**AGREEMENT FOR PROJECT WORK (APW)**

|  |  |
| --- | --- |
| Project No.: EXPRO/CUPB/202x-xx/ | |
| Title of the project: | |
| Details of project: As mentioned in Annexure -I attached overleaf | |
| Time duration (in months and days): | |
| **Starting of work (in dd/mm/yyyy format):** | **Ending of work (in dd/mm/yyyy format):** |
| **Fees as per mutual discussions:** |  |

**Details of project heads and client:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Project Head** | **Project Co-heads** | **Client** |
| **Name** |  |  |  |
| **Department** |  |  |  |
| **Email ID** |  |  |  |
| **Contact No.** |  |  |  |
| **Address:** | Chitkara University | Chitkara University |  |

**External co-heads(if any):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bank Details for payment:**

|  |  |
| --- | --- |
| Mode of payment: Cheque/Draft/Online in favor of **Chitkara University** | |
| Account type: Current Account | Bank Name: UCO BANK |
| Account No.: 22870110012413 | IFSC: UCBA0002287 |
| Address: Vill. Jhansla, Tehsil Rajpura, Punjab | |

*The undersigned parties agrees to abide by the terms & conditions mentioned above and general conditions as attached overleaf with this agreement.*

|  |  |
| --- | --- |
| Signatures (Project head/co-head/s) | Signatures (Client) |
| Dated: | (With stamp) |
|  |  |
| Checked by  Coordinator  External Projects  Chitkara University, Punjab | Approved by  Manager  Consultancy Division  Chitkara University, Punjab |

**GENERAL CONDITIONS**

1 **Employer-employee relationship:** Execution of the work does not create any employer/employee relationship. Contractual partner shall be solely responsible the way the work is carried out. None of the contracting partners shall be responsible for any loss, accident, damages or injury suffered by any person whatsoever arising in or out of the execution of this work, including travel.

2 **Indemnification of the University:** University stands indemnified from any claims resulting from the project work done and attracting any liability between the contracting parties or with third party.

3 **Tax liabilities and deductions:** No tax to be deducted at source, as the work is of project-based nature for capacity building of faculty/students.

4 **Intellectual Property Rights:** All rights in the work including patents or copyright thereof, shall be vested with the sponsor. Name of project workers may be included in patents, in recognition of their contribution. Commercial rights will belong to sponsor as the applicant who will bear expenses.

5 **Publications:** University must seek consent of the sponsor in writing before publishing any work based on the sponsored project. This is to prevent any disclosure which can harm the commercial interests of the sponsor. Publications must acknowledge contributions of sponsor in-house personnel involved in project. University and Sponsor may mutually go for joint publications, as authors, for which ***“Authorship name sequence agreement for Publications”*** must be signed in advance between sponsor and university, before going ahead with the publication, to avoid any conflicts etc. relating to name sequence.

6 **Revisions of the work/use in manner other than envisaged:** Sponsor enjoys the full freedom (a) to revise the work after due consultation with project head if required for technical reasons to ensure success of the project (b) to use the work in a different way from that originally envisaged, as per feasibility.

7 **Use of University Logo on products which are the outcome of project work:** Not permitted under this agreement. Sponsors must apply for permission to Vice Chancellor, Chitkara University, Punjab and sign ‘***University Trademark Use Agreement’,*** for use of University name and logo on products which are the outcome of project work.

8 **Delay in completion of work:** In case of delay due to force majeure (circumstances beyond control), agreement may be mutually extended by signing on the original form, by both parties. Client can seek intervention of Vice Chancellor, Chitkara University, Punjab, for remedial measures, if any if not satisfied with project progress.

9 **Records and documentation:** Original agreement after signatures along with Annexure-1, must be deposited with Coordinator, External Projects, CURIN and photocopies retained by parties to the agreement.

10 **Project closing formalities:** Project completion form (C1 form) duly signed by both parties, to be deposited with Coordinator, External Projects, CURIN. Receipt of payment received under the project, signed by Vice Chancellor, Chitkara University, Punjab, to be given to client.

11 **Confidentiality:** Both parties mutually agree to protect as confidential and not to use any information shared under this agreement, in the negative interest of the other. Information shared orally and regarded as confidential must be reduced to writing within 2 weeks of sharing, duly marked as confidential and communicated to other party under receipt. Written information shared and regarded as confidential must be marked “CONFIDENTIAL” and transferred to other party under receipt. Same to be preserved in project record file to be maintained by Coordinator, External Projects, CURIN.

12 **Transferability:** This agreement is non-transferrable and cannot be transferred to third party.

13 **Dispute Resolution:** By arbitration under the ‘Arbitration & Conciliation Act, 1996’. Venue -University Campus. Language- English. Each party to nominate its own representative, who will then, will elect an umpire. Decision of umpire will be final and binding upon both parties. Proceedings to be completed within 30 days and cost to be shared equally between the parties.

|  |  |
| --- | --- |
| **(Signature, Project Head)** | **(Signature, Client)** |

**ANNEXURE-I**

1. Nature of the work to be executed under agreement:-

|  |  |
| --- | --- |
| Signature(Project head/co-head/s) | Signature(Client) |

**PROJECT PAYMENT FORM**

**FY- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **(i)** | **Name of Project head/s** |  |
| **(ii)** | **School/Department/Research Centre** |  |
| **(iii)** | **Duration** |  |
| **(iv)** | **Period** |  |
| **(v)** | **Wide agreement dated** |  |
| **(vi)** | **Project No.** |  |
| **(vii)** | **Total Consultancy Amount** |  |

The transaction details are as follows-

|  |  |  |
| --- | --- | --- |
| **Transaction ID** | **Dated** | **Amount (INR)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total** |  |

**Signature of Project Head/Date**

***I certify that the above payments have been made to Chitkara University for the partial/complete fulfilment of the project.***

**Signature of Client**

**PAYMENT SUMMARY SHEET (C1)**

**Project number:**

**Name of Project-head:**

|  |  |
| --- | --- |
| Starting of work (in dd/mm/yy format): | Ending of work (in dd/mm/yy format): |

**Total fees as mentioned in APW:**

**Amount received till date including this transaction:**

**Pending amount:**

**Remarks (if any):**

This is to verify that payment of INR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the project fee has been made with the details as

Online payment transection no./Cheque no.:\_\_\_\_\_\_\_\_\_\_\_\_

Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of project head

**ACCOUNT DETAILS OF PROJECT HEAD/S**

**Project number:**

**Title of the project:**

|  |  |
| --- | --- |
| Name of Project Head (as in bank account) |  |
| Account Number |  |
| Bank Name |  |
| IFSC Code |  |
| PAN Number |  |
| Adhaar Number |  |
| Email ID |  |
| Contact Number |  |

|  |  |
| --- | --- |
| Name of Project Head (as in bank account) |  |
| Account Number |  |
| Bank Name |  |
| IFSC Code |  |
| PAN Number |  |
| Adhaar Number |  |
| Email ID |  |
| Contact Number |  |

|  |  |
| --- | --- |
| Name of Project Head (as in bank account) |  |
| Account Number |  |
| Bank Name |  |
| IFSC Code |  |
| PAN Number |  |
| Adhaar Number |  |
| Email ID |  |
| Contact Number |  |

(Please add more tables if required)

**Signatures of all project heads:**

**SHARING OF REVENUE**

**Project number:**

**Title of the project:**

**Is TDS already deducted by client(Yes/No): \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If yes, mention the amount of TDS deducted (in INR): \_\_\_\_\_\_\_\_\_\_**

**Payout against amount credited to Chitkara Unversity (INR):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| S. No. | Project-head/co-head | Percentage share from total consultancy amount |
| 1 |  |  |
| 2 |  |  |
| 3 | Chitkara University | 10% |
|  | **Total** | **100%** |

(please add more rows if required after S. No.2)

(kindly mention the percentage share such that total percentage including Chitkara University is 100%)

**Signatures of all project heads:**

**EXPENDITURE TOWARDS CONSULTANCY WORK**

|  |  |
| --- | --- |
| **Project number:** |  |
| **Project name:** |  |
| **Project head:** |  |
| **Project amount:** |  |
| Below expenditure against amount received (INR): |  |
| Project status: | ☐Ongoing ☐ Completed |

**Details of expenditure borne by university:**

|  |  |  |  |
| --- | --- | --- | --- |
| S. no. | Expenditure head | Amount | Remarks |
| 1 | Duty leaves |  |  |
| 2 | Travel expenditure |  |  |
| 3 | Accommodation |  |  |
| 4 | Food arranged |  |  |
| 5 | Any other expenditure |  |  |

(Signature of Project Head/s) (Signature of Coordinator-OPFLC)

(Signature of Manager- Consultancy Division, Chitkara University, Punjab)

**PROJECT COMPLETION CERTIFICATE**

It is to certify that Project number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_titled is successfully completed by Project Head as per the terms and conditions laid down in the Agreement of Project Work. The work done is satisfactory and as per the requirements.

Thanks and regards

Signature

Client name:

Client address:

Email ID:

Mobile No.:

Dated:

**Template for Submission of Project Proposal(optional):**

1. Title of the project
2. Name of the Project head/co-heads:
3. Highlights about PI (DOB, DOJ Chitkara University, Qualifications, Previous work done, Awards, recognitions) (In max 500 words):
4. Collaborators (Industry, individual), if any:
5. Duration (can be anything from 6 months to 5 years):
6. Total Budget and the details (Can be anything from 50,000 to 1 Cr) (Capital, Consumables, Travel, Consultancy work outside, surveys, manpower):
7. Objectives (In bullets):
8. Novelty / Innovative elements of the project (max 500 words):
9. Details of prototype developed, patents filed, copyrights, initial work done (max 800 words):
10. Methodology (Process / milestones / Work packages / gantt chart / business plan / Time plan) (500 – 1000 words):
11. Outcome / deliverables and their expected outcome (max 500 words):
12. Target beneficiaries and benefit to the country (max 500 words):
13. Technical details, giving justification for the project, and underlying scientific basis and methodology (300 words):
14. Cost benefit analysis / cost – economic analysis report (300 words):
15. Role of collaborators in the project (200 words):