

Proforma to be furnished along with REOI for Consultant firm for
Kambalakonda Eco-tourism Park, Visakhapatnam

Annexure 1

**STRUCTURED QUESTIONNAIRE FOR CONSULTANT FIRM
(TO BE SUBMITTED ALONG WITH EOI)**

General Particulars of Consultant

Name of the Consultancy Firm	
Registered Address	
Phone no:	
Email id:	
Name of the Contact Person for this EOI	
Phone no. of the Contact person for this EOI	
Email id of the Contact person for this EOI	
Branch offices if any	
Date of Firm establishment	
Number of full time partners Fellow Associate	
Number of full time qualified staff	
Number of other staff who are semi qualified/unqualified	

Financial Particulars of the Consultancy Firm

Financial Year	Turnover from disaster risk assessment related works	Turnover from other Activities	Total Turnover
2014 – 2015			
2015- 2016			
2016 – 2017			

“Turnover” would mean the professional fee earned excluding service tax and travelling, if billed separately.

Partners Brief Profile

Name of Partner/ M.no.	Age	Associate/ Fellow	Years of post-qualification experience	Qualification	Years of experience as signing partner	Name of Clients handled	Number of years associated with the Consultancy Firm(post qualification)

Detailed CVs can be provided separately which includes details of clients handled with nature of assignment.

Full Time Qualified Staff Brief Profile

Name of Staff/M. no.	Age	Years of experience	Qualification	Number of Years associated with the Consultancy Firm (post qualification)	Brief nature of work done

Detailed CVs to be provided separately.

Other Staff Brief Profile

Name of Staff	Age	Years of Experience	Qualifications	Number of Years Associated with the firm	Assignments where the staff has worked with year

Relevant assignments – Last five years

Name of Project /Agency Audited	(1) Funded by Multilateral / Bilateral funding agency;[(2) Agencies implementing government projects (other than above); Or (3) Public sector undertakings in the same sector Please specify 1, 2, 3	Client Name	Nature of work	Year of work done	Partner	Project expenditure	Professional fees

Detailed citation of work can be provided separately. Please also attach self-attested copies of the assignments completed certificates/offer letters for the above assignments.