

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

Package No.	: IEIMS-224246000
Title of Service	: Consultancy Services for the selection of software developing/ software solution providing firm for Developing, updating, maintaining database software on student profile at the secondary level of education based on CRVS with maintenance support for 2 years.

1. Letter of Submission (Addressing Project Director) :

2. Country and Date of Registration/Incorporation :

(Country & Year of Establishment, as per Registration Certificate)

(Necessary Attachments: Company/Firm's Registration Certificate)

3. Legal Establishment of the Firm

(a) TIN No. :

(b) VAT Registration No. :

(c) Trade License No. :

(Necessary Attachments: TIN Certificate, VAT Certificate, Valid Trade License)

4. Firm/Company Background (General Information)

(Necessary Attachments: Brochure etc.)

5. Experience of the Firm in Conducting Assignments of Similar Nature

(List of Past Experiences of Similar Nature and/or Complexity including Cost and Duration of the Assignments)

**Total Nos. of Similar Nature Assignments done by the Firm:**

Project Name	Title Description of Service	Type of Service	Name and Address of the Client	Service Duration (Start & End Dates)	Value of Services (in Currency)			Man-Month Input	
					Total Value	No. of Partners (if Any)	Value of Service Provided by the Firm	Firm's Input	Partners Input

(Necessary Attachments: Details Description of Mentioned Similar Nature Assignment done by the Firm Separately)

6. Experience of the Firm in Other Areas

(List of Past Experiences of any Other Areas including Cost and Duration of the Assignment)

**Total Nos. of Other Tasks/Assignments done by the Firm**

Project Name	Title Description of Service	Type of Service	Name and Address of the Client	Service Duration (Start & End Dates)	Value of Services (in Currency)			Man-Month Input	
					Total Value	No. of Partners (if Any)	Value of Service Provided by the Firm	Firm's Input	Partners Input

(Necessary Attachments: Details Description of Mentioned Assignment done by the Firm Separately)

7. Availability of Professionals with Appropriate Skills

Total number of Professional Staffs :

SN	Name of 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

*(CV of the Professional Staffs to be submitted and will be evaluated)*

8. HR Structure of the Firm

*(Necessary Attachments: Company Organogram)*

9. Availability of Resources (Financial)

(Turnover of last 3 years)

- a) 2017-18 :
- b) 2016-17 :
- c) 2015-16 :

*(Necessary Attachments: Payment Received Certificates/Audit Reports)*

10. Availability of Other Resources

*(Logistical and Support Services of the Firm)*

- a) Office Space (Area, Floor No. etc.)
- b) No. of Support Staffs *(Excluding Professional Staffs)* :

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