

Form V

PROFORMA FOR FINANCIAL BID To be uploaded in the CPP Portal (in 2ndcover)

Name of the Agency:

Prescribed Monthly Rates for various categories

All figures must be quoted in Rupees

| Sl. No. | Category/ Payment Head | Prescribed payment per month per person (without taxes)* | Annual Enhancement (After completion of 1 year) (5% of A) | Agency Charges (%) of A(X) |
|---------|--|---|---|----------------------------|
| | | A | B | C |
| 1 | Technical Assistant | 21,184 | 1059.2 | |
| 2 | Data Entry Operator | 21,184 | 1059.2 | |
| 3 | Stenographer | 26,722 | 1336.1 | |
| 4 | Sr. Office Assistant | 22,722 | 1136.1 | |
| 5 | Office Assistant/ Assistant | 21,184 | 1059.2 | |
| 6 | MTS / Cook / Skilled Staff Car Drivers | As prescribed by the Government of NCR of Delhi from time to time | Not Applicable | |
| 7 | Payment Assistant | 21,184 | 1059.2 | |
| 8 | Programmer | 28,222 | 1411.1 | |
| 9 | Senior Programmer | 34,722 | 1736.1 | |
| 10 | Management Associate | 34,722 | 1736.1 | |
| 11 | Sr. Management Associate | 42,722 | 2136.1 | |
| 12 | Research Associate | 42,722 | 2136.1 | |
| 13 | Consultant | 52,722 | 2636.1 | |

*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 selected agency 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 |
| 3 | 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 shall be applicable on pro-rata basis. |
| 4 | Agency charges are not applicable on expenditure paid on outstation duties |
| 5 | 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 |
| 6 | For computing the service charges for a particular month, the salary paid for the month plus, PF contribution, ESI contribution and bonus payment will be considered. |
| 7 | The Agency charges quoted will be uniform for all the categories of manpower |
| 8 | GST as applicable will be paid separately by IPA. Agency charges will not be applicable for the GST amount. |

(Signature of Authorized Person)

| | | | |
|---------------|--|---------------------|--|
| Place: | | Name: | |
| Date: | | Designation: | |