

Proforma for Submitting Consultancy Proposals

1. Name of the Institute:
2. Title of the proposed Project (including brief of the project):
3. Scope of the Consultancy work:
 - i. Preparation of literature/survey/feasibility studies/state of art project/technology forecasting/evaluation reports
 - ii. Interpretation of test results and data, advising on risks and hazards or similar skilled advice
 - iii. Advisory tasks in evaluation and implementation of a project
 - iv. Design engineering related to agriculture
 - v. Assistance in management of pests and other entomological problems
 - vi. Technical advice in the form of one time assistance to help in trouble shooting, or problem solving, mainly advisory in nature
 - vii. Any other (specify)
4. Detailed objectives of the consultancy project:
5. Duration of the project (give specific dates and period):
6. Programme of work and phasing of milestones:
7. Whether the physical or other infrastructural facilities available at the Institute are required for carrying out project: Yes/No
8. Name and address of the consultant(s) undertaking the project:

Name:

Postal address:

Phone:

Fax:

Email:
9. Previous consultancy work undertaken by the consultant(s) during the past one year.

Title of the Project	Sponsoring agency	Period			Total cost of the project	Total Intellectual fee Received	
		From(date)	To (date)	Duration (days)		In the project	By the project

10. Whether the project requires foreign visit by the consultant(s): Yes/No

If yes, attach the check-list for foreign deputation

11. Whether the consultant(s) would require leave for carrying out the work: Yes/No

If Yes: whether he/she has required leave in balance:

If No: provide justification as to how the consultancy would be done while discharging official duties

12. Sponsoring agency:

a. Name and address:

b. Status:

Indian: Central Government/Government Undertaking/State Government/Private organisation/

NGO/other (specify) _____

Foreign: U.N agency/CGIAR Institute/Private Organisation/or other International Agency (specify) _____

13. Activities of sponsor in brief:

13 (a).Additional information in case of foreign sponsoring/collaborating agency:

i. Details of past collaborations, if any, by the collaborator/sponsor with the applicant Institute/other ICAR institutes/other Indian institution(s), whatever is known

ii. Details, if any, available on R&D projects of sensitive nature and concerned with national security, taken up and/or funded by the sponsor/collaborator in the past in its

own country or any other country, whatever is known

iii. Genesis of the project

iv. Foreign support/collaboration (details):

v. Financial support (Rs. & Foreign Exchange)

vi. Any other support

vii. Justification/need and likely benefits (scientific, economic, societal, strategic etc.)

14. Does the project involve?

a. Referring to or sourcing of strategic/sensitive material/information. Yes/No

b. Transfer of biological material(s) to the collaborator/sponsor. Yes/No

c. Use of genetically modified organisms. Yes/No

d. Use of environmentally or otherwise hazardous material(s). Yes/No

e. Use of radioactive materials. Yes/No

f. Field surveys/trials/proving/collection/testing (give location). Yes/No

g. Ethical issues in conduct of the project. Yes/No

If answer to any of the points from (a) to (g) is 'yes', the consultant to give undertaking to abide by relevant and extant ICAR/national regulations and guidelines on the subject.

15. Total outlay of the project:

(Provide break-up for different Operational Heads as given below)

1. Direct Expenses (including TA/DA cost); if any:

2. Intellectual fee:

3. Any other cost specific to the project if any:

4. Service tax:

16. Schedule of payment of fees (indicate amount of each instalment, due date of payment and bank guarantees)

17. Intellectual fees payable to the consultant(s), a brief of calculations with reasons:

18. Whether Intellectual Property Rights issues are involved in the consultancy project. If yes, are they in conformity with ICAR's IPMTT/C Guidelines; if not, the variation be indicate

and explained with justification for approval of the competent authority.

19. Whether a written communication/Agreement indicating the Terms of Reference has been

Consultancy Services received from the external agency as indicated in Chapter 1 para 1.3. If yes, enclose a copy along with comments; if no, provide justification.

Certified that the overall institutional/organisational or national interests do not suffer in any way with the acceptance of the consultancy project.

(Signature)

Consultant(s)

(To be forwarded by Head of Division, in institutes where applicable)

Recommendation of PME cell:

1. Certified that the proposal has been considered as per procedure and is found to be in conformity with the ICAR rules and guidelines.

2. It has been examined and ensured that:

i. the acceptance of the project is befitting the academic status of the Institute. Yes/No

ii. the amount of all charges and intellectual fee offered is commensurate with fees chargeable as per costing guidelines. Yes/No

iii. the return to the Council/Institute is commensurate with the potential and likely gains to the client as a result of transfer of in-house knowledge, skill or technology. Yes/No

iv. the project would contribute to the knowledge and professional competence in the Institute. Yes/No

v. In case(s) the answer to any of the questions from i to iv is 'no', please provide justification.

3. Any other comment:

(Signature)

PME cell I/c

In cases where Director is the competent authority for Approval

Approval of the Director of Institute:

(Signature)

Director of the Institute

In cases where Deputy Director General or Director General, ICAR is the Competent Authority for Approval*

Such proposals shall be submitted to concerned Subject Matter Division (SMD) in ICAR Headquarters along with the following endorsement and specific recommendations of Director of the Institute that;

The project does not involve any national security and/or sensitivity angles, either proximately or remotely, now or in the foreseeable future.

or

The project involves issues of national security and/or sensitivity (specify) and due diligence has been exercised in the Institute and measures (specify) put in place to adequately safeguard the security and sensitivity issues.

(Signature)

Director of the Institute

*In case of projects with foreign agencies, the SMD along with their observations should send it for approval of the competent authority through the concerned unit in International Cooperation (IC) Division, Department of Agricultural Research and Education (DARE), who, in turn, shall process the proposal for approval of the competent authority.