



**Centre for Scientific and Industrial Consultancy
INDIAN INSTITUTE OF SCIENCE, BANGALORE**

CONSULTANCY / TEST /SHORT-TERM RESEARCH PROJECT PROPOSAL

This is an internal document. Actual proposal letter to the client will be prepared based on information provided here, by the CSIC office.

1.	PROJECT TITLE																		
2.	CONSULTANT(S) <table border="1"><thead><tr><th>Name</th><th>Designation</th><th>Dept.</th></tr></thead><tbody><tr><td>2.1</td><td></td><td></td></tr><tr><td>2.2</td><td></td><td></td></tr><tr><td>2.3</td><td></td><td></td></tr><tr><td>2.4</td><td></td><td></td></tr><tr><td>2.5</td><td></td><td></td></tr></tbody></table>	Name	Designation	Dept.	2.1			2.2			2.3			2.4			2.5		
Name	Designation	Dept.																	
2.1																			
2.2																			
2.3																			
2.4																			
2.5																			
3.	CLIENT 3.1 Name of the Organization: 3.2 GST No: 3.3 Address for Communication 3.2 Contact Person (Name & Designation): <table border="1"><thead><tr><th>Name</th><th>Designation</th></tr></thead><tbody><tr><td></td><td></td></tr></tbody></table> 3.3 <table border="1"><thead><tr><th>Phone</th><th>Mobile</th><th>Email:</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr></tbody></table> 3.4 Type of Organization <input type="checkbox"/> Government (Central/ State) <input type="checkbox"/> Public Sector <input type="checkbox"/> Private Sector <input type="checkbox"/> Multinational <input type="checkbox"/> New start up <input type="checkbox"/> Private Individual <input type="checkbox"/> Other (Specify):	Name	Designation			Phone	Mobile	Email:											
Name	Designation																		
Phone	Mobile	Email:																	
4.	TIME SCHEDULE 4.1 Project Duration _____ 4.2 Limits on (earliest/ latest) starting date _____ Extensions possible only with consent of client.																		
5.	5.1 SCOPE OF WORK (To be communicated to client) 5.2 Restrictions and other special conditions to be included in the offer letter to client 5.3 Does this work require the client to give you design drawings or any other details before the work may begin? YES / NO If YES, provide details 5.4 Does this work involve a formal report to be submitted to the client? YES / NO 5.5 Does the client require a separate MoU to be signed to initiate the proposed work: <input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> Not sure If a separate MoU is required, please contact IPTEL sufficiently early. 5.6 Please provide details, if any, of the existing IP of the Institute that will be used for this work: Kindly intimate CSIC and IPTeL if any of existing IPS will be required as the project progresses. 5.7 Provide details if you are expecting new IP to be generated as part of this work? Consultants are required to inform IPTEL, IISc if new IPs are generated during the project																		

6.	CLASSIFICATION OF PROJECT (Check whichever applicable)			
	<input type="checkbox"/> 6.1 Retainership for fixed duration for <input type="checkbox"/> a. Advice on R & D of the client (no part of the work will be executed within Institute) <input type="checkbox"/> b. Manpower development/ Customized Training			
	<input type="checkbox"/> 6.2 Short term research project for <input type="checkbox"/> a. Algorithm/ Software development <input type="checkbox"/> b. Product design/development <input type="checkbox"/> c. Process design/development <input type="checkbox"/> d. Model development and Investigation <input type="checkbox"/> e. System design/ Analysis <input type="checkbox"/> f. Others			
	<input type="checkbox"/> 6.3 Testing service using existing facilities only (Does not involve analysis or interpretation of results) (No TPF allowed in these projects, Columns 8 and 9 below can be left blank) Details of Equipment to be used: Number of hours OR samples:			
	<input type="checkbox"/> 6.4 Testing of samples from client with analysis Details of Equipment to be used Number of hours OR samples			
	<input type="checkbox"/> 6.5 Evaluation/ overview/Proof Checking			
	<input type="checkbox"/> 6.6 Other consulting engagements for <input type="checkbox"/> Diagnostics/Onsite evaluation/ Remedial measures <input type="checkbox"/> Any Other _____			
7.	7.1 Utilization of Services of Supporting Staff			
	Name	Designation	Dept	Hours and/or Total cost expected
	7.2 Outside expert(s) whose services may be utilized			
	Name	Designation	Organization	Hours and/or Total cost expected
	Please ensure there is no conflict of interest in engaging these experts. Total expenditure here may not exceed half of higher of 10.1 and 10.4			
	7.3 Number of SAP (Student's Assistance Programme) hours:			
	Permission by the Dean is required to engage students in CSIC projects.			
	7.4 Temporary Project Staff to be recruited for the proposed work			
	Designation	Number of Post(s)		
	Cost estimate related to all entries in this section are to be included under 10.2(EMS) below. All compensation subject to CSIC/Institute policies.			
8.	COMMITMENTS OF CONSULTANT(S) TOWARDS THE PROPOSED WORK			
	8.1 Travel (number & places of visit) :			
	8.2 Testing services (Provide details in 6.4 above) :			
	8.3 Advice/ guidance (up to what stage) :			
	8.4 Training (number of persons & duration) :			

	8.5 Contact time (hours per week/total hours) :					
9.	EXISTING COMMITMENTS OF CONSULTANTS					
	9.1 Teaching (hours/week)	2.1	2.2	2.3	2.4	2 . 5
	9.2 Research Students (number)					
	9.3 Sponsored Schemes (number)					
	9.4 Consultancy/ test projects (number)					
9.5 Other specify _____						
10.	COST ESTIMATES INR/ _____					
	1. Technical and Professional (TP) Fee (70% to Consultant/s & 30% to FAR)					
	2. Equipment, Materials & Services (EMS) (Includes Travel, Services, Computer Charges, Technical Literature, Infrastructure & etc.; Upto 1/3 of this amount may be transferred to PLD account of the consultant(s) at project closure)					
	3. (a) Professional & Laboratory Development (PLD) (Applicable only if guidelines of funding agency permit; May not exceed 1/3 of Project cost)					
	(b) Infrastructure/Equipment Usage (Applicable if the work involves use of common equipment; funds to be transferred to the Instrument Maintenance Fund for each facility; Provide split if multiple facilities are required for this work)					
	(c) Other charges (Includes approved heads maintained by departments)					
	4. Subtotal of Direct Charges (10.2+10.3 (a) +(b) +(c))					
	5. Indirect Charges (20% for Govt./public sector; 25% for Private agencies in India and 35% for international agencies paying in foreign currency) ____ % of 10.4					
	6. CONSOLIDATED AMOUNT (10.1+10.4+10.5)					
	7. GST (18% on 10.6, where applicable)					
8. TOTAL PROJECT COST (10.6+10.7)						
Please note that only the last three rows (10.6 to 10.8) will be communicated to the client. All other cost estimates are internal confidential information and may not be shared outside. If actual funds received is different from the above, a note to indicate the revised split may be provided to CSIC office to initiate project in SAP by F&A.						
11	PAYMENT SCHEDULE: 100% Advance/Part Payment					
	(a) Please mention if you are willing to take up this work with a part payment initially.				Yes/No	
	(b) If yes, indicate payment schedule with appropriate justification.					
A project can NOT be initiated without an advance payment to the Institute. A separate MoU may be required to be executed with the client if the full project fee is not paid in advance. Recommended to use these options only in extraordinary situations,						
12.	(a) Date & Signature(s) of Consultant(s)					
	2.1	2.2	2.3	2.4	2.5	

(b) Forwarding note and signature of Chairperson of Department(s)¹				
2.1	2.2	2.3	2.4	2.5

CSIC OFFICE use only		Date of Receipt	
TP Meeting	Date:	TP/CP No	
Attended by:			
Offer sent on		Invoice sent on	
Project Started/ First Installment received		Date	
Amount:		Transaction No	
		Bank	
Additional Installment received		Date	
Amount:		Transaction No	
		Bank	
Project closed on		Date	

¹ Important Notes:

1. Kindly enclose a copy of the letter from the client along with this proposal.
2. Please note that most funding agencies deduct 10% of the project fee as TDS; budget may be planned accordingly. Funds available for project execution may depend on actual funds received.
3. All projects with Total Project Cost exceeding 10 Lakhs require an evaluation by a Technical Panel and approval by the Director before communicating to the client.
4. Rates for indirect charges will be based on the [category of the organization](#) transferring funds to the Institute
5. GST is applicable based on place of service and must be included in the Cost Estimate, except if service is provided directly to a client abroad and the payment is made in foreign currency.
6. Transfer of funds between TP, EMS and PLD accounts is not allowed after the project is formally started, except for the limited transfer of unspent EMS to PLD as below.
7. Unless otherwise requested by the client, all projects will be closed 3 months after the formal completion date; unspent funds remaining in the project (up to a maximum of 1/3rd of the EMS) will be transferred to the consultant's PDA account.
8. Where feasible, Institute facilities may be extended for use in funded projects. Suggested charging structure for an equipment or facility whose expected life is Y (Maximum 20) years based on hourly equipment costing - Cost of equipment in INR / 2000Y x Number of usage hours.
9. For multi-department projects, the Chairpersons of all concerned Departments/Centres/Units must endorse the proposal.