

## **Financial Proposal - Standard Forms**

**FIN A : FINANCIAL PROPOSAL SUBMISSION FORM**

**FIN B : SUMMARY OF COSTS**

**FIN C : DETAILED BREAKDOWN OF COST**

**FIN A : FINANCIAL PROPOSAL SUBMISSION LETTER**

Date: .....

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

**Subject: Submission of the Financial Proposal**

Dear Sir/Madam;

We, the undersigned, offer our services to implement 1696 hours Training with OJT program on  
..... [Name of Occupation]..... occupation in accordance with your Request for Proposal dated  
**3 June 2022** and our Proposal. Our attached Financial Proposal is for the sum of NRs..-----  
------(Amount in words-----). to  
serve .....trainees.

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

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:

**FIN B : SUMMARY OF COSTS**

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

## FIN C : DETAILED BREAKDOWN OF COST

### Financial Proposal for Training Courses with OJT

Name of Service Provider:

Address:

Occupation: .....

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):

| 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> |                  |

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

Authorized Signature

Date:

Office Stam

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) II