

**Financial Bid**

**PART-I**

**(This information will be kept Confidential and will not be divulged to other Parties unless specifically required under RTI Act or under the Order of the Court)**

**Standard Cost Sheet for outsourcing of Visa Services in Embassy of India Tehran including other centers in Iran**

**Centre-I**

**(Please provide details for every centre separately)**

Note: i) All items under part I, II and III are to be filled correctly without any omissions. Any vague details may lead to rejection of the bid.

Note: ii) This Financial Bid should be enclosed and sealed in a separate envelope superscribed 'Financial Bid'.

Note: iii) Mission has the right to disqualify the bidders in the Financial Bid stage if the costing details are not commercially viable and found to be unsustainable, treating the Bid as unresponsive.

Note: iv) Assumptions regarding volume/demand for services should be in line with those indicated by the Mission(s)/Posts concerned in the RFP. Bids with wrong assumptions of demand, which will have a bearing on revenue estimates, will be treated as non-responsive and rejected.

**PART-I**

**Section - A**

**Location of IVAC:**

S No.	Parameter	Total anticipated cost (in local currency)				Remarks by Mission (official use only)
		A	B	C	D	
		Monthly Expenditure	Annual Expenditure	One time Expenditure	Total Expenditure for the entire contract period of 4 years (4D+E)	

1	Cost of renting the premises Including expenditure on utilities such as electricity, water etc.					
2	Number of counters, cubicles and office rooms to be installed with price:  counters cubicles office rooms					
3	Cost for above					
4	Number of Server/computers with accessories to be installed. (pl specify price) 1. Counters 2. Office 3. Public					
5	Cost for above					
6	Description of furniture (chairs/ tables etc) to be put in the Centre. (pl specify with quantity and price) Office: Public:					
7	Cost for above					
8	No. of					

	hardware items for biometric enrolment , storage and transfer with quantity and price: Server computers, hardware.					
9	Cost of above					
10	List of equipment for CCTV with quantity and price:  cameras, Computer hard disc					
11	Cost for above					
12	Facilities at IVAC. (PI specify items with quantity and price) TV Drinking water, vending machines for hot/soft drinks photo booth photocopier Wash rooms etc.					
13	Cost for above					
14	Installation of Ticket vending machine					

	electronic display of the applications in progress (pl specify separately with quantity and price)					
15	Cost of above					
16	Number of phone lines and internet connections (PI specify items with quantity and price)					
17	Cost for above					
18	Description of contingency plan in case of interruptions					
19	Cost for above					
20	Description and number of equipment to be installed for computerization of operations related to data capture and scanning of applications , photographs and enclosures including digitization					

	and indexation for efficient and fast search and retrieval operations (PI specify items with quantity and price)					
21	Cost for above					
22	Cost of operation of website in coordination with Mission giving information on the services being rendered.					
23	Number of staff in different areas of operation indicating the position and responsibilities of executives/staff deployed. Organizational chart indicating the position and responsibilities of executives/staff deployed a. Executive/Supervisor					

	b. Staff c. Security d. Others (pl indicate number in each category and emoluments )					
24	Cost for above					
25	Additional services to be provided in the centre/to the applicants to increase efficiency and customer satisfaction.					
26	Cost for above					
27	Mechanism for monitoring the quality of services and performance checks including its frequency and remedial measures					
28	Cost for above					
29	Transportation of documents between IVACs and Embassy. Details of vehicles and staff to					

	<p>be engaged and safety measures to be taken.  (pl indicate number of vehicles/drivers/security staff with expenditure/emoluments</p>					
30	Cost for above					
31	<p>Expenditure on establishing a Call Centre. Only normal call charges should apply and waiting period should not exceed five minutes. Call Centre should have continuously updated information.  <b>Note: Employees should know besides English, the local language of the country</b></p>					
32	Expenditure on training staff					
33	Administrative Expenditure for obtaining					

	bank guarantees					
34	Any other Item of Expenditure (to be specified clearly)					
	<b>Total Cost</b>					



**Section- B**

**Summary of the Costing Statements**

S.No.	Details of Centres	Anticipated Expenditure for the contract period
	<b>Iran</b>	
1	Tehran	
2	Esfahan	
3	Mashhad	
4	Shiraz	
5	Tabriz	
	<b>Total Expenditure for Iran</b>	

**PART-II-Section-A**

**Proforma for Service Fee**

Name of the Bidding Company:

**Financial Bid for outsourcing of Visa Services**

S.No.	Description	Amount in US \$
<b>Visa Services</b>		
1	<b>Basic Service</b>	
2	<b>Enrollment of ten finger biometric</b>	
3	<b>Enrollment of facial biometric</b>	
	<b>Total Service Fee (1+2+3)</b>	

**Note: No part of Service Fee should be quoted as zero**

**Determination of L1 will be as per details provided in Section VI (Paragraph 11A).**

**PART-II-B**

**Proforma for Value Added Services**

**List of Approved Value Added Services(VAS)**

S.No.	Description*	Maximum price fixed in the RFP	Price (in US \$) offered by Service Provider
1	Photocopying (per page)	IRR 2000	
2	Photographs (pl indicate number)	IRR 350000	
3	Printing (per page)	IRR 2000	
4	Courier service (within Tehran)	IRR 200000	
5	Courier service(outside Tehran)	IRR 300000	
6	Computer with Internet facilities (pl indicate minutes)	IRR 50000 per hour Minimum IRR 15000	
7	Form filling (equivalent to fee offered or the service fee whichever is lower)	IRR 200000	
8	eTV form filling (equivalent to the fee offered or service fee whichever is lower)	N/A	
9	Any other services as determined by Mission	N/A	
	Total		

- \* Mission can modify the list as per requirement at the RFP stage. However, SMS services need not be included under VAS as provisions have been made for the same under Service Fee.

Signature  
Name & Designation  
(Service Provider)

**Part III**

**Justification for Service Fee quoted**

(a) Total anticipated expenditure for all the Centres:

(b) Profit margin (percentage) & Profit amount:

(c) Sum of (a) + (b):

(d) Local taxes payable:

**(Income Tax/Corporate Tax and other taxes as applicable. Please indicate the formula and working sheet showing the amounts of tax arrived at. Tax amounts which have already been included in Section- A should not be included again)**

(e) Sum of (c) + (d):

(f) Total Anticipated revenue:

(No of total anticipated Visa applications x Service Fee. Please indicate the number of applications and Service Fee quoted now)

(g) Viability -Difference between (f) and (e). **= zero**

\* The number of applications must be on the basis of information provided in the RFP for the last 12 months.

Note1: The expenditure quoted on Section-A under each category must be based on local market prices and tax structures. The salaries quoted must be on the basis of cost to company and in consonance with the local wage and tax regulations. The bidding company should provide relevant details of local wage regulations to indicate the correctness of the salaries offered.

Note 2: The bidding company should indicate the calculation for arriving at the amount of tax payable by indicating the amount of profit provided for and quoting the local tax rates/slabs for the same. The bidding company should indicate details of taxes payable to the local Government/Agencies such as Sales Tax/Income Tax etc)

Note3: Mission has the right to disqualify the bid as unresponsive in the financial bid stage if the expenditure or revenue quoted is unreasonable/unsustainable. Accordingly L1 will be decided on the basis of the remaining qualified bids in the financial bid stage.

Signature

Date

Designation with seal of the bidding Company  
(to be signed by CEO or equivalent Authority)

