

Form V (A)
PROFORMA FOR FINANCIAL BID
(in 2nd cover)

Name of the Agency: _____

Prescribed Monthly Rates for Technical Assistant, Data Entry Operator, Stenographer, Sr. Office Assistant, Office Assistant/Assistant/MTS/Cook/Driver

All figures must be quoted in Rupees

S. No.	Category/ Payment Head	Prescribed payment per month per person (without taxes)*	Annual Enhancement (After completion of 1 year)	Agency Charges (%) of A(X)
X		A	B	C
1	Technical Assistant	18,462	5% of A	
2	Data Entry Operator	18,462	5% of A	
3	Stenographer	24,000	5% of A	
4	Sr. Office Assistant	20,000	5% of A	
5	Office Assistant/ Assistant	18,462	5% of A	
6	MTS/Cook/Skilled Staff Car Drivers	As prescribed by the Government of NCR of Delhi from time to time	Not Applicable	

**IPA reserves the right to pay more than the above prescribed payments to experienced and deserving candidates.*

Note: GST (as applicable from time to time) shall be charged extra.

1. The empanelled agencies will mandatorily pay the prescribed amount to the hired employees. IPA will reimburse amount towards prescribe emoluments and Provident Fund, Employee Insurance or Bonus etc. as per statutory requirement on furnishing of proof of such payments as per provision under clause 13 of RFP.
2. L1 is the agency quoting least percentage of agency charges. In case two or more agencies quote the same percentage, the agency with the highest turnover taken together for three reference years will be taken as L1.
3. A panel of three agencies will be kept to service the growing project requirements of technical professionals. L2, L3.....in that order will be asked to match L1 rates. Two more agencies, other than L1 agreeing to L1 rates, will be identified to maintain a panel of three agencies. If none of the L2, L3....agree to match L1 rates then L1 alone will be on the panel.
4. IPA reserves the right to allocate the business among the empanelled agencies as per preferences, conveniences and the performance of the empanelled agencies.
5. The professionals deputed to work on the projects would observe the working days/hours of IPA. Honorarium, overtime etc, beyond office hours is admissible to the deployed professionals as per rules & regulations of IPA conveyed to agency from time to time. Overtime shall be linked with bio-metric attendance of the deployed manpower, and may be applicable on pro-rata basis. Documentary evidence duly certified by the controlling officer may be submitted by the Agency along with monthly bills
6. Agency charges are not applicable on expenditure paid on outstation duties.
7. For domain experts/specialists for the subject in various discipline such as Law/Finance & Accounts/Engineering (any discipline)/Marketing etc., having experience of more than 10 years, emoluments and role & responsibilities shall be fixed by the competent authority at IPA commensurate with relevant experience and qualification

(Signature of Authorized Person)

Place _____ Name _____

Date _____ Designation _____

Form V (B)

**PROFORMA FOR FINANCIAL BID
(in 2nd cover)**

**(Programmer Assistant / Programmer / Senior Programmer / Management Associate / Sr
Management Associate / Research Associate/Consultant**

Name of the Agency: _____

Rates per month for professional support services

S. No.	Category/ Payment Head	Programmer Assistant	Programmer	Senior Programmer	Management Associate	Sr. Management Associate	Research Associate	Consultant
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Prescribed payment per month (₹)*	18,462	25,500	32,000	32,000	40,000	40,000	50,000
2	Annual enhancement (after completion of 1 year)	5% of SI No1	5% of SI No 1	5% of SI No1	5% of SI No1	5% of SI No 1	5% of SI No 1	5% of SI No 1
3	Agency charges	% of prescribed remuneration						
4	GST	Extra as applicable from time to time						

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- The professionals deputed to work on the projects would observe the working days/hours of IPA. Honorarium, overtime etc, beyond office hours is admissible to the deployed professionals as per rules & regulations of IPA conveyed to agency from time to time. Overtime shall be linked with bio-metric attendance of the deployed manpower, and may be applicable on pro-rata basis. Documentary evidence duly certified by the controlling officer may be submitted by the Agency along with monthly bills
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Date:
Place:

Authorized Signatory:
Name:
SEAL