CONTRACT FOR CONSULTING FIRMS
AND OTHER SERVICE PROVIDERS

giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Contract no.:	83448734
Project:	KoFi BMGF - Durchführung - Deutsch-Indisches Programm zu Universal Health Coverage
Processing no.:	19.2196.4-005.00
Processed by:	Shimpa Kalra
Telephone:	

Based on the General Terms of Contract (local) the present Contract is concluded between the
Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, represented by

German Development Cooperation
GIZ Office New Delhi
46, Paschimi Marg
Vasant Vihar
NEW DELHI - 110 057, INDIA

(referred to hereinafter as "GIZ")

and

. IIHMR University Jaipur

1, Prabhu Dayal Marg, Near Sanganer Airport, Jaipur
302029 Rajasthan
India
9829120956

(referred to hereinafter as "Contractor").

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

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Registered at
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Bonn, Germany
Registration no. HRB 18384
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Frankfurt am Main, Germany
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Jochen Flasbarth, State Secretary

Management Board
Thorsten Schäfer-Gümbel (Chair)
Ingrid-Gabriela Hoven (Vice-Chair)
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1. **Purpose of the Contract**

Developing a guideline for 'India's Roadmap to UHC – Brief for Policy Makers'.

2. **Terms of Reference**

The Contractor undertakes to perform the services listed in the Special Agreement (Annex 1).

3. **Assignment of Personnel**

In order to perform the services, it is anticipated that during the period from 13.11.2023 to 28.02.2024, the Contractor shall assign the following experts:

Dr. P.R. Sodani & Others as Experts

4. **Reports/Appraisals**

Reporting/Submission of the study/The handover of work is governed by the Special Agreement (see Annex 1).

5. **Remuneration**

For the performance of services, the Contractor shall be remunerated as follows:

Dr. P.R. Sodani & Others

Expert

2,875,000.00	INR	x up to	1.0 Expert day/s		
lump sum				up to	2,875,000.00 INR

Professional fee of experts; ref. special agreement.

Other costs

517,500.00	INR	x up to	1.0 without quantity		
against provision of evidence				up to	517,500.00 INR

GST 18% on professional fee.

Total remuneration **up to** **3,392,500.00 INR**

(in words: Thirty Three Lac Ninety Two Thousand and Five Hundred Only.)

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All costs incurred in connection with the performance of the services are deemed settled herewith.

The tax provisions are listed in the Special Agreement in the section entitled "Other Provisions".

6. Payments

Payment of the remuneration agreed on in Section 5 shall be effected, depending on the type of remuneration, following the performance of services, submission of reports (see Special Agreement), acceptance of services performed, and invoicing.

Advance payment after signing of the Contract and written request for payment anticipated at 13.11.2023 up to 678,500.00 INR.

Final payment after final invoice anticipated by 28.02.2024 up to 2,714,000.00 INR.

The invoice must be submitted as 1 original with 1 copy(ies).

7. Other provisions

7.1 The original vouchers must be submitted for all items of the Contract for which documentary proof is required.

7.2 The Contractor shall carry out project accounting in keeping with the principles of proper bookkeeping.

7.3 GIZ shall have an unrestricted right to examine the project accounts at any time. This shall not affect the obligation of the Contractor to submit original vouchers.

8. General Terms of Contract

8.1 The Special Agreement shall constitute an integral component of the Contract.

8.2 The General Terms of Contract (local) shall constitute an integral component of this Contract. The Contractor hereby declares that it is familiar with the General Terms of Contract (local).

8.3 The Contract shall be drawn up in 2 originals. The Contractor shall receive one original.

8.4 All modifications to this Contract shall be made only in writing.

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New Delhi, India,

New Delhi - 08/11/2023
place, date

For the GIZ

Punam Gupta Amit Paliwal

IIHMR University Jaipur

Tax number
08AAAJI0480N1Z0

DEUTSCHE GESELLSCHAFT FÜR INTERNATIONALE ZUSAMMENARBEIT (GIZ) giz Office New Delhi

Annexes
1. Special Agreement
2. General Terms of Contract (local) enclosed/known

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Special Agreement

giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

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Project:	KoFi BMGF - Durchführung - Deutsch-Indisches Programm zu Universal Health Coverage
Project no:	19.2196.4-005.00
Contractor:	IIHMR University Jaipur

1. Terms of Reference

Context

Following the G20 Summit, there has been a paradigm shift in India's healthcare landscape. The National Institution for Transforming India (NITI) Aayog and Government of India (GoI) is committed to achieving Universal Health Care (UHC) for all by 2030, which is fundamental to achieving the other Sustainable Development Goals (SDG). UHC is included in Sustainable Development Goals as target 3.8, with 2 indicators – SDG 3.8.1, which is about coverage of essential health services based on 14 tracer indicators, and SDG 3.8.2, which is about the proportion of population with large household expenditures on health as a share of total household expenditure or income. This shift represents a pivotal change in India's healthcare strategy.

In alignment with this overarching vision, the Government of India introduced the Ayushman Bharat scheme, comprised of four core components which are Ayushman Bharat Health and Wellness Centre (AB-HWC), Ayushman Bharat- Pradhan Mantri Jan Arogya Yojana (AB-PMJAY), Ayushman Bharat Digital Mission (ABDM) and Ayushman Bharat Health Infrastructure Mission (ABHIM). The first component AB HWC involves the establishment of Health and Wellness Centers (HWCs), which provide comprehensive primary healthcare services. Complementing this, the Pradhan Mantri Jan Arogya Yojana (PM-JAY) constitutes another pillar of the scheme. This vital initiative extends health insurance coverage to vulnerable families for secondary and tertiary healthcare. Complementing these, the Ayushman Bharat Digital Mission is an ambitious undertaking aimed at cultivating the foundational framework necessary to support the integrated digital health infrastructure of the nation. It aims to bridge prevailing gaps among diverse stakeholders in the healthcare ecosystem, fostering seamless connectivity through digital conduits. Lastly, the Ayushman Bharat Health Infrastructure Mission (ABHIM) embodies a comprehensive initiative to strengthen India's healthcare system holistically, thereby rendering medical care accessible to both the middle-class and underserved segments of society. The synergistic efforts of all four components further underscore the nation's resolute journey towards universal and equitable healthcare coverage.

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Achieving Universal Health Coverage (UHC) is a multifaceted and ongoing process, characterized by complex dynamics among different stakeholders. The realization of UHC necessitates not just the expansion of healthcare availability, but also the assurance of healthcare services' excellence and cost-effectiveness. Collaboratively, the government, in partnership with diverse partners and organizations, persistently strives to achieve this pivotal objective, aiming to enhance the overall health and welfare of its populace.

In the pursuit of achieving Universal Health Coverage (UHC), the Indo-German Programme on Universal Health Coverage (IGUHC), operated by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, offers technical support to the Ministry of Health & Family Welfare (MoHFW). This partnership facilitates the implementation of Ayushman Bharat – Pradhan Mantri Jan Arogya Yojana (AB PM-JAY), the successor scheme to Rashtriya Swasthya Bima Yojana (RSBY).

Building on this, IGUHC envisions a collaboration with a distinguished academic institution to develop a comprehensive compendium with a primary focus on Government-sponsored Health Insurance Schemes (GSHISs) and Universal Health Coverage. This compendium will be a critical resource in India's expedition toward realizing Universal Health Coverage (UHC). Its comprehensive scope entails an exploration of multifaceted aspects, encompassing the identification of prevailing healthcare gaps, the effective resolution of encountered challenges, and the proposition of a lucid roadmap to thrust India forward on its UHC journey.

Tasks to be performed by the agency

GIZ is envisaging a series of activities within the framework of this project. The initial phase of this assignment is centred around a pivotal task: the creation of a comprehensive book- "India's Road to UHC – Brief for Policy Makers". This document holds a critical role as a guidebook for Indian policymakers embarking on the transformative journey toward achieving Universal Health Coverage (UHC). As, it will be thoughtfully crafted to provide clear insights, not only by outlining the foundational prerequisites necessary for realizing UHC but also by providing a deep understanding of the Government Sponsored Health Insurance Schemes and the posed challenges that require navigation to transform the UHC vision into a tangible reality. In addition, 6-8 white papers will be developed, covering various aspects of insurance schemes and UHC. This book and papers will be shared with key stakeholders such as NITI Aayog, the PMO office, the Ministry of Health & Family Welfare (MoHFW), the National Health Authority, State Health Agencies, etc.

It is essential to note that the scope outlined for the second phase will be contingent to the award of the follow-on module of IGUHC (March 2024-Feb 2027) by BMZ. This clear delineation ensures that

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responsibilities and project phases are well-defined, maintaining transparency and accountability throughout the project's lifecycle.

The agency is responsible for providing the following services:

Develop a comprehensive book in collaboration with the IGUHC. This book shall capture comprehensive insight into the implementation of central and state health insurance schemes in India in today's context based on the existing analytical framework adopted for the case study on GSHISs. The compendium's significance is highlighted by its potential to furnish invaluable insights to high-level government policymakers, equipping them with the required resources for making well-informed decisions. To ensure the success of this assignment, it becomes essential for the academic institution to engage in internal brainstorming sessions and dialogues with a multitude of stakeholders at both the national and state levels. These deliberations will facilitate a broader and deeper comprehension of the prevailing issues. While the coverage is expansive, here are several indicative topics that will be explored within the book, although this list is not exhaustive:

- Institutional Design and Characteristics: An exploration of the foundational organizational features and design principles of Government-Sponsored Health Insurance Schemes (GSHISs).
- Beneficiary Profiles and Scope of Coverage: Delving into the demographics of beneficiaries and the extent and diversity of the benefits encompassed within the schemes.
- Financial Framework and Fund Flow: An in-depth analysis of the financial mechanisms underpinning the schemes, encompassing the flow of funds, cost structures, and overall financial coverage.
- Healthcare Provider Network and Compensation Mechanisms: A detailed assessment of the network of healthcare providers involved and the strategies employed for compensating their services.
- Effective Financial Management and Cost Containment: Exploring strategies and practices for proficient financial management and methods for controlling costs while maintaining quality.
- Quality Enhancement Systems and Utilization Patterns: Analyzing systems for elevating healthcare quality, understanding utilization trends, and establishing mechanisms for monitoring and resolving grievances.
- Integration of Digital Innovations: A comprehensive look at the integration of innovative digital technologies within the schemes, as well as addressing barriers that impede digital accessibility in healthcare.
- Performance Oversight and Improvement: Covering approaches to enhance overall performance, ensure quality standards, and improve efficiency through specialized management systems.

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- Regulatory and Governance Challenges: An examination of regulatory aspects and governance challenges in the implementation and operation of the health insurance schemes.

In order to attain the intended objective, it is imperative that the agency undertakes a thorough process involving comprehensive secondary research, internal brainstorming sessions, and webinars. This multifaceted approach is crucial for obtaining a deep understanding of nuances associated with government initiatives, prerequisites, the efficiency of their implementation, existing challenges, and formulating viable solutions to advance the realization of Universal Health Coverage (UHC) in India.

Secondary Research:

a. Conducting a thorough literature review encompassing National UHC reports, UHC pilot country outcome reports, health policies, and UHC policy briefs developed by other relevant stakeholders.
b. Performing a desk review of global best practices in UHC and health financing that can serve as models for emulation within India.

In the second phase agency is expected to do the following activities:

- Dialogue Series/ Webinar: The agency's responsibility includes the identification of pivotal stakeholders who will play a substantial role in shaping the trajectory toward achieving Universal Health Coverage (UHC). These stakeholders are expected to encompass a broad spectrum of viewpoints, offering valuable perspectives on critical aspects such as pinpointing gaps, addressing challenges, and recognizing requisites within the framework of UHC. This may include government officials, policymakers, healthcare providers, insurers, public health experts, academicians, community representatives, and other key players in the healthcare ecosystem.

  These 6 series aim at bringing different stakeholders on a platform for brainstorming existing and new approaches, gaining deeper insights into UHC building blocks, discussing experiences of other countries, and strategizing a way forward. The series will take place quarterly and focus on critical thematic areas in India's journey towards UHC and propose to come up with strategy papers that will not only be useful in India's journey towards UHC but also guide in making India's health systems more resilient, inclusive, accountable, and equitable. Furthermore, the agency will develop a policy brief containing clear and actionable recommendations to facilitate the publication.
- Dissemination Workshop of Key Findings:

  The agency shall organize a comprehensive dissemination workshop to effectively share the research findings and insights derived from the report with key stakeholders from the Ministry

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of Health and Family Welfare (MoHFW), the National Health Authority (NHA), and State Health Authorities (SHAs). This workshop is designed to foster collaborative engagement, knowledge sharing, and actionable dialogue among influential figures in the healthcare sector.

- Printing of the final edited book

The detailed scope for phase 2 shall be defined in a separate ToR, contingent upon approval from BMZ, the German Ministry.

Project Milestones:
Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

Milestone	Deadline/place/person responsible
Inception Meeting Report- Submission of the inception report with full details of implementation and chaptalization.	15 days of the signing of the contract
First draft version of the book	Two months from the finalization of the chaptalization plan
Revised draft version of the book	One month from the finalization of the first draft based on discussion and feedback
Final, edited, and proofread the book	One month from the finalization of the revised draft based on discussion and feedback

Period of assignment: From **13th November 2023 until 28th February 2024.**

Deliverables:
The following deliverables are to be submitted in hard copy and soft copy form by the agency to GIZ as the implementation progresses.

1. Comprehensive Book Manuscript: The primary deliverable would be the completed manuscript of the book itself. This manuscript should be well-researched, organized, and written in a clear and concise manner. It should cover all the agreed-upon thematic areas, chapters, and topics.
2. Chapter Outlines and Content: The agency should provide detailed outlines for each chapter, outlining the structure, content, and key points to be covered. These outlines will serve as a roadmap for the book's content.
3. Thematic Analysis and Insights: The book should offer a deep analysis of the various thematic areas related to GSHISs, UHC etc. It should provide valuable insights, data-driven observations, and evidence-based recommendations.

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4. Literature Review and Secondary Research: The agency should conduct thorough secondary research to gather relevant literature, reports, studies, and data that substantiate the book's content. Proper citations and references should be included.
5. Visual Aids and Graphics: The inclusion of relevant charts, graphs, diagrams, and infographics can enhance the book's accessibility and understanding. The agency should provide these visuals to complement the textual content.
6. References and Citations: A comprehensive list of references and citations used in the book to substantiate claims, data, and analysis should be provided. This ensures the credibility and authenticity of the content.
7. Executive Summary or Preface: An executive summary or preface that provides a concise overview of the book's objectives, structure, and key findings can serve as an introduction for readers.
8. Editing and Proofreading: The agency should ensure that the manuscript is thoroughly edited and proofread for accuracy, coherence, and proper grammar and syntax.
9. Formatting and Layout: The final deliverable should be well-formatted and professionally laid out, ready for publication.
10. Digital Copy: The agency will provide draft electronic versions of the book for wider distribution and accessibility along with print-ready files.

Project management of the agency

The Bidder will report to Programme Director GIZ-IGUHC or any other official designated by him. He/she has to submit the reports / deliverables as per the ToR to the Programme Director, GIZ-IGUHC. For day-to-day coordination, the expert will interact with Health Advisor, GIZ – IGUHC.
Bidder will be overall responsible for overall project management for the assignment under the supervision of GIZ. Major responsibilities are listed below:

- The agency, in collaboration with GIZ, is responsible for selecting the participants designing, printing webinar guidelines, conducting dialogue series and dissemination workshops. The agency is also expected to bear all costs related to these activities.
- In case of a logistic arrangement, the agency shall book the venue, and make and make requisite preparations for the dialogue series.
- The agency is responsible for providing equipment and supplies, including consumables, and covering the associated operating and administrative costs.
- The agency is responsible for managing costs, expenditures, accounting processes, and invoicing in accordance with GIZ's requirements.

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- The agency reports regularly to GIZ in accordance with the AV of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.
- All information and documentation given by GIZ, Central and State Government to the agency and the personal information of the participants is strictly confidential and may be used only for the purpose of completing this assignment.
- Any other task which is necessary for providing deliverables under this assignment which are not mentioned above.
- All information and documentation given by GIZ, Central and State Government to the agency and the personal information of the participants is strictly confidential and may be used only for the purpose of completing this assignment.
- The agency is required to draw up a personnel assignment plan with explanatory notes that list all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

2. Place(s) of Assignment: Jaipur – Rajasthan.
Sectors of Travel: NA

3. Procurement of Equipment and Materials

The Contractor shall procure and enter into the inventory the following equipment in accordance with Section 11 of the General Terms of Contract (local):

All equipment procured at GIZ's expense shall be surrendered
To: NA

5. Other provisions

I. As per Indian Tax Law, tax at source has to be deducted on payments to consultants, if such payments exceed India rupees 30,000, - Per year.

II. GST will be paid as per law and as per current prevailing rates.

III. The invoices shall be raised by the [service provider] within the specified time limit and in the format specified conforming to applicable laws. If credit or claim of GST reimbursement or refund is disallowed to GIZ due to any defect in the invoice, delay in raising invoice, delay in making payment of taxes, delay in filing of returns, delay or non-deposit of GST, non-compliance or default by Service Provider, the Service Provider shall reimburse to GIZ the entire GST amount as well as any

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consequent penalty and interest thereon as may be imposed by the GST Authorities.

IV. The man-days are excluding Saturday, Sunday and Public Holidays. If any Consultants would like to work on weekends or Public holidays, the same need to be justified and only after approval from respective projects.

V. **Confidentiality**
All Information and documentation given to the consultant is strictly confidential and may be used only for the purposes of completing the assignment. All documentation and illustration material must be returned immediately on completion or termination of the assignment.

VI. **Amendments of the Terms of Reference**
These Terms of Reference may be amended in writing only, subject to the agreement of both parties.

Deliverable & Payment Schedule in INR

Date	Fee	Others	Deliverables
13.11.2023	575,000	103,500	Advance upon signing the contract and invoice submission.
28.02.2024	2,300,000	414,000	Final payment upon submission complete deliverables and original final invoice.
Total	**2,875,000**	**517,500**	

Break up of cost in INR				
Name of Expert	**Designation / Organisation**	**No. of days**	**Daily Fee Rate in INR**	**Total Fee**
Dr. P.R. Sodani	Team Leader	25	20,000	500,000
Dr. Sanjay Gupta	Health Policy Expert	15	15,000	225,000
Dr. Prateek Rathi	Health Financing Expert	30	15,000	450,000
Dr. Arun Tiwari	Health Economist	30	15,000	450,000

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Ms. Kirti Agarwal	Project Coordinator	50	10,000	500,000
	Research Associates	150	5,000	750,000
	Total			**2,875,000**

The consultant must submit duly signed timesheet as per details in above mentioned table.

Enclosed: General requirement for all contracts.
General Terms & Conditions.

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General terms and conditions of contract ('local terms and conditions') for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in the Republic of India

1. General provisions for supplying work and services

1.1. Applicable law and place of jurisdiction

The contract is subject to the laws of Republic of India. The contractor's general terms and conditions of business or payment shall not apply. The place of jurisdiction is New Delhi. GIZ may also institute proceedings against the contractor before the competent court for the domicile or seat of the contractor or its habitual residence.

1.2 Form

The contract, any amendments or supplements and all material communications must be in text form, unless the parties have made different arrangements or a stricter format is prescribed by law.

1.3 Quality of work and services

The work and services to be provided must comply with the recognised state of the art and the generally accepted rules of technology as well as the terms of reference. They must be of excellent quality.

1.4 Framework conditions and sustainability

1.4.1 Compliance with legal provisions

When performing the work and services, the contractor must comply with all applicable legal provisions, ordinances and official regulations, including tax law provisions.

1.4.2 Environmental and social standards and human rights

When providing work and services, the contractor must comply with all applicable national and international environmental laws, minimise its greenhouse gas emissions and avoid all actions that could increase the vulnerability of the population and/or ecosystems.

Respect for human rights, the protection of children, the prevention of any and all forms of violence, abuse and exploitation, the avoidance of any discrimination on the basis of ethnic origin or background, religious beliefs, age, gender identity, sexual orientation, or any type of disability, as well as the promotion of gender equality for all genders in compliance with international standards and multilateral agreements (in particular international human rights conventions) must be ensured throughout the entire duration of the provision of work and services by the contractor.

The contractor shall take appropriate measures to prevent sexual harassment in the work environment and shall refrain from inciting hatred or violence as well as from any objectively unjustified discrimination against a specific individual or group of individuals.

1.4.3 Labour standards

In performing the contract, the contractor shall be obliged to comply with the fundamental principles and rights at work as stated in the Declaration of the International Labour Organization (ILO) of 18 June 1998 (freedom of association, right to collective bargaining, elimination of all forms of forced or compulsory labour, effective abolition of child labour and elimination of discrimination in respect of employment and occupation).

In particular, the contractor shall be obliged in the performance of the contract to comply with the regulations enacting the ILO core labour standards (conventions nos. 29, 87, 98, 100, 105, 111, 138 and 182) in the legislation of India. The contractor shall be obliged to comply with the Regulations, including those in India which pursue the same goal as the core labour standards.

1.4.4 Avoidance of unintended negative consequences during the performance of the contract

The contractor is obliged to provide its work and services in a manner designed to avoid or minimise unintended negative consequences with regard to the environment, climate protection, measures for adapting to climate change, human rights, fragile situations and situations marked by conflict and violence, and gender equality through the implementation of attributable mitigation measures. With regard to gender equality, the contractor also undertakes to use any potential for promoting gender equality.

1.4.5 Consequences of violations

If the contractor violates one of the obligations set out in Section 1.4 and GIZ terminates the contract as a result, then such termination shall be deemed to be the responsibility of the contractor.

1.5 Integrity

1.5.1 Conflicts of interest

The contractor must not become involved in any conflict of interest relating to this contract. Conflicts of interest can arise in particular as a result of commercial interests, political allegiances or national ties, relationships with family members or friends and other ties and interests. The contractor shall undertake in particular

(a) not to accept any additional remuneration from third parties in connection with the contract

(b) not to accept during the term of the contract other orders where a conflict of interest is to be anticipated due to the nature of the order or due to the contractor's personal or financial connections with a third party unless prior consent has been given by GIZ

(c) not to enter into any contracts related to this contract with natural or legal persons with whom it has personal or financial ties unless prior written consent has been given by GIZ.

The contractor undertakes to disclose without delay to GIZ any circumstances that might represent a conflict of interest or which could lead to such. It must then consult GIZ on what action is to be taken. If the parties are unable to reach an agreement in such a case and GIZ terminates the contract, then the contractor is responsible for the termination.

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1.5.2 Integrity policy

The contractor must not, either directly or via a third party, offer or grant any gifts or advantages, or accept or request such gifts or advantages for itself or a third party, in connection with the contract award and/or implementation of the contract; this also includes facilitation payments.

The contractor must not agree any restraints on competition with one or more other companies.

Corruption in any form is prohibited. The contractor must establish appropriate and reasonable measures to prevent and fight corruption. The contractor must also report to GIZ's whistleblowing system without delay any confirmed cases and strong suspicions of corruption and/or offences such as fraud, embezzlement and breach of trust in connection with the implementation of the contract. The whistleblower system can be contacted via the whistleblower portal, GIZ's Integrity Advisor (integrity-mailbox@giz.de) or the external ombudsman (ombudsman@ra-js-de) => www.giz.de/en • About GIZ • Compliance • Whistleblowing.

1.5.3 Consequences of violations

If the contractor infringes one of the prohibitions or fails to comply with one of the obligations stated in Section 1.5 and GIZ terminates the contract as a result, then such termination shall be deemed to be the responsibility of the contractor. Should the contractor fail to meet an obligation under Section 1.5, GIZ shall be entitled to exclude the contractor from future competitive tenders for a limited period and to a reasonable extent.

1.6 Confidentiality

Any and all data relating to the contract as well as any other information, such as submitted documents and exchanged information, of which the contractor and its employees become aware in the course of performing the contract, must be treated as confidential during and beyond the term of the contract. This provision applies even if such documentation and information has not been explicitly classified as secret or confidential.

The contractor must not make documents and/or work results of any kind, including in particular reports, accessible to third parties without obtaining prior written approval from GIZ. For the purposes of this clause, the term 'third parties' includes the ultimate commissioning party/client. The contractor shall not be permitted to make use of any such data and information for the contractor's own purposes.

1.7 Requirement for GIZ's approval for publications

Any publications regarding the activities of the contractor within the scope of services/work require prior written approval from GIZ. A brief description of the contract and the scope of activities for PR work on the part of the contractor shall not require the approval of GIZ. For the purposes of this provision, a statement noting the subject matter of the contract and the key results constitutes a brief description. For the prior written approval of GIZ, the contractor must always express in an appropriate way that its activities are performed on behalf of GIZ, and must also name the ultimate commissioning party/client and any further financing parties.

1.8 Use of GIZ's corporate design

When designing materials relating to the contract, which are intended for use with third parties (e.g. business cards, letterhead, emails, publications, presentations), the GIZ specifications must be followed. The design must also be agreed in writing with GIZ and the responsible partner institution.

1.9 Rights of use/documentation relating to work results

1.9.1 Basic principle

Unless otherwise agreed in the contract documents, the contractor shall assign to GIZ all assignable ownership and property rights to its work results. If the work results are protected by copyright or other non-assignable property rights, the contractor shall grant GIZ an exclusive and irrevocable right that is unlimited with respect to time, location and content to use all work results, including commercial use outside the measure. The originator expressly and additionally waives the right to be named as such. The Contractor hereby further waives any 'moral' rights or other rights with respect to attribution of authorship or integrity of such work results that the contractor may have under any applicable law, whether under copyright, unfair competition, contract, tort or other legal theory.

1.9.2 Work results

Work results for the purposes of Section 1.9.1. are all material and immaterial outputs that are created or procured in performance of the contract, especially studies, drafts, documentation, articles, information, illustrations, drawings, calculations, plans, photos, materials, film negatives, image files and other visual presentations. Work results shall also include any computer programs which the contractor produces, modifies, procures or makes available in the performance of the contract.

1.9.3 Scope of rights of use

GIZ's rights of use shall include the right to use the work results and existing work products without limitations with respect to time, content and location. GIZ is further entitled to assign to third parties the rights of use granted or to grant third parties simple rights of use.

1.9.4 Freedom from third-party rights

The contractor warrants that the work results are free from any copyright or other third-party rights that would prejudice the use of the work results pursuant to Section 1.9.3. The contractor shall indemnify GIZ against all claims of third parties arising from the granting or exercise of the rights of use pursuant to Section 3.1 and shall reimburse GIZ for all costs arising in connection with a corresponding legal defence.

1.9.5 Compensation

The contractor hereby agrees and confirms that the contractually agreed remuneration includes the remuneration for granting the right to use the work results and the contractor shall not be entitled to receive any additional compensation or remuneration either for assigning the ownership and property rights to its work results or for granting the right to use the work results, as agreed under this section 1.9

1.10 Data protection

Within the framework of the contract, GIZ processes personal data only in accordance with the EU General Data Protection Regulation (EU GDPR) and other applicable data protection regulations. GIZ stores and processes personal data only to the extent required in connection with the contract.

The contractor shall have the right to view, erase or rectify the personal data and shall be entitled to contact GIZ (datenschutzbeauftragter@giz.de) or the responsible public authority for the purpose of enforcing these rights.

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The contractor shall comply with the requirements of applicable data protection regulations and take measures to ensure such compliance by its employees.

The contractor warrants that any data transmitted to GIZ have been processed in accordance with the applicable data protection provisions and are exempt from any third-party rights that would prejudice the use of this data within the purpose of this contract. The contractor shall indemnify GIZ against all claims arising from the violation of data protection regulations and shall reimburse GIZ for all costs incurred in connection with its corresponding legal defence or the imposition of government sanctions.

Should applicable data protection law contain specific principles that must be respected when providing work and services (e.g. a data protection by design or by default approach in order to ensure the data protection-friendly implementation of technical requirements), the contractor shall prioritize the practical implementation of such principles.

Should the contractor process personal data for GIZ as set out in Article 28 EU GDPR, this shall take place on the basis of a relevant agreement.

1.11 Prevention of the financing of terrorism and compliance with embargoes

The contractor shall not make any funds or other economic resources available, directly or indirectly, to third parties that are included on a sanctions list issued by the United Nations and/or the EU and/or the Republic of India.

When implementing the contract, the contractor may enter into and maintain business relations only with third parties that are reliable and to whom no statutory ban on entering into business applies.

When implementing the contract, the contractor shall also comply with embargoes and other trade restrictions issued by the United Nations, the EU, the Federal Republic of Germany and/or the Republic of India.

The contractor must notify GIZ without delay and on its own initiative if the contractor, a member of its official managing body and/or other administrative bodies, its shareholders and/or staff is included on a sanctions list issued by the United Nations or the EU. This provision also applies if the contractor becomes aware of an event that leads to such a listing.

The contractor shall notify GIZ without delay and on its own initiative of any violation of the provisions set out in this Section
1.11. This does not affect GIZ's rights under Sections 5 and 6 of these Terms and Conditions.

1.12 Compliance with project agreements

The contractor is obliged to comply with the agreements under international law reached between the Federal Republic of Germany and the country of assignment and, where applicable, with the project implementation agreement concluded between the project executing agency and GIZ.

2. Provision of work and services by the contractor

2.1 Assignment of experts

The contractor shall ensure that it and any experts it assigns possess the appropriate professional and personal qualifications needed to complete the stipulated tasks successfully.

The contractor shall ensure that the experts assigned comply with the relevant regulations set out in the contract.

2.2 Protective measures, health requirements and necessary insurance policies

The contractor shall be responsible for ensuring that it and the experts it assigns meet the health requirements for the country of assignment. The contractor shall in particular be obliged to arrange the necessary vaccinations. The contractor must ensure adequate insurance cover (in particular health, repatriation and accident insurance). The contractor must provide evidence of compliance with this provision on request by GIZ.

GIZ will accept no liability for physical damage, sickness, personal injury or death in respect of the contractor and the personnel assigned by the contractor to the project, or for the consequences thereof.

2.3 Cooperation with other institutions

The contractor and the assigned experts are obliged to cooperate with the German mission abroad, specialists working in the country of assignment and the representatives of the Federal Republic of Germany working in the country of assignment, and also, where relevant for performance, with representatives and experts of multilateral or other organizations.

2.4 Force majeure

Force majeure is an unavoidable event (e.g. natural disaster, outbreak of a disease or epidemic, serious unrest, war or terrorism) that no human foresight or experience could anticipate, that cannot be evaded or overcome applying reasonable efforts and utmost care and that prevents or impedes one party to the contract from fulfilling their contractual obligations. If an event originates from the sphere of responsibility of one of the parties to the contract, this shall not constitute force majeure.

If force majeure arises, the contractual obligations, insofar as they are affected by the event in question, shall be suspended for as long as it remains impossible to render the services because of this situation, provided that a party to the contract notifies the other party to the contract about the force majeure event without undue delay. In this case, the contractor is obliged to take all measures to keep its expenses caused by the force majeure event as low as possible and to document them.

If the provision of services becomes permanently impossible due to the force majeure event or if the force majeure event persists for longer than three months, both parties to the contract are entitled to terminate the contract without further notice. This shall not affect GIZ's rights of termination as set out in Section 5 of this Terms and Conditions.

In the event of interruption or termination based on force majeure, the services rendered and all proven, necessary and unavoidable expenses of the contractor shall be invoiced according to the contract prices. GIZ may refuse to reimburse expenses in accordance with this provision if the contractor does not provide GIZ with sufficient evidence or documentation of its expenses and the measures taken to reduce them, or the contractor does not do so promptly without having good reason for late submission of the evidence or documentation. Expenses shall only be reimbursed for a period of up to two months, which commences on the first day of the interruption.

If, due to force majeure and with GIZ's consent and execution of a Supplemental Agreement, the activity is continued at a location other than the place of assignment, the agreed fee as per the Supplemental Agreement shall continue to be paid.

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The other remuneration items will continue to be paid in the contractually agreed amount for a period of up to three months unless they are or can be saved, or the resources are used elsewhere.

2.5 Information and reporting obligations

2.5.1 Reporting obligations

The contractor shall punctually submit to GIZ the type of reports specified in the contract at the intervals specified, in the agreed form and language, and in the format stipulated. Unless otherwise agreed in the contract, the contractor shall prepare the reports in English and forward them to GIZ in electronic form (both in a format that is MS Word compatible and as a pdf file).

The costs of reports must be calculated as part of the billing rates for experts and will not be remunerated separately

2.5.2 Obligation of the contractor to report on the status of the contract

GIZ may at any time review the status and results of the performance of the contract, including the project accounts and any project-related special accounts. The contractor must keep the necessary records available and provide the necessary information for this purpose. At the request of GIZ the contractor shall also provide information to other institutions or persons and organisations commissioned by GIZ as well as making audits possible, and agreeing to cooperate appropriately in any such audits.

2.6 Keeping of contract-related records

The contractor must keep contract-related records and work results, including financial records, for ten years after acceptance of the final report or, as the case may be, of the work, and must provide them for inspection at GIZ's request.

2.7 Procurement of materials and equipment

In the case of the contractually agreed procurement of materials and equipment, confirmation of handover to the recipient designated in the contract must be submitted in addition to the vouchers required pursuant to Section 3.2.1.

Procurement orders may only be placed with qualified and competent providers on cost-efficient terms and on the basis of competition. The contractor must ensure transparency, equality of treatment and suitability of tenderers.

The contractor must comply with the GIZ rules on inventorising and handing over equipment and materials: www.giz.de/en -> Doing business with GIZ –> Procurement and financing – GIZ as a public contracting authority -> Contracts for services and construction as well as development partnerships: Contract management, invoicing and accounting procedures and on this page under Annexes: Procurement of materials and equipment.

3. Remuneration and invoicing

3.1 Principle of remuneration, items of remuneration

The price specified in the contract is a maximum amount; anycosts in excess of this shall not be reimbursed.

In addition to the contractually agreed price the contractor mayinvoice Goods and Service Tax (GST) or/and value-added tax(VAT) at the statutory rate.

Remuneration is paid for the contractually agreed items of remuneration; the amounts agreed are the maximum amountsin each case.

Rebates, discounts, refunds, tax concessions or refunds, and all other price reductions obtained by the contractor when providing work and services at costs reimbursed by GIZ must be taken and passed on to GIZ or deducted from the invoice.

3.1.1. Fee

The fee is based on expert-days as a unit of calculation. An expert-day is a full day on which the contractor or one or more of the experts it assigns provides work and services for GIZ. Days used exclusively for travel are not considered to be expert-days.

If contractually agreed, expert-hours may also be used to calculate fees in individual cases. No other units may be invoiced.

The contractor's fee or fee of the experts assigned by it covers all personnel costs including insurance cost and employee benefits, ancillary personnel costs, costs of communication, reporting and all overheads, profit, interest, risk, etc.

3.1.2. Travel expenses

3.1.2.1 Air travel expenses or other transport costs

Air travel expenses and other transport costs are paid to the extent agreed in the contract, generally as a lump sum and in exceptional cases at GIZ's sole and absolute discretion upon presentation of evidence.

3.1.2.2 Per diem allowance

The per diem covers the additional cost of subsistence to the contractor or the contractor's experts during an assignment away from their regular domicile and/or seat of business for a period as of one day of official travel.

3.1.2.3 Overnight accommodation allowance

The overnight accommodation allowance covers the cost to the contractor or the contractor's experts of accommodation on an assignment away from their regular domicile and/or seat of business, if an overnight stay is necessary.

Overnight accommodation allowances are only paid if the contract necessitates an overnight stay. This should be noted separately on the time record

3.1.2.4 Other travel expenses

Other contract-related travel expenses are reimbursed up to the contractually stipulated number and quantity, generally asa lump sum and in exceptional cases upon presentation of evidence.

3.1.3 Other costs

3.1.3.1 Subcontracts

For subcontracts the actual costs incurred shall be reimbursed within the contractually agreed scope on production of proof.

3.1.3.2 Flexible remuneration item

Where a flexible remuneration item is contractually agreed, the contractor shall be permitted to exceed the contractually agreed quantities up to the amount of the flexible remuneration item, taking into account the contractually agreed individual rates and bases for invoicing. The flexible remuneration item covers costs only for items listed where these are contractually agreed.

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Use of the flexible remuneration item must be approved by GIZ in writing before the costs in question are incurred.

3.2 Terms of payment, invoicing for contracts for services

3.2.1 Presentation of invoices

All payments will be made only on presentation of relevant evidence. All the necessary vouchers must be attached in the original.

3.2.2 Time records

The invoicing of the fee, costs related to the contract in the country of assignment and any per diem or overnight accommodation allowances related to the contract that may need to be paid must be based on a time record in which the contractor enters the number of expert-days required.

3.2.3. Final invoice, final payment

The contractor shall be obliged to submit the final invoice without delay, and in any event not later than six weeks after the contractual end of the period of assignment. The final invoice may be submitted before the end of the contractually agreed term once the work or services have been completed.

The invoice must contain all the contractor's claims for remuneration, be verifiable and contain all the necessary information (with all the necessary receipts/vouchers). Final payment is made on submission of the final invoice in due form and performance by the contractor of all contractual obligations.

Any amounts overpaid by GIZ must be repaid to GIZ by the contractor without delay after invoicing.

If an advance payment was made and the contractor does not submit the final invoice within 15 days despite a reminder by GIZ, the contractor shall be obliged to repay the advance payment.

3.3 Terms of payment, invoicing for contracts for works

Contracts for works shall be subject to the conditions of Section 3.2 with the following provisions:

3.3.1 Claim for payment

The final invoice must be submitted without delay and in any event not later than six weeks after acceptance. It must contain all the contractor's claims, be verifiable and contain all the necessary information (with all the necessary receipts/vouchers).

Payment of remuneration is due after acceptance of the workand after receipt of a final invoice containing all the required details (together with all necessary receipts/vouchers). Payment shall be made by GIZ no later than 30 days after justified claims fall due.

3.3.2 Security deposit

If payments on account have been agreed in the contract, 10%of the amounts invoiced in accordance with the contract (including VAT/GST, as the case maybe) shall be retained andinitially not disbursed. This amount can be released against the provision of a security. The amount retained shall be disbursed following acceptance of the work as a whole.

3.3.3 Acceptance

Acceptance shall be effected in writing.

GIZ shall be entitled to warranty claims for any defects which were evident on acceptance even if it did not reserve the right to such claims at that time.

4. Contract supplements

The parties to the contract may agree on amendments to the contract relating to the scope of work and services, the performance period and the agreed remuneration.

All amendments that entail changes in the specification of inputs, as well as the replacement of experts and other major modifications to the contract, shall be agreed by the parties in the form of written contract supplements Changes in the specification of inputs concern, for example, changes in the performance period, the expansion of the scope of work and services, changes to personnel requirements and/or changes in remuneration.

Cost-neutral extensions of the performance period without changes in the specification of inputs do not call for a written contract supplement and can be agreed in text form.

5. Supplementary performance, interruption and termination

5.1 Supplementary performance

If the contractor's performance is defective, GIZ may require supplementary performance; however, requiring supplementary performance is not a prerequisite for asserting other rights.

5.2 Interruption

GIZ may at any time order a complete or partial interruption of the activity, for political reasons for instance. In this case, the contractor must take all necessary measures to keep expenses as low as possible.

If the interruption lasts for more than three months, the contractor may terminate the contract.

In the event of interruption or termination, the services rendered up to that point and all proven necessary expenses incurred by the contractor up to the end of the interruption shall be invoiced at the contract prices. No further claims are permissible.

5.3 Termination

GIZ may terminate the contract at any time, without setting any further deadlines or making a prior request for deficiencies to be corrected, either wholly or in respect of individual parts of the work and services or with regard to individual experts.

5.3.1 Grounds which are not the fault of the contractor

If GIZ terminates the contract for a reason which is not the fault of the contractor, the contractor shall be entitled to demand the agreed remuneration. However, the contractor must allow deduction of expenses which are or could be saved, as well as of earnings from the use elsewhere of the resources in question, or of potential earnings foregone willfully. Fees,salaries and ancillary salary costs are deemed to be save ableif they relate to periods more than 60 days after receipt of notice of termination.

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The contractor bears the burden of proof in the case of exceptions.

5.3.2 Grounds which are the fault of the contractor

Should GIZ terminate the contract for a reason which is the fault of the contractor, the only remuneration that shall be paid is for work and services already performed, provided that GIZ has a use for them, either at contract prices or on a pro rata basis taking into account the contract prices and the work and services provided in comparison to what would have been required for complete performance of the contract. Any work and services that cannot be used shall be returned to the contractor at the contractor's expense. If the contract performance comprises the provision of services, any services rendered in accordance with the contract up to the date of termination shall be deemed to have been usable. Under no circumstances shall entitlement exceed the total contract value.

6. Liability, contractual penalties and delays

6.1 Liability

The contractor is liable pursuant to the legal provisions as specified under the local laws of India. GIZ shall also be entitled to claim for loss or damage suffered by the recipient of the work and services as a result of the contractor's failure to meet its contractual obligations.

6.2 Contractual penalties

In the event of violations of an obligation under Sections 1.4.2 (Environmental and social standards, human rights), 1.4.3 (Labour standards) and 1.5 (Integrity), the contractor shall be obliged to pay a contractual penalty of EUR 25,000 for each violation. If the pecuniary advantage given is greater than EUR 25,000, then the contractor shall owe a contractual penalty equal to the amount of the pecuniary advantage. This is without prejudice to any further claims for damages by GIZ. However, the contractual penalty will be deducted from any such further claims.

6.3 Delays in the progress of work and services

If the contractor fails to meet the agreed dates and deadlines for an agreed work and does not deliver the work within the period of grace set by GIZ, then GIZ shall be entitled, as soon as the period of grace has expired, to demand a contractual penalty of 0.5% of the remuneration for each week or part thereof after expiration of the set period of grace; however, the contractual penalty shall not exceed a total of 8% of the fees.

7. Final provisions

7.1 Prohibition of assignment by the contractor

The assignment of claims arising from the contract is excluded, unless GIZ has agreed to such assignment in writing.

7.2 Partial invalidity

Should individual provisions of this contract be or become invalid or unenforceable, the validity of all other provisions under the contract shall remain unaffected. The invalid or unenforceable provision is to be replaced by a valid and enforceable rule, the effects of which most closely replicate the economic objective which was pursued by the contractual parties with the invalid or unenforceable provision. This shall apply accordingly if it emerges that the contract has gaps or omissions.

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giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Standard Check List for Invoicing

The following check list provides detailed orientation and guidance towards the supporting documents (mandatory requirement) required for invoice submission by the consultant/appraiser/etc.

This check list has been prepared as per GIZ guidelines. It is an integral part of the contract. The failure to comply with the requirements may result in disallowance and non-payment of all or any of the claims.

A. GENERAL REQUIREMENT FOR ALL CONTRACTS

1. INVOICING

1.1. Contract number, PAN, bank details, invoice number and invoice date should be mentioned on the invoice. Cancelled cheque should be attached along with first invoice or payment request.

1.2. If GST is claimed, invoice should be issued according to the requirement of GST law.

1.3. Name and address details should be mentioned on the invoice for both the parties according to the contract.

1.4. Invoice should be signed & stamped by the consultant.

1.5. Lower TDS declaration on the invoice, if applicable.

1.6. Invoice(s) relating to fees should be raised as per payment schedule mentioned in the contract.

1.7. At the time of issuing the final invoice the consultant is expected to issue the invoice in such a manner that gross amount taken as advance is also invoiced with the final fee value. In other words, the final portion of the fees as well as the value of services against advance received, both should be invoiced.

1.8. Any expenditure claimed on the invoice should be:

1.8.1. As per the terms of the contract.

1.8.2. Expenditure bills must be within the contract period/duration.

2. DEVIATIONS

2.1. Deviation to the following components can be allowed provided the same is agreed in writing during the contract period. The approval should be attached with the invoice.

2.1.1. Change of travel sectors

3. CASH TRANSACTIONS

3.1. GIZ does not encourage cash transactions. Accordingly, any cash payment or aggregate of cash payments made to a person/per invoice, exceeding Rs. 5,000, shall be disallowed.

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REIMBURSABLE TRAVEL COSTS & OTHER COMPONENTS

1. **Provision of evidence** – Definition and other terms and conditions:
   1.1. Provision of evidence denotes that the claimed expenditure is based on original third-party invoice which is paid by the consultant. Therefore, original third-party bill/invoice to substantiate the expenditure (evidence) is a must.
   1.2. The original bill/invoice must be in the name of the contracting party or assigned personnel mentioned in the contract.
   1.3. Reimbursement claim should be supported by a detailed summary sheet in the attached format - **supplement A**
   1.4. All supporting bills should be attached chronologically and serially numbered according to the summary sheet.
   1.5. GIZ reserves the right to ask for proof of payment where deemed necessary.

2. **Reimbursable travel costs**

   2.1. **Air tickets:** Original boarding cards or boarding pass printout bearing boarding stamp along with original bill is required. In case the ticket is booked online, attach a copy of ticket along with proof of payment (copy of credit card/ bank statement)

   2.2. **Train Tickets:** In case the train ticket is booked online, attach copy of ticket along with proof of payment (copy of credit card/ bank statement).

   2.3. **Taxi Bills:**
   2.3.1. Taxi bill should be supported with duty slips signed by the traveler. Detail of each trip must be filled in the format of local travel - supplement A.
   2.3.2. All slips / small size bills / bills on thermal paper must be pasted on A4 sheet along with photocopy.

   2.4. **Accommodation:**
   2.4.1. If hotel is booked online, then online invoice/booking confirmation is required along with proof of payment (credit card / bank statement)
   2.4.2. Only room rent will be payable, if as per contract daily allowance/per diem is paid separately. Food bill (breakfast, lunch and dinner) and any other room service will be disallowed.
   2.4.3. Room rent and food cost must be mentioned clearly on the bill/invoice separately. If the bill includes the breakfast with room rent and cost of breakfast is not indicated separately, then @ 20% deduction will be made from full day daily allowance.
   2.4.4. If accommodation is on double / triple occupancy, then all the guest names must be mentioned on the invoice/bill and in such cases only the proportional amount is claimable.

   2.5. **Daily Allowance / Per Diem:**
   2.5.1. Daily allowance shall be calculated on actual travel days for outstation travel (travel sectors as defined in the contract).
   2.5.2. In case, the GIZ travel guidelines apply to the contract for travel related reimbursements, the duration of an official travel/journey shall be calculated as the time between departure from the place of residence or the principle

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workplace at the start of an official journey, and the arrival at the same on completion of the official journey. Therefore, the following will be required

- Time of starting the travel/journey; and
- End time of the return journey
- Declaration of any free meals received

2.5.3. Deduction from daily allowance for free meals:

2.5.3.1. Meals which the consultant receive free of cost as usual subsistence on or during an official journey, shall be deducted from the full day daily allowance.

2.5.3.2. Declaration regarding such meals must be mentioned on the travel claim form. This reduction is made regardless of whether meals are consumed. This includes meals provided during flight journeys or during the business trip.

3. **OTHER REIMBURSABLE COSTS:**

3.1. Original bills should be attached with clear correlation to budget head of the contract.

3.2. In case of workshop cost, attach original bill along with signed list of participants and copy of agenda.

B. GIZ TRAVEL GUIDELINES

For further details and clauses of GIZ travel guidelines, the consultant is expected to make himself/herself familiar with the requirements.

C. TRAVEL SETTLEMENT & OTHER COSTS*(If applicable)

LUMPSUM

No documentary evidence required.

LUMPSUM AGAINST PROOF OF PERFORMANCE

Travel Component	Proof of performance
Air Travel	Copy of boarding passes (all sectors)/Travel certification from airline
Train Travel	Copy of train ticket
Road Travel	
(a) Use of own car	logbook/sheet containing details of journey
(b) Use of public bus and other mode	Declaration by consultant
Per diem/daily allowance and accommodation allowance	Based on the travel proof as defined above and as per contract, payment towards each travel will be made.
International Travel ↓	
Visa cost	Copy of visa (passport page)/ or authenticate visa fees instruction sheet from embassy website/VFS/ or other visa agency nominated by Embassy
Vaccination Cost	Vaccination certificate/ or copy of vaccination card issued by the designated agency.
***OTHER COSTS**	Please refer to the Contract (*payment schedule*) for documents/proofs required.

 # For the settlement purposes, GIZ reserves the right to call for any original vouchers/invoices in case required for cross verification.

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Details of travel claims of (Name of the consultants .... / Contract No..............)

S. No.	Name of the travellers/consultants	Purpose of the travel	Period / Date of travel		Place of travel		No. of Days	Air / Train Tickets	Taxi / Local conveyance	Hotel charges	D. A.	Total
			From: Date	To : Date	From :	To :						
1												-
2												-
3												-
4												-
5												-
6												-
7												-
8												-
9												-
10												-
Total Amount								-	-	-	-	-
Total Budget												

Note : Mandatory requirements:

1. All the bills should be in chronological order.
2. Small size bills/slips shoud be pasted on A4 size paper.
3. Bills/receipt on thermal paper should be attached with photocopy.
4. Proof of payment should be attached for online booking of air/train/hotel.
5. Proof of payment should be attached with taxi bills.
6. Usage of Taxi (purpose and place of visit) for each trip must be mentioned in the sheet for Local conveyance & Taxi
7. If the bills/claims are not as per above oder, they are liable for rejection and will be returned back.

Signature of the traveller / consultant
Name of the traveller / consultant
Date:

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