

## FORM FIN-1

### FINANCIAL PROPOSAL SUBMISSION FORM

*[Location, Date]*

To: *[Name and address of Client/Employer]*

Dear Sirs:

We, the undersigned, offer to provide the consulting Assignment/job for *[Insert title of Assignment/job]* in accordance with your Request for Proposal dated *[Insert Date]* and our Technical Proposal. Our attached Financial Proposal is for the sum of *[Insert amount(s) in words and figures<sup>1</sup>]*. This amount is inclusive of the Domestic taxes, but excluding Service tax. We hereby undertake that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph 4 of the Part II Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature *[In full and initials]:*

Name and Title of Signatory:

Name of Firm:

Address:

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<sup>1</sup>Sub Total (A) as per Form FIN 2

## FORM FIN-2

### SUMMARY OF COSTS

Particulars	Amount in Rupees
<b>A. Competitive Components</b>	
<b>‘Time Based (Task 1&amp;3)’</b>	
(A .1) <b>Remuneration</b> (Please note that amount shall be the same as in Form FIN-3A)	X 1
(A. 2) <b>Reimbursable</b> (Please note that amount shall be the same as in Form FIN-4A)	X 2
<b>Total Cost of ‘Time Based’ [I]</b>	<b>X = X1 + X 2</b>
<b>‘Lump Sum (Task 2)’</b>	
(B.1) <b>Remuneration</b> (Please note that amount shall be the same as in Form FIN-3B)	Y 1
(B.2) <b>Reimbursable</b> (Please note that amount shall be the same as in Form FIN-4B)	Y 2
<b>Total Cost of ‘Lump Sum’ [II]</b>	<b>Y = Y1 + Y2</b>
<b>Sub Total (A)<sup>2</sup>= [I +II]</b>	<b>X + Y</b>
<b>B. Non Competitive Components</b>	
Provisional Sum (Please note that amount shall be the same as in Form FIN-5)	
Contingency (Please note that amount shall be the same as in Form FIN-5)	
<b>Sub Total (B)</b>	
<b>Total Cost of Financial Proposal (A+B)</b>	
Service Tax	
<b>GRAND TOTAL</b>	

*Authorized Signature*

Name: .....

Designation .....

Name of firm:

Address:

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<sup>2</sup>The Evaluation of Proposal shall be done on Competitive Components only

**FORM FIN-3A (TIME BASED –TASK 1&3)**  
**BREAKDOWN OF REMUNERATION**  
**(PROFESSIONAL STAFF AND SUPPORT STAFF)**

(For details please refer to Note below)

S.No.	Name of Staff	Position	Man Month Rates (A) in Rupees	Proposed Man Months (B)	Total Amount in Rupees.* (A)*(B)
	Key professionals * <sup>1</sup>				
1					
2					
3					
4					
	Support Staff * <sup>2</sup>				
	Total				

\*- Mention the currency in which the prices are quoted if it is permitted to do so under RFP.

\*1 Key Professionals are to be indicated by name

\*2 Support Staff is to be indicated per category (e.g: Draftsman, Assistant etc.)

**Total Remuneration = \_\_\_\_\_ Amount in Rupees**

(Amount in Words):

**Note:**

1 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, Assistants etc.). Cost of Secretarial services, if any, will be indicated in form Fin-5.

2 Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5 & 7.

3 Indicate separately staff-month rate for each activity separately.

**FORM FIN-3B (LUMP SUM –TASK 2)**  
**BREAKDOWN OF REMUNERATION**  
**(PROFESSIONAL STAFF AND SUPPORT STAFF)**

(For details please refer to Note below)

When used for ‘Lump-Sum’ contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract’s ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This Form shall not be used as a basis for payments under ‘Lump-Sum’.

S.No.	Name of Staff	Position	Man Rates Rupees	Month (A) in	Proposed Man Months (B)	Total Amount in Rupees.* (A)*(B)
	Key professionals * <sup>1</sup>					
1						
2						
3						
4						
	Support Staff * <sup>2</sup>					
	Total					

\*- Mention the currency in which the prices are quoted if it is permitted to do so under RFP.

\*1 Key Professionals are to be indicated by name

\*2 Support Staff is to be indicated per category (e.g: Draftsman, Assistant etc.)

**Total Remuneration = \_\_\_\_\_ Amount in Rupees**

(Amount in Words):

**Note:**

- 1 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, Assistants etc.). Cost of Secretarial services, if any, will be indicated in form Fin-5.
- 2 Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5 & 7.
- 3 Indicate separately staff-month rate for each activity separately.

**FORM FIN-4A (TIME BASED-TASK 1&3)**  
**BREAKDOWN OF REIMBURSABLE EXPENSES**

No	Description	Unit	Quantity	Unit Price In Rupees	Total Amount in Rupees
1.	Per diem allowance, including hotel allowance, for experts for every day of absence from the home office for the purposes of the Services	Per day			
2.	Cost of office operation, including overheads and back-stop support	Per Month			
3	Local Transportation	Vehicle Month			
4	Communication Costs to all personnel and Office	Per Month			
5	Cost of Reports Production (including printing) and delivering to the Client at project Cities and Central office	Per Month			
6	Other Allowances where applicable				
<b>Sub Total: Reimbursable Expenses carried to FIN 2</b>					

**\*Total Reimbursable: = \_\_\_\_\_ Total amount in Rupees.**

Amount in words:

**FORM FIN-4B (LUMP SUM-TASK 2)**  
**BREAKDOWN OF REIMBURSABLE EXPENSES**

When used for 'Lump Sum' contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under 'Lump Sum'

No	Description	Unit	Quantity	Unit Price In Rupees	Total Amount in Rupees
1.	Per diem allowance, including hotel allowance, for experts for every day of absence from the home office for the purposes of the Services	Per day			
2.	Cost of office operation, including overheads and back-stop support	Per Month			
3	Local Transportation	Vehicle Month			
4	Communication Costs to all personnel and Office	Per Month			
5	Cost of Reports Production (including printing) and delivering to the Client at project Cities and Central office	Per Month			
6	Other Allowances where applicable				
<b>Sub Total: Reimbursable Expenses carried to FIN 2</b>					

**\*Total Reimbursable: = \_\_\_\_\_ Total amount in Rupees.**

Amount in words:

## FORM FIN-5

<b>PROVISIONAL SUMS</b>					
i	Office Equipment	LS			
ii	Survey, Tests, Investigation and Reports and payment of STQCs	LS			
iii	Workshops and Seminar	LS			
iv	Intercity Travels	LS			
<b>Sub Total: Provisional Sums (not to exceed Rs. 2 crore)</b>					
<b>Contingency</b>					<b>50,00,000</b>
<b>Total of provisional sum + contingency</b>					

**Total provisional sum + contingency = \_\_\_\_\_ Total amount in Rupees.**

Amount in words: