

Covering letter format Financial Bid Format

Dear Madam/ Sir,

We, the undersigned hereby offer to undertake the proposed research study namely "Impact Assessment to ascertain the Effectiveness of Implementation of In-Service Training and Sensitization Programme for the financial year 2015-16 and 2016-17" vide F.No. 7-14/Sensitization/ 2015-RCI 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

Duration of the project: _____

S.No.	Description	Number	Remuneration per Month (INR)	Total Cost
1	Principal Investigation/ project coordinator			
2	Research Officer			
3	Field Support Staff			
4	Secretarial Staff			
5 A	Travel for Key Persons (Principal Investigator/ RO)			
5 B	Contingent Expenses			
6	Office Expenses (Include expenses for 20 hardcopies of the final report and 5 compact disks)			
	Service Tax if any to be charged			
Total cost				
Total cost in figure				

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)