

This Memorandum of Understanding has been signed between ..... (hereinafter called First Party) and ..... (hereinafter called Second Party) on dated ..... for providing Consultancy Services for the Project ..... at .....

This Memorandum of Understanding clearly states that :

- 1) The First Party will provide the consultancy work of ..... at ..... for the year .....
- 2) The Second Party will charge the fees from the First Party in either one of the following case :-
  - a) If the enquiry is forwarded to the Second Party from First Party, then the Second Party will hand over a final fees Rs..... to the First Party.
  - b) If the Project is being handed over by the First Party who is also monitoring the Project then –
    - i) The First Party should clearly state the total fees charged from the Client
    - ii) 25% of the fees as charged from the Client by the prior to start of Project
    - iii) 50% of fees after submission of main Proposal online.
    - iv) 25% of fees prior to the main inspection.
- 3) In this Consultancy, the Second Party will provide following services to the Client for the First Party :
  - i) Online Application Submission
  - ii) Site Visit
  - iii) Proper Development of Infrastructure as per Guidelines
  - iv) Necessary Documentations preparations and filing
  - v) Assisting in procuring equipments and books
  - vi) Assisting during Inspection

- vii) Arrangement of traveling to faculty, if proposed by the Second Party
- viii) This proposal does not include the following points :-
  - a) Faculty arrangement and their payment (if provided by the Second Party)
  - b) Obligations to the Inspectors
  - c) Traveling and Boarding to the Second Party as & when required and Boarding to the staff, if arranged by Second Party.
- 4) If in any circumstances, the Project has been rejected then –
  - a) 75% of the Project Cost will be refundable if the project is failed by the work of Second Party
  - b) No amount is refundable if the Project fails from the part of Client.
- 5) All matters subject to Bhopal Jurisdiction.

Signed on this date of ..... at Bhopal.

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(First Party Signature)

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(Second Party Signature)