

Covering letter for Financial Bid Format

Dear Madam/ Sir,

We, the undersigned hereby offer to undertake the proposed work to conduct All India Online Aptitude Test (AIOAT) for admission to RCI approved Diploma & Certificate Level Courses in the major cities across the country in the month of April/May, 2018 for the academic session 2018-19 and accordingly, Technical and Financial Bids have been submitted online at CPP Portal. Financial Proposal is also submitted on the CPP Portal. This amount is inclusive of the taxes.

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

Format for Financial Bid

Sl. No.	Description	Rate per unit (in Rs.)
1.	Preparation of Prospectus which includes Sample Registration Form, Sample Question Paper, Sample Answer sheet Proforma, Original OMR Sheet	
2.	Provision for online submission of Application Form	
3.	Generation and Printing of Application Form	
4.	Scrutiny of Application Forms	
5.	Feeding of data	
6.	Technical/Staff Expenses	
7.	Provision for online Issuance of Hall Ticket	
8.	Preparation and printing of objective, valid, reliable and pilot tested Question Bank per language	
9.	Computer usage charges, centre expenses, invigilator, power back-up etc.	
10.	Packing, Stationary, Attendance Sheet, exam guidelines etc.	
11.	Preparation and Declaration of Result	
12.	Website, Server, Gateway etc.	
13.	Miscellaneous	
	TOTAL	

Sl. No.	Particulars of the Work	Proportion of sharing of entrance fees for RCI	Total rates quoted by the Agency
1.	Conducting the online examinations in Hindi, English and other Regional Languages		

Note: - Justification to be given for numbers of human resources and duration for which they would work and similarly for the other item for costing.

Authorized Signatory

(Seal & Signature)