SECTION-5

Financial Proposal Submission Forms

Form F1: Financial Proposal Submission Form (Covering Letter)

Location & Date

(*On the letterhead of the Bidder*)

To

The Director, IMAGE
Siripur, Bhubaneswar-751003

Sub: Selection of Agency for providing Comprehensive Facility Management Services (CFMS) at IMAGE, Siripur, Bhubaneswar, Odisha

Dear Sir,

I/We , the undersigned, is pleased to provide our financial offer for providing Comprehensive Facility Management Services for the IMAGE, Bhubaneswar, in accordance to your Request for Proposal No……..Dated……..and our Technical Proposal.

Having gone through the RFP and having fully understood the scope of work for captioned assignment as set out in the RFP;we are pleased to quote the following lump sum fees (exclusive of GST) for the proposed service for the 1st year as:

In Figures	
In Words	

***Note*:**

1. Tax will be paid as per prevailing applicable rates.
2. All payments to the service provider will be subjected to deduction of taxes at source as per applicable laws.

Our Financial Bid shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Bid.

I/We understand you are not bound to accept any Bid you receive.

Yours sincerely,

Name and Designation of Signatory: **Authorized Signature**
Name of the Bidder: **[In full and initials]**
Address:

Form F2: Financial Bid

Sl. No.	Item	Description	Unit	Financial Bid (INR) for Two years of the contract
1	Comprehensive Facility Management Services for IMAGE, Bhubaneswar	Service to be provided as per the defined scope and terms and conditions of the RFP	Lump sum	
2	Goods & Services Tax (GST) as applicable			
	Total(1+2)			

Note: 1. Financial bid would mean Annual Comprehensive Facility Management Cost for Two (02) years (as provided by the Bidder in S.No. :1 in the above table) payable to Facility Management Service Provider (FMS)

Conditional price bid will be out rightly rejected.

2. Escalation on Annual Comprehensive Facility Management Cost would be applicable as per conditions of RFP.

3. FMS would not be paid any other costs from apart above service.

4. This RFP is for providing comprehensive facility management services as per Service Level Requirements. However the bidder is expected to evaluate cost of all services ,manpower ,overheads, equipments and consumables (expect fuel) etc. required for providing the services as per the scope of work defined in the RFP and provide a lump-sum quote in the financial bid.

5. Bidder will be short listed as per criteria mentioned in the RFP. Bidder shall read the conditions very carefully. The financial bids would be ranked/ compared as per the quoted amount exclusive of GST.

Name and Designation of Signatory: **Authorized Signature**
Name of the Bidder: **[In full and initials]**
Address:

Form F3:- Detail Break-up for the Financial Offer

Sl. No.	Description of Item	Qty (No.)	For 1 Year		
			Unit Price (per month inclusive of all statutory dues) (IN INR)	Total Price per month IN INR	Total Cost (IN INR) for one year
1	**Remuneration of Man Power**				
a.	House Keeping & sanitation services Staff				
b.	Security services staff				
c .	Waste management staff				
d.	Pest management staff				
e.	Technical Supporting Staff to look after smooth functioning of electrical/ mechanical & other assets				
e.	Any other staff to provide required services				
2.	Charges towards hiring of equipments & consumables	In Lump Sum			
3.	Cost of Operation and maintenance of all electrical & mechanical equipment				
4.	Other expenses (Pl. Specify)				
Total Cost (Rs.)					
In Words					

Authorized Signature
(In Full & Initials)

Name & Designation of Signatory
Name of the Bidder:
Address:

**** The minimum indicative manpower requirement for required services is mentioned in Annexure-II.***