

REQUEST FOR PROPOSAL

RFP Title	Onboarding a consulting agency to Conduct a Baseline Study for “Project Dhenu Dhara – Foraging pathways to improving livestock health and dairy incomes in Bihar, India
Reference No	AKFINDIA/2026/SERVICE/12
Bid Validity	60 Days
Date of Publishing	Tuesday, 15 th September 2026
Deadline for request for clarification	Thursday, 24 th September 2026
Date of Written Response to bidders’ queries	Friday, 25 th September 2026
Deadline for Submission	Monday, 28 th September 2026
Email ID for Submission	akfindia.helpdesk@akdn.org

1. Instructions

All proposals must be in writing, in the English language, and signed and dated by an authorized person of the bidder. Bidders must use the forms provided in Annexures of this RFP.

2. Validity

The proposal validity period should be at **(60) days** following the bid deadline. This should be clearly mentioned in both the technical and financial proposal.

3. Costs of preparing bid

No costs incurred by the bidder in preparing and submitting the bid shall be reimbursable. All such costs shall be borne by the bidder. If proposed experts were interviewed or called for presentation, all costs shall be borne by the bidder.

4. Ownership of bid

The Aga Khan Foundation retains ownership of all bids received under this bid procedure. Consequently, bidders have no right to have their bid returned to them.

5. Alteration or withdrawal of bids

Bidders may alter or withdraw their bids by written notification prior to the stated deadline for submission of bids. No bids may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the bid procedure.

6. Opening of bid

The bid will be opened by the Aga Khan Foundation within **15 days** from the deadline for the submission of the bid.

Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of bids, to obtain information on how the procedure is progressing or to influence the contracting authority in its decision concerning the award of the contract will result in immediate rejection of its bid.

7. Submission of bids

The bid has to be submitted in the prescribed format on or before **Monday, 28th September 2026 by 5 p.m.** Indian Standard Time to akfindia.helpdesk@akdn.org

- a. **Technical and financial proposals should be submitted simultaneously, but in separate emails**, with the RFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, AKF will assume no responsibility for the misplacement or premature opening of the proposals submitted.
- b. Both email text bodies should indicate the name and address of the bidder and the description of the proposal (technical or financial). The technical email should not contain any pricing information, nor should the financial email contain any component of the technical proposal.
- c. Technical proposals should be submitted in one (1) email accompanied by the forms prescribed in this RFP, clearly marked as “technical proposal”- in the email subject line and corresponding attachment should read: (RFP Reference No.) – (name of bidder) – TECHNICAL PROPOSAL
- d. The technical proposal should not contain any details of the financial proposal / budget. **Any financial information contained in the technical proposal will invalidate the proposal.**
- e. Financial proposals should be submitted in one (1) email with the email subject line as ‘FINANCIAL PROPOSAL’ and corresponding email attachment should read: (RFP Reference No.) – (name of bidder) – FINANCIAL PROPOSAL.
- f. **The Financial Proposal should contain the budget in a password protected file (excel and/or pdf), which can be opened only with the password. The bidder should not mention any financial amounts in the email text body, or the password.** Passwords should be made available only at a later date, when requested for by AKF.
- g. Proposals should be received by the date, time and means of submission stipulated in this RFP. Bidders are responsible for ensuring that AKF receives their proposal by the due date and time. Proposals received by AKF after the due date and time may be rejected. When receiving proposals by email (as is required for the RFP), the receipt time stamp shall be the date and time when the submission has been received in the dedicated AKF inbox. AKF shall not be responsible for any delays caused by network problems, etc. It is the sole responsibility of bidders to ensure that their proposal is received by AKF in the dedicated inbox on or before the prescribed RFP deadline.
- h. **Proposals following a Consortium Model for undertaking the given assignment are encouraged to apply.**

8. Request for Clarification

All questions regarding the preparation of proposals must be submitted in writing (by e-mail) to akfindia.helpdesk@akdn.org by **Thursday, 24th September 2026**. Responses will be provided to all interested organizations by **Friday, 25th September 2026**, through email. Aga Khan Foundation is under no obligation to consider or respond to questions that are not received in a timely manner.

9. Content of bids

Each bid must comprise a technical offer and a financial offer, each of which must be submitted separately.

Technical Offer

The Technical offer must include the following documents:

- a) Bid form (Annexure I).
- b) Technical proposal, as per the guidelines detailed under Annexure II.

Financial Offer

The financial offer should be presented as per the template (Annexure III) provided and if necessary, completed with a separate sheet for details.

10. Evaluation of bids

The criteria presented below have been tailored to the requirements of this RFP. Bidders should note that these criteria serve to:

- (a) Identify the significant matters that bidders must address in their proposals and
- (b) Set the standard against which all bidders will be evaluated.

All proposals will be evaluated by the review committee based on the extent to which proposals meet the selection criteria outlined below, to the extent that they are deemed necessary, negotiations may be conducted with highest rated bidders. Evaluation percentage scores are also provided against each of the selection criteria. The number of points assigned indicates the relative importance of each factor.

In evaluating proposals, the Aga Khan Foundation will follow a Quality and Cost Based Selection, using a three-stage value selection procedure.

The most economically advantageous bid is established by weighing technical quality against price on an 80/20 basis.

Stage I - Technical Evaluation

Each technical proposal shall be evaluated on:

S. N.	TECHNICAL ASSESSMENT	WEIGHTAGE
1	Organization profile and profile of the team (Subject expert) to be staffed on this project	20
2	Demonstrated experience of undertaking research specifically in livestock nutrition, productivity, Animal health outcomes, gender dynamics, and Pashu Sakhi service delivery	30
3.	Demonstrated experience of conducting studies in Bihar	10

4.	Technical Approach and Methodology (methodology, data collection methods, sampling strategies and data analysis techniques).	30
5	Timeline and risk mitigation assessment for the evaluation	10
	Total - Technical Assessment	100

Stage II - Financial Evaluation

Upon completion of the technical evaluation, the financial offers of those bids that were not eliminated during the technical evaluation will be considered.

Stage III - Shortlisting

Based on total scores at the end of Stage Two, the Aga Khan Foundation may shortlist up to three bidders for an in-person presentation as the third stage of the evaluation. The presentation shall discuss and/ or clarify shortlisted bidders' technical and cost proposals. Aga Khan Foundation expects that at a minimum the named bidder's Project Leader shall be in attendance. Once the presentations are completed, the Aga Khan Foundation shall re-score the proposals of the shortlisted agencies and select the firm with the highest total score.

11. Signature of the contract

- The successful bidder will be informed in writing that its bid has been accepted (notification of award). Before the contracting authority signs the contract with the successful bidder, the successful bidder may be required to provide the documentary proof or statement required under the law of the country in which the company (or each of the companies in the case of a consortium) is established.
- If the successful bidder fails to provide, upon request by the contracting authority, the documentary proof or statement or the evidence of the financial and economic standing and the technical and professional capacity within 7 calendar days following the notification of the award or if the successful bidder is found to have provided false information, the award will be considered null and void. In such a case, the contracting authority may award the bid to the next lowest bidder or cancel the bid procedure.
- Within 7 days of receipt of the contract signed by the contracting authority, the selected bidder must sign and date the contract and return it to the contracting authority. On signing the contract, the successful bidder will become the contractor and the contract will enter into force.

12. Confidentiality

The entire evaluation procedure, from the drawing up of the shortlist to the signature of the contract, is confidential. The evaluation committee's decisions are collective, and its deliberations are held in closed session. The members of the evaluation committee are bound to maintain secrecy. The evaluation reports and written records are for official use only and may be communicated to neither the bidders nor to any party other than the contracting authority.

13. Ethical clauses/corrupt practices

- Any attempt by a bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing bidders will lead to the rejection of its bid and may result in administrative penalties.
- The bidder must not be affected by any potential conflict of interest and shall have no link with other bidders or parties involved in the project.
- The evaluation committee reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the implementation of a contract and if the

contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, "corrupt practices" are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the contracting authority.

- Bidders will be rejected, or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified, or commissions paid to a company which has every appearance of being a front company.

- Failure to comply with one or more of the ethical clauses may result in the exclusion of the bidder or contractor from other commission contracts and in penalties.

14. Cancellation of the bid procedure

In the event of cancellation of the bid procedure, bidders will be notified of the cancellation by the contracting authority.

Cancellation may occur where:

- The bid procedure has been unsuccessful, i.e., no qualitatively or financially worthwhile bid has been received or there is no response at all;
- the economic or technical data of the project has been fundamentally altered.
- Exceptional circumstances or *force majeure* render normal performance of the contract impossible.
- All technically compliant bids exceed the financial resources available.
- There have been irregularities in the procedure, which have prevented fair competition.

In no event shall the contracting authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a bid even if the contracting authority has been advised of the possibility of damages. The publication of a procurement notice does not commit the contracting authority to implement the programme or project announced.

Annexure I - Bid Form

Bidder's DetailsKR

1.	Name of the Agency / Individual	
2.	Name and Designation of Authorized Signatory	
3.	Communication Address	
4.	Office Phone No, Mobile No:	
5.	E-Mail ID of key contact person	
6.	GST registration Number:	
7.	PAN Number	

Details of Bidder's representative

8.	Name of the Contact Person:	
9.	Designation:	
10.	Phone No:	
11.	E-Mail ID:	

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

DECLARATION

I, _____, Resident of _____, Proprietor / Director / Authorized Signatory of the Company / Firm, mentioned above, is competent to sign this declaration and execute this bid document.

I / We hereby certify that I / we have read the entire terms and conditions of the bid documents, including all documents like annexures etc., which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The rates quoted by me / us are valid and binding upon me for the entire period of contract and period of extension.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we are aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my / our bid at any stage besides liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I / we hereby unconditionally accept the bid conditions of above-mentioned bid document(s) in its totality. In case any provision of this bid is found violated, then your organization shall without prejudice to any other right or remedy be at liberty to reject this bid.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Annexure -II

Terms of Reference

Baseline Study for “Project Dhenu Dhara – Foraging pathways to improving livestock health and dairy incomes in Bihar, India.”

1. About the Organization

The Aga Khan Foundation (AKF) is a leading global development organization working to address the root cause of poverty. For more than 50 years, AKF has helped create strong community institutions that support sustainable, locally driven initiatives to improve the lives of millions of people. The Foundation primarily works across seven thematic areas - agriculture and food security, building community resilience to climate change, work and enterprise, education, early childhood development, WASH, health and nutrition, and strengthening community institutions to sustain and lead development interventions. AKF is a member of the Aga Khan Development Network (AKDN), a group of 11 development agencies addressing the needs of poor and marginalized communities in more than thirty countries where it operates. AKF started its operations in India in 1978 and today implements programmes in both rural and urban areas across four states (Bihar, Uttar Pradesh, Telangana, and Delhi). AKF's current interventions are under implementation across 1635 villages and 93 urban wards, benefiting 3.9 million people, 2/3rd of whom are women.

2. Context of the Proposed Assignment

AKF is implementing **Project Dhenu Dhara**, a community-driven dairy development programme, in the districts of Nalanda (80 villages in three blocks (Noorsarai, Harnaut and Chandi) and Muzaffarpur (120 villages in three blocks (Bochaha, Musahari and Sakra) in Bihar. The project aims to strengthen livestock productivity, improve animal health, and enhance incomes of dairy farmers through **ration-balancing**, the generation of animal specific feed advisories through the Bharat Pashudhan App, and, facilitating the adoption of **ethnoveterinary practices (EVM)**. Programme interventions will be implemented through a trained cadre of 200 pashu sakhis, who will be supported to facilitate adoption of ration balancing by smallholder dairy farmers in both districts, and promote ethno-veterinary practices.

The project aims to reach **20,000 dairy farmers** (each Pashu Sakhi will work with 100 households) and will promote balanced feeding, improved preventive animal healthcare, adoption of ethno-veterinary practices, and behaviour change using IEC/BCC tools.

Given the project's livestock productivity improvement objectives (10% increase in milk productivity, 20% increase in dairy income, and a reduction in disease prevalence),

AKF seeks to engage a qualified evaluation agency to conduct a rigorous baseline evaluation that will help establish pre-intervention benchmarks, to enable tracking of progress across the duration of the programme.

2.1. Project Geography

State	District	No. of Blocks	Approx. Villages
Bihar	Nalanda	3 (Noorsarai, Harnaut and Chandi)	80
	Muzaffarpur	3 (Bochaha, Musahari and Sakra)	120
Total	2 Districts	6 Blocks	200 villages

While programme interventions have commenced in both districts, a representative number of villages in each intervention block have been kept aside for the baseline with no interventions being initiated in these villages.

Project Outcomes and Indicators

The project's key outcomes and indicators are listed below:

Outcome	Indicator
10% increase in milk productivity	10% increase in average milk yield per lactating animal
Reduction in feed input costs and increased income from milk sales	20% increase in net dairy income per household; reduction in feed cost per animal per day
Improved health of dairy animals leading to a reduced dry period and lower disease burden	Reduction in prevalence of mastitis, parasitic infections, digestive disorders; reduction in antibiotic use
Pashu Sakhis earn sustainable income from ethnoveterinary services	Number of Pashu Sakhis earning regular income from ethnoveterinary services; volume of services delivered

Key Technical Partners

The project works with the following technical partners:

- National Dairy Development Board (NDDB): Provides technical support and monitoring of ration balancing, builds staff capacity, and facilitates access to the Bharat Pashudhan App.
- Dr. Balaram Sahu, Trainer for ethno-veterinary practices
- State Rural Livelihoods Mission (JEEViKA): Partner for Pashu Sakhi mobilisation and support;
- Department of Animal Husbandry and Fisheries Resources / Milk Unions (Bihar): Collaboration for milk procurement from dairy farmers who adopt ration balancing.

3. Purpose of the RFP:

AKF is planning to hire an agency to undertake a baseline evaluation to strengthen evidence-based decision-making in project implementation, prioritising interventions for implementation, strengthening the quality of implementation and enabling the tracking of project progress.

4. Objective of the Study

The overall objective of the baseline study is to establish credible, accurate, and representative pre-intervention benchmarks for key project indicators related to livestock nutrition, productivity, health outcomes, gender dynamics, and Pashu Sakhi service delivery.

Specific Objectives – Objectives for baseline study are detailed herewith:

- **Assess current feeding practices: which includes ration composition (like % concentrate, green fodder, dry fodder, mineral mixture, bran, oil cake, etc.),** fodder availability, feed quantities used, cost of feeding per animal.
- Feed availability across seasons and how this impacts feed composition. Assess feed composition for ‘dry animals’, animals in milk and young, non-productive dairy animals.
- **Milk productivity:** Milk productivity (per animal/ per dairy farming household), cost of milk production, lactation length, inter-calving interval, and dry period duration, milk quality parameters (fat/SNF) and key productivity determinants.
- **Animal Health:** Evaluate the prevalence and burden of animal health issues, including mastitis, digestive disorders, parasitic infections, and the extent of antibiotic use.
- Assess current livestock health practices being followed (health services being obtained, for what ailments, cost of treatment)
- **Economic indicator:** Document household-level dairy incomes, cost of rearing, treatment cost and profitability.
- **Service access:** Map current access to veterinary and advisory services, detailing the role, reach, frequency and limitations of Pashu Sakhis in target communities.
- **Gender roles:** Understand gender disaggregated roles in dairy management, including women’s/men’s involvement in feeding decisions, input purchasing, milk sale, sale/ purchase of dairy animals and care tasks (in particular map who does what across the production and marketing chain)
- **Adoption factors:** Identify key barriers (like cost, knowledge gaps), enablers (like peer networks).

5. Scope of Work for the Agency

The agency/team of experts will be responsible for the overall design of the study, finalising sampling strategy, development of data collection tools and protocols, data collection, entry and analysis, and report writing. The agency/team of experts will develop the overall design and data collection tools and protocols in consultation with the AKF (India) team.

Key Research Areas and Information Domains

Research Domain	Key Research Questions / Indicators	Respondent Category
Feeding Practices	Ration composition (% concentrate, green/dry fodder, mineral mixture, oil cake, bran); fodder availability including seasonality; feed quantities used; cost of feeding per animal.	Dairy farming households
Milk Productivity	Average milk yield per lactating animal; cost of milk production; lactation length; inter-calving interval; dry period duration; milk quality parameters (fat/SNF)	Dairy farming households; Bharat Pashudhan App data
Animal Health	Prevalence of mastitis, digestive disorders, and parasitic infections; extent of antibiotic use; incidence of common ailments; treatment-seeking behaviour	Dairy farming households
Economic Indicators	Household-level dairy income; cost of rearing and treatment; net income per dairy animal per day; profitability of dairy farming	Dairy farming households
Pashu Sakhi Service Access & Performance	Reach of Pashu Sakhis (households served); frequency and type of services provided; income earned from their services; reach area and willingness to work with large ruminants and why	Pashu Sakhis; dairy farming households
KAP Indicators	Knowledge, attitudes, and practices (KAP) of dairy farmers on: improved animal feeding, ethnoveterinary practices, preventive health care, and use of IEC/BCC tools	Dairy farming households
Gender Dynamics	Gender-disaggregated roles in dairy management; women's and men's involvement in feeding decisions, input purchasing, sale decisions (milk and animals) care tasks, and adoption of improved practices; women's agency and decision-making	Dairy farming households (men and women separately)
Adoption Factors	Key barriers (cost, knowledge gaps, access to inputs); enablers (peer networks, Pashu Sakhi support, government schemes); behavioural drivers (perceived benefits, risks) that could potentially affect the uptake and sustainability of ration balancing and ethnoveterinary practices	Dairy farming households; Pashu Sakhis; Key Informants

Specific responsibilities include:

The responsibilities of the selected agency include, but are not limited to:

- Design a rigorous mixed-methods research methodology for evaluating the programme at Baseline.
- Submit an Inception Report detailing the implementation plan, sampling strategy, survey design, and first draft of data collection tools, for review and approval by AKF.
- Develop, pre-test, and finalise all research tools (structured questionnaires, observation checklists, FGD guides, KII protocols) in consultation with AKF.
- Translate research tools into Hindi
- Hire, train, and deploy field surveyors, supervisors, monitors, and field executives for the Baseline survey.
- Provide oversight and management control to ensure adherence to survey protocols and high standards of data quality.
- Ensure regular relay and transfer of field data to AKF, with periodic reports on data quality and collection progress.
- Prepare a detailed analysis plan in consultation with AKF and produce data tables as per the approved plan.
- Prepare a chapterisation plan for the Baseline report, for AKF's approval, prior to report writing.
- Present topline findings highlighting key results (not more than 20 slides) to AKF and key stakeholders within two weeks of completing field data collection.
- Prepare and submit a comprehensive Baseline Report as per the approved chapterisation plan (the report should be analytical, avoiding repetition and should not exceed 50 pages).
- Submit all primary data in secure, accessible formats (SPSS/Stata/CSV for quantitative; audio/video recordings and transcriptions for qualitative components).
- Ensure consistency of the project team; turnover of senior team members must be minimised and communicated in advance to AKF.
- Collaborate with the AKF MERL team to revise survey plans, tools, and methods as needed to ensure study objectives are realised.
- Be available to answer questions pertaining to the survey, data, and methodology throughout the project period.
- Include technical experts (e.g., Livestock and livelihood specialists, gender experts) in the design, training, and interpretation of survey tools.
- Liaise with relevant government counterparts with support from AKF to ensure cooperation during field data collection.
- Attend periodic meetings with the AKF team and provide updates on progress as required.

6. Support to be provided by AKF:

The following support will be provided by AKF (India) to the selected consultancy firm/research institution

- List of villages in Muzaffarpur and Nalanda from which the sample of villages will be selected for the study.
- Inputs for finalization of study design, sampling, tools, methodology
- Support in the orientation of the field data collection team
- Timely review and feedback on tools and draft reports for finalization.

7. Key deliverables:

The following deliverables are expected from the selected agency:

1. Inception Report (including sampling plan, tool design framework, and analysis strategy, first draft of all data collection tools and field plan).
2. Pre-testing report with updated tools based on pre-test findings.
3. Final data collection tools (translated)
4. Operationalisation plan: detailed field plans and periodic field progress reports.
5. Topline presentation post Baseline Survey (within two weeks of completion of field work).
6. Comprehensive Baseline Study Report with all findings, data tables, methodology, limitations, and recommendations.
7. All primary quantitative data in SPSS/Stata/CSV format.
8. Transcriptions and audio/video recordings for all qualitative components (FGDs and KIIs).

8. Timelines

Activity	Baseline (Year 1 – 2026)
Submission of proposals by agencies	September, 2026
Enumerator training	October 2026
Field data collection	October 2026
Data cleaning, analysis, and topline presentation	October 2026
Submission of draft report	November, 2026
Finalisation and submission of study report	November 2026

9. Guidelines for submitting the technical proposal:

The technical proposal should be in English, typed, single-spaced, with each page numbered consecutively. The maximum number of pages for each component of the technical proposal is given below:

A. TECHNICAL APPROACH (NOT TO EXCEED 6 PAGES)

The proposal should provide a detailed description of how the agency will approach and complete the scope of work, including:

Research design

- Sampling strategy and sample size

- Methods of data collection
- Confidentiality and ethical concerns.
- Detailed areas of enquiry.
- Assurance of quality in data through the collection, synthesis, and analysis process.
- Data analysis plan

B. CAPABILITY STATEMENT (NOT TO EXCEED 4 PAGES)

A statement including

- Organization portfolio outlining areas of expertise and years of experience.
- Details of completed assignments of a similar nature (scale, scope, sector etc.) in last three years
- A current list of clients and any direct experience that the organization has working on qualitative and quantitative studies, particularly in the livestock sector.
- The agency that intends to participate in the bidding process should have at least 3 years of experience in conducting quantitative and qualitative surveys of similar nature.
- Agency should have the capacity of managing CAPI data collection
- The agency should have proven experience and expertise in conducting mixed design studies using participatory methodologies and tools as required for this assignment. Sound understanding and experience of the livestock sector, and specifically dairy development will be an advantage and should be clearly mentioned.

C. BASIC PROFILES OF KEY PEOPLE ASSOCIATED WITH THE ORGANIZATION

The applicant will propose personnel who will be responsible for carrying out various aspects of the study such as programme lead, data analyst and other key staff. An updated resume for key personnel shall be included in the proposal detailing their skill, competencies and role and responsibilities to conduct the study.

D. WORK PLAN/IMPLEMENTATION PLAN (NOT TO EXCEED 4 PAGES)

As part of the proposal, a workplan/implementation plan should be prepared that includes major activities as they relate to the scope of work, demonstrating how this work will be accomplished. The implementation plan should include analysis of risk mitigating strategies and exhibit the responsiveness and adaptability of the agency to prioritize. In addition, a Gantt Chart detailing the implementation plan for the study should also be submitted.

Annexure III - Financial Proposal

To be on the organisation Letter head

RFP Title : Onboarding a consulting agency to Conduct a Baseline Study for “Project Dhenu Dhara – Foraging pathways to improving livestock health and dairy incomes in Bihar, India

Reference (RFP) No : AKF INDIA/2026/SERVICE/ 12

Part A – Baseline						
S/No	Particular	Unit	Time Unit	Unit Cost	Total (INR)	Remarks
1	Professional Fee & Other related Cost				-	
1.1					-	
1.2					-	
1.3					-	
1.4					-	
1.5					-	
1.6					-	
1.7					-	
1.8					-	
1.9					-	
	Total				-	
2 Reimbursable Cost						
(All the reimbursable costs will be paid only on submission of supporting documents. The travel expenditure should be supported by tickets for train/bus/air, vehicle hire bills, Hotels Bills & Food Bills and any other expenditure should also be supported by original bills/invoices. Further the air tickets should be accompanied with invoice and Boarding passes. Please note that we will not be able to reimburse any perdiem and expenditure supported by self-declaration)						
	2 Reimbursable Cost				-	
					-	
					-	
					-	
					-	
	Total				-	
	Total (A)				-	
	Add : GST					
	Grand Total				-	

Authorized Signatory (signature in full): _____

*If the budget is not in the above format, it will not be accepted