

FIN-1
Financial Proposal Submission Form

(On the Letter Head of the Bidder)

Date: _____

To

The Director,

Directorate of Technical Education & Training (DTE&T), Odisha

Kataka – 753001

Subject:

Financial Proposal for Selection of an Agency for Providing Outsourcing Services

Sir,

We, the undersigned, having examined the Request for Proposal (RFP) and understood its contents, hereby submit our Financial Proposal for providing Outsourcing Services comprising Front Desk Management Services, Reporting & Complaint Management Services, Driver Services, Watch & Ward Services, Gardener Services and Sweeping Services.

We agree to provide the Services in accordance with the requirements of the RFP for the prices quoted in the Financial Proposal.

We understand that:

This Financial Proposal shall remain valid for the period specified in the RFP.

The quoted rates are inclusive of all costs required for successful execution of the assignment except GST, wherever applicable.

We accept all terms and conditions of the RFP.

Yours faithfully,

Authorized Signatory

(Name)

Designation

Seal

FIN-2
Price Bid

The Bidder shall quote the **Service Charge (%)** over and above the statutory Services cost as prescribed by the Government of Odisha from time to time.

The statutory Services cost shall include:

- Minimum Wages
- EPF Contribution
- ESI Contribution
- Bonus (where applicable)
- Leave Wages (where applicable)
- Any other statutory liability notified by Government
- GST shall be payable as applicable.

FIN-3
Financial Bid Format

Sl. No.	Category of Services	Skill Category	Estimated No. of Personnel	Service Charge (%)
1	Front Desk Executive	Skilled	As per Requirement	
2	Reporting & Complaint Management Executive	Skilled	As per Requirement	
3	Driver	Semi-Skilled	As per Requirement	
4	Watch & Ward Personnel	Unskilled	As per Requirement	
5	Gardener	Unskilled	As per Requirement	
6	Sweeping Personnel	Unskilled	As per Requirement	

Important Notes

- The Bidder shall quote only the **Service Charge (%)** in the Financial Proposal.
- Minimum wages shall be paid strictly as per the latest notification of the Labour & ESI Department, Government of Odisha.
- EPF, ESI, Bonus and other statutory payments shall be made as per applicable laws.
- GST shall be paid extra as applicable.
- Any quote with **zero or negative Service Charge**, if prohibited by the applicable Government instructions, shall be treated in accordance with those instructions.
- The quoted Service Charge shall remain valid during the Contract Period unless otherwise permitted under the Contract.

FIN-4
Financial Declaration

We certify that:

We have quoted the Service Charge after taking into account all obligations under the Contract.

We shall comply with all statutory requirements relating to payment of wages, EPF, ESI, Bonus, Labour Welfare Fund and other applicable laws.

We understand that no additional payment other than those admissible under the Contract shall be claimed.

Authorized Signatory

(Name)

Designation

Seal