

Prescribed Format for Submission of Expression of Interest (EOI)

(In case of Joint Venture, this Form needs to be completed by each partner of the JV and JV Agreement/Leter of Intent must be submitted with the EoI)

Package No.	:	SD-15							
Title of Service	:	Development of Bangla Machine Translator (SD-15)							
1. Letter of Submission [Addressing Project Director, EBLICT Project, BCC]									
2. Firm's Legal Title: [Necessary Attachment: JV Agreement/Leter of Intent (if the consultant is a Joint Venture)]									
3. Firm's Registered Address:									
4. Firm's/Company's Background Information including Core Business history. (Necessary Attachments: Firm's Brochure/ Company Profile/ Corporate Report/ Publication/ Annual Report etc.)									
5. Firm's year of registration (years in business): (Year of Establishment/Years in Business, as per Trade License/Certificate of Incorporation/Registration Certificate etc.) (Necessary Attachments: Copy of Company/Firm's Trade License, Registration Certificate, Certificate of Incorporation etc.)									
6. Experience of the Firm in Similar Assignments successfully completed (Please list only those assignments for which the Firm was legally contracted by the Client/ procuring entity as a firm or as one of the partner of joint venture.									
Total number of Similar Nature/Complexity Assignments completed by the Firm:									
Title of the Assignment	Brief Description of the Assignment (main deliverables/ Outputs)	Role in the Assignment (Single Entity/ Lead Partner in a JV/ JV Partner)	Name and Address of the Client (Contact information for references)	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
(Necessary Attachments: Details Description of the assignment supported by copy of Completion Certificate, Project Data Sheet (PDS), Contract Agreement etc.)									
7. List of Professional / Managerial staff of the Firm: (List Full time and Part time staff separately)									
	SN	Name of Professionals / Managerial Staff	Position held in the Firm	Educational Qualification	Total Years of Experience	No. of Years in the Firm			
	1								
	2								
	3								
8. Financial Capability of the Firm (Turnover of last 3 years)									
a) 2021-2022 (Up to Present)					:				
b) 2020-2021					:				
c) 2019-2020					:				
(Necessary Attachments: Audit Reports)									
9. Organizational Capacity, Equipment and logistics of the firm :									
a) Office Space (Area, Floor No. etc.):									
b) No. of Support Staffs :									
c) Description of Important Office Equipment and other logistics:									

