Approved by the order of the Chairman of Azerbaijan Caspian Shipping Closed Joint Stock Company dated 1st of December 2016No. 216.



**AZERBAIJAN CASPIAN SHIPPING CLOSED JOINT STOCK COMPANY**

**IS ANNOUNCING OPEN BIDDING FOR THE PROCUREMENT OF ANNUAL MAINTENANCE SERVICES FOR 6 \ 04 kW, 2 x 1600 kVA POWER SUBSTATION, VOLTAGE REGULATOR, UNINTERRUPTABLE POWER SUPPLY, DIESEL GENERATOR UNITS AND FIRE SYSTEMS PROVIDED FOR THE POWER SUPPLY AND ENSURING FIRE SAFETY OF THE NEW ADMINISTRATIVE BUILDING LOCATED AT 2 NEFTCHILAR AVANUE, SABAIL DISTRICT**

**B I D D I N G No. AM083/2021**

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|  | **Submission documentation required for participation in the bidding :**   * Application for participation in the bidding (template has been attached hereto) ; * Bank evidence as a proof of participation fee ; * Bidding offer : * Bank document confirming financial condition of the consignor within the last year (or within the period of operation if less than one year) ; * Statement issued by the relevant tax authorities on the absence of expired commitments associated with taxes and other compulsory payments and failure of obligations set forth in the Tax Code of the Republic of Azerbaijan for the last one year (excluding the period of suspension).   At the initial stage, application for participation in the bidding ( signed and stamped ) and bank evidence proving payment of participation fee (excluding bidding offer) shall be submitted in English, Russian or in Azerbaijani to the official address of Azerbaijan Caspian Shipping CJSC (hereinafter referred to as "ASCO" or "Procuring Organization") through email address of contact person in charge by **17.00 (**Baku time) on **November 24, 2021**. Whereas, other necessary documents shall be submitted as enclosed in the bidding offer envelope.    Description (list) of goods, works or services has been attached hereto. |
|  | **The participation fee and Collection of General Terms and Conditions:**   * Any participant (bidder), who desires to participate in the bidding, shall pay for participation fee stated below (the payment order shall necessarily state the name of the organization holding open bidding and the subject of the bidding) and shall submit the evidence as a proof of payment to ASCO not later than the date stipulated in section one. All participants (bidders), who have fulfilled these requirements, may obtain General Terms and Conditions relating to the procurement subject from contact person in charge by the date envisaged in section IV of this announcement at any time from 08.00 till 17.00 in any business day of the week. * Participation fee amount (VAT exclusive): AZN 50 * The participation fee may be paid in AZN or equivalent amount thereof in USD or EURO. * ***Account No. :***  |  |  |  | | --- | --- | --- | | A Z N | U S D | E U R O | | Name : The International Bank of Azerbaijan  ABB- Customer Service Department  Code : 805250  TAX ID : 9900001881  Correspondent account : AZ03NABZ01350100000000002944  SWIFT : IBAZAZ2X  Beneficiary : AZARB.XAZAR DANIZ GAMICILIYI QSC  TAX ID : 1701579951  Account No. (AZN) : AZ36IBAZ38050019441115341120 | Intermediary Bank : Citibank N.Y,  New York  Acc.36083186, SWIFT: CITIUS33  Beneficiary Bank : The International Bank of Azerbaijan  IBA- Customer Service Department  SWIFT : IBAZAZ2X  Nizami str., 67 Beneficiary : AZARB.XAZAR DANIZ GAMICILIYI QSC  TAX ID : 1701579951  Account No. : AZ26IBAZ38150018401115341120 | Intermediary Bank : Commerzbank AG, Frankfurt am Main  SWIFT : COBADEFF  ACC # 400 88 660 3001  Beneficiary Bank : The International Bank of Azerbaijan,  IBA-Premier Customer Service SWIFT : IBAZAZ2X Nizami str., 67 Beneficiary : Azerbaijan Caspian Shipping CJSC  TAX ID : 1701579951  Account No. : AZ06IBAZ38150019781115341120 |  * **Except for circumstances where the bidding is cancelled by ASCO, participation fee shall in no case be refunded !** |
|  | **Security for a bidding offer :**   * The bank guarantee is required in the amount of at least 1 (one) % of the bidding offer price. A bank guarantee sample shall be specified in the General Terms and Conditions. * Bank guarantees shall be submitted as enclosed in the bidding offer envelope along with the bidding offer. Otherwise, the Purchasing Organization shall reserve the right to reject such offer. * The financial institution that issued the guarantee should be acknowledged in the Republic of Azerbaijan and / or international financial transactions. The purchasing organization shall reserve the right not to accept and reject any unreliable bank guarantee. * Persons wishing to participate in the bidding and intending to submit another type of warranty (letter of credit, securities, transfer of funds to the special banking account set forth by the Procuring Organization in the bidding documents, deposit and other financial assets) shall request and obtain a consent from ASCO through the contact person reflected in the announcement on the acceptability of such type of warranty. * Contract performance bond is required in the amount of 5 (five) % of the purchase price. |
|  | **Final deadline date and time for submission of the bidding offer :**   * All participants, which have submitted their application for participation in the bidding and bank evidence as a proof of payment of participation fee by the date and time stipulated in section one, and shall submit their bidding offer (one original and two copies) enclosed in sealed envelope to ASCO by **17.00** Baku time on **December 1, 2021**. * All bidding offer envelopes submitted after above-mentioned date and time shall be returned back unopened. |
|  | **Address of the procuring company :**  The Azerbaijan Republic, Baku city, AZ1029 (postcode), 2 Neftchilar Avenue, Procurement Committee of ASCO.  **Contact person in charge:**  Vugar Jalilov  Senior procurement specialist at the Procurement Department of ASCO  Telephone No. : +99451 229 62 79  E-mail: vuqar.calilov@asco.az, tender@asco.az  **For technical questions please contact :**  Nazim Rasulov  Nazim Rasulov, Chief specialist on mechanics and power engineering  Phone number : +99450 220 90 76  E-mail: [nazim.rasulov@asco.az](mailto:nazim.rasulov@asco.az)  **For technical questions please contact :**  Elchin Bayramov, Lead Engineer (On Fire Safety) of the Quality, Health, Safety and Environmental Protection Department  Phone number: +99451 250 82 30  Email: [elchin.bayramov@asco.az](mailto:elchin.bayramov@asco.az)  **Contact person on legal issues :**  Landline No.: +994 12 4043700 (ext: 1262)  Email address[:](mailto:tender@asco.az) tender@asco.az |
|  | **Date and time assigned for the opening of bidding offer envelopes:**  Opening of the envelopes shall take place on **December 2, 2021** at **15.00** Baku time in the address set forth in section V of the announcement.  Persons wishing to participate in the opening of the envelopes shall submit a document confirming their permission to participate (the relevant power of attorney from the participating legal entity or natural person) and the ID card at least half an hour before the commencement of the bidding. |
|  | **Information on the winner of the bidding :**  Information on the winner of the bidding will be posted in the "Announcements" section of the ASCO official website. |
|  | **Other conditions of the bidding :**  **LOT-1**  Technical requirements for annual maintenance works intended to ensure power supply of the new administrative building of Azerbaijan Caspian Shipping CJSC located at 2 Neftchilar avenue, Sabail district :   * Information on specific licenses, experience, repair site and specialist databases shall be provided by the participating entity to carry out these works. * Participation in the bidding by involving subcontractors is not acceptable. * In situ inspections shall be performed in respect of the power and automation devices and equipment and systems thereof to evaluate the works. * When calculating the cost of the services, it is necessary to take into account that the works will be fully completed once during the contemplated period and the services shall include elimination consequences of emergency and shut down in energy and automation devices and equipment of the building and systems thereof during a day. * In case of necessity to purchase spare parts, the technical specifications of the goods shall be communicated to the Customer. The Parts shall be installed by the Executor upon receipt by the Customer and shall not be paid for. * The work provided for in the master repair schedule shall necessarily be performed once a month as per the schedule during contemplated period. * Technical repair works due to the technical failure in the energy and automation devices and equipment of the building including, systems thereof shall, at the Customer`s written electronic request, be performed promptly and within working and non-working hours during a month. * Maintenance warranty shall be provided for all repair works performed.   Occupational and Health Safety as well as fire and environmental safety requirements shall strictly be followed in the course of performance of the works.    **LOT-2**  Technical requirements for annual maintenance works intended to ensure fire safety of the new administrative building of Azerbaijan Caspian Shipping CJSC located at 2 Neftchilar avenue, Sabail district :   * Information on specific licenses, experience, repair site and specialist databases shall be provided by the participating entity to carry out these works. * Participation in the bidding by involving subcontractors is not acceptable. * In situ inspections shall be performed in respect of the fire, sound alarm devices and equipment and systems thereof to evaluate the works. * When calculating the cost of the services, it is necessary to take into account that the works will be fully completed once during the contemplated period and the services shall include elimination consequences of emergency and shut down of fire sound alarm devices and equipment of the building and systems thereof during a day. * In case of necessity to purchase spare parts, the technical specifications of the goods shall be communicated to the Customer. The Parts shall be installed by the Executor upon receipt by the Customer and shall not be paid for. * The work provided for in the master repair schedule shall necessarily be performed once a month as per the schedule during contemplated period. * Technical repair works due to the technical failure in the fire, sound alarm devices and equipment of the building including, systems thereof shall, at the Customer`s written electronic request, be performed promptly and within working and non-working hours during a month. * Maintenance warranty shall be provided for all repair works performed. * Occupational and Health Safety as well as fire and environmental safety requirements shall strictly be followed in the course of performance of the works. |

(On the participant`s letter head)

APPLICATION FOR PARTICIPATION IN

THE OPEN BIDDING

\_\_\_\_\_\_\_\_\_\_\_ city “\_\_”\_\_\_\_\_\_\_20\_

\_\_\_\_\_\_\_\_\_\_\_№

To the attention of the Chairman of ASCO Procurement Committee

Mr Jabrail Mahmudlu

We, hereby confirm the intention of [ to state full name of the participant ] to participate in the open bidding No. [ bidding No. shall be inserted by participant ] announced by ASCO in respect of procurement of "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_" .

Moreover, we confirm that no winding - up or bankruptcy proceeding is being performed or there is no circumstance of cessation of activities or any other circumstance that may impede participation of [ to state full name of the participant ] in the stated bidding.

In addition, we warrant that [ to state full name of the participant ] is not an affiliate of ASCO.

Below mentioned contact details are available to respond to any question that may emerge in relation to the documents submitted and other issues :

* Contact person in charge : . . . . . . . . . . . . . . . . . . . . . . .
* Position of the contact person : . . . . . . . . . . . . . . . . . . . . . . .
* Telephone No. : . . . . . . . . . . . . . . . . . . . . . . .
* E-mail: . . . . . . . . . . . . . . . . . . . . . . .

Attachment :

1. Original of the bank evidence as a proof of payment of participation fee – \_\_ page(s).

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(initials of the authorized person) (signature of the authorized person)

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(position of the authorized person)

**STAMP HERE**

**LIST OF SERVICES:**

|  |  |  |  |  |  |
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| **LOT-1**  **Electrical works** | | | | | |
| **Item No.** | **Works to be performed in respect of 1600 kVA 6 \ 0.4 kW transformer substation** | **Measurement unit** | **Quantity** | **Number of work performed during a year** |
| 1 | Determining ohmic resistance, checking transformation coefficient, testing for high voltage, tightening of bolt joints and elimination of other detected defects of 1600 kVA 6 \ 0.4 kW transformer. | pcs | 2 | 2 |
| **Item No.** | **Works to be performed on 6 kV high voltage sockets (jacks)** | **Measurement unit** | **Quantity** | **Number of work performed during a year** |
| 2 | Works to be performed on 6 kV high voltage jacks: checking the transition resistance of sulphur hexafluoride switches, determining current-versus-voltage characteristic of current transformers within the jacks (sockets), checking the transformation coefficient of the voltage transformer, checking relay protection and ensuring selectivity, high voltage testing of jacks, checking all mechanical, electrical and electronic devices located in a room with 6kV high-voltage jacks, cleaning dust and dirt, tightening bolt connections and eliminating other detected defects. | pcs | 12 | 1 |
|  | |
| **Item No.** | **Works to be performed on 380V power panels** | **Measurement unit** | **Quantity** | **Number of work performed during a year** |  | |
| 3 | Inspection of all 380V electrical panels with various power within the administrative building, including tightening of bolt connections, checking transition resistance of automatic switches, checking the automation system, inspection of compensation devices, voltmeters, ampermeters, and elimination of defects revealed. | pcs | 42 | 3 |  | |
| Item no. | **Information on panels** | Measurement unit | Quantity | N o t e : |  | |
| 3.1 | Electric Panels (IP54 on the floor) Basement Y\S 0.4kV | pcs | 8 |  |  | |
| 3.2 | TBPQ - switchboard 2500A (IP54 on the floor) Basement | pcs | 1 |  |  | |
| 3.3 | 450 kVA power factor correction unit | pcs | 2 |  |  | |
| 3.4 | BPQ - main switchboard (IP54 on the floor) Basement | pcs | 1 |  |  | |
| 3.5 | UBPQ - main switchboard (IP54 on the floor) Basement | pcs | 1 |  |  | |
| 3.6 | YQ - Fire pumps switchboard (IP54 on the wall) | pcs | 1 |  |  | |
| 3.7 | Z2PQ - switchboard (IP54 on the wall) - 2 Basement | pcs | 1 |  |  | |
| 3.8 | Z1PQ - switchboard (IP54 on the wall) - 1 Basement | pcs | 1 |  |  | |
| 3.9 | PQ1- switchboard (IP54 on the wall) Ground floor | pcs | 1 |  |  | |
| 3.10 | MP - switchboard (IP54 on the wall) Ground floor | pcs | 1 |  |  | |
| 3.11 | PQ2- switchboard (IP54 on the wall) Second floor | pcs | 1 |  |  | |
| 3.12 | SUPQ - switchboard (IP54 on the wall) Second floor Server | pcs | 1 |  |  | |
| 3.13 | PQ3- switchboard (IP54 on the wall) Third floor | pcs | 1 |  |  | |
| 3.14 | PQ4- switchboard (IP54 on the wall) Fourth floor | pcs | 1 |  |  | |
| 3.15 | PQ5- switchboard (IP54 on the wall) Fifth floor | pcs | 1 |  |  | |
| 3.16 | PQ6- switchboard (IP54 on the wall) Attic | pcs | 1 |  |  | |
| 3.17 | UPQ1- switchboard (IP54 on the wall) Ground floor | pcs | 1 |  |  | |
| 3.18 | UPQ2- switchboard (IP54 on the wall) Second floor | pcs | 1 |  |  | |
| 3.19 | UPQ3- switchboard (IP54 on the wall) Third floor | pcs | 1 |  |  | |
| 3.20 | UPQ4 - switchboard (IP54 on the wall) Fourth floor | pcs | 1 |  |  | |
| 3.21 | UPQ5- switchboard (IP54 on the wall) Fifth floor | pcs | 1 |  |  | |
| 3.22 | UPQ6- switchboard (IP54 on the wall) Attic | pcs | 1 |  |  | |
| 3.23 | UPQ7- switchboard (IP54 on the wall) Attic | pcs | 1 |  |  | |
| 3.24 | VMCC - switchboard (IP54 on the floor) - 2 Basement | pcs | 1 |  |  | |
| 3.25 | MMC1 - switchboard (IP54 on the wall) - 2 Basement | pcs | 1 |  |  | |
| 3.26 | MMC2 - switchboard (IP54 on the wall) - 2 Basement | pcs | 1 |  |  | |
| 3.27 | MMC3 - switchboard (IP54 on the wall) - 2 Basement | pcs | 1 |  |  | |
| 3.28 | MMC4 - switchboard (IP54 on the wall) - 1 Basement | pcs | 1 |  |  | |
| 3.29 | MMC5 - switchboard (IP54 on the wall) - 1 Basement | pcs | 1 |  |  | |
| 3.30 | MCC6 - switchboard (IP54 on the wall) Boiler room | pcs | 1 |  |  | |
| 3.31 | MCC7 - switchboard (IP54 on the wall) Roof | pcs | 1 |  |  | |
| 3.32 | MCC7.1 - switchboard (IP54 on the wall) Roof | pcs | 1 |  |  | |
| 3.33 | MMC8 - switchboard (IP54 on the wall) - 1 Basement | pcs | 1 |  |  | |
| **Item No.** | **Works to be performed for emergency and facade lighting** | **Measurement unit** | **Quantity** | **Number of work performed during a year** |  | |
| 4 | Testing internal emergency and facade lights, testing batteries of emergency lighting and guiding posts, cleaning dust and dirt, tightening bolt connections and eliminating other detected defects. | set | 1 | 1 |  | |
| **Item No.** | **Works to be performed in respect of cables and cable pipes within internal power supply network** | **Measurement unit** | **Quantity** | **Number of work performed during a year** |  | |
| 5 | Verifying the entire system, checking cable channels, replacing damaged channels with new ones, tightening cable channel covers, controlling straight and spiral pipes and cable compressing in curves, stabilizing if there is any compressed segment, checking insulation resistance of cables, conducting visual inspection of cable terminals, cleaning dust and dirt, tightening bolt connections and eliminating other detected defects within internal power supply network. | 1 | set | 1 |  | |
| **Item No.** | **Works o be performed in respect of grounding and lightning conductors** | **Measurement unit** | **Quantity** | **Number of work performed during a year** |  | |
| 6 | Conducting visual inspection of the entire grounding system, checking all connection points, tightening of bolt connections, cleaning of dust and dirt, inspection of grounding contours, checking the conditions of grounding of equipment and devices which are grounded, conducting visual inspection of lightning conductor and measurement of grounding resistance, tightening bolt connections and eliminating other defects detected. | set | 1 | 1 |  | |
| **Item No.** | **Works to be performed on 1100 kVA diesel generator** | **Measurement unit** | **Quantity** | **Number of work performed during a year** |  | |
| 7 | Checking temperature of the generator engine block, checking the vibration at the moment of operation, replacing the oil and oil filter of the diesel engine, replacing the air filter, replacing fuel filters, repllacing antifreeze, inspecting the engine's belts, testing the SCBS and checking all mechanical, electric and electronic parts and eliminating detected defects. | pcs | 1 | 1 |  | |
| **Item No.** | **Works to be performed in respect of 1200 kVA 380 V voltage regulator** | **Measurement unit** | **Quantity** | **Number of work performed during a year** |  | |
| 8 | Checking input and output voltage of the voltage regulator, checking cables and connection accessories, processing and positioning of iolite switches, conducting cylinder and shaft spinning test, cleaning dust of the internal and external components of the voltage regulator, tightening bolt connections, cleaning up dirt and dust, checking all mechanical, electric and electronic parts and eliminating other detected defects. | set | 1 | 3 |  | |
| **Item No.** | **Works to be performed in respect of 200kVA 380 / 380V   and 50 kVA 380/380V UPS units** | **Measurement unit** | **Quantity** | **Number of work performed during a year** |  | |
| 9 | Checking UPS input and output voltage, cleaning internal and external parts of UPS, testing batteries and checking contacts, performing circuit testing of control panels, tightening bolt connections, cleaning dust and dirt, checking all mechanical, power and electronic parts and eliminating detected defects. | pcs | 2 | 3 |  | |
| **Item No.** | **Work to be performed in respect of boiler room automation system** | **Measurement unit** | **Quantity** | **Number of work performed during a year** |  | |
| 10 | Conduct operation test of the automation system of the boiler room, testing monitor module devices, verifying all mechanic, electric and electronic devices, cleaning dust and dirt, tightening bolt connections, and eliminating other detected defects. | set | 1 | 1 |  | |
| **LOT-2**  **Fire, alarm and smoke ventilation works.** | | | | | |  | |
| **Item No.** | **Works to be performed in respect of fire and sound alarm systems** | **Measurement unit** | **Quantity** | **Number of work performed during a year** |  | |
| 1 | Verifying the starting and connection of system computers, testing and checking proper operation of all equipment in each zone, checking proper battery charging and and output voltage, verifying that all speakers are in operation condition and testing all smoke detectors. Testing all heat detectors. Labelling of all tested devices and preparing a report of the service provided. Inspection of all mechanical, electrical and electronic devices, elimination of detected defects. | set | 1 | 1 |  | |
| Item no. | **Information on the fire alarm system equipment** | Measurement unit | Quantity | N o t e : |  | |
| 1.1 | Fire detection and monitoring device (8 LOOP) ZITON | pcs | 1 |  |  | |
| 1.2 | Replicating fire detection and monitoring device ZITON | pcs | 3 |  |  | |
| 1.3 | Battery 12v 7Ah | pcs | 2 |  |  | |
| 1.4 | Addressable electrooptical smoke type fire alarm device | pcs | 1008 |  |  | |
| 1.5 | Addressable heat fire alarm device ZITON | pcs | 38 |  |  | |
| 1.6 | Combined fire alarm device ZITON | pcs | 37 |  |  | |
| 1.7 | Led indicator | pcs | 150 |  |  | |
| 1.8 | Fire detector base | pcs | 1094 |  |  | |
| 1.9 | CH4 (methane) gas alarm | pcs | 4 |  |  | |
| 1.10 | Addressable manual fire alarm | pcs | 56 |  |  | |
| 1.11 | Light and sound alert fire alarm | pcs | 56 |  |  | |
| 1.12 | Control module | pcs | 54 |  |  | |
| 1.13 | Addressable control module | pcs | 19 |  |  | |
| 1.14 | Short circuit isolator module | pcs | 29 |  |  | |
| 1.15 | CO (carbon monoxide) control device | pcs | 2 |  |  | |
| 1.16 | CO (carbon monoxide) gas alarm | pcs | 30 |  |  | |
| 1.17 | Graphic software | set | 1 |  |  | |
| Item no. | Information on sound alert fire alarm system equipment | Measurement unit | Quantity | N o t e : |  | |
| 1.18 | Loudspeaker 3-6W (ceiling) alarm | pcs | 334 |  |  | |
| 1.19 | Loudspeaker 3-6W (wall mounted) alarm | pcs | 33 |  |  | |
| 1.20 | CD / MP3 / FM playback device | pcs | 1 |  |  | |
| 1.21 | Power dsitributor 24 V | pcs | 1 |  |  | |
| 1.22 | 10 way selector | pcs | 1 |  |  | |
| 1.23 | Power control unit 480 W | pcs | 8 |  |  | |
| 1.24 | Amplifier reserve unit | pcs | 2 |  |  | |
| 1.25 | Volume control and program selector | pcs | 1 |  |  | |
| 1.26 | Emergency panel equipped with talk module | pcs | 1 |  |  | |
| 1.27 | Microphone | pcs | 1 |  |  | |
| **Item No.** | **Works to be performed in respect of smoke ventilation systems** | **Measurement unit** | **Quantity** | **Number of work performed during a year** |  | |
| 2 | Visual inspection of the whole system, testing of smoke detectors (215 pcs), control panel testing, inspection of all electrical and electronic devices and elimination of defects detected. | set | 1 | 1 |  | |

**For technical questions please contact :**

**Nazim Rasulov, Chief specialist on mechanics and power engineering**

Telephone no. : +99450 220 90 76

E-mail: [nazim.rasulov@asco.az](mailto:nazim.rasulov@asco.az)

**For technical questions please contact :**

Elchin Bayramov, Lead Engineer (On Fire Safety) of the Quality, Health, Safety and Environmental Protection Department

Telephone no. : +99451 250 82 30

Email: [elchin.bayramov@asco.az](mailto:elchin.bayramov@asco.az)

Due diligence shall be performed in accordance with the Procurement Guidelines of ASCO prior to the conclusion of the purchase agreement with the winner of the bidding.

The company shall enter through this link http: //asco.az/sirket/satinalmalar/podratcilarin-elektron-muraciet-formasi// to complete the special form or submit the following documents:

* Articles of Association of the company (all amendments and changes including)
* An extract from state registry of commercial legal entities (such extract to be issued not later than last 1 month)
* Information on the founder in case if the founder of the company is a legal entity
* Certificate of Tax Payer`s Identification Number
* Audited accounting balance sheet or tax declaration (depending on the taxation system) / reference issued by taxation bodies on non-existence of debts for tax
* Identification card of the legal representative
* Licenses necessary for provision of the relevant services / works (if any)

No agreement of purchase shall be concluded with the company which did not present the above-mentioned documents or failed to be assessed positively as a result of the due diligence performed and shall be excluded from the bidding !