Date:

## SPONSORED RESEARCH & CONSULTANCY CELL NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

## REQUEST FOR SERVICE CONTRACT (A separate form to be use for each person/agency)

1.	Name of the spons	sored project:			
2.	Project code:				
3.	Sponsoring agency:				
4.	Name of the PI and Dept. /Centre:				
5.	5. Brief title of job / service to be assigned on contractual basis:				
6.	6. Time period for completion (limited to maximum 89 days):				
From		to	(mention dates)		
8.	Proposed total value	ue of contract:			
	9. Name of the person/ agency to whom the contractual assignment to be awarded (with a short resume in a separate sheet):				
10	. a) Whether the per	rson/agency served ar	y contractual assignment in the project / any		
oth	other project in the past :				
b) If yes, the details of the same:					
en	close proper justifica	ation of the contract, s	proved only in very special cases. Please ome details of work to be assigned in cv to do the service contract)		

## **UNDERTAKING FROM PI:**

I hereby certify that the above service contract is essential for the timely completion of the project and that the service providers / agency to be engaged for the work are sufficiently qualified and experienced to carry out the job and that the charges proposed to be paid are reasonable and economical. The expenditure will be met from the contingency grant of the project.

Countersigned by	Principal Investigator
Head of the Dept. /Centre	
Availability of fund under contingency head: YES / NO	Approved / Not approved
Assistant Registrar (SR&C)	Dean (R&C)
Contract No.	dated