

## CONTACT DETAILS FORM

### 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 (with address and Contact details) if any	
Average Annual turnover in the <i>last five</i> financial years	
Total Staff Strength with Nationality of Employees	
Total Technical staff percentage	
Nationality of Staff working in Company and to be deputed for work  (National of India or friendly country)	

DETAILS ABOUT KEY PERSONNEL OF THE BIDDING COMPANY

(With ID proof/supporting documents)

1.

2.

3.

4.

**FORMAT FOR SUBMITTING  
QUOTATION**

**BID No.** \_\_\_\_\_  
.....

**Date:**

To,  
Head of Chancery  
Embassy of India  
Muscat

Proforma to be filled up and submitted by the bidder (in English)

1.	Name of the Bidding Agency/ Company	
2.	Address of the Bidding Agency/ Company	
3.	Contact details of the Bidding Agency/ Company	

Break-up of the total cost:

Work description	Quoted price (in OMR)
Annual Maintenance Contract for OTIS Elevator (One) and SKG Dumbwaiter (One) for a period of one year w.e.f. 01.01.2026 to 31.12.2026	
VAT, if any	
<b>Total Amount (per annum)</b>	

**Total monthly charges for maintenance services for OTIS elevator and SKG dumbwaiter : \_\_\_\_\_ (incl./ excl. taxes)**

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company seal: