



ગુજરાત ગુજરાત GUJARAT

BA 152738

અનુક્રમ નંબર ..... ૧૧૫ ..... તારીખ ૩૧/૩/૧૭ ૧૦૦૮  
 ખરીદનારનું નામ ..... દિપક ..... સંસ્થા/વ્યવસ્થા  
 સરનામું ..... શ્રીજી સેન્ટર, પહેલા માળે, જ્યુબીલી બાગ સામે, રાવપુરા,  
 ઉસ્તે ..... રિયામત ..... મહાવાદી પોળા નાકે, વડોદરા  
 ૦૨૪૬ ૧૫૧૧/૧૩૩૬૭૩ ઈશ્વરી જયરાજ ડિરેક્ટર  
 બહુલા આશિષકુમાર પટેલ  
 "શ્રીજી ટાઈપ સેન્ટર" પહેલા માળે,  
 જ્યુબીલી બાગ સામે, રાવપુરા,  
 મહાવાદી પોળા નાકે, વડોદરા  
 સ્ટેમ્પ વેન્ડરની સહી  
 "ધાયરન્સ નં. ૫/૨૦૦૧  
 તા. ૮/૧૧/૨૦૦૧  
 ૦૨૪૧૪૨૫૨

**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (hereinafter referred to as the "MoU") is entered on 31<sup>st</sup> day, March, 2017.

BETWEEN

Deepak Foundation registered under the Bombay Public Trust Act, 1950, having its Office at Public Health Training Institute, (Within Nijanand Ashram premises), Near Laxmi Studio, Adjoining Larsen & Toubro Knowledge City, On NH-8, Taluka and District Vadodara-390019 represented by its constituted official, Ms. Archana Joshi, Director, Deepak Foundation hereinafter referred to as "Deepak Foundation" (which expression unless otherwise provided shall include its representatives, successors, administrators and permitted assigns) of the FIRST PART;

AND

BHARUCH DAHEJ RAILWAY COMPANY LIMITED, an existing Company under the Companies Act, 1956, having its Registered Office at 39-42, 3<sup>rd</sup> Floor, Indra Palace, Middle Circle, Connaught Place, New Delhi 110001 (which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its heirs, executors, administrators and assigns) of the SECOND PART;





Deepak Foundation Vadodara and Bharuch Dahej Railway Company Limited are herein referred to individually as "Party" and collectively as "Parties".

WHEREAS Deepak Foundation is a Vadodara based development organization that focuses on promoting preventive healthcare by filling in knowledge gaps and by providing rural population access to basic healthcare;

AND WHEREAS BHARUCH DAHEJ RAILWAY COMPANY LIMITED, *inter alia*, supports in implementing all local community development projects funded by BHARUCH DAHEJ RAILWAY COMPANY LIMITED.

The terms and conditions of the MOU are as follows:

### 1 PROJECT SCOPE & OBJECTIVE:

The Parties herein have come forward and have agreed to participate in the implementation of the "Mobile Health Clinic" Project aimed to address the key issue of accessibility of primary healthcare by providing basic healthcare facilities through mobile clinics to remote villages in Vagra taluka of Bharuch District, Gujarat on a regular basis. The objective lends itself to the following outcomes:

- Deploying primary healthcare and social services at the doorstep
- Community health education
- Increasing early identification of illnesses/diseases and referral
- Reducing morbidity and mortality
- Holistic health intervention to improve productivity and quality of life of the rural poor.

The project will be covered in under the Section-1, Clause 135-Schedule-VII of the CSR Act 2013.

### 2 ROLES AND RESPONSIBILITIES OF PARTIES:

#### 2.1 DEEPAK FOUNDATION:

- (i) Identify and shortlist areas in and around Bharuch Dahej Railway Line being project site of Bharuch Dahej Railway Company Limited and surrounding villages
- (ii) Mobilize and deploy qualified and experienced General Physician (MBBS /BHMS), paramedics - a Nurse, a Counselor and a Driver for smooth running of the Mobile Health Clinic for –
  - a) Conducting general OPD and medical camps at the doorsteps of the poor by General Physician/BHMS doctor.
  - b) Helping patients by referring them for further treatment and exploring possibilities of linking them up with Government Health Insurance Scheme;
  - c) Creating awareness regarding anemia in adolescent girls, pregnant women and other women in reproductive age group.
  - d) Creating awareness among parents regarding malnutrition in children.
  - e) Undertaking community education on issues related to personal hygiene, sanitation, maternal & child health, nutrition & anaemia and community health;
- (iii) Conduct periodic sessions to educate villagers on the importance of preventive healthcare by focusing on key issues of personal hygiene & sanitation, reproductive & child health, nutrition and anaemia through the Counselor.
- (iv) The implementation schedule will be prepared one month advance and communicated to BDRCL as well as to Sarpanch of visiting villages in advance so that villagers are well informed about the services to be made available by BDRCL through Deepak Foundation.
- (v) Deepak Foundation shall strictly adhere to the schedule made by them. BDRCL representative may conduct surprise visit to assess services provided through Deepak Foundation.
- (vi) Ensure wide publicity at various villages on a need basis, to augment and maximize the reach of mobile health clinics, by coordinating with elected representatives and concerned officials of respective Panchayats, Joint/Deputy Director of Medical Services, Programme Officer of ICDS, Primary Health Centres and any other agencies as may be required from time to time for smooth implementation of the project.
- (vii) Deepak Foundation should inform every event to BDRCL. For ensuring proper branding and visibility of BDRCL's contribution. Deepak Foundation shall display banners on mobile van and village site highlighting BDRCL's contribution along with BDRCL name and logo. To run the Mobile Health Clinic using the organization's vehicle.
- (viii)





- (ix) Maintain asset register for the assets procured from the funds given by Bharuch Dahej Railway Company Limited or handed over by Bharuch Dahej Railway Company Limited and in the event of discontinuation of the project, to return them at the prevailing condition on the day of handing over to Bharuch Dahej Railway Company Limited.
- (x) Maintain records of beneficiaries and continuously track monthly progress of the project. Patients needing further treatment to be monitored and referred to 'District Hospital, Bharuch/ or to appropriate specialty care institutions.
- (xi) Submit to Bharuch Dahej Railway Company Limited monthly reports on the progress of the project. These will include activities completed and results achieved, accompanied by case studies & photographs. Unaudited Utilization Certificate shall be sent to Bharuch Dahej Railway Company Limited for the period of six months along with narrative report.
- (xii) The Final Comprehensive Completion Report of the programme/project will be submitted by the Deepak Foundation on completion of the programme incorporating scope of work met, benefits achieved, financial details mentioned and recommendations made by the Deepak Foundation along with photographs, videos etc.

## 2.2 BHARUCH DAHEJ RAILWAY COMPANY LIMITED :

- (i) Depute its representative(s) and external experts to visit the Mobile Health Clinic project at such intervals as it may deem necessary for conducting audits.
- (ii) Will assist Deepak Foundation in identifying the geographical area for implementation of the project.
- (iii) Will jointly review with Deepak Foundation monthly progress of the project and convene at least one detailed review meeting every quarter.

## 3. TERMS OF PAYMENT

- The total sanctioned project amount is INR 1866900/- (**Eighteen Lac Sixty six Thousand and Nine hundred) for one year.**
- Initially, BHARUCH DAHEJ RAILWAY COMPANY LIMITED will pay in advance to Deepak Foundation a sum of 4,44,500/- (Four Lac Forty four Thousand five Hundred only) per quarter for meeting the operating and other expenses to implement the Mobile Health Clinic project provided the first tranche will be paid proportionate for the period from start date to 30.06.2017. Second Installment shall be released by BDRCL on requisition by Deepak Foundation with progress report along with fund utilization certificate.
- The admin cost (@5% of the total cost of the project) will be given at the end of each quarter.
- This advance will be adjusted against the expenditure statement to be furnished by Deepak Foundation to Bharuch Dahej Railway Company Limited on or before 5<sup>th</sup> of the end of the successive month.
- BDRCL will not provide any additional fund in respect of work done our side the scope of work and time schedule plan and takes no responsibility whatsoever for such work.
- Verify and authorize monthly statement of accounts submitted by Deepak Foundation and facilitate payment against such statements by the Bharuch Dahej Railway Company Limited.
- Payments to Deepak Foundation will be effected through Electronic Fund Transfer in the account of Deepak Foundation, the details of which shall be provided by Deepak Foundation to Bharuch Dahej Railway Company Limited in advance. The budget line items can be re-appropriated with the approved line items with mutual agreement
- Software cost of around Rs. 20,000/- would be reimbursed on prorata basis by the BDRCL to Deepak Foundation on implementation of the same in the MHU in addition to total cost Rs.1866900/-.

This MOU shall be valid for a period from April 1<sup>st</sup>, 2017 till March 31<sup>st</sup>, 2018 and may be extended for further period(s) on mutual consent as per terms including financials mutually agreed upon.

## 4. ACCOUNTING AND AUDITING

1. Deepak Foundation shall submit full Accounts of the project in writing taking into account all receipts, payment & commitment incurred for the purpose of the agreement termination. BDRCL may carry out an audit of project along with expenditure of accounts.
2. In the event of excess disbursement to Deepak Foundation, BDRCL shall demand recovery from the Deepak Foundation such excess disbursement or Deepak Foundation will be liable to refund adjust the excess disbursement within period 30 days of ascertainment of excess disbursement. BDRCL shall at its discretion or cause to be undertaken, evaluate of the impact of cost effectiveness of the project. Such evaluation shall be carried out half yearly during tenure of agreement. Deepak





4. If BDRCL finds any errors or inaccuracies in the Accounts & Records of the Deepak Foundation, the Deepak Foundation shall, within 30 days of a written demand served by BDRCL, carry out suitable rectification in its Accounts & Records, and inform BDRCL of the same.
5. Any information/document/record/details requested by BDRCL would be promptly attended by Deepak Foundation and supplied within a reasonable time frame of 15 days.

#### 5. ANNUAL AUDITED ACCOUNTS OF THE PROJECT

1. Deepak Foundation will submit annual audited accounts of the project, each bearing original signatures along with Auditors' Certificate within 3 months of the closure of the financial year to BDRCL for each of the financial years covered by the project. The end of the financial year for the project shall be 31<sup>st</sup> March every year.
2. The annual accounts of the project shall be signed by the Authorized person of Deepak Foundation and be certified by practicing chartered accountant of an independent firm of professional auditors. This account should bear a certificate from the auditors confirming the total receipt and expenditure in respect of the amount and also to the effect that the amount was accepted in accordance with the terms of the Agreement.

#### 6. REFUND OF UNUTILIZED/UNSPENT FUNDS

Any unspent or unutilized amount, (disbursed earlier by BDRCL for the project to the Deepak Foundation), shall on completion of the project, be refunded to BDRCL within 30 days of the completion of the project or termination of the Agreement, whichever is applicable.

#### 7. EQUIPMENT/FIXED ASSETS

Any non-consumable items of equipment/materials contributed or financed by BDRCL for the project shall be utilized for the objective for which it is given and shall not be transferred/ disposed off by the beneficiary except with express permission/directions of BDRCL.

#### 8. CLOSURE

BDRCL may terminate this agreement after giving the due notice of 1 month to the Deepak Foundation with or without giving any reason. The Contract may be liable to for termination for following reasons: Deepak Foundation shall not be entitled to payment of any amount by way of compensation for termination of agreement.

1. In the event of unsatisfactory performance of the project by Deepak Foundation, BDRCL may, at its sole discretion and at any time, terminate the agreement and inform the Deepak Foundation of its decision in writing which shall be final binding on both the parties. The Agreement shall stand terminated on the date as mentioned in written communication.
2. In the event, when the second party is found involved in any manner or form in unfair practices or improper utilization/misappropriating the funds /Assets, which belongs to, or has been marked for the Project activities, BDRCL may, at its sole discretion and at any time, terminate the agreement and inform the Deepak Foundation of its decision in writing which shall be final binding on both the parties.

#### 9. CONFLICT OF INTEREST

1. Neither Deepak Foundation, its personnel nor their agent shall engage in any personal business or professional activities, during the course of the agreement which conflict with the object of the purpose.
2. Deepak Foundation shall notify BDRCL immediately of any such conflict or suggest/take immediate remedial measure under information to BDRCL to ensure that the project is completed as per term agreed upon.

#### 10. MONITORING MECHANISM

A mechanism for monitoring the project shall be developed and established jointly by the Parties. Whenever project-reach drops below 75% of the target, the Parties will jointly review the implementation process and decide on steps to revitalize the coverage.

#### 11. TAXES

All applicable taxes and duties will be paid / adjusted by the Bharuch Dahej Railway Company Limited as per statutory provisions.

Deepak Foundation will submit Income Tax Exemption certificate in Form 80 G / 35AC Certificate to BDRCL. If 80G/35 AC Certificate is not applicable to any Company/Organisation Tax will be deducted from source as per





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#### 12. IPR

None of the Parties shall be able to claim intellectual property rights to the result of the project. All Parties declare full and open access to the knowledge developed through the project to each other. All communications to mass media, representations in public forum will be done by the Parties jointly or with the knowledge of the other Parties.

#### 13. AMENDMENTS

Any further changes/amendments to the terms and conditions of this MoU shall be done in writing by mutual agreement between all the Parties.

#### 14. PUBLICITY

All publicity handouts, banners, boards etc. will have names of Parties appropriately.

#### 15. COMMUNICATION & INFORMATION

All project-related communications will be in the form of e-mails, telephone meetings and meetings at the premises of either of the Parties. All important communications, particularly those having a bearing on the terms of the MoU, reports etc. will be dealt only through the following designated persons nominated by the respective Parties:

Deepak Foundation: Ms. Archana Joshi, Director  
Deepak Foundation: Dr. Akashkumar Lal, Sr. IM&C Coordinator

BHARUCH DAHEJ RAILWAY COMPANY LIMITED: Mr. P. Shanker, AGM(O&M),  
BHARUCH DAHEJ RAILWAY COMPANY LIMITED: Mrs. Beena R. Shah, Company Secretary

#### 16. PROJECT STEERING COMMITTEE

Project Steering Committee Meetings would be held at least once every quarter. A minimum of four members, two representing Deepak Foundation and remaining two representing BHARUCH DAHEJ RAILWAY COMPANY LIMITED, out of the following officials, shall form the quorum for such meetings:

- o Ms. Archana Joshi, Director, Deepak Foundation
- o Dr. Akashkumar Lal, Sr. IM&C Coordinator, Deepak Foundation
- o Mr. P. Shanker, AGM(O&M),, BHARUCH DAHEJ RAILWAY COMPANY LIMITED
- o Mrs. Beena R. Shah, Company Secretary, BHARUCH DAHEJ RAILWAY COMPANY LIMITED

Reporting and control will be concurrent with the certification on agreed key indicators of the project.

#### 17. GENERAL:

- 1) Nothing contained in these agreement shall be construed to have effect as continuing a relationship of employer-employee or principal agent between BDRCL and Deepak Foundation.
- 2) Deepak Foundation shall be responsible for all acts as omission of its staff or any person, engaged by Deepak foundation whether or not in the cause if implementing the project as for the help, safety in security of such person of entities in their preparation. During the implementation of any activity, the expenditure on photographs and video-graphy and other related material should be borne by the Deepak Foundation and no extra payment on this account shall be made by BDRCL.
- 3) Photography of the work execution at site to be developed by the Deepak Foundation and the same to be forwarded in soft format to BDRCL project coordinator/ in-charge.
- 4) BDRCL may modify/close the MoU in case the Company's responsibility for CSR goes down or goes negative on crystallization of profit for the year 2016-17 by giving one month notice.



**18. DISPUTE RESOLUTION**

All disputes and differences arising out of or in connection with or touching upon this MOU shall be amicably settled by mutual discussion between the Authorized representatives of the Parties, failing which the Parties to dispute shall refer disputes and differences for final resolution through arbitration. The arbitration proceedings shall be in accordance with the Arbitration and Conciliation Act 1996 and/or any modifications thereof. The venue of arbitration proceedings shall be Vadodara and language shall be English.

The Parties agree that this is a non-profitable venture for a social cause.

IN WITNESS WHEREOF the Parties have signed this MOU on the day, month and year written above.

For and on behalf of:

  
Archana Joshi  
Director  
(Deepak Foundation)



  
Beena R. Shah  
Company Secretary  
(Bharuch Dahej Railway Company Limited)





Schedule to the MoU dated \_\_\_\_\_

**Mobile Health Clinic Project  
Provisional Annual Budget 2017-18**

Sr no	Component	Unit	Cost per	Total	% of Total project cost
			Month /unit (Rs.)	(Rs.)	
<b>A</b>	<b>RECURRING COST</b>				
1	Staff salary	For 5 person	90000	1080000	
2	Medicines and Reagents	Lump sum	25000	300000	
3	POL & Maintenance of Vehicle	Lump sum	13000	156000	
4	IEC/Communication /Campaigns	Lump sum	4500	54,000	
5	General office expense	12	2000	24,000	
6	Stationery	12	2000	24,000	
7	Communication Exp	12	2000	24,000	
	<b>Sub-total programe cost (1 to 9)</b>			<b>1,662,000</b>	
	<b>Total of Recurring Cost</b>			<b>1,662,000</b>	<b>89.02</b>
<b>B</b>	<b>NON RECURRING COST</b>				
	Med. Equipment set	1	20000	20,000	
	Mobile Van Rent	1	8000	96,000	
	<b>Total of Non-Recurring Cost</b>			<b>116,000</b>	
	<b>Total (A+B)</b>			<b>1,77,8000</b>	<b>95.24</b>
<b>C</b>	<b>Administrative cost (5% of Total Project cost)</b>			<b>88,900</b>	<b>4.76</b>
<b>D</b>	<b>Total Project Cost (A+B+C)</b>			<b>1,866,900</b>	<b>100.00</b>
<b>Sr no</b>	<b>Component</b>	<b>Unit</b>	<b>Rate</b>	<b>Monthly</b>	<b>Yearly</b>
	<b>Staff Salary</b>				
1	Doctor	1	40000	40000	480000
2	Counselor	1	14000	14000	168000
3	Nurse	1	16000	16000	192000
4	Driver	1	10000	10000	120000
5	Research Analyst (20% Time)	1	50000	10000	120000
	<b>Total</b>			<b>90000</b>	<b>1080000</b>

