Financial Proposal Template for Legal entities (Tender Process)

The Consultant should quote as stated in the ToR

TABLE-1 -BREAK-UP OF PER DAY FEES OF EXPERTS

Name of Experts	Designation/Organisation	No. Of Days	Daily Fee Rate (INR)	Total Fee (No. Days x Fee)
Sub Total				
GST (if applicable)				
Total Fee in figure:				
Total Fee in Words:				

Please use additional coloums if required

TABLE-2- REIMBURSABLE COST

*Description	Number	Rate	Cost(INR)
Vehicle hire / Local Travel			
Airfare			
Accommodation			
Per diem for staff			
Others/Misc (Please specify the nature of reimbursement)			
Total Cost in figure:			
Total Cost in words:			

Please use additional columns in case of other reimbursable cost

TOTAL COST SUMMARY (TABLE 1 +TABLE 2)

Description	Cost in INR
Total Professional Fees (Table 1)	
Total Reimbursable Fees (Table 2)	
Total fee (without taxes) (Table 1 + Table 2)	
GST (if applicable)	
Total Cost (with taxes) in figure	
Total Cost (with taxes) in words:	

Remarks

- 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 **90 days**.
- Subcontracting is not permissible without GIZ Prior and written permission. It is recommended that company/firm shall disclose any planned subcontracting in technical proposal for transparency and to avoid any delay/ambiguity or disqualification at later stage.
- Please refer to "bidding condition" for more clarity on consortium arrangement.
- Taxes shall be cleary indicated, failing so GIZ will not be responsible for any tax compliance at later stage.
- The agency/consultant has to submit the third-party invoice (in original) to GIZ, in case GIZ reimburses the travel & other costs on actuals.
- If the agency/consultant has inhouse facility (e.g to orgainse workshops/trainings/AV equipments), this needs to be highlighted/specified in the financial proposal under the Head **"Other Costs"**. Failing to mention such inhouse facility in the proposal, GIZ will reimburse the costs against third party invoice only.
- In case consultant uses his/her own private car for travel for the assignment, this has to be clearly indicated in the proposal. The per km/rate and number of kms/day will be applicable as per GIZ Travel Guidelines. The consultant has to ensure to submit the proof of travel, e.g logbook etc.
- Any calculation errors in the financial proposal may leads to disqualifications. Please ensure to indicate the prices precisely in Words as well in figures.
- **Please submit the copies of the documents as specified in below mentioned check list and statutory declaration under income tax.**

Compliance Check for Section 206.A.B & 206CC

PAN : (Financial Year **20.. - 20..**)	
Name	
PAN Allotment Date	
PAN-Aadhaar Link Status	
Specified Person u/s 206AB & 206CCA	
Signature of Consultant	

Check List of Documents

S. No.	Particular	Document to be attached.
1	PAN, TIN, GST certificates	Copy of PAN, TIN and GST registrations. (Mandatory)
2	Bank details	Copy of Cancelled cheque along with bank details (Mandatory)
3	Organisational Profile	Organisation may submit standard brochure/profile of the organization including the client list for reference purpose (Desirable)
4	References	Organisation may provide reference of minimum 03 reputed clients from last 02 years (Desirable)
5	Ecological and sustainable parameters	Organisation should briefly elaborate the business practices adopted towards the sustainability initiatives and highlight the experience in Sustainable Development Goals (SDGs) (Desirable, but strongly recommended to provide considering GIZ's overall committement to sustainability initiative, especially SGDs 2030)
6	Any additional terms & Conditions (if applicable	Organisation must clearly state any additional terms and conditions specific to the commercial/contractual aspect of this assignment (Mandatory)

Note-

- Above mentioned documents shall submit with price proposal only,
- Consulting firm/bidder shall ensure to provide additional "commercial declaration" and "documentary evidence" against each critiera's specified under **"Grid for Assessing the Eligibilty of firms"** SEPARATELY in the technical proposal. Those information primarily pertain to legal status, annual turnover etc, which has certain weightage in overall tender evaluation and therefore needed separately.