



GOVERNMENT OF KARNATAKA



**KARNATAKA STATE MANGO DEVELOPMENT AND
MARKETING CORPORATION (Ltd)**
(A Government of Karnataka Enterprises)

**Invitation of tenders for providing service of Lead – Market
Development in strengthening and expansion of B2C online trade
portal and other market channels for Mangoes and other
Agriculture Produce.**

NO: KSMDMCL/DDH/MDC/CMY/ADH-2 /11/2019-20. Dt.06/08/2019

AUGUST - 2019

**Deputy Director of Horticulture,
Mango Development Centre, Madikere, Chintamani Tq,
Chikkaballapura District.**

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Invitation of tenders for providing service of Lead – Market Development in strengthening and expansion of B2C online trade portal and other market channels for Mangoes and other Agriculture Produce.

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SCHEDULE FOR

Invitation of tenders for providing service of Lead – Market Development in strengthening and expansion of B2C online trade portal and other market channels for Mangoes and other Agriculture Produce.

Sl No	EVENT	SCHEDULE
1	TENDER REFERENCE	NO: : KSMDMCL/DDH/MDC/CMY/AD H-2/11/2019-20. Dt.06.8.2019
2	DATE OF COMMENCEMENT OF SALE OF TENDER DOCUMENT	: 06/08/2019 at 10.00 hrs
3	LAST DATE TO OBTAIN TENDER DOCUMENT	: 19/08/2019 at 17.00 hrs
4	* LAST DATE AND TIME FOR RECEIPT OF TENDERS	: 20/08/2019 at 15.00 hrs
5	TIME AND DATE OF OPENING OF TECHNICAL BID	: 21/08/2019 at 11.00 hrs
6	TIME AND DATE OF OPENING OF FINANCIAL BID	: 22/08/2019 at 11.00 hrs
7	EARNEST MONEY DEPOSIT (INR)	: Rs. 11750/-
9	PLACE OF OPENING OF TENDERS	O/O. Karnataka State Mango Development & Marketing Corporation Limited : 'F' Block, 2 nd Floor, Cauvery Bhavan, Bangalore-09

ADDRESS FOR COMMUNICATION :

Deputy Director of Horticulture
Mango Development Centre,
Madikere, Chintamani Tq.,
Chikkaballapur District.
Contact no: +91 8147464177
E mail:ddmdcchintamani@gmail.com

* Should be the same as for the deadline for receipt of tenders or promptly thereafter

GENERAL INSTRUCTIONS

Invitation of tenders for providing service of Lead – Market Development in strengthening and expansion of B2C online trade portal and other market channels for Mangoes and other Agriculture Produce.

Date: 06.08.2019
Place: Chintamani

IFT No: NO: KSMDMCL/DDH/MDC/CMY/ADH2/11/2019-20.

1. The Karnataka State Mango Development and Marketing Corporation Ltd invites tenders from eligible tenderers for providing service of Lead – Market Development in strengthening and expansion of B2C online trade portal and other market channels for Mangoes and other Agriculture Produce. The tenderers may submit tenders for above assigned work. **Tenderers are advised to note the qualification criteria specified in Section I, Clause 7 & 8 and Annex form F- 2 & 2A to qualify for award of the contract.**
2. Tender documents may be downloaded from Karnataka State Mango Development and Marketing Corporation Ltd, Bangalore website www.karnataka.gov.in/ksmdmcl from 06.08.2019 to 20.08.2019 during office hours, for a non-refundable fee of **Rs.500/-** (Rupees five hundred only) in the form of Demand Draft/Pay Order on any Nationalized/ Scheduled bank payable **at Bangalore** in favour of **Managing Director, KSMD&MCL enclosed along with the tender document at the time of submission of tender document.** Interested tenderers may obtain further information at the same address.
4. Tenders must be accompanied by earnest money deposit of the amount Rs. **11750/-** specified in the tender document, drawn in favour of **Managing Director, KSMD&MCL.** Earnest Money Deposit will have to be in any one of the forms as specified in the Tender document and shall have to be valid for 90 days **beyond** the validity of the tender.
5. Tenders must be delivered/ submitted to Deputy Director of Horticulture, Mango Development Centre, Madikere Cross, Chintamani Tq, on or **before 15.00 hours on 20/08/2019** and technical bid will be opened on **21.08.2019 at 11.00 hours**, in the presence of the tenderers or their authorized representatives who wish to attend.
6. Other details can be seen in the tender document

SECTION: 1– LETTER OF INVITATION (LOI)

Sub: Invitation of tenders for providing service of Lead – Market Development in strengthening and expansion of B2C online trade portal and other market channels for Mangoes and other Agriculture Produce.

- 1. You are hereby invited to submit Technical and Financial proposals required for the above consultancy assignment, which could form the basis for future negotiations and ultimately a contract between your firm and Karnataka State Mango Development and Corporation Ltd., (Name of the Client- herein after referred to as Client).

2. Purpose of the assignment/Scope of work:

1. Lead market development team, having interest in solving problems and willing to bring change along how e-commerce happens in India.
2. Market development being the core of e-commerce happening on Mango Corporation's B2C portal. This is the team that interacts, on boards' sellers and buyers to facilitate trade on our platform. The single objective being to get the reach of B2C portal to wide consumer base across various sectors.
3. Responsible for market research, gather insights and plan a strategy to achieve the business goals. Critical objectives would be to increase the penetration of B2C portal into newer markets and acquire consumers.
4. Multi-level coordination with various stakeholders to align with the goals and objectives of Mango Corporation's B2C portal.
5. Responsible for developing large consumer base.
6. Responsible for creating new avenues of trade to Mango Corporation B2C portal.
7. Addition of more products to the portal like other fruits, processed products and other high value Agri and Horticulture products.
8. Coordination with software experts, nodal bank, payment gateway, data centre and distribution Channel.
9. Half yearly business forecast
10. Develop product catalog and package standards.
11. Identification and linking of product wise suppliers to the B2C portal.
12. You'll be tasked with inspiring and growing the seller/buyer base on Mango Corporation's B2C Portal. You'll have great opportunities to develop & foster various skill sets:
13. Find the pulse of business for Bengaluru / category and identify new ways to simplify it further.
14. Engage with suppliers and work with them to help them grow along with the platform to meet consumer needs.

15. Preparation for 2020 mango season by value chain mapping, strengthening and further identifying FBOs, exporter and alternate market channels and opportunities for the same.
16. Orchestrate operationalization on the ground and develop feedback loops for launched products and their enhancement.
17. Manage communication and intervene to resolve disputes as and when required.
18. You'll be involved in travelling on a regular basis to understand the market requirement's and do competitive analysis with competitors.
19. Basically to create and establish direct marketing linkages and strengthen the distribution weak linkages of post harvest product movement from orchard to consumers.
20. The model of association, terms of trade linkages, payment terms, product transfer mechanisms, product presentation patterns, retailer's product requirement, should be worked in coordination with both producers and market agencies.
21. Also supervise the consumer compliment readdressal and to convey the same to the supplier to comply with the set supply product quality strictly.
3. The following documents are enclosed to enable you to submit your proposal:
 - (a) Terms of Reference (TOR) – Annexure 1
 - (b) Supplementary Information for the including suggested formats for the submission of Technical and Financial Proposals –Annexure 2
 - (c) Form of Contract for Services of Project Coordinator under which the Services will be performed. (Annexure 3)
4. In order to obtain first hand information on the assignment and local conditions, it is considered desirable that a representative of your firm visit the Client before the proposal is submitted. Your representative shall meet the following officials:
 1. Managing Director, KSMD&MCL, 2nd floor, 'F' Block, Cauvery Bhavana, Bangalore.
 2. Deputy Director of Horticulture, Mango Development Centre, Madikere, Chintamani Tq., Chikkaballapur Dist.,

Please ensure that advance intimation regarding your visit is sent to enable them to make appropriate arrangements.

5. Submission of Proposals:

The proposal shall be submitted in two parts viz., “**Technical**” and “**Financial**” and should generally follow the Forms given in the “Supplementary Information for providing Lead Market Development Service in B2C online trade portal and other market channels for Mangoes and other Agriculture Produce.

Tenderer will provide detailed breakdown of costs and fees as follows:

- Remuneration of Staff Including Travel expense, local transportation, contingency and other expenses.
- The Proposals will be received in the Office of the Client up to 15.00 hours on 20.11.2018.

6. Opening of proposal

The proposal (first envelope containing Technical Proposal only) will be opened by the Client or his authorized representative in his office at 1530 hours on 21.08.2019 in presence of such consultants or their authorized representative who may choose to be present. It may please be noted that the second envelope containing the Financial Proposal will not be opened until evaluation of Technical Proposal has been completed and approved by competent authority.

7. Evaluation of proposal

- A two-stage procedure will be adopted in evaluating the proposals with the technical evaluation being completed prior to opening of financial proposals. The technical proposals will be evaluated using the following criteria:
 - (i) the consultant's relevant experience for the assignment (5 points);
 - (ii) the quality of the methodology proposed (25 points); and
 - (iii) the qualifications and experience of the key staff proposed for the assignment (70 points)
- Curricula Vitae of key personnel in each discipline for assessing the qualifications and experience of the personnel proposed to be deployed for the assignment should be included with the proposal (in the format of the sample curricula vitae). These personnel will be rated in accordance with:
 - (i) General qualifications (30 points);
 - (ii) Adequacy for the assignment (suitability to perform the duties of the assignment). These include education and training, length of experience on fields similar to those required as per terms of reference, type of positions held, time spent with the firm etc.(60 points);
 - (iii) Their language and experience in the region (5 points)
 - (iv) Involvement in skills transfer program and training ability (5 points)

8. Deciding the Award of Contract

Quality and competence of the Lead business development services shall be the paramount requirement.

- (i) Technical proposals scoring not less than 75% of the total points will only be considered for further evaluation;
- (ii) The Client shall notify those consultants whose proposals did not meet the minimum qualifying points or were considered non-responsive to the Letter of Invitation and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening of the Financial Proposals. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail;

- (iii) The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the Consultant, the quality scores and the offered prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- (iv) The Evaluation Committee will determine whether the Financial Proposals are complete [i.e., whether they have costed all items of the corresponding Technical Proposals. If not, the Client will cost them and add their cost to the initial price], correct any computational errors. The evaluation shall exclude the Consultant's Service Tax.
- (v) The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as $Sf=100 \times Fm/F$ in which Sf is the financial score, Fm is the lowest price offer and F is the price offer of the proposal under consideration. Proposals will be ranked according to their combined Technical (St) and Financial (Sf) scores using the weights. The Consultant firm securing the highest combined technical and financial score will be invited for negotiations.
- (vi) During negotiations the Consultant must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by it, as may be required to adjudge the reasonableness of its Financial Proposal.
- (vii) Negotiations will commence with a discussion of the Consultant's Technical Proposal, the proposed methodology (work plan), staffing and any suggestions you may have made to improve the TORs. Agreement will then be reached on the final TOR, the staffing and staff months, logistics and reporting. Special attention will be paid to optimization of the required outputs from the Consultants and to define clearly the inputs required from the Client to ensure satisfactory implementation of the Contract.
- (viii) Changes agreed will then be reflected in the Financial Proposal using proposed unit rates (No negotiations of the unit rates including man-month rates)
- (ix) The negotiations will be held with you only if the Technical Proposal as submitted by you is acceptable. You must be prepared to furnish the detailed cost break-up and other clarifications to the proposal submitted by you, as may be required to adjudge the reasonableness of your Financial Proposal.
- (x) Negotiations will commence with a discussion of your Technical Proposal, the proposed methodology (work plan), staffing and any suggestions you may have made to improve the TORs. Agreement will then be reached on the final TOR, the staffing and staff months, logistics and reporting. Special attention will be paid to optimization of the required outputs from the Lead business development services and to define clearly the inputs required from the Client to ensure satisfactory implementation of the Contract.
- (xi) Changes agreed will then be reflected in the Financial Proposal using proposed unit rates.
- (xii) The Client will not consider substitutions during contract negotiations except in cases of unexpected delays in the starting date or incapacity of key professional staff for reasons of health.
- (xiii) The negotiations will be concluded with a review of the draft form of contract. The Client will finalize the contract to conclude negotiations.

- (xiv) If the negotiations with are successful, the award will be made. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with you, the process of selection of Lead business development services issue of Letter of Invitation etc. will be repeated till an agreed contract is concluded.

Please note that the Client is not bound to select any of the firms submitting proposals.

- Please note that the Client is not bound to select any of the firms submitting proposals. Further as quality is the principal selection criterion, the Client does not bind itself in any way to select the firm offering the lowest price.
- It is estimated that about **07months** of services (September-2019 to March-2020) will be required for this assignment and generally you should base your financial proposals on this figure. However, you should feel free to submit an alternative proposal on the basis of man-months considered necessary by you to undertake the assignment.
- You are requested to hold your proposal valid for 90 days from the date of submission without change in the personnel proposed for the assignment and your proposed price. The Client will make its best efforts to select a Project coordinator firm within this period.
- Please note that the cost of preparing a proposal and of negotiating a contract including visits if any is not reimbursable as a direct cost of the assignment.
- Assuming that the contract can be satisfactorily concluded on **31.03.2020**.
- Should be expected to take up/commence the assignment on **01.09.2019**.
- We wish to remind you that any manufacturing or construction firm with which you might be associated with, will not be eligible to participate in bidding for any goods or works resulting from or associated with the project of which this Lead business development service assignment form a part.
- Please note that the remuneration which you receive from this assignment will be subject to normal tax liability as per rules. Kindly contact the concerned tax authorities for further information in this regard, if required.
- The selected bidder shall submit the work done reports periodically (monthly)

We would appreciate if you inform us by Telex/Cable/E-mail/Facsimile

- (a) Your acknowledgement of the receipt of this letter of invitation, and
- (b) Whether or not you will be submitting a proposal

Yours faithfully

Deputy Director of Horticulture,
Mango Development Centre,
Madikere, Chintamani Tq., Chikkaballapur Dist

Annexure:

1. Terms of Reference (TOR)
2. Supplementary Information to Project Co-ordinators
3. Contract format under which Assignment will be perform

Annexure 1

TERMS OF REFERENCE (TOR)

The Terms of Reference should include the following:

- 1 Background
- 2 A concise statement of the objectives of the assignment
- 3 An outline of the tasks to be performed
- 4 Schedule for the completion of the tasks
- 5 Data, services, and facilities to be provided by the Client
- 6 Final outputs (i.e., Reports, drawings, etc.,) that will be required of the Project coordinator
- 7 Composition of the Review Committee and review procedure to monitor Project coordinator's work
- 8 List of Key positions, whose CV and experience would be evaluated.

Annexure 2

SUPPLEMENTARY INFORMATION FOR THE INVITATION OF TENDERS FOR PROVIDING SERVICE OF LEAD – MARKET DEVELOPMENT IN STRENGTHENING AND EXPANSION OF B2C ONLINE TRADE PORTAL AND OTHER MARKET CHANNELS FOR MANGOES AND OTHER AGRICULTURE PRODUCE.

Proposals:

1. Proposals should include the following information in **separate envelope**:

(a) Technical Proposal:

- a. Technical and Financial Proposals Submission in Form F-1
- b. A brief description of the Individual firm/organization and an outline of recent experience on assignments/projects of similar nature executed during the last three years in the format given in Form F-2 and F-2A;
- c. Any comments or suggestions of the Lead business development on the TOR
- d. A description of the manner in which Lead business development would plan to execute the assignment, work-plan, time schedule in Form F-3 and approach or methodology proposed for carrying out the assignment;
- e. The composition of the team of personnel which the Lead business development would propose to provide and the tasks which would be assigned to each team member in Form F-4;
- f. Curricula Vitae of the individual key staff members to be assigned for the assignment and of the team leader who would be responsible for supervision of the team. The curricula Vitae should be in Form F-5 and signed by the concerned personnel.
- g. The Lead business development 's comments, if any, on the data, services and facilities to be provided by the Client as indicated in the TOR.

(b) Financial Proposal:

The financial proposal should include the following

1. Cost Estimate of Services, List of Personnel and Schedule of Rates in Form – 6 with breakup of the Unit rate for remuneration and others
2. Two copies of the Proposal should be submitted to the Client.
3. The Lead business development should note that the Contract for this Assignment will be with the Client----- (Project Agency). Payments to the Lead business development shall be made in accordance with the agreed estimated schedule assuring the Lead business development of regular payments along as progress on the Assignment proceeds as planned and invoices with relevant supporting documents are submitted for approval on a timely basis.

Review of reports:

A review committee (to be restricted to three members) consisting of the following officers will review all reports of Lead business development (Inception, Monthly, Quarterly and other re[ports) and suggest any modifications/changes considered necessary within 15 days of receipt.

Managing Director, KSMD&MCL, Bangalore.

FORM F – 1

FORM OF SUBMISSION OF TECHNICAL/FINANCIAL PROPOSALS

From:

To:

Mango Development Centre,
Madikere, Chintamani Tq.,
Chikkaballapur District

(Name of Client)

(Name of Project Co ordinator)

Sir:

Sub: Invitation of tenders for providing service of lead – market development in strengthening and expansion of B2C online trade portal and other market channels for mangoes and other agriculture produce.

Reference: RFP No. **Your letter dated**

We herewith enclose Technical and Financial Proposals for the above assignment

We undertake that, in competing for (and, if award is made to us, in executing) the contract for the above assignment, we will strictly observe the laws against fraud and corruption in force in India, namely “Prevention of Corruption Act 1988”

Yours faithfully,

Signature:.....

Name:.....

Address:.....

.....

.....

(Authorized representative)

FORM F – 2A

I. Performance Criteria /list of document to be enclosed along with technical bid

1. Graduate in Agriculture/Horticulture
2. Execution experience in Production, branding and market linkage of agri business with major markets.
3. Skill in leading Lead - Business Development service for B2C online trade portal
4. Supply Chain Management enhancement for private players.
5. Firm registration/individual.
6. Details of human resource.
7. Pan Numbers.
8. Company/Individual profile and team CV's
9. Market survey experience
10. Should have knowledge on Global Gap and organic certification procedures
11. To consider above eligibility criteria, suitable documents should be submitted.
12. Knowledge in e- commerce and online trading.
13. Previous experience certificate in the similar work.

II. Requirements/ Eligibility criteria:

1. Taken up similar kind of a role in a newly evolving e-commerce city level roles and has people management skills
2. Must be competent in building/managing a team (hiring & training) – for sellers/buyers 3-5years' experience into hard core field research and sales and someone familiar with agri-market.
3. Ability to take initiative in a constantly changing work environment and a generalist do-what-it-takes mind-set.
4. A demonstrated record of positively owning and leading initiatives and continuous process improvement mind-set.

FORM F – 2

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST THREE YEARS

1. Brief description of the Firm/Organization

2. Outline of the recent experience on assignments of similar nature:

Sl. No	Name of assignment	Name of project	Client	Cost of assignment (In Lakhs)	Date of commencement	Date of completion	Was assignment satisfactorily completed
1	2	3	4	5	6	7	8

[Note: Please attach certificates from the Client by way of documentary proof]

FORM F – 3

WORK PLAN TIME SCHEDULE

- A. Field Study: NA/-
- B. Service plan:

Sl.	Item	Month-wise Program ³
No.		Sep-2019 to March-2020

- C. A short Note on the Approach and Methodology outlining various steps for performing the Assignments

- D. Completion and submission of Reports⁴

- 1 Inception Report
- 2 Monthly Reports
- 3 Quarterly Reports
- 4 Draft Final Report
- 5 Final Report

- E. Comments/Suggestions on Terms of Reference

- F. Comments on the data, services and facilities to be provided by the Client.

³The period should match with the period of completion of assignment as given in the TOR.

⁴The Reports should match with that specified in the TOR.

FORM F – 4

COMPOSITION OF THE TEAM PERSONNEL AND THE TASK ASSIGNED TO EACH TEAM MEMBER

1. Technical/Managerial Staff

Sl.No.	Name	Position	Task assignment
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2. Support Staff

Sl.No.	Name	Position	Task assignment
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FORM F - 5

SUGGESTED FORMAT OF CURRICULUM VITAE

Invitation of tenders for providing service of lead – market development in strengthening and expansion of b2c online trade portal and other market channels for mangoes and other agriculture produce.

1. Name:
2. Profession/
Present Designation:
3. Years with Firm/Organization: _____ Nationality:
4. Area of Specialization: _-----
5. Proposed Position on Team: .2.....
6. Key Qualifications:

(Under this heading, give outline of staff member's experience and training most pertinent to assigned work on proposed team. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to half-a-page.)

7. Education:

(Under this heading, summarize college/university and other specialized education of staff member, giving names of schools/colleges, etc., dates attended and degrees obtained. Use up to a quarter page.)

8. Experience:

(Under this heading, list all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in last three years, also give types of activities performed and client references, where appropriate. Use up to three quarters of a page.)

9. Languages:

(Indicate proficiency in speaking, reading and writing of each language by 'excellent', 'good' or 'poor'.)

Signature of Staff Member
Place.....

Date:.....

FORM F – 6

COST ESTIMATE OF SERVICES, LIST OF PERSONNEL, SCHEDULE OF RATES

Sl No	Designation	Name	Rate (Rs.) (month)	Period (Sep-2019 to March -2020)	Total Amount (Rupees)
1	Team Leader- Lead business development				
Sub-Total (1)					

IN WORDS ()

Terms and Condition:

- Cost shall include all travel, Local transportation, Contingency If Any, Service tax and Others.
- 20% payment after inclusion of various products and developing package standards and submitting contract agreement/MOU.
- 20% after creating wide consumer base and preparing formers for supply to the demand of supply chain.
- 20% after submitting market requirement and competitive analysis with e-commerce competitors.
- 20% after preparing food distribution chain linkage
- 20% after completion of project period and submitting final report.

Annexure 3

Contract for Invitation of tenders for providing service of lead – market development in strengthening and expansion of b2c online trade portal and other market channels for mangoes and other agriculture produce.

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of assignment]*, by and between *[insert Client’s name]* (“the Client”) having its principal place of business at *[insert Client’s address]*, and *[insert Lead business development name]* (“the Lead business development”) having its principal office located at *[insert Lead business development address]*.

WHEREAS, the Client wishes to have the Lead business development performing the services hereinafter referred to, and WHEREAS, the Lead business development is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services:

- i) The Lead business development shall perform the services specified in Attachment A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).
- (i) The Lead business development shall provide the reports listed in Attachment B, “Lead business development reporting Obligations,” within the time periods listed in such Attachments, and the personnel listed in Attachment C, “Cost Estimate of Services, List of Personnel and Schedule of Rates” to perform the Services.

2. Term:

The Lead business development shall perform the Services during the period commencing *[insert start date]* and continuing through *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.

3. Payment:

A. Ceiling

For Services rendered pursuant to Attachment A, the Client shall pay the Lead business development an amount not to exceed a ceiling of *[insert ceiling amount]*. This amount has been established based on the understanding that it includes all of the Lead business development costs and profits as well as any tax obligation that may be imposed on the Lead business development. The payments made under the Contract consist of the Lead business development remuneration as defined in sub-paragraph B below and of the reimbursable expenditures as defined in sub-paragraph C below.

B. Remuneration

The Client shall pay the Lead business development for Services rendered at the rate(s) per man-month spent¹ (or per day spent, subject to a maximum of 30 days per month) in accordance with the rates agreed and specified in Attachment C, “Cost Estimate of Services, List of Personnel and Schedule of Rates.”

C. Reimbursable

The Client shall pay the Lead business development for reimbursable expenses, which shall consist of and be limited to: Select the applicable rate and delete the others

- (i) normal and customary expenditures for official travel, accommodation, printing, and telephone charges; official travel will be reimbursed at the cost of A/c three tier/first class travel by rail and Economy fare by Air (shortest route) and will need to be authorized by the Client's coordinator;
- (ii) such other expenses as approved in advance by the Client's coordinator.²

D. Payment Conditions:

Payment shall be made in Indian Rupees, no later than 60 days following submission by the Lead business development of invoices in duplicate to the Coordinator designated in Clause 4.

4. Contract Administration:

A. Coordinator:

The Client designates Mr./Ms. As Client's Coordinator; The Lead business development shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.

B. Timesheets:

During the course of their work under this Contract, including field work the Lead business development ' employees providing services under this contract may be required to complete timesheets or any other document used to identify the time spent, as well as expenses incurred, as instructed by the Coordinator.

C. Records and Accounts:

The Lead business development shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Client reserves the right to audit, or to nominate a reputable accounting firm to audit, the Lead business development's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

5. Performance Standard:

The Lead business development undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Lead business development shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Confidentiality:

The Lead business development shall not, during the term of the Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. Ownership of Material:

Any studies, reports or other material, graphic, software or otherwise, prepared by the Lead business development for the Client under the Contract shall belong and remain the property of the Client. The Specific expenses can be added as an item (iii) in paragraph 3.C.

Lead business development may retain a copy of such documents and software; but shall not use them for purposes unrelated to this Contract without prior written approval of the Client.

8. Lead business development not to be engaged in certain activities:

The Lead business development agree that during the term of this Contract and after its termination, the Lead business development and any entity affiliated with the Lead business development shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

9. Insurance:

The Lead business development will be responsible for appropriate insurance coverage. In this regard, the Lead business development shall maintain workers compensation, employment liability insurance for their staff on the assignment. The Lead business development shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damages, costs, and charges and expenses for injury to any person or damage to any property arising out of, or in connection with the services which result from the fault of the Lead business development or its staff. The Lead business development shall provide the Client with certification thereof up on request.

10. Assignment:

The Lead business development shall not assign this Contract or to sub-contract any portion without the Client's prior written consent.

11. Law governing the Contract:

The contract shall be governed by the Laws of India.

12. Indemnify the Client:

The Lead business development shall indemnify and hold harmless the Client against any and all claims, demands and/or judgements of any nature brought against the Client arising out of the Services by the Lead business development and its staff under the Contract. The obligation under this Clause shall survive the termination of the Contract.

13. Taxes:

The Lead business development shall pay the taxes, duties, fees, levies and other impositions payable under the Applicable Law. The Client will perform such duties in this regard to the deduction of such tax as may be lawfully imposed. However Lead business development Service tax payable for providing this Lead business development Services shall be paid/reimbursed by the Client separately.

For the Client

Signed by:

Name and designation

Date:

Place

For the Lead business development

Signed by:

Name and designation

Date:

Place:

List of Attachments to the Contract :

Attachment A: Description of Services Attachment B:

Lead business development reporting Obligations

Attachment C: Cost Estimates of Services, List of document.