

**Application Form For Setting up/ up-gradation of
Quality control / electronic products testing laboratories**

S. No.	Particulars	Details
1	Name & Address of the Applicant including telephone, fax, e-mail etc.	
2	Type of organisation like Govt. Institution /organisation Industry Association University NGO Co-operative others etc. (Please specify)	
2(a)	Name of the Organisation holding the Equity & Foreign equity in %	
3	Background the organization	
4	Objectives of the organisation / laboratory	
5	In case of up-gradation of existing lab, performance of the last three years indicating types of products tested, parameters, revenue earned and any other relevant information etc.	
6	Range of products / parameters to be tested	
7	Estimated Number of Industries situated in the region / nearby area and other potential users which may avail testing facilities.	
8	Name and address of an existing Laboratory, if any working in the same scope and in the same region	

<p>9</p>	<p>Total Project cost:</p> <p>a) Land -not eligible for grant</p> <p>b) Building</p> <p>i) Technical civil works which include only the constructed area required for housing the lab equipment, storage of samples / chemicals / consumables, and training hall. etc</p> <p>ii) Non-technical civil work such as office area, library, roads, boundary wall, canteen, guesthouse, meeting room etc.</p> <p>(c) Laboratory Equipment</p> <p>i) Indigenous</p> <p>ii) Imported</p> <p>(d) Recurring Expenditure</p> <p>i) Consumables</p> <p>ii) Salaries & Wages</p> <p>iii) Any other expenses</p> <p>(e) Furniture & Fixtures</p> <p>(f) Any other items</p> <p>Total</p>	
<p>10</p>	<p>Means of Finance</p> <p>i) Promoters Contribution / equity</p> <p>ii) Grant from DeitY</p> <p>iii) Term Loan from Bank</p> <p>iv) Any other source</p>	

	Total	
11	<p>Details of lab equipment proposed to be installed in the Laboratory</p> <p>(Please furnish make, quantity, cost, purpose, invoice for equipment)</p>	
18	<p>Total no. of manpower to be employed and available</p> <p>(with their name, qualifications and experience)</p>	
19	<p>Implementation Schedule - Bar Chart / mile Stone Chart / PERT chart</p>	
20	<p>Recurring Expenditure & how this will be met. Projected cash flow for the next three years</p>	
21	<p>Whether Lab has obtained NABL accreditation, if yes, give details. If not, time frame by which the NABL accreditation will be obtained</p>	
22	<p>Any other relevant details</p>	
23	<p>Signature Name and Designation of the CEO with Seal of the organisation</p>	

Enclosure: List of documents to be attached

1	Application in the DeitY in prescribed format	
2	Total project cost (item-wise and cost – wise break-up)	
3	Means of finance to meet the project cost	
4	Details of Recurring expenditure,	
5	Availability of land and building,	
6	Details of Qualified manpower	
7	Implementation schedule	
8	Item wise and cost wise details of lab equipment envisaged desired details in a tabulated form	
9	Item wise and cost wise details of Technical civil works envisaged	
10	The Govt organisations to provide a copy of sanction letter of term loan from bank / financial institutions	
11	Certificate of incorporation/registration of the organization	
12	Memorandum and Articles of Association and Bye laws of the society	
13	Background of the organization	
14	Annual reports and Audited Statement of Accounts of last two years, if any	
15	Blue Print of the laboratory building Plan	
16	Notarized land document of owned land/ building or rent/ lease agreement with a validity period minimum 05 years (notarized English version if the land document is regional language).	
17	duly certified by Chartered Engineer (Civil).	
19	List of existing lab equipment with complete details	
20	An affidavit on non-judicial stamp paper of Rs.100/-, duly notarized.	
21	An undertaking on non-judicial stamp paper of Rs.100/-, duly notarized regarding the grant amount sought and approved	
22.	An undertaking on non-judicial stamp paper of Rs.100/-, duly notarized regarding that grant would be used for intended purpose.	
23.	The Govt organisations to provide an undertaking on non-judicial stamp paper of Rs.100/-, duly notarized regarding that grant would be used for intended purpose.	

SURETY BOND

KNOW ALL MEN BY THESE PRESENTS that we, M/s _____, a _____ (Type of organization) incorporated / registered under the _____ (Name of the Act) and having its registered office at _____ (hereinafter called the "Obligors") are held fully and firmly bound to the President of India (hereinafter called the "Government") for the sum of Rs. _____ (Rupees _____ only) well and truly to be paid to the Government on demand and without a demur for which payment we firmly bind ourselves and our successors and assignees by these presents. SIGNED on the _____ day of _____ in the year Two Thousand _____.

WHEREAS on the Obligors' request, the Government as per Department of Electronics and Information Technology's Sanction Order No. _____ Dated _____ (hereinafter referred to as the "Letter of Sanction") which forms an integral part of these presents, and a copy whereof is annexed hereto and marked as Annexure-I, agreed to make in favour of the Obligors grants-in-aids/Reimbursement of grant-in-aid of Rs. _____ (Rupees _____ only) for the purpose of _____ (description of the project) at _____ out of which the sum of Rs. _____ (Rupees _____ only) have been paid to the Obligors (the receipt of which the Obligors do hereby admit and acknowledge) on condition of the Obligors executing a bond in the terms and manner contained hereinafter which the Obligors have agreed to do.

NOW the conditions of the above written obligation is such that if the Obligors duly fulfill and comply with all the conditions mentioned in the letter of sanction, the above written Bond or obligation shall be void and of no effect. But otherwise, it shall remain in full force and virtue. The Obligors will abide by the terms & conditions of the grants-in-aid by the target dates, if any specified therein.

THAT the Obligors shall not divert the grants-in-aids and entrust execution of the Scheme or work concerned to another institution(s) or organization(s).

THAT the Obligors shall abide by any other conditions specified in this agreement and in the event of their failing to comply with the conditions or committing breach of the bond, the Obligors individually and jointly will be liable to refund to the President of India, the entire amount of the grants-in-aid with interest of 10% per annum thereon. If a part of the grants-in-aid is left unspent after the expiry of the period within which it is required to be spent, interest @10% per annum shall be charged upto the date of its refund to the Government, unless it is agreed to be carried over. The Obligors agree and undertake to surrender / pay the 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 (such as letting out the premises on adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grants-in-aid was intended of the property) buildings created / acquired constructed largely from out of the grants-in-aid sanctioned by the Government of India, Department of Information Technology or the administrative Head of the Department concerned. As regards the monetary value aforementioned to be surrendered / paid to the Government, the decision of the Government will be final and binding on the Obligors. Government of India in the Department of Information Technology on the question whether there has been breach or violation of any of the terms or conditions

mentioned in the sanction letter shall be final and binding upon the Obligers and IN WITNESS WHEREOF these presents have been executed as under on behalf of the Obligers the day herein above written in pursuance of the Resolution No. _____ Dated _____ passed by the governing body of the Obligers, a copy whereof is annexed hereto as Annexure-II and by _____ for and on behalf of the president on the date appearing below:-

Signature of the AUTHORISED SIGNATORY
Signed for and on behalf of
(Name of the Obliger in block letters)
(Seal / Stamp of Organization)

1. Signature of witness, Name & Address

2. Signature of witness, Name & Address

TO BE FILLED UP BY THE Department of Electronics and Information Technology
(ACCEPTED)
For and on behalf of the President of India
Name: _____
Designation: _____
Dated: _____

Notary Seal & Signature