



## GOVERNMENT COLLEGE OF ENGINEERING AND CERAMIC TECHNOLOGY

Established 1941

Accredited by NAAC with Grade A (2015)

73, Abinash Chandra Banerjee Lane Kolkata-700010

West Bengal, India

E-mail: gcectwb@gmail.com

3.5.1.1: Letter from the beneficiary of the consultancy alongwith details of the consultancy fee



# Govt. College of Engineering & Ceramic Technology UGC Autonomous NAAC Accredited Grade "A" Post Graduate Institute) Government of West Bengal

73, A.C. Banerjee Lane, Kolkata-700010, India
Tele/Fax: +91-33-2370-1264, 2363-3675; e-mail: gcectwb@gmail.com
Website: www.gcect.ac.in

Ref. No. GCECT/597/1-C(481)3D/16-17

Date: 14/12/16

To

Aluminium Bahrain, P.O. Box: 570-Manama Kingdom of Baharain

Reference: Your RFQ No. AN00967/Y Dated 12.12.2016

### Quotation for the Conduction of Certificate Course in Refractory Technology at Alumium Bahrain, Kingdom of Baharain

Service to be offered by Govt. College of Engineering and Ceramic Technology, Kolkata to Aluminim Baharain, Kingdom of Baharain:

To Conduct Certificate Course in Refractory Technology by Govt. College of Engineering and Ceramic Technology, Kolkata

Duration and Venue of Program: The course duration is 12 months at Alba Training Center, Baharain (5 days a week- Sunday to Thursday -8 hours per day)

#### Structure of the Course:

- Total 7 Modules
- Every module will have classes for 1 week and assignment for 7 weeks followed by evaluation/test
- Successful candidates shall get certificate at the end of 1 year

Proposed Start Date of the Program (as indicated by Aluminium Baharain): January, 2017

Indicative no of participants (as indicated by Aluminium Baharain): 6-10 persons

Administration of the Program & Reporting:

College is ensuring that all the faculties to be deputed are properly qualified teachers with Master degree in Ceramic Engineering and Allied Subjects, mostly

with PhD qualification, having vast experience in research, teaching, adult education and handling of projects.

 College will be submitting weekly report of attendance, collected daily for each class, report the performance and marks of any tests conducted for each candidate as per the quality assurance procedure of the college. The format of the report will be discussed with ALBA and should be produced accordingly

 The college will not tolerate any type of indiscipline from the deputed faculty of the college and the college will replace the faculty at its own cost if any untoward incidents requires so.

#### Additional Requirements:

- Required Course notes and other study materials will be provided by the college
- All courses will be credit based and assessments will be done on an ongoing basis.
   Students will be assessed using formative and summative assessments through continuous Internal Assessment and a Final Examination, which will be administered at the end of the course.

#### Compliance to Laws and Ethics

The college will comply to all the clauses laid down in the Request for Quotation by Aluminium Baharain (RFQ Number, AN00967/Y Dated 12.12.2016 page numbers 3 and 4)

Regarding Note 1 at page no. 4 (RFQ Number AN00967/Y Dated 12.12.2016) the college is accepting all the laid in conditions.

Regarding Note 2: CV of the teachers are being submitted separately.

#### Course Content:

The college is agreeing and approving the detailed course content as given at Request for Quotation by Aluminium Baharain (RFQ Number AN00967/Y Dated 12.12.2016, page numbers 5-9.

Total payment to be made by Aluminium Baharain, Kingdom of Baharain to Govt. College of Engineering and Ceramic Technology, Kolkata is USD11272.00 (INR 7.5 lakhs)

Detailed Break up of the Cost:

1. Salary component of faculties engaged for the entire project period:

USD 5230.00

2. Cost of study materials:

USD 740.00

3. Cost of local conveyances of the faculties engaged for the project period:

USD 160.00

4. Cost of preparing certificates and other stationaries for participants:

USD 92.00

5. Cost of Food of the faculties in the project period:

USD 1450.00

(Item No. 1 to 5 will be treated as the overhead cost of the college for the execution of the project and will be borne by the college)

6. Cost of the project (course):

USD 11272.00

Item no. 6 (USD 11272.00) is to paid by Aluminium Baharain, Kingdom of Baharain to Govt. College of Engineering and Ceramic Technology, Kolkata by Bank Transfer to the following address

Institute as per bank Record: Government College of Engineering and Ceramic Technology, Kolkata

Account Number: 30089300316

Bank Name and Branch address: State Bank of India, Beliaghata Branch, Kolkata-

700010

IFSC Number: SBIN0001798 MICR Code: 700002014 Unique ID: GCECTMaker

Terms of payment:

1. 50% of the payment is to be made before the commencement of the course

2. 25% of the payment is to be made after 6 months of the commencement of the course

3. 25% of the payment is to be made after the completion of the course

(Prof. Dr.) Saikat Maitra

Project Co-ordinator and Officer-in-Charge Government College of Engineering and Ceramic Technology Kolkata, India



Govt. College of Engineering & Ceramic Technology
73, Abinash Chandra Banerjee Lane, Kolkata - 700 010
Phone - (033)2370 1264, FAX: (033) 2363-3675
E- mail: geectwb@ gmail.com, website: www.geect.ac.in

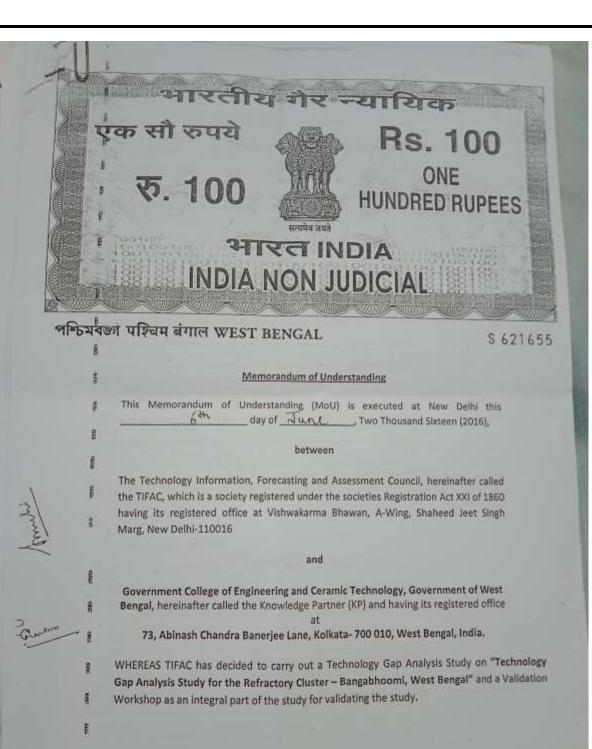
Invoice No. GCECT/ 744 /2017-18

Date 24. 01.2018

#### Proforma Invoice

Selter or Service provider Govt. College of Engineering and Ceramic Technology 73, A.C. Banerjee Lane, Beliaghata, Kolkata-700 010, West Bengal, India, Tel.: +91 033 2370 1264		Our Quotation No. GCECT/597/1-C(481)3D/16-17 dated- 14.12.2016		
Abumint P.O., Box Kingdom	Service Provider um Bahrain B.S.C. x 570-Manama a of Bahrain 1973) 17 830000	Your Purchase Order no. S/45 dated- 19.01.2017		
SL No.	Description of	Service	Amount	
	To conduct 1 year Certificates Course in Refractory Technology at Alba Training Centre Bahrain (5 days A week- Sunday to Thursday- Shrs. per day, split into 7 modules, each module for a week time)  USD 11,272.00  Is per terms and conditions, 25% of USD 11,272.00, i.e. USD 2818.00 may be release			
Account I Name of Engineeri Grand Fu Type of A	AAAGG0166J No. 30089300316 The account: Government College of ing and Ceramic Technology- Block	For Government College of Eng Technology		

& Ceramio Technology, Kolkata



REAS the KP has offered its services for carrying out the study and the validation on "Technology Gap Analysis Study for the Refractory Cluster - Bangabhasent, and Bengal" as per the clauses and terms and conditions outlined in this MoU.

Now it is hereby mutually agreed by and between the parties hereto as under

The KP shall in consideration of the payments to be made to it as hereinafter provided to carry and a technology gap analysis study and a validation workshop on "Technology Gap Analysis Study for the Refractory Cluster – Bangabhoomi, West Bengal" and submit a report on its findings and recommendations accompanied by a technology interventions action plan in the MSME cluster.

- 1.0 The broad objectives of this study would be to prepare a study report which will include the following:
- (i) To survey the present status of the technologies in the Cluster of Refractory, Bangabhoomi, Asansol, West Bengal, used for producing/manufacturing refractory products and comparison of these production/ manufacturing technologies with the advanced technologies used by other producers/manufacturers in India as well as abroad as detailed in points 2.1 & 2.2.
- (ii) To find out the existing technological gaps in the product as well as in the manufacturing processes and environmental aspects in the cluster.
- (iii) To bring out the causes of the existing technological gaps, suggest remedial measures and ways to remove these technological gaps and to present specific recommendations and a Technology Interventions Action Plan/Road Map for upgrading the technology of the industries in the cluster.
- 2.0 Study : Scope, ToR and Consultations

The study will focus on the Refractory Cluster - Bangabhoomi, West Bengal along with all industries/enterprises/units related to manufacturing/production of all type refractory products in and around Asansol, West Bengal. The study is to be conducted in close consultation/association with the existing industry associations, cluster industries and findings of the study, recommendations and action plan need to be validated by the stakeholders through a Validation Workshop to be conducted in the cluster before finalization of the study report.

#### 2.1 The detailed scope is as below:

- (i) To survey the Refractory Cluster Bangabhoomi, West Bengal, for:
  - Finding out the present status of the product as well as process technologies and environmental aspects.
  - Finding out the existing technological gaps in product as well as in process
  - technologies.
     Finding out and suggesting the solutions/remedial measures for filling up
    these technological gaps and the type of technology interventions required in
    immediate (near term) as well as medium term and long term to upgrade the
    technology base of the cluster and making it globally competitive.
- (ii) To compile the findings of the survey in the form of a report about the technology status, existing gaps in the technology, possible technical solutions for filling up the gaps, suggestions for technology improvement, detailed action plan for making focused technological interventions in the cluster and mechanism for reaching out to the cluster for projects implementation.
- (iii) The intervention plan to include details of any type of validation, certification, testing (testing of materials etc), energy audit etc, if needed.

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- (iv) To recommend a detailed Technology Interventions Action Plan based on findings of the study for upgrading the sechnology status of the industries in the above mentioned cluster.
- (v) Suggest mechanism/model and methodology to be followed for reaching out to the above mentioned cluster for effective implementation of the action plan and other MSME Program activities of TIPAC.
- 2.2 Terms of Reference (TORs) for the Study : Refractory Cluster Bangabhoomi, West Bengal
  - 1. Preliminary background information of the Cluster
    - (i) Existing Technology:
    - (ii) Number of industry involved & type of variety of product produced:
    - (iii) Educational Qualification of people involved:
    - (iv) Tumover:
    - (v) Progressive/Potential entrepreneurs:
  - 2. Technology Status, in terms of
    - (i) Energy:
    - (ii) Environment:
    - (iii) Productivity:
  - Projected Market for the cluster (Experts/ market people need to be associated to integrate the perspective of markets in the study).
  - Technology Gap Analysis (All the technologies suggested/ recommended should be given in terms of investment required, likely returns and pay back period).
  - 5. Detailed technology suppliers/ developers. Development cost and time frame.
  - Recommendations & Action Plan for making focused Technological Interventions in the cluster.
  - Suggestions for constituting mechanism/model and methodology to be followed
    for reaching out to the cluster by the Knowledge Partner (Academia/Technical
    Institutes/ Institute/R&D Center) for effective implementation of the Program
    activities.
- 2.3 The KP shall consult and incorporate the suggestions/inputs of the following during the course of their study as agreed before finalization of the report:
  - · Relevant Industry Associations active in the cluster.
  - Central and State Govt. Agencies involved with the cluster industries in any manner/capacity.
  - . Existing industries/units and individual entrepreneurs in the cluster.
  - Reports, studies, R&D actions, policies, schemes etc relevant for the scope of this study.
- 3.0 Time Frame for the study and validation workshop: Eight (8) Months

The study will be completed within a period of Eight (8) Months (including all study related activities i.e. Awareness Camp/Sensitization Workshop, survey, Validation Workshop etc) from the date of first release from TIFAC after signing of the MoU.

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Budgetary Support from TIFAC for all components of the study and the cation Workshop: Rs. 8,91 lakhs (inclusive of all)

#### Sudget Break Up;

/S/No.	Components	Cost (All costs in Lakhs of Rupees.) 4.25	
1.	Manpower Cost (Payment to scientific Staff, Data Collection Staff, Consultants, Typist etc.)		
2	Travel Cost	1.00	
3.	Awareness Camp/Sensitization Workshop (Maximum subject to actual)	0.85	
4.	Validation Workshop (Maximum subject to actual)	1.00	
5.	Institute Overhead	0.81	
6.	Miscellaneous and Contingency (Stationary, Phone/Fax, Printing, Binding etc.) (Maximum subject to actual)	1.00	
	Total	Rs. 8.91 lakhs	

The total cost of the study is Rs 8.91 lakhs; TIFAC's contribution will be limited to the maximum sum of Rs. 8.91 lakhs (inclusive of all) only. No escalation in the cost of study for any reason what so ever is permitted.

#### 5.0 Disbursement of Fund:

The parties herein have agreed that the mode of disbursement of funds to the KP will be as under

In consideration of the services of the KP under this study, TIFAC undertake to release a sum of Rs. 8.91 lakhs to the KP on work based payment in the steps as enumerated

- 50% of the total cost commitment of TIFAC towards the study will be released after the MoU is signed by both parties.
- 30% of the total cost commitment of TIFAC towards the study will be released after submission and acceptance of the draft report and submission and verification of Utilization Certificate (UC) and Statement of Expenditure (SE).
- 20% of the total cost commitment of TIFAC towards the study will be released
  after presentation of the findings and recommendations of the draft study report in
  the Validation Workshop by KP, requisite modification/rectification of the draft
  report, submission of the final study report to TIFAC and its acceptance and
  fulfillment of other terms and conditions as per the MoU and submission and
  verification of Utilization Certificate (UC) and Statement of Expenditure (SE).
- 6.0 It is hereby agreed by the KP that the KP will fulfill the following requirements of TIFAC as part of this study:
  - Submit periodic progress report on the study activities.
  - Provide presentation material including any written material, slides and other audio visual material as required during the study course.
  - Submit 5 hard copies of draft study report. The KP would be required to present /discuss the findings and recommendations of the draft report in the Validation Workshop and at other forums, if required.
  - Finalize the study report in line with the discussions with TIFAC and/or feedback from the experts. The submitted final report to be properly endorsed/forwarded by the respective Industry Associations. Five hard copies of the final report along with soft copy in MSWORD/PDF format.

- The Draft and the Final Report of the study to be submitted to TIFAC by the KP to broadly conform to the following guidelines:
- (i) The report will be in the form of a book and will follow standard book pattern including the acknowledgement, index, executive summary, abbreviations used, tables and figures/photographs, chapters, annexure, bibliography/references etc.
- (ii) The beginning of the report should contain the Executive Summary covering the followings in brief: scope and objective of the study, importance of the study in the current scenario, methodology followed for the study, limitations if any, major observations/findings and results/analysis and brief recommendations and action plan.
- (iii) The chapters may be classified in line with the scope and coverage given above. The supporting information should not form the part of the main text. It can be given in as Annexure.
- (iv) A list of key words identified for each chapter should appear at the end of the report.
- (v) Small brief highlighting the contents of each chapter be given at the beginning of each chapter along with the key words of the chapter.
- (vi) Separate lists for tables, diagrams, illustrations, figures, photographs etc. (appearing in the report or in the Annexes) be given just after the contents page, at the beginning of the report. Page numbers should also be indicated for each of the tables, diagrams, illustrations, figures etc.
- (vii) The tables, diagrams, illustrations, figures etc. should also have the key words.
- (viii) All acronyms and abbreviations used should be expanded at the end of the report under glossary.
- (ix) Units used in the report should be explained in the beginning of the report in a separate sheet. (Standard international units to be used).
- (x) All photographs used in the study report should be coloured, good quality and in the standard size for clear visibility.
- (xi) All the data, tables, figures, photographs, statements and quotes should be authenticated with references. The references should follow the format of any reputed international journal.
- (xii) All the references should be compiled at the end of the report. The references in the text may be indicated with corresponding serial numbers in square brackets.
- (xiii) Bibliography to be given at the end of the report.
- (xiv) The pages in the study report should be in A-4 size, single spaced, neat letter quality printout (Font size 12) and printed on both sides.
- (xv) Tables, annexes, etc. should be analyzed and discussed in the report in the Results and Discussion Chapter. The report should contain analysis of the data.
- (xvi) Compilation and dissemination of a document should contain around 100 "Frequently Asked Questions" (FAQ) during interactions of the entrepreneurs and the consultants hired. Questionnaire used for collecting data to be enclosed in the end of the study report as annexure.
- (xvii) The consolidated response and analysis of primary survey findings along with the methodology used for the survey to be also provided as an Annexure. Sampling methodology and basis of sampling also to be elaborated.

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The KP will be available for any help, elarifications required on the study report and for the presentations associated with the study work and will also be available by TIFAC for the purpose of travel. No extra payment to be made for making completion of the study.

- 9.0 The KP shall conduct a Validation Workshop in the Refractory Cluster Bangabhoomi, West Bengal in connection with this study involving all stakeholders i.e. TIFAC, related Industry Associations, Ministry of Micro, Small and Medium Enterprises, other central and state govt. agencies involved, entrepreneurs, industries/units etc. The workshop to be conducted within the total cost of the study. No extra fund to be allocated from TIFAC for this purpose.
- 10.0 The KP shall carry out the entire work under supervision of TIFAC and shall supply all materials to be used in connection therewith. It is clearly understood that the term "Supervised" will not imply more than physical check-up of the various stages of report preparation and there is no question of interfering or intervening in the creative endeavors of the KP.
- 11.0 The entire study work specified and provided for in these presents shall be executed in the best and most substantial workmanship with materials of the best quality of their respective kinds, agreeable to the particular contained herein or implied hereby and to such other additions, particulars and instructions as may be found requisite to be given by the indenting authority shall be complied with the KP.
- 12.0 The KP shall give to TIFAC free access to all or any of its offices or studies whether owned or hired by him for the purpose of this study.
- 13.0 This MoU is declared to be specific to the KP.
- 14.0 Upon completion of the said work, the title ownership and right of sale/exploitation of the said work for all territories of the world shall be vested with TIFAC and they would be free to use the work in any manner they like.

#### 15.0 Amendment of the MoU

No amendment or modification of this MoU shall be valid unless the same is made in writing by both the parties or their authorized representatives and specifically stating the same to be an amendment of this MoU. The modification / changes shall be effective from the date on which they are made/ executed unless otherwise agreed to by both the parties shall be liable to return immediately, the unutilized amount within 30 days of such termination.

#### 16.0 Short closure or Termination

TIFAC reserves the right to short close the study project with the KP and terminate the MoU my time during the study period on the ground of under-performance after serving one month written notice to the KP if TIFAC is convinced that the grant has not been properly utilized or appropriate progress is not being made by the KP. In the event of such termination no further disbursement shall be made to the KP and KP will have to return unutilized fund, if any available with them.

#### 17.0 Force Majeure

Neither party shall be held responsible for non-fulfillment of their respective obligations under this MoU due to the exigency of one or more of the force majeure events such as but not limited to Acts of God, war, flood, earthquakes strike, lockouts, epidemics, riots, civil commotion etc. provided on the occurrence and cessation of any such events, the party affected thereby shall give a notice in writing to the other party within one month of such occurrence or cessation. If the force-majeure conditions continue beyond six months, the parties shall then mutually decide about the future course of action.

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UTILIZATION CERTIFICATES FOR THE FINANCIAL YEAR (2016-2017, 2017-2018 and till date)

- 1 Title of the Program / Scheme
- 2 Name of Institution
- 3 MOST (TIFAC) Letter No. & Date of sanctioning the fund
- 4 Head of account as given in the original sanction letter
- 5 Amount brought forward from the previous financial year quoting the MOST's (TIFAC's) letter no. & date in which the authority to carry forward the said amount was given
- 6 Amount received during the financial year (please give no. & date of the MOST's (TIFAC's) sanction letter for the amount)
- 7 Total amount that was available for expenditure (excluding commitments) during the financial year
- 8 Actual expenditure (excluding commitments) Incurred during the financial year (till date)
- 9 Balance amount available at the end of the financial year (till date)
- 10 Unspent balance refunded to the MOST (TIFAC), if any (please give details of cheque no. etc.)
- 11 Amount to be carried forward to the next financial year (if applicable)

COORDINATOR

Govt Cores of the Professor

- TECHNOLOGY GAP ANALYSIS STUDY FOR THE REFRACTORY CLUSTER - BANGABHOOMI, WEST BENGAL
- : Government College of Engineering and Ceramic Technology
- : Letter DT. 06.07.2016
- : As per Statement of Expenditure
- (i) Amount NIL (ii) Letter No. NIL
- (iii) Date NIL
- (i) Amount Rs. 4,45,500/-
- (ii) Letter No. NIL
- (iii) Date 06.07.2016
- : Rs. 4,45,500/-
- : Rs. 4,45,500/-
- : NIL
- : NIL
- : NIL

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## UTILIZATION CERTIFICATE

Certified that out of Rs. 8,91,000/- (Rupees Eight lakhs ninetyone thousand only) of grants-in-aid sanctioned to Government College of Engineering and Ceramic Technoly of 73, Abinash Chandra Banerjee Lane, Kolkata – 700 010, West Bengal, India and Rs. 4,45,500/- (Rupees Four lakhs forty five thousand five hundred only) released during the year 2016-2017 in favour of Government College of Engineering and Ceramic Technoly of 73, Abinash Chandra Banerjee Lane, Kolkata – 700 010, West Bengal, India through the MOST's (TIFAC's) letter no. NIL dated 06.07.2016 and Rs. NIL on account of unspent balance of the previous year carried forward, a sum of Rs. 4,45,500/- (Rupees Four lakhs forty five thousand five hundred only) has been utilized for the purpose Technology Gap Analysis Study on "Technology Gap Analysis Study for the Refractory Cluster – Bangabhoomi, West Bengal "for which it was sanctioned that the balance of Rs. NIL remaining unutilized at the end of the year will be carried forward to the next year.

COORDINATOR

ACCOUNTS OFFICER

Govt. College of France ring & Ceramic To the Assistance R-Chakas

PRINCIPAL

Govt. College of Engineer
& Coramic Technology
Kolkata-700911
Govt. of West 3 and 3

For B. Basu & Co.
Chartered Accountants

Firm Registration No. 322609E

Place : KOLKATA

Date: 23.12.2017

Salt Lake

Kolkata ed Assout (B. K. BASU )

Proprietor

Membership No. 007967

2. Certified that I have satisfied myself that the conditions on which the Grants-in-Aid was sanctioned by the MOST (TIFAC) have been duly fulfilled and that I have exercised the following checks to see the money was utilized for the purpose for which it was sanctioned.

## Kinds of checks exercised:

- i) Sanction Letter
- Cash / Bank Book ii)
- iii) Vouchers
- Bank Statement iv)
- Other relevant documents V)

For B. Basu & Co. **Chartered Accountants** 

Firm Registration No. 322609E

VI Frenchetor

(B. K. BASU)

Proprietor

Membership No. 007967

Place: KOLKATA

Date: 23.12.2017

## Statement of Expenditure

SI. No.	Expenditure Head (Heads as approved in the agreement)	Receipts from TIFAC in Rs.	Expenditure (Headwise as approved) in Rs.
1	Manpower Cost	2,12,500	2,12,500
2	Travel Cost	50,000	52,500
3	Awareness Camp/Sensitization Workshop	42,500	55,500
4	Validation Workshop	50,000	52,500
5	Institute Overhead	40,500	40,000
6	Miscellaneous and Contingency	50,000	32,500
	TOTAL:	4,45,500	4,45,500

COORDINATOR

Associate Professor

Govt. College of Engl & Carper Taylor 
Govt. of West Bergal

ACCOUNTS OFFICER

Accounts Officer
Govt. College of Engineering
& Ceramic Technology, Kolkata

PRINCIPAL

Govt, College of En 8 Ceramic Trans Kollege Govt, of West

For B. Basu & Co.

**Chartered Accountants** 

Firm Registration No. 322609E

(B. K. BASU)

Proprietor

Membership No. 007967

Place: KOLKATA

Date: 23.12.2017

Salt Lake Koikata