

Request for Quotation

Mahanadi Coalfields Limited invites Proposals for “**Design, Publication (Including Content Development, Editing, Photo-Editing, Developing Info graphics and Proof-Reading) and Printing of Coffee Table Book for Mahanadi Coalfields Limited**”

Important Dates and Information

Issuing Authority	Mahanadi Coalfields Limited
Last date and time for submission of bids	15.12.2025 by 11:00 AM
Date and time for bids opening	15.12.2025 at 12:00 PM
Estimated Cost in INR	₹ 19,96,167.06 (inclusive of GST @ 18%)
EMD in INR	₹ 25,000

1. INTRODUCTION

- 1.1. Mahanadi Coalfields Limited (hereinafter referred as “MCL”) is a mining giant and a leading coal producing company in the country headquartered in Sambalpur, Odisha. MCL has consistently played a vital role in the country’s energy security by maintaining high standards of coal publication & despatch, innovation, safety, and social responsibility through its CSR initiatives and sustainable mining practices.
- 1.2. MCL intends to engage an agency for design, development & publication (Including Editing, Photo-Editing, Developing Info graphics and Proof-Reading) and printing of Coffee Table Book. The objective of the Coffee Table Book is to Commemorate MCL’s milestones and growth since inception, Showcase mining excellence, technological innovations, and safety practices, Highlight CSR interventions, sustainability efforts, and community development, Recognize the contribution of employees and frontline workers, Promote institutional pride and engagement with stakeholders.
- 1.3. Accordingly, MCL aims to engage an agency for the comprehensive design, publication (including content development, editing, photo-editing, developing infographics, and proofreading), and printing of **1000 (One Thousand)** Coffee Table Books.

2. SCOPE OF WORK

The broad scope of work for this assignment is as follows:

- 2.1. Developing of content (including but not limited to historical overview, operational achievements, CSR impact, people of MCL, future vision, etc.) and preparing the design/layout for the Coffee Table Book without any violation of copyrights.

- 2.2. Ensuring quality (editorial and publication)
- 2.3. Effective coordination with content, reference material and design
- 2.4. Type settings of Coffee Table Book
- 2.5. Organization of content
- 2.6. Selection and use of High-Definition Photographs minimum 300 dpi (new photographs to be taken as per requirement).
- 2.7. All the content to be produced in consistent format including infographics, charts, Quotes/testimonials from leadership and employees where needed.
- 2.8. Setting of the book
- 2.9. Preparing Bibliography
- 2.10. Ensure illustrations and captions are correct.
- 2.11. Effective coordination for collating content and reference material, photographs and design.
- 2.12. Digital adaption of the book
- 2.13. The agency need not curtail creative thoughts or 'out of the box' ideas at their level and may submit them for selection by MCL.
- 2.14. The agency shall provide eBook/Flipbook version (PDF + interactive web format) optimized for viewing on desktops, tablets, and smartphones.
- 2.15. The agency shall provide editable / open file for the final version coffee table book approved by MCL. In addition to it, the agency shall provide MCL the editable version of all the elements i.e., photographs, content, graphics etc used in the coffee table book.

3. TECHNICAL SPECIFICATIONS & DELIVERABLES

Table - 1

Sl.	Technical Specifications/ Deliverables	Details
1.	Table of Content	To be provided Pre-publication
2.	Quantity of Final Coffee Table Books to be submitted	1000 (in English).
3.	Layout/Concept designing	To be designed by agency as per the requirements / instructions of MCL. a. 5 options for cover b. 5 options for layouts for inside page
4.	Size/Lay out (in inch)	9-inch (H) x 11-inch (W) closed, Open Size: 9" x 22" + spine
5.	Paper & Print	Cover - 170-200 GSM Art Paper laminated to a 2 mm thick board (Matt Hard bound with UV spot effects), Inside - 130 GSM Printing: 5 color w/ AqPrimerVarnish Both Side
6.	Printing of Photographs, Charts	To be designed/created by the agency, anywhere

	& Drawings	and in any size as per requirement of MCL
7.	No. of pages	100 (+/- 4) pages i.e. 50 Leaves (excluding cover)
8.	Language	English
9.	Binding	Hardcase + Section (Hard Bound with Section sewing) Other Operation: Fold and Section Sewing, Matt Lamination on front, Raised Spot UV on front, Texture Spot UV on front, Gloss Gold Foiling on front, Embossing, Fine Micro-Embossing, Section dividers with full-bleed photos.
10.	Proof Reading	It will be the sole responsibility of the agency/firm/printer. Dummy print to be provided before final printing.
11.	Printing	Off-set
12.	Orientation	Landscape
13.	Jacket	300 GSM Matt Lamination & Spot UV Coating throughout. (Silky coating all through)
14.	Packaging	Each Coffee Table Book to be put in 200 GSM paper board envelop to be packed in corrugated boxes 5 ply of 10 copies each
15.	Delivery	At Dept. of Corporate Communication & Public Relations, Mahanadi Coalfields Limited (HQs), Jagruti Vihar, Sambalpur, Odisha - 768020.
16.	Copyright / Intellectual Property Right (IPR)	All content, Photographs, material, artwork used in the Coffee Table Book will be the property of MCL. The IPR for the book will be with MCL, and MCL may choose to get the book printed with additional copies from any other agency as it may deem fit.
17.	Co-Branding & Copy Right	The coffee table book developed under this assignment shall be the sole property of MCL. All rights, including intellectual property rights, shall rest exclusively with MCL. The selected agency shall not be permitted to co-brand the coffee table book under any circumstances. No logos, names or other forms of identifications of the agency shall appear in the publication, unless specifically approved in writing by MCL.
13.	Approvals	Prior approval has to be taken from MCL before finalization of all the deliverables.

4. TERMS AND CONDITIONS

- 4.1. The Agency has to carry out relevant jobs like getting an ISBN number at its own cost and be responsible for advising MCL on any other statutory and commercial formalities and documentation for publishing such a book and assist in complying with them.
- 4.2. The Bidders shall bear all costs associated with the Bid including preparation, submission of its proposal, making presentation and till

completion of the process/project. No additional costs/out of pocket expenses shall be reimbursed by MCL.

- 4.3. The L-1 agency/ bidder will be provided with Lodging, Boarding & Local Transportation support within the command area of the Company (i.e. in Angul, Jharsuguda, Sambalpur, Sundargarh Districts of Odisha) required for completion of the assignments in scheduled time.
- 4.4. No extra payment shall be made to the agency beyond the quoted rates for execution of the above assignment.
- 4.5. In no case, the specifications and quality of the Coffee Table Book (CTB) shall be compromised.
- 4.6. Any offer/ bid containing incorrect and incomplete information shall be liable for rejection.
- 4.7. General Manager/HOD (Public Relations), Mahanadi Coalfields Limited, Sambalpur shall be the Bill accepting authority.
- 4.8. General Manager/HOD (Finance), Mahanadi Coalfields Limited, Sambalpur shall be the Paying Authority.
- 4.9. The work is not splittable in nature.
- 4.10. Copyright of the Coffee Table Book will remain with MCL.
- 4.11. This RFQ/Tender and resultant supply order will be governed by CIL purchase manual and extant procedures of MCL/CIL issued from time to time.

5. DELIVERABLE TIMELINES AND PAYMENT SCHEDULE

Table - 2

Sl.	Deliverable	Timeline (+5/ -5 days)	Percentage of Payable Amount
1.	First cut of design & layout of the book complete with text and photographs to be submitted	T+ 60 days	15%
2.	Final version of the book including PDF with all corrections and modifications (as suggested by MCL) along with Dummy print to be submitted.	T+ 75 days	35%
3.	Printing, packing and delivery of books at MCL.	T+105 days	50%

T - Order Placement Day

All payments will be done against submission of deliverables and tax-invoice.

6. ELIGIBILITY CRITERIA

To be eligible for evaluation of Financial Bid, the agency shall fulfil the following eligibility conditions.

- 6.1. The Agency should be an entity incorporated/ registered under the Companies Act 2013 or a Limited Liability Partnership registered under the LLP Act 2008 or partnership under Indian Partnership Act, 1932 or a proprietorship firm. *(Documentary proof towards the same to be submitted)*
- 6.2. The Agency should not be under blacklist by any Department/Agency/ PSU in any State or Central Government of India as on date of submission of bid. Self-declaration to be submitted. *(Annx.-III)*
- 6.3. The bidder should have at least designed, printed and published at least 01 (one) Coffee Table Book with similar specifications in last 2 years. *(Documentary proof i.e. copy of Work Order and Completion Certificate to be submitted)*
- 6.4. **Selection of Agency:** The Agency will be selected on L1 basis.

7. ESTIMATED VALUE

₹ 16,91,667.00 + GST @ 18%

Total Value Inclusive of GST: ₹ 19,96,167.06

8. BID SECURITY/EARNEST MONEY DEPOSIT (EMD)

- I. The Bidder shall furnish, as part of his bid, a Bid Security/Earnest Money as deliberated below: -
Earnest Money/ Bid Security is 1.25 % of the estimated cost rounded off to next hundred rupees subject to maximum of Rs.50 Lakhs (i.e. ₹ 25,000 in current case). The bidder has to submit the EMD/Bid Security in MCL's designated account either through net-banking from designated Bank(s) or through NEFT/RTGS from any scheduled Bank(s), only. The details of which is as follows:

Name of beneficiary and details	Name	Mahanadi Coalfield Limited
	Bank A/C no. of beneficiary	010659453016
	IFSC Code	SBIN0007749
Beneficiary's Bank, Branch and Address	Beneficiary's Bank	State Bank of India
	Branch and Address	MCL Burla Branch, Jagruti Vihar, Burla, Sambalpur-768020

- II. The Bidders will upload the proof of submission of EMD/Bid Security in the bid including transaction Id/Number/UTR. The Earnest Money/ bid security for the unsuccessful Bidder shall be refunded as promptly as possible. No interest shall be payable on EMD/bid security.
- III. Any Bid not accompanied by an acceptable Bid Security/EMD shall be rejected by the buyer as nonresponsive unless otherwise exempted in the Bid document. In case of exemption of EMD/Bid Security, the scanned copy of document in support of exemption will have to be uploaded by the bidder

- during bid submission.
- IV. The EMD of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security Deposits. The Bid Security / EMD of successful Bidder may be retained and adjusted with Performance Security / Security Deposit at Bidder's option.
 - V. The EMD of unsuccessful bidders shall be refunded after acceptance of the LoA by the Successful Bidder or within 45 days of opening of the financial bid whichever is later.
 - VI. In case the tender is cancelled then EMD/Bid Security of all the participating Bidders will be refunded unless it is forfeited by the Department.
 - VII. The Bid Security may be forfeited:
 - a. If the Bidder withdraws the Bid after bid opening (opening of technical qualification/ part of the bid during the period of Bid validity)
 - b. in the case of a successful Bidder, if the Bidder fails within the specified time limit to:
 - i. sign the Agreement; and/or
 - ii. Furnish the required Security Deposits; Additionally, the Company shall debar such defaulting Contractor from participating in future bids for a minimum period of 12(twelve) months.

"Note: - However, debarment shall be done as per Guidelines on Debarment of firms from Bidding."

9. FORCE MAJEURE

For the Purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of the MCL. The terms "Force Majeure" as implied herein shall mean an act of God, War, Civil riots, fire directly affecting the performance of the contract, floods and Acts and Regulations of respective Government of the two parties, namely the MCL and the Agency. Both upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, shall within seventy-two hours of the alleged beginning and ending thereof intimate the other party giving full particulars and satisfactory evidence in support of its claim. If deliveries are suspended by force majeure conditions lasting for more than 2 (two) months, the Organization shall have the option of cancelling this contract in whole or part at its discretion without any liability on its part. Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

10. TERMINATION OF THE CONTRACT

- 10.1. MCL reserves the right to terminate the agreement in case of deficiency in services or poor performance of the agency and forfeit the performance security. In this respect, the view of MCL about the performance is final and binding.
- 10.2. MCL reserves the right to drop or remove any or all scope of work deemed not suitable or in line with the objectives for MCL which may necessitate termination of contract. However, in such scenario MCL shall provide a

maximum time period of 1 week to the agency to terminate the contract and complete all the requisite formalities and responsibilities assigned.

11. PENALTY

- 11.1. Failure in fulfilment of deliverables as indicated in Clause 2 (Scope of Work), shall warrant the following:
- 11.1.1. Forfeiture of Performance Bank Guarantee (PBG) in case of failure to successfully perform/ complete the deliverables and/ or in case of any midway unilateral withdrawal from the contract.
 - 11.1.2. The Agency may be blacklisted from bidding for any future Contract/ Tender/ EoI /RFP with Mahanadi Coalfields Limited for a period of 1 year.
 - 11.1.3. Apart from the above, in case of any contravention/ violation of provisions contained in clause 5; the PBG shall stand forfeited, and the MCL may take appropriate action for blacklisting of such bidder for a period of three years.
- 11.2. For any delay in adhering to the time schedule, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid @ 0.5% of the contract amount/ revised contract amount, whichever is less, without GST per week or part of the week of delayed period as pre-estimated damages not exceeding 10% of the contract value without GST without any controversy/dispute of any sort whatsoever.

12. VALIDITY OF BID

Proposal shall remain valid for 120 (One Hundred and Twenty) days from the last date of submission. A proposal valid for a shorter period shall be rejected as non-responsive.

13. DISPUTES

All legal disputes are subject to the jurisdiction of Courts in Sambalpur only.

14. ACKNOWLEDGMENT BY AGENCY

It shall be deemed that by submitting the Proposal, the Agency has gone through the scope of work and other stipulations in detail; and

- a) Made a complete and careful examination of the requirements for the project, details mentioned in RFP, general condition of contract, submission formalities and evaluation mechanism.
- b) Satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under.
- c) Agreed to be bound by the undertaking provided.

MCL shall not be liable for any omission, mistake or error on the part of the Agency in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by the MCL.

15. RIGHT TO REJECT ANY OR ALL PROPOSALS

Notwithstanding anything contained in this invitation document, MCL reserves the right to accept or reject any proposal and to annul / cancel this selection process and reject all proposals, at any time during the bidding process without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

MCL, also, reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or uncovered, or
- b) the Agency does not submit in time any information or clarification asked for

16. SUBMISSION OF PROPOSAL

Agencies should submit their proposal in password-protected .pdf format (**Single packet**) via an e-mail (pro.mclhq@gmail.com) as per the timelines. The pdf file should consist of all documents as requested in this document as a part of the proposal submitted by the agency.

The bidders must submit only one password protected pdf file consisting of all documents and financial proposal.

The password of the password-protected PDF file (Proposal) should be shared only when asked for.

If the password of a password-protected proposal is shared by the agency prior to the closure of the proposal submission timeline, such proposal shall be summarily rejected without further consideration.

Offers with unwarranted delay in sharing the PASSWORD against the requested email may not be considered further.

17. DOCUMENTS TO ACCOMPANY THE PROPOSAL

The Agency must submit the following particulars / documents along with the proposal failing which the proposal may be treated as non-responsive:

- (a) Covering Letter and Details of Agency as per **Annexure I and II**, respectively
- (b) The Agency shall submit Photocopy of PAN Card, GST Registration Certificate, and Incorporation Certificate/ Proof of Registration.
- (c) The agency must submit the copy of Work-Order and completion Certificate towards Publication of at least 01 (one) Coffee Table Book with similar

specifications in last 2 years preceding from 30.09.2025

- (d) All pages of the tender document shall be signed by the authorised signatory who generally signs the bids.
- (e) The Agency should not be blacklisted by any PSU/Government Institution/ Private Agency. A self-declaration of non-blacklisting on the letterhead shall be submitted as per **Annexure III**.
- (f) The Agency must submit the Financial Proposal as per format provided in **Annexure IV**.

18. LANGUAGE

The Proposal and all communications in relation to or concerning the selection process shall be in English language and strictly in the formats provided in this invitation document.

19. LATE SUBMISSION

Proposal received after the deadline for submission prescribed by MCL will not be entertained and shall be rejected.

20. MODIFICATIONS AND WITHDRAWAL OF PROPOSALS

No modifications to the Proposals shall be allowed once it is received by MCL.

21. PERFORMANCE SECURITY AND AGREEMENT

MCL shall issue a Letter of Award (LoA) to the selected Agency. Within 21 days of issuance of LoA from MCL to the selected Agency, the selected Agency is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to **5%** of the total quoted financial bid (exclusive of GST) and enter into an agreement with MCL.

However, Company may approve submission of Performance Security beyond 21 days by another 14 days with proper justification on a case-to-case basis.

The performance security shall be retained by the MCL till the completion of project. The performance security shall be forfeited at the sole discretion of MCL towards any liquidated damages that may be payable by the selected agency, under the Terms of the Agreement. The validity of Performance Security should be up to 60 days beyond the end of all contractual obligation of the Agency.

No interest shall be paid on the performance security. The performance security shall be refunded after successful completion of the project. In case of breach of any terms & conditions, the performance security deposit of the selected bidder shall be liable to be forfeited besides annulment of the agreement.

Safe Custody and Monitoring of Securities-

The BG Details after confirmation and acceptance shall be entered in SAP by Associate Finance and its validity expiry shall be monitored through SAP. The BG shall be sent by Associate Finance to Corporate Finance CIL/ Subsidiary for safe custody. Extension of bank guarantees and other instruments, where warranted, should be sought immediately and implemented within their validity period.

For release of BGs, the proposal shall be forwarded by EIC with their recommendations in accordance with the contract conditions, for approval by the Competent Authority with the concurrence of the Finance Division.

Refund of Security Deposit:

The refund of Security Deposit shall be subject to Company's right to deduct/appropriate its dues against the Contractor under this contract or under any other contract. On completion of the work and certified as such by the Engineer-In-Charge, the Security Deposit remaining with the Company shall be refunded.

22. Prohibition of Child Labour engagement

The contractor/contractual Agencies must not engage any Child Labor during the course of execution of the contract work within the meaning and scope of the Child Labor Prohibition & Regulation Act 1986 and its relevant Act and Rules amended from time to time by the Govt. of India.

26. INDEMNITY

The Agency shall, subject to the provisions of the Agreement, indemnify MCL for an amount not exceeding the value of the Agreement, for any direct loss or damage that is caused due to any deficiency in service.

27. LIMITATION OF LIABILITY

In no circumstance shall the aggregate liability of either MCL or the Agency exceed the total value of the Agreement.

28. CONFIDENTIALITY

The prospective agency who submits a proposal must keep the information in its Quotation confidential.

ANNEXURE-I: COVER LETTER

(On the Letterhead of the Agency)

To,

General Manager (HR-PR)

Department of Corporate Communication & Public Relations,
Mahanadi Coalfields Limited, Jagruti Vihar, Burla, Sambalpur,
Odisha – 768020

Sub: Request for Proposal (RFP) for Design & Publication (including Content Development, Editing, Photo-Editing, Developing Info graphics and Proof-Reading) and printing of Coffee Table Book for Mahanadi Coalfields Limited.

1. With reference to your RFP document dated ____, I, having examined the RFP Documents and understood their contents, hereby submit my / our proposal for the subject RFP. The Proposal is unconditional.
2. I acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the proposal and we certify that all information provided in the proposal and its Annexures along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the proposal are true copies of their respective originals.
3. This statement is made for the express purpose of our selection as Agency for the design and execution of the aforesaid Project.
4. I shall make available to the Authority any additional information it may find necessary or require supplementing or authenticate the Proposal.
5. I acknowledge the right of the Authority to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I declare that:
 - (a) I have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and
 - (b) I hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
7. I understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any BID that you may receive nor to invite the Agencies to BID for the Project, without incurring any liability to the Agencies, in accordance with the RFP document.
8. I hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Agency, or in connection with the Bidding Process itself, in respect of the subject RFP and the terms and implementation thereof.

9. In the project of my/ our being declared as the Selected Agency, I / we agree to enter into an Agreement in accordance with the draft that has been provided to me / us by the Authority. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
10. I agree and understand that the Proposal is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project not awarded to me or our Proposal is not opened or rejected.
11. The Financial Proposal has been quoted by me after taking into consideration all the terms and conditions stated in the RFP, our own estimates of costs and after a careful assessment of the website and all the conditions that may affect the implementation cost.
12. I agree and undertake to abide by all the terms and conditions of the RFP document.
13. I shall keep this offer valid for 120 (One Hundred Eighty) days from the Proposal Due Date specified in the RFP.
19. I hereby certify that we have not changed any quantity as mentioned in the financial figures and confirm that any discrepancy arrives at any time, decision of Authority (MCL) will be considered as final.
20. I hereby submit our Proposal and quote an amount as indicated in Financial Proposal for undertaking the aforesaid Project in accordance with the Bidding Documents and the Agreement.

In witness thereof, I submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

Date:

Place:

**(Signature, name and designation
of the Authorised signatory)**

Name & seal of Agency

ANNEXURE-II: DETAILS OF AGENCY

(On the Letter Head of the Agency)

- (a) Name of the Agency:**
- (b) Incorporation (i.e. Company, Partnership or Proprietorship):**
- (c) Registered Office Address with telephone, website and email:**
- (d) Date of Incorporation (Please attach copy of certificate of incorporation/ Registration):**
- (e) Name of the contact Person (Authorised Signatory):**
- (f) Designation:**
- (g) Mobile Number & Telephone Number:**
- (h) E-mail Address:**
- (i) GST Registration number:**
- (j) Pan Card:**

Duly signed by the Authorised Signatory of the Agency

(Name, Designation and Address of the Authorised Signatory)

ANNEXURE-III: DECLARATION ON NON-BLACKLISTING

(On the Letter Head of the Agency)

I/We Proprietor/
Partner(s)/ Director(s) of M/s _____
hereby certified that, I/we M/s _____
_____ have not been blacklisted or
debarred or put on holiday by any Ministry/ Departments of Central/ State
Government/ PSUs as on date.

In case the above information found false I/We are fully aware that the
tender/ contract will be rejected / cancelled by MCL and EMD/PBG shall be
forfeited. In addition to the above MCL will not be responsible to pay the bills for
any completed / partially completed work.

Duly signed by the Authorised Signatory of the Agency

**(Name, Designation and Address of the Authorised
Signatory)**

ANNEXURE-IV: FINANCIAL PROPOSAL

To,

General Manager (HR-PR)

Department of Corporate Communication & Public Relations,
Mahanadi Coalfields Limited, Jagruti Vihar, Burla, Sambalpur,
Odisha – 768020

Sub: Design & publication (Including Content Development, Editing, Photo-Editing, Developing Info graphics and Proof- Reading) and printing of Coffee Table Book for Mahanadi Coalfields Limited.

We, the undersigned, offer for design & publication (Including Content Development, Editing, Photo-Editing, Developing Info graphics and Proof-Reading) and printing of Coffee Table Book for Mahanadi Coalfields Limited in accordance with your Request for Proposal dated _____.

Our Financial Proposal is as per details mentioned below:

Financial Bid Amount (in INR) for 1000 (One Thousand) Coffee Table Book [will be used for financial evaluation]	
In Figures	In words
GST % applicable	
Total Amount Including GST	

Note:

- I. The quoted amount shall include all expenses, whatsoever, such as all out of pocket expenses etc. to be incurred by the Agency to complete the assignment.
- II. The cost included in the financial quote shall be treated as final and no additional payment will be made.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid in accordance with the proposal validity mentioned in the subject RFP from the last date of submission of proposal.

The Financial Proposal is without any condition.

Yours faithfully,

For and on behalf of *(Name of Agency)*

**Duly signed by the Authorised Signatory of the Agency
(Name, Title and Address of the Authorised Signatory)**