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AT 342127

**MEMORANDUM OF UNDERSTANDING / SERVICE AGREEMENT**

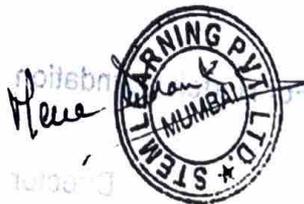
THIS AGREEMENT ('AGREEMENT') IS MADE ON THE DATE OF THE LAST SIGNATURE

BY AND BETWEEN

STEM LEARNING PVT. LTD., a company incorporated under Companies Act, and having its registered office at 12th Floor, Marathon ICON 1205, Marathon Nextgen Campus, Opp. G.K. Marg, Lower Parel(W), Mumbai- 400013, India, hereinafter referred to as "SERVICE PROVIDER / KNOWLEDGE PARTNER", which expression shall unless repugnant to the context shall mean and include its successors and permitted assigns of the ONE PART;

For Hartek Foundation

Director



AND

HARTEK FOUNDATION ("Registered as a section 8 company in 2021"), having its registered office at Hartek Towers, F 321, Industrial Area, Phase 8-B, Mohali - 160055, which expression shall, unless it is repugnant to the context or meaning thereof, shall mean and include its successors and permitted assigns) of the OTHER PART;

Service Provider and HARTEK FOUNDATION shall individually be referred to as 'Party' and collectively as 'Parties'.

WHEREAS:

1. Hartek Foundation is a *section 8 company, CSR arm of Hartek Group* listed company Premier Engineering, Procurement, and Construction (EPC) Company specializing in power systems, renewable energy & grid infrastructure and is engaged in various social welfare initiatives as a core belief and to create a positive impact on society. Hartek Foundation as part of its Corporate Social Responsibility (CSR) initiative undertakes many development and social welfare work which inter alia include creating better quality of life for vulnerable communities through health, education and employable skills projects in the communities in accordance with Section 135 and Schedule VII of the Companies Act, 2013.
2. SERVICE PROVIDER has represented to Hartek Foundation that they are in the business of providing quality education to children through basic concepts of STEM education and have the expertise, requisite trained and experienced resources, and relevant infrastructure and financial capacity to provide the Services under this Agreement.
3. SERVICE PROVIDER agrees to provide the Services to Hartek Foundation for a valuable consideration and Hartek Foundation agrees to receive the Services, both Parties having consented has agreed to terms and conditions of this Agreement and as appearing herein under:

NOW THEREFORE THIS AGREEMENT WITNESSETH AND BOTH PARTIES HERETO AGREE AS UNDER:

1. TERM OF THIS AGREEMENT

This Agreement shall be valid for a period effective from 29<sup>th</sup> Day of January, 2026, to 29<sup>th</sup> Day of January, 2027, unless terminated in accordance with the provisions of this Agreement.

2. SCOPE OF SERVICES

- 2.1 SERVICES: SERVICE PROVIDER shall be providing technical Partnership for establishing Mini Science Centre at ..... (School Details) targeting the students from standard 5 to 10, more fully detailed in ANNEXURE A to this Agreement (hereinafter "Services"). The objective of the project is to clear the basic understanding of Science & Math concepts to the students and also make them understand the application of science in day-to-day life by giving them a hands-on approach with the help of the science models.
- 2.2 SERVICE PROVIDER shall be responsible for the mobilization of candidates and for this purpose provide a Teacher's Training Program (TTP) for better mobilization of the students and will be monitoring the project for - 12 months viz. 29<sup>th</sup> Day of January, 2026 to 29<sup>th</sup> Day of January, 2027 to ensure proper utilization of the project and mobilization of the students.

For Hartek Foundation

  
Director



- 2.3 SERVICE PROVIDER shall provide the Services using its own staff/employees and shall not subcontract the work of providing the Services to a third Party without prior information and approval from **Hartek Foundation**.
- 2.4 SERVICE PROVIDER shall provide **HARTEK FOUNDATION** such other Services as required by **HARTEK FOUNDATION** from time to time and mutually agreed by the Parties to this Agreement by way of separate writings between the parties hereof
- 2.5 In performing the terms and conditions of this Agreement, SERVICE PROVIDER shall at all times be an Independent Contractor. This Agreement does not in any way create a relationship of principal and agent between **HARTEK FOUNDATION** and the SERVICE PROVIDER.
- 2.6 Advice and provide consultation services to **HARTEK FOUNDATION** regarding various safety and precautionary measures that may be required in relation to the devices, equipment, accessories, system etc. for which the Services are Provided.

### 3. COVENANTS OF SERVICE PROVIDER

#### SERVICE PROVIDER shall:

- 3.1 Provide the Service and as specified in **Annexure A** as and when required by **HARTEK FOUNDATION**. However, both Parties shall mutually discuss and agree upon any other days/hours of work on a case-to-case basis from time to time.
- 3.2 Solely responsible for any defect, damage, loss, etc. caused to **HARTEK FOUNDATION's** property including the devices, equipment's, accessories, systems, etc. in respect of which the Services shall be provided by SERVICE PROVIDER as a result of any acts, omissions, commissions, defaults, negligence's, etc. whatsoever on the part of SERVICE PROVIDER including of its employees/staff.
- 3.3 Repair and remove any defects and damage caused on account of normal wear and tear of devices, equipment, accessories, systems, etc. in respect of which the Services shall be provided.
- 3.4 Ensure that they have with them all the tools, parts, testing equipment, accessories, equipment's, accessories, systems, etc., well before actually providing the Services to **HARTEK FOUNDATION**. **HARTEK FOUNDATION** shall not be responsible in any manner to provide the same to SERVICE PROVIDER.
- 3.5 Be responsible for the safekeeping of its own tools, equipment's, testing equipment, systems, etc. brought in **HARTEK FOUNDATION's** offices/branches for the purpose of providing Services.
- 3.6 Provide **HARTEK FOUNDATION** a report relating to the work done and the Services provided.
- 3.7 The staff/employees of SERVICE PROVIDER involved in providing the Services to **HARTEK FOUNDATION** shall remain the employees of SERVICE PROVIDER and shall in no circumstances claim, represent or act as staff/employees of **HARTEK FOUNDATION**. As their employer, SERVICE PROVIDER shall be solely responsible for the payment of wages/salaries, and statutory benefits if any of its employees/staff are involved in providing the Services to **HARTEK FOUNDATION** at its offices/premises. Such staff/employees shall not be below the age of 18 years.
- 3.8 Ensure that while providing the Services the SERVICE PROVIDER and or its employees/staff providing the Services follow **HARTEK FOUNDATION's** code of conduct and safety policies

For Hartek Foundation  
  
 Director



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which shall be provided by HARTEK FOUNDATION from time to time. HARTEK FOUNDATION shall inform the SERVICE PROVIDER of any acts of misconduct by its staff/employees providing the Services immediately and discuss the action /steps to be taken. In the event of violation of the Code of Conduct such staff/employee, the same shall be intimated to the SERVICE PROVIDER through its designated person in charge for necessary action by the SERVICE PROVIDER.

- 3.9 HARTEK FOUNDATION, through its designated personnel, shall inform the designated person in charge of the SERVICE PROVIDER for withdrawal of any of its employee/staff providing the Services in case of theft, fraud, acts that constitute moral turpitude, etc., HARTEK FOUNDATION shall brief the Services Provider on the full details in such cases for the SERVICE PROVIDER to take appropriate action.
- 3.10 The SERVICE PROVIDER and or its employees/staff providing the Services to HARTEK FOUNDATION shall have no claims whatsoever against HARTEK FOUNDATION and should HARTEK FOUNDATION have to bear any cost due to the failure of the Services Provider to fulfil their obligations, the same shall be recovered from the amounts due to the SERVICE PROVIDER. The Services Provider shall obtain the necessary insurance policy to cover their employees/staff involved in providing the Services against injuries, death, and for any claims arising under the Workmen Compensation Act. The Service provider shall from time to time, keep the said policy renewed and furnish a copy to HARTEK FOUNDATION forthwith of the same been renewed.
- 3.11 Not sub-contract this Agreement or any part thereof to a third party without prior written permission from HARTEK FOUNDATION.
- 3.12 Only depute those of its employees/staff with the necessary skill, experience, training, etc. for providing Services to HARTEK FOUNDATION.
- 3.13 keep its employees/staff at HARTEK FOUNDATION'S offices/branches briefed on the work requirements of such employees/staff and ensure Services as defined in the Scope of Work.
- 3.14 Supervise and facilitate its employees/staff relating to the Services to be provided. HARTEK FOUNDATION on its part may decide to inspect the work done during and after the Services are provided.
- 3.15 Provide funds utilization certificate on completion of the project in line with CSR activities.
- 3.16 Notwithstanding the intent to cover four schools, Hartek reserves the absolute right to unilaterally terminate this MOU or discontinue the engagement for the remaining three schools, without any liability, penalty, or compensation to the Second Party, if the Pilot Project is found to be dissatisfactory in terms of quality, timelines, or adherence to agreed specifications, as determined in the sole discretion of Hartek. Such decision shall be communicated in writing within \_\_ days of completion of the Pilot Project
- 3.17 In case if School denied to continue the project then project will be implemented in another identified school this is valid for 1 year only from the date of mou signed.

For Hartek Foundation

Director



For Hartek Foundation

## A. Details of the proposed project

### 1. **Rationale:**

The education system in India is undergoing a transformational process with special emphasis on Science and Math's education. Science education in India is faced with various practical challenges today. The first and the most basic problem that has persisted and resisted solution since early education is our inability to ease the fear of difficult subjects such as science and math's and make them simple and fun to help retain the knowledge and strengthen the foundation of the child for future.

We aim to provide the Mini Science Centre – (MSC) that supports and encourages the students to develop aptitude & skills. Science activities are done to stimulate curiosity, provide practical opportunities to explore a concept in easy ways, and develop appropriate hands-on experience in understanding science and its concepts which is sadly absent today across all our education syllabus. More so with inadequate teaching staff in rural, municipal schools which are for underprivileged children adds to the existing challenge in the education system.

MSC will be a permanent and integral part of the school and academics right from its installation. The models designed for MSC forms the basis for effective education and a better understanding of the academic concepts and their practical applications. Principally these models are:

- For all students from standard 5 to 10.
- Active, interesting, and relevant to students.
- Reflect current research and practices that are curriculum based.
- Integrate skills from different subjects of Science and Mathematics and
- Incorporate teaching staff training in Science and Math teaching.
- Based on ongoing assessment of student needs and progress.

### 2. **Project Objectives:**

**Objective of the program is –**

- \* Aptitude of students for learning science and mathematics improved by creating child friendly eco system which is fun and enjoyable.
- \* Empowering teachers with easy teaching aids.
- \* Improve teaching pedagogy by use of models in conducting the science and math's class through better engagement of teachers in teaching.
- \* Aptitude foundation laid for Science and Math's educational consolidation.
- \* Easy to Set Up, Use & Maintain
- \* Digital Empowerment of Teachers
- \* Simple Hardware & Android Operating System
- \* Curriculum Aligned Digital Content in Local Languages
- \* Integrated Reporting & Central Monitoring for Impact Outcomes

**3. Methodology (Approach for Implementation- Elaborate on the specific activities that will be undertaken to achieve the project objectives.)**

#### **School Identification:**

**HARTEK FOUNDATION** will identify the school - in and around, Mohali (SAS Nagar), Punjab for the 4 Mini Science Centre with the following criteria.

- School should be from standard 5<sup>th</sup> to 10 and with CBSE affiliated education system and Hindi Language (Vernacular) as a medium of learning.
- Beneficiaries from school are from the underprivileged sector.
- Schools lacking basic science learning infrastructure.
- Schools with a minimum enrolment of 250 - 300 students.

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- Schools with a minimum space of 350 sq. ft. to establish the classroom
- Schools willing to maintain and ensure optimum utilization of the equipment given
- School undertakes the ownership of the Mini Science Centre, and has given necessary permissions on their school letterhead.

**Infrastructure Creation:** The knowledge partner will create the infrastructure in the school with a Wall-mounted tabletop 18mm particleboard (BSL) 104 running feet, clipping underneath, switches with tripper & wiring to place Mini Science Centre Models in the classroom which will be provided by the school.

**Mini Science Centre Installation:** Our knowledge partner will be establishing a Mini Science Centre in every school and that will include the following:

1. 80 Mini Science Centre Models.  
(Attached is the complete list of models in the annexure).
2. 80 User Manuals.
3. 37 Colourful Backdrops.
4. 1 Safety Manual & Teaching Manual.

**Teacher Training Program: First Teachers Training Program (TTP) -**

1. 1<sup>st</sup> Teachers training program is undertaken within 2-3 weeks from the installation.
2. Trainer's team to get in touch with the school authorities-Principal & Teachers then schedule the training date & venue.
3. 72 hours before the TTP, reconfirmation is taken from principal and teachers.

The training consists of the following:

- 1) Orientation of Models
- 2) Usage as per the concepts.
- 3) Mapped document of model with curriculum.
- 4) Establish topics and used as per the timetable
- 5) Explaining the follow up process for any queries through Phone calls and WhatsApp support group formation.
- 6) Updating the MSC Register, as the models are plug and play, it can be demonstrated in class for concept clarity.
- 7) Identify and prioritize issues to be dealt by teachers.
- 8) Set up goals for best practice documentation.
- 9) Inform about the Monitoring & Evaluation visit and process.

The documents supporting this activity are:

- a. Call sheet
- b. WhatsApp group snapshot.
- c. Goal set document for output.
- d. Teachers' attendance sheet of training.
- e. Pictures and Videos

All the above process is documented in the report titled "1<sup>st</sup> Teachers Training Report"

• **Monitoring & Evaluation:**

The process is elaborated below in the "Monitoring Mechanism".

**Annual Maintenance:** Knowledge Partner shall provide the maintenance and that will undertake the following:

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1. Repairing and Replacement of Mini Science Centre Model if required.
2. Re-clean the premises.
3. Oiling in all the Models
4. The free maintenance is for 1<sup>st</sup> year only, year 2 onwards will be charged.

• **Monitoring Mechanism**

Please define team responsible for monitoring, frequency, type of MIS to be maintained related to monitoring

By this, a thorough knowledge about various conditions, needs, and intervention for school is checked. It is generally conducted within 4-5 weeks of the 1<sup>st</sup> TTP.

Baseline questionnaires is prepared for students based on their curriculum taught as per their standard. Our team i.e. Project Implementation Associate visits and conducts the baseline survey on teachers and students both.

The M&E consists of collecting data on:

- No. of students per Class/division.
- Foundational skills for progressive improvement.
- Gender segregation.

The Principal and teachers questionnaire will be qualitative while for the students, it will be quantitative and qualitative with Focused Group Discussion (FGD).

The students' quantitative tools will include:

- 1) Fill in the blanks.
- 2) Match the columns.
- 3) Questions and 3 options.
- 4) Pictorial identifications of models.

The documents supporting this activity are:

- 1) Call sheet.
- 2) WhatsApp group snapshot.
- 3) Questionnaires
- 4) Notes of FDG.
- 5) Pictures and Videos (if possible).
- 6) Raw data in excel.
- 7) M&E Report

**2<sup>nd</sup> Monitoring & Evaluation Visit**

Generally conducted 6-8 weeks after the maintenance visit.

Qualitative: FGD and IDI (In-depth interview) lead questions will be framed for students on actual usage in class and MSC.

The same process is followed for 2<sup>nd</sup> M&E as explained in the 1<sup>st</sup> M&E visit.

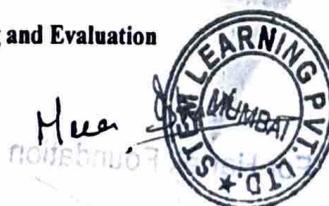
The 2<sup>nd</sup> M&E will be the 1<sup>st</sup> year baseline and based on the goal set, data will be captured in the 2<sup>nd</sup> set of questionnaires, which will be developed.

There port will be known as "2<sup>nd</sup> Monitoring & Evaluation Report (1st Years baseline)".

**Few Important points in relation to the Monitoring and Evaluation**

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The Snowball technique is selected to identify output, outcome & impact of the project. Four times in a year the data is collected by the M&E team through Focus Group Discussion & Interview Method. The data is recorded in excel sheet and is presented in tables, charts in descriptive format as per the requirement.

### Parameters checked during the M&E Process

M&E Parameters		
Sr. No.	Teachers Parameters	Students Parameters
1	Usage of the MSC in school	Students' awareness on MSC
2	Installation	Students visits in MSC & Handling the Models
3	Teacher training program Impact	Students able to explaining the models
4	Teachers Trained	Students Feedbacks
5	Need of additional training /Refresher Teacher training report	
6	WhatsApp activity Group	
7	Usage of Models (Taken in class/students MSC usage)	
8	Items provided by STEM	
9	School Maintained stock register	
10	MSC Neat & Clean	
11	MSC Registers Maintaining	

#### Methodology

- Research type: Primary Research.
- Frequency of data collection: 2 times in a year.
- Variables used: Teachers, location, students and standard etc. Sampling: Random sampling.
- Mode of data collection: Focus Group Discussion (FGD)/Questionnaire.

#### Outcomes/Result expected –

- Improvement of aptitude of the students in regard to science and mathematics
- Development of inquisitiveness, critical thinking, problem-solving skills, and creativity of students
- Enhancing the skills of teachers by training them to teach in a practical manner
- Improve teaching pedagogy by use of models in conducting the science and math's class through better engagement of teachers in teaching.

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- Strengthening of concepts of Science and Mathematics.

### Impact Assessment

- Monitoring Evaluation: Undertake M&E activities for baseline data. M&E team visit twice a year
- Reports to measure and encourage teachers for the maximum usage of MSC
- Closely evaluate the students to monitor their interest

b. Provide information in following table:

Particulars	Description	Indicators	Frequency to Monitor	Source of Information
<b>Activities</b>				
School identification & need assessment	Identify suitable government schools and assess the need for MSC installation.	- Number of schools identified and assessed.	Once during project initiation.	Need assessment reports, selection records.
MSC installation	Install 80 plug-and-play science and math models in identified schools.	- Number of MSC installations completed on schedule.	Once installation completed	Installation reports, photographs, feedback and acknowledgement letters from schools.
Baseline study	Conduct a baseline study on students' and teachers' understanding of science and math concepts.	- Baseline completed for X students and Y teachers in Z schools.	Once after installation.	Baseline study reports, teacher and student surveys.
Teacher training	Provide full day initial training to science and math teachers on utilizing MSC models effectively.	- Number of teachers trained.	Post-training after each session.	Training records, feedback form, attendance sheet
Refresher training	Conduct refresher training 4-5 months after installation to reinforce learning and check implementation status.	- Percentage of teachers attending refresher training.	Once, 4-5 months post-installation.	Refresher training attendance records, feedback from teachers.
Annual maintenance	Conduct maintenance visits to ensure all MSC models are in working condition.	- Percentage of schools with fully functioning models after maintenance.	Annual visit	Maintenance reports, feedback from schools
<b>Outputs</b>				
MSC models installed	80 models installed in each identified school to enhance hands-on science and math learning.	- Number of models installed in each school.	Post-installation.	Installation records, photographs.

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Teachers trained	Teachers trained on using MSC models to deliver practical lessons.	- Percentage of trained teachers demonstrating effective model usage.	After training and refresher training.	Training evaluations, classroom observations.
On-going teacher support	Continuous support provided via WhatsApp group for model utilization.	- Number of WhatsApp group interactions and queries resolved.	Monthly check-ins.	WhatsApp group activity logs, feedback from teachers.
Maintenance completed	All MSC models are in working condition through annual maintenance visits.	- Percentage of models functioning post-maintenance.	Annual maintenance.	Maintenance reports, feedback from schools.
<b>Impact</b>				
Improved student learning	Enhanced science and maths learning through practical engagement with MSC models.	- Percentage of students demonstrating improved science/math understanding.	Baseline and end-line studies.	Baseline and end-line study reports, teacher feedback, test scores.
Increased teacher effectiveness	Teachers effectively use MSC models to teach science and maths concepts in a hands-on manner.	- Percentage of teachers integrating models into lessons effectively.	Post-training evaluations	Photos and videos of model utilisation shared in WhatsApp group

c. Top five targeted project goals to be achieved in the current financial year:

Project Goals	Status at the start of project cycle	Targeted to be achieved at the end of project cycle
01-Improvement in student engagement in science	40% of students show active participation	70% of students actively engage in science and maths classes
02-Teacher capacity building on using MSC tools	No teachers trained in MSC usage	100% of science and maths teachers confidently using Mini Science Centre models
03-Increase in practical learning sessions	Students were not learning science and math in a practical manner	Teachers will conduct practical science and maths sessions using MSC models
04-Improvement in science grades among students	Average science scores are at 55%	Average science scores increase to 65%

For Hartek Foundation

  
Director

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#### 4. HARTEK FOUNDATION'S CONVENANTS

HARTEK FOUNDATION shall

4.1 immediately inform SERVICE PROVIDER if a Service-related requirement arises and SERVICE PROVIDER shall promptly provide the Services.

4.2 HARTEK FOUNDATION shall provide the SERVICE PROVIDER details of its designated personnel for the purpose of this Agreement from time to time.

#### 5. COMMON OBLIGATION OF PARTIES

5.1 Both Parties shall coordinate with each other for providing information, details, etc. required for the purpose of SERVICE PROVIDER to provide the Services under this Agreement.

5.2 Both Parties shall mutually discuss and agree the terms and conditions, considerations, etc. upon any further services required by HARTEK FOUNDATION from time to time.

5.3 Both Parties shall provide each other details of their authorized personnel who shall co-ordinate with each other for the purpose of this Agreement.

#### 6. CONSIDERATION

6.1 In consideration of the Services provided by Service Provider, HARTEK FOUNDATION shall make payment for the Services received at the rates given in Annexure- B, and applicable GST shall be paid extra by HARTEK FOUNDATION. The Service Provider shall raise invoice for the Services to be provided under this Agreement as per the consideration agreed herein. Upon receipt of the undisputed invoice, HARTEK FOUNDATION shall verify the amounts stated in the invoice and shall endeavour to pay amounts in the invoice within 7 / 15 days of the receipt of the invoice by way of cheque / NEFT/RTGS to the bank account of the Service Provider as communicated to the HARTEK FOUNDATION in the relevant invoice. All the payments by HARTEK FOUNDATION shall be subject to deduction of applicable taxes.

#### 7. DISPUTE RESOLUTION

Any dispute, controversy or claim arising out or relating to this agreement, or the breach, termination or invalidity thereof shall be settled by reference of dispute to Arbitration conducted in accordance with the Arbitration and Conciliation Act, 1996. The place of arbitration shall be Chandigarh. The language used in the arbitral proceedings shall be English.

#### 8. CONFIDENTIALITY

The Parties agree to maintain confidentiality and shall not disclose to any third party, any confidential information related to the governance, financial management, business or programmes under Service Agreement, without seeking prior consent of the other party to this Agreement. However, this restriction shall not apply where the information is required under a legal obligation to any Court or to a Government authority. Further parties agree to restrict access to such

For Hartek Foundation,

  
Director



Confidential Information to such of its employees who have a need to know it to effectuate its rights and obligations under this Agreement.

#### 9. FORCE MAJEURE PROVISION

None of the parties shall be responsible for delay or failure to perform any part of this Service Agreement when caused by events or circumstances outside the control of each party, including but not limited to acts of God, fire, flood, war, sabotage, terrorism, embargo, civil commotion, acts or omissions by a government entity, power or communication failures not caused by the parties. No party shall be deemed in violation of this Service Agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemies, accidents, fires, explosions, acts of God including, without limitation earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse.

#### 10. TERMINATION

HARTEK FOUNDATION may terminate this agreement after giving the due notice of 30 days to Service Provider in case of the following:

In the event of violation of any of the provisions specified in various clauses of this Agreement that lead to a conflict which may affect the objectives of the programme, at any time of this Agreement period.

The Service Provider to ensure completion of the assigned activities as HARTEK FOUNDATION is taking services from the Service Provider towards compliance of CSR activities in accordance with Section 135 and Schedule VII of the Companies Act, 2013 and is required by law to get completion certificate for the payment made to the Service Provider.

If the Service Provider is unable to comply with the obligations of the agreement, they are entitled to make the payment of the remaining amount which remains unspent and or spent amount, to provide certificate / proof / receipts to enable HARTEK FOUNDATION to comply with the CSR requirements.

#### 11. STATUTORY COMPLIANCE

Service Provider shall be solely liable for all statutory compliance for applicable laws of land in respect of the project and hereby indemnifies HARTEK FOUNDATION for all non-compliances thereof, if any.

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For Hartek Foundation

A handwritten signature in blue ink, appearing to be "A. S. ...", written over a blue rectangular stamp.

Director

IN WITNESS OF THE ABOVE the authorised representatives of the Parties have signed and dated this Agreement as follows:

Signed and duly authorized for and on behalf of HARTEK FOUNDATION:

Signature: \_\_\_\_\_  
Name: Harkirat Kaur  
Designation: Director - CEO  
Date: \_\_\_\_\_

For Hartek Foundation  
Director

Witness: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_

Signed and duly authorised for and on behalf of STEM LEARNING PVT. LTD.:

Signature: Heena  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_



For Hartek Foundation  
Witness: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_

**ANNEXURE A**  
**SERVICES**

<b>MINI SCIENCE CENTRE</b>		
<b>Sl. No</b>	<b>Component</b>	<b>STEM Learning</b>
1	<b>Mini Science Center</b>	80 models + 80 users Placard + 37 colourful backgrounds + 1 Safety Placard + 1 Teacher's Manual + 1 Gate Banner. Includes installation and delivery
2	<b>Infrastructure</b>	Infrastructure for the science centre will be set up by STEM
3	<b>Support</b>	Train existing science and computer teachers
4	<b>Admin and Management</b>	Service Provider
5	<b>Training - Science Centre</b>	2 Trainings - fresher and refresher at each location
6	<b>Monitoring and Evaluation</b>	2 visits - baseline and endline + online support throughout the year and even after project completion
7	<b>Annual Maintenance</b>	From second year (optional)

**DELIVERY/ COMPLETION TIME:**

1. The infrastructure will reach the location within 30 days from the signing of the Agreement.
2. Models will be delivered within 10 days from completion of the infrastructure setting.
3. Teacher's training will be done within 14 days after the entire setup of infrastructure & Models.

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## TIMELINE OF THE PROJECT

Mini Science Centre												
Activities	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
MOU												
Mini Science Centre School Identification												
Need Assessment												
Mini Science Centre Installation												
Mini Science Centre Awareness												
Program Offerings Orientation												
Fresh Teacher Training Program (FTTP) Cluster												
MSC Utilization/ Best Practice												
MSC Maintenance												
Refresh Training Program (RTTP) Cluster												
M&E												

### • Project Sustainability:

The Mini Science Centre is sustainable project which is robust and dynamic due to design planning with teacher as the back bone of deliverance and by ensuring regular teachers training program, strengthening the same with supportive learning tool by way of videos of models as well strong M&E.

#### 1. PROGRAMMATIC SUSTAINABILITY:

The programmatic sustainability is achieved by undertaking the following actions:

- MSC is replicable and scalable program.
- Zero Operation Cost.
- MSC the very basic requirement of the schools to support its existing syllabus.
- A vibrant network of Peer lead teachers will be available for sustainability.



## 2. FINANCIAL SUSTAINABILITY:

With no infrastructure set up cost post 1<sup>st</sup> year, if needed Training + M&E and annual maintenance cost support can be provided on request for year two onwards for basic support of the Program. The same will be discussed and agreed upon in writing by both the parties by extension of this agreement or by executing a separate agreement.

We ensure programmatic sustainability from day 1 as the Mini Science Centre is part of the school from day 1- and the infrastructure is owned by the school, as MSC is within the school premises and has 24X7 access to teachers and students to visit and use the models for better learning, the students can also do self-learning by way of viewing the posters and placards that are in Hindi, Punjabi & English language learning is a continuous ongoing process with the MSC and the school's encouragement to student to visit/utilize the models enhances their aptitude to learning.

School Principal and teachers play an integral part in ensuring sustainability which we oversee during the Teachers Training and M&E activities. The trainer to create a whatsapp group and keeps providing specially designed videos to teachers for better clarity, all this propels the program towards sustainability.

The program sustainability success is by ensuring timely activity intervention which will provide confidence to the donor to scale up the program to add more schools to the ongoing program, the existing teachers become our Peer lead trainers who are supported by our Trainers, the student's aptitude change encourages other school students to be better at studies as an inherent healthy competitive environment is created.

3<sup>rd</sup> year we would have in place peer lead teachers to train others as well as some of the students can be mentors to other students from the lower class leading to student led peer mentorship.

STEM Learning provide Refresher Teacher's Training Programme (RTTP) in case new teacher is assigned in the school.

Our program is designed by having a clear exit strategy in mind & thus our emphasis is to have a proper handholding & capacity building of teachers to use teaching aids.

Mini Science Centre enhances the very basic requirement of the schools to support its existing syllabus. Pedagogy transformation is achieved by shifting from the chalk & board teaching to hands on teaching with teaching aids.

There is no separate operating cost involved thus the ownership transfer is achieved to the full extent Since the students & teachers have adopted & adapted to these new learning & teaching techniques in which their basic fundamentals are clear. Thus, there is a natural tendency to take ownership & belongingness for the program.

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**ANNEXURE- B  
FINANCIAL STRUCTURE**

**FROM STEM**

<b>BUDGET: Validity for 60 days from submission</b>					
<b>SR. NO.</b>	<b>ITEM</b>	<b>DESCRIPTION</b>	<b>1 SCHOOL COST</b>	<b>NOS OF SCHOOLS</b>	<b>TOTAL COST</b>
1	MINI SCIENCE CENTRE	80 MODELS + 80 USERS PLACARD + 37 COLOURFUL BACKGROUNDS + 1 SAFETY PLACARD + 1 TEACHERS MANUAL INCLUDES INSTALLATION, DELIVERY & 1st YEARS MAINTENANCE	317,119	4	1,268,476
2	TRAINING OF TEACHERS (TTP)	TEACHERS TRAINING PROGRAMME -2 (FRESHER TEACHERS TRAINING PROGRAMME - FTTP & REFRESHERS TEACHERS TRAINING PROGRAMME - RTTP)	40,000	4	160,000
3	MONITORING & EVALUATION	TOTAL - (2 VISITS IN INDIVIDUAL SCHOOLS TO CONDUCT BASELINE & ENDLINE SURVEY)	40,000	4	160,000
4	ANNUAL MAINTENANCE CONTRACT	CLEANING SERVICING & IF REPLACEMENT (if any)	40,000	4	0
5	INFRASTRUCTURE	SET UP OF PLATFORMS & ELECTRIC CONNECTIONS & WHITE WASH	55,000	4	220,000
<b>SUB-TOTAL(1+2+3+5)</b>			<b>452,119</b>	<b>4</b>	<b>1,808,476</b>
<b>GST @18%</b>			<b>81381.4</b>	<b>4</b>	<b>325,526</b>
<b>GRAND TOTAL</b>			<b>533,500</b>	<b>4</b>	<b>2,134,002</b>

**INR Twenty One Lakh Thirty Four Thousand and Two Rupees Only (inclusive of GST)**



**PAYMENT TERMS:**

1. 50% of total order value will be paid in advance Within 7 days of signing of Mou. raising of bill by the SERVICE PROVIDER. The payment is subject to applicable TDS.

2. And 50% of Total order value will be paid after successful Installation by Stem Learning .

It is further clarified that payments shall be made on a pro-rata basis, corresponding to the number of schools in which installation has been completed. Accordingly, if installation is completed in one (1) school during the month of February 2026, payment shall be released only in respect of such completed installation.

*Have*

