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## **Financial Proposal - Standard Forms**

- 4A. FINANCIAL PROPOSAL SUBMISSION FORM**
- 4B. SUMMARY OF COSTS**
- 4C. DETAILED BREAKDOWN OF COST**
- 4D. INSTRUCTIONS FOR COST CALCULATIONS**

#### 4A. FINANCIAL PROPOSAL SUBMISSION LETTER

Date: .....

**Kohalpur** Municipality / Enhanced Skills for sustainable and Rewarding Employment (ENSSURE)  
**Kohalpur**,

**Subject: Submission of the Financial Proposal**

Dear Sir/Madam;

We, the undersigned, offer our services to implement 1696 hours Training with OJT program on **Computer Hardware and Network Technician** occupation accordance with your Request for Proposal dated **10 June 2022** and our Proposal. Our attached Financial Proposal is for the sum of NRs..-----  
------(Amount in words-----  
-----). to serve 20 trainees.

Our Financial Proposal is subject to change if there is any alterations that may arise during and after the contract negotiations.

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

Sincerely Yours,

Authorized Signature:

Name and Title of Signatory:

Name of the Bidder:

Address:

Stamp of the bidder:

#### 4B. SUMMARY OF COSTS

| Costs                              | Amount(s) | Amount in Figure |
|------------------------------------|-----------|------------------|
| Subtotal                           |           |                  |
| Total Cost without VAT             |           |                  |
| Value Added Tax (VAT)              |           |                  |
| Total Amount of Financial Proposal |           |                  |

#### 4C. DETAILED BREAKDOWN OF COST

##### Financial Proposal for Training Courses with OJT

Name of Service Provider:

Address:

Occupation: **Professional Computer Hardware and Network Technician (Level -2)**

Training Duration: 1696 hrs (10 months)

**Important Note:**

- Proposed number of participants = 20
  - Ceiling (Upper limit) of direct cost for training per participants (Excluding VAT):
- For Professional Motorcycle Mechanic: **NRs. 45,250.00,**

| S.N       | Particulars                                | Month | Quantity  | Rate (NPR.)  | Amount (NPR.)    |
|-----------|--|-------|-----------|--------------|------------------|
| <b>A.</b> | <b>Direct Training Cost</b>                |       |           |              |                  |
| <b>1</b>  | <b>Remuneration</b>                        |       |           |              |                  |
| 1.1       | Training Coordinator                       | 10    | 1         |              |                  |
| 1.2       | Instructor (Institute based)               | 7     | 2         |              |                  |
| 1.3       | Instructor (During OJT)                    | 3     | 1         |              |                  |
| <b>2</b>  | <b>Teaching materials</b>                  |       | <b>20</b> |              |                  |
| 2.1       | Consumable materials                       |       | 20        |              |                  |
| 2.2       | Non-consumable materials (Dep.)            |       | 20        |              |                  |
| <b>3</b>  | <b>Other Support</b>                       |       |           |              |                  |
| 3.1       | Advertisement & Selection                  |       |           |              |                  |
| 3.2       | Management and Administrative cost /months |       |           |              |                  |
| 3.3       | Utilities/months                           |       |           |              |                  |
|           | <b>Total Cost</b>                          |       |           |              |                  |
|           | <b>Per unit training cost</b>              |       |           |              |                  |
|           | <b>VAT (13%)</b>                           |       |           |              |                  |
|           | <b>Total per unit cost including VAT</b>   |       |           |              |                  |
| <b>B.</b> | <b>Indirect Cost (Refundable Cost)</b>     |       |           |              |                  |
| 1         | Tiffin/day                                 | 260   | 1         | 75.00        | <b>19,500.00</b> |
| 2         | Group personal accidental insurance        |       | 1         | 500.00       | <b>500.00</b>    |
|           | Per trainee cost                           |       |           | <b>Total</b> |                  |

1. LG will recommend the skill test to NSTB based on the provided list of technical school/TP
2. Based on recommendation of LG, the cost of skill test will be paid directly to NSTB by the project/PSU

Authorized Signature

Date:

Office Stamp