**Indian Science Technology and Engineering facilities Map (I-STEM)**

**Invites application for**

1. **Partial Support to Custodians (Host Institutions) of R&D Infrastructure for Operation & Maintenance Services (Format-3)**

***Proposal Format***

***Format for requesting Support to academic institutions Tier 2 and Tier 3 institutions, which share facilities through I-STEM, for the Maintenance and Operation (service charges only) through Comprehensive Annual Maintenance Program of the facilities that are actively shared through I-STEM.***

1. Name of the Faculty need partial support
2. Name of the Institution
3. Name of the Department
4. Mob. No. e. Email ID:
5. Details of the equipment:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of equipment | Lab/Room No. | I-STEM Equipment ID | Last service done (Major/Routine) | Cost of Maintenance | Is it within AMC (if not then when last AMC Done & Amount) | \*Name of the Supplier/Service Provider with address and contact N. and Email ID | Usage Statistics through I-STEM (in No.)  (It will be verified by the I-STEM Team from the database available in the I-STEM portal) | | | |
| Internal Users (Student of PI) | Internal Users (within institution/by other department users) | External Users | |
| Industry/National Lab | Academia |
|  |  |  |  |  |  |  |  |  |  | |

\*Suppliers and Service Providers information must be linked with the equipment on equipment profile page at the portal.

1. Expected cost of maintenance (item wise) for One year
2. Funding required from I-STEM (with justification)
3. Details of Institution’s Bank Account:

*(Please send a copy of the cancelled cheque and I-STEM ECS Form with PAN, GSTIN and Registration Certificate (if any) carrying all the information needed)*

Beneficiary Name (Head of Institution) GSTIN: PAN:

Bank Account No. Name of the Branch:

IFSC Code: Type of Bank Account: Current/Savings

Important Note: The Maintenance/Services charges/fee of the equipment must be paid by the institution, and a copy of the invoice (for recommended/ approved amount only) in the name of I-STEM, Bangalore may be generated for the reimbursement and submitted it along with the copy of the invoice and acknowledgement of the payment by the Service Provider with service report and other related documents (if any). Supplier and Service Provider of the equipment must be registered and linked through I-STEM portal (mandatory). Each Institution is required to join Comprehensive AMC Program of I-STEM. All the equipment considered under this program must be available for external use and the operator/technologists as well as usage rate must be available. Equipment info/description and operation procedure must be defined on the portal.

Signature

All the PIs, I-STEM Representative, Head of Department, Head of Institution