

**Consultancy Form**  
**(A softcopy of this form is available on website or from JM-IRD)**

**1. Title of Consultancy:**

**2. Details of Principal Investigator (PI) and d Co-Principal Investigator (Co-PI)**

Employee Name	Designation	Load of consultancy (days)	Signature
PI:			
Co-PI:			
Co-PI:			

**3. Schedule:**

Starting Date:

End Date (appx):

**4. Client Details:**

S. No.	Particulars	Details
<b>1</b>	<b>Details of the Firm/Organization:</b>	
A	Name	
B	Complete Postal Address	
C	Contact Nos.	
D	FAX / E-mail ID	
E	Contact Person's Name and E-mail ID	
<b>2</b>	<b>Consultancy Fee:</b>	
A	In Figures and Words	
B	Payment Enclosed (No. of Installment and Rs.)	
C	Mode of Payment (Cheque/DD-No. and date), in case of NEFT/RTGS transfer please mention Bank name,	

	date of transfer and Unique Transfer Reference No. (UTR No.)	
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**5. Budget:**

	<b>Budget Head Description</b>	<b>Amount (Rupees)</b>
A.	Consultancy fee for PI Consultancy fee for Co-PI-1 Consultancy fee for Co-PI-2	
B.	Other recurring expenses (includes Salary/Cost of manpower, Honorarium to others Travel, Contingency, Consumables, etc.)	
C	Non-recurring expenses (include expenses on Equipment, Materials etc.)	
D	GST 18% on "A"	
E.	Total Charges (A + B+C+D)	

**6. Scope of consultancy**

**Consultancy Type (Please√)**

- Product Development
- Process Development
- Checking of Design
- Checking of Analysis
- Report Writing/Evaluation
- Advice
- Testing and Interpretation

**Client Type: (Please √)**

- Private Sector
- Government Department
- Public Sector
- Funding Agency

- Foreign Organization
- Others (please specify)

**7. Are you planning to involve student(s) in the project, if yes, please share the details:**

**8. Does the project deliverables include Intellectual Property or know-how already developed before the start of the project?**

**If yes, please share the details:**

**Have you included the cost of such IP in the project costs?**

**9. Does the project include Open source tools? If yes, please share the details (the same has to be communicated to the client in writing):**

#### **10. Agreement Between Client And Consultant**

This agreement is subject to the Standard Terms and Conditions mentioned below for undertaking consultancy projects at IIIT Delhi. The Principal Investigator (s) certifies that these terms and conditions have been made known to the client organization and it has agreed to adhere to the same.




Signature of Principal Investigator

Signature of the Client

Date:

Date:

### **Standard Terms and Conditions of Contract for Consultancy**

-  Consultancy work is a contract between the consultant and the client. Even though consultancy is permitted by the Institute, the Institute takes no responsibility for ensuring the work or the quality of deliverables.
-  All IPR related issues are as agreed between the consultant and the client.
-  It is the responsibility of the consultant to ensure that all rules and regulations of the Institute are followed and that the consultancy work being undertaken is within the acceptable scope and that by undertaking the work he/she is not violating any institute norms/guidelines.

- ✚ The payment should be routed through the Institute. In case the consultant takes the payment directly, it is his/her responsibility to satisfy the Govt norms and rules. In addition, all such assignments must be reported within two weeks of accepting the funds.
- ✚ Any disputes between the client and the consultant may be referred to the Dean IRD, who will do the needful to try to resolve the same. The overarching theme for this resolution will be protection of the Institute's reputation and interests, and fairness. Where needed, to protect the reputation of the Institute, the Dean may insist that the funds taken from the Client be returned, particularly if the client is unhappy with the engagement. Any such decision will be binding on the Consultant.