

**HIGH COMMISSION OF INDIA
DHAKA, BANGLADESH**

www.hcidhaka.gov.in

**Tender for Additional Works (Civil work) under the Chancery
Construction Project of High Commission of India, Dhaka**

Date: 08.10.2018

Tender No.: DAC/ADM/871/2/2018 - C

Last date for submission of bids: 30.10.2018

HIGH COMMISSION OF INDIA
Dhaka, Bangladesh

Invitation for Tender

Sealed tenders are invited from eligible contractors for the under mentioned works as per the terms and conditions set forth in the Tender Documents.

1.	Ministry	Ministry of External Affairs, Government of India
2.	Agency	High Commission of India, Dhaka
3.	Procuring entity name	High Commission of India, Dhaka
4.	Invitation Ref. No & Date	No.DAC/ADM/871/2/2018-C dated 08/10/2018
5.	Procurement Method	Open Tendering Method
6.	Source of Fund	Government of India
7.	Tender No.	No.DAC/ADM/871/2/2018-C
8.	Tender Name	Additional Works (Civil) under the Chancery Construction Project of High Commission of India, Dhaka
9.	Time for Completion of the works	90 days from the date of Commencement
10.	Price of Tender Document	Tender document can be obtained from the HCI, Dhaka between 10 AM to 4.00 PM from 09.10.2018 to till closing date on all working days paying Tk. 500/- only per set of Tender Documents.
11.	Tender Security Amount	Tk. 2,00,000/- in the form of Bank Pay Order from any Schedule Bank of Bangladesh. (<i>Note that Fixed Deposit receipts will not be considered as security money</i>).
12.	Last Date of Tender Submission	30.10.2018
13.	Tender Opening date and Time	Tenders will be opened on 31.10.2018 at 04.00 P.M. at Conference Room, High Commission of India, 1-3, Park Road, Baridhara, Dhaka-1212.
14.	Eligibility of Bidder	The bidder should have the past experience of executing similar works. The bidder should be a registered firm with a valid trade licence and VAT registration.
15.	Liquidity Damage	The liquidated damages for the whole of the Works are 0.5% (zero point five percent) of the final Contract Price per day. The maximum amount of liquidated damages for the whole of the Works is 5% (five percent) of the final Contract Price.
16.	Defect Liability	The Defects Liability Period is 365 (Three hundred sixty five) days from the date of completion of the work.
15.	Performance Guarantee	The Performance guarantee shall be in the form of a Bank Guarantee for an amount equal to 10% of the Contract Price stated in the Letter of acceptance & shall be valid until a date 60 days from the date of expiry of Defect Liability Period.
16.	Retention Money	On completion of the Project, 10% (Ten) of the total cost will be retained till the defects liability period (365 days). This 10% will be deducted from the last bill/ bills. The retention money will be released on the completion of warranty period OR against submission of Bank Guarantee of equivalent amount from any bank valid for the entire period of warranty.
17.	Name and address of the Office Receiving Tenders	Head of Chancery, High Commission of India, 1-3, Park Road, Baridhara, Dhaka-1212.
18.	Name and address of office for opening Tenders	Head of Chancery, High Commission of India, 1-3, Park Road, Baridhara, Dhaka-1212.

19.	Name and address of the (Office(s) Selling Tender Documents:	Head of Chancery, High Commission of India, 1-3, Park Road, Baridhara, Dhaka-1212.
20.	Special Instructions :	<p>i) The bidders shall submit documentary evidence in respect of that financial and technical capability and also of their experience in execution of similar nature of work. The Tenderers Eligibility Document (Technical Tender) and Priced Tender Document shall be submitted in two separate Envelopes, marked ENVELOPE-1 and ENVELOPE-2 respectively and these two envelopes shall be sealed in an outer Envelope. <i>D.D./Pay Order for Tk.2,00,000/- (Taka Two lac only) should be submitted in the envelope containing technical Tender.</i> The %Technical Tender+ shall be evaluated first in order to determine the eligibility of the Tenderers to be included in the competition. The %Price Tender Document+ of the Tenderers, who is/ are found eligible to compete in the priced Tender, shall only be opened.</p> <p>ii) The Agency/procuring entity reserves the right to accept or reject any or all the Tender without assigning any reasons whatsoever.</p> <p>iii) Two sets of Tender shall be submitted; one in original and one in copy. In case of any discrepancy between original and copy, the original shall prevail.</p> <p>iv) If the Tenderer submits any false/incorrect or forged certificates, its Tender will be rejected and the Tender security may be forfeited.</p>

Head of Chancery
High Commission of India
Dhaka

DATES TO REMEMBER

Sl. No.	Activity	Date
1	Notice Inviting Tender	08.10.2018 (1600 hrs)
2	Sale of tender document	09.10.2018 (1000 – 1600 hrs on all working days – Sunday to Thursday)*
3	Site visit followed by a Pre-bid meeting	15.10.2018 (1500 hrs)
4.	Start date of Tender submission	16.10.2018 - 0930 hrs
5.	Last date of Tender Submission	30.10.2018 - 1700 hrs
6.	Opening of Technical Bids	31.10.2018 - 1600 hrs
7.	Opening of Financial Bids (of only those who qualifies in the minimum eligibility criteria)	Date to be intimated later

* The Tender document can also be downloaded from Mission's website . www.hcidhaka.gov.in. In such case, the technical bid document should also contain the tender fee of BDT 500/- in the form of a Pay Order payable at Dhaka.

SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

1. Implementation period / Timelines

The complete implementation must be carried **within 3 months** after Award of Work.

2. Locations for the Supply, Installation & Warranty Services

The construction material/equipments covered under this document shall be supplied at the project location with **nationwide warranty for a period as provided by the OEM firm or a minimum of one year.**

3. Order Placements and Release of Payment

The Work Order and payment shall be processed by:

**Head of Chancery
High Commission of India
Dhaka**

4. Amendment of Bidding Documents

At any time prior to the deadline for submission of bids, HCI, Dhaka may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.

5. Earnest Money Deposit (EMD)

- a. The tender documents must be accompanied by Earnest Money Deposit of appropriate amount, in the form of a Demand Draft (DD) drawn on any Nationalized Bank, in favour of **'High Commission of India, Dhaka'**. The amount towards EMD is **Tk.2,00,000/- [Taka Two lac only]** and should be submitted in the envelope containing technical bid. Bids

submitted without EMD will stand rejected. EMD will not be accepted in the form of cash/cheque/ FDR/ BG or any other form except DD. No interest shall be payable on EMD.

- b. The EMD will be returned to the bidder(s) whose offer is not accepted by HCI, Dhaka within 30 days from the date of the placing of the final order(s) on the selected bidder(s).
- c. The successful bidder, on award of contract / order, must send the contract/ order acceptance in writing, within 7 days of award of contract/ order, failing which the EMD will be forfeited and the order will be placed to the next successful bidder.
- d. **The EMD shall be forfeited:**
 - i) If the bidder withdraws the bid during the period of bid validity specified in the tender.
 - ii) In case a successful bidder, fails to furnish the Performance Bank Guarantee
 - iii) If the bidder fails to furnish the acceptance in writing, within 7 days of award of contract/ order.

6. Period of validity of bids

- a. Bids shall be valid for a minimum 180 days from the date of submission of bids. A bid valid for a shorter period shall stand rejected.
- b. HCI, Dhaka may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. The bidder is free not to accept such request without forfeiting the EMD. A bidder agreeing to the request for extension will not be permitted to modify his bid.

7. SUBMISSION OF BIDS

The Bid shall be neatly arranged, plain and intelligible. Each page of the bid should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature. The bidder, as part of its Technical bid, will submit its company profile and information regarding its key personnel, per Annexure-6 of this tender document, with supporting documents such as copy of National ID, etc.

8. Late Bids

Any bid inadvertently received by HCI, Dhaka after the deadline for submission of bids, will not be accepted and returned unopened to the bidder.

9. AWARD OF CONTRACT

Award Criteria:

- a. HCI, Dhaka shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated commercial bid.
- b. The lowest price criteria shall be applied on the total.
- c. If more than one bidder happens to quote the **same lowest price**, HCI, Dhaka reserves the right to split the order and award the contract to more than one bidder.

10. Purchaser's Right to amend Scope of Work

If, for any unforeseen reasons, HCI is required to change the Scope of Supply, this change shall be acceptable to the bidder without change in the unit price quoted.

11. Interpretation of the clauses in the Tender Document / Contract Document

In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, HCI's interpretation of the clauses shall be final and binding on all parties.

12. Cancellation of Tender

The High Commission reserves the right to cancel the tender or re-tender at any stage for security reasons or for any other reason as decided by the Competent Authority.

SECTION III: SPECIAL CONDITIONS OF CONTRACT (SCC)

1. **The Location:** The project shall be executed at the new Chancery complex of the High Commission of India, 1-3 Park Road, Baridhara, Dhaka-1212. A site visit and pre-bid meeting will be held in the High Commission on 15.10.2018 at 03.00 PM. Prospective bidders are expected to visit the site and attend the pre-bid meeting. In any case, the tenderer shall be deemed to have visited the site and have full knowledge of the site in all respects before submitting the bids.
2. **Prices**
 - a. The price quoted shall be considered firm and no price escalation will be permitted.
 - b. Bidders must quote the price in the format given in Price Schedule at Section. V of this document.
 - c. All items are to be quoted only in Bangladeshi Taka.
 - d. The prices quoted should be inclusive of freight, insurance, packing, distribution, after sales service, applicable taxes.
3. **Work Schedule**

Upon award of contract, the successful bidder should submit a work schedule indicating the timelines and the physical milestones against which the bills are expected to be raised.
4. **Project Monitoring Committee**

Payments would be released by High Commission of India upon certification of bills by Project Monitoring Committee constituted to monitor the progress of work.
5. **Taxes and Duties**

The prices quoted should be inclusive of freight, insurance and other taxes (VAT) till project location. However, the bidder should insure the consignment till actual delivery to the end user.
6. **Performance Bank Guarantee (PBG):**

The successful bidder will be required to furnish the Performance Bank Guarantee in form of a Bank Guarantee for the 10% (ten percent) amount of the Purchase Order within 15 days of receipt of Purchase Order, as per the format attached to this document (Refer Annexure . 1). This bank guarantee shall remain valid till the completion of warranty period/defect liability period.
7. **Warranty:**

All the items covered under the schedule of requirements, shall carry a warranty as provided by the OEM firm of the said equipment or a minimum 1 (one) year on site comprehensive warranty from the date of Installation/Commissioning/completion. The bidder must undertake to provide the installation and warranty service at Dhaka. The repairing/rectification/replacement/ configuration required, if any, of the items under warranty must be done at on site workshop.

8. Payments:

- a. 10% of the price quoted as mobilization advance will be paid to the contract awardees within one month from the date of issue of work order on submission of BG of an equivalent amount.
- b. The contractor shall submit to the High Commission weekly statements of the estimated value of the work executed less the cumulative amount certified previously. Payments shall be adjusted from the contractors bills for deductions 15% for advance payments and 10% for retention. There is three running bills provision.
- c. Retention money - 10% of the price quoted, (to ensure quality construction as per tender specifications) will be released on the completion of warranty period/defect liability period OR against submission of Bank Guarantee of equivalent amount from any bank valid for the entire period of warranty/defect liability.

9. Penalty for delayed Services:

- a. HCI reserves the right to levy penalty @ of 0.5% of CIF value per day of delay beyond the scheduled deliveries/execution of the order successfully, subject to maximum of 5% of the order value.
- b. HCI reserves the right to cancel the order in case the delay is more than 8 weeks.
- c. The penalties, if any shall be recovered from the 20% claim due after installation/ commissioning/completion.

10. Force Majeure:

HCI may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of an Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of nature (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidders premises.

SECTION IV: SCOPE OF WORK

Sl.No.	Item of work
1.	Providing & fixing bullet proof glass in guard houses : 290 SQF 33 mm thick <i>[briefing on specifications and other details to be provided during the pre-bid meeting]</i>
2.	Alterations in Guard Houses: i)Guard House at Gate No.1: - Concrete Wall . 38.5 SQF ii) Guard House at Gate No.2: - Concrete Wall . 38.5 SQF iii) Guard House at Gate No.3: - Concrete Wall : 20 SQF - New construction: 32 SQF <i>[briefing on specifications and other details to be provided during the pre-bid meeting]</i>
3.	Providing and fixing stainless steel doors in Guard Houses 1000x2100 automated - 6 1000x2100 double leaf - 3

	1500x2100 double leaf - 2 [briefing on specifications and other details to be provided during the pre-bid meeting]
4.	Construction of two doors for toilets in main Chancery building for use of visa applicants from the Annexe building including all sanitary/plumbing/doors/dismantling wall, painting. [briefing on specifications and other details to be provided during the pre-bid meeting]
5.	Additions in Staff housing Block - Mosquito net in balcony - 382 SQM - Shifting of AC drainage pipe . 115 mtr [briefing on specifications and other details to be provided during the pre-bid meeting]
6.	Iron grill fencing of the lawn at High Commissioner's Residence (HCR) Fencing : 368.2 SQF including all . earth work, PCC, RCC, concrete, steel. Granite work: 210.4 SQF [briefing on specifications and other details to be provided during the pre-bid meeting]
7.	Glass partition with provision of a glass door on second floor with installation and installation of access control system and its synchronization with the existing access control system - Tampered glass door 12 mm thick and 66"x 70"+with access control and all necessary accessories, same as existing doors: - Tempered fixed glass 12 mm thick partition . same as existing partitions . including all accessories : 235 SQF [briefing on specifications and other details to be provided during the pre-bid meeting]

SECTION V: GENERAL TECHNICAL SPECIFICATIONS

Eligibility Criteria for Contractors:

High Commission of India, Dhaka desires the following eligibility criteria for qualification of the contractors to bid for the project. Hence, the documents witnessing the following points should also be sent along with their bids:

- i. Contractor's firms who have minimum 05 (five) years of general experience in construction works.
- ii. Details of past experience of executing similar works with supporting documents including the work completion reports
- iii. Tenderer must have upto date Income tax clearance certificate from the Concerned Department.
- iv. Tenderer must have valid VAT Registration certificate from the Concerned Department.
- v. Tenderer must have upto date Trade License
- vi. The tender documents must have been purchased from the stated source.
- vii. Contact and other details as per Annexure-5 of this tender document must be provided by all the tenderers.

Tender Submission Sheet

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. ò ò . and maintain the whole of the said works at the rates quoted against each items in the Bill of Quantities.

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 Tk. ----- only is attached in the form of a *[state pay order, bank draft]* valid for a period of 28 days beyond the Tender validity date.

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 28 days beyond the date of issue of the Defect Liability Certificate of Works.

We declare that the Government of Bangladesh 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 Tenderers 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 Tenderer.

Format for Submitting the Price Schedule

(To be submitted along with the financial bid in separate sealed cover)

BID No. **DAC/Adm/871/2/2018-B**

Date: 0 0 0 0 0 0 0 0 0 .

TENDER

Head of Chancery
High Commission of India
Dhaka.

Dear Madam,

Sub: Financial Bid for _____

I / We are submitting tender for the _____ against Tender Notice No. _____ dated _____.

As part of the Bid, we hereby offer Figures.....(*In Words.....*) for _____ . The above is inclusive of all the applicable taxes; fees, as per regulations.

We have read these conditions carefully and will comply strictly. We agree to bind by this offer if we are selected as the preferred bidder.

If our bid is accepted, we commit to submit a Performance Guarantee / Security Deposit in accordance with the Bidding Documents.

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

If any information or document submitted is found to be false / incorrect, High Commission cancel my / our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my / our firm and all partners of the firm, etc..

NOTE: All the above work will conform to City Municipality Norms.

The C.R. number of the company registered with City Chamber of Commerce is _____.

For and on Behalf of:

Signature (Authorized Signatory)

Designation:

Tender for Additional Civil Works under Chancery Construction Project of High Commission of India, Dhaka

Price Schedule

<u>Sl.No.</u>	<u>Item of work</u>	<u>Price (BDT)</u>
1.	Providing & fixing bullet proof glass in guard houses : 290 SQF 33 mm thick	
2.	Alterations in Guard Houses: i) Guard House at Gate No.1: - Concrete Wall . 38.5 SQF ii) Guard House at Gate No.2: - Concrete Wall . 38.5 SQF iii) Guard House at Gate No.3: - Concrete Wall : 20 SQF - New construction: 32 SQF	
3.	Providing and fixing stainless steel doors in Guard Houses 1000x2100 automated - 6 1000x2100 double leaf - 3 1500x2100 double leaf - 2	
4.	Construction of two doors for toilets in main Chancery building for use of visa applicants from the Annexe building including all sanitary/plumbing/doors/dismantling wall, painting.	
5.	Additions in Staff housing Block - Mosquito net in balcony - 382 SQM - Shifting of AC drainage pipe . 115 mtr	
6.	Iron grill fencing of the lawn at High Commissioner's Residence (HCR) Fencing : 368.2 SQF including all . earth work, PCC, RCC, concrete, steel. Granite work: 210.4 SQF	
7.	Glass partition with provision of a glass door on second floor with installation and installation of access control system and its synchronization with the existing access control system - Tampered glass door 12 mm thick and 6'6" x 7'0" with access control and all necessary accessories, same as existing doors: Three - Tempered fixed glass 12 mm thick partition – same as existing partitions – including all accessories : 235 SQF	

Amount in words:

Note:

Above quoted price is complete in all respect, including applicable taxes as per technical specifications and terms & conditions mentioned in the bid document.

Yours faithfully,

(Signature of Authorised Signatory)

Name :

Designation :

Company seal :

Annexure -3

Notification of Award

Contract No: _____ Date: _____
To: _____
[Name of Contractor]

This is to notify you that your Tender dated *[insert date]* for the execution of the Works for *[name of project/Contract]* for the Contract Price of Tk *[amount in figures and in words]*, as corrected and modified in accordance with the Instructions to Tenderers is hereby accepted by *[name of Employer]*.

You are requested to proceed with the execution of the Works on the basis that this Notification of Award shall constitute the formation of a Contract, which shall become binding upon you furnishing a Performance Security within fourteen (14) days, and signing the Contract Agreement within twenty-one (21) days,

We attach the Contract Agreement for your perusal and signature.

Signed
Duly authorised to sign for and on behalf of
[name of Procuring Entity]
Date: _____

Contract Agreement

THIS AGREEMENT made the *[day]* day of *[month]* *[year]* between *[name and address of Employer]* (hereinafter called *the Employer*) of the one part and *[name and address of Contractor]* (hereinafter called *the Contractor*) of the other part:

WHEREAS the Employer invited Tenders for certain works, viz, *[brief description of works]* and has accepted a Tender by the Contractor for the execution of those works in the sum of Taka *[Contract price in figures and in words]* (hereinafter called *the Contract Price*).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereafter referred to.
2. The documents forming the Contract shall be interpreted in the following order of priority:
 - a. the letter of Notification of Award
 - b. the signed Contract Agreement;
 - c. the completed Tender Submission Sheet as submitted by the Tenderer;
 - d. the letter of acceptance by the Tenderer,
 - e. Performance Guarantee
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the works and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bangladesh on the day, month and year first written above.

For the Employer:

For the Contractor:

Signature
Print Name
Title
In the presence of
Name
Address

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

To,
Head of Chancery
High Commission of India
Dhaka

BANK GUARANTEES NO:

DATE:

Dear Sir(S)

This has reference to the Purchase Order No. _____ Dated _____ been placed by HCI, Dhaka 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 Bangladesh, 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.

HCI, Dhaka 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 HCI, Dhaka under any security(ies) now, or hereafter held by the HCI, Dhaka 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 HCI, Dhaka hereunder or of prejudicing right of the HCI, Dhaka against the bank.

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

Your right to recover the said sum of Tk. _____ Taka _____
_____ 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 Tk _____
(Taka _____ 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

Tender for Additional Civil Works under Chancery Construction Project of High Commission of India, Dhaka

Annexure-5**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 in (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.

5.

Bidder information

(More detailed information on the following aspect may be given in typed form)

Business background

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.

Claims and Suits (Explain any ~~Yes~~ answers)

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?

Financial Information

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?
