# Format Financial Proposal

**Financial Proposal should be submitted on a company letter head duly signed & stamped clearly mentioning the validity of the quote for minimum 60 days and as per the following format.**

**The Consulting Firm should quote as detailed in the ToR**

**FORM 1: TOTAL COST SUMMARY**

|  |  |
| --- | --- |
| **Description** | **Cost in INR** |
| **Professional Fee** |  |
| **Reimbursable Fee** |  |
| **GST @ 18% (If applicable)** |  |
| **Total Cost** |  |

**FORM 2: FORMAT FOR STAFF INPUTS AND FEE RATES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Expert(s)** | **Designation** | **No. Of Days** | **Daily Fee Rate in INR** | **Total Fee (No. Days x Fee)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Sub Total** |  |  |  |  |
| **GST** |  |  |  |  |
| **Total** |  |  |  |  |

**FORM 3:** **FORMAT FOR PROJECTED REIMBURSABLE COST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Number** | **Rate** | **Cost(INR)** |
| **Per diem for staff** |  |  |  |
| **Accommodation** |  |  |  |
| **Airfare** |  |  |  |
| **Vehicle hire / Local Transport** |  |  |  |
| **Others(please specify)** |  |  |  |
| **Total** |  |  |  |