

# **INDICATIVE STRUCTURE FOR EXPRESSION OF INTEREST**

**COVER LETTER:** (To be submitted with EOI Application by Applicant (Lead Member in the case of Consortium))

- a. The cover letter shall be addressed to: The Chairperson, Hubli-Dharwad BRTS Company Limited, Hubli-Dharwad.
- b. The cover letter (maximum 1 – 2 pages) shall indicate the firm’s interest in undertaking the assignment, its primary focus of business, its key qualifications for the assignment and relevant project experience.

## **STATEMENT OF QUALIFICATIONS:**

The statement of qualification should highlight the firm’s sector-specific expertise, country/ regional experience and collaboration with local partner(s) and shall include the following:

### ***A. General Information***

1. Name of Applicant (Lead Member in the case of Consortium)	
2. Legal Status of Applicant (Company/Non-Profit Trust/ Society / Any Other Specify)	
3. Whether applicant is single entity / consortium/JV: please specify?	
4. Contact details of applicant (lead member in case of Consortium/JV):	
5. Name and legal status of other members (in case of Consortium/JV)	
6. Certified Copy Of Certification Of Registration/ Incorporation (For Each Member f Consortium / JV)	

### ***B. Organizational Profile***

- Narrative description of the firm, size/ number of employees, history, affiliates, main areas of business and awards. Separate sub-sections identifying each partner or member organization in case of joint venture or consortia shall be included.

### ***C. Understanding of the Assignment***

- Brief description of the firm understanding of the purpose, objective and development context of the project and brief discussion on key issues, opportunities and challenges.

### ***D. Experience of the Firm***

- Previous international/ country/ regional experience of the firm that is specifically relevant to the assignment.

- Sector Specific expertise: Provide profile of sector specific projects. The profile shall include a project title, name of the assignment, brief description of the project, project location, cost and duration, status of the project, key staff involved in the assignment, person man-months associated with the assignment. The project profile shall clearly indicate the specific tasks undertaken by the consultant in the assignment.
- Any supporting documents establishing the firm's sector specific experience can be included as annexure.

***E. Financial Capability of the Firm***

- Brief on the firm's financial resources and management strength to execute the assignment, the firm's financial turnover in the last three years. All supporting documents like audited annual reports shall be submitted along with the EOI.

***F. Present Commitments of the Firm***

- Brief summary of the firm's present project commitments.

***G. Conclusion***

- Concluding statement indicating the capacity of the consultant to undertake the assignment (Not more than one page).