

Prescribed Format for Submission of Expressions 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.	:								
Title of Service	:								
1. Letter of Submission [Addressing to "Project Director, Strengthening Operational Capacity of the Department of Land Records and Surveys (DLR&S) for Digital Survey Project (1 st revised)"]									
2. Firm's Legal Title: [Necessary Attachment: JV Agreement/Letter 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 (if applicable) etc. Also other legal documents i.e Updated Tax Return Certificate, TIN, VAT Registration etc. should be submitted. Additionally the consultant require to submit the registration document issued by Survey of Bangladesh, in the case of a Joint Venture any one of the firms of the joint venture must submit the registration document issued by Survey of Bangladesh.]									
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) [Pilot license/certificate should be submitted; In the case of Joint Venture, at least any one of the firms of the joint venture must submit the pilot license/certificates.]									
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. A. Financial Capability of the Firm (Turnover of last 03 consecutive years);									
a) 2022-2023					:				
b) 2021-2022					:				
c) 2020-2021					:				
(Necessary Attachments: Audited Reports)									
B. Liquid Assets as Working Capital/Unconditional Credit Line facility shall be Tk. 05.00 (Five) crore. [In the case of Joint Venture, at least any one of the firms of the joint venture must submit Liquid Assets as Working Capital/ Unconditional Credit Line facility document]									



(Necessary Attachments: Audited Report of the most recent year/ Unconditional Credit line commitment letter issued by any scheduled bank of Bangladesh not earlier than 28 days prior to the day of the original submission of EoI)

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:

d) List of standard/ modern survey related equipments i.e GPS/GNSS with RTK, Electronic Total Station (ETS), Survey Grade Drone /UAV with PPK/RTK and data processing software etc. [In the case of Joint Venture, at least any one of the firms of the joint venture must provide information about survey equipments.]

MS

6.2.2025

Muhammed Ashrafur Islam
(Joint Secretary)
Project Director
Strengthening Operational Capacity of the
Dept. of Land Records and Surveys for
Digital Survey Project
Department of Land Records & Surveys
Ministry of Land