



# **Request for Proposals For Formation of HR Policies for PFI**

**Dated: August 12, 2025**

**Office address: B-28, Qutab Institutional Area, New Delhi 110016**

**Tel: 011-69650047, 011-69650000**

**Website: [www.powerfoundation.org.in](http://www.powerfoundation.org.in) Email: [info@powerfoundation.org.in](mailto:info@powerfoundation.org.in)**

(Single Stage Two-Envelope Bidding Process)

**Request for Proposal for  
Formation of HR Policies for PFI**

<b>Date of Release of Tender</b>	<b>12/08/2025</b>
<b>Date &amp; Time of Pre-bid Meeting</b>	<b>To be informed to interested agency.</b>
<b>Last Date &amp; Time for Submission of Bid</b>	<b>29/08/2025 upto 03:00 Pm</b>
<b>Date &amp; Time of Opening of Bid</b>	<b>01/09/2025 at 11:00 am</b>
<b>Earnest Money Deposit (EMD)</b>	<b>Rs. 48,000/-</b>
<b>Cost of Bid Document</b>	<b>Nil</b>

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**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**Formation of HR Policies for PFI**

**Power Foundation of India (PFI)**

**New Delhi -110016**

This document is the property of Power Foundation of India (PFI).

It may not be copied, distributed or recorded on any medium, electronic or otherwise, without PFI's written permission.

THIS RFP DOCUMENT IS NOT TRANSFERABLE

Bidder(s) are advised to read the RFP in its entirety. Submission of a Bid against this RFP shall be deemed to have been made after careful study and examination of the RFP document with full understanding of its implications.

The response to this RFP should be full and complete in all respects. Incomplete or partial Bids shall be liable for rejection. The Bidder must quote for all the items asked for in this RFP.

The Bidder shall bear all costs associated with the preparation and submission of the Bid, including the cost of presentation and demonstration for the purposes of clarification of the Bid, if so desired by PFI. PFI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

If the situation so warrants, PFI reserves the right to make amendments in the formal agreement at the time of execution.

Qualitative assessments for evaluation, made by PFI, shall be at its sole discretion.

## **DISCLAIMER**

This Request for Proposal ("RFP") is issued by Power Foundation of India ("PFI").

The information contained in this RFP or subsequently provided whether verbally or in documentary or any other form by or on behalf of PFI or any of its employees or advisers, is provided to Bidder(s) on the terms and conditions set out in this RFP and all other terms and conditions subject to which such information is provided.

This RFP is not a contract and is neither an offer nor an invitation by PFI to the prospective Bidder(s) or any other person. Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified.

The RFP is made after detailed consultation and deemed to be a fair representation of the overall scope of work.

## NOTICE INVITING BIDS

PFI invites eligible Bidder(s) to submit their offer for the RFP titled **Formation of HR Policies for PFI**, for the scope of work contained in this RFP document.

Interested Bidder(s) may submit their offer, in physical form, as per the terms and conditions of this tender within the date specified date.

Sr. No.	Particulars	Details
1	Tender Number	PFI/HR/2025/01
2	Tender Type	Open
3	Bidding System	Single Stage Two-Envelope Bidding Process (Technical & Financial Bids separately)
4	Bid Currency	INR (₹)
5	Consortium Bidding	Not allowed
6	Mode of Bid Submission	Physical submission. Sealed envelope containing therein three (3) sealed envelopes superscribed/ marked as: 1) EMD 2) Technical Bid 3) Financial Bid Bids to be dropped in the Tender Box kept at Reception Area in the registered office of Power Foundation of India at:  First Floor, B-28, Qutab Institutional Area, New Delhi 110 016
7	Scope of Work	As mentioned in RFP document
8	Job type	Service contract
9	Pre-bid meeting	To be informed to interested agency
10	Last date & time of Bid submission	29/08/2025 3:00 PM
11	Date & time of Technical Bid opening	01/09/2025 11:00 AM
12	Date & time of Financial Bid opening	08/09/2025 11: 00 AM
13	Earnest Money Deposit (EMD)	Bidders must submit EMD, failing which the Bid is liable to be rejected.

Sr. No.	Particulars	Details
		<p>Earnest Money Deposit shall be submitted in the form of a crossed Demand Draft drawn on any scheduled/Nationalized commercial bank payable at Delhi in favor of "Power Foundation of India" for a sum of Rs. 48,000/- (Rupees forty-eight thousand only).</p> <p>EMD should be valid for a period of 180 days from the date of opening of the Technical Bid.</p> <p>EMD will be forfeited if a bidder withdraws its proposal.</p> <p>No interest shall be paid by PFI on the EMD furnished by Bidders.</p> <p>EMD of the unsuccessful Bidders will be refunded within seven (7) working days of the issue of the LOA to the successful bidder.</p>
14	Performance Bank Guarantee	<p>The EMD of the successful bidder can be converted to a Performance Bank Guarantee for due performance of the contract if the bidder so desires.</p> <p>The Performance Bank Guarantee shall be limited to a maximum of 10% of the contract value.</p>
15	Bid Validity	Bids should be valid for a period of 180 days from the date of opening of the Technical Bid.
16	Contact point	<p>Sudhir Kumar Thakur Addl. GM- HR &amp; Administration Power Foundation of India First Floor, B-28 Qutab Institutional Area, New Delhi 110 016 Tel: +91 11 6965 0000 Email: <a href="mailto:sudhir.thakur@powerfoundation.org.in">sudhir.thakur@powerfoundation.org.in</a></p>
17	Bank Account details	<p>Power Foundation of India IndusInd Bank Ltd A/c No. 100131492146 IFSC INDB00000005</p>

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## REQUEST FOR PROPOSAL (RFP)

### Formation of HR Policies for Power Foundation of India

#### 1. Introduction

Power Foundation of India (PFI) is a Society registered under the Societies Registration Act, 1860 of the Government of NCT, Delhi. The Society has been formed under the aegis of the Ministry of Power, Government of India, and promoted by Central Public Sector Companies. PFI has been set up for the welfare and development of the power sector and to act as the foremost power sector research and advocacy body, engaging in evidence-based policy research, data analytics and outreach programs with a focus on the dissemination of information to all. The activities of PFI are without any motive to earn profit and carry out business activities. PFI has been registered u/s 12AB of the Income Tax Act, 1961, and its income is exempt from income tax.

Power Foundation of India (PFI), invites sealed proposals from qualified consulting firms for Formation of HR Policies for PFI, including HR Policy Formulation, Organizational Structuring, Role Mapping, Compensation Benchmarking, and Pay Range Design.

#### 2. Scope of Work

The consultant shall deliver the following:

- **Organizational Diagnostic:** Development of an HR Handbook and formulation of HR policies tailored to the size and character of the Society. Review existing structure and policies.
- **Organizational Structure Design:** Future-ready structure aligned with growth vision.
- **Role Mapping and Grade Structure:** Design of pay structure, grade levels, and role mapping, Define roles, responsibilities, and career paths.
- **Compensation Benchmarking:** Industry-aligned salary structure across levels Design of compensation structure, annual increments, and performance-related pay (PRP)
- **HR Policy Design:** Covering entire employee lifecycle – from recruitment to separation. Establishment of frameworks for recruitment, separation, and performance appraisal
- **Employee Handbook:** Final HR Manual for implementation.

### 3. Instructions to Bidders

#### 3.1 Two-Bid System

- **Part I: Technical Bid** (no pricing information)
- **Part II: Financial Bid**

Both parts must be submitted in separate sealed envelopes marked clearly as "Technical Bid" and "Financial Bid".

#### 4. Bid Submission Details

Item	Date/Details
RFP Release Date	12/08/2025
Last Date for Queries	19/08/2025
Bid Submission Deadline	29/08/2025 upto 03:00 PM
Bid Opening Date	01/09/2025 at 11:00 AM
Submission Address	Addl. GM- HR & Administration Power Foundation of India First Floor, B-28 Qutab Institutional Area, New Delhi 110 016 Tel: +91 11 6965 0000
Contact Email	sudhir.thakur@powerfoundation.org.in

The proposal prepared by the Consultancy Agency shall comprise the following components:

- Form 1: Letter Pro-forma
- Form 2: Declaration Letter
- Annexure I – Technical Bid Format
- Annexure II – Financial Bid Format (in a separate sealed envelope)
- Earnest Money Deposit (EMD) OF Rs. 48,000 (Forty-eight thousand Rupees Only)
- Notarized Power of Attorney executed by the Agency in favor of the Principal Officer or the duly Authorized Representative certifying him/her as an authorized signatory for the purpose of this RFP.

## 5. Eligibility Criteria

Firms must meet the following:

- Minimum **5 years** experience in HR consulting
- Experience with at least **3 government or PSU clients**
- Demonstrated expertise in **organizational design, HR policy formulation, and compensation benchmarking**
- Annual turnover of **Rs. 5 crore or above** in the last three financial years
- At least **10 qualified HR consultants** on payroll

## 6. Evaluation Process

### 6.1 Opening of Bids

#### Technical Bid

- Technical bids submitted within the deadline will be opened in the presence of bidder representatives, as per the schedule notified by PFI. Any changes will be communicated via email.
- Only technically qualified bidders will have their financial bids opened on a later date, which will also be communicated.

### 6.2 Shortlisting of Bidders

- Offers will be scrutinized for completeness and compliance with all requirements.
- Clarifications may be sought during the evaluation process, and bidders must respond within the stipulated timeframe.
- No modifications, substitutions, or withdrawals are allowed post-submission.

### 6.3 Commercial Bid Evaluation

- The L1 bidder (lowest financial quote) will be identified for financial evaluation.

### 6.4 Technical Evaluation (50 Marks)

Criteria	Marks
Firm's Experience in Similar Projects	15
Proposed Approach and Methodology	15
Key Personnel Qualification and Experience	10
Project Plan and Timelines	10

### 6.5 Financial Evaluation (50 Marks)

- L1 shall be awarded 50 marks.
- Other bids: Marks = (L1 Price / Bidder Price) × 50

### 6.6 Final Evaluation

- Combined score (Technical + Financial) out of 100.
- Highest scorer will be selected.

### 7. Earnest Money Deposit (EMD)

- **EMD Amount:** Rs. 48,000/- (Forty Eight Thousand Only)
- To be submitted as a Demand Draft/Bank Guarantee in favor of "Power Foundation of India"
- Valid for 90 days from date of opening

### 8. Deliverables & Timelines

Deliverable	Timeline
Inception Report	T+2 Weeks
Org Diagnostic	T+3 Weeks
Role & Structure Finalization	T+4 Weeks
Draft HR Policies	T+5 Weeks
Final HR Manual	T+6 Weeks

<b>Deliverable</b>	<b>Timeline</b>
Compensation Benchmarking & Pay Range	T+8 Weeks

\*T- Issue Date of letter of award

## **9. Payment Terms**

- 20% on submission of Inception Report
- 30% on Role Mapping and Structure Design
- 30% on submission of Draft Policies
- 20% on Final Report and Employee Handbook

## **10. General Terms and Conditions**

- Taxes extra as applicable.
- PFI reserves the right to reject any or all bids without assigning any reason.

### **10.1 Period of validity of bids**

- The process of bid evaluation, approval and subsequent activities may be assumed to take a reasonable amount of time. Therefore, the bids shall remain valid for 30 Days from the due date of opening of bids (from Due Date) as prescribed by the PFI for acceptance. A bid valid for a shorter period shall be rejected by the PFI as non-responsive.

### **10.2 Modifications and withdrawal of bids**

- No bid can be modified by the bidder, subsequent to the closing date and time for submission of bids.

### **10.3 Clarification of bids**

- A bidder requiring any clarification on this document may notify the PFI in writing by e-mail at the email address provided in the "RFP Summary Sheet".
- No requests for clarification will be accepted by telephone. PFI shall respond over email any request for clarification of the RFP document that it receives until the date mentioned in RFP Summary Sheet. Any questions submitted post the clarification submission date shall not be considered by the PFI. In no event will the PFI be responsible for ensuring that bidder's inquiries have been received by the PFI.

### **10.4 Confidentiality**

- The information given in this document is confidential and is for use by the bidder to whom it has been issued. Each party, i.e. the PFI and the bidder, shall treat the other party's information as confidential and will take necessary steps to prevent the disclosure of the other's confidential information to third parties. Both the parties will keep the contents of order/ Agreement confidential, including the price information.

## **10.5 Cost and Currency**

- The offer must be made in Indian Rupees only.
- The total price quoted should be inclusive of applicable duties, levies and charges, GST etc. All costs should be given in Figures and Words. No cost variation will be permitted other than statutory dues (Upward revision of service taxes / GST will be borne by the PFI and benefit of downward revision of taxes shall be passed by the bidder to the PFI).
- The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the PFI or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the PFI shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred
- by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

## **10.6 Compliance to Terms and Conditions**

- It is essential that all the bidders should agree to all the mentioned terms and conditions, and they should submit one statement to that effect on the letterhead of the bidder along with the technical bid; otherwise, the offer shall be rejected.

## **10.7 Applicable law and jurisdiction of court**

- This RFP shall be governed in accordance with the Laws of India for the time being in force and will be subject to the exclusive jurisdiction of Courts at Delhi (with the exclusion of all other Courts).

## **11. Additional Terms and Conditions**

### **11.1 General**

- Following additional terms and conditions shall apply to the evaluation process:
  - (a) **Bidder warranties** - By submitting a Response, Bidder represents and warrants to the PFI that, as at the date of submission:
    - i. the Bidder has fully disclosed to the PFI in its Responses all information which could reasonably be regarded as affecting in any way evaluation of the Response.
    - ii. all information contained in the Bidder's Response is true, accurate and complete and not misleading in any way.

iii. the Bidder has not and will not seek to influence any decisions of POWER FOUNDATION OF INDIA during the evaluation process or engage in any uncompetitive behavior or other practice which may deny legitimate business opportunities to other Bidders.

(b) **Confidentiality** - Bidder must keep confidential any information received from or about Power Foundation of India as a result of or in connection with the submission of the Response. All information contained in the Response, or in subsequent communications shall be deemed confidential and may be used only in connection with the preparation of Bidder's Response.

(c) This RFP is not an offer to contract, nor should it be construed as such; it is a definition of specific requirements and an invitation to recipients to submit a responsive proposal addressing such requirements. Power Foundation of India reserves the right to make no selection and enter into no agreement as a result of this RFP.

(d) Financial documents- Power Foundation of India may request additional financial/business information from the Bidder at its discretion.

(e) Selection criteria- The selection criteria, inquiries, questions or information put forth in the Response are meant to be provided on the aforesaid and established through the details submitted by the bidder in the Technical Bid. Financial bids of those companies which do not meet the evaluation standard, will not be opened and processed further.

(f) Termination/or suspension of evaluation process- PFI reserves the right to suspend or terminate the Bidder evaluation process (in whole or in part) at any time in its absolute discretion and without liability to the Bidder or any third party. Bidders will be notified if any suspension or termination occurs, but Power Foundation of India is not obliged to provide any reasons.

(g) Other Rights - Without limiting its rights under any other clause of this evaluation process or at law, and without liability to the Bidder or any third party, Power Foundation of India may at any stage of the evaluation process:

- i. Require additional information from a Bidder.
- ii. Change the structure and timing of the evaluation process.
- iii. Terminate further participation in the evaluation process by a Bidder.
- iv. Negotiate with L1 bidder Bidder.
- v. Terminate negotiations being conducted with a Bidder.
- vi. Vary or extend the timetable and evaluation process.

(h) Responsibility for Costs - Bidder is responsible for all costs, expenses or liabilities incurred by them or on their behalf in relation to the evaluation process (including in relation to providing Power Foundation of India with the response, the revised response or any additional information).

(i) Non-Reliance by Bidder - Bidder, by submitting a Response, acknowledges that:

- i. it does not rely on any information, representation or warranty, whether oral or in writing or arising from other conduct, other than that specified in this RFP or otherwise provided by Power Foundation of India in writing.

ii. it has made its own inquiries as to regarding the risks, contingencies and other circumstances that may have an effect on the Bidder's Response as well as the accuracy, currency or completeness of such information; and

iii. Information provided in its Responses are based on historical trends does not constitute a representation that such trends will continue into the future or occur again, and nothing contained in its Response can be relied upon as a commitment, guarantee or representation regarding future events or performance.

(j) Power Foundation of India's right to vary- Power Foundation of India reserves the right to vary any aspect of this evaluation process, RFP without liability to Bidder. Where Power Foundation of India varies any aspect of this evaluation process, or the agreement Power Foundation of India shall notify the Bidder of that variation.

(k) Precedence of Documents - If there is any inconsistency between the terms of this RFP and any of its appendices, schedules or attachments then, unless the contrary is explicitly stated in this RFP, the terms of the RFP will prevail to the extent of any inconsistency.

(l) Governing Laws & Dispute Resolution-The RFP and selection process shall be governed by and construed in accordance with the laws of India.

## **11.2 Bid Cancellation**

The PFI reserves its right to cancel the bid (fully or partially) in the event of work not done per the mutually agreed terms & conditions.

## **11.3 Blacklisting:**

If the bidder fails to perform the obligations as per this RFP and the agreed terms of this RFP or withdraws his/her bid or his/her performance is found to be unsatisfactory by the PFI (Power Foundation of India), the PFI may at its sole discretion blacklist the bidder from participating in any offer by the PFI calling Bids, for a period of 5 years.

## **11.4 Precedence of Documents**

If there is any inconsistency between the terms of this RFP and any of its appendices, schedules or attachments then, unless the contrary is explicitly stated in this RFP, the terms of the RFP will prevail to the extent of any inconsistency.

## **11.5 Resolution of disputes and arbitration**

The PFI and the bidders shall make every effort to resolve any disagreement or dispute amicably, arising in connection with the contract, by direct and informal negotiation between the designated officer of the PFI and designated representative of the bidder. If designated officer of the PFI and representative of bidders are unable to resolve the dispute within a reasonable period as deemed fit by the PFI, they shall immediately escalate the dispute to the senior authorized personnel designated by the PFI and bidders respectively. If the parties fail to resolve the dispute within 7 (seven) days after the commencement of such negotiations, the PFI can:



- a) All disputes or differences arising out of or in connection with the present contract including the one connected with the validity of the present contract or any part thereof, should be settled by bilateral discussions.
- b) Refer the dispute for arbitration, whereby one Arbitrator each shall be appointed by each party and the third Arbitrator (Umpire) shall be appointed by mutual consent of both arbitrators. This third Arbitrator shall preside over the Arbitration proceedings.
- c) Within thirty (30) days of the receipt of the said notice, the arbitrators shall be appointed in writing.
- d) The Arbitrators shall have its seat in New Delhi or such other place in India as may be mutually agreed to between the parties.
- e) The arbitration proceedings shall be conducted under the Indian Arbitration and Conciliation Act, 1996 and the award of such Arbitration Tribunal shall be enforceable in Indian Courts only.
- f) Each party shall bear its own cost of preparing and presenting its case. The cost of arbitration including the fees and expenses shall be shared equally by the parties, unless otherwise awarded by the arbitrator.
- g) The parties shall continue to perform their respective obligations under this contract during the pendency of the arbitration proceedings except in so far as such obligations are the subject matter of the said arbitration proceedings.

### Form 1: Letter Pro-forma

To  
Addl. GM- HR  
Power Foundation of India  
B-28, Qutab Institutional Area,  
New Delhi-110016

**Sub:** Consultancy Service for Formation of HR Policies for PFI

Sir/Madam,

The undersigned agency, having read and examined in detail all the RfP documents in respect of appointment of a Consultancy Agency for PFI, do hereby express their interest to provide Consultancy Services as specified in the scope of work.

Our correspondence details are :

1	Name of the Consulting Agency/ firm	
2	Address of the Consulting Agency/ firm	
3	Name of the contact person to whom all references shall be made regarding this RfP	
4	Designation of the person to whom all references shall be made regarding this RfP	
5	Address of the person to whom all references shall be made regarding this tender	
6	Telephone (with STD code)	
7	E-Mail of the contact person	
8	Fax No (with STD code)	

We have enclosed the following:

- Form 1: Letter Pro-forma
- Form 2: Declaration Letter
- Annexure I - Technical Bid Format
- Annexure II - Financial Bid Format (in a separate sealed envelope)
- Earnest Money Deposit (EMD) OF Rs. 48,000 (Forty eight thousand Rupees Only)
- Notarized Power of Attorney executed by the Agency in favor of the Principal Officer or the duly Authorized Representative certifying him/her as an authorized signatory for the purpose of this RFP.

We hereby declare that our RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking You

Yours Faithfully

(Authorized Signature of the Agency)

Name:

Designation

Seal:

Date:

Place:

Business Address:

Witness		Consultancy Agency	
Signature		Signature	
Name		Name	
Address		Designation	
		Company	
Date		Date	

**Form 2: Declaration Form**

**Declaration Letter on official letterhead stating the following:**

We are not involved in any major litigation that may have an impact of affecting or compromise the delivery of services as required under this contract.

We are not black-listed by any Central / State Government / Public Sector Undertaking in India

Witness:		Consultancy Agency:	
Signature		Signature	
Name		Name	
Address		Designation	
		Company	
Date		Date	

## Annexure I – Technical Bid Format

(To be printed on bidder's letterhead and submitted in a sealed envelope marked "Technical Bid")

### 1. Bidder Information

Detail	Response
Name of the Firm	
Address	
Year of Establishment	
Contact Person (Name, Designation)	
Email & Phone	
Legal Status (Company/LLP/Others)	
GST Registration No.	
PAN	

### 2. Eligibility Criteria Compliance

Criteria	Supporting Documents Submitted (Yes/No)	Document Reference
Minimum 5 years of HR consulting experience		
Experience with 3 PSU/Govt clients		
Annual turnover ₹5 crore in each of last 3 years		
Minimum 10 qualified HR professionals		

### 3. Relevant Project Experience (Last 5 Years)

Client Name	Project Scope	Duration	Value (₹)	Completion Status

Client Name	Project Scope	Duration	Value (₹)	Completion Status

**4. Proposed Approach and Methodology**

(Attach a detailed narrative covering: understanding of scope, approach, tools/methodologies used, innovation, benchmarking practices, etc.)

5. Key Personnel

Name	Designation	Qualification	Years of Experience	Role in Project

6. Project Plan & Timeline

(Attach a Gantt chart or tabular schedule showing deliverables dates for a 8-week implementation period.)

7. Declaration

We hereby declare that the information furnished above is true and correct to the best of our knowledge and belief. We understand that any misrepresentation may lead to disqualification.

Authorized Signatory  
(Name, Designation, Seal)  
Date: \_\_\_\_\_

## Annexure II – Financial Bid Format

(To be printed on bidder's letterhead and submitted in a sealed envelope marked "Financial Bid")

### 1. Bidder Information

Detail	Response
Name of the Firm	
Address	
Contact Person	
Email & Phone	

### 2. Financial Quote

Component	Fee (INR)
Inception Report, Employee Handbook Design	₹ _____
Role Mapping & Grade Structure Design, Pay Range Design and Compensation Benchmarking	₹ _____
Draft Policies	₹ _____
Final Report and Employee Handbook	₹ _____
<b>Total Professional Fee (exclusive of taxes)</b>	₹ _____
GST (as applicable)	₹ _____
<b>Grand Total (INR)</b>	₹ _____

### 3. Declaration

We hereby confirm that the financial proposal is inclusive of all consultant remuneration and overheads, and valid for 180 days from the date of submission. The rates quoted are firm and shall not vary for the duration of the engagement.

#### Authorized Signatory

(Name, Designation, Seal)

Date: \_\_\_\_\_