

**PROJECT MANAGEMENT SERVICES**  
**FINANCIAL PROPOSAL - STANDARD FORMS**

- A. Financial Proposal submission form.
- B. Summary of costs.
- C. Breakdown of local currency costs.

**A. FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

FROM: (Name of Firm)

TO: (Name and Address of Client)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Ladies/Gentlemen:

Subject: Hiring of Consultants' Services for -----  
----- Financial Proposal.

We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal dated [Date], and our Proposal (technical and Financial Proposals). Our attached financial proposal is for the sum of [Amount in words and figures]. This amount is exclusive of the local taxes which we have estimated at [Amount(s) in words and figures].

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., [Date].

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and contract execution, if we are awarded the contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____

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

We remain,

Yours sincerely,  
Authorized Signature:  
Name and Title of Signatory:  
Name of the Firm:  
Address:

## **B. SUMMARY OF COSTS IN LOCAL AND FOREIGN CURRENCY**

No.	Description	Amount (LC)*	Amount (FC)*
	<b><u>Local Consultants<sup>®</sup></u></b>		
I	Remuneration for Local Key professional staff		
II	Supporting Staff		
III	Transportation		
IV	Duty Travel to Site		
V	Office Rent		
VI	Office Supplies, Utilities and Communication		
VII	Office Furniture and Equipment		
VIII	Reports and Document Printing		
IX	Surveys		
	<b>Subtotal Local Consultants :</b>		
	<b><u>Foreign Consultants</u></b>		
F-I	Remuneration for Expatriate Staff		
F-II	Mobilization and Demobilization		
F-III	Accommodation for Consultants' Staff		
F-IV	Other Costs		
	<b>Subtotal Foreign Consultants :</b>		
	____ Total Cost Net of Taxes indicated below ____ : (Local & Foreign Consultants)		
Local Taxes and Duties	Tax payable in India on fees for technical services provided <sup>#</sup> by foreign consultants, including duties on equipment imported as defined in Clause 1.10 of SCC		
	Consultancy Services Tax payable in India		
	<b>TOTAL COSTS (Including Tax)**</b>		

LC\* Local Currency

FC\* Foreign Currency (Maximum of three currencies)

Note: The ceiling cost of the consultancy is as shown in the Summary of Costs. Payments will be made as per stipulations of the Special Conditions of Contract. The break-up of cost as given in formats 4C and 4D is to facilitate negotiations in accordance with clause 6 of the Information to Consultants.

\*\* UN Agencies should quantify and indicate in monetary terms the special privileges and immunities as well as advantages such as tax exemption and other facilities and special payment provisions.

# Taxes will be paid by employer directly

@ Modify the items as appropriate.

**C. BREAKDOWN OF LOCAL CURRENCY COSTS ( )**

**REMUNERATION FOR LOCAL STAFF**

No.	Position	Name	Rate*	SM	Amount
	<b><u>Key professional staff</u></b>				
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	<b>Sub-Total</b>				
	<b><u>Sub-Key professional staff</u></b>				
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	<b>Sub-Total</b>				
	<b>TOTAL</b>				

SM = Staff Month

\* The rates should not include any adjustment for inflation which will be separately paid for in accordance with Clause 6.3 (a) of S.C.C, wherever applicable.

**II. Support Staff<sup>@</sup>**

No.	Position	Name	Staff Months	Billing Rate ( )	Amount( )
1	Office Manager				
2	Bilingual Secretary				
3	Book-keeper				
4	Word Process Operators				
5	Office Boy				
6	Night Watchman				
				<b>Total :</b>	

**III. Transportation (Reimbursable)<sup>@</sup>**

1. The vehicles provided by the Consultants shall include the cost for rental, drivers, operation, maintenance, repairs, insurance, etc.
  - Purchases \_\_\_\_\_
  - Operation, maintenance, repairs \_\_\_\_\_
  - Total** \_\_\_\_\_

**IV. Duty Travel to Site (Reimbursable)**

- Key professional staff  
 \_\_\_ x \_\_\_ trips x \_\_\_ days @ \_\_\_\_\_
- Transport \_\_\_ x \_\_\_ trips @ \_\_\_\_\_
- Total** \_\_\_\_\_

<sup>@</sup> Modify the items as appropriate.

**V. Office Rent (Reimbursable) @**

The rent cost includes maintenance,  
cleaning, repairs, etc.

\_\_ months x 100 sqm x \_\_\_\_\_

**Total** \_\_\_\_\_

**VI. Office Supplies, Utilities and Communication (Reimbursable) @**

No.	Item	Months	Monthly Rate	Amount in
1.	Office Supplies			
2.	Drafting Supplies			
3.	Computer Running Costs			
4.	Domestic and International Communication			

**TOTAL :** -----

@ *Modify as appropriate.*

**VII. Office Furniture and Equipment (Reimbursable)**

No.	Description(*)	Unit	Quantity	Rate ( )	Amount ( )
	<b><u>Office Furniture (Purchase)</u></b>				
1	Large desks and chairs		set		
2	Medium desks and chairs		set		
3	Computer desks and chairs		set		
4	Double door cupboard		nos		
5	Plan filing cabinet		nos		
6	Filing cabinet		nos		
7	Desk lamps		nos		
8	Meeting table with 12 chairs		set		
9	White board		nos		
10	Sofa set		set		
	<b><u>Office Equipment (Purchase)</u></b>				
1	Drawing pen set		set		
2	Lettering set		set		
3	Photocopying machine		nos		
4	Blueprint machine		nos		
5	Word Processor Operator		nos		
6	Computer		set		
7	Facsimile		nos		
8	Ring binding machine		nos		
9	Large stapler		nos		
10	Safe		nos		
11	Drafting board, machine, chairs, etc.		set		
12	Video multi system		set		
13	Camera SLR/Digital		nos		
14	OHP				
				<b><u>Total</u></b>	

\* *Modify as appropriate*

**VIII. Reports and Document Printing**

No.	Description*	No. of Volumes	No. of Copies per Volume	Rate per Copy ( )	Amount ( )
1	Monthly Report				
2	Tender Evaluation Report				
3	Environmental Impact Assessment				
4	Quarterly Report				
5	Annual Report				
6	Supervision Report				
7	Engineering Reports				
8	O & M Manual				
9	Draft Completion Report				
10	Final Report				
				<b>Total</b>	

**IX. Topographical Surveys (example)\***

1. Surveying equipment for design will be provided by the consultants.  
The cost would be included in the overall amount of consultancy.

- Electronic Distance Measurement  
6 months @ =
- Theodolite T-2 6 months @ =
- Theodolite T-0 7 months @ =
- Automatic level.....7 months @ =
- Staves, range rods, etc.

Sub total

2. Chainmen  
Each surveyor will be assisted by \_\_\_\_\_ chainmen  
for \_\_\_\_\_ surveyor months : =

**Total**

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\* Modify as appropriate

**Payment Schedule in Local Currency**

No.	Item	Month	Month	Month	Month	Month	Month	Month	Month
	Advance Payment								
I	Remuneration for Local Staff								
II	Supporting Staff								
III	Transportation								
IV	Duty Travel to Site								
V	Office Rent								
VI	Office Supplies and Communication								
VII	Office Furniture and Equipment								
VIII	Reports and Document Printing								
IX	Surveys								
<b>Sub-Total Local Consultants:</b>									
F-II	Mobilization and Demobilization								
F-III	Accommodation for Consultants								
F-IV	Other Costs								
<b>Sub-Total Foreign Consultants:</b>									
<b>Sub-Total :</b>									
<b>Advance Repayment*:</b>									
<b>TOTAL PAYMENT :</b>									
<b>ACCUMULATED TOTAL :</b>									

\* Assuming that consultants receive an advance in a percentage of the contract amount, advance amount to be determined to cover expenditures until first payment is received.

7. Travel Documents and Miscellaneous Costs (Fixed Rate)

Travel documents, visa, health certificates, etc.

(a) Short term staff, first trip

\_\_\_x\_\_\_ \_\_\_\_\_

(b) Short term staff subsequent trips

\_\_\_x\_\_\_ \_\_\_\_\_

(c) Long term staff first trip

- Family(es) x\_\_\_ \_\_\_\_\_

(d) Long term staff subsequent trip

- Family(es) x\_\_\_ \_\_\_\_\_

**Total :** \_\_\_\_\_

8. Temporary Lodging during Mobilization/Demobilization (Reimbursable)

\_\_\_ Family x \_\_\_ day(s) x \_\_\_ \_\_\_\_\_

9. Establishment Allowance (Fixed Rate)

Expenses for legal documents in country  
extension of permits, work permits, etc.

(a) For short term staff assignments less  
than 6 months

\_\_\_x\_\_\_ \_\_\_\_\_

(b) Long term staff

\_\_\_ person(s) x \_\_\_ trip(s) \_\_\_\_\_

**Total :** \_\_\_\_\_

10. Exit Charges (Reimbursable)

Allow for expatriate staff with assignments  
of more than 6 months \_\_\_\_\_ per exit at cost

\_\_person(s) x\_\_ trip(s)\_\_\_\_\_