



INDIAN INSTITUTE OF TECHNOLOGY INDORE

Consultancy Proposal Format (Annexure 1)

1. Objective of the consultancy :
2. Project methodology :
3. Type of the Industry/Company/Firm :
4. Project Title :
5. Details of the PI and CO-PI

S.NO	Name of the PI & Co-PI with Designation	Employee Id No.	Expertise of the PI & Co-PI	Contribution in terms of Man hours*
1				
2				
3				
4				

Details of the Outside Investigators/ Experts

S.NO	Name of the Co-PI	Designation	Expertise of the Co-PI	Contribution in terms of Man hours*
1				
2				

6. Nature of the project#:
() R&D&T/ () Expert Advice/ () Testing (* Tick mark as required)
7. Outcome of the projects :
8. Timeline with milestone :
9. Cost Estimate :
10. The form should be accompanied by Agreement\$/ Declaration (Attached format)

Signature of the Consultant/Faculty (PI)

Name of the Consultant/Faculty (PI) :

Date :



INDIAN INSTITUTE OF TECHNOLOGY INDORE

Costing of Consultancy Project (Annexure -2)

Details of costing of Consultancy Project		
	Particular	Amount in INR (₹)
1	Consultancy Fee - PI (CF)*	
2	Consultancy Fee – 1 st Co-PI	
3	Consultancy Fee -2 nd Co-PI	
4	Consultancy Fee of the Outside Investigator/ Expert	
5	Project Staff Salaries (PSS) consolidate pay (For Temporary staff/ Research Staff involved in the project) Name :..... Designation :.....	
6	Operational Expenses (OE) (All other expenses related to the consultancy project)	
7	Capital Expenditure (CE) (Expenses towards purchase of capital equipment for the consultancy project)	
8	Sub Total (Sum of S.No 1 to 7)	
9	Overheads (OH) (Charges at 20% of the Net project Cost i.e 20% of S. No . 11)	
10	Contract Negotiation/Legal Expenses (CNL) (For project involving contracts, agreements and MOUs, negotiation charges may be appropriately included by Dean R&D)	
11	Net Project Cost (Addition of Item no. 8+9+10)	
12	GST and other Taxes (as applicable on S.No 11)	
13	Total Project Cost (11+12)	

*The Consultant Fee will be limited to 20% of Net Project Cost in case of Category T (Testing) project.

Declaration

(a) Standard/Specific Condition:

(b) Conflict avoidance disclosure is to be attached.

(c) Manhours of PI:

1. Signature of Consultant/Faculty (PI):.....

2. Signature of Consultant/Faculty (1st Co-PI).....

3. Signature of Consultant/Faculty (2nd Co-PI)

4. Signature of the Expert/Outside Investigator

.....

Signature of Dean R&D



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**Consultancy Project Proposal Details to be provided on the
Industry/ Company/ Sponsoring Agency letterhead (Annexure 3)**

Project Title:	
Funding Agency/Company Name:	
Address of Company with email id and contact number:	
GST No.	
P.O. No./Letter no./W.O. No. from Company	
Amount:	
Name of Consultant(s): PI and Co-PI (if any)	
Department	
Details work assigned through consultancy	
Duration of the project and Proposed completion Date	Duration..... Proposed date of completion.....
Proposed Manhours contribution required in the project	

**Signature of the representative
of the Firm/Company
With Seal**



Declaration (Annexure 4)

It is hereby declared regarding the consultancy proposal and work order/Purchase Order/Letter no. dated received from, that there does not exist any relationship between me and the client funding the consultancy project or any vendor to whom payments are made from the project funds, in the form of involvement of any immediate relatives and that there is not any scope for potential disproportionate self-gain.

Date:

Consultant Signature-PI

Name:

Designation:
(Seal)

Consultant Signature-1st Co-PI

Name:

Designation:
(Seal)

Consultant Signature-2nd Co-PI

Name:

Designation:
(Seal)

**Consultant Signature-Outside Investigator
/ Experts**

Name:

Designation



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(Letter Head of the Industry/ Company/ Sponsoring Agency) Annexure 5 (A generic format for all consultancy)

W.No/PO No.....(Date).....

To

Dean of Research & Development
Indian Institute of Technology Indore

Dear Sir:

Sub: (Title of the project) _____
Project Investigator(s) (PIs) from IIT Indore _____

With reference to the above, we agree to the following are terms and conditions of IIT Indore:

1. All deliverables, information, materials, reports, results, services, intellectual property, other property or rights, prototype ("Outcomes") developed, granted or provided by IIT Indore to the Funding Agency are on an as-is-where-is basis.
2. The Outcomes provide views/ thought/ opinion of the PI(s) is solely the responsibility of the expert and does not reflect the opinion of the institute.
3. IIT Indore and the PI(s) do not make any warranties of any kind, either express or implied, as to any matter including, but not limited to, warranty of fitness for particular purpose, or merchantability, exclusivity or results obtained from use. IIT Indore and the PI(s) shall not be liable for any loss or damage including third party damage that may arise out of usage of the Outcomes.
4. IIT Indore and the PI(s) will not be liable to the Funding Agency or any third party for any decision made or action taken in reliance on the Outcomes or for any consequential, special or similar damages, even if advised of the possibility of such damages.
5. The Outcomes are not to be considered as certification. The Outcomes are merely for research and scientific studies purposes and are not a legal validation of the sample or material.
6. IIT Indore and the PI(s) will neither be liable to appear for any inquiry or clarification nor ensure to maintain any records.

Signature representative
of the
Firm/Company with Seal