**Form-A**

**Prescribed Format for Submission of Expression of Interest (EOI)**

***(Same Form to be completed by each member of JV)***

|  |  |  |
| --- | --- | --- |
| **Package No.** | **:** | ***S53***  |
| **Title of Service** | **:** | ***Consultancy Services for Design and Supervision (D&S) for the Establishment of Technology Centers under Export Competitiveness for Jobs (EC4J) Project.*** |

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| 1. **Letter of Submission: Project Director (Additional Secretary), EC4J Project, Ministry of Commerce**
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| 1. **Age of the Firm**

*(Year of Establishment, as per Registration Certificate)****(Necessary Attachments: Company/Firm’s Registration Certificate)*** | **:** |  |
|  |  |  |
| 1. **Legal Establishment of the Firm**
 |  |  |
| 1. TIN No.
 | **:** |  |
| 1. VAT Registration No.
 | **:** |  |
| 1. Trade License No.
 | **:** |  |
| ***(Necessary Attachments: TIN Certificate, VAT Certificate, Valid Trade License)*** |
| 1. **Firm/Company Background (General Information):**

***(Necessary Attachments: Brochure etc.)*** |
| 1. **Financial Capacity of the Firm (Turnover of last 5 years)**
 |  |  |
| 1. 2018-19
 | : |  |
| 1. 2017-18
 | : |  |
| 1. 2016-17
 | : |  |
| 1. 2015-16
 | : |  |
| 1. 2014-15
 | : |  |
|  |  |  |
| ***(Necessary Attachments: Audit Report /Payment Received Certificates)*** |
| 1. **Experience of the Firm in Similar Tasks/Assignments in Last Ten Years**

*(Example of Past Experience of Similar Nature and/or Complexity including Cost and Duration of the Assignment)* |
| Total No. of Similar Nature Assignment done by the Firm | : |  |
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| --- | --- | --- | --- | --- | --- | --- |
| ***Project Name*** | ***Title/Description of Service*** | ***Type of Service*** | ***Name and Address of the Client*** | ***Service Duration (Start & End Dates)*** | ***Value of Service*** | ***Man-Month Input*** |
| ***Total Value*** | ***No. of Partners******(if Any)*** | ***Value of Service Provided by the Firm*** | ***Firm’s Input*** | ***Partners’ Input*** |
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***(Necessary Attachments: Details Description of Mentioned Similar Nature Assignment done by the Firm Separately)*** |
| 1. **Experience of the Firm in Other Tasks/Assignments in Last Ten Years**

*(Example of Past Experience of any Other Tasks/Assignments including Cost and Duration of the Assignment)* |
| Total No. of Other Tasks/Assignments done by the Firm | : |  |
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| ***Project Name*** | ***Title/Description of Service*** | ***Type of Service*** | ***Name and Address of the Client*** | ***Service Duration (Start & End Dates)*** | ***Value of Service*** | ***Man-Month Input*** |
| ***Total Value*** | ***No. of Partners******(if Any)*** | ***Value of Service Provided by the Firm*** | ***Firm’s Input*** | ***Partners’ Input*** |
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***(Necessary Attachments: Details Description of Mentioned Assignment done by the Firm Separately)*** |
| 1. **Availability of Key Professionals to Carry out the Assignment**
 |
| Total number of Key Professionals | : |  |
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| --- | --- | --- | --- | --- | --- | --- |
| ***SN*** | ***Name of Key Professionals*** | ***Position held in the Firm*** | ***Educational Qualification*** | ***Total Years of Experience*** | ***Years of Experience in Relevant Field*** | ***No. of Years as Firm’s Employee*** |
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***(CV of the Key Professionals need not to be submitted)*** |
| 1. **Organizational Capacity of the Firm**
 |  |  |
| 1. Office Space (Area, Floor No. etc.)
 | **:** |  |
| 1. No. of Support Staffs (Excluding Key Professionals)
 | **:** |  |
| 1. Description of Important Office Equipment
 | **:** |  |