

# The Institution of Engineers (India)

AN ISO 9001 : 2008 CERTIFIED ORGANISATION  
( ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)  
8 GOKHALE ROAD, KOLKATA - 700 020



*"97 Years of Relentless Journey towards  
Engineering Advancement for Nation-building"*

Date: 14 Sept 2017

Ref: R.5/2/PG/16-17/PG2017013

The Principal/Director  
Shroff S R Rotary Institute of Chemical Technology  
Block No. 402, Ankleshwar-Valia Road , Ta: Valia  
Bharuch - 393135  
Gujarat

Dear Sir/Madam,

REF: PROJECT I.D. PG2017013

Sub: Release of IEI Grant for R&D Project entitled: "MANAGING E-WASTE THROUGH PYROLYSIS"

This has reference to our email regarding sanction of R&D Grant of IEI for the subject project. Kindly note, that Project ID no. PG2017013 has been assigned to your project. Please note that all your future correspondence should bear that ID.

As informed, enclosed please find herewith a cheque no. 807299 date 14-07-2017 for Rs. 75,000/- in favour of Shroff S R Rotary Institute of Chemical Technology, drawn on Axis Bank Ltd. Kolkata payable at par at all its branches in India as grant for the R&D project as mentioned above.

Please note that the Terms & Conditions of the Grant (Copy enclosed) should be strictly followed. On successful completion of the project, the following documents are to be furnished: (1) Soft copy of the Project Report, (2) Soft copy of the Project Completion Report, (3) Hardcopies of the Utilization Certificates in duplicate and (4) Soft copy of the filled-in R&D Compendium pro-forma. The submission will be treated as successful and complete only on receipt of the above documents.

Kindly acknowledge receipt of the cheque at the email id [research@ieindia.org](mailto:research@ieindia.org).

Thanking you.

Yours faithfully,

(N Sengupta)  
Director (Technical)  
For Secretary & Director General

Encl: (i) Cheque (ii) Terms & Conditions

CC : Guide - Dr. Shina Gautam, Dr. Alok Gautam



Sourav Choubey <sourav.choubey@sriect.in>

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## Fwd: Project ID: PG2019007: Liquid-liquid extraction of glycerol from Jatropha biodiesel using synthesized deep eutectic solvents

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Shina Gautam <shina.gautam@sriect.in>  
To: Sourav Choubey <sourav.choubey@sriect.in>

Sat, Mar 7, 2020 at 11:03 AM

----- Forwarded message -----

From: **Krunal Suthar** <krunal.suthar@sriect.in>  
Date: Sat, Mar 16, 2019 at 2:04 PM  
Subject: Fwd: Project ID: PG2019007: Liquid-liquid extraction of glycerol from Jatropha biodiesel using synthesized deep eutectic solvents  
To: Shina Gautam <shina.gautam@sriect.in>

----- Forwarded message -----

From: **RESEARCH IEI** <research@ieindia.org>  
Date: Mon, 14 Jan, 2019, 10:48 AM  
Subject: Re: Project ID: PG2019007: Liquid-liquid extraction of glycerol from Jatropha biodiesel using synthesized deep eutectic solvents  
To: Krunal Suthar <krunal.suthar@sriect.in>  
Cc: Alok Gautam <alok.gautam@sriect.in>, Ankur Doshi <ankurdoshi0@gmail.com>

R.5/2/PG/2018-19/RDPG2018008 [Permanent ID: PG2019007]

Dear Sir/Madam,

We are pleased to inform you that the sanctioned amount of Rs.25,000/- under IEI R&D Grant-in-Aid scheme against the subject project has been transferred through NEFT on 10.01.2019 as per Payee Details provided by you. Transaction Number is DR-N010190187307168.

Please check with the appropriate authority of your institute and confirm receipt of the amount via mail.

With best regards,

**IEI R&D Cell**  
**Technical Department**  
**The Institution of Engineers (India)**  
**8 Gokhale Road, Kolkata-700020**  
**West Bengal, India.**

**Website:** [www.ieindia.org](http://www.ieindia.org)

On Sat, Aug 18, 2018 at 4:47 PM Krunal Suthar <krunal.suthar@sriect.in> wrote:

Respected Sir,  
We sincerely thank you for constantly guiding us write a project proposal.  
Kindly find an attached project proposal with an asked revision.

Kindly consider the same and let us know in case of lacuna.  
We shall resend hard copies of corrected project proposal within a day or so.  
Thank you once again.

Regards

Team members

Dr. Alok Gautam, Head and Associate professor (M -157765 - 9)

Mr. Krunal Suthar, Assistant professor (301795)

Mr. Ankur Doshi, PG Students (341993)

IEI Institutional membership No. (IM000421-0)

On Thu, Aug 16, 2018 at 12:28 PM RESEARCH IEI <[research@ieindia.org](mailto:research@ieindia.org)> wrote:

R.5/1/PG/2018-19

Dear Sir/Madam,

This has reference to your trailing mail on the subject project proposal for IEI R&D Grant. We have the following observation against the project proposal which needs modification/correction before it is considered for funding under IEI R&D Grant-in-Aid Scheme:

The project duration has been mentioned as 12 months but "Completion Date of Study" of student has been mentioned as 30.06.2018. Course completion date should not be earlier than project completion date. Here, course completion date falls prior to project completion date i.e. 13.07.2019 (Page 7).

Kindly do the needful.

With best regards,

**IEI R&D Cell**  
**Technical Department**  
**The Institution of Engineers (India)**  
**8 Gokhale Road, Kolkata-700020**  
**West Bengal, India.**

**Website:** [www.ieindia.org](http://www.ieindia.org)

On Wed, Aug 8, 2018 at 10:06 PM, Krunal Suthar <[krunal.suthar@sriect.in](mailto:krunal.suthar@sriect.in)> wrote:

R.5/1/PG/2018-19

Respected Sir,

We thank you for kind consideration and helping us write a project proposal.

- Please find an attached soft copy of the project proposal in editable format.
- Also find course enrollment certificate (I-card and bonafide certificate) of the applicant (PG Student- Chemical engineering) on the page no. 18-19 in an attached file.
- Pl. find the present Accreditation Certificate of the Institute on pg no. 16-17 on an attached file. The same can be cited on our institute webpage.
- A brief literature survey and the discussion on the uniqueness of the project is on pg no. 3-5.
- Principle investigator of a project titled "MANAGING E-WASTE THROUGH PYROLYSIS" [PG2017013] has discussed the matter with concerned person at IEI and they have couriered two hard copies of the Utilization Certificate which you might have already received to shall receive within a day or so.

Kindly consider our revised project proposal and guide us with further procedures.  
We shall send two hard copies of an attached project proposal by tomorrow.

Thank you

Team members

Dr. Alok Gautam, Head and Associate professor (M -157765 - 9)

Mr. Krunal Suthar, Assistant professor (301795)

Mr. Ankur Doshi, PG Students (341993)

IEI Institutional membership No. (IM000421-0)

On Fri, Jul 27, 2018 at 3:15 PM RESEARCH IEI <[research@ieindia.org](mailto:research@ieindia.org)> wrote:  
R.5/1/PG/2018-19

Dear Sir/Madam,

This has reference to your trailing mail on the subject project proposal for IEI R&D Grant, you are requested to resolve the following discrepancies and re-submit your project-proposal:

1. We accept soft copy of the project proposal only in editable format (preferably in .doc/.docx) and not in .pdf.
2. Kindly provide the course Enrolment Certificate of the applicant.
3. Kindly provide the present Accreditation Certificate of the Institute.
4. You are advised to include Literature Review and establish uniqueness of the project.
5. Please be informed that we are not able to formally close an earlier sanctioned project titled "MANAGING E-WASTE THROUGH PYROLYSIS" [PG2017013] from your Institute as we are yet to receive two hard copies of the Utilisation Certificate. It has been observed that one guide is common in the present proposal. As per IEI R&D Guidelines, only one project can be sanctioned per Guide at a time. In this regard, please note that we will not be able to process this proposal until the earlier proposal is formally closed.

With best regards,

**IEI R&D Cell**  
**Technical Department**  
**The Institution of Engineers (India)**  
**8 Gokhale Road, Kolkata-700020**  
**West Bengal, India.**

**Website: [www.ieindia.org](http://www.ieindia.org)**

On Sat, Jul 14, 2018 at 6:59 PM, Krunal Suthar <[krunal.suthar@sriect.in](mailto:krunal.suthar@sriect.in)> wrote:

To,  
The Director (Technical)  
The Institution of Engineers (India)  
Respected Sir,

We are working on a project entitled "Liquid-liquid extraction of glycerol from Jatropha biodiesel using synthesized deep eutectic solvents". We wish to apply for the R&D grant in aid scheme and plea you to kindly consider our application. The financial support under R&D grant in aid scheme will provide a catalytic role in promoting the use of science and technology in the project titled above.

We assure to abide the terms and conditions provided by the IEI. Please find an enclosed documents fulfilling the application for the project.

We have already posted (2 nos.) hard copies of an attached application form.  
Kindly consider our application and guide us with further formalities.  
Also let us know in case any other necessary documents are needed.

Thank you

Team members  
Dr. Alok Gautam, Head and Associate professor (M -157765 - 9)  
Mr. Krunal Suthar, Assistant professor (301795)  
Mr. Ankur Doshi, PG Students (341993)

IEI Institutional membership No. (IM000421-0)

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with warm regards  
Krunal J. Suthar  
Assistant Professor  
Shroff S. R. Rotary Institute of Chemical Technology,  
+91 9974090049  
<http://www.srict.in/>

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with warm regards  
Krunal J. Suthar  
Assistant Professor  
Shroff S. R. Rotary Institute of Chemical Technology,  
+91 9974090049  
<http://www.srict.in/>

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with warm regards  
Krunal J. Suthar  
Assistant Professor  
Shroff S. R. Rotary Institute of Chemical Technology,  
+91 9974090049

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With regards  
Dr. Shina Gautam  
Associate Professor  
Department of Chemical Engineering  
Shroff S R Rotary Institute of Chemical Technology

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8 GOKHALE ROAD, KOLKATA - 700 020



*"97 Years of Relentless Journey towards  
Engineering Advancement for Nation-building"*

Date: 14 Sept 2017

Ref: R.5/2/PG/16-17/PG2017013

The Principal/Director  
Shroff S R Rotary Institute of Chemical Technology  
Block No. 402, Ankleshwar-Valia Road , Ta: Valia  
Bharuch - 393135  
Gujarat

Dear Sir/Madam,

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PYROLYSIS"

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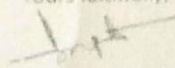
As informed, enclosed please find herewith a cheque no. **807299** date **14-07-2017** for Rs. **75,000/-** in favour of **Shroff S R Rotary Institute of Chemical Technology**, drawn on **Axis Bank Ltd.**, Kolkata payable at par at all its branches in India as grant for the R&D project as mentioned above.

Please note that the Terms & Conditions of the Grant (Copy enclosed) should be strictly followed. On successful completion of the project, the following documents are to be furnished: (1) Soft copy of the Project Report, (2) Soft copy of the Project Completion Report, (3) Hardcopies of the Utilization Certificates in duplicate and (4) Soft copy of the filled-in R&D Compendium pro-forma. The submission will be treated as successful and complete only on receipt of the above documents.

Kindly acknowledge receipt of the cheque at the email id [research@ieindia.org](mailto:research@ieindia.org).

Thanking you.

Yours faithfully,

  
(N Sengupta)  
Director (Technical)  
For Secretary & Director General

Encl: (i) Cheque (ii) Terms & Conditions  
CC : Guide - Dr. Shina Gautam, Dr. Alok Gautam



# The Institution of Engineers (India)

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Date: 14 Sept 2017

The Principal/Director  
Shroff S R Rotary Institute of Chemical Technology  
Block No. 402, Ankleshwar-Valia Road , Ta: Valia  
Bharuch – 393135  
Gujarat

Dear Sir/Madam,

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Kindly acknowledge receipt of the cheque at the email id [research@ieindia.org](mailto:research@ieindia.org).

Thanking you.

Yours faithfully,

(N Sengupta)

Director (Technical)

For Secretary & Director General

Encl: (i) Cheque (ii) Terms & Conditions

CC : Guide – Dr. Shina Gautam, Dr. Alok Gautam

# GUJARAT COUNCIL ON SCIENCE AND TECHNOLOGY

Department of Science & Technology, Government of Gujarat



सत्यमेव जयते

Block : B, 7th Floor, M. S. Building, Nr. Pathikashram, Sector-11,  
Gandhinagar, Gujarat - 382011.

Phone : (079) 23259362-65 Fax : (079) 23259363

E-mail : info-gujcost@gujarat.gov.in

URL : www.gujcost.gujarat.gov.in



Dr. Narottam Sahoo

Advisor and Member Secretary

No. GUJCOST/2019-20 2482/ 2468

3<sup>rd</sup> September, 2019

Dr. Shina Gautam

Shroff S. R. Rotary Institute of Chemical Technology,  
Block No- 402, Vataria, Ankleshwar- Valia Road,  
Valia, Bharuch

Inward No.: 846

Date: 20/09/19

S.R.I.C.T. Vataria.

- Sub: Release of GUJCOST grant for the "Schemcon 2019 theme "Chemical Engineering Technologies for Green Environment" to be at Shroff S. R. Rotary Institute of Chemical Technology during 17-18<sup>th</sup> October, 2019
- Ref: Proposal of Shroff S. R. Rotary Institute of Chemical Technology, dated 21<sup>st</sup> June, 2019

Dear Sir/Ma'am,

Warm Greetings from Gujarat Council on Science and Technology (GUJCOST), Gandhinagar

With reference to above, we are pleased to inform you that GUJCOST has sanctioned an amount of Rs.50,000/- towards the organization for national seminar on "Schemcon 2019 theme "Chemical Engineering Technologies for Green Environment" at Shroff S. R. Rotary Institute of Chemical Technology during 17-18<sup>th</sup> October, 2019.

With the above sanction amount, GUJCOST has released an amount of Rs.30,000/- (Rupees thirty thousand only) as an advance (60%) for organizing this programme.

The balance amount (40%) will be released after the completion of the programme and on receipt of the programme report, Utilization Certificate, statement of income and expenditure Copy of vouchers, photographs, press notes, etc. with necessary stamp and signature of the programme coordinator and Head of the Institute as per the guideline.

As such, we are enclosing herewith A/c Payee Cheque bearing No.311857 dated 27<sup>th</sup> August, 2019 in favour of "Shroff S. R. Rotary Institute of Chemical Technology" as 60% of the amount for the programme. Please acknowledge the receipt for the same.

Please acknowledge the receipt for the same.

Thanking you and with best regards,

Yours sincerely,

(Narottam Sahoo)

Encl: As above





# Gujarat Environment Management Institute(GEMI)

(An Autonomous Institute of Government of Gujarat)

(An ISO 9001:2008 & 14001:2004; OHSAS 18001:2007 certified Institute)  
(QCI-NABET Accredited EIA Consultant Institute)

**Dr. Sanjiv Tyagi, IFS**

Fellow of Royal Society of Chemistry, London

**Director**

GEMI/R&D/ 726/1307/2018

21/03/18

## Sanction Order

GEMI is pleased to inform you that based on the recommendation of technical experts your Project titled "Thermal Catalytic Degradation of e-waste for fuel oil production." been approved. Now in reference to GEMI's letter GEMI/726/1001/2017 financial funding of Rs 9,90,000/- (Nine Lakhs Ninety Thousand only) is sanctioned for a period of two years, as per following details.

<b>Manpower Cost</b>	Rs. 2,16,000/-
<b>Consumables</b>	Rs 5,50,000/-
<b>Inland Travel</b>	Rs 50,000/-
<b>Contingencies</b>	Rs. 50,000/-
<b>Overhead Costs</b>	Rs 1,24,000/-
<b>Grand Total</b>	Rs 9,90,000/-

Permission is hereby also granted for release of fund of Rs 4,95,000/- for first year and Rs 4,95,000/- for second year, under the conditions mentioned in MoU signed by you.

Also six monthly progress report in duplicate with photographs, copies of vouchers and bills of the spent amount will have to be submitted to GEMI. If case of failure to do so, the second year funding shall not be released.

GEMI reserves the right to seek any clarification - whether technical or financial, about the sanctioned Research project

(Dr Sanjiv Tyagi)  
Director

To

**Dr. Shina Gautam, Principal Investigator**

Associate Professor

**Dr Alok Gautam, CO-PI**

Associate Professor

Department of Chemical Engineering

Shroff S.R.Rotary Institute of Chemical Technology

Ankleshwar Gujarat

2/- Copy to - **The Head**

Shroff S.R.Rotary Institute of Chemical Technology

3/- Accounts Section for information & necessary section

*"We Provide Environmental Solutions"*

**Head Office :** Block No. 13, Third Floor, Dr. Jivraj Mehta Bhavan (Old Sachivalya), Sector-10 B, Gandhinagar-382 010.

**Laboratory :** Plot No. A-58, G.I.D.C. Electronic Estate, Sector - 25, Gandhinagar - 382025.

**Phone :** (+91) 79 23240964 (O), T : (+91) 79 23287758 (Lab), T : (+91) 79 23240220 (Tech.), F: (+91) 79 23240965

**E-mail :** info-gemi@gujarat.gov.in / **Website :** www.gemi.gujarat.gov.in

# GUJARAT COUNCIL ON SCIENCE AND TECHNOLOGY

Department of Science & Technology, Government of Gujarat

Block : B, 7th Floor, M. S. Building, Nr. Pathikashram, Sector-11,  
Gandhinagar, Gujarat - 382011.

Phone : (079) 23259362-65 Fax : (079) 23259363

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URL : www.gujcost.gujarat.gov.in



सत्यमेव जयते



**Dr. Narottam Sahoo**  
Advisor & Member Secretary

GUJCOST/Seminar Grant 1869/2018-19 *1202*

27<sup>th</sup> August, 2018

**Dr. Alok Gautam**  
Associate Professor,  
Chemical Engineering  
Shroff S.R Rotary Institute of Chemical Technology,  
Block No- 402, At & Post: Vataria,  
Ta: Valia, Dist: Bhanuch- 393135

Sub: Financial Support of GUJCOST for the programme on "Process Modeling and Simulation Using Matlab & Dwsim"

Ref: Your proposal dated 29<sup>th</sup> June, 2018

Dear Sir,

Greetings from Gujarat Council on Science and Technology (GUJCOST), Gandhinagar.

With reference to above, it is our pleasure to inform you that your proposal for holding the "Process Modeling and Simulation Using Matlab & Dwsim" during 21-22nd September, 2018 has been considered for the financial support of GUJCOST.

GUJCOST, is in principle approved an amount of Rs 35000/- (Rupees Thirty-Five Thousand only) for this programme on the following terms and conditions.

1. The programme will be organised as per the proposal and guidelines of GUJCOST for the grant.
2. GUJCOST will release the sanctioned amount after the completion of the programme and on receipt of the programme report, Utilization Certificate, list of participants, statement of income & expenditure copy of vouchers, photographs, press notes, etc. with necessary stamp and signature of the Programme Coordinator and Head of the Institute.
3. The organiser should send one illustrative poster including the title of the programme, dates, venue and other information details in one-week advance to publish on GUJCOST website and social media for broader outreach.
4. The organiser shall acknowledge the support of GUJCOST, DST, and Govt. of Gujarat in all the publications including poster, brochure, banner, backdrop, invitation card, press release, souvenir and proceedings.
5. The organiser shall invite the DST, Govt. of Gujarat institutions as Resource Person / Expert Member as per the subject matter concern.
6. Once the programme is over, the organiser shall submit the program report, statement of expenditure and Utilization Certificate within one month of completion of the programme.

We once again thank you for your kind effort and interest in organising the programme and wish the programme a grand success.

Thank you and with best regards.

Yours sincerely,

(Narottam Sahoo)



# Gujarat Environment Management Institute(GEMI)

(An Autonomous Institute of Government of Gujarat)

(An ISO 9001:2008 & 14001:2004; OHSAS 18001:2007 certified Institute)  
(QCI-NABET Accredited EIA Consultant Institute)

No. GEMI/454/14 / ૫૧૨૭ /2018

Date: ૧/03/2018

To,

Dr. Shina Gautam,  
Associate Professor,  
Chemical Engineering Department,  
Shroff S R Rotary Institute of Chemical Technology,  
Block No. 40.2, At and Post Vataria,  
Tal. Valia, Dist. Bharuch - 393135

**Subject:** Work order for carrying out inventorization of bio-medical waste from Health Care Facilities of Bharuch district.

**Reference:** 1) Your EOI dt. 07/07/2017  
2) Your financial proposal dt. 22/12/2017  
3) Your negotiated financial proposal submitted via e-mail dt. 04/01/2018

Madam,

The Gujarat Environment Management Institute (*hereinafter referred as 'GEMI'*) has been entrusted with the scheme titled 'Evaluation of Bio-medical Waste Management System in Gujarat's Hospitals' by the Forests & Environment Department, Government of Gujarat, under which, GEMI has decided to carry out district-wise detailed and up-to-date inventorization of bio-medical waste generated within the Health Care Facilities (hereinafter referred as HCFs) in the Districts across the Gujarat State. Now, with reference to the above, GEMI has decided to assign you the work for carrying out inventorization of bio-medical waste generated from HCFs for *Bharuch* District (*hereinafter referred as "District"*) as per the scope mentioned in this order to *Shroff S.R. Rotary Institute of Chemical Technology* (*hereinafter referred as "Institution"*)

The aim, objectives, scope of work and detailed terms and conditions of the work shall be as under:

## 1. AIM:

The principle aim of the project is assessment of the bio-medical waste management (generation, storage, handling, treatment and disposal) practices across all the HCFs within the District under study.

*"We Provide Environmental Solutions"*

Paresh

Page 1 of 8



**Head Office :** Block No. 13, Third Floor, Dr. Jivraj Mehta Bhavan (Old Sachivalya), Sector-10 B, Gandhinagar-382 010.

**Laboratory :** Plot No. A-58, G.I.D.C. Electronic Estate, Sector - 25, Gandhinagar - 382025.

**Phone :** (+91) 79 23240964 (O), T : (+91) 79 23287758 (Lab), T : (+91) 79 23240220 (Tech.), F: (+91) 79 23240965

**E-mail :** info-gemi@gujarat.gov.in / **Website :** www.gemi.gujarat.gov.in

## **2. OBJECTIVES OF STUDY:**

**The broad objectives of the assignment are stated hereunder:**

- 2.1 To carry out a detailed inventory of the bio-medical waste of all the HCFs of the District.
- 2.2 To study and document the generation, handling, management and disposal practices in different specialties of HCFs of the District.
- 2.3 To assess the knowledge, awareness and training (competency) of the staff of HCFs towards Bio-medical Waste Management in the District.

## **3. SCOPE OF WORK:**

- 3.1 Preparation of list of Health Care Facilities (HCFs) as per **Bio-Medical Waste Management Rules, 2016** within the District viz., hospitals, nursing homes, clinics, dispensaries, veterinary institutions, animal houses, pathological laboratories, blood banks, ayush hospitals, clinical establishments, research or educational institutions, health camps, medical or surgical camps, vaccination camps, blood donation camps, forensic laboratories and research labs.
- 3.2 Conducting an on-field (physical) survey of the all-available HCFs in entire District, which includes all cities, towns and villages. *(Annexure-I Survey Questionnaire)*
- 3.3 Prepare a complete and up-to-date inventory of category-wise bio-medical waste generated from HCFs in the District. (List of HCFs may be obtained from concerned Regional Office of Gujarat Pollution Control Board, Health Department, Municipal Corporation or any other concerned authority)
- 3.4 Filling up online survey questionnaire in the **GEMI's web-portal** within stipulated period given to the Institution (As per Time line given in clause - 6).
- 3.5 Generate report through **GEMI's web-portal** and submit report up to the satisfaction of GEMI within stipulated period given to Institution (As per Time line given in clause-6).

## **4. RESOURCE DEPLOYMENT AND SURVEY WORK:**

- 4.1 The Institution shall deploy the human resource as per Expression of Interest (EOI) No. GEMI/BMW-2/EOI/2017-18 as per above reference-(1) submitted by Institution in **Form-6** and **Form-7**. *(Annexure-II Details of Survey Team)*
- 4.2 The Project Head of the Institution may issue I-Card to the survey team. The survey team must carry this I-Card during the survey of HCFs along with the attested copy of authorization letter issued by GEMI. **(Authorization letter shall be issued by GEMI after submission of Inception Report as per Clause-6.1)**
- 4.3 Any change in human resource associated with the project at any stage by Institution shall be immediately intimated to this office.

- 4.4 The survey team shall mark the GPS coordinates (Latitude and Longitude) of the HCF being surveyed and note it down in the survey questionnaire.
- 4.5 The survey team shall take photographs of sign board/front gate, which indicate identity, name and details of HCF and upload on **GEMI's web-portal**.
- 4.6 The survey team shall get the survey questionnaire duly signed/stamped by the competent authority of the HCF as confirmation of acceptance and authentication of the provided information. (In case of non-response from HCF in terms of providing data, signed/stamped, misbehaviors or any other related matter with due effort by survey team, the Institution shall instantly communicate such case with details to GEMI.)

## 5. AGREEMENT OF PERFORMANCE:

The Institution shall execute an agreement with GEMI on a stamp paper of value not less than ₹ 100/-. (*Annexure-III - Format of Agreement*)

## 6. PROJECT TIMELINE:

Total project timeline is **Six Months** from the date of issue of this work order.

The project schedule shall be as below and shall be counted from the date of issue of this order:

S.N.	Details of Work	Time Period	Responsibility
6.1	<p><b>Submission of Inception Report containing the following:</b></p> <ul style="list-style-type: none"> <li>- Probable taluka wise list of HCFs available in District to be surveyed</li> <li>- Action Plan for survey</li> <li>- List and details of key project personnel Project Head and Project Coordinators to be deployed including details of Survey Team. (As per <b>Clause-4</b>)</li> <li>- Agreement of Performance as per the format provided in <b>Annexure-III</b></li> </ul>	Within 30 days from the date of issue of work order	Institution
6.2	Training and capacity building of Institution Human Resource and issuance of Authority letter.	--	GEMI



6.3	Submission of filled survey questionnaire on GEMI's web portal.	Within a week from survey questionnaire filled	Institution
6.4	Review and Comments on filled survey questionnaire and revert back to Institution	--	GEMI
6.5	Modification/Rectification/Clarification on the filled survey questionnaire on GEMI's web portal.	Within 3 days from 6.4	Institution
6.6	Submission of duly filled survey questionnaire. (Hard Copy)	Within 120 days from 6.2	Institution
6.7	Review and Comments on filled survey questionnaire and revert back to Institution	--	GEMI
6.8	Submission of Draft Report on GEMI's web portal for review.	Within 15 days from 6.7	Institution
6.9	Review and Comments on Draft Report and revert back to Institution	--	GEMI
6.10	Submission of Final Report (2 Hard Copy)	Within 15 days from 6.9	Institution

## 7. FINANCIAL CONDITIONS AND TERMS OF PAYMENT:

7.1 The payment for the work shall be made based on per survey questionnaire filled, which is ₹ 767/- (in words: Rupees Seven Hundred Sixty Seven Only) (inclusive of GST) as approved by GEMI.

7.2 The Institution shall make a request for payment as per the payment terms (clause 7.3) by submitting invoice specifying the description of work, amount, bank details, tax details etc. on Institution's letterhead.

7.3 The terms of payment shall be as below:

S.N.	Details of Work	Total Cost	Payment
7.3.1	On Submission of 100 numbers survey questionnaire on GEMI's web portal and accepted by GEMI	100 × 767 = ₹76,700/-	90% of Total Cost (7.3.1)
7.3.2	On Submission of additional 100 numbers survey questionnaire on	100 × 767 = ₹76,700/-	90% of Total Cost (7.3.2)

	GEMI's web portal and accepted by GEMI		
7.3.3	Submission of Draft Report on GEMI's web portal to the satisfaction of GEMI.	Remaining amount other than 7.3.1 and 7.3.2	90% of the outstanding payment after the entire survey has been undertaken and the duly filled questionnaire in hard copy has been satisfactorily received by GEMI.
7.3.4	On receipt of Final Report, complete in all aspects to the satisfaction of Director, GEMI	--	Remaining 10% of the total project cost. (Retained during 7.3.1, 7.3.2 and 7.3.3)

7.4 Payment of non-responding HCFs would made on a condition that such cases shall be immediately reported to the Institute supported with filled up questionnaire and details (including photographs) of the HCF. GEMI shall review the case and if the same is found genuine and with proper justifications, the payment of the same would be considered.

7.5 No extra or additional payment would be made by GEMI.

7.6 Applicable Income Tax will be deducted at source from stage-wise payments made to your Institution.

## 8. DATA SECURITY AND DATA VALIDATION:

8.1 The data will be the ownership of GEMI, hence, any information pertaining to this Project should be deemed confidential and the Institution shall be fully responsible for all consequences failing to observe the same.

8.2 GEMI has absolute and sole right on the data and output thus generated/collected in the process of the entire project. The institution shall be responsible for security and safe custody of data and documents. In no way the information /data / documents shall be used/ copied/duplicated/published/supplied whole or in part during and after completion of the assignment without prior written permission from the Director, GEMI.

8.3 The cross-verification of the data filled in the survey questionnaire or GEMI's web portal would be done by GEMI at any Stage of project.

## 9. PENALTY AND TERMINATION OF ASSIGNMENT:

9.1 In case of submission of false/incorrect data, delay or non-completion of work in prescribed time or any other case of non-compliance or discrepancy, the Director, GEMI reserves the right to charge appropriate penalty as per Clause 9.3 or take any action, which the Director, GEMI deems fit and suitable including permanent



debarment from carrying out such works in future or blacklisting the Institution. In such a case, the Institution shall make no financial claim and shall remain bound to deliver satisfactory work in stipulated time duration. The Director, GEMI may give the institution a chance to put forth the reasons for delay/non-performance before deciding on the matter.

- 9.2 Even after a fair chance has been given to the Institution by Director, GEMI for completion of work, and the Institution fails to maintain the required rate of progress or to complete the work on or before the contract or extended date of completion the Director, GEMI may decide appropriate action as per Clause 9.1. (whose decision in writing shall be final and binding).
- 9.3 The penalty on non-completion of work would be @1% per week of total project cost or part thereof provided always that the total amount of compensation for delay to be paid under this condition shall not exceed 10% of the total project cost.
- 9.4 The extension accorded for completion of pending or incomplete work shall not exceed 3 months in any case.

#### **10. FORCE MAJEURE:**

- 10.1 In case of delay in timely execution of the assignment caused by factors beyond the control of the Institution, such as war, riot, earthquake, flood, fire or other natural disasters, restrictions imposed by the Government or other statutory bodies, the institution shall advise the Director, GEMI in writing at the beginning and the end of the above causes of delay, within seven days of occurrence and cessation of the force majeure conditions.

#### **11. PROJECT SUPPORT FROM GEMI:**

- 11.1 GEMI would provide the desired technical support and consultancy; and would coordinate with the project team as and when required.
- 11.2 GEMI would issue a letter of authorization to the institution for collection of data/carrying out survey on behalf of GEMI.
- 11.3 GEMI would provide necessary training to the project team including training of **GEMI's web portal**, when request received from Institution.
- 11.4 GEMI would ensure timely release of payment subject to fulfilment of the terms and conditions mentioned earlier in this order as well as the agreement executed.
- 11.5 GEMI would provide training material, printed survey questionnaire and pamphlets.  
GEMI would provide certificate to all team members of Institution, who involve in to project after successfully completion of work.
- 11.6 However, non-fulfillment of any of the above by GEMI shall not be treated as reason for delay or non-performance of service.




## 12. MISCELLANEOUS:

- 12.1 Certain specified fields in the survey questionnaire shall be mandatory. Partially filled / incomplete survey questionnaires shall not be accepted.
- 12.2 For all matters pertaining to this Project, the decision of Director, GEMI shall be final and binding on both the parties.
- 12.3 Periodic review of the work done by the Institution shall be done by GEMI. Review meetings if required shall be held at GEMI in which the concerned representative(s) of the Institution shall remain present at the cost of the Institution.
- 12.4 The assignment would be considered complete and completion certificate would be issued to the Institution upon Receipt of Final Report, complete in all aspects to the satisfaction of Director, GEMI.
- 12.5 GEMI reserves the right to change/modify/update/revise any format pertaining to the assignment at any point of time without any prior consent or intimation.
- 12.6 The Director, GEMI reserves the right to modify or add any condition(s) of this work order.
- 12.7 The Director, GEMI reserves the right to cancel this order any time during the period of assignment and is not liable to furnish any reasons or give any notice/intimation in advance.
- 12.8 All submissions including survey questionnaire and report shall be in English language only.
- 12.9 For all legal matters, Gandhinagar shall be the jurisdiction.
- 12.10 Typographical and clerical errors are subject to corrections.

This letter has been issued with the consent of the competent authority.

Thanking You,

For and on behalf of GEMI,

  
(Paresh Chavda)  
DEE & Unit Head



**Copy to: Accounts section for information and N.A.**

**Enclosures**

**Annexure-I Copy of Survey Questionnaire**

**Annexure-II Details of Survey Team**

**Annexure-III Format of Agreement**

**Note: This order is being sent in duplicate.**

(Institution shall accept this work order and the copy of the order to be return to this office duly signed/stamped by the competent authority as confirmation of its acceptance.)

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***Shroff S.R. Rotary Institute of Chemical Technology***; hereby we confirm that we have read and understood all the terms and conditions. We accept this work order unconditionally.

Thanking you.

Name of Authorized Signatory:

Designation:

Signature of Authorized Signatory

Seal of the Institution

Date:

Place: