

# REQUEST FOR QUOTATION (RFQ)

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## SELECTION OF SEEDING AGENCY

### VOLUME III – STANDARD CONTRACT

<INSERT ORGANIZATION NAME (SEEDING REGISTRAR)>

<INSERT PLACE>

<INSERT DATE>

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## 1 Contract Form

THIS AGREEMENT is made on this \_\_\_\_\_ (e.g. 3rd) day of \_\_\_\_\_ (e.g. February), \_\_\_\_\_ (e.g. 2015), between <Name of the Registrar> of \_\_\_\_\_ (Hereinafter called "the Purchaser") which expression shall unless repugnant to the context thereof include his successors, heirs, assigns, of the one part, and

<Name of the Supplier> of \_\_\_\_\_ (Hereinafter called "the Supplier") which expression shall unless repugnant to the context thereof include his successors, heirs, assigns, of the other part.

[Note: If the Supplier consists of more than one entity, the above should be partially amended to read as follows: "... (of the one part) and, on the other hand, a consortium consisting of the following entities..... (names of the consortium members and identifying the Prime Bidder who shall be solely responsible to the purchaser for executing the seeding activities and contractual obligations, if selected, for carrying out seeding activities)

Whereas the Purchaser had invited bids for Seeding Services, viz.,

\_\_\_\_\_ (Name of Supplier) vide their bid document number \_\_\_\_\_, dated \_\_\_\_\_

And whereas various applications were received pursuant to the said bid

And whereas the Purchaser has accepted a Bid by the Supplier for supply of Seeding Services in the sum of \_\_\_\_\_ (hereinafter "the Contract Price") per Seeding Request

And in pursuance of having accepted the said bid the parties have agreed to enter into this agreement.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.

The following documents (collectively referred to as "Contract Documents") shall be deemed to form and be read and construed as part of this Agreement, viz.:

- The General Conditions of Contract
- The Special Conditions of Contract

The following Appendices: [Note: If any of these Appendices are not used, the words "Not Used" should be inserted below next to the title of the Appendix]:

- Appendix A: Description of Services
- Appendix B: Reporting Requirements
- Appendix C: Total Cost of Services
- Appendix D: Duties of the Purchaser

The mutual rights and obligations of the Purchaser and the Supplier shall be as set forth in the Contract, in particular:

- the Supplier shall carry out the Services in accordance with the provisions of the Contract; and
- the Purchaser shall make payments to the Supplier in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of [name of Purchaser]

\_\_\_\_\_  
[Authorized Representative]

For and on behalf of [name of Supplier]

\_\_\_\_\_  
[Authorized Representative]

[Note: Note: If the supplier applies as a consortium, then Authorised Signatory of the prime bidder should appear as "signatory"

E.g., in the following manner:]

For and on behalf of each of the Members of the Supplier

[Name of member]

\_\_\_\_\_  
[Authorized Representative]

## 2 General Conditions of Contract

### 2.1 General Provisions

<b>2.1.1 Definitions</b>	<p>Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:</p> <ul style="list-style-type: none"><li>a. “Applicable Law” means the laws and any other instruments having the force of law in India</li><li>b. “Purchaser” means the entity purchasing the services under this Contract</li><li>c. “Contract” means the Agreement entered into between the Purchaser and the Supplier, together with the contract documents referred to therein, including all the attachments, appendices, annexure, and all documents incorporated by reference therei</li><li>d. “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause GC 2.6, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract</li><li>e. “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GC 2.2.1</li><li>f. “Seeding Agency” means – the agency appointed by the Registrar for seeding Aadhaar number in the location assigned by the Registrar</li><li>g. “GC” means these General Conditions of Contract</li><li>h. “Government” means the Government of India</li><li>i. “Registrar” is the Purchaser of the services under this Contract; the entity that wants to get seeding of Aadhaar. They may be agency of the Central or State Government or Local Government</li></ul>
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	<p>comprising the elected rural and urban local bodies Constitutional/ statutory Village Councils or a recognized Non-Governmental Organization with whom the UIDAI has entered into a Memorandum of Understanding for using Remote Assistance for Seeding Framework (RASf).</p> <p>j. "Supplier" means any private or public entity that will provide the Services to the Purchaser under the Contract. The Supplier is the Seeding Agency whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement</p> <p>k. "Member" means any of the entities that make up the consortium, and "Members" means all these entities</p> <p>l. "Party" means the Purchaser or the Supplier, as the case may be, and "Parties" means both of them</p> <p>m. "Personnel" means persons hired by the Bidder and assigned to the performance of the Services or any part thereof</p> <p>n. "SC" means the Special Conditions of Contract by which the GC may be amended or supplemented</p> <p>o. "Services" means the work to be performed by the Supplier pursuant to this Contract, as described in Appendix A hereto</p> <p>p. "Bidder" means the entity bidding for the services under the Contract</p> <p>q. "Resident" means normal resident of India</p> <p>r. "UIDAI" means Unique Identification Authority of India.</p> <p>s. "In writing" means communicated in written form with proof of receipt</p>
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<b>2.1.2 Relationship between the parties</b>	Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Purchaser and the Supplier. The Supplier, subject to this Contract, has complete charge of Personnel performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.
<b>2.1.3 Law governing contract</b>	This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Laws of India
<b>2.1.4 Language</b>	This Contract has been executed in English, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract
<b>2.1.5 Notices</b>	
<b>2.1.5.1 In writing</b>	Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such party at the address specified in the SC.
<b>2.1.5.2 Address</b>	A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address
<b>2.1.6 Location</b>	The Services shall be performed at such locations as are specified in Appendix A hereto and, where the location of a particular task is not so specified, at such locations, as the Purchaser may approve in writing.
<b>2.1.7 Authorized representatives</b>	Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Purchaser or the Bidder may be taken or executed by the authorised representative.
<b>2.1.8 Taxes and duties</b>	The Supplier and their Personnel shall pay such indirect taxes, duties, fees, and other impositions levied under the Applicable Laws of India

<b>2.1.9 Fraud and corruption</b>	
<b>2.1.9.1 Definitions</b>	<p>It is the Purchaser's policy to require that the Purchaser as well as Suppliers observe the highest standard of ethics during the selection and execution of such contracts. The Purchaser also requires that the Supplier does not demand any service charges from the Resident unless the same is agreed with the Purchaser in advance. In pursuance of this policy, the Purchaser defines, for the purpose of this provision, the terms set forth below as follows:</p> <ul style="list-style-type: none"><li>i. "corrupt practice" means the offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;</li><li>ii. "fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract to the Purchaser; and includes collusive practice among bidders, prior to or after bid submission, designed to establish bid prices at artificially high or non-competitive levels and to deprive the Purchaser of the benefits of free and open competition</li><li>iii. "collusive practices" means a scheme or arrangement between two or more bidders, with or without the knowledge of the Purchaser, designed to establish prices at artificial, non- competitive levels;</li><li>iv. "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;</li><li>v. "unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work which was agreed to;</li></ul>

<p><b>2.1.9.2 Measures to be taken by the purchaser</b></p>	<p>a. The Purchaser may terminate the contract if it determines at any time that representatives of the Supplier were engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of that contract, without the Supplier having taken timely and appropriate action satisfactory to the Purchaser to remedy the situation;</p> <p>b. The Purchaser may also sanction against the Supplier, including declaring the Supplier ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the Supplier has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Purchaser-financed contract</p>
<p><b>2.1.9.3 Commissions and fees</b></p>	<p>Purchaser will require the successful Supplier to disclose any commissions or fees that may have been paid or are to be paid to agents, representatives, or commission agents with respect to the selection process or execution of the contract. The information disclosed must include at least the name and address of the agent, representative, or commission agent, the amount and currency, and the purpose of the commission or fee.</p>
<p><b>2.1.10 Interpretation</b></p>	<p>In this Contract unless a contrary intention is evident:</p> <p>a. the clause headings are for convenient reference only and do not form part of this Contract;</p> <p>b. unless otherwise specified a reference to a clause number is a reference to all of its sub-clauses;</p> <p>c. unless otherwise specified a reference to a clause, sub-clause or section is a reference to a clause, sub-clause or section of this Contract including any amendments or modifications to the same from time to time;</p> <p>d. a word in the singular includes the plural and a word in the plural includes the singular;</p>

	<ul style="list-style-type: none"><li>e. a word importing a gender includes any other gender;</li><li>f. a reference to a person includes a partnership and a body corporate;</li><li>g. a reference to legislation includes legislation repealing, replacing or amending that legislation;</li><li>h. where a word or phrase is given a particular meaning it includes the appropriate grammatical forms of that word or phrase which have corresponding meanings;</li><li>i. in the event of an inconsistency between the terms of this Contract and the Bid document and the Proposal, the terms of this Contract hereof shall prevail</li></ul>
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## 2.2 Commencement, Completion, Modification and Termination of Contract

<b>2.2.1 Effectiveness of contract</b>	This Contract shall come into effect on the date it is signed (by both parties) or a later date, if stated. The date the Contract comes into effect is defined as the Effective Date.
<b>2.2.2 Termination of contract for failure to become effective</b>	If this Contract has not become effective within such time period after the date of the Contract signed by the Parties as specified in the SC, either Party may, by not less than twenty one (21) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.
<b>2.2.3 Commencement of services</b>	The Supplier shall begin carrying out the Services not later than the 15 number of days specified after the effective date.
<b>2.2.4 Expiration of contract</b>	Unless terminated earlier pursuant to Clause GC 2.2.2 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.
<b>2.2.5 Entire agreement</b>	This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any other statement, representation, promise or agreement not set forth herein.
<b>2.2.6 Modifications or variations</b>	<p>a. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.</p> <p>b. In cases of substantial modifications or variations, the prior written consent of the Purchaser is required.</p>

<b>2.2.7 Force Majeure</b>	
<b>2.2.7.1 Definition</b>	<p>a. For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.</p> <p>b. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.</p> <p>c. Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.</p>
<b>2.2.7.2 No breach of contract</b>	<p>a. The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.</p>

<p><b>2.2.7.3 Measures to be taken</b></p>	<p>a. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.</p> <p>b. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.</p> <p>c. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.</p> <p>d. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Supplier, upon instructions by the Purchaser, shall either:</p> <ul style="list-style-type: none"><li>i. Demobilize, or</li><li>ii. Continue with the Services to the extent possible, in which case the Supplier shall continue to be paid proportionately and on pro-rata basis, under the terms of this Contract.</li></ul> <p>e. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clause GC 2.8.</p>
<p><b>2.2.8 Suspension</b></p>	<p>The Purchaser may, by written notice of suspension to the Supplier, suspend all payments to the Supplier hereunder if the Supplier fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall allow the Supplier to remedy such failure, if capable of being remedied, within a period not exceeding thirty (30) days after receipt by the Supplier</p>

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	of such notice of suspension.
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<b>2.2.9 Termination</b>	
<b>2.2.9.1 By the purchaser</b>	<p>The Purchaser may, without prejudice to any other remedy for breach of Contract, terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (i) of this Clause GC 2.2.9.1. In such an occurrence the Purchaser shall give a not less than thirty (30) days' written notice of termination to the Supplier, and sixty (60) days' in the case of the event referred to in (e).</p> <ul style="list-style-type: none"><li>a. If the Supplier does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Purchaser may have subsequently approved in writing.</li><li>b. If the Supplier becomes (or, if the Supplier consists of more than one entity, if any of its Members become and which has substantial bearing on providing Services under this contract) insolvent or go into liquidation or receivership whether compulsory or voluntary.</li><li>c. If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.</li><li>d. If, as the result of Force Majeure, the Supplier are unable to perform a material portion of the Services for a period of not less than sixty (60) days.</li><li>e. If the Purchaser, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.</li><li>f. If the Supplier submits to the Purchaser a false statement which has a material effect on the rights, obligations or interests of the Purchaser.</li><li>g. If the Supplier places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the Purchaser.</li><li>h. If the Supplier fails to provide the quality services as envisaged under this Contract. The Registrar may make judgment regarding the poor quality of services, the reasons for which shall be recorded in writing. The Registrar may decide to give one chance to the Supplier to improve the quality of the services.</li></ul>

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	<ul style="list-style-type: none"><li>i. If the Supplier fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 2.8 hereof.</li><li>j. In the event the Purchaser terminates the Contract in whole or in part, pursuant to Clause GC Clause 2.2.9.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar services. However, the Supplier shall continue performance of the Contract to the extent not terminated</li></ul>
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<p><b>2.2.9.2 By the supplier</b></p>	<p>The Suppliers may terminate this Contract, by not less than thirty (30) days' written notice to the Purchaser, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause GC 2.2.9.2:</p> <ul style="list-style-type: none"><li>a. If the Purchaser fails to pay any money due to the Supplier pursuant to this Contract and not subject to dispute pursuant to Clause GC 2.8 hereof within forty-five (45) days after receiving written notice from the Supplier that such payment is overdue.</li><li>b. If, as the result of Force Majeure, the Supplier is unable to perform a material portion of the Services for a period of not less than sixty (60) days.</li><li>c. If the Purchaser fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 2.8 hereof.</li><li>d. If the Purchaser is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Supplier may have subsequently approved in writing) following the receipt by the Purchaser of the Supplier's notice specifying such breach.</li></ul>
<p><b>2.2.9.3 Cessation of rights and obligations</b></p>	<p>Upon termination of this Contract pursuant to Clauses GC 2.2.2 or GC 2.2.9 hereof, or upon expiration of this Contract pursuant to Clause GC 2.2.4 hereof, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GC 2.3.2 hereof, (iii) the Supplier's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GC 2.3.4 hereof, and (iv) any right which a Party may have under the Law.</p>
<p><b>2.2.9.4 Cessation of services</b></p>	<p>Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GC 2.2.9.1 or GC 2.2.9.2 hereof, the Supplier shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.</p>

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	With respect to documents, data, and/ or any other material prepared by the Supplier and equipment and materials furnished by the Purchaser, the Supplier shall proceed as provided, respectively, by Clauses GC 2.3.9 or GC 2.3.8 hereof.
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<b>2.2.9.5 Payment upon termination</b>	<p>Upon termination of this Contract pursuant to Clauses GC 2.2.9.1 or GC 2.2.9.2, the Purchaser shall make the following payments to the Supplier:</p> <p>(a) If the Contract is terminated pursuant to Clause GC 2.2.9.1 (d), (e), (g), (h) or 2.2.9.2, remuneration pursuant to Clause GC 2.6.2(c), (i) hereof for Services satisfactorily performed prior to the effective date of termination;</p> <p>(b) If the agreement is terminated pursuant of Clause GC 2.2.9.1 (a) to (c) and (f) and (i), the Supplier shall not be entitled to receive any agreed payments upon termination of the contract. However, the Purchaser may consider making payment for the part satisfactorily performed on the basis of Quantum Merit as assessed by it, if such part is of economic utility to the Purchaser. Applicable under such circumstances, upon termination, the Purchaser may also impose liquidated damages as per the provisions of Clause GC 2.9 of this agreement. The Supplier will be required to pay any such liquidated damages to Purchaser within 30 days of termination date.</p>
<b>2.2.9.6 Disputes about events of termination</b>	<p>If either Party disputes whether an event specified in paragraphs (a) through (g) of Clause GC 2.2.9.1 or in Clause GC 2.2.9.2 hereof has occurred, such Party may, within forty-five (45) days after receipt of notice of termination from the other Party, refer the matter to Clause GC 2.8 hereof, and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.</p>
<b>2.2.10 Extension of contract</b>	<p>The contract shall be extended for a period as required by the Purchaser based on mutual agreement in writing. The rates used for the calculation of the 'Total Cost of Services' as given in Appendix C shall be effective for such extension.</p>

## 2.3 Obligations of the Supplier

<b>2.3.1 General</b>	
<b>2.3.1.1 Standard of performance</b>	The Supplier shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Supplier shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Purchaser, and shall at all times support and safeguard the Purchaser's legitimate interests in any dealings with third Parties.
<b>2.3.1.2 No benefit from commissions etc.</b>	The payment of the Supplier pursuant to Clause GC 2.6 shall constitute the Supplier's payment only in connection with this Contract or the Services, and the Supplier shall not accept for their own benefit any commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Supplier shall use their best efforts to ensure that the Personnel and agents of either of them similarly shall not receive any such additional payment.
<b>2.3.1.3 Prohibition of conflicting activities</b>	The Supplier shall not engage, and shall cause their Personnel as well as and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.
<b>2.3.2 Confidentiality</b>	Except with the prior written consent of the Purchaser, the Supplier and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Supplier and the Personnel make public the information formulated in the course of, or as a result of, the Services.
<b>2.3.3 Insurance to be</b>	The Supplier (a) shall take out and maintain, at their

<p><b>taken out by the supplier</b></p>	<p>own cost but on terms and conditions approved by the Purchaser, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the Purchaser's request, shall provide evidence to the Purchaser showing that such insurance has been taken out and maintained and that the current premiums have been paid.</p>
<p><b>2.3.4 Accounting, inspection and auditing</b></p>	<p>a. The Supplier (i) shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the bases thereof, and (ii) shall periodically permit the Purchaser or its designated representative, and up to five years from expiration or termination of this Contract, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by the Purchaser or the Purchaser, if so required by the Purchaser.</p> <p>b. The Purchaser shall have the right to carry out inspection checks, audits of the Supplier's premises and/ or locations, facilities, or point of delivery of services performed under this contract.</p> <p>c. The Purchaser shall have the right to carry out scheduled/ un-scheduled visits to any of the locations manned by the Supplier and oversee the processes and operations of the Supplier</p>
<p><b>2.3.5 Sub-contracting</b></p>	<p>Sub-Contracting is not allowed for Private Companies, Public Limited Companies, PSUs, Semi-Government Organizations, NGOs and Not-for-Profit Organizations. However Government Organizations may franchise Seeding work to CSCs/ Local Government bodies.</p>
<p><b>2.3.6 Reporting obligations</b></p>	<p>The Supplier shall submit to the Purchaser the reports and documents specified in Appendix B hereto, in the form, in the numbers and within the</p>

	time periods set forth in the said Appendix.
<b>2.3.7 Rights of use</b>	All rights of use of any process, product, service, or data developed, generated, or collected, or any other task performed by the Supplier under the execution of the contract, would lie exclusively with the Purchaser or its nominated agencies in perpetuity free from all liens, encumbrances, and other third party rights and the Supplier shall, wherever required, take all steps that may be necessary to ensure the transfer of such rights in favour of the Purchaser or its nominated agencies.
<b>2.3.8 Equipment and materials furnished by the purchaser</b>	Equipment and materials made available to the Supplier by the Purchaser, or purchased by the Supplier wholly or partly with funds provided by the Purchaser, shall be the property of the Purchaser and shall be marked accordingly. Upon termination or expiration of this Contract, the Supplier shall make available to the Purchaser an inventory of such equipment and materials and shall dispose of such equipment and materials in accordance with the Purchaser's instructions. While in possession of such equipment and materials, the Supplier, unless otherwise instructed by the Purchaser in writing, shall insure them at the expense of the Purchaser in an amount equal to their full replacement value.
<b>2.3.9 Equipment and materials provided by the suppliers</b>	Equipment or materials brought by the Supplier for the Project shall remain the property of the Supplier
<b>2.3.10 Intellectual Property Rights (IPR)</b>	The intellectual property rights to all the outputs, deliverables, data, reports developed during the execution of this Contract shall remain sole property of the Purchaser
<b>2.3.11 Assignment</b>	The Supplier shall not assign, in whole or in part, their obligations under this Contract

## 2.4 Supplier's Personnel

<b>2.4.1 General</b>	The Supplier shall employ and provide such qualified and experienced personnel as are required to carry out the Services.
<b>2.4.2 Project Manager</b>	If required by the Purchaser, the Supplier shall ensure that at all times during the Supplier's performance of the Services a Project Manager, acceptable to the Purchaser, shall take charge of the performance of such Services.

## 2.5 Obligations of the Purchaser

<b>2.5.1 Assistance and exemptions</b>	Unless otherwise specified in the SC, the Purchaser shall use its best efforts to ensure that it shall:  a. Issue to its officials, agents and representatives all such instructions/ communication as may be necessary or appropriate for the prompt and effective implementation of the Services.  b. Provide to the Supplier and Personnel any such other assistance as may be specified in the SC.  c. Other assistance/ exemption as specified in SC 2.5.1 (c)
<b>2.5.2 Change in the applicable law related to taxes and duties</b>	If, after the date of this Contract, there is any change in the applicable laws of India with respect to taxes and duties, which are directly payable by the Supplier for providing the services i.e. service tax or any such applicable tax from time to time, which increases or decreases the cost incurred by the Supplier in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Supplier under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GC 2.6.1(b).
<b>2.5.3 Services, facilities and property of the purchaser</b>	a. The Purchaser shall make available to the Supplier and its Personnel, for the purposes of the Services and free of any charge, the services, facilities and property described in Appendix D at the times and in the manner

	<p>specified in said Appendix.</p> <p>b. In case such services, facilities and property shall not be made available to the Supplier as and when specified in Appendix D, the Parties shall agree on any time extension that it may be appropriate to grant to the Supplier for the performance of the Services .</p>
<b>2.5.4 Payment</b>	<p>In consideration of the Services performed by Supplier under this Contract, the Purchaser shall make to the Supplier such payments and in such manner as is provided by Clause GC 2.6 of this Contract.</p>
<b>2.5.5 Counterpart personnel</b>	<p>a. If necessary, the Purchaser shall make available to the Supplier free of charge such professional and support counterpart personnel, to be nominated by the Purchaser with the Supplier's advice, if specified in Appendix D.</p> <p>b. Professional and support counterpart personnel, excluding Purchaser's liaison personnel, shall work under the exclusive direction of the Supplier. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Supplier that is consistent with the position occupied by such member, the Supplier may request the replacement of such member, and the Purchaser shall not unreasonably refuse to act upon such request.</p>

## 2.6 Payments to the Supplier

<b>2.6.1 Total cost of services</b>	<p>a. The total cost of the Services payable is set forth in Appendix C as per the Supplier's proposal to the Purchaser and as negotiated thereafter.</p> <p>b. Except as may be otherwise agreed under GC 2.6.1(c), payments under this Contract shall not exceed the amount specified in Appendix C.</p> <p>c. Notwithstanding Clause GC 2.6.1(b) hereof, if pursuant to the Clause GC 2.5.2 hereof, the Parties shall agree that additional payments shall be made to the Supplier in order to cover any necessary additional expenditures not envisaged in the cost estimates referred to in Clause GC 2.6.1(a) above, the ceiling or ceilings, as the case may be, set forth in Clause GC 2.6.1(b) above shall be increased by the amount or amounts, as the case may be, of any such additional payments.</p>
<b>2.6.2 Terms of payment</b>	<p>The payments in respect of the Services shall be made as follows:</p> <p>a. The Supplier shall submit the invoice for payment when the payment is due as per the agreed terms. The payment shall be released as per the work related milestones achieved, Service Level Agreements (SLAs) and as per the specified percentage as per SC.</p> <p>b. All payments under this Contract shall be made to the accounts of the Supplier specified in the SC.</p> <p>c. In case of early termination of the contract, the payment shall be made to the Supplier as mentioned here with:</p> <p>i. Assessment should be made about work done from the previous payment period, for which the payment is made or to be made till the date of the termination. The Supplier shall provide the details of the services performed during this period with supporting documents. Based on such details, the remuneration shall be calculated based on the rate as specified.</p>

## 2.7 Good Faith

<b>2.7.1 Good faith</b>	The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.
<b>2.7.2 Operation of the contract</b>	The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the life of the Contract. The Parties hereby agree that it is their intention that this Contract shall operate fairly between them and without detriment to the interest of either of them. The Parties agree that if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness. But on failure to agree on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with Clause GC 2.8 hereof.

## 2.8 Settlement of Disputes

<b>2.8.1 Amicable settlement</b>	Performance of the contract is governed by the terms & conditions of the contract. In case dispute arises between the parties regarding any matter under the contract, either Party may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, clause GC 2.8.2 shall become applicable.
<b>2.8.2 Arbitration</b>	<ol style="list-style-type: none"><li>a. In the case of dispute arising upon or in relation to or in connection with the contract between the Purchaser and the Supplier, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to an Arbitral Tribunal consisting of 3 (three) arbitrators, one each to be appointed by the Purchaser and the Supplier, the third arbitrator shall be chosen by the two arbitrators so appointed by the parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators, appointed by the parties to reach a consensus regarding the appointment of the third arbitrator within a period of 30 days from the date of appointment of the two arbitrators, the Presiding arbitrator shall be appointed by the authority specified in SC 2.8.2 (a). The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings.</li><li>b. Arbitration proceedings shall be held in India at the place indicated in SC 2.8.2 (b) and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.</li><li>c. The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by the Purchaser and the Supplier. However, the</li></ol>

	expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.
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## 2.9 Liquidated Damages

<b>2.9.1 Negligence</b>	The parties hereby agree that due to negligence of act of any party, if the other party suffers losses, damages the quantification of which may be difficult, and hence the amount specified hereunder shall be construed as reasonable estimate of the damages and both the parties agree to pay such liquidated damages, as defined hereunder as per the provisions of this Contract.
<b>2.9.2 Amount</b>	The amount of liquidated damages for services under this Contract shall not exceed the Contract Price.
<b>2.9.3 Conditions</b>	The liquidated damages shall be applicable under the following circumstances: <ul style="list-style-type: none"><li>a. Except as provided under GC 2.2.7, if the Supplier fails to perform the services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% of the value of the services supplied beyond stipulated delivery schedule for each week or part thereof of delay until actual delivery of performance, subject to a maximum of 10% of the value of the such services.</li><li>b. In addition, the Supplier is liable to the Purchaser for payment of penalty as specified in the Service Level Agreement</li><li>c. If the services supplied do not meet the minimum specifications and standards as per the Contract, and the same is not modified to meet the requirements within 14 days of being informed by the Purchaser, the Purchaser shall be free to impose any penalty as deemed fit. In</li></ul>

	addition, the Purchaser shall reserve the right to terminate the contract and recover the liquidated damages by forfeiting the performance guarantee submitted by the Supplier
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## 2.10 Adherence to Rules and Regulations

<b>2.10.1 Adherence to safety procedures, rules, regulations, &amp; restrictions</b>	<ul style="list-style-type: none"><li>a. The Supplier shall comply with the provisions of all laws including labour laws, rules, regulations and notifications issued there under from time to time. All safety and labour laws enforced by statutory agencies and by Purchaser shall be applicable in the performance of this Contract and the Supplier shall abide by these laws.</li><li>b. Access to the data centre/ data processing sites and Purchaser's locations shall be restricted to only essential personnel belonging to the Supplier who are genuinely required for execution of work or for carrying out management/ maintenance who have been explicitly authorised by the Purchaser. The Supplier shall maintain a log of all activities carried out by each of its personnel.</li><li>c. The Supplier shall take all measures necessary or proper to protect the personnel and facilities and shall observe all reasonable safety rules and instructions. The Supplier shall adhere to all security requirement/ regulations of the Purchaser during the execution of the work.</li><li>d. The Supplier shall report as soon as possible any evidence, which may indicate or is likely to lead to an abnormal or dangerous situation and shall take all necessary emergency control steps to avoid such abnormal situations.</li><li>e. The Supplier shall at all times indemnify and keep indemnified the Purchaser for any situation arising out of this clause while providing its services under the Contract.</li></ul>
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## 2.11 Limitation of Liability

<b>2.11.1 Limitation of liability</b>	Except in case of gross negligence or wilful misconduct: a. Neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser; and  b. The aggregate liability of the Supplier to the Purchaser whether under the Contract, in tort, or otherwise, shall not exceed the amount specified in the Contract Price provided that this limitation shall not apply to the cost of correcting faulty services, or to any obligation of the Supplier to indemnify the Purchaser with respect to patent infringement
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## 2.12 Miscellaneous Provisions

<b>2.12.1 Miscellaneous provisions</b>	i. Any failure or delay on part of any Party to exercise right or power under this Contract shall not operate as waiver thereof.  ii. The Supplier shall notify the Purchaser of any material change in their status, in particular, where such change would impact on performance of obligations under this Contract.  iii. Prime bidder of the Supplier, in case of a Consortium shall be liable to and responsible for all obligations towards the Purchaser for performance of works/ services under the Contract. The Prime bidder may enter into an agreement/ contract with its partners to fulfil their respective obligations under the Contract.  iv. The Supplier shall at all times indemnify and keep indemnified the Purchaser against all claims/ damages etc. for any infringement of any Intellectual
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	<p>Property Rights (IPR) while providing its services under the Contract.</p> <p>v. The Supplier shall at all times indemnify and keep indemnified the Purchaser against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its employees or agents or by any other third Party resulting from or by any action, omission or operation conducted by or on behalf of the Supplier.</p> <p>vi. The Supplier shall at all times indemnify and keep indemnified the Purchaser against any and all claims by Employees, agent(s), employed engaged or otherwise working for the Supplier, in respect of wages, salaries, remuneration, compensation or the like.</p> <p>vii. All claims regarding indemnity shall survive the termination or expiry of the Contract.</p> <p>viii. All materials provided to the Purchaser by bidder are subject to Country and &lt;STATE&gt; public disclosure laws such as RTI, Information Technology Act 2000 etc.</p> <p>ix. The Supplier shall not make or permit to be made a public announcement or media release about any aspect of the Contract without a written consent from the Purchaser</p>
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### 3 Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
2.1.5	The addresses are:  <u>Purchaser</u> Address Phone Facsimile E-mail:  <u>Supplier</u> Address Phone Facsimile E-mail
2.1.7	The Authorized Representatives are:  For the Purchaser: Name of Officer _____  For the Supplier: Name of Officer _____
2.2.1	The effective date of the Contract:
2.2.3	The date for the commencement of Services: <Within 15 days from the signing of the contract between the Purchaser and the Supplier>
2.2.4	The time period for the contract shall be: <Enter number of months> from the effective date

<b>2.3.3</b>	<p>The risks and the coverage shall be as follows:</p> <ul style="list-style-type: none"><li>a) Third Party motor vehicle liability insurance in respect of motor vehicles operated by the Supplier or its Personnel, with a minimum coverage as per Motor Vehicles Act 1988;</li><li>b) Third Party liability insurance, with a minimum coverage of the value of the contract</li><li>c) Professional liability insurance, with a minimum coverage of the value of the contract</li><li>d) Purchaser's liability and workers' compensation insurance in respect of the Personnel of the Supplier and in accordance with the relevant provisions of the Applicable Law, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and</li><li>e) Insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Supplier's property used in the performance of the Services, and (iii) any outputs prepared by the Supplier in the performance of the Services.</li></ul>
<b>2.5.1 (c)</b>	<p>The Purchaser shall provide the following assistance and exemptions to the Supplier for the effective implementation of the services under this Contract: &lt;The Purchaser may include the relevant provisions here&gt;</p>
<b>2.6.2</b>	<p>General terms and conditions of Payment Schedule</p> <ul style="list-style-type: none"><li>1. All payments shall be made by the Purchaser in favour of the Supplier</li><li>2. The release of payments will be Performance (output) based, where the payments are made for measured deliverables and outputs.</li><li>3. Supplier shall obtain sign-off for each milestone completed from the Purchaser and raise invoice against the same.</li><li>4. Eligible Payments against invoice submitted (accompanied with all requisite documents) shall be released within 60 days of submission of invoice.</li><li>5. Power to withhold: Notwithstanding anything contained in the payment schedule mentioned below, if in the opinion of the Purchaser, any work done or supply made or service rendered by Supplier is deficient in any manner in comparison to the prescribed standards, Purchaser shall be at liberty to withhold a reasonable portion of the payments due to the Supplier, till such work/ supply/ service is made confirming to the prescribed standards. These powers to withhold payments shall be without</li></ul>

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	<p>prejudice to any other power/ right of the purchaser under this contract.</p> <p>6. All payments under this Contract shall be made to the account of the Supplier with (Bank &amp; A/c No.):</p> <p>7. Payments will be made by the Purchaser to the Supplier as per Contract Value quoted in the Formats for Financial Proposal and agreed in the Contract, as follows: Payment Schedule &lt;Insert Payments Schedule here&gt;</p>
<b>2.8.2 (a)</b>	<Name of the Authority who will appoint the Presiding Arbitrator>
<b>2.8.2 (b)</b>	The Arbitration proceedings shall take place in <Enter City> in India.

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## 4 Appendices to contract

### 4.1 APPENDIX A: DESCRIPTION OF SERVICES

*< Note: Registrar will provide these details based on the services required- this Appendix will include the final Statement of Work (SOW), dates for completion of various tasks, locations of performance for different tasks/ activities, specific tasks/ activities /outcomes to be reviewed, tested and approved by Purchaser, etc.>*

*< An example is provided below for illustration purpose:*

*Following services need to be delivered under this contract:*

- 1. Setting up Drop boxes at locations given below
  - a. Mall Road*
  - b. Community Center*
  - c. District Hospital**
- 2. Clearing of these drop boxes on a weekly basis- every Monday by 9 AM*
- 3. Checking of the requests collected and supporting documents*
- 4. Digitisation o following data fields in an Excel spreadsheet
  - a. Name, DOB, Address, Aadhaar, Account number**
- 5. Submit excel sheets on a daily basis to <official title/ office> every Sunday by 6 PM >*

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## 4.2 APPENDIX B: REPORTING REQUIREMENTS

<Registrar will provide these details- reporting medium, report format and data fields, frequency and content of reports; officials to receive them; dates of submission; number of copies, etc.>

An example is provided below for illustration purpose

Following report needs to be emailed to [adc@xyz.com](mailto:adc@xyz.com) daily by 6 PM

Schedule #	Area name	Total number of records to be seeded	Number of requests collected	Number of requests verified	Number of seeding requests completed/ Aadhaar linked

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### 4.3 APPENDIX C: TOTAL COST OF SERVICES

< Registrar will provide these details- Include here the rates quoted in the financial proposal or the negotiated rates, whichever is applicable >

<i>Cost/ Seeding Request (A)</i>	<i>Target population (B)</i>	<i>Total cost</i>
<i>The total cost shall include all costs like the equipment costs, manpower costs, logistics cost, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.</i>	<i>Total number of beneficiaries whose records need to be seeded</i>	<i>A X B</i>

#### **4.4 APPENDIX D: DUTIES OF THE PURCHASER**

*< Purchaser will provide these details- Include here the list of Services, facilities and property to be made available to the Supplier by the Purchaser >*

*Few duties are provided below for illustration purpose:*

- 1. Provide support from local authorities and officials*
- 2. Provide temporary office space at following locations for attendance user enrolment / attendance system maintenance activities.*
- 3. Provide assistance in establishing network services at the premises where attendance system is proposed to be installed.*
- 4. Nominate administration support staff for training / capacity building initiatives*
- 5. Provide AUA/ASA services for the Agency /. Supplier in implementing the Aadhaar based Biometric Attendance System*