**Annexure (i)**

# Format Financial Proposal

Financial Proposal **must be on the company’s letterhead,** should be **duly signed** **& stamped** by the authorized signatory and must mention the validity of the quote for minimum 60 days.

**The Consultants should quote costs as stated in ToR**

**FORM 1: TOTAL COST SUMMARY**

|  |  |
| --- | --- |
| **Description** | **Cost in INR** |
| **Professional Fee** |  |
| **Reimbursable Fee** |  |
| **Total cost (without taxes)** |  |
| **GST (If applicable)** |  |
| **Total Cost (with taxes)** |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Expert(s)** | **Designation** | **No. of Days** | **Per day Rate in INR** | **Total Fee (No. Days x Fee)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Sub Total** |  |  |  |  |
| **GST (if applicable)** |  |  |  |  |
| **Total** |  |  |  |  |

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

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

**Signature & Stamp**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**