Form A

**Prescribed Format for Submission**

**of**

**Re- Expression of Interest (REOI)**

**Project:** *Integrated* *Feasibility Study (FS)* For“Physical Infrastructure Modernization, New

Digital Device Manufacturing/Assembling Plant establishment and Enhancing Production/

Assembling capability of existing Plants of Telephone Shilpa Sangstha Limited (TSS)”

Title of Service: Consultancy Services of Integrated Feasibility Study (FS) For “Physical

Infrastructure Modernization, New Digital Device Manufacturing/Assembling Plant

Establishment and Enhancing Production/ Assembling capability of existing Plants of

Telephone Shilpa Sangstha Limited (TSS)”

1. Letter of Submission : ( Addressing to Project Director, Integrated Feasibility Study (FS) For“Physical Infrastructure Modernization, New Digital Device Manufacturing/Assembling Plant establishment and Enhancing Production/ Assembling capability of existing Plants of Telephone Shilpa Sangstha Limited (TSS)”, TSS Bhaban (2nd Floor), Telephone Shilpa Sangstha Ltd., Tongi, Gazipur-1710. .

Date of Registration/Incorporation

(Year of Establishment,as per Registration Certificate)

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

# Legal Establishment of the Firm

* 1. TIN No.
  2. VAT Registration No
  3. Trade License No

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

# Firm/Company Background (General Information)

(Necessary Attachments: Brochure etc.)

# 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:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Name | Title/Description of Service | Type of Service | Name and Address  of the Client | Service Duration ( Starts  & End Dates) | Value of Services (in Currency) | | | Firm’s Man- Month Input |
| Total Value | No. of Partners (if any) | Value of Service  Provided by the Firm |
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(Necessary Attachments: Details Description of Mentioned Similar Nature Assignments done by the Firm Separately)

# 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:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Name | Title/Description of Service | Type of Service | Name and Address  of the Client | Service Duration ( Starts  & End Dates) | Value of Services (in Currency) | | | Firm’s Man- Month Input |
| Total Value | No. of Partners (if any) | Value of Service  Provided by the Firm |
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1. Availability of Professionals with Appropriate Skills.

Total number of Professional Staffs

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| --- | --- | --- | --- | --- | --- | --- |
| SN | No 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 |
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(CV of the Professional Staffs need not be submitted and will not be evaluated or carrying any extra points)

# HR Structure of the Firm

(Necessary Attachments: Company Organogram)

# Availability of Resources (Financial)

(Turnover of Last 3 years) a) 2020-21

b) 2019-20

c) 2018-19

(Necessary Attachments: Credit line Certificate (latest), Payment Received Certificates/Audit Reports, in case of audit report cash flow statement needs to be incorporated to measure turnover)

# Availability of other Resources

* 1. Office Space (Area, Floor, No. etc.)
  2. No. of Support Staffs ( Excluding Professional Staffs)
  3. Description of Important Office Equipment
  4. etc.