

F.No. 16-8/2013 - DD-III
Government of India
Ministry of Social Justice and Empowerment
Department of Empowerment of Persons with Disabilities
(Paryavaran Bhawan, CGO Complex, New Delhi)

Dated: 15th January, 2015

To

The Pay & Accounts Officer,
Pay & Accounts Office,
Department of Empowerment of Persons with Disabilities,
Ministry of Social Justice and Empowerment,
CGO Complex, Paryavaran Bhawan,
New Delhi

Subject: Administrative approval for the Plan Scheme 'Research on disability related technology, products and issues' for 12th Five Year Plan (effective from 2014-15)

Sir/Madam,

In terms of Rule 18 of Delegation of Financial Powers Rules (DFPR), 1978, I am directed to convey the administrative approval of the competent authority for implementation of Central Sector Scheme of 'Research on disability related technology, products and issues' with the total cost of Rs. 10 crores (Rupees ten crores) for the remaining period of 12th Five Year Plan of 2014-15, 2015-16 and 2016-17.

2.1 The objectives of the schemes are as under:

- a) To promote research of service models and programmes on the basis of life cycle needs (e.g. public awareness, advocacy, early intervention, education, vocational training, employment, adult independent living, full participation in the society), holistic development of the individuals and their families and creating an enabling environment for the empowerment of the persons with disabilities.
- b) To initiate and sustain innovative applied and action research to improve the quality of life.

- c) To promote research in prevention and prevalence of disability and the application of science and technology to the development of indigenous, appropriate aids and appliances.
- f) To broaden the areas of disability research to include critical disability studies covering the perspectives of human rights, law, economics, sociology, anthropology, technology, etc.
- g) To involve existing bodies to incorporate disability as one of their priority areas for research.
- f) To evolve strong linkages between research findings and policy and planning and practice.
- g) To initiate and develop monitoring and evaluation of research.
- i) To ensure active and compulsory involvement of persons with disabilities in applied research and product development projects in area of disability.

2.2 Department of Empowerment of Persons with Disabilities shall be the implementing agency for the scheme. The operation of the scheme will be overseen by a Steering Committee headed by Secretary, Department of Empowerment of Persons with Disabilities.

2.3 The Components of the Scheme are:

(i) Research and development of assistive technology and product development devices

(a) In the beginning of every year, a Technical Committee will recommend to the Steering Committee, the devices/products to be developed.

(b) The Steering Committee shall consider and select the products/devices to be developed. Thereafter, the Department would get the selected products/devices developed through Department of Science and Technology with the guidance of Programme Advisory and Monitoring Committee (PAMC) on Technology Interventions for Disability and Elderly (TIDE) programme.

(c) The operational arrangements for product development shall include concept development, inputs from stake holders, interaction with designer, prototype development, field trials, final product development.

(d) The cost involved on development of products/devices will be borne by the Department from the budgetary allocation under the scheme on product to product basis.

(e) Programme Advisory and Monitoring Committee (PAMC) of experts constituted by the Department of Science & Technology and a representative of the Department will review the progress of the projects.

(f) Department of Science and Technology will assist the Department of Empowerment of Persons with Disabilities to support products/devices to be taken up for development under the scheme. Further action, like administrative approval, financial concurrence and disbursement of grants shall be taken up by the Department of Empowerment of Persons with Disabilities.

(ii) Scheme for study/research/survey/internship and periodical collection of data related to disability:

- The interns would be engaged for a period two years to undertake study/survey on topics/subjects assigned to them by the
- The interns should be Post Graduate in any field of disabilities and not more than 50 years of age.
- The persons having past experience in studies/surveys in the field of disabilities would be given priority for internship.
- The remuneration to be paid to the intern for each topic of study/survey shall be decided by the Steering Committee on the recommendation of the Technical Committee taking into account the topic assigned to intern for survey/studies and period of completion of job.

- Proposal from Indian Institute of Public Administration (IIPA) for research/studies/surveys shall also be invited by the Department for their involvement in the Scheme.
- Various committees constituted under the scheme will also take a view on IIPA's proposal on establishment of National Centre for Disability Economics and Policy (NCDEP).

2.4 The operation of the Scheme will be overseen by a **Steering Committee** headed by Secretary (D/O EPwDs). The composition of the Steering Committee will be:

1.	Secretary (D/OEPwDs)	Chairman
2.	Secretary & Dir., ICMR	Member
3.	Secretary, DST	Member
4.	Director, IIT, Delhi	Member
5.	DG, CSIR	Member
6.	JS & FA	Member
7.	JS (Disability Division)	Member
8.	CMD, ALIMCO	Member
9.	Director (DD)	Member Secretary

2.5 Before the beginning of each financial year (preferably before the end of January of the preceding financial year), the **Technical Committee** consisting of the following, will recommend to the Steering Committee the research product and the subjects/topics for surveys, studies etc. from time to time, consistent with the thrust areas and important issues related to disabilities before National Institutes/Department of Empowerment of Persons with Disabilities.

1.	CMD, ALIMCO	-	Chairman
2.	All Directors, NIs	-	Members
3.	Rep. of Secretary, DST	-	Member
4.	Rep of Director, IIT Delhi	-	Member
5.	Rep. of Secy&Dir, ICMR	-	Member
6.	Rep. of PREM Divn, SJ&E	-	Member
7.	Director (DD)	-	Member Secretary

2.6 On acceptance of the above recommendation by the Steering Committee, the Department, as far as practicable, shall invite applications to identify panels of experts for the research and interns for periodical survey/study. The

Department, with the approval of Secretary (D/O EPwDs) will also finalize the terms of reference for the research and survey/studies to be undertaken during the year.

2.7 The **Scrutiny Committee** consisting of the following will scrutinize each proposal with reference to the terms of reference and financial parameters/norm and will send the proposals to the Technical Committee above for its recommendations on acceptance to the Steering Committee for selection of research product and survey/study:

(i)	Director (D/O EPwDs))	-	Chairman
(ii)	DS (D/O of Health)	-	Member
(iii)	DS (D/O WCD)	-	Member
(iv)	Dir (IFD), MSJ&E	-	Member
(v)	US (DD)		Member Secretary

2.8 The Steering Committee above will decide to the selection of partners for the research products and survey/studies to be undertaken. The decision of the Steering Committee shall be final.

2.9. Term of Payment for research and development of each project under the scheme will be as under:

(i) First installment; 40 per cent of the fees on signing of the agreement.

(ii) Second Installment: 35 per cent, subject to (a) submission of the draft project report within the time frame stipulated in the agreement and (b) a presentation on the draft project report being made before the Steering Committee at New Delhi and the draft project report being found to be generally acceptable;

(iii) Third and final installment: balance 25 per cent on submission of the final project report/product and its acceptance by the Government. Any delay in submission of project report without due approval by the Ministry will attract a penalty of 5% per week and the balance 25% will be forfeited on delay in submission the project report beyond 5 week from the stipulated date. The final payment will be made within 6 weeks on acceptance of the project report/product and submission of bills etc. by the agency.

2.10 The terms of payment to intern for each study/survey under this scheme will be as under:

- (i) First installment; 30 per cent of the fees on signing of the agreement.
- (ii) Second Installment: 30 per cent, subject to (a) submission of the draft study/survey report within the time frame stipulated in the agreement and (b) a presentation on the draft project report being made before the Steering committee at New Delhi and the draft project report being found to be generally acceptable;
- (iii) Third and final installment: balance 40 per cent on submission of the final survey/study report and its acceptance by the Government. Any delay in submission of study/survey report without due approval by the Ministry will attract a penalty of 5% per week and the balance 40% will be forfeited on delay in submission the project report beyond 5 week from the stipulated date. The final payment will be made within 6 weeks on acceptance of the survey/study report and submission of bills etc. by the agency.

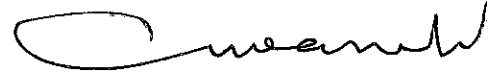
2.11. 12th Five Year Plan outlay earmarked for the scheme is Rs.10 crores. The year-wise and component-wise non-recurring estimated cost is as under :

component	2014-15 (upto Rs. In cr.)	2015-16 (uptoRs. In cr.)	2016-17 (uptoRs. In cr.)	Estimated Cost (Rs. In cr.)
Research & development of assistive technology and product development devices	0.65	3.00	3.35	7.00
Study/survey/ research	0.35	1.35	1.30	3.00
Total	1.00	4.35	4.65	10.00

2.12 The expenditure on the Plan scheme during the financial year 2014-15 to 2016-17 is subject to approval of outlay and availability of funds in the respective year.

2.13. While incurring any expenditure under the scheme, Rules, instructions and procedures as laid down under the GFRs, DFPRs and all other allied instructions issued by the Government of India from time to time shall be strictly followed.

2.14 This issues in consultation with Integrated Finance Division vide their Dy. No. JS& FA/3757 dated 23.12.2014.



(Awanish Kr. Awasthi)
Joint Secretary to the Govt. of India
Tele: 24369056

Encl. Copy of the scheme

Copy to:

- (i) Planning Commission (Shri Madan Mohan, Adviser), Yojana Bhawan, New Delhi.
- (ii) Department of Science and Technology (Dr. Prasad Raju, Scientist G.), Technology Development Division, Technology Bhawan, New Mehrauli Road, New Delhi 110016.
- (iii) Department of Higher Education, (Shri R.P.Sisodia, JS), Shastri Bhawan, New Delhi.
- (iv) Ministry of Tribal Affairs (Shri Rupak Chaudhari, DS), Shastri Bhawan, New Delhi.
- (v) Ministry of Minorities Affairs (Dr. Yashpal Singh, JS) CGO Complex, New Delhi.
- (vi) Department of Social Justice and Empowerment (Shri Shyam Kapur, JS), Shastri Bhawan, New Delhi.
- (vii) Department of Health Research (Ms. Sunita Sharma, DS), Indian Red Cross Society Building, Red Cross Building, New Delhi.
- (viii) Secretary, Indian Council of Medical Research, V.Ramalingaswami Bhawan, Ansari Road, New Delhi.
- (ix) Director, IIT, Hauz Khas, New Delhi-110016.
- (x) Secretary, Department of Science & Technology, Technology Bhawan, New Mehrauli Road, New Delhi.
- (xi) CMD, ALIMCO, Kanpur (UP)
- (xii) Director, NIRTAR, Cuttack, Orissa
- (xiii) Director, PDUIPH, New Delhi
- (xiv) Director, NIOH, Kolkata
- (xv) Director, NIVH, Dehradun (Uttarakhand)
- (xvi) Director, AYJNIHH, Mumbai
- (xvii) Director, NIMH, Secunderabad (AP)
- (xviii) Director, NIEPMD, Chennai, Tamil Nadu

- (xix) PREM Division, Department of Social Justice and Employment, Shastri Bhawan, New Delhi.
- (xx) Secretary, Department of Health, Nirman Bhawan, New Delhi.
- (xxi) Secretary, Ministry of Women and Child Development, Shastri Bhawan, New Delhi.
- (xxii) Director, General (Audit), Central Revenues, I.P.Estate, New Delhi.
- (xxiii) JS & FA, Department of Empowerment of Persons with Disabilities, Paryavaran Bhawan, New Delhi
- (xxiv) Sr. PPS to Secretary (EPwDs)/PPS to JS (AKA)
- (xxv) Guard File/Sanction folder



(Awanish Kr. Awasthi)
Joint Secretary to the Govt. of India

Government of India
Ministry of Social Justice and Empowerment
Department of Empowerment of Persons with Disabilities

Central Sector Scheme on 'Research on disability related technology, products and issues'

(Effective from 2014-15)

1. Background

1.1 The mandate of the Constitution is to ensure equality, freedom, justice and dignity of all individuals, which implies an inclusive society for all, especially the disadvantaged. Article 41 of Part IV ("Directive Principles of State Policy") which is particularly relevant with regard to persons with disabilities, reads as follows:-

"41 Right to work, to education and to public assistance in certain cases:

- 1.2** The State shall, within the limits of its economic capacity and development, make effective provision for securing the right to work to education and to public assistance in cases of unemployment, old age, sickness and disablement, and in other cases of underserved want."
- 1.3** In pursuance of the above provision of the Constitution, several initiatives have been taken by the Government for the welfare and empowerment of persons with disabilities.
- 1.4** Present scenario of disability and rehabilitation research is one that is ad-hoc, without direction, minor and micro in nature and attempt. No doubt, a few organisations of the Department of Empowerment of Persons with Disabilities, seven National Institutes, Composite Regional Centres for Persons with Disabilities (CRCs), Central Universities and NGO are engaged in applied and action research and these are mostly linked to the awareness and knowledge levels.

1.5 The basic, physical, social, cultural, economic, gender and human aspects of disability in the country needs to be researched and documented in totality. The evolution and changes need to be studied with greater scientific focus today so that the march towards empowering the persons with disabilities for the future is appropriate, inclusive, and scientific and sustained with equality and dignity.

2. Objectives

- a) To promote research of service models and programmes on the basis of life cycle needs (e.g. public awareness, advocacy, early intervention, education, vocational training, employment, adult independent living, full participation in the society), holistic development of the individuals and their families and creating an enabling environment for the empowerment of the persons with disabilities.
- b) To initiate and sustain innovative applied and action research to improve the quality of life.
- c) To promote research in prevention and prevalence of disability and the application of science and technology to the development of indigenous, appropriate aids and appliances.
- d) To broaden the areas of disability research to include critical disability studies covering the perspectives of human rights, law, economics, sociology, anthropology, technology, etc.
- e) To involve existing bodies to incorporate disability as one of their priority areas for research.
- f) To evolve strong linkages between research findings and policy and planning and practice.
- g) To initiate and develop monitoring and evaluation of research.
- h) To ensure active and compulsory involvement of persons with disabilities in applied research and product development projects in area of disability.

3. Implementing Agency

Department of Empowerment of Persons with Disabilities shall be the implementing agency for the scheme. The operation of the scheme will be overseen by a Steering Committee headed by Secretary, Department of Empowerment of Persons with Disabilities. The composition of the Steering Committee is para 5(i) below.

4. Components of the Scheme

(i) Research and development of assistive technology and product development devices

- (a) In the beginning of every year, a Technical Committee will recommend to the Steering Committee, the devices/products to be developed.
- (b) The Steering Committee shall consider and select the products/devices to be developed. Thereafter, the Department would get the selected products/devices developed through Department of Science and Technology with the guidance of Programme Advisory and Monitoring Committee (PAMC) on Technology Interventions for Disability and Elderly (TIDE) programme.
- (c) The operational arrangements for product development shall include concept development, inputs from stake holders, interaction with designer, prototype development, field trials, final product development.
- (d) The cost involved on development of products/devices will be borne by the Department from the budgetary allocation under the scheme on product to product basis.
- (e) Programme Advisory and Monitoring Committee (PAMC) of experts and a representative of the Department will review the progress of the projects.
- (f) Department of Science and Technology will assist the Department of Empowerment of Persons with Disabilities to support products/devices to be taken up for development under the scheme. Further action, like administrative approval, financial concurrence and disbursement of grants shall be taken up by the Department of Empowerment of Persons with Disabilities.

(ii) Scheme for study/research/survey/internship and periodical collection of data related to disability:

- The interns would be engaged for a period two years to undertake study/survey on topics/subjects assigned to them by the Department from time to time during this period.
- The interns should be Post Graduate in any field of disabilities and not more than 50 years of age.
- The persons having past experience in studies/surveys in the field of disabilities would be given priority for internship.
- The remuneration to be paid to the intern for each topic of study/survey shall be decided by the Steering Committee on the recommendation of the Technical Committee taking into account the topic assigned to intern for survey/studies and period of completion of job.
- Proposal from Indian Institute of Public Administration (IIPA) for research/studies/surveys shall also be invited by the Department for their involvement in the Scheme.
- Various committees constituted under the scheme will also take a view on IIPA's proposal on establishment of National Centre for Disability Economics and Policy (NCDEP).

5. Operational Arrangements

(i) The operation of the Scheme will be overseen by a **Steering Committee** headed by Secretary (D/O EPwDs). The composition of the Steering Committee will be:

1.	Secretary (D/OEPwDs)	Chairman
2.	Secretary & Dir., ICMR	Member
3.	Secretary, DST	Member
4.	Director, IIT, Delhi	Member
5.	DG, CSIR	Member
6.	JS & FA	Member

7. JS (Disability Division) Member
8. CMD, ALIMCO Member
9. Director (DD) Member Secretary

(ii) Before the beginning of each financial year (preferably before the end of January of the preceding financial year), the **Technical Committee** consisting of the following, will recommend to the Steering Committee the research product and the subjects/topics for surveys, studies etc. from time to time, consistent with the thrust areas and important issues related to disabilities before National Institutes/Department of Empowerment of Persons with Disabilities.

1. CMD, ALIMCO - Chairman
2. All Directors, NIs - Members
3. Rep. of Secretary, DST - Member
4. Rep of Director, IIT Delhi - Member
5. Rep. of Secy&Dir, ICMR - Member
6. Rep. of PREM Divn, SJ&E - Member
7. Director (DD) - Member Secretary

(iii) On acceptance of the above recommendation by the Steering Committee, the Department, as far as practicable, shall invite applications to identify panels of experts for the research and interns for periodical survey/study. The Department, with the approval of Secretary (D/O EPwDs) will also finalize the terms of reference for the research and survey/studies to be undertaken during the year.

(iv) The **Scrutiny Committee** consisting of the following will scrutinize each proposal with reference to the terms of reference and financial parameters/norm and will send the proposals to the Technical Committee (para ii) above for its recommendations on acceptance to the Steering Committee for selection of research product and survey/study:

- (i) Director (D/O EPwDs) - Chairman
- (ii) DS (D/O of Health) - Member
- (iii) DS (D/O WCD) - Member
- (iv) Dir (IFD), MSJ&E - Member
- (iv) US (DD) Member Secretary

- (v) The Steering committee as in para 5(i)' above will decide to the selection of partners for the research products and survey/studies to be undertaken. The decision of the Steering Committee shall be final.

6. Term of Payment

For research and development

The terms of payment for each project assignment under this scheme will be as under:

- (i) First installment; 40 per cent of the fees on signing of the agreement.
- (ii) Second Installment: 35 per cent, subject to (a) submission of the draft project report within the time frame stipulated in the agreement and (b) a presentation on the draft project report being made before the Steering Committee at New Delhi and the draft project report being found to be generally acceptable;
- (iii) Third and final installment: balance 25 per cent on submission of the final project report/product and its acceptance by the Government. Any delay in submission of project report without due approval by the Ministry will attract a penalty of 5% per week and the balance 25% will be forfeited on delay in submission the project report beyond 5 week from the stipulated date. The final payment will be made within 6 weeks on acceptance of the project report/product and submission of bills etc. by the agency.

For internship

The terms of payment to intern for each study/survey under this scheme will be as under:

- (i) First installment; 30 per cent of the fees on signing of the agreement.
- (ii) Second Installment: 30 per cent, subject to (a) submission of the draft study/survey report within the time frame stipulated in the agreement

and (b) a presentation on the draft project report being made before the Steering committee at New Delhi and the draft project report being found to be generally acceptable;

- (iii) Third and final installment: balance 40 per cent on submission of the final survey/study report and its acceptance by the Government. Any delay in submission of study/survey report without due approval by the Ministry will attract a penalty of 5% per week and the balance 40% will be forfeited on delay in submission the project report beyond 5 week from the stipulated date. The final payment will be made within 6 weeks on acceptance of the survey/study report and submission of bills etc. by the agency.

7. Other General terms and conditions;

- (i) The assignment should be completed within the time stipulated in the agreement. Delay in submission of the report beyond the stipulated time will attract penalty as provided for in the agreement. For factors beyond the control of the institution given the assignment, suitable extension in time may, however, be granted at the request of the institution.
- (ii) The Government shall not pay any extra amount for any escalation in cost of the assignment beyond the time period stipulated in the agreement.
- (iii) The total fee for the project as agreed with the Department will include service tax and other tax, if any and the liability of payment of the tax will be of the institution.
- (iv) During the current of the assignment, Government may modify the Terms of Reference and other terms and conditions of the assignment, if necessary, in order to strengthen/deepen its scope/coverage. As far as possible, such modifications will not be made more than once during currency of study and with the due concurrence of the institution concerned. In case, there is cost escalation due to substantial and major changes in the Terms of Reference, such cost shall be restricted to a maximum of 25% over and above the original cost subject to the approval of Integrated Finance Wing.

- (v) 10 hard copies of the final report, 15 hard copies of the executive summary and 50 CDs containing the final report shall be submitted before releasing the final installment of payment.
- (vi) The draft/final reports and the contents thereof would be the intellectual property of the Government and would not be published by the institution concerned without prior approval of the Government.
- (vii) In case of change of consultant/team leader during the currency of research/study, the new consultant/team leader may be appointed by the institution with the prior approval of the Ministry.
- (viii) The consultant will notify the Government of any material change in their status, shareholding or that of any Guarantor of the consultant, where such change would impact on performance of obligations of the consultant under the Agreement.
- (ix) If the performance of the Institution during the currency of the research/study is not found to be satisfactory, the agreement can be terminated and the amount already paid to the institution will be recovered.
- (x) The raw data/processed data/findings should not be disclosed by the Institution to any third party without prior approval of the government.

8. Forms of LOI, TOR and Agreement

Copies of the standard forms of LOI, TOR and Agreement are closed at **Annexure-I**, **Annexure-II** and **Annexure-III** respectively.

9. 12th Five Year Plan outlay earmarked for the scheme is Rs.10 crores. The year-wise and component-wise non-recurring estimated cost is as under :

component	2014-15 (upto Rs. In cr.)	2015-16 (uptoRs. In cr.)	2016-17 (uptoRs. In cr.)	Estimated Cost (Rs. In cr.)
Research & development of assistive technology and product development devices	0.65	3.00	3.35	7.00
Study/ survey/ research	0.35	1.35	1.30	3.00
Total	1.00	4.35	4.65	10.00

There is no recurring expenditure involved in the scheme.

ANNEXURE I
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities
Government of India,
Paryavaran Bhawan,
New Delhi – 110001.

No.
Dated

To

[Insert: Name and Address of Institution/ Consultant]

Subject: Letter of Invitation for Assignment under Scheme of Research on disability related technology, products and issues.

Sir/ Madam,

We invite proposal for the Assignment titled ".....". More details of the assignment are provided in the Terms of Reference (TOR).

2. This letter of Invitation has been addressed to the following short listed institutions/ consultants:

[insert: List of Short listed Consultants]

It is not permissible to transfer this invitation to any other Institution.

3. With this Letter of Invitation, the following documents are enclosed:

- (i) Terms of Reference (TOR) of the Assignment.
- (ii) Standard form of Certificates to be included in the proposal (**Annexure-A, Annexure-B and Annexure-C**).
- (iii) Standard Form of Agreement.
- (iv) Copy of the Scheme of ~~Surveys, Studies and Policy Research~~.

4. We will be happy to receive your proposal for undertaking this Assignment. The evaluation of the proposal (s) received will be done by the Scrutiny Committee referred to in paragraph 5(iv) of the Scheme document and the Steering Committee referred to in paragraph 5.1 of the scheme document will decide to the selection of institution/partner/consultant for research products or surveys/studies. The decision of the Steering Committee will be communicated to you.

5. Your proposal may be sent in sealed cover so as to reach the undersigned by.....(date).

Thanking you and looking forward to hearing from you,

Yours faithfully,

()
[Designation:

Annexure A

CONSULTANT'S ORGANISATION AND EXPERIENCE

A - Consultant's Organisation

[Provide here a brief (not more than two pages) description of the background and organisation of your entity and each associate, if any, for this assignment.]

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your entity, and each associate for this assignment, was contracted for carrying out consulting services similar to the ones requested under this assignment.]

Assignment name :	Approx. value of the contract (in Rupees) :
Country : Location within country :	Duration of assignment (months) :
Name of client :	
Address :	
Start date (month/year) : Completion date (month/year) :	
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: _____

Annexure B

General Description of Team

Sr. No.	Name of Team Leader & Staff	Position	Input (Staff-months)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Note: CV of the Team Members to be provided in the format given at Annexure B-I.

Annexure B-I

CURRICULUM VITAE (CV) OF PROPOSED PROFESSIONAL STAFF FOR THE ASSIGNMENT

1. Proposed Position [only one candidate shall be nominated for each position]:-

2. Name of Entity [Insert name of entity proposing the staff]: _____

3. Name of Staff [Insert full name]: _____

4. Date of Birth: _____ Nationality: _____

5. Education: [Indicate college/ university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

6. Membership of Professional Associations: _____

7. Publications (Indicate books, research papers and other articles published in reputed journals).

8. Other Training(s) : [Indicate significant training since degrees under 5 - Education were obtained]:

9. Countries of Work Experience : [List countries where staff has worked in the last ten years]:

10. Employment Record: [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

11. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 10].

Name of assignment or project _____

Year _____

Location _____

Client _____

Main project features: _____

Positions held: _____

Activities performed: _____

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _____

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative: _____

CONSULTANT'S FINANCIAL PROPOSAL

(a) Cost of the Study/Survey/Research Product : Rs
(based on team and staff inputs and all
necessary activities as per ToR)

(b) Service Tax : Rs.

(c) Total Cost (a+b) : Rs.

Note :

Note : No separate payment towards overheads, equipment, accommodation,
procurement of primary and /or secondary data, necessary travel (if any),
etc. shall be allowed.

AGREEMENT FOR CONSULTING SERVICES
FOR SURVEYS, STUDIES AND RESEARCH PROJECTS

AGREEMENT

THIS AGREEMENT is entered into this [insert starting date of assignment] between the President of India acting through Secretary, Department of Disability Affairs, Government of India, [the Government] having its principal place of business at [insert Client's address], and [insert Consultant's name] ("the Consultant") having its principal office located at [insert Consultant's address] acting through _____.

WHEREAS, the Government wishes to have the Consultant perform the Assignment hereinafter referred to, and

AND WHEREAS, the Consultant is willing to perform this Assignment,

NOW, THEREFORE, THE PARTIES hereby agree as follows:

1. **Services** (i) The Consultant shall perform the assignment specified in Annex A, "Terms of Reference and Scope of Assignment," which is an integral part of this Agreement (the "Assignment").

(ii) The Consultant shall provide the personnel listed in Annex B, "Consultant's Personnel," to perform the Assignment.

(iii) The Consultant shall submit to the Government the reports in the form and numbers and within the time periods specified in Annex C, "Consultant's Reporting Obligations."
2. **Term** The Consultant shall perform the Assignment [within ____ months from the date of this Agreement], or any other period as may be subsequently agreed by the parties in writing, subject to liquidated damages for the delay attributable to the Consultant.
3. **Payment** A. Ceiling
For the Assignment, the Government shall pay the Consultant the sum of [insert amount]. This amount includes all of the Consultant's costs and deliverables as well as any tax obligation that may be imposed on the Consultant.

B Schedule of Payments

The schedule of payments is specified below:

[insert currency and amount] upon the Government's receipt of a copy of this Agreement signed by the Consultant;
[insert currency and amount] upon the Government's receipt of the draft report from Consultant, acceptable to the Government;
and
[insert currency and amount] upon the Government's receipt of the final report from Consultant and acceptable to the Government.
[insert currency and amount] Total

C. Payment Conditions

(i) Payment on signature of this Agreement shall be made against a bank guarantee of equivalent amount from a Scheduled Bank in favour of the Government _____ till receipt of the draft report from Consultant and acceptable to the Government.

(ii) Final payment shall be made not later than 6 weeks, following submission by the Consultant of complete invoices in duplicate to the Coordinator designated in paragraph 4 or acceptance of the Report by the Government whichever is later.

4. Project Administration

A. Coordinator

The Government designates Shri/ Smt. [insert name and designation] as the Government's Coordinator; for this Assignment. The Coordinator will be responsible for the coordination of activities under this Agreement, for acceptance and approval of the reports and of other deliverables by the Government and for receiving and approving invoices for the payment.

B. Reports

The reports listed under Para ~~4~~⁶ and ~~5~~⁷ of the guidelines of the Scheme shall be submitted in the course of the Assignment, and will constitute the basis for the payments to be made under paragraph 3.

5. Performance Standards

The Consultant undertakes to perform the Assignment with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly but not later than ___ days replace any employees assigned under this Contract that the Government considers unsatisfactory.

Confidentiality The Consultant shall not disclose any proprietary or confidential information relating to the Services, this Agreement or the Government's business or operations without the prior written consent of the Government.

Ownership of Material Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Government under the Agreement shall belong to and remain the property of the Government. The Consultant may retain a copy of such documents and software for the purpose of this Agreement.

Insurance The Consultant will be responsible for taking out any appropriate insurance coverage at its own cost.

Re-Assignment The Consultant shall not re-assign this Agreement or sub-contract any portion of it without the Government's prior written consent.

Dispute Resolution Any dispute arising out of the Agreement, which cannot be amicably settled between the parties, shall be referred for arbitration [in accordance with the provisions of.....Act] to an arbitrator nominated by the Secretary, Department of Legal Affairs, Ministry of Law and Justice, Government of India. Provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time, shall be applicable. Courts in Delhi shall have jurisdiction in the matter.

11 Events of Default (i) Delay in furnishing of any report within the period mentioned for in Annex C. Provided that there shall not be default for the period of Force Majure and delays solely attributable to the Government.

(ii) Any report being non-acceptable to the Government for lack of professional quality.

(iii) Breach of any of the terms of this Agreement.

12 Consequences of Default (i) On the occurrence of any of the event of default on the part of Consultant, the Government may terminate this Agreement and claim refund of any money paid or invoke the bank guarantee and refuse to make any more payment.

(ii) In case of default being limited to delay only not exceeding 5 weeks, the Government, may in the alternative, claim the agreed liquidated damages @ 5% of the amount of contract for every week of delay, not exceeding in any case 25% of the amount of contract. The amount of liquidated damages shall be withheld and/or recovered from the payment to be made to the Consultant.

13 Force
Majure

The Parties shall be entitled to excuse performance of their respective obligations to the extent they are unable to perform the contract by an event of Force Majure. A party claiming relief on this account shall immediately on becoming aware of Force Majure event give notice to the other party disclosing the manner in and the period during which performance of its obligation is likely to be affected.

For the purpose of the Agreement Force Majure means Acts of God, wars or similar action affecting India Civil Commotions or general strike (excluding by its own employees) lying beyond the reasonable control of the affected Pary.

14 Notice

The address of the Parties for all communication is :
Government :

Consultant :

All notices with the aforesaid address sent by pre-paid registered-post or speed post or sent by fax with confirmation of its delivery or e-mail shall be deemed to have been served and received by the addressee within the time they should have been delivered/received at the addressee's end.

Any change of address will not be valid unless acknowledged by the other party.

IN WITNESS WHEREOF, the representatives of the Parties to this Agreement being duly authorized have hereunto set their hands and have executed those present this __ day of ____

For and on behalf of the President
of India (THE GOVERNMENT)

Signed by _____

Designation: _____

In presence of _____

FOR THE CONSULTANT

Signed by _____

Designation: _____

In presence of _____