payment will be made only after satisfactory gardening services in a month.

- All necessary manpower, material and transport shall be the sole responsibility of the winning (L1) bidder.

- Duly filled in Technical Bid with proper seal and signature of authorized person on each page of the bid submitted.

Envelope 2: “Financial Bid” shall contain:

Price Schedule (Annexure-2)) complete in all respects with proper seal and signature of authorized person. Both the technical bid and financial bid envelopes should be sealed separately and clearly marked as “Envelope no. 1 - Technical Bid” and “Envelope no. 2 - Financial Bid”. Both the sealed envelopes should be placed in a third larger envelope clearly mentioning “Technical Bid &

Financial Bid” for “**GARDENING SERVICES AT CHANCERY-CUM-EMBASSY RESIDENCE, EOI, MUSCAT**” and addressed to “Head of Chancery” Embassy of India, Muscat.

Note 1: Please write tender number on each envelope and seal all the envelopes.

Note 2: Please do not put "Financial Bid" (prices quoted) in the technical bid envelope. If the price quoted is submitted with technical bid, the tender will be rejected.

Opening of Technical Bids:

- a. All the technical bids received by the Embassy of India, Muscat will be opened April 14, 2022 at 1100 hrs in the Conference room of the Embassy of India, Muscat.
- b. After being opened, the Technical Bids will be evaluated, by the Embassy of India, Muscat, based on the available documents submitted by the bidder.
- c. After evaluation of the Technical Bids, the Embassy of India, Muscat will intimate the date for opening of the Financial Bids of only those bidders who qualify at Technical Bid stage.
- d. Financial Bids of those bidders who do not qualify at Technical Bid stage will be returned to the respective bidders un-opened.

5. Opening of Financial bids :

- a. Financial bids of the short listed bidders only will be opened, in the presence of the bidders or their authorized representative, who choose to attend, date to be intimated later.
- b. The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance sheet as a proof of having attended the financial bid opening.
- c. The bidder’s name, bid prices, discounts and such other details considered as appropriate by the Embassy of India, Muscat will be announced at the time of the opening of the bids.
- d. Technically accepted competitive bids **ONLY** will be considered for the opening of Financial Bids.

Contact information
(Praveen Kumar)
Head of Chancery Embassy of India
Muscat
Tel. No. +968-2468 4527
Email: admin.muscat@mea.gov.in

SECTION IV: PERFORMANCE BANK GUARANTEE (PBG)

Performance Bank Guarantee (PBG):

The successful bidder has to deposit Performance Bank Guarantee which will be a sum equivalent to 10% of the accepted contract value in favour of 'Embassy of India, Muscat' payable at Muscat in the form of Demand draft/pay order/Bank Guarantee within 7 days of signing of agreement, as per the format attached to this document (Refer Annexure-3). This bank guarantee shall remain valid till the completion of validity of contract.

- (a) The PBG will be a sum equivalent to 10% of the accepted contract value in favour of 'Embassy of India, Muscat ', payable at Muscat in form of Demand Draft / Pay Order/Bank Guarantee within seven days of the signing of agreement. Performance Security should remain valid for a period of validity of agreement. In case, the contract is further extended beyond the initial period, the PBG will have to be renewed accordingly by the bidder. No interest shall be paid on PBG.
- (b) The Performance Security will be forfeited by order of the Competent Authority in Mission in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, portion of the Performance Security, as may deemed fit by the Mission sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of Supplier's bill has been received and examined.
- (c) If the Contractor fails to provide the Performance Security within seven days of the signing of agreement, such failure shall constitute a breach of the contract and the Mission shall be free to make other arrangements at the risk, cost and expense of the Contractor.
- (d) On due performance and completion of the work in all respects, the Performance Security will be returned to the bidder without any interest on presentation of an absolute 'No Demand Certificate' from the bidder.

Tender Submission Sheet

(To be submitted with the Financial bid only)

Invitation for Tender No:

Date:

Tender Name:

To:

[Name and address of Employer]

We, the undersigned, offer to execute and complete in conformity with the Conditions of Contract and associated Contract Documents including Addenda Nos. and maintain the whole of the said works at the rates quoted against each items in the Bill of Quantities.

The total price of our Tender is:

OMR: [insert value in figures]

[Insert value in Words]

Our Tender shall be valid for the period stated in the ITB and it shall remain binding upon us and may be accepted at any time before the expiration of that period. A Tender Security for an amount of OMR._____ only is attached in the form of a *[state pay order, bank draft]* valid for a period of 30 days beyond the contract period.

If our Tender is accepted, we commit to obtaining a Performance Security in the amount stated in the ITB and valid for a period of 30 days beyond the contract period.

We declare that the Government of Oman has not declared us, and any Subcontractors or Contractors for any part of the Contract ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices.

We are not participating as Tenders in more than one Tender in this Tendering process. We understand that your written Notification of Award shall constitute the acceptance of our Tender and shall become a binding Contract between us, until a formal Contract is prepared and executed.

We understand that you are not bound to accept the lowest evaluated Tender or any other Tender that you may receive.

Signed

In the capacity of:

Duly authorised to sign the Tender on behalf of the Tender.

FINANCIAL BID/PRICE SCHEDULE

Format for submission of financial bid for landscaping and irrigation works at Chancery-cum-Embassy Residence, Embassy of India, Muscat (as per work schedule) to Embassy of India, Muscat

(To be submitted along with the financial bid only)

BID No. MUS/872/02/2022

Date:

To,

Head of Chancery
Embassy of India,
Muscat, Oman

Price Schedule

S. No.	Work description	Total Bid Quantity	Total Price (in OMR)
1	2	3	4
1	Landscaping and irrigation works at Chancery-cum-Embassy Residence, Embassy of India, Muscat	As per work schedule/Scope of work	
		Taxes	
		Grand total	

Note: Above quoted price for supply and Installation of furniture items (as per specification mentioned in tender document) is complete in all respect as per technical specifications and terms & conditions mentioned in the bid document.

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company seal:

Annexure-3

PROFORMA OF BANK GUARANTEE
(on non-judicial paper of appropriate value)

To,

Head of Chancery
Embassy of India
Muscat, Oman

BANK GUARANTEE NO:

DATE:

Dear Sir(S)

This has reference to the Purchase Order No. _____ Dated _____ been placed by Embassy of India to M/s (Name & Address of vendor) for.

The conditions of this order provide that the vendor shall,

1. Arrange to deliver the items listed in the said order to the consignee, as per details given in said order, and
2. Arrange for the comprehensive warranty service support towards the items supplied by vendor on site across Muscat, Oman, as per the warranty clause in said purchase order.

M/s (Name of Vendor) has accepted the said purchase order with the terms and conditions stipulated therein and have agreed to issue the performance bank guarantee on their part, towards promises and assurance of their contractual obligations vide the purchase order No. _____ M/s. (name of vendor) holds a current account with us and has approached us and at their request and in consideration of the promises, we hereby furnish such guarantees as mentioned hereinafter.

Embassy of India, Muscat shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other undertaking of security in respect of the suppliers obligations and /or liabilities under or in connection with the said contract or to vary the terms vis-a-vis the supplier or the said contract or to grant time and or indulgence to the supplier or to reduce or to increase or otherwise vary the prices or the total contract value or to forebear from enforcement of all or any of the obligations of the supplier under the said contract and/or the remedies of the Embassy of India, Muscat under any security(ies) now, or hereafter held by the Embassy of India, Muscat and no such dealing(s) with the supplier or release or forbearance whatsoever shall have the effect of releasing the bank from its full liability of the Embassy of India, Muscat hereunder or of prejudicing right of the Embassy of India, Muscat against the bank.

This undertaking guarantee shall be a continuing undertaking guarantee and shall remain valid and irrevocable for all claims of the Embassy of India, Muscat and liabilities of the supplier arising upto and until date.....

Your right to recover the said sum of OMR. _____(Omani Rial _____ only) from us in manner aforesaid will not be affected/or suspended by reason of the fact that any dispute or disputes have been raised the said M/s and/or that any dispute or disputes are pending before any officer, tribunal or court or Arbitrator.

Our liability under this guarantee is restricted to OMR

_____ (Omani Rial _____ Only) Our guarantee shall remain in force until unless a suit action to enforce a claim under guarantee is filed against us within six months from (which is date of expiry of guarantee) all your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

We have power to issue this guarantee in your favour under Memorandum and Articles of Association of our Bank and the undersigned has full power to do under the power of Attorney dated.

Notwithstanding anything contained herein:

- A. Our liability under this guarantee shall not exceed OMR.....(in words)
- B. This bank guarantee shall be valid up to.....& unless a suit for action to enforce a claim under guarantee is filed against us within six months from the date of expiry of guarantee. All your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there after i.e. after six months from the date of expiry of this Bank guarantee
- C. We are liable to pay the guaranteed amount or any parts thereof under this bank guarantee only and only if you serve upon us a written claim or demand or before
- D. The Bank guarantee will expire on

Granted by the Bank

Yours faithfully,

For (Name of Bank)

SEAL OF THE BANK
Authorized Signatory

(On the letterhead of the bidding company)

The Head of Chancery
Embassy of India, Muscat
Diplomatic Area, Al-Khuwair, Muscat, Oman

UNDERTAKING

I, _____, of M/s. _____, having registered office at _____, do hereby undertake that my company,

M/s. _____, will not withdraw or modify its bids from Tender No. MUS/872/02/2022 dated 20.03.2022 for '**Landscaping and irrigation works at Chancery-cum-Embassy Residence, Embassy of India, Muscat**' (as per work schedule mentioned in tender document)' at the Embassy of India, Muscat during the period of validity of the bids.

I further undertake to have understood that if my company M/s. _____ Enterprise withdraws or modifies its bids or if it fails to sign the contract or fails to submit a performance security before the stipulated deadline if the work is awarded to it, M/s. _____ will be suspended for a specified time period from being eligible to submit bids for contracts with Embassy of India, Muscat.

Place :

Date:

Technical Bid Proforma

Format for submission of financial bid for landscaping and irrigation works at Chancery-cum-Embassy Residence, Embassy of India, Muscat (as per work schedule) to Embassy of India, Muscat

Bidder's description format summary

Name of the Bidding Firm	
Name of Partner(s) & Nationality	
Name of the Authorized Signatory	
Nationality	
Passport No.	
E Mail ID	
Telephone No.	
Fax No.	
Year of Incorporation	
Registration No.	
Service tax no.	
Registered Office & Address	
Branch offices in (with address and Contact details) if any	
Average Annual turnover in the <i>last five</i> financial years	
Total Staff Strength <i>with Nationality of Employees</i>	
Total Technical staff percentage	
Nationality of Staff working in Company and to be deputed for work (<i>National of India or friendly country</i>)	
Details about key personnel of the bidding company (with id proof/supporting documents)	1. 2. 3. 4. 5.

UNDERTAKING

- a) I, the undersigned certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period contract.
- c) I hereby had undertaken to render the service as per direction given in the tender document.

Sign and stamp of authorized signatory of the company
Name: _____ **Designation:** _____

BIDDER INFORMATION (TO BE ATTACHED WITH TECHICAL BID)
(More detailed information on the following aspect may be given in typed form)

<u>Business background</u>	
How many years has your firm been in business? How many years under its present business name?	
Attach a current organizational chart and include the total number of employees in your firm in AAA, by various locations.	
<u>Claims and Suits (Explain, if the answer is "Yes")</u>	
Has your firm, its subsidiaries or its parent companies, ever filed for bankruptcy?	
Has your firm ever failed to complete work awarded to it?	
Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your firm or its officers?	
Has your firm filed any lawsuits or requested arbitration with regard to any contract(s) within the last five years?	
<u>Financial Information</u>	
Please provide copies of your firm's audited financial statements (income statement, balance sheet, cash flow statements) for the last 3 years.	
How long has your company been providing the services outlined in this Tender? Please list contact names and phone number for three (3) companies with which you have entered into facilities/property management contracts, and include a brief description of the scope covered under each.	
Please list your top five (5) customers and indicate what % of your business they represent.	
Who are your bankers?	

Sign and stamp of authorized signatory of the company

Name:
Designation: