

**APPLICATION FOR RECOGNITION / RENEWAL OF RECOGNITION OF IN-HOUSE  
R&D UNIT(S)**

**(Please read instructions carefully before filling the application)**

**PART-A: CORPORATE**

1. Whether application is for:
  - (a) Fresh recognition
  - (b) Renewal of recognition
  - (c) Recognition No. (in case of renewal)
  
2. Name of the company
  
3. Brief history of the company
  
4. Address:
  - (a) Head office
  - (b) Delhi office
  - (c) Factory/factories
  - (d) R&D laboratory (ies) recognized
  - (e) R&D laboratory (ies) applied for recognition / renewal of recognition
  - (f) R&D laboratory (ies) other than (d) and (e)
  
5. Nature of business
  
6. Company Structure
  - (a) Public/Private/Co-operative/Joint Sector/  
Proprietary/Partnership concern/100% EOU
  - (b) Whether Foreign Equity Participation (Please give name of foreign equity participant and percentage thereof)
  - (c) Names of Directors of the Board/Proprietors
  - (d) Name and address of NRI(s), if any
  
7. Capital structure
  - (a) Authorised Capital
  - (b) Paid-up Capital
  
8. Category of the firm: Large / Medium / Small Scale Unit
  
9. Administrative Ministry Concerned:
  
10. Technical Collaboration, if any:
  - (a) Foreign

S.No.	Product	Name & Address of the Technical Collaborator	History of Collaboration

(b) Indian

S.No.	Product	Name & Address of the Technical Collaborator	History of Collaboration

(c) Details of R&amp;D collaboration entered with/applied for

11. Annual turnover for the last 3 years (Rupees in Lakhs):

Year	Indigenous	Export	Total

12. Main products manufactured

S.No.	Product	Licensed Capacity, if any	Installed Capacity	Yearly Production for the last 3 Years		
				1	2	3

13. Total manpower employed by the firm including those of R&amp;D:

(a)	Scientific & Technical having graduate degree in engineering/technology or Master's degree in Science and above	
(b)	Administrative (non-technical)	
(c)	Others	
<b>Total (a+b+c)</b>		

14. Total R&amp;D expenditure of the company (year-wise figures for the past three years (actuals), current year (budgeted) and total estimated for the next three years.

Year	Past three years (Actuals)	Current year (Budgeted)	Year	Next three year (Estimated)

**PART-B : RESEARCH & DEVELOPMENT**

**(In case application is for more than one R&D unit, Part 'B' of the application should be submitted separately for each R&D unit)**

1. Location of the R&D unit
2. Is the R&D unit has already been recognised with DSIR? If yes:
  - a. Year of initial recognition and its validity period
  - b. Current recognition letter No. and its validity period
  - c. Break in recognition, if any
3. Changes if any, since the last application for renewal of recognition
  - Manpower
  - Floor area
  - R&D and pilot plant facilities
  - Any other
4. Present status of the R&D projects reported in earlier application of recognition
5. Date of commencement of R&D work (in case of fresh recognition)
6. Main objectives of the R&D program
7. Whether R&D establishment is housed in a separate building inside/outside the factory premises?
8.
  - (a) Layout plan of the R&D unit
  - (b) Approx. floor area of the R&D Unit.
  - (c) Photographs of the major R&D facilities
  - (d) Are separate accounts maintained for R&D expenditure?
  - (e) Are the R&D activities separate from production and quality control?
  - (f) Details of environmental clearances obtained, if applicable
  - (g) Details of DCGI approval obtained in case of clinical trials, if applicable
9. List of major R&D equipment procured:
  - (a) Value of indigenous R&D equipment, as on date
  - (b) Value of imported R&D equipment, as on date
  - (c) Value of the pilot plant facilities, if applicable
  - (d) Cumulative value of all R&D assets, as on date
  - (e) Gross cumulative value of all quality control and testing facilities/equipment (other than R&D facilities), as on date.
10. Do you have a full time R&D Director/Head? if so,
  - (a) Name & Designation
  - (b) Qualification
  - (c) Experience
 Date of appointment to the post  
 Contact Nos (Telephone, Mobile, Fax and Email)

11. Details of R&D achievements made during the past 3 years:

- (a) New products developed
- (b) New processes developed
- (c) Improvement in existing production process(s)
- (d) Energy conservation
- (e) Pollution control
- (f) Import substitution (indicate items developed and foreign exchange earned).
- (g) Seminars/symposia attended by R&D staff (attach a separate sheet giving details)
- (h) Number of papers published (attach reprints if available)
- (i) Number of R&D personnel who attended R&D training (Give details in a separate sheet).

12. Patents filed in India or abroad during the last 3 years:

S.No.	Products/Process	Names of the Country	Year	Patent No.
1	2	3	4	5

13. Whether any of the new technologies developed by the company have been

(a) commercialised by the company

S. No.	Technology	Year of commercialisation
1	2	3

(b) exported

S. No.	Technology	Year	Exported to	
			Party	Country
1	2	3	4	5

c) sold to other parties in India/abroad

S. No.	Technology	Year	Party
1	2	3	4

14. Give particulars of R&D projects in progress, as per Annexure - 1

15. R&D project proposed during the next three years, as per Annexure - 2

16. Details of imports effected for R&D purposes as per Annexure – 3

17. R&D expenditure of the unit (year-wise figures for the past three years (actuals), current year (budgeted) and estimated for the next three years.

Past three years Year ↓ (Actual)			Current year (Budgeted)		Next three year Year ↓ (Estimated)		
	Capital		Capital			Capital	
	Recurring					Recurring	
	Total					Total	
	Capital		Recurring			Capital	
	Recurring					Recurring	
	Total					Total	
	Capital		Total			Capital	
	Recurring					Recurring	
	Total					Total	

18. Income-tax rebate availed on R&D expenditure under IT Acts / IT Rules, during the past three years:

Year	35(1) (i)	35(1) (iv)	35(2AB)	80-IB(8A)	35(2AA)	Rule 5(2)	Any other

19. Details of grants-in-aid / funds / loan / equity received for R&D programme / commercialization of technologies from any central / state Govt. department(s) during the last three years
20. Sales turnover attributable to commercialisation of R&D products/technologies developed during the last three years.
21. Educational status of the manpower engaged in R&D:

Qualification	Full-time (Number)	Part-time (Number)	Proposed Recruitment of R&D manpower in next three years
a) Doctorate Degree			
b) Master's Degree			
c) Graduates/ Engineering Graduates			
d) Diploma Holders			
e) Others			
<b>Total</b>			

22. (a) Have you obtained any assistance/purchased know-how from NRDC or any of the

National laboratories/universities/IIT's/other institutions during the last 3 years? If so, please give details along with year and source.

- (b) Whether any of the items of R&D work in progress or proposed by you is being done elsewhere in country. If so, please indicate location.
23. Do you have necessity of collaborative R&D efforts for projects with CSIR or any other National Laboratories/institution?
24. Indicate briefly any incentives/benefit derived from the recognition of In-house R&D unit other than those mentioned in Column 18&19.

I hereby certify to the best of my knowledge and belief that all the particulars furnished above are correct and complete. I agree to comply with the terms and conditions of recognition as laid down by the Department of Scientific & Industrial Research, Ministry of Science and Technology, New Delhi and via lotion of the same may lead to de-recognition automatically.

Signature

(To be signed by M.D./Chief Executive  
or Head of the organisation)

Name :  
Designation :  
Full Address :  
Tel. Nos. :  
Fax No. :  
Email Address :  
Mobile No :

Place:

Date:







**Annexure - 3****DETAILS OF IMPORTS EFFECTED FOR R&D PURPOSES****A. CAPITAL GOODS (LIST)**

S. NO.	Year of Import	Description	CIF Value	How utilised

**B. RAW MATERIALS (LIST)**

S. NO.	Year of Import	Description	CIF Value	How utilised

**C. OTHERS (LIST)**

S. NO.	Year of Import	Description	CIF Value	How utilised

**Additional information to be submitted by R&D units of seed production companies:**

1. Farm location(s)
2. Type of land (with area of land):
  - a. Irrigated
  - b. Non-irrigated
  - Total
3. Availability of germplasm:
  - a) Imported
  - (b) Indigenous
4. Technical arrangement with Agricultural Universities / ICAR Institutions, if any
5. Released notified research varieties/hybrids
6. Annual Turn Over realised from notified research varieties / hybrids
7. Notified research varieties / hybrids With the approval of ICAR
8. Have you obtained approval of DBT to conduct research in the area of biotechnology? If yes, provide detail of Institutional Bio-Safety Committee members
9. Details of the Biotechnology work conducted

**Instructions for filling up the application for recognition / renewal of recognition of In-house R&D unit(s)**

**Part 'A'**

1. Indicate yes or no in column No. 1(a) & 1(b). If yes in 1(b) indicate recognition No. in 1(c) otherwise write not applicable.
2. In column No. 2, indicate the name of the company as per registration certificate issued by the Registrar of the company. In case of partnership deed firm write name of the company as per shop / factory registration.
3. For column No. 3, submit brief history of the company (on a separate sheet not exceeding 250 words).
4. In column No. 4(a) - 4(f) indicate complete postal address with Telephone and Fax Nos; Mobile No. & Email address of the concerned person.
5. Nature of business should clearly indicate that the area of operation and the type of the activities being performed by the company.
6. In column No 6(a), indicate whether the company is a Public Sector / Public Ltd / Private /Co-operative/Joint Sector/ Proprietary/Partnership concern/100%EOU

In column No 6(b), indicate whether company is having any Foreign Equity Participation, if yes, indicate name of foreign equity participant and percentage thereof.

In column No 6(c), provide list of the Board of Directors. In case of proprietary and Partnership Company provide the name of the partners with their qualifications.

In column No 6(d) provide name and addresses of the NRIs, if applicable

7. In column No. 7(a) & 7(b) indicate Authorized and Paid-up-Capital of the company respectively and also attach a copy of the latest Annual report and Statement of Accounts.
8. In column No. 8 Indicate the category of the firm as per registration whether the company is large/ Medium/small).
9. In column No. 9, Indicate the name of the administrative Ministry concerned.
10. In column 10(a), provide the details of the foreign technical collaboration (History of technical collaboration should indicate year(s) of approval(s)

including extensions and the date of expiry of existing technical collaboration agreements)

In column 10(b), provide details of the indigenous technical collaboration, if any (History of technical collaboration should indicate year(s) of approval(s) including extensions and the date of expiry of existing technical collaboration agreements)

In column 10(c), provide details of R&D collaboration applied / entered in India and abroad.

11. In column No. 11, indicate Annual Turn Over of the company for past three years, separately mentioning indigenous and export Turn over.
12. In column No. 12, provide details of the main products manufactured.
13. In column No. 13, provide details of the manpower employed in the company including those of R&D.
14. In column No. 14, provide details of the Total R&D expenditure of the company for the last three years – actual, current year- budgeted and estimated for next three years.

**Part 'B'**

**(In case application is for more than one R&D unit, Part 'B' of the application should be submitted separately for each R&D unit)**

1. Indicate Location of the In-house R&D unit.
2. Column No. 2 is applicable in case of renewal of recognition:
  - In column No. 2(a) indicate year of initial recognition and its validity period
  - In column No. 2(b) indicate current recognition letter No. and its validity period
  - In column No. 2(c) indicate details of break in recognition, if applicable
3. The column No. 3 is applicable in case of renewal of recognition:
  - In column 3(a) indicate increase or decrease in manpower strength (in number).
  - In column 3(b) indicate increase and decrease in floor area of the unit (in units).
  - In column 3(c) indicate addition or deletion of R&D and pilot plant facilities.
  - In column 3(d) indicate any other changes in R&D setup.
4. The column No. 4 is applicable in case of renewal of recognition
  - In this column indicate present status of the R&D projects (ongoing/completed/commercialized) reported in last renewal application as in Annexure 1 and 2.
5. In column No. 5 is applicable in case of fresh recognition
  - In this column indicate date of commencement of the R&D work.
6. In column No. 6 indicate the main objectives of the R&D work
7. In column No. 7 indicate whether R&D establishment is housed in a separate building inside/outside the factory premises?

8. For column 8(a) provide a copy of layout plan of the In-house R&D unit.  
In column 8(b) indicate approximately area of the R&D unit  
For column 8(c) provide photographs of the major R&D facilities  
In column 8(d) write yes or no  
In column 8(e) write yes or not  
In column 8(f) provide details of the environment clearance obtained, if applicable.  
In column 8(g) provide details of the DCGI approval obtained for conducting clinical trials, if applicable
  
9. In column 9 indicate present values (Rs. In lakh) of the R&D and quality control equipment procured:  
  
In column 9(a) indicate present value of indigenous R&D equipment  
In column 9(b) indicate present value of imported R&D equipment  
In column 9(c) indicate present value pilot facilities, if any  
In column 9(d) indicate cumulative value of all R&D assets  
In column 9(e) indicate present value gross cumulative value of all quality control and testing facilities/equipment (other than R&D facilities)
  
10. In column 10(a) – 10(f) provide details regarding R&D Director/Head
  
11. In column NO. 11 is related to R&D achievements made by the company during past three years:  
  
In Column No. 11(a) provide detail of new products developed alongwith photographs  
In column No.11(b) provide detail of the new process developed  
In column No.11(c) provide detail of improved existing production process(s)  
In column No.11(d) provide detail on energy conservation  
In column No.11(e) provide details of pollution control measures undertaken  
In column No.11(f) provide details of items developed and foreign exchange earned.  
In column No.11(g) attached a separate list of the Seminars and Symposia attended by the R&D personnel  
In column No.11(h) attached a list of the research papers published  
In column No.11(i) provide a list of R&D personnel who have attended R&D training
  
12. In column No 12, provide detail of the patent(s) filled in India and abroad during past three years.
  
13. In column No. 13(a) indicate detail of the technologies commercialized by the company during past three years.

In column 13(b) provide list of the technology exported during past three years

In column 13(c) provide the detail of the technology sold to other parties in India/abroad.

14. For column No. 14 provide detail of R&D projects in progress as per Annexure 1. Please note that each column of Annexure-1 must be filled.
15. For column No. 15 provide detail of R&D projects proposed for next three years as per Annexure 2. Please note that each column of Annexure-2 must be filled.
16. For column No 16 provide details of import related with R&D activities as per Annexure –3.
17. In column No. 17 provide year-wise detail of expenditure (Rs in lakh) during past three years, budgeted for current year and estimated for next three years with clear bifurcation of capital and recurring R&D expenditure.
18. In column No. 18 provide year wise details of income tax rebate availed on R&D expenditure during past three years under different section / rule.
19. In column No. 19 provide details of grants-in-aid / funds / loan / equity received for R&D programme / commercialization of technologies from any central / state Govt. department(s) during the last three years.
20. In column No. 20 provide details of Sales turnover attributable to commercialisation of R&D products/technologies developed during the last three years.
21. In column No. 21 provide educational status of the manpower engaged in R&D. The details of future recruitment proposed to be indicated.
22. In column No. 22(a) provide details of assistance/purchased know-how received from NRDC or any of the National laboratories/universities/IIT's/other institutions during the last 3 years. If it is so provide year-wise detail for the same.  
  
In column No. 22(b) provide detail, if some similar R&D work is in progress anywhere in the country.
23. In column No. 23 provide detail requirement of the collaborative R&D efforts with CSIR or any other National Laboratories/institution.

24. In column No. 24 indicate any incentives/benefit derived from the recognition of In-house R&D unit other than those mentioned in Column 18 &19.

**Annexure – 4**  
**(To be submitted only by Seeds Producing Companies)**

1. In column write full address of the farm location.
2. In column No 2(a) indicate measurement of the irrigated farm land being used for R&D.

In column No 2(b) indicate measurement of the non irrigated farm land being used for R&D

3. In column No. 3(a) indicate source and quantity of available imported germplasm

In column No. 3(b) indicate source availability of available indigenous germplasm

4. In column No. 4 provide details of Technical arrangement with Agricultural Universities / ICAR Institutions.
5. In column No. 5 provide details of the released notified research varieties/hybrids
6. In column No 6 provide detail of the crop wise Annual Turn Over during the last year realised from research varieties / hybrids
7. In column No 7 provide details of ICAR research varieties / hybrids
8. In column No 8 provide details of DBT approval obtained and Bio-safety committee formed, if applicable
9. In column provide details of the Biotechnology work conducted



## APPENDIX – II

*Note: Organisations are requested to read the instructions before filling up the form.*

**File No.:**  
(For office use only)

**Date of receipt in DSIR:**  
(For office use only)

### **APPLICATION FOR RECOGNITION / RENEWAL OF SCIENTIFIC AND INDUSTRIAL RESEARCH ORGANISATIONS (SIROs) (REVISED)**

1. Whether application is for :
  - 1.1. Fresh recognition
  - 1.2. Renewal of recognition
  - 1.3. Recognition No.(in case of renewal)
  
2. Name and address of the organisation:
  - 2.1. Name & Designation of the Head of the Organisation :
  - 2.2. Registered Office :
    - 2.2.1 Telephone No. :
    - 2.2.2 Fax No. :
    - 2.2.3 E-mail address
  - 2.3. Address for correspondence :
    - 2.3.1 Telephone No. :
    - 2.3.2 Fax No. :
    - 2.3.3 E-mail address
  
3. Information about R&D Centre:
  - 3.1. Address of the Research Laboratory :
  - 3.2. Name and address of the officer-in-charge of the Laboratory :
  - 3.3. Telephone No. :
  - 3.4. Fax No. :
  - 3.5. E-mail address:
  
4. Legal status of the organisation :
  - 4.1. Registered Society
  - 4.2. Registered Trust
  - 4.3. University / College
  - 4.4. Company incorporated u/s 25 of Companies Act, 1956



7. Investments made so far:

- 7.1. Fixed deposits with scheduled banks:
- 7.2. Fixed deposits with companies:
- 7.3. In Securities: ---
- 7.4. In shares, debentures: ---
- 7.5. Cash in hand: ---
- 7.6. Others, if any, not covered above: ---  
( please give details )

**( Investments should be strictly in accordance with the provisions contained in the I.T. ACT )**

8. Whether accounts of the organisation are audited:  
(enclose audited statement of accounts of the organisation for the last three years with the hard copy)

9. R&D Facilities available for research

- 9.1 Land and building and area earmarked for R&D activities:
- 9.2 Equipment (indicate details with value):
- 9.3 Details of equipment procured during the last 3 years :

Equipment/ spares & accessories/ chemicals	Date of Purchase	Whether Imported or Indigenous	Cost of Equipment	Value of Import Duty/Excise Duty exemption availed

10. Composition of Managing Board/Governing Board/Managing Committee :

S. No.      Name              Profession/Occupation      Designation with complete official address

11. Composition of Research Advisory Board (**Furnish copies of letters of acceptance**)

S. No.      Name                              Designation with complete office address

12. Staff engaged in research

S. No.      Full Time/Part Time      Name              Designation              Qualification

Also enclose Biodata of top 5 R&D personnel

13. Areas of Research Undertaken

14. Details of on-going research programmes (as per Annexure -I). Also give a brief (not more than 250 words for each project) write-up of the R&D projects (not more than ten).

15.1. Details of research programmes undertaken during the last 3 years (as per Annexure-I).

Also give a brief (not more than 250 words for each project) write-up of the R&D projects (not more than ten).

15.2. Furnish details of technologies transferred, papers/reports/books published and **enclose a few reprints of the publications made during the last 3 years, with the hard copy.**

16. Scientific Research Achievements

16.1. New products/processes/methods/techniques developed

16.2. Improvements in existing products/processes/methods/techniques

16.3. Import substitution

(Give estimate of foreign exchange saved or likely to be saved per annum)

16.4. Linkages with industry-projects carried out on their behalf (Give details)

16.5. Indicate particulars of patents filed/obtained, if any

16.6 Whether products/processes/methods/techniques mentioned in (16.1) and (16.2) above have been commercialised or implemented

17. Give details of Seminars, Conferences, Workshops, Training Courses etc., conducted during the last 3 years (not more than 250 words).

18. Give details of research programmes identified for the next three years indicating the financial Implications ( **as per Annexure-II** ) . Also give a brief (not more than 250 words for each project) write-up of the R&D projects (not more than ten).

19. Give a Power Point presentation about the applicant organization, activities and major achievements during the last 3 years (Not more than 15 slides).

Certified that the above information is true to the best of my knowledge and belief.

Signature of the Head of the Organisation:

Name :

Place:

Designation :

Date:

Full Address :

*Annexure - I*

**DETAILS OF RESEARCH PROGRAMMES/PROJECTS IN PROGRESS**

S.No.	Title & Scope of the R&D project along with the sponsoring agency, if any.	Name of the Project Leader	Year in which started	Estimated Cost, Rs.			Remarks		
				Duration	Capital	Recurring Total			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

*Annexure -II*

**DETAILS OF PROPOSED RESEARCH WORK (FOR NEXT THREE YEARS)**

Year	S. No .	Title & Scope of the R&D project	Name of the project leader	Duration of the project	Estimated capital	Cost Recurring	Rs. Total	F. E.	List of specialised equipment to be purchased & their cost	List of special raw material required with cost	Remarks indicate specific reasons, if any for proposing the R&D project
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

**INSTRUCTIONS FOR FILLING THE APPLICATION FORM FOR RECOGNITION /  
RENEWAL OF RECOGNITION OF SCIENTIFIC AND INDUSTRIAL RESEARCH  
ORGANISATIONS ( SIROs) (REVISED)**

1. Indicate whether the application is being submitted for fresh recognition or is for renewal of recognition. In case of renewal, indicate the recognition number given in the recognition letter issued by DSIR.
2. Provide complete address, telephone numbers (with STD code), Fax number/s and contact e-mail address of the organisation. Please ensure that the details are provided for the registered office as well as for the address for correspondence.
3. Provide the address, telephone numbers (with STD code), Fax number/s, website address and contact e-mail address for the R&D centre(s).
4. Indicate the legal status of the organization (whether a Registered Society/Registered Trust/University /Association/ College/Company incorporated u/s 25 of Companies Act, 1956). Also indicate the date of registration of the organization.

**Please enclose with the hard copy, a copy of certificate of registration and Trust Deed/MOA and Rules and Regulations. Undertaking of research should be one of the objectives of the organisation.**

- 5.1 Indicate the various sources of income of the organization. For example : grants-in-aid, project fees, donations towards corpus funds, interest on investments, testing fees, training charges, fees for conducting courses, consultancy, royalty charges etc.
- 5.2 Provide the list of donors and the details of donations/grants received (Rs. 5000/- and above) and the specific purpose for giving the donation/grant.
- 5.3 Provide the details of the foreign contributions received, if any.
- 5.4 Indicate whether the applicant organization is notified by the CBDT or not.
- 6.1 Indicate whether the scientific research expenditure is shown in annual report by a separate schedule or not. Kindly note, the SIROs applying for recognition/renewal of recognition should show the research expenditure in the annual report as a separate schedule.
- 6.2 Please fill all the fields in the table. Do not keep any field vacant. Nil entries can be shown as 00.
7. Provide complete details of investments under various heads. **Kindly note that the investments should be strictly in accordance with the provisions contained in the I.T. ACT.**

8. Indicate whether accounts of the organisation are audited or not. **Enclose audited statement of accounts of the organisation for the last three years with the hard copy.**

9. Provide the details of R&D facilities available for research like

9.1 : Land and building and area earmarked for R&D activities

9.2: Equipment with the total value.

9.3 Give the details of equipment procured during the last 3 years as per the table provided in the application form.

10. Give the details of the members of the Managing Board/Governing Board/Managing Committee. Please ensure that the designation and the complete official address of all the members is provided.

11. Give the details of the members of the Research Advisory Board/Committee. Please ensure that the designation and the complete official address of all the members is provided (**Furnish copies of letters of acceptance of the members with the hard copy**).

12. Give the details of the staff engaged in research along with the bio-data of top 5 R&D personnel.

13. Indicate the subject in which the organization undertakes research.

**14.** Provide the details of on-going research programmes (as per Annexure -I). Also give a brief (not more than 250 words for each project) write-up of the R&D projects (not more than ten). **Kindly note that in the absence of the above mentioned details, the application may not be considered.**

15. Provide the details of the research programmes undertaken during the last 3 years (as per Annexure -I). Also give a brief (not more than 250 words for each project) write-up of the R&D projects (not more than ten). **Kindly note that in the absence of the above mentioned details, the application may not be considered.**

15.1. Provide the details of research programmes undertaken during the last 3 years (as per Annexure-I). Also give a brief (not more than 250 words for each project) write-up of the R&D projects (not more than ten).

15.2. Furnish details of technologies transferred, papers/reports/books published and **enclose a few reprints of the publications made during the last 3 years, with the hard copy. Kindly note that weightage will be given to only those publications which have given credit to the applicant organization.**

16. Provide complete details of the scientific research achievements during the last 3 years, as asked for under columns 16.1 – 16.6.

17. Provide the details of Seminars, Conferences, Workshops, Training Courses etc., conducted by the organization.

18. Provide the details of research programmes identified for the next three years indicating the financial Implications ( **as per Annexure-II** ) . Also give a brief (not more than 250 words for each project) write-up of the R&D projects (not more than ten).

19. Provide a Power Point presentation (not more than 15 slides) about the organization having details like origin, activities and major R&D achievements during the last 3 years .



## **CHECK LIST**

1. Complete e-application and one hard copy (to be sent to DSIR with all necessary enclosures). Kindly ensure that all the columns are properly filled. In case an entry in a table is nil, kindly indicate.
2. In case the applicant is a college, the affiliation letter issued to the college by the University to which it is affiliated along with the permission to carry out research in various discipline.
3. A copy of the certificate of registration (with the hard copy).
4. A copy of the Memorandum of Association with Rules and regulations/Trust Deed (with the hard copy).
5. Copies of the audited accounts for the last 3 years (with the hard copy).
6. A few reprints of the best publications made during the last 3 years (with the hard copy). Kindly note that weightage will be given to only those publications which have given credit to the applicant organization.
7. Copies of books/journals/news letters published during the last 3 years (with the hard copy).
8. A copy of the power point presentation given in the e-application, to be enclosed with the hard copy.

**Government of India**  
**Ministry of Science & Technology**  
**Department of Scientific & Industrial Research**  
**Technology Bhawan, New Mehrauli Road,**  
**New Delhi – 110 016.**

**Subject: Development of an ICT based System for Industrial R&D Promotion Programme (IRDPP) – Invitation of Tenders regarding - DSIR.**

In order to enhance the efficiency and transparency in service delivery and internal operations of the Department of Scientific & Industrial Research (DSIR), this Department intends to establish an ICT based system for Industrial R&D Promotion Programme (IRDPP). Therefore, quotations in a sealed cover are invited for development of web based e-applications, design & development of databases, implementation and post-implementation managed services / support for the ICT based Governance system for the Industrial R&D Promotion Programme (IRDPP) as per the terms and conditions mentioned below :-

**Broad Scope of work for development of the following software :-**

**A . In-house R&D activities:-**

- e-application: Web based submission of applications for recognition / renewal of recognition (see **Annexure 'A'**)
- Design & development of databases and associated procedure for processing of data submitted through e-applications.
- Compendium, directories , searchable keys and required outputs.
- Implementation & post implementation managed services inclusive of data processing job.
- Training

**B. Scientific Industrial Research Organization activities:-**

- e-application: Web based submission of applications for recognition / renewal of recognition. (see **Annexure 'A'**)
- Design & development of databases and associated procedure for processing of data submitted through e-applications.
- Compendium, directories , searchable keys and required outputs.
- Implementation & post implementation managed services inclusive of data processing job.
- Training

**C. Procurement and implementation of necessary hardware / SW and network components.**

**D. Connecting RDI/DSIR, head office and the central system with a state of the art networking infrastructure.**

**E. Providing operational and maintenance support for the system.**

## **TERMS AND CONDITIONS**

- Rates of the required system must be quoted after confirming the specifications/ procedure as in **Annexure – ‘A’**. The quotations must contain the name, office and residential address including telephone number(s) of the person or persons with his/her usual signatures. Unsigned documents shall not be accepted.
- Rates quoted shall be valid upto one year from the date of acceptance of tender. The quoted rates must be in clear visible figures and words and shall not alter/overwrite/make cutting in the rates. If alterations /overwriting/ cutting in rates is noticed, such tenders shall not be taken into consideration. Percentage (%) of VAT, Excise, if any, to be claimed shall be indicated clearly in the quotation along with a copy of Registration Certificate issued by the competent authority.
- Last date for receipt of quotations in DSIR, New Delhi: 27<sup>th</sup> April, 2007 by 5:30 P.M. Any canvassing in this regard will disqualify the tenderer. The Committee reserves the right to relax any of the above mentioned01 conditions(s) and reject on its discretion any or all the Quotation(s) 0altogether without assigning any reasons.
- Implementation/Delivery: All the products and services shall be delivered at DSIR within three months from the date of the acceptance of tender.
- The Software Product Principal has presence in the major metros of India. It should have the ability to support AMC and installation requirements in Delhi.
- The Software should be independent hardware and should work /integrate with any Third party Software supporting Open Standards.
- The solution provider and/or its partner should be an ISO certified Company.
- The Software Product Principal should provide a list of their clientele in India.
- The Software solution provider should own the Intellectual Property Rights (IPR) for the product offered & should have a direct Implementation team.
- The Software Solution Provider have at least two working sites in Government domain in India for demonstrating the vendor’s understanding about Indian Government and technology environment.
- Vendor should not assign the job to subcontractor or subcontract any part thereof to any other party without obtaining prior permission from DSIR.
- Vender will have to execute a confidentiality agreement with DSIR for maintaining the confidentiality of the software/data.
- DSIR reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory execution of the work.

### **Warranty –**

- (i) A software product should be at least for one year from the date of supply. AMC charges for additional four years to be mentioned separately.
- (ii) The vendor must have a maintenance base in Delhi to provide maintenance service of the System being offered, efficiently and promptly.

- (iii) The Supplier shall provide necessary Software updates free of cost during the warranty/guarantee period.
- (iv) On computer server, the warranty shall be comprehensive. On-site warranty for a period of three years from the date of commissioning and acceptance of tender by DSIR.

**Acceptance** – On completion of implementation, installation & configuration, DSIR shall check for the correctness and completeness of the configuration of the software. Complete functions shall be tested as per the specifications & functional requirements.

**Payment Terms** –

- (i) For Software Products - 70% on delivery and installation, and the balance payment to be released after implementation.
- (ii) For Hardware 90% against delivery and installation, balance after acceptance of hardware by DSIR.
- (iii) For Digitization & Indexing 100% payment to be released within 15 days after submission of invoice for satisfactory completion of work.

**Training** – Before acceptance after installation, the vendor shall provide 3-days training on administrative support and end-user support at DSIR for which the training material to be provided by the vendor.

**Force Majeure** - The Vendor shall not be liable if the delay in performance or other failure to perform its obligations under the contract is a result of an event of Force Majeure. "Force Majeure" means an unforeseen event beyond the control of the vendor.

3. DSIR reserves the right to accept or reject in part or full any or all the offers without assigning any reasons thereof. Performance Guarantee to the extent of a Contract value by way of Bank Guarantee from a scheduled Bank will have to be provided by the vendor.

4. If any clarification is required, the same may be obtained from DSIR. If Interested, necessary quotation in the prescribed form at Annexure 'B' alongwith a proforma at Annexure 'C' duly filled-in, may be sent in a sealed cover & earmarked on it "Quotation for an ICT based system of IRDPP" latest by 27<sup>th</sup> April 2007 by 5:30 P.M. at the following address:

The Deputy Secretary  
RDI Division,  
Department of Scientific & Industrial Research (DSIR)  
Room No. 20, Hall 'B'  
Technology Bhawan, New Mehrauli Road,  
New Delhi – 110 016.  
Telfax: 011-2696 2955

## **Industrial Research & Development Promotion Programme**

### **1. Introduction :**

The activity pertaining to Industrial Research & Development Promotion Programme, is an important component of a plan scheme "Technology Promotion, Development and Utilisation (TPDU)". The specific areas covered under this scheme are :-

- Recognition of In-house R&D in Industry
- Recognition of Scientific and Industrial Research Organisations (SIROs)
- Fiscal Incentives for Scientific Research

### **2. Genesis of the Programme :**

IRDPP/DSIR plans to start with a paper-less office concept especially to start with automation of registration and renewal of registration of applications for In-house R&D units & SIROs from manual mode to electronic mode i.e. web based submission of e-application; design & development of databases and associated procedure for processing of data submitted through e-applications etc. At present, there are about 1212 in-house R&D units and 568 Scientific and Industrial Research Organisations recognised by DSIR. The procedure for recognition & renewal of such units is given below:-

#### **a) Recognition of In-house R&D unit :**

For the purpose of recognition, the R&D units are to apply to DSIR in the prescribed proforma. The proforma and other details about the scheme are enclosed as **Appendix -I**. The applications, after initial scrutiny in the DSIR, are circulated for comments among various concerned Ministries/ Departments and organisations such as DCSSI, CSIR, ICAR, ICMR, ICAS, DBT, DCPC, DoT, DRDO, DIT and NRDC. The units seeking recognition are visited, if necessary, by the expert teams comprising of representatives of DSIR, as well as outside agencies, like, administrative Ministries, CSIR, NRDC, DBT, ICAR, ICMR, DRDO, DIT, DoT, IITs and local educational & Research Institutions before they are taken up for consideration. In order to obtain first hand information on R&D activities of the applicant firms, discussion with the chiefs of the R&D unit and executives of the firm are also held in DSIR in many cases. During the discussion, outside experts are invited and their comments are sought. The applications along with comments from outside agencies, visit reports, and the Department's own evaluation are considered by an Inter-Departmental Screening Committee constituted by Secretary, DSIR. The Committee meets every month to consider the applications and makes recommendations to the Secretary, DSIR based on its evaluation of R&D infrastructure and R&D activities of the applicant firms.

**b) Renewal of recognition of In-house R&D unit : -**

Recognition to R&D units is granted for a period ranging from one to three years. The R&D units are advised to apply for renewal of recognition well in advance (three months prior to the date of expiry of the recognition). Applications received for renewal of recognition are circulated among the CSIR, NRDC and/or the concerned administrative Ministries / Departments of Government of India for their comments. The applications are examined in DSIR taking into account the inputs received from other agencies for taking suitable decision on their renewal.

At present, In-house R&D units recognised by DSIR are about 1212. A revised and updated 'Directory of Recognised in-house R&D Units' was brought out during November, 2006.

**c) Recognition of Scientific & Industrial Research Organisations (SIROs)**

The DSIR has brought out the Guidelines for Recognition of Scientific and Industrial Research Organisations (SIROs). The application performa for seeking recognition under the SIRO Scheme is enclosed as **Appendix-II**. Functional SIROs having broad based governing council, research advisory committee, research personnel, infrastructural facilities for research, well defined, time bound research programmes and objectives of undertaking scientific research, are eligible to be considered for recognition by DSIR. The investments of surplus funds required for immediate research should be indicated in terms of the Income-tax Act, 1961.

Applications for seeking recognition under the SIRO scheme are considered in DSIR by an Inter-Departmental Screening Committee with members from Council of Scientific and Industrial Research (CSIR), Indian Council of Medical Research (ICMR), Indian Council of Agricultural Research (ICAR), Indian Council of Social Sciences Research (ICSSR) and University Grants Commission. The recommendations of the Screening Committee are sent for approval of Secretary, DSIR. The recognition is effective from the date of approval accorded by the Secretary. Retrospective approval is not granted.

**d) Renewal of recognition of the Scientific & Industrial Research Organisations (SIROs)**

Recognition granted to SIROs is for a duration of one to three years. The SIROs are advised to apply for renewal of recognition well in advance (three months prior to the date of expiry of recognition). Such applications received for renewal of recognition are examined by Research Review Groups consisting of representatives of ICAR, ICMR, CSIR and ICSSR depending on the area of research. Based on the evaluation made by the Research Review Groups, renewal of recognition is granted to SIROs.

At present, there are 568 SIROs duly recognised by DSIR. Out of these, 205 are in the area of natural and applied sciences, 197 are in the area of medical sciences, 37 are in the area of agricultural sciences, 108 are in the area of social sciences and 21 are universities/colleges.

DSIR has brought out a Directory of Recognised Scientific & Industrial Research Organisations in November 2006.

**3. Scope of work for development of Software** – Following is the scope of work and services to be provided by the Software Provider for Automation of IRDP programme.

- (i) Automation of IRDP applications (online login & registration, automated unique login/registration account/no, acknowledgement, Document scanning, digitization, indexing, storage and retrieval system) alongwith all the necessary supporting software like operating system, web server, applications server, Application Programme Interface software (with necessary software patches and updates) and any other software required to make IRDP e-application fully operational. These software shall be provided of appropriate version and appropriate licenses.
- (ii) Supply, installation, testing, commissioning, and implementation of software updates/ upgrades during the warranty period as and when released.
- (iii) Supply, installation, testing and commissioning of Computer Server to install the IRDP Management Software. If any computer hardware is required to install Middle tier software, the same shall also be supplied and installed by the Software Solution Provider. The servers shall have sufficient RAM, disk storage, backup devices attached to it.
- (iv) System Administration/ Support Services for IRDP Management System like, maintenance and upkeeps of the hardware (servers, scanners) and software, data backup/ restoration, assigning permissions to various users etc. shall be provided by the software solution provider during the specified support period.

**PROFORMA FOR SUBMISSION OF FINANCIAL BIDS**

<b>Sl.No.</b>	<b>Description of the work</b>	<b>Cost in Indian Rupees</b>

**Authorized Signature  
With Company's Seal**



**PROFORMA FOR SUBMISSION OF COMPANY SPECIFICATION**

1. Name of Bidder
2. Address
3. Phone and Fax
4. E-mail address, if any

5. Details of the Company’s Registration

S.No.	Name of Registration Authority	Registration Number	Product/Service for which Registered	Validity period, If applicable

6. Details of the Income Tax paid during last three years (enclose proof)
7. Brief description of organization and outline on recent experience (last three years) in similar assignments projects for
8. Turnover of the organization, also attach the latest Balance Sheet.
9. Description of the manner the selected agency would plan to execute the project. Work-plan, Time Schedule. Approach, Methodology to carry out the work.
10. Technical Manpower Strength & Composition of personnel/project team involved, including their CV’s.
11. Any comments / Suggestions of organization on TOR.
12. Comments of agency on acquiring any data/service to execute the project from some other sources as per the needs of TOR.
13. List of Major Customers (Attach separate sheet if required)
14. The Hardware & Software, if any, for specified job.
15. Indicate name of state/states for which Quote submitted.

**Note: Strike out, whichever is not applicable and attach Annexures wherever required.**