

**F.No. O-15026/1/24- Research Division
Government of India
NITI Aayog
(Research & Networking Division)**

**Sansad Marg, New Delhi
Dated the 21st November, 2024**

OFFICE MEMORANDUM

Subject: Research Scheme of NITI Aayog (RSNA)-2024 - (Guidelines for Research Studies)

The undersigned is directed to enclose the revised RSNA guidelines in supersession to the earlier guidelines issued vide Order No O-15026/1/18-G&R dated July 20th, 2022.

- 2) The revised guidelines comes to force with effect from 21st November 2024.
- 3) This issues with the approval of the competent authority.



**(Dr. Banusri Velpandian)
Sr. Specialist, Law (R&N)**

Encl: As above

Copy for information to:

1. PS to Vice Chairman, NITI Aayog
2. PS to Member (VKS/RC/VKP/AV), NITI Aayog
3. PSO to CEO, NITI Aayog
4. PPS to AS&FA, NITI Aayog
5. Director (Finance), NITI Aayog
6. Website of [NITI] Aayog



सत्यमेव जयते

नीति आयोग

National Institution for Transforming India

**Research Scheme of NITI Aayog-2024
(RSNA-2024)**

PART A

GUIDELINES FOR RESEARCH STUDIES

**Research & Networking Division
National Institution for Transforming India
NITI Aayog
Government of India
Sansad Marg
New Delhi 110001**

INDEX

S N	Items	Page No
1.	Introduction	3
2.	Research Scheme of NITI Aayog, 2024	3
3.	Objectives of the Scheme for Extramural Research	4
4.	Eligible Activities Covered under the Scheme	5
5.	Eligibility of Recipients under the Scheme	5
	• For institutions/organisations	6
	• For individuals	6
6.	Selection of the Applicant for Undertaking Research Studies	
	• Mode of Selection	7
	• Preparation of Terms of Reference	7
7.	Operationalization of the Scheme	
	• Research Studies by Organisations/Legal Entities	8
	• Priority Studies	8
	• Constitution of Committees <ul style="list-style-type: none"> ○ Research Evaluation Committee for Consultancy by Nomination ○ Research Evaluation Committee ○ Proposal Evaluation Committee 	8-9
	• Release of Funds	9
	• Financial Ceiling	9
	• Consultancy through Nomination Basis	10
	• Consultancy through Limited Tender	10
	• Consultancy through Advertisement/ Open tender/Open Bidding	11
	• Standard Operating Procedures for Award of Research Studies	11-14
	• Timelines for Procurement of Studies through Open Tender	14
	• Timelines for Procurement of Studies through Limited Tender	15
	• Timelines for Procurement of Studies through Nomination	16
	• Release of Fee in Installments	17
8.	Acknowledgement and Disclaimer	18
9.	Required Documents	19
10.	Terms and Conditions	19
11.	Effective Date of Guidelines and Removal of Difficulties	22
12.	Forms	24

Research Scheme of NITI Aayog (RSNA), 2024
Guidelines for Operationalization of the Scheme

1. INTRODUCTION

- 1.1. In order to evolve a shared vision of national development priorities, sectors and strategies in the spirit of cooperative federalism, Government of India had set up the NITI Aayog (National Institution for Transforming India) in place of the erstwhile Planning Commission. NITI Aayog had commenced operations w.e.f. January 1, 2015, as a dedicated Think Tank of the Government. As per its mandate, NITI Aayog is expected to provide specialised inputs - strategic, functional and technical - to the Prime Minister and the Government (Centre as well as States), on matters critical to the fulfilment of the national development agenda, strategically charting the future of the nation. NITI Aayog is also envisaged to play an important role in monitoring the implementation of policies and programmes, and evaluate their impact. As a Think Tank, NITI Aayog is expected to develop as a Knowledge and Innovation hub – an accumulator as well as disseminator of research and best practices on good governance, through a state-of-the-art Resource Centres, which identifies, analyses, shares and facilitates replication of the same. The Aayog is also expected to provide advice and encourage partnerships between key stakeholders, national and international like-minded Think Tanks, as well as educational and policy research institutions.
- 1.2. In order to achieve the above objectives, a scheme titled Research Scheme of NITI Aayog, was put in place in 2015 to facilitate and support quality research through outside professional/expert agencies and individual experts besides supporting dissemination of views and fostering new ideas. In addition, to this specific research projects were also outsourced by the Development Monitoring and Evaluation Organisation (DMEO), which is a part of the NITI Aayog. The Research Scheme of NITI Aayog has been revised from time to time to address emergent needs of the organization.

2. RESEARCH SCHEME OF NITI AAYOG, 2024

- 2.1 The 'Research Scheme of NITI Aayog, 2024' (hereinafter referred to as Scheme or RSNA), supersedes the erstwhile Research Scheme of NITI Aayog, 2021. However, the latter would remain applicable for studies sanctioned under the erstwhile scheme till their completion. The purpose of the Scheme would continue to be the need to support various activities of NITI Aayog towards performing its role as the Think Tank of the Government. Under this Scheme, necessary financial and non-financial assistance would be provided, for carrying out the aforesaid activities on topics/subjects of interest to NITI Aayog as decided by the Competent Authority. The activities supported under the Scheme shall be under three categories, viz.

- (a) research studies;

- (b) seminars/ conferences/ workshops etc. organized by reputed organizations and;
 - (c) non-financial assistance by extending NITI Aayog Logo to organisations for events such as seminars/ conferences/ workshops/summits/ symposium/ exhibitions/annual functions.
- 2.2 The funding under this Scheme shall be predominantly in the form of consultancy fee for hiring of professional services to undertake research studies and Grant-in-aid for seminars/ conferences/ workshops etc.
- 2.3 The Scheme shall be implemented by the Research and Networking (R&N) Division in NITI Aayog in close association with the respective Subject Matter Division (SMD) of NITI Aayog.

3. OBJECTIVES OF THE SCHEME FOR EXTRAMURAL RESEARCH

- 3.1 The objective of the Scheme is to promote research studies, consultations, amplifications of digital governance through digital portals/interfaces as deemed necessary for achievement of the country's developmental objectives. The Scheme will work in alignment with the objectives of NITI Aayog as indicated in the Cabinet Resolution dated January 1, 2015 for setting up of NITI Aayog, as reproduced below:
- (i) To evolve a shared vision of national development priorities, sectors and strategies with the active involvement of States in the light of national objectives.
 - (ii) To foster cooperative federalism through structured support initiatives and mechanisms with the States on a continuous basis, recognizing that strong States make a strong nation.
 - (iii) To develop mechanisms to formulate credible plans at the village level and aggregate these progressively at higher levels of government.
 - (iv) To ensure, on areas that are specifically referred to it, that the interests of national security are incorporated in economic strategy and policy.
 - (v) To pay special attention to the sections of our society that may be at risk of not benefitting adequately from economic progress.
 - (vi) To design strategic and long-term policy and programme frameworks and initiatives, and monitor their progress and their efficacy. The lessons learnt through monitoring and feedback will be used for making innovative improvements, including necessary mid-course corrections.
 - (vii) To provide advice and encourage partnerships between key stakeholders and national and international like-minded Think Tanks, as well as educational and policy research institutions.
 - (viii) To create a knowledge, innovation and entrepreneurial support system through a collaborative community of national and international experts, practitioners and other partners.
 - (ix) To offer a platform for resolution of inter-sectoral and inter-departmental issues in order to accelerate the implementation of the development agenda.

- (x) To maintain a state-of-the-art Resource Centre, be a repository of research on good governance and best practices in sustainable and equitable development as well as help their dissemination to stake-holders.
 - (xi) To actively monitor and evaluate the implementation of programmes and initiatives, including the identification of the needed resources so as to strengthen the probability of success and scope of delivery.
 - (xii) To focus on technology up-gradation and capacity building for implementation of programmes and initiatives.
 - (xiii) To undertake other activities as may be necessary in order to further the execution of the national development agenda, and the objectives mentioned above.
- 3.2 The assistance provided for various activities under the Scheme shall be subject to the overall condition of ensuring that high quality initiatives are undertaken in the field of research that enrich the knowledge-base in the relevant fields considered important by the Government/ NITI Aayog.
- 3.3 Assistance would also be provided to support various programmatic initiatives/ portal(s)/ digital interfaces of NITI Aayog for the purposes of information sharing, exchange of ideas/ values and learning innovative best practices and for any other use as deemed necessary. The activities and initiatives under this provision would be finalized on a case-by-case basis based on extant requirements from time-to-time.

PART A – GUIDELINES FOR SUPPORTING RESEARCH STUDIES

4. ELIGIBLE ACTIVITIES COVERED UNDER THE SCHEME

The Scheme shall support undertaking research initiatives that can take the form of one or more of the following activities:

- a) Comprehensive desk-based research on specific subjects/topics, resulting in a paper, a report, or any other output as necessary.
- b) Providing inputs to NITI Aayog on a specific thematic area.
- c) Review of case studies/validating best practices for any ongoing programmatic initiative of NITI Aayog.
- d) Undertaking impact assessment studies for specific regulatory/legal/policy framework or any programmatic initiatives of NITI Aayog.
- e) Developing Portals/Digital Platforms for the purposes of information sharing, exchange of ideas/ values and learning innovative best practices, which would be used as tools for planning, decision making and aid future research. This would be procured in the same manner as in the case of research studies. .

5. ELIGIBILITY OF RECEIPIENTS UNDER THE SCHEME

The Scheme will support both institutions/organisations as well as individuals to undertake research studies.

5.1 For Institutions/ Organisations

The following institutions/ organisations shall be eligible to receive funding under the scheme:

- (a) Organisations having a distinct legal status in India whether in public or private sector, subject to the condition that Non-Governmental Organisations must necessarily be registered at the NGO-Darpan Portal of NITI Aayog.
- (b) National and international think tanks/ Organisations/ Institutions. In case of international entities proposal under the Scheme can be submitted following obtaining extant permissions of NITI Aayog, as the case may be.
- (c) Chair Professor Units (approved by the erstwhile Planning Commission).
- (d) Consulting institutions.
- (e) Academic institutions.

5.2 For Individuals

An individual shall be eligible to seek support under this Scheme provided:

- a) He/she is an Indian national with reputation of expertise in the relevant subject
- b) Have a track record of publishing atleast 2 paper(s)/journal(s) article in reputed Indian/foreign journal as single or first author or is an expert of eminence.

- 5.3** Proposals can be submitted by any organization individually or in association with another organisation/individual to complement the activities/role assigned by NITI Aayog. In case of a joint collaboration, all members of the collaboration shall agree to the terms and conditions of the Letter of Approval for the assignment jointly and severally. Under such circumstances, there shall be one lead member of the consulting organisations and NITI Aayog shall deal with the lead member for all administrative purposes.
- 5.4** Study proposals submitted by institutions/individuals seeking either partial or full funding for a dissertation/ course project/thesis including as fellowship etc to be undertaken by student(s) shall not be considered for funding under this Scheme.
- 5.5** For any research study, the applicant needs to certify that the said the research work for which assistance is being sought under the Scheme has not been submitted to any other agency/agencies for financial support.
- 5.6** Any institution or individual, black-listed or debarred (as per the list provided by the SMD) from receiving any grant from the Government for any specific period, will not be considered for funding under the Scheme. During the process of implementation of the Scheme, in case of any breach of the terms and conditions as laid down in the Letter of Approval (LoA) coming to notice, the organisation/individuals may be blacklisted from receiving any further assistance under the Scheme upto a period of five years from the date of notification issued by the NITI Aayog to the said organisation/individual to this effect. The decision in this regard shall be taken by CEO, NITI Aayog on the recommendation of the Research Evaluation Committee (REC). The appeal against such blacklisting or debarment shall be made to Vice Chairman, NITI Aayog by the said organisation/individual within 10 days of the date of the said notification.

6. SELECTION OF THE APPLICANT FOR UNDERTAKING RESEARCH STUDIES

(A) Mode of Selection

- 6.1 Research studies could be both solicited and unsolicited. In both cases, the concerned SMD shall be responsible for undertaking required due diligence as per the provisions of this Scheme and obtain in-principle approval of CEO, NITI Aayog before forwarding the same to the R&N Division for further processing. In case of solicited research studies, NITI Aayog shall identify the applicant for undertaking a specific assignment through open tender, limited tender or on anomination basis. The R&N Division wherever necessary, may undertake consultation with the applicant in any manner deemed necessary, including a presentation on the proposal.
- 6.2 In case of open tender, extant provisions of the General Final (GFR) for such a method shall be followed. A two-stage bidding process on Quality Cum Cost Based Selection (QCBS) and two-envelop method shall be followed with a 70:30 ratio. The SMD may, wherever, deemed appropriate propose a ratio of upto 80:20.
- 6.3 In case of limited tender, specific institutions/organisations shall be identified by the concerned SMD based on a pre-qualification criterion for seeking bids, which could be either both Technical and Financial Bids or only Financial, as per the decision of the SMD.
- 6.4 An organization/entity/individual can be selected on nominations basis as well in which case it would be the responsibility of the concerned SMD to ensure the compliance of the provisions of the Scheme. The concerned SMD shall identify the subject and applicant to carry out the research work and seek approval of CEO, NITI Aayog before forwarding the same to the R&N Division for processing. Adequate justification for single source selection as per Rule 194 of GFR 2017 shall be provided by the SMD in this case.

(B) PREPARATION OF TERMS OF REFERENCE (TOR)

- 6.5 For each study a detailed TOR would need to be prepared by the proposing entity. In case of proposals recommended by the SMDs, guidance, as deemed appropriate, may be taken from Member(s) for drafting the TORs. The ToRs should be exhaustive detailing the purpose, outcome and manner in which the outcome of the study would assist NITI Aayog in meeting its objectives. The TOR shall contain (i) Title, Background and Objective of the study, (ii) Research methodology (iii) study area, (iv) outline of the tasks and final output expected from the consultants, (v) methods of review, schedule for submitting the 1st draft report and project completion report, (vi) budget, duration and schedule for completion of the assignment (vii) any support or inputs to be provided to the consultant (viii) how the study will integrate in on-going or proposed areas of work of NITI Aayog and (ix) any other relevant and study specific terms. The Model format of developing TOR is placed as Form-12 for guidance purposes.

- 6.6 In case of proposals seeking bids under open tender, CEO NITI Aayog, on his discretion may direct examination of the TOR by the Proposal Evaluation Committee.

7. OPERATIONALISATION OF THE SCHEME

A RESEARCH STUDIES BY ORGANISATIONS/LEGAL ENTITIES

- 7.1 The R&N Division of NITI Aayog shall have the overall responsibility for the administration of the Scheme.
- 7.2 The concerned SMD of NITI Aayog, shall have a key role to play in the implementation of the Scheme. The SMD shall be responsible for finalizing technical aspects of the study, including the recommendation of the proposal in the prescribed format, preparation of the TOR, providing necessary support for evaluation of the technical bids, monitoring of qualitative aspects of the study, presenting the proposal before the competent authority, evaluation of findings and finalization/ acceptance of the report, implementation thereof, etc.
- 7.3 **Priority Studies:**
- i. Research proposals received from Prime Minister's Office, Vice Chairman and Members of NITI Aayog shall be considered as Priority Studies.
 - ii. The proposals, both solicited or unsolicited, will be processed and recommended by the concerned SMD for in-principle approval of CEO, NITI Aayog as per the provisions of the Scheme.
 - iii. The relevant SMD would remain responsible for implementation and all necessary actions required to be taken as per the provisions of this Scheme.

CONSTITUTION OF COMMITTEES

For ease of implementation of the Schemes NITI Aayog would constitute following Committees:

- 7.4 **Research Evaluation Committee for Consultancy by Nomination (RECCN):** There shall be a RECCN which shall comprise of Vice Chairman, NITI Aayog as Chairperson with members of the Committee comprising of (i) at least two Members of NITI Aayog, (ii) CEO, NITI Aayog (iii) Additional Secretary, NITI Aayog or any equivalent officer (iv) Programme Director of the relevant SMD and (v) Programme Director (R&N). The quorum of RECCN meetings shall be 4 with mandatory presence of the Chair. The R&N Division shall provide the secretariat assistance to RECCN.
- 7.5 If deemed necessary, the Programme Director of the concerned SMD or the proposed applicant may be requested to make a short presentation during deliberations of RECCN.
- 7.6 **Research Evaluation Committee (REC):** There shall be a standing REC to open and evaluate the bids, as the case may be. The REC shall be chaired by Programme Director (R&N) with other Members being Programme Director of the concerned SMD and Director (Finance), IFD. The decision of REC shall be binding on all the parties of the

research studies. The R&N Division shall provide the secretariat assistance to REC.

7.7 Proposal Evaluation Committee (PEC)

- a. There shall be a standing Proposal Evaluation Committee (PEC) to examine the proposed study/research document and ascertain its suitability. The reference of specific proposals to the PEC shall be on the discretion of CEO, NITI Aayog which could *inter alia* include the TOR, relevance of the study, etc.
- b. The composition of PEC shall be as follows:

S No	Designation	
1	Additional Secretary, NITI Aayog	Chairperson
2	PD, R&N Division	Member
3	Two (2) PDs nominated by CEO, NITI Aayog	Member(s)
4	PD of concerned SMD	Member
5	Sr. Specialist/Director (R&N)	Member Convener

- c. After recommendation of PEC, including any modification of TORs or any other aspect referred to the PEC, the proposal shall be processed for in-principle approval of CEO NITI Aayog by the concerned SMD.

- 7.8 The Financial Proposal shall consider all expenses related to the study (including all applicable taxes). All payments shall be subject to deduction of taxes at source as per applicable laws. The proposal needs to give a break-up of all costs in INR (₹). A format for submitting the Financial Proposal is at Form 3a/4.

RELEASE OF FUNDS

- 7.9 Funds will be released through the Public Financial Management System (PFMS) and through RTGS/ECS/NEFT. Tax shall be deducted at source by the DDO, NITI Aayog before releasing the amount as per the extant Income Tax Rules. For release of funds in case of an NGO, the submission of unique ID through the NGO-Darpan Portal of NITI Aayog shall be mandatory.

FINANCIAL CIELING

- 7.10 There shall be no financial limit for research studies procured through Open Bidding. In case of studies under Nomination category, the financial limit shall be ₹ 50 lakhs (as per rule 183 of GFR 2017). In case of studies under the Limited Tender category, the financial limit shall be ₹ 50 lakhs (as per the OM No. F.1/11/2021-PPD dated 17th December 2021 issued by the Department of Expenditure, Ministry of Finance). These limits prescribed in the Scheme shall be compliant with the extant provisions of the GFR and shall undergo a change consequent to any revision of the GFR. The RECCN may relax the financial ceiling in exceptional cases depending upon the specific requirements of some studies under Nomination category.

7.11 Consultancy on Nomination basis:

- a) The selection of studies through nomination needs to have adequate justification and in compliance with the provisions of single-source selection in Rule 194 of GFR, 2017. These proposals shall be considered under exceptional circumstances, for cases such as (i) tasks that represent a natural continuation of previous work carried out by the firm, (ii) in case of emergency situation, situation arising after natural disasters, situations where timely completion of the assignment is of utmost importance, (iii) situations where the execution of assignment may involve use of proprietary techniques or only one consultant has requisite expertise to conduct the study in a timely manner and (iv) situation in which NITI Aayog is of the view that the organization/individual is most suitable for conduct of the study as per the objectives of NITI Aayog. The SMD concerned while seeking approval of competent authority for such cases would present detailed justification.
- b) Competent Authority: CEO, NITI Aayog shall be the competent authority for the purpose of award of Research Studies under Nomination Category for proposals seeking assistance upto Rs 10.00 Lakh which will result in a paper or report or any other output as deemed necessary. In case of proposals over and above this limit the RECCN shall be the competent authority. The decision of the competent authority shall be final and binding.
- c) RECCN shall convene within a week of the release of the revised Scheme to finalise the procedure that would guide its deliberations in such cases. The procedure should *inter alia* ensure that the approved costs are determined as reasonable and consistent with market rates for tasks of a similar nature; determining the competence of the entity to discharge the tasks and ensuring that the consultancy services are not split into smaller sized projects.
- d) To the extent possible reputed Institutions may be considered for consultancy such as, reputed academic institutes/think tanks/ Autonomous Bodies under Central or State Governments and Chair Professor Units of NITI Aayog and reputed consultancy organisation in the public or private sector.

7.12 Consultancy through Limited Tender: The SMD concerned may identify a panel of organisations/ institutions based on a pre-qualification criterion to seek bids on the basis of issue of RFP. While initiating the preparation of such a list/panel the concerned SMD may, *inter alia*, shall consider the past track record of the organisations/ institutions, expertise in the respective sector, informal/ formal inquiries from Ministries/ Departments/ Chambers of commerce, etc. Any such list shall have at least 3 (three) organisations with principal investigators (PIs) for a particular study. The concerned SMD while forwarding the proposal to the R&N Division shall indicate the preferred mode of selection, viz (i) QCBS or (ii) Least Cost

Based Selection (LCBS).

- 7.13 **Consultancy through Advertisement/ Open Tender/ Open Bidding:** In case of open tender, the R&N Division shall be responsible for undertaking bidding as per the extant procedure of GFR and the provisions of this Scheme, including but not limited to advertisement on the official website of NITI Aayog, Central Public Procurement Portal (CPPP) website for getting expression of interest (EoI). A draft format for the EOI is attached at Form 13.

7.14 STANDARD OPERATING PROCEDURE FOR AWARD OF RESEARCH STUDIES

Sr No	Parameter	Open Tender QCBS	Limited Tender QCBS/LCBS	Nomination
1	Cost Cap (incl. of all taxes)	No Limit	Rs 50.00 Lakh	For Individuals -Rs 10 Lakh For Organisations - Rs 50 Lakh
2	Eligible Applicant	Organisations	Organisations	Individuals/Organisations
3	Priority Studies proposed by VC/Members/ CEO/PMO	Organisations	Organisations	Individuals/Organisations
		All the priority studies will be sent to SMD by R&N Division for review and taking necessary approvals		
4	Initiator	SMD	SMD	SMD
5	In-principle Approval	CEO, NITI Aayog	CEO, NITI Aayog	CEO, NITI Aayog

Sr No	Parameter	Open Tender QCBS	Limited Tender QCBS/LCBS	Nomination
6	EOI	R&N Division	Not Applicable	Not Applicable
7	Shortlisting of organisations for RFP Stage	By the SMD (Preferably more than 10 organizations would be short-listed on the basis of (a) their past performance/ association with the erstwhile Planning Commission/NITI Aayog, (b) their research work/performance in the relevant field and (c) other parameters like financial health, solvency etc. of the bidder, as determined by the SMD)	SMD, list of minimum 3 (Three) shortlisted organisations for RFP stage	SMD shall shortlist single source/individual /organisation Adequate justification for single source selection as per Rule 194 of GFR 2017 shall be provided by the SMD in this case.
8	Request for Proposal (RFP)	By R&N Division to the shortlisted organisations seeking both Financial and Technical bids (as per Forms 1,2,3b,4,5 and 6)	<u>In Case of QCBS</u> By R&N Division seeking both Technical and Financial bids (Form 3b and 4 respectively) Other required documents and self-declaration (Forms 2, 5 and 6). <u>In Case of LCBS</u> By R&N Division seeking only Financial bids (Form 4) Other required documents and self-declaration (Forms 2, 5 and 6).	<u>For Organisations</u> The SMD invites/receives technical and/or financial proposals from the Applicant. (Form 13, Form 3b and Form 4) Other required documents & Undertaking (Forms 2 and 5). <u>For Individuals</u> The SMD invites/receives technical and/or financial proposals from the Applicant. (Form 3a)

Sr No	Parameter	Open Tender QCBS	Limited Tender QCBS/LCBS	Nomination
9	Bid Evaluation/Proposal Evaluation	By REC on basis of QCBS	By REC on basis of QCBS/LCBS, as the case may be	<u>Upto Rs 10 Lakh</u> The SMD <u>More than Rs 10 Lakh</u> The SMD or the Applicant makes a presentation to RECCN, that considers the proposal
10	Administrative Approval	CEO, NITI Aayog	CEO, NITI Aayog	Upto Rs 10 Lakh- CEO, NITI Aayog More than Rs 10 Lakh - CEO, NITI Aayog & Vice Chairman, NITI Aayog
11	Financial Approvals	R&N Division	R&N Division	R&N Division
12	LOA	Issuance a Letter of Approval (LoA) with detailed terms and conditions by R&N Division	Issuance a Letter of Approval (LoA) with detailed terms and conditions by R&N Division	Issuance a Letter of Approval (LoA) with detailed terms and conditions by R&N Division
13	Contract, Guarantee etc.	The Head of the organisation or his authorized nominee or the study awardee to execute the Contract (Form 7), Performance Bond (Form 8) /Performance Guarantee (Form 11) within 15 days of LoA dispatch.	The Head of the organisation or his authorized nominee or the study awardee to execute the Contract (Form 7), Performance Bond (Form 8) /Performance Guarantee (Form 11) within 15 days of LoA dispatch.	Organisations- The Head of the organisation or his authorized nominee or the study awardee to execute the Contract (Form 7), Performance Bond (Form 8) /Performance Guarantee (Form 11) within 15 days of LoA dispatch. Individuals- The individual researcher then executes a Contract (Form 7) and a Performance Bond (Form 10) within 15 days of the dispatch of the LoA
Monitoring & Review				
14	Contract formalities	On issuance of LOA, the SMD to facilitate timely execution of the contract and fulfilment of contract related formalities		

Sr No	Parameter	Open Tender QCBS	Limited Tender QCBS/LCBS	Nomination
15	Technical milestones and monitoring	PD (SMD) will monitor the technical aspects of the research study implementation and the progress of the study report		
16	Administrative Aspect	PD (R&N) to oversee administrative aspects of study with inputs from the PD (SMD).		
17	Draft report/research work and Project Completion Report	Review- concerned SMD, which has up to 60 days to submit comments. The SMD may consult with concerned Administrative Ministries, that will have 30 days to respond. If no response is received, the work is deemed accepted. PD (R&N) will make the final decision in consultation with the PD (SMD). The report as confirmed & accepted by NITI Aayog – The consulting organisation will submit the Project Completion Report once communicated		
18	Extension of Timeline	Extension of time for submitting draft reports or Project Completion Reports may be considered if the organisation provides justification for delays beyond their control. The extension is granted by the PD (R&N) in consultation with the PD (SMD). Penal interest provisions will not apply if reasons for the delay are duly justified and if the delay is not due to any wilful breach of the governing terms. The extension request must be submitted at least 15 days before the prescribed deadline.		
19	Payment Release	R&N Division will release payments Study commencement date- date of release of 1st installment. Release of the sanctioned amount in instalments- as per the milestones achieved and as recommended by SMD	Payment Release- R&N Division Study commencement date- date of release of 1st installment. Further release in instalments- as per the milestones achieved and as recommended by SMD	Payment Release- R&N Division Study commencement date- date of release of 1st installment. Further release in instalments- as per the milestones

7.15 Timelines for Procurement of Studies through Open Tender

Time line	Stage	Responsibility
T	Receipt of in-principle approved Proposal by R&N Division from SMD	SMD to ensure that the Proposal is complete in all aspects including getting in-principle approval from competent authority.
T+3	Issuance of EOI	By R&N Division

T+24	Deadline for submission of EOI	SMD to follow up with the organisations, wherever required.
T+31	Shortlisting of Organisations for RFP stage	By SMD within 7 days of the last date of the EOI submission.
T+34	Issuance of RFP (Empanelment/Advertisement)	By R&N Division within 3 days after receiving the proposal complete in all requirements or list of shortlisted EOI, as the case may be.
T+62	Submission of bids by the Organisations in response of the RFP	By interested organisations within 4 weeks in case of both technical and financial bids/within 3 weeks in case of only financial bids. SMD to follow-up with the organisations.
T+69	REC Technical bid opening meeting	By R&N Division within 7 days after receiving the proposal complete in all requirements.
T+79	Technical Evaluation	By SMD within 10 days after REC Bid opening meeting.
T+86	REC Financial bid opening meeting	By R&N Division within 7 days after technical evaluation by REC
T+89	Final Evaluation	By REC within 3 days after Financial Bid opening.
T+96	IFD Concurrence & CEO Approval	Within 7 days
T+99	Issuance of LOA	By R&N Division within 3 days after administrative approval of CEO.
T+120	Completion of contract formalities	SMD to follow up in terms of the LOA
T+130	Release of First Installment	Within 10 days from receipt of duly raised tax invoice by the Consultant/researcher

7.16 Timelines for Procurement of Studies through Limited Tender

Time line QCBS	Time line LCBS	Stage	Responsibility
T	T	Receipt of in-principle approved Proposal by R&N Division from SMD	SMD to ensure that the Proposal is complete in all aspects including getting in-principle approval from competent authority.
T+3	T+3	Issuance of RFP (Empanelment/Advertisement)	By R&N Division within 3 days after receiving the proposal complete in all requirements or list of shortlisted EOI, as the case may be.

T+24	T+24	Submission of bids by the Organisations in response of the RFP	By interested organisations within 4 weeks in case of both technical and financial bids/within 3 weeks in case of only financial bids. SMD to follow-up with the organisations..
T+31	NA	REC Technical bid opening meeting	By R&N Division within 7 days after receiving the proposal complete in all requirements.
T+41	NA	Technical Evaluation	By SMD within 10 days after REC Bid opening meeting.
T+48	T+31	REC Financial bid opening meeting	By R&N Division within 7 days after technical evaluation by REC or last date of financial bid submission, as the case may be.
T+51	T+34	Final Evaluation	By REC within 3 days after Financial Bid opening.
T+58	T+41	IFD Concurrence & CEO Approval	Within 7 days
T+61	T+44	Issuance of LOA	By R&N Division within 3 days after administrative approval of CEO.
T+82	T+65	Completion of contract formalities	SMD to follow up in terms of the LOA
T+92	T+75	Release of First Installment	Within 10 days from receipt of duly raised tax invoice by the Consultant/researcher

7.17 Timelines for Procurement of Studies through Nomination

Time line	Stage	Responsibility
T	Receipt of in-principle approved Proposal by R&N Division from SMD	SMD to ensure that the Proposal is complete in all aspects including getting in-principle approval from competent authority.
T+10	Examination of the proposal by RECCN/CEO, NITI Aayog, as the case may be	R&N Division will convene the Meeting of RECCN, if applicable.
T+17	Decision By RECCN/CEO, NITI Aayog	R&N Division will provide secretariat services to RECCN
T+24	IFD Concurrence & CEO Approval	Within 7 days

T+27	Issuance of LOA	By R&N Division within 3 days after administrative approval of CEO.
T+48	Completion of contract formalities	SMD to follow up in terms of the LOA
T+58	Release of First Installment	Within 10 days from receipt of duly raised tax invoice by the Consultant/researcher

7.18 RELEASE OF THE FEES IN INSTALLMENTS

The date of the Letter of Approval (LOA)/ sanction order issued by the R&N Division shall provide for the start of the project, timelines and shall specify release of funding as per certain milestones. It shall be the responsibility of the SMD concerned to ensure that the timelines and progress stated therein are adhered to. Release Orders will be processed and issued by R&N Division, based of the recommendation of the SMD, for all the installments as per the table below.;

Installment	% of release	Stage
1st	40% of contract value to a State or Central Government agency or a Public Sector Undertaking; and 30% to private firm/ entities	At the time of sanction, the bidding organisation has to submit, the acceptance of Terms and Conditions of LoA/Execute Contract and Performance Bond/Performance Guarantee. The organisation should submit a Bond on 10 rupees Non-Judicial Stamp paper, duly executed by Head of the Organisation or his authorized representative, authenticated on each page. However, no bond is required from the Govt. owned institutions or autonomous Bodies
2nd	30%	After submission of 1st Draft Report. The report may generally cover (i) literature survey, (ii) chapterisation, (iii) objectives of the study, (iv) data collection and compilation method, (v) Methodology/statistical methods or tools for analysis of data or use of any software of the work done (vi) Findings of the study/ recommendations, and (vii) Disclaimer and Acknowledgement. The report will be given to the SMD whose suggestion will be incorporated in the final draft report. The final authority for releasing the 2nd instalment will be Programme Director (R&N) upon concurrence of PD (SMD).

3rd	30% or 40%	After acceptance of Project Completion report having Disclaimer and Acknowledgement with (i) incorporating all the suggestions given by NITI Aayog (and the Administrative Ministry, if consulted, before final printing of the report); (ii) receiving of (a) Requisite copies of Project Completion (to be given in LoA)/ Final Report of the study [Printed on both sides and in a book binding form (no hard binding) in A4 size bond paper/ Dó paper], (b) Pen drive containing complete final report in pdf form, and If there is any shortcoming in the Project Completion/ Final report, then the 3rd installment would be withheld till such time the observations are addressed properly by the consultant.
TOTAL	100%	Closing the Study by submission of hard copies, disclaimers and tax invoice

Note: The soft copy of draft reports may also be sent via email (to be mentioned in LoA)

ACKNOWLEDGEMENT AND DISCLAIMER

8. **Acknowledgement and Disclaimer in the draft research work and Project Completion Reports:** The financial support under the Scheme provided by NITI Aayog shall be duly acknowledged on all documents produced and prominently displayed with a disclaimer as given below.
 - (i) **“ACKNOWLEDGEMENT:** This study was carried out with the financial support of NITI Aayog, Government of India, and conducted by [Name of the organisation/individual expert *with address*].” This shall be printed on the cover page of the draft reports or project completion report.
 - (ii) **“DISCLAIMER:** *“The Organisation/Individual expert [name to be mentioned] has received the financial assistance under the Research Scheme of NITI Aayog (RSNA) to prepare this report. While due care has been exercised to prepare the report using the data from various sources, NITI Aayog does not confirm the authenticity of data and accuracy of the methodology to prepare the report/research work. NITI Aayog shall not be held responsible for findings or opinions expressed in the document. This responsibility completely rests with the Institute/Individual Expert [Name to be mentioned]”. This shall be printed on the first page inside the Report/research work.*
 - (iii) The acknowledgement and disclaimer are mandatory at the time of report submission. If publication of the report is approved by NITI Aayog, its publication will also have the Disclaimer as its integral part.
 - (iv) NITI Logo shall not be used anywhere in the report unless an express written permission of NITI Aayog is obtained at the level of CEO, NITI Aayog.
 - (v) If there is any additional specific requirement of NITI Aayog w.r.t.

acknowledgement and disclaimer in a particular manner, then the same shall be communicated to the Institute/Individual expert before the submission of the project completion report.

9. REQUIRED DOCUMENTS

The proposal shall be submitted by the Head of the concerned Institutions/Organisations or PI or by an authorized officer of the institution empowered to execute legal documents on behalf of the institution along with the following requisite documents (wherever applicable):-

- (i) Copy of Registration Certificate of the Institution/Organisation **OR** Articles of Association {Copy of the Constitution/MOA (Memorandum of Association) of the Institute/Any letter issued by UGC if University}
- (ii) Registration Number in NGO-Portal “Darpan” of NITI Aayog and its copy, if applicable.
- (iii) Photo copy of the PAN card of the organisation/Individual Expert
- (iv) The proforma for the required documents to process fund release is provided for guidance under **Form-9**.

10. TERMS AND CONDITIONS

- 10.1 All the communications including intimation regarding 1st Draft/ final draft/ Project Completion Report of research study/research work etc. will be submitted to Sr. Specialist Law (R&N), NITI Aayog, Room No 435, Sansad Marg, New Delhi by the PI or Head of the organisation/individual.
- 10.2 **Copyright:** NITI Aayog would have the Intellectual Property Rights (IPR) for all the research studies/research work outsourced. The study cannot be published/placed in public domain including consultant's website/any other platform either in part or in full by the consultancy organisation without explicit written permission of NITI Aayog. Also, for an unpublished Report, the findings contained within the report shall not be cited, referenced, or relied upon in any proceedings, documents, or communications without obtaining such permission. .
- 10.3 **Adherence to Timelines in case of research study:** The assignment should be completed within the time line stipulated in the Letter of Approval (LoA). Unless extension is approved by NITI Aayog in writing, the delay in submission of the project completion report beyond the stipulated time will attract penalty as per the penal provisions of the bond executed by the consultant. This penalty shall be calculated on the released funds and would be deducted from the last/remaining installment(s).
- 10.4 The consultant organization/individual shall have to carry out the Research Study as per the provisions in these guidelines and Letter of Approval (LoA)/ Contract. In case of any breach of the terms and conditions, the remaining amount would be forfeited and the organization/individual shall have to refund the released amount with penal interest .
- 10.5 NITI Aayog, in case of research study, if desired, may carry out site visit for review of field survey/work being carried out by the consulting organisation for the study.

Officials from R&N Division and/ or SMDs or any other persons may be deputed to make field visit(s) for monitoring and verifying the genuineness of the study or respondents.

- 10.6 Foreign travel is not allowed under this scheme unless this is considered necessary in terms of objectives of the study and the same is duly approved in writing by NITI Aayog.
- 10.7 The persons employed in the research study project will be treated as the employees of the consultant organization only. The conditions of their service will be governed in accordance with the rules and order of that consultant organisation as applicable to such personnel.
- 10.8 The Consultant organisation or PI/Co-PI of the project/individual expert will not accept any financial assistance from any other source(s) for the same project assigned under the scheme.
- 10.9 In case of research study, the consultant organisation shall provide permanent infrastructure facilities, viz., accommodation, furniture, research facilities, library, laboratory, equipment, secretarial & managerial staff and material required for the project for which, a budget provision may be made by the Consultant Organisation under "Overheads" within the sanctioned amount as, NITI Aayog shall not provide any additional amount.
- 10.10 The Research Study, funded under the RSNA, should generally have a single PI, whose credentials will be as per the requirements of the study. There may also be one or two Co- Principal Investigators (Co-PI), who will support the PI. The names of the PI and the Co-PIs will be specified in the Letter of Approval (LoA).
- 10.11 The consultant organisation or the PI or his associates or individual expert shall not share the data collected for the assigned research study/research work with any other person/organisation without the prior approval of the NITI Aayog. The research study shall not be used by the PI or his associates or anybody else for the preparation of any doctoral thesis/ dissertation or for other degrees/diplomas or publication(s) without the prior approval of the NITI Aayog.
- 10.12 In case of research study, the Organisation or the PI shall make suitable arrangements for the safe custody of raw data and other documents related to the study for a period of one year after completion of the research study. The NITI Aayog may ask for perusal/review of raw or processed data at any time.
- 10.13 In case of research study by an Institute, if the PI associated with the project leaves the Institution/ Organisation at any stage after the commencement of the research study, the project may be continued by either appointing (i) a new PI by the institute, or (ii) an eligible Co-PI who could be considered as the PI, subject to recommendation of the Head of the Consultant organisation and the approval of the NITI Aayog. Such request should be sent well in advance preferably within 15 days after the leaving of the original PI. The same would applying case change is to be made with respect to Co-PIs.

- 10.14 The concerned organization/individual expert will have to bear all responsibilities regarding any discrepancy and irregularity in the funding w.r.t. the sanctioned studies.
- 10.15 NITI Aayog reserves the right of seeking additional information including copies of the other project completion report or audited annual statement of accounts while examining individual cases.
- 10.16 During the course of the study/research work, there might be some changes in the scope of the study depending upon circumstances on mutual agreements only. The same may have to be carried out by the organisation/individual expert without any additional compensation.
- 10.17 NITI Aayog reserves the right to reject and re-invite any of the proposals.
- 10.18 No capital expenditure will be incurred from the assistance provided for the project.
- 10.19 The liability of providing for tax component as applicable in the invoice and payment of the tax will be of the Organisation/individual expert.
- 10.20 **Plagiarism:** The consultant organisation may certify while submitting the study report that the content of the report is original and has not been plagiarized. The concerned SMD may also check for plagiarism at the draft stage of the report.
- 10.21 **Termination:** This contract may be terminated by both parties upon 30 days' notice period. If the consultant organisation/ individual expert terminates the contract then it shall refund the credited amount/fee with penal interest. However, NITI Aayog may permit the organisation/individual expert to retain part of the fee paid depending upon the services already accepted to have been rendered to its satisfaction. NITI Aayog may also terminate this contract in whole or in part, in writing to the assigned organisation/individual expert. The initiation of arbitration proceedings in accordance with "settlement of disputes" stated below shall not be deemed a termination of this contract. In the event of any termination by the NITI Aayog, no payment shall be paid to the agency/individual expert except for work and services satisfactorily performed in conformity with the terms and conditions of the contract. The agency/individual expert shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures. Should the agency/individual expert be adjudged bankrupt, or be liquidated or become insolvent, or should the agency make an assignment for the benefit of its creditors, or should a receiver be appointed on account of the insolvency of the agency, the NITI Aayog may, without prejudice to any other right or remedy it may have, terminate this contract forthwith. The agency/individual expert shall immediately inform the NITI Aayog of the occurrence of any of the above events.

The detailed terms as applicable can be referred to in the RFP.

10.22 SETTLEMENT OF DISPUTES

- (i) **Amicable settlement:** The parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this contract or the breach, termination or invalidity thereof.

(ii) **Arbitration:**

- (a) In the event of any dispute or difference between the parties hereto, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the CEO, NITI Aayog. In case it is felt necessary to do so, the Department of Legal Affairs would be consulted in an appropriate manner. The provisions of Arbitration and Conciliation Act, 1996 (No. 26 of 1996) shall be applicable to the arbitration.
- (b) All litigations will be subject to Delhi Jurisdiction. The venue of such arbitration shall be New Delhi only.
- (c) The language of arbitration proceedings shall be English. The arbitrator shall make a reasoned award (the "Award"), which shall be final and binding on the parties.
- (d) The cost of the arbitration shall be shared equally by the parties to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.
- (e) Pending the submission of and/or decision on a dispute, difference or claim or until the arbitral award is published; the Parties shall continue to perform all of their obligations under this scheme without prejudice to a final adjustment in accordance with such award.

The detailed terms as applicable can be referred to in the RFP.

- 1023 In addition to these Terms and Conditions, other governing terms provided in the RFP, accepted LOA and the Contract shall also apply on those to whom they are issued.

11. EFFECTIVE DATE OF GUIDELINES AND REMOVAL OF DIFFICULTIES:

- a. These Research Scheme of NITI Aayog guidelines 2024 will come into effect from the date of the issue of the corresponding Circular. Studies which were sanctioned earlier would continue to be governed by the guidelines prevailing at the time of issue of LoA of that study.
- b. Where the VC, NITI Aayog is of the opinion that it is necessary or expedient to do so and for reasons to be recorded in writing any provisions of these Guidelines can be relaxed or modified.
- c. In certain exceptional cases and in the exigency of time and with full justification, selection can also be considered from a single source as per GFR, 2017 by a Search - cum-Selection Committee having CEO, NITI Aayog as the Chairperson with one Additional Secretary/ Additional Secretary equivalent officer and one JS/JS equivalent officer as members, with the approval of Vice Chairman, NITI Aayog.

12. FORMS:

The relevant guidance templates for all the 'Forms' are provided hereunder to be used wherever applicable.

FORMS

Format of Expression of Interest (EoI)
(Applicable for Legal entity/ organization)

Respondents Ref No.:

Date:

Name-
Designation-
R&N Division,
NITI Aayog,
Sansad Marg, New Delhi

Dear Sir/Madam,

Subject: RESPONSE TO THE INVITE FOR SUBMISSION OF EOI FOR

I/We, the undersigned, offer the following information in response to the Expression of Interest sought by you vide your Notification No. _____, dated _____

1. Scope of work and Applicant

- (i) The broad scope of work or service (briefly in about 100 words -Remember to tailor the content to the specific project or opportunity you're expressing interest in.)
- (ii) Type of Inputs to expected be provided by NITI Aayog on the subject
- (iii) Eligibility of the Applicant(s) for the EoI/study (Lead Applicant as applicable):

Type of organization/ Name of the Applicant	Address	Registration details/ Affiliation	Single or Jointor collaboration (Name of all organisations)	Whether blacklisted by Govt of India/ State Govt/any Other department

2. Required Documents:

- (i) Copy of Registration Certificate of the Institution/Organisation **OR** Articles of Association {Copy of the Constitution/MOA (Memorandum of Association) of the Institute/ Any letter issued by UGC if University }
- (ii) Registration number (Copy) in NGO-Portal "Darpan" of NITI Aayog, if applicable.
- (iii) Photo copy of PAN card of the organisation.

3. Undertaking: The [Institute/ Organisation/University (name only)] has not obtained or applied for assistance for the same purpose/activity for

..... [Name of study] from any Ministry/Department of Central Government / State Governments. It is solely depending on the assistance of NITI Aayog

4. Information of PI and Organisation

Details of Bidder		
1.	Name of the Principal Investigator (PI)	
2.	Address of PI	
3.	Status of the Organisation (Public Ltd./ Pvt. Ltd./ NGO/ Society/Trust/ University/ Autonomous Body/ Deemed University)	
4.	Status as per Registration certificate/ Act	
5.	Name and Designation of the contact person:	
	Telephone No. (with STD code)	
	Mobile Number	
	Email of the Contact/ key person	
	Fax No. (with STD code)	
	Website:	
6.	Particulars of associate applicants/ JV members/ consortium members/ sub-contractors/collaborators	

- A. I/We have examined and have no reservations to the EoI Document including the self-declaration or any addendum that may be issued by NITI Aayog.
- B. I/We are duly authorized to represent and act on behalf of all collaborating applicants, which shall include jointly and severally / JV/ consortium/ sub-contractors as applicable.
- C. My/Our response is valid till _____ (Minimum validity is of three months from the submission deadline)

Yours sincerely,

(Sign)

NAME OF THE ENTITY

NAME OF THE AUTHORIZED PERSON

DESIGNATION

NATURE OF AUTHORISATION- BOARD RESOLUTION/LETTER OF AUTHORITY/
MOA/OM/POA

DATE & OFFICE SEAL/STAMP

Request for Proposal Letter (RFPL/ Covering Letter)

(To be submitted as part of Technical Proposal, along with supporting documents, if any)

(on Consultant's Letter-head)

(Strike out alternative phrases not relevant to you)

Consultant's Name _____

[Address and Contact Details]

Date.....

Location.....

To

Room No. , NITI Aayog

Ref: Your RFP Document No.; Bid Title:

Sir/ Madam

We, the undersigned, offer to provide consulting services in accordance with your above-referenced Request for Proposals (RFP) and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a separately submitted Financial Proposal.

1. Our Eligibility and Qualifications to participate
 - a. We confirm that we continue to comply with all the eligibility and submit the Declaration as stipulated in this RFP.
 - b. We shall be dutybound to proactively inform you of any change in our compliance with Conflict-of-Interest stipulations as soon as it occurs.
2. It is certified that no similar research proposal has been submitted for funding to any other Ministry/ Departments of central/state governments.
3. Our Proposal to deliver Services:

We offer to deliver the subject Services of requisite Performance Standards and within Delivery Schedules in conformity with the RFP Document. The relevant details are submitted as prescribed: Description of Approach, Methodology and Work Plan in responding to Terms of Reference';

In case of the applicant being an Institute, it is certified that the Principal Investigator (PI) [name] shall continue with the organisation till the completion of the proposed study. In the instance of the PI leaving the organisation without completing the study, the

organisation undertakes to get the study completed by appointing a new PI with the approval of NITI Aayog and without any additional financial liability on the part of the NITI Aayog and within the stipulated time.

4. Prices:

We hereby offer to perform the Services at our lowest prices and rates mentioned in the separately uploaded Financial Proposal. It is hereby confirmed that the prices quoted therein by us are:

- a. Based on the terms of delivery and delivery schedule confirmed by us; and
- b. Cost break-up of the quoted cost, showing inter-alia costs (including taxes and duties thereon) of all the included incidental Goods/ Works considered necessary to make the proposal self-contained and complete, has been indicated therein, and
- c. Based on the terms and mode of payment as stipulated in the RFP Document. We have understood that if we quote any deviation from the terms and mode of payment, our Proposal is liable to be rejected as nonresponsive, and
- d. Have been arrived at independently, without restricting competition, any consultation, communication, or agreement with any other Consultant or competitor relating to:
 - i. those prices; or
 - ii. the intention to submit an offer; or
 - iii. the methods or factors used to calculate the prices offered.
- e. Have neither been nor shall be knowingly disclosed by us, directly or indirectly, to any other Consultant or competitor before the Proposal opening unless otherwise required by law.

5. Affirmation of terms and conditions of the RFP Document:

We have understood the complete terms and conditions of the RFP Document. We accept and comply with these terms and conditions without reservations. We also explicitly confirm acceptance of the Arbitration Agreement as given in the RFP Document.

6. Abiding by the Proposal's Validity

We agree to keep our Proposal valid for acceptance for a period up to 90 days, as required in the RFP Document, or for a subsequently extended period, if any, agreed to by us, and are aware of penalties in this regard stipulated in the RFP Document in case we fail to do so.

7. Non-tempering of Downloaded RFP Documents and Uploaded Scanned Copies

We confirm that we have not changed/ edited the contents of the downloaded RFP Document. We realise that any change noticed at any stage, including after the Contract award, shall be liable to punitive action in this regard stipulated in the RFP Document. We also confirm that scanned copies of documents/ affidavits/ undertakings uploaded during the shortlisting process and this RFP are valid, true, and correct to the best of our knowledge and belief. We shall be responsible if any dispute arises regarding the validity and truthfulness of such documents/ affidavits/ undertakings. We undertake to submit for scrutiny, on-demand by NITI, originals and self-certified copies of all such certificates, documents, affidavits/ undertakings.

8. A Binding Contract:

We further confirm that if our proposal is accepted, all such terms and conditions shall continue to be acceptable and applicable to the resultant Contract, even though some of these documents may not be included in the Contract Documents submitted by us. We do hereby undertake that until a formal Contract is signed or issued, this Proposal and your written Letter of Award shall constitute a binding Contract between us.

9. Penalties for misrepresentation:

We hereby confirm that the particulars given above are factually correct and nothing is concealed and undertake to advise any future changes to the above details. We understand that any misinterpretation or misrepresentation would violate the Code of Integrity and attract penalties, as this RFP Document mentions.

10. Rights of NITI to Reject Proposal(s):

We further understand that you are not bound to accept the lowest or any Proposal you may receive against your above-referred RFP Document.

Yours sincerely,

(Sign)

NAME OF THE ENTITY

NAME OF THE AUTHORIZED PERSON

DESIGNATION

NATURE OF AUTHORISATION- BOARD RESOLUTION/LETTER OF AUTHORITY/
MOA/OM/POA
DATE

OFFICE SEAL/STAMP

Format for Technical and Financial Proposal for Research work
(Individual Researcher)

To

R&N Division _____
Room No. 435, NITI Aayog

Sir/ Madam

I, the undersigned, offer to provide consulting services in accordance with your referenced invitation/Request for Proposals (RFP) dated----

OR

I, the undersigned, offer to provide Expert Consultancy in accordance the Proposal stated hereunder.

A Contents of Technical Proposal

1. Name of the Topic
2. Objectives of the study
3. Brief literature review and underlying concepts/ theories on which the research work is based
4. Selection of study area (if any)
5. Methodology (including sample design)
6. Chapterisation, contents and lay out of the proposed research work

B Financial Proposal

Amount of Honorarium or the Total Fees (Inclusive of all taxes):

₹...../-

(In Words: Rupees ----- Only)

C Experience of the Expert in conducting research projects/reports in the above subject/themes for Government Departments/ Reputed Institutes in the last 10 years

Study Title	Name of the organisation/ agency (specify whether central Govt., State Govt., Multilateral organisations, others)	Month/ Year and duration of Study	Amount /Budget (₹. Lakh)	Publications in any Journals (Name & Address with impact factor)

D Required Documents:

- (i) Photo copy of PAN card of the Expert.

E Undertaking: "I [Expert (name only)] has not obtained or applied for assistance for the same purpose/activity submitted as the present Proposal from any Ministry/Department of Central Government / State Governments".) I do not have any Conflict of Interest in accordance with the scope of the EOI/RFP in terms of projects or studies or assignments either ongoing or completed: having competing interests.

F Information of the Expert

Details of Expert		
1	Name of the Expert	
2	Address	
	Telephone No. (with STD code)	
	Mobile Number	
	Email	

G Verification

I hereby confirm that the particulars given above are factually correct and nothing is concealed and undertake to advise any future changes to the above details. I understand that any misinterpretation or misrepresentation would result in cancellation or termination of the Proposal implementation and may attract penalties if it results in any damages to NITI Aayog.

Name and Signature of the Expert

Date

Place

Technical Proposal Submission Form
(Applicable for Legal entity/ organization)

[Location] [Date]

To:

....., NITI Aayog

Dear Sir/Madam,

Subject: RFP for_____.

I/We, the undersigned, offer to provide the services for“
_____” in accordance with your Request for Proposal
dated [date].

A. Contents of Technical Proposal

1. Name of the Topic
2. Objectives of the study
3. Brief literature review and underlying concepts/ theories on which the study is based
4. Selection of study area (if any)
5. Methodology (including sample design)
6. Statistical Design including Tools and Software required. This also includes (i) Reference period or base year of the proposed study, (ii) Selection of data (primary/ secondary), (iii) whether it's a sample survey, case study or other (please specify), (iv) type of hypothesis to be tested, (v) case studies to verify hypothesis (if any)
7. Relevance and need of the study (How does it help in contributions to policy process and knowledge transfer for NITI Aayog as a think tank of Govt. of India): a briefnote in bullet points of 200 words
8. Chapterisation, contents and lay out of the proposed report

B. Profile of Key Personnel & their suitability for the assignment in the research study

This includes (i) educational qualifications, research experience and details of publication in the national and international journals, (ii) address, telephone number, email ID and any other relevant details (in a brief CV) of:

1. Principal Investigator (PI)
2. Co- Principal Investigator(s) (Co-PI)
3. Other Professionals and Supporting Staff for this research study

C. Experience of the organisation in conducting research projects/reports in the above subject/ themes for Government Departments/ Reputed Institutes in the last 10 years

Study Title	Name of the organisation/ agency (specify whether Central Govt., State Govt., Multilateral organisations,others)	Month/ Year and duration of Study	Amount /Budget (₹ Lakh)	Publications in any Journals (Name & Address with impactfactor)

D. Brief of the Organisation/ Institution

1. (a) Brief bio-data of the head of the institution/ legal entity with contact details (mobile no., email in one page only), (b) Research expertise and infrastructure facilities available for conducting research work in the proposed area(s),
2. Name and contact details of 2 key persons of the organisation other than the head, PI and Co- PI.
3. List of Branches of the Institution/ specialty divisions (if any) with address and telephone numbers and name and designation of the nodal person of each branch.

E. We are duly authorized to represent and act on behalf of all collaborating applicants, which shall include jointly and severally / JV/ consortium/ sub-contractors as applicable.

F. Our response is valid till _____(Minimum validity is of three months from the submission deadline)

Yours sincerely,

(Sign)

NAME OF THE ENTITY

NAME OF THE AUTHORIZED PERSON

DESIGNATION

NATURE OF AUTHORISATION- BOARD RESOLUTION/LETTER OF AUTHORITY/
MOA/OM/POA
DATE

OFFICE SEAL/STAMP

Financial Proposal Submission Form
(Applicable for Legal entity/ organization)

[Location] [Date]

To:

....., NITI Aayog

Dear Sir/Madam,

Subject: Appointment as a Consultant to undertake assignment titled, “ ”

We, the undersigned, offer to provide the services for ----- in accordance with your Request for Proposal dated [date]. Our attached Financial Proposal is attached herewith for undertaking the assignment as per the Terms of Reference of the RFP.

2. This Financial Proposal shall be binding upon us subject to the modifications resulting from arithmetic correction, if any, up to expiration of the validity period of the Proposal, i.e. [date].
3. We undertake that, in competing for (and, if the award is made to us, in executing) the above Contract, we will strictly observe the laws against fraud and corruption in force in India namely — Prevention of Corruption Act 1988.

I. Consultancy Fee:

Sl No.	Persons	Duration	Amount (₹)
i)	Principal Investigator (PI) (only one)	Whole study period	
ii)	Co-Principal Investigator (Co-PI) (one or two)	Specify the period	
iii)	Research Staff:	Specify the period	
iv)	Field Staff:	Specify the period	
	Component wise break-up as applicable;		

II. Travel and DA:

(a) Domestic Traveling: There may be admissible for domestic travel only. No International travel is permitted unless prior approval is taken from NITI Aayog.

Sl No.	Persons	Amount (₹)
i)	Principal Investigator (PI)	
ii)	Co-Principal Investigator (Co-PI)	
iii)	For field /research staff:	

(b) DA as per the following

Sl No.	Persons	Duration	Amount (₹)
i)	Principal Investigator (PI)	No. of Days	
ii)	Co-Principal Investigator (Co-PI)	No. of Days	
iii)	For field /research staff:	No. of Days	

III. Other Miscellaneous Expenses

Particulars	Amount (₹)
(a) Data Processing including computation & Computer Work	
(b) Stationery, printing and photocopying	
(c) Overheads/ Institutional Fee	
(d) Any other – (i) For hiring services of technocrats /experts / testing laboratory etc. if required, for a fixed duration on consolidated amount or (ii) Holding Workshop/Debate discussion: For expert advice and suggestions of the group of distinguished scholars /researchers, in case, of revamping and improving the quality of the study, that should specifically be justified in the proposal along with details of participating scholars/ researchers /luminaries from the field of the subject concerned.	

IV. Proposed Budget (i.e. I+II+III): ₹.....

V. Contingency (3% of the proposed Budget): ₹.....

VI. GST/ Taxes (if any): ₹.....

Total Budget (including GST/ all taxes): ₹..... (in words)

4. I am/We are duly authorized to represent and act on behalf of all collaborating applicants, which shall include jointly and severally / JV/ consortium/ sub-contractors as applicable.

5. My/Our response is valid till _____ (Minimum validity is of three months from the submission deadline)

Yours sincerely,

(Sign)

NAME OF THE ENTITY

NAME OF THE AUTHORIZED PERSON

DESIGNATION

NATURE OF AUTHORISATION- BOARD RESOLUTION/LETTER OF AUTHORITY/
MOA/OM/POA
DATE

OFFICE SEAL/STAMP

Writeup explaining the Bidder's understanding of the requirements and the proposed methodology while responding to the Technical Terms of Reference (TOR)

(To be submitted as part of Technical Proposal)

(on Consultant's Letter-head)

RFP Document No (if applicable) -----

Title: -----

Consultant's Name _____

[Address and Contact Details]

a) Understanding of the Requirements

{Please explain your understanding of the objectives of the assignment as outlined in the 'Terms of Reference' (TORs). Please do not repeat/copy the TORs here.}

b) Methodology

{Please explain the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs here.}

c) Proposed Work Plan and execution strategy

S. No.	Items	Duration (in days/ months)
1.	Date/ Days of Commencement of work after getting LoA of NITI Aayog	
2.	Preparatory work including Selection of Staff, Pilot Study (if any), and Schedule of Sample Drawing	
3.	Data Collection and analysis schedules	
4.	(i) Submission of 1 st draft report	
	(ii) Submission of final draft report	
5.	Organising a Workshop or Power Point presentation (if required by nodal vertical) before submitting the project completion report in book bound form	
6.	Project completion report to be submitted	
	Total Duration:	

(Sign)

NAME OF THE ENTITY

NAME OF THE AUTHORIZED PERSON

DESIGNATION

NATURE OF AUTHORISATION- BOARD RESOLUTION/LETTER OF AUTHORITY/ MOA/OM/POA

DATE

OFFICE SEAL/STAMP

SELF-DECLARATION FORM

(Includes Bid security)

(Applicable to legal entity and to be printed on the Consultant applicants' letter head)

Bid Reference Number-_____

..... hereby declares to NITI Aayog that:

1. In the last three years, we, the lead applicant or any of our Associates / partners/ consortium members have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
2. We as Respondent(s) do not have any Conflict of Interest in accordance with the scope of the EOI/RFP in terms of projects or studies or assignments either ongoing or completed: having competing interests or constituting the same key personnel, during the preceding 3 (three) years as on the deadline of EoI submission.
3. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any bid or request for proposal or convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project.
4. In regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
5. We are solvent and **are not** having our management affairs administered by the Courts or IBC. We are in the position to continue being sustainable in connection to performance of the obligations for this Consultancy procurement action.
6. Bid Securing Declaration- It is hereby accepted that if this RFP is withdrawn or modified during the period of validity, or if once awarded the contract and we refuse/fail to sign the contract, or to submit a performance security/bond before the deadline defined in the RFP, I/we will be suspended for the period of time of one year from being eligible to submit Bids for contracts with the entity that invited the proposals or bids.
7. We shall abide by all the conditions of the REoI and the terms in respect of any matter arising out of the detailed RFP Document if to be submitted on being shortlisted or concerning or relating to the Selection Process including the award of Consultancy.

(Sign)

NAME OF THE ENTITY

NAME OF THE AUTHORIZED PERSON

DESIGNATION

NATURE OF AUTHORISATION- BOARD RESOLUTION/LETTER OF AUTHORITY/
MOA/OM/POA

DATE

OFFICE SEAL/STAMP

Contract Form

To

Consultant [Write Name]

[Complete address of the Consultant]

Subject:.....**Ref:** 1. This office's Letter of Award No..... dated

2. This office RFP Document No. -----

Title: ----- dated... .. And

subsequent Amendment No....., dated..... (If any). (Hereinafter referred to as 'the RFP Document')

3. Your Bid No..... dated..... and subsequent communication(s)/ Revised Offer No.....dated (If any), exchanged between you and this office in connection with this bid. (Hereinafter referred to as 'Your Offer')

Dear Sir/ Madam,

Your Proposal referred above, read with subsequent letters mentioned above, for the Services stipulated in the Schedules annexed herewith, have been accepted. Terms and conditions in this Contract and the documents listed in the clause below shall apply.

2) The following documents attached hereto shall be deemed to form an integral part of this Contract:

- i. The RSNA Guidelines;
- ii. The General Conditions of the Contract;
- iii. The Special Conditions of the Contract;
- iv. All Appendices/ Schedules having Key/material Information to Letter of Award
- v. Technical and Financial proposals as per the EOI/ RFP/ as approved by NITI Aayog

(Signature, name and address of [NITI Aayog]'s authorized, official)

For and on behalf of the President of India

(Signature, name, and address of the Consultant's executive duly authorized to sign on behalf of the Consultant.)

Hereto accepted the terms and signed the present Contract-

For and on behalf of

(Name and address of the Consultant)
(Seal of the Consultant)

BOND FORM

(For organisations/Legal Entities)

1. Know all persons by these present that we the
(Name of Samiti / Sansthan / Institution / An Association/ researcher)
 registered under the (Societies / Trust Registration Act (Specify the respective
 Act)/Companies Act/Affiliated to University) and having its office at in the State of
 through Shri / Smt./Ms. , duly authorized vide power of attorney / resolution/Order
 dated of the Samiti / Sansthan/ Institution / An Association/ Trust/University,
 (hereinafter called the "Obligator") and (I) Sh./Smt./Ms.
 Son/Daughter of Sh Resident of Aadhaar/Voter/PAN/
 ID card No (Attested copy must be enclosed) (II) Sh.
 Son/daughter of Sh.....Resident
 ofAadhaar/ Voter/ ID card No (Attested copy must be
 enclosed) (Hereinafter sureties) are held and firmly bound to the President of India here in
 after called the Government, in the sum of Rs..... (Rupees (in words only))
 together with interest thereon at the rate of 11.50% compounded annually (which would
 be adjusted as per the Government of India notification issued from time to time) from the
 date of receipt of the said amount by the Obligator up to the date of refund thereon to the
 Government. The term, obligator or sureties, unless repugnant to the context, shall mean
 and include the respective agents, assigns, heirs, successors etc., as the case may be.
2. Signed this Day ofin the year
3. Whereas on the Obligator's request the Government has as per NITI Aayog letter
 No.....dated and here-in-after referred to as the letter of Approval (which forms an
 integral part of these presents and copy of this is annexed as Annexure 'A'), agreed to make
 in favour of the Obligator for the purpose of.....,a fee of Rs.
 (Rupees.....) out of which Rs.....
 (Rupees... [amount of first installment]) have already been paid to the Obligator (the receipt)
 where the obligator do hereby admit and acknowledge two sureties in the termsand
 conditions manners contained herein after which the obligator and at its request the sureties
 have agreed to do.
4. Now in consideration of the aforesaid letter of sanction, the obligator herein binds itself
 and undertakes to comply with the conditions of the Letter of Approval referred to herein
 and if the obligator shall duly fulfill and comply with all its conditions mentioned in the
 Letter of Approval mentioning the fee then this bond or obligator's obligation therein shall
 be void and of no effect, but otherwise it shall remain in full force, effect and virtue, and
 the Government shall be at liberty to enforce this bond against the obligator or the surety
 jointly and/or severally, as it may deem fit and on its option. These presents further
 witness that:
 - a. That decision of the CEO, NITI Aayog Govt. of India or the Administrative Head of
 the NITI Aayog, Govt. of India administratively concerned with the matter, on the
 question whether there has been breach or violation on the part of the Obligator or
 any of the terms and conditionsmentioned in the letter of approval, shall be final and
 binding on the Obligator.

- b. The liability of the sureties here under shall not be impaired or discharged by reason of time being granted by the Government or any forbearance, act or omission by or on the part of the Government whether with or without the knowledge or consent of the sureties in respect or in relation to the obligation or conditions to be performed or discharged in the obligation or by reason of the matter or thing whatsoever, which under the law

relating to the sureties shall but for this provision have the effect of so releasing the sureties from such liability, nor shall it be necessary for the Government, to pursue the obligator before using the sureties or either of them the amount due here under.

- c. The **Obligator herein** agrees and undertake to surrender / pay to Government the monetary value of all such pecuniary or other benefits which it may receive or derive / have received or derived through / upon unauthorized use of fee for purpose other than that of which the fee was intended or the assets, purchased largely from out of Government funding. The decision of the CEO, NITI Aayog or the administrative head of the NITI Aayog as regards the monetary value of aforementioned to be surrendered / paid to the Government will be final and binding on the Society/Trust/Institution/ Organisation/ Researcher.

- d. The Obligator or the sureties shall, in the event of breach or violation of the terms and conditions mentioned in the Letter of Approval, refund to the Government on demand and without demur the entire amount of Rs (Rupees) or such part

thereof as may be mentioned in the **Notice Demand** issued by the Government along with the interest thereon at the rate of 11.50% compounded annually (which would be adjusted as per the Government of India notification issued from time to time) from the date of receipt of the said amount by the Obligator up to the date of refund thereof to the Government.

- e. The obligator and the surety assure and confirm that they have understood the scheme of assistance of sanction mentioned therein and they have executed this bond voluntarily and out of their free will.
- f. The Government of India has agreed to bear the stamp duty, if any, chargeable on these presents.

5. In witness thereof these presents have been executed on behalf of the Obligator and the Sureties the day and year here in above written and accepted for (Name and Designation) on the day and year appearing against his signature.

Signed for and on behalf of the Institution with date (Stamp/Seal)
(Name and Designation.....)

1. **Signature of the Surety** (Name and Designation of Surety with Identity Card such as Aadhaar/Voter/ PAN/ ID card No (attach copy).....)

2. In the presence of:

(i)
(Name & Address of witness) (Signature)
Aadhaar/ Voter/ PAN/ ID card No (attach copy).....

(ii)
(Name & Address of witness) (Signature)
Aadhaar/ Voter/ PAN/ ID card No (attach copy).....

PROFORMA – Society/ Trust/ Institution /University Details

Type of Registration: _____

Name of the Society/Trust/ Institution/ University: _____

Act/ Registration No.: _____

Date of Registration (DD/MM/YYYY): _____

Registering Authority & Name of State: _____

TIN No. _____ TAN No. _____ PAN No. _____

Complete Address of the Institution/Society: _____

City: _____

State: _____

District: _____

Pin Code _____

Contact Person _____

Phone No. _____

Phone No. of the Institution _____

Email address of Institution _____

Unique Agency Code: _____

(Unique Agency code is like short code of agency, it will accept only alphanumeric value no special character or space (e.g. if agency name is ABC Limited than unique code will be ABCL or ABCL LTD))

Bank Details

1. Name of Bank & Branch: _____

2. Bank/ Branch Address: _____

3. Bank Account No. _____

4. IFS Code _____

5. MICR Code _____

5. Society/ Trust/ Institution Name as per Bank records: _____

Signature of the Competent Authority with Stamp**To****R&N Division, NITI Aayog, New Delhi**

BOND FORM

(Individual
Researcher)

Form 10:

Know all persons by these present that I the.....
.....(Name of researcher) Son/Daughter of Aadhaar/Voter/ PAN/ ID card No.....
(Attested copy must be enclosed)and having his office/residence at.....in the State of (hereinafter called the "Obligator") and (I) Sh./Smt./Ms.
Son/Daughter of Sh. Resident of, Aadhaar/Voter/ PAN/ ID card No
..... (Attested copy must be enclosed) (II) Sh.
Son/daughter of Sh.Resident ofAadhaar/ Voter/ ID card No (Attested copy must be enclosed)
(Hereinafter sureties) are held and firmly bound to the President of India here in aftercalled the Government, in the sum of ₹..... (Rupees in words) together with interest thereon at the rate of 11.50% compounded annually (which would be adjusted as per the Government of India notification issued from time to time) from the date of receipt of the said amount by the Obligator up to the date of refund thereon to the Government. The term, obligator or sureties, unless repugnant to the context, shall mean and include the respective agents, assigns, heirs, successors etc., as the case may be.

2 Signed this day ofin the year

3 Whereas on the Obligator's request the Government has as per NITI Aayog letter No.dated..... and here-in-after referred to as the letter of Approval (which forms an integral part of these presents and copy of this is annexed as Annexure 'A'), agreed to make in favourof the Obligator for the purpose of,a fee of ₹.
..... (Rupees.....) out of which ₹..... (Rupees... [amount of first installment]) have been paid in advance to the Obligator (the receipt) where the obligator do hereby admit and acknowledge two sureties in the terms and conditions manners contained herein after which the obligator and at its request the sureties have agreed to do.

4 Now in consideration of the aforesaid letter of sanction, the obligator herein binds itself and undertakes to comply with the conditions of the Letter of Approval referred to herein and if the obligator shall duly fulfill and comply with all its conditions mentioned in the Letter of Approval mentioning the fee then this bond or obligator's obligation therein shall be void and of no effect, but otherwise it shall remain in full force, effect and virtue, and the Government shall be at liberty to enforce this bond against the obligator or the surety jointly and/or severally, as it may deem fit and onits option. These presents further witness that:

- a. That decision of the CEO, NITI Aayog Govt. of India or the Administrative Head of the NITI Aayog, Govt. of India administratively concerned with the matter, on the question whether there has been breach or violation on the part of the Obligator or any of the terms and conditions mentioned in the letter of approval, shall be final and binding on the Obligator.

- b. The liability of the sureties here under shall not be impaired or discharged by reason of time being granted by the Government or any forbearance, act or omission by or on the part of the Government whether with or without the knowledge or consent of the sureties in respect or in relation to the obligation or conditions to be performed or discharged in the obligation or by reason of the matter or thing whatsoever, which under the law relating to the sureties shall but for this provision have the effect of so releasing the sureties from such liability, nor shall it be necessary for the Government, to pursue the obligator before using the sureties or either of them the amount due here under.
- c. The **Obligator herein** agrees and undertake to surrender / pay to Government the monetary value of all such pecuniary or other benefits which it may receive or derive / have received or derived through / upon unauthorized use of fee for purpose other than that of which the fee was intended or the assets, purchased largely from out of Government funding. The decision of the CEO, NITI Aayog or the administrative head of the NITI Aayog as regards the monetary value of aforementioned to be surrendered / paid to the Government will be final and binding on me/us.
- d. The Obligator or the sureties shall, in the event of breach or violation of the terms and conditions mentioned in the Letter of Approval, refund to the Government on demand and without demur the entire amount of ₹ (Rupees, in words) or such part thereof as may be mentioned in the Notice Demand issued by the Government along with the interest thereon at the rate of 11.50% compounded annually (which would be adjusted as per the Government of India notification issued from time to time) from the date of receipt of the said amount by the Obligator up to the date of refund thereof to the Government.
- e. The obligator and the surety assure and confirm that they have understood the scheme of assistance of sanction mentioned therein and they have executed this bond voluntarily and out of their free will.
- f. The Government of India has agreed to bear the stamp duty, if any, chargeable on these presents.

5 In witness thereof these presents have been executed on behalf of the Obligator and the Sureties the day and year here in above written and accepted for (Name and Designation) on the day and year appearing against his signature.

Signed with date
(Name)

1 **Signature of the Surety** (Name and Designation of Surety with Identity Card such as Aadhaar/ Voter/ PAN/ ID card No (attach copy))

2 In the presence of:

(i)
(Name & Address of witness) (Signature)
Aadhaar/ Voter/ PAN/ ID card No (attach copy).....

(ii)
(Name & Address of witness) (Signature)
Aadhaar/ Voter/ PAN/ ID card No (attach copy).....

BANK GUARANTEE
(Applicable for Legal Entity)

A.) BANK GUARANTEE NO.:

B.) AMOUNT: Rs

C.) BG ISSUE DATE:

D.) LAST DATE OF CLAIM:

E.) BANK NAME:

F.) BENEFICIARY: The CEO, NITI Aayog, Government of India, NITI Bhawan, Sansad Marg,
New Delhi – 110001

THIS DEED OF GUARANTEE is made on this _____ day of _____, 20---- by and/or governed by the Banking Co. Regulation Act and having its Head Office at.....(hereinafter called the "Bank" which expression shall wherever the context so admit, include its executors, administrators and successors) in favour of The CEO, NITI Aayog----- (hereinafter referred to as "NITI" which expression shall include its executors, successors and assigns).

_____, is a Company/LLP incorporated under the _____ Act, having its registered office at _____, hereinafter called "the Consultant") (which expression shall wherever the context so admits include its successors in interest, liquidators, administrators and permitted assignees)

WHEREAS the Consultant has been sanctioned a study/ research project related to _____" and submitted a proposal with amendments (hereinafter called "the Project") to NITI.

WHEREAS the NITI has sanctioned Project assistance on the terms and conditions stipulated in the Contract executed by them on _____.

WHEREAS the Consultant is required to furnish a Bank Guarantee for a sum of Rs.++++++/- (Rupees ++++++ only) as security for fulfilling its commitments towards the release of the ----- --release of the funds.

AND WHEREAS THE BANK has agreed to stand **as guarantor** on behalf of the Consultant and execute this guarantee for the satisfactory fulfillment of the obligations under the Contract executed by the Consultant.

NOW THEREFORE, THE DEED OF GUARANTEE WITNESSETH AS FOLLOWS:

- 1) IN CONSIDERATION OF WHAT IS STATED HEREINABOVE THE BANK hereby guarantees that the Consultant will duly comply with all his/ their obligations under the said terms & conditions thereof., WE THE BANK UNDERTAKE TO PAY THE AMOUNTS DUE AND PAYABLE UNDER THIS GUARANTEE, WITHOUT ANY DEMUR, MERELY ON DEMAND SUCH AMOUNT/AMOUNTS as the Bank may be called upon by NITI to pay, but not exceeding in the aggregate, the said sum of Rs.++++++ (Rupees ++++++ only).
- 2) The Bank further undertakes that this guarantee shall be kept valid and binding on the Bank from the time this guarantee is given until fulfillment of all its commitments as provided in and as per the terms and conditions of the said Contract and the liability of the Bank hereunder shall not be impaired and/or discharged by any extension of time or variations or alterations made, given, considered or agreed with or without the Bank's knowledge or consent by or between the parties involved and it will remain valid till all the terms & conditions are duly satisfied.
- 3) It is not obligatory on the part of NITI to establish non-fulfillment of the contractual obligations by the _____ as stipulated in the terms & conditions under the terms of this guarantee, we the Bank will, on simple demand from NITI, pay to NITI, the said amount of Rs.+++++ (Rupees +++++ only) as indicated in clause (1) above without demur and without requiring NITI to invoke any legal remedy that may be available to them to compel us the Bank to pay the same even if the _____ considers such demand of NITI as unjustified.
- 4) Notwithstanding anything to the contrary, NITI's decision as to whether the Consultant had made any default or defaults or committed a breach of Contract and the amount to which NITI is entitled by reasons thereof, will be binding on us and we shall not be entitled to ask NITI to establish its claims under this guarantee but, we Bank, shall pay the sum forthwith at New Delhi, within seven days from the date of your first written demand any sum or sums within the limits of Rs.....(Rupees only) as aforesaid, without any objection or query and without cavil or argument.
- 5) The decision of NITI that any sum has become payable shall be final and binding on the Bank. The claims under this guarantee will be presented to the Bank in writing.
- 6) This guarantee shall be in addition to any other security or guarantees whatsoever that NITI may now or at any time in any way have or shall arrange in relation to the _____'s obligations/liabilities under and/or in connection with the said Contract and NITI shall have full authority and liberty to take recourse to or to enforce this guarantee in preference to those other security or securities or assurances, at its sole discretion.
- 7) The guarantee shall not be determined or affected by the liquidation or winding up, dissolution or change in the constitution of or insolvency of the Consultant but shall in all respects and for all purposes be binding and operative until payment of all sum or amounts payable to NITI in terms hereof, are made.

8) NITI shall have the fullest liberty without affecting in any way the liability of the Bank under Guarantee or Indemnity, from time to time, to vary any of the terms and conditions of the said contract or to extend time of performance by the said Consultant or to postpone for any time from time to time any of the powers exercisable by it against the said Consultant and either to enforce or forbear from enforcing any of the terms and conditions governing the said Contract or securities available to NITI and the said bank shall not be released from its liability under these presents by and exercise by NITI of the liberty with reference to the matters aforesaid or by reason of time being given to the said Consultant or any other forbearance act or omission on the part of NITI or any other matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so releasing the Bank from its such liability

9) The amount stated in any notice of demand addressed by NITI to the Bank as liable to be paid to NITI by the _____ or as suffered or incurred by NITI on account of losses or damages or costs, charges, or expenses shall, as between the Bank and NITI, as the case may be, be conclusive and payable by the Bank to NITI.

10) It shall not be necessary for NITI to proceed against the Consultant before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank, notwithstanding any security which NITI may have obtained or obtain from the Contractor shall at the time when proceedings are taken against the Bank Hereunder, be outstanding or unrealized.

11) This guarantee will not be discharged due to the change in the constitution of the Bank.

12) We, the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of NITI in writing and agree that if any further extension of this Guarantee is required the same shall be extended to such required periods on receiving instructions from the Consultant on whose behalf this guarantee is issued.

13) Notwithstanding anything contained hereinbefore, our liability under this guarantee is restricted to Rs.+++++++ (Rupees ++++++ only). The guarantee is valid up to UNLESS a claim or demand made IN WRITING IS PRESENTED TO US WITHIN THREE MONTHS OF THE SAID EXPIRY PERIOD OF THIS GUARANTEE ALL YOUR RIGHTS UNDER THIS GUARANTEE SHALL BE FORFEITED AND WE SHALL BE RELEASED AND DISCHARGED FROM ALL LIABILITIES THEREUNDER.

WE THE BANK FURTHER AGREE THAT THE GUARANTEE HEREIN CONTAINED SHALL REMAIN IN FULL FORCE AND EFFECT DURING THE PERIOD THAT WOULD BE TAKEN FOR THE PERFORMANCE OF THE SAID TERMS & CONDITIONS OF THE CONTRACT AND THAT IT SHALL CONTINUE TO BE ENFORCEABLE TILL ALL THE OF CLAIMS OF NITI UNDER OR BY VIRTUE OF THE SAID CONTRACT HAVE BEEN SATISFIED/DISCHARGED OR TILL NITI CERTIFIES THAT THE TERMS AND CONDITIONS HAVE BEEN FULLY AND PROPERLY CARRIED OUT BY THE CONSULTANT.

IN WITNESS WHEREOF the Bank has executed this Deed of Guarantee on day of and the year hereinbefore mentioned, in the presence of :

For (name of the Bank)
Name,
Designation,
Signing Power of the official signing.

Witness:

- 1.
- 2.

Terms of Reference (ToR) Format (for guidance purposes only)

1. Description of Assignment
2. Procuring Entity's Organisation Background
3. Assignment Background
4. Statement of Purpose/ Objectives
5. Statement of Assignments Outcomes
6. Detailed Scope of Work and Time-lines
 - a. Tasks, Activities, dependencies, bar chart and Gantt Chart, Milestones
 - b. Place of Assignment and Touring Requirements if any
 - c. Length and Duration of assignments
7. Team Composition and Qualification Requirements for the Key Experts (and any other requirements which will be used for evaluating the key experts under the Bid data sheet)
8. Capacity Building, Training and Transfer of Knowledge, if any
9. Deliverables, Reporting Requirements and Time Schedule for Deliverables [If no reports are to be submitted, state here "Not applicable."]
 - a. Format, frequency, and contents of reports; dates of submission
 - b. Number of copies, and requirements for electronic submission (or on computer media)
 - c. Persons (indicate names, titles, submission address) to receive them;
10. Background material, Data, reports, records of previous surveys, and so on, to be provided to the consultant (Mention a caveat about reliability of material provided and need for the consultant to verify and crosscheck vital aspects)
11. Facilities such as local conveyance, office space, office machines, secretarial assistance, utilities, local services, etc., which would be provided to the consultant by the Procuring Entity (Specifically mention, what facility/ utilities would not be provided and also, charges if any for facilities offered)
12. Institutional and organizational arrangement
13. Counterpart Project Manager and Team
 - a. Consultancy Management Committee
 - b. Chain of Command for reporting
14. Procedure for review of the work of consultant after award of contract
15. Any other aspect relevant to the study/research

Invitation/ Request for submission of EOI for Bidding through open advertisement basis

Government of India
NITI Aayog
(R&N Division)

Sansad Marg, New Delhi-110001

Dated the _____

PUBLIC NOTICE

Subject: Request/Invitation for Expression of Interest (REoI) for Research Projects -reg.

1. NITI Aayog hereby requests/invites expressions of Interest (EoI) for conducting research/study from institutions/organisations of repute (including university/deemed university) for undertaking a Research Study on_____. The details of the studies are placed as **Annexure I** to this Request for Expressions of Interest (REoI). The detailed Research Scheme of NITI Aayog-2024 (RSNA-2024) guidelines and its amendments,if any: read with this REoI will govern the process and may be seen at NITI Aayog's website.
2. All the institutions/organisations are requested to go through **Research Scheme of NITI Aayog 2024 (Guidelines/RSNA-2024)** before responding to this public notice, especially to satisfy themselves that they fulfill all the eligibility criteria for availing of grant under the said scheme and also that they can conduct the research study project as per the Guidelines.
3. No applicant or its Associate shall submit more than one application for the Consultancy. An applicant applying individually or as an Associate or as part of consortium shall not be entitled to submit another application either individually or as a member of any consortium, as the case may be. Applicants are advised to provide sufficient details in their applicationsto allow for an informed and fair evaluation/review.
4. The hard copy of the EoI as per the format prescribed at **Annexure-** along with the undertaking as per the **Annexure -** must be submitted by hand or by Registered post to _____. The EoI must be sent in envelopes superscribed with the words "EoI on (name of the topic as mentioned in the corresponding Annexure)" and the same must reach the NITI Aayog within 21 days of the notified date of Public Notice. EoI through E mail may be sent at address _____
5. For any query in this regard,_____may please be contacted over email _____

Research study: _____

1. Background

(Specific to the Study)

2. Terms of Reference

(Specific to the Study)

3. Duration and expected team strength

(Specific to the Study)

