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Resilient nations.

## Contract

for

Developing the Process Document for the Project - Sustainable Urban  
Transport Project and developing of the Roadmap for SUTP

between

UNDP

and

Academic and Development Communications Services

*Sadman*  
12/9/13

10 September 2013

Contract-2013/117

Dear Sir/Madam,

Ref: Developing the Process Document for the Project - Sustainable Urban Transport Project and developing of the Roadmap for SUTP

The United Nations Development Programme (hereinafter referred to as "UNDP"), wishes to engage your organization, **Academic and Development Communications Services (ADCS)**, duly incorporated under the Laws of India (hereinafter referred to as the "Contractor") in order to perform services in respect of Developing the Process Document for the Project - Sustainable Urban Transport Project and developing of the Roadmap for SUTP (hereinafter referred to as the "Services"), in accordance with the following Contract:

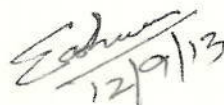
I. Contract Documents

- 1.1 This Contract is subject to the UNDP General Conditions for Professional Services attached hereto as Annex I. The provisions of such Annex shall control the interpretation of this Contract and in no way shall be deemed to have been derogated by the contents of this letter and any other Annexes, unless otherwise expressly stated under section 4 of this letter, entitled "Special Conditions".
- 1.2 The Contractor and UNDP also agree to be bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:
- this letter;
  - the Terms of Reference, attached hereto as Annex II;
  - the Contractor's technical proposal dated 27 June 2013, not attached hereto but known to and in the possession of both parties.
- 1.3 All the above shall form the Contract between the Contractor and UNDP, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

2. Obligations of the Contractor

- 2.1 The Contractor shall perform and complete the Services described in Annex II with due diligence and efficiency and in accordance with the Contract.
- 2.2 The Contractor shall provide the services of the following key personnel:

| <u>Name</u>      | <u>Specialization</u>           |
|------------------|---------------------------------|
| Mr. K.P. Eashwar | Project Manager and Copy Editor |
| Arvind Kumar     | Project Consultant              |
| Yateendra Joshi  | Head of Content Generation Team |
| Juanita Kakoty   | Information Analyst             |
| Mahfooz Alam     | Senior Graphic Designer         |

  
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- 2.3 Any changes in the above key personnel shall require prior written approval of Srinivasan Iyer, Assistant Country Director & Head, Energy and Environment Unit, UNDP.
- 2.4 The Contractor shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory performance of the Services.
- 2.5 The Contractor shall submit to UNDP the deliverables specified hereunder according to the following schedule:

| Deliverables                               | Delivery Timelines |
|--|--------------------|
| Submission of Inception Report             | 23 September 2013  |
| Submission of background data and material | 30 September 2013  |
| Submission of chapter wise draft           | 15 January 2014    |
| Submission of final document               | 15 February 2013   |
| Final presentation and acceptance          | 31 May 2014        |

- 2.6 All reports shall be written in the English language, and shall describe in detail the services rendered under the Contract during the period of time covered in such report. All reports shall be transmitted by the Contractor by Courier to the address specified in 9.1 below.
- 2.7 The Contractor represents and warrants the accuracy of any information or data provided to UNDP for the purpose of entering into this Contract, as well as the quality of the deliverables and reports foreseen under this Contract in accordance with the highest industry and professional standards.
3. **Price and Payment**
- 3.1 In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor a fixed contract price of INR 25,72,000 (Rupees Twenty Five Lakh Seventy Two Thousand only).
- 3.2 The price of this Contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Contractor in the performance of the Contract.
- 3.3 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's performance of the Services.
- 3.4 UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the Contractor to the address specified in 9.1 below, upon achievement of the corresponding milestones and for the following amounts:

| Milestones                                 | Amount                |
|--|-----------------------|
| Submission of Inception Report             | 10% i.e. Rs.257,200/- |
| Submission of background data and material | 10% i.e. Rs.257,200/- |
| Submission of chapter wise draft           | 20% i.e. Rs.514,400/- |
| Submission of final document               | 30% i.e. Rs.771,600/- |
| Final presentation and acceptance          | 30% i.e. Rs.771,600/- |

Invoices shall indicate the milestones achieved and corresponding amount payable.

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4. Special Conditions

4.1 The responsibility for the safety and security of the Contractor and its personnel and property, and of UNDP's property in the Contractor's custody, rests with the Contractor.

4.1.1. Security

The Contractor shall:

- (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

4.1.2 UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNDP's property in its custody as set forth in paragraph 4.1 above.

4.2 Audits and Investigations

Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or the authorized agents of the UNDP at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The UNDP shall be entitled to a refund from the Contractor for any amounts shown by such audits to have been paid by the UNDP other than in accordance with the terms and conditions of the Contract. Should the audit determine that any funds paid by UNDP have not been used as per contract clauses, the company shall reimburse such funds forthwith. Where the company fails to reimburse such funds, UNDP reserves the right to seek recovery and/or to take any other action as it deems necessary.

4.2.1 The Contractor acknowledges and agrees that, at anytime, UNDP may conduct investigations relating to any aspect of the Contract, the obligations performed under the Contract, and the operations of the Contractor generally. The right of UNDP to conduct an investigation and the Contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any documentation for such purposes and to grant to UNDP access to the Contractor's premises. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

4.3 Anti-terrorism

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999).

*Sadhu*  
12/9/13

The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.

- 4.4 The advance payment to be made upon signature of the contract by both parties is contingent upon receipt and acceptance by UNDP of a bank guarantee for the full amount of the advance payment issued by a Bank and in a form acceptable to UNDP.

5. **Submission of Invoices**

- 5.1 An original invoice shall be submitted, by courier, by the Contractor for each payment under the Contract to the following address:

Mr. Srinivasan Iyer,  
Assistant Country Director & Head  
Energy and Environment Unit  
United Nations Development Programme  
55, Lodi Estate  
New Delhi - 110 003, India

- 5.2 Invoices submitted by fax shall not be accepted by UNDP.

6. **Time and manner of payment**

- 6.1 Invoices shall be paid within thirty (30) days of the date of their acceptance by UNDP. UNDP shall make every effort to accept an invoice or so advise the Contractor of its non-acceptance within a reasonable time from receipt.

- 6.2 All payments shall be made by UNDP to the following Bank account of the Contractor:

7. **Entry into force. Time limits**

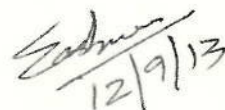
- 7.1 The Contract shall enter into force upon its signature by both parties.

- 7.2 The Contractor shall commence the performance of the Services not later than 16<sup>th</sup> September 2013 and shall complete the Services within 31<sup>st</sup> May 2014 of such commencement.

- 7.3 All time limits contained in this Contract shall be deemed to be of the essence in respect of the performance of the Services.

8. **Modifications**

Any modification to this Contract shall require an amendment in writing between both parties duly signed by the authorized representative of the Contractor and Irene Dabare, Deputy Country Director (Operations), UNDP.

  
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