



सत्यमेव जयते

INDIA NON JUDICIAL

Government of Meghalaya

₹100

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IN-ML01500027190978V

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05-Sep-2023 03:44 PM

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Unique Doc. Reference

SUBIN-MLMLSHIMP1702628053949336V

Purchased by

FOUNDATION FOR INTEGRATED SUPPORT AND SOLUTION

Description of Document

Article 5 Agreement or Memorandum of an Agreement

Property Description

NA

Consideration Price (Rs.)

0
(Zero)

First Party

FOUNDATION FOR INTEGRATED SUPPORT AND SOLUTION

Second Party

NORTH EASTERN ELECTRIC POWER CORPORATION LTD

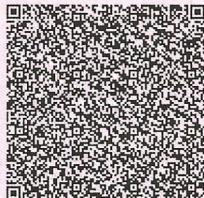
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Stamp Duty Amount(Rs.)

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(One Hundred only)

₹100



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IN-ML01500027190978V

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING (MOU) is made onday of October, 2023 between Foundation for Integrated Support and Solution(FISS) registered under the Section 8 of the Companies Act 2013 vide Corporate Identity Number U74999AS2016NPL017565, having its registered office at HN-25, Manikanchan Bhawan, Mother Teresa Road, Guwahati-781021(Assam)hereinafter called as “FISS” or the “FIRST PARTY” (which expression shall unless excluded by or repugnant to the context means and includes their respective executors, administrators, representatives and assigns) of ONE PART.

IE 0017267197

मा. मानविक (एस) से पूछ आए
Dy. General Manager (HR) CSR
Foundation for Integrated Support and Solution
Guwahati
Assam
India



AND

North Eastern Electric Power Corporation Ltd, having its registered office at Brookland Compound Lower New Colony, East Khasi Hills District, Meghalaya, Shillong -793003 hereinafter called as "**NEEPCO**" or the "**SECOND PARTY**" (which expressions shall unless excluded by or repugnant to the context mean and include its successors and assigns) of the **OTHER PART**.

WHEREAS "FISS", incorporated under Companies Act 2013, (herein called "**FIRST PARTY**"), working in the sectors of education and other SDG aligned sectors

AND WHEREAS NEEPCO is one of the leading Public Sector Enterprise of Government of India under the Ministry of Power and is keen to support "Installation of Mini Science Centre in 2 Govt. schools in East Khasi Hills District in Meghalaya" (hereinafter referred to "**the project**")

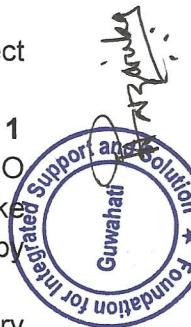
1. Scope – NEEPCO will release grant for the project of "Installation of Mini Science Centre in 2 Govt. schools in East Khasi Hills District in Meghalaya" which aims for ensuring installation of Mini Science Centre to be started from the date of signing the MoU. The project period will be effective up to 1(One) Year from the date of MoU. Total cost to be granted by NEEPCO will not exceed Rs. 10,66,600.00 (Rupees Ten Lakhs Sixty-Six Thousand Six Hundred Only).
- 2.1 This MOU/ Agreement shall be in full force and effective from the date of signing the MoU and will remain in effect unless terminated by either Party in accordance with the Clauses 2.2, 7, 8.5 and 10 in MoU.
- 2.2 Either Party may terminate this MOU/ Agreement by giving the other Party thirty (30) days prior written notice. However, Termination of this MOU/ Agreement, howsoever caused or occurring shall be without prejudice to any rights or remedies that may have accrued to either Party prior to the date of such termination, and any provisions of the MOU/ Agreement necessary for the exercise of such accrued rights or remedies shall survive expiry or termination of the MOU/ Agreement to the extent so required.

3. RIGHT AND OBLIGATIONS OF FIRST PARTY

- 3.1 FIRST PARTY will endeavor to achieve deliverables at the end of the total project period of 3(three) months.
- 3.2 The project objective, methodology, deliverables of projects, etc. are per **Annexure 1**
- 3.3 FIRST PARTY will ensure it will not take support from anyone other than NEEPCO for the project supported by NEEPCO. If the need arises, FIRST PARTY will take consent from NEEPCO before taking support from third party for project supported by NEEPCO.
- 3.4 FIRST PARTY will ensure compliance with all guidelines/rules/laws of statutory authority.

उमा प्रसाद चौधरी (मास) से एस आर
Dy. General Manager (HR) CSR
कार्यालय नियन्त्रण एवं समर्पण आर का कार्यालय
0/0 The Executive Director (C) CSR
नीपुण लिंग, याताय-5

[Signature]



3.5 FIRST PARTY will maintain separate bank account for this project. All expenses need to be accounted as per line-items mentioned in approved budget. Approved budget is as per **Annexure 2**.

3.6 FIRST PARTY has to submit regular reports as per payment schedule & funds utilization certificate as per payment Schedule as **Annexure 3**.

3.7 FIRST PARTY shall utilize the amount solely for the implementation of this Project and FIRST PARTY shall not utilize the Grant Amount received from NEEPCO for any other purpose than mentioned in project

3.8 FIRST PARTY will give applicable tax benefit receipts (80G or any other) if applicable to NEEPCO for each payment. FIRST PARTY will pass on any other tax benefits as per Income Tax act provisions applicable at that time.

3.9 The FIRST PARTY will endeavor to ensure visibility for NEEPCO in an appropriate manner along with NEEPCO Logo as attached in **Annexure 4**.

3.10 The FIRST PARTY will submit Fund Request Letter and Utilization Certificate as per formats attached in **Annexure 5**.

3.11 FIRST PARTY need to return unspent balance or balance due as per the utilization certificate submitted to NEEPCO.

4. RIGHTS AND OBLIGATIONS OF THE NEEPCO

4.1 NEEPCO will release the Grant Amount as per the Payment Schedule and the scope of work.

4.2 NEEPCO officer /representative can make joint visit with FIRST PARTY representatives to monitor the progress of project.

4.3 NEEPCO officer/representative may do surprise visits to the project without prior intimation.

4.4 NEEPCO shall not be responsible or shall not provide additional funds in respect of work done or undertaken outside the scope of this Project.

4.5 If expenses accounted are in excess of line-item budget, NEEPCO will have the right of deductions in the payment release for an excess amount spent over the line item budget.

4.6 NEEPCO shall have the right to withhold payments or instalments of the Grant Amount and/or terminate this Memorandum of Understanding by way of giving 30 days' written notice

4.7 NEEPCO reserves right to extend the time of project on formal request by FIRST PARTY

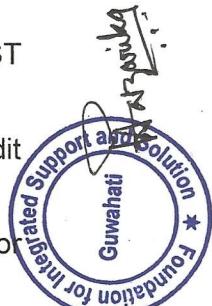
4.8 NEEPCO can appoint third party with prior intimation to the FIRST PARTY for Audit of the project or impact study or any other such purpose

4.9 NEEPCO might ask the copies of documents/bills/vouchers/etc. for project for verification purpose

4.10 NEEPCO can adjust the interest amount earned on NEEPCO funds by deducting it from subsequent release of payments or by any suitable way

मेरा योग्यताकारी (मास) सी एचआर
Dy. General Manager (HR) CSR
कार्यालय नियमित तारीख सु आ का कार्यालय
O/o The Executive Director (C) CSR
नीरपोली लि., गुवाहाटी-5
NEEPCO Ltd., Guwahati-5

MD



5. INDEMNITY

FIRST PARTY agrees to indemnify and hold harmless and defend NEEPCO from and against any and all claims, liabilities, judgments, fines, penalties, costs or demands arising from or in connection with the performance or non-performance of its obligations or the exercise of its rights under this MOU/Agreement.

6. GOVERNING LAW

This MOU/Agreement shall be construed by and governed in accordance with the laws of India.

7. Dispute Resolution / ARBITRATION

7.1. Negotiation and Conciliation:

The Parties shall endeavor to settle any dispute, difference, claim, counterclaim, question or controversy between the Parties arising out of, in connection with or in relation to this Agreement ("Dispute") amicably between themselves, through negotiation. In case the dispute is not resolved within a period of 30 days from the date when it was first referred to, then such dispute shall be referred to Arbitration herein provided.

7.2 Reference to Arbitration:

"Any dispute or difference whatsoever arising out of or in connection with this Agreement including any question regarding its existence, validity, construction, interpretation, application, meaning, scope, operation or effect of this contract or termination thereof shall be referred to and finally resolved through arbitration as per the procedure mentioned herein below:

- (a) The dispute or difference shall, in any event, be referred only to a Sole Arbitrator
- (b) The appointment and arbitration proceedings shall be conducted in accordance with SCOPE forum of Arbitration Rules for the time being in force or as amended from time to time
- (c) The Seat of arbitration shall be at Guwahati.
- (d) The proceedings shall be conducted in English language
- (e) The cost of the proceedings shall be equally borne by the parties, unless otherwise directed by the Sole Arbitrator"

8. FORCE MAJEURE

- 8.1 None of the Parties shall be liable or responsible for any failure to perform or delay in performance of their respective obligations under this MOU/Agreement, if such, failure or

द्वा. यशस्वी योग (यारी की एसआर
Dy. General Manager (HR) CSR
विभाग नियन्त्रक नियम समीक्षा एवं कार्यालय
O/o The Executive Director (C) CSR
प्रियांका द्वारा





delay is attributable to or arises out of any Force Majeure event, provided that notice of occurrence of any Force Majeure event is given by the party claiming Force Majeure to the other party within a period of two days of such occurrence and such notice includes reasonably satisfactory evidence of the Force Majeure event and the obligation/s, the performance of which could be delayed or prevented thereby.

8.2 To the extent that the event is not within the reasonable control of the party whose performance under this Agreement is affected thereby, the term "Force Majeure" as used in this MOU/Agreement shall mean and include any of the following events: War, hostilities, acts of the public enemy or belligerents, sabotage, blockage, revolution, insurrection, riot, or disorder; expropriation, requisition, confiscation or nationalization; act of God; fire, frost, earthquake, storm, lightning, or to government taking over whether or not by formal requisition; epidemic, quarantine, strikes or combination of workmen, lockouts or other labor disturbances; explosion, accidents by fire or otherwise to plants; storage facilities, installations, machinery, or to transportation, change in law or regulation which adversely affect the interest of parties or distribution facilities or equipment, order or directions of the courts/government/statutory authorities etc.

8.3 The Parties shall exercise reasonable diligence to resume normal performance of this MOU/Agreement after the occurrence of an event of Force Majeure. Prior to resumption of normal performance, the Parties shall continue to perform their obligations under this Agreement to the extent not prevented by such event of Force Majeure.

8.4 For all matters affected by an event of Force Majeure, the Parties shall consult with a view to ending the Force Majeure and to mitigating the effects thereof during the period of Force Majeure.

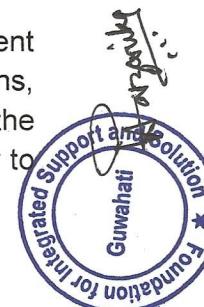
8.5 In the event the Parties do not reach an agreement on either the manner in which the effects of an event of Force Majeure can be mitigated or on arranging substituted performance of all obligations delayed or prevented by such event of Force Majeure within thirty(30) days of date of notice of Force Majeure first given pursuant to Clause 8.1, either Party shall have the right to terminate the affected MOU/Agreement without liability to the other Party by giving written notice of termination to the other Party. Termination under this Clause shall not affect any rights or obligations which may have accrued prior to termination.

9. CORRUPT PRACTICES

Each Party warrant and undertake to the other that in connection with this MOU/Agreement and the performance thereof, they will each respectively comply with all laws, regulations, rules and requirements relating to anti-bribery or anti-money laundering applicable on the parties and that they shall each respectively take no action which would subject the other to fines or penalties under such laws, regulations, rules or requirements.

অসম প্রকল্প প্রতিষ্ঠান পর্যবেক্ষণ ও পরিবাস আৰু
Dy. General Manager (HR) CSR
সমৰক প্ৰকল্প প্রতিষ্ঠান পৰ্যবেক্ষণ ও পৰিবাস
O/o The Executive Director (C) CSR
সমৰক প্ৰকল্প
প্ৰতিষ্ঠান

MD



10. EVENT OF DEFAULT AND SUBSEQUENT TERMINATION

10.1 In relation to either Party, each of the following shall constitute an event of default ("Event of Default"):

- (a) A Party fails to perform or comply with any other material obligation contained in the MOU/Agreement and such failure continues un-remedied for a period of thirty (30) Business Days following receipt of written notice of such default from the other Party;
- (b) A Party shall be the subject of an Insolvency Event;
- (c) Any representation or warranty made by a Party under the MOU/Agreement shall prove to be untrue when made, in any material respect.
- (d) Any step is taken by any Competent Authority with a view to the seizure, compulsory Acquisition or expropriation of all or substantially all of the assets of a Party, provided that an Event of Default shall not occur where such Party is contesting such action in good faith by appropriate means, unless and until such time as there is a material risk of all or substantially all of such Party's assets being so seized, compulsorily acquired or expropriated.

10.2 Effect of an Event of Default

- (a) Occurrence of an Event of Default in relation to a Party shall cause such Party to be a defaulting Party ("Defaulting Party").
- (b) Without prejudice to the rights of the Parties pursuant to the MOU/Agreement, on and at any time after the occurrence of an Event of Default, the non-Defaulting Party may, while such

Event of Default subsists, by giving written notice to the Defaulting Party suspend performance of its obligations under this MOU/Agreement.

If such Event of Default is remedied thereafter, prior to the exercise of rights under Clause 10.3, the suspension notice served under this Clause 10.2 shall be revoked by the non-Defaulting Party by giving written notice thereof to the Defaulting Party. The non-Defaulting Party shall give such notice promptly upon such Event of Default being remedied.

- (c) In the event of any default, breach or negligence by either Party in relation to the performance or non-performance of their respective obligations under an Agreement, the other Party shall endeavor to promptly mitigate the Losses resulting from the default, breach or negligence.

10.3 Termination on Default

On the occurrence of an Event of Default the non-Defaulting Party may terminate the MOU/Agreement by giving thirty (30) days' notice to the Defaulting Party. Unless the circumstances constituting the Event of Default have been fully remedied or ceased to apply before the end of the thirty (30) day notice period, the MOU/Agreement shall terminate.

उमा प्रवालेश्वर (मास्टर) सी एस आर
General Manager (HR) CSR
O/o The Executive Director (C) CSR
Trained for Trainee 5



10.4 Survival of Provisions

Termination under this Clause 10 shall not affect any rights or obligations which may have accrued prior to termination.

11. NOTICES

All notices, requests, statements shall be sent to the addresses specified in-

For NEEPCO – Senior Manager(CSR), CSR Wing, NEEPCO, Brookland Compound, Lower New Colony, Shillongi-793003.

For FISS—Mr. Pradip Hazarika, Director, Foundation for Integrated Support and Solution.

Unless expressly provided otherwise, notices shall be in writing and delivered by courier, facsimile or e-mail. Notice by facsimile, e-mail or hand delivery shall be deemed to have been received by the close of the Business Day on which it was transmitted (in the case of a facsimile or e-mail) or hand delivered (unless transmitted or hand delivered after the close of the Business Day, in which case it shall be deemed received at the close of the next Business Day). Notice by courier shall be deemed to have been received four (4) Business Days after it was sent. A Party may change its address by providing written notice thereof to the other Party.

12. ENTIRE AGREEMENT; AMENDMENTS

This MOU/Agreement, constitute the entire agreement between the Parties relating to the subject matter contemplated by this MOU/Agreement and supersedes any prior or contemporaneous agreements or representations affecting the same subject matter. No amendment, modification or change to this MOU/Agreement shall be enforceable unless reduced to writing and agreed to by both the Parties.

13. NON-WAIVER; DUTY TO MITIGATE; NO PARTNERSHIP OR THIRD-PARTY BENEFICIARIES

No waiver by any Party of any of its rights with respect to the other Party or with respect to any matter or default arising in connection with the MOU/Agreement shall be construed as a waiver of any subsequent right, matter or default whether of a like kind or different nature. Any waiver shall be in writing signed by the waiving Party. Nothing contained in this MOU/Agreement shall be construed to constitute a Party as the employee, agent, partner, joint venturer or contractor of the other Party. This MOU/Agreement are made and entered into for the sole protection and legal benefit of the Parties and no other Person shall be a direct or indirect legal beneficiary of or have any direct or indirect cause of action or claim in connection with, MOU/Agreement. The Parties do not intend any term of this MOU/Agreement to be enforceable under the English Contract (Rights of Third Parties) Act of 1999 by any Person that is not a Party to this MOU/Agreement.

प्रदीप हाजारिका (मासे) से एस आर
फाउंडेशन फारमिलेटेड नियोगी एवं आर की कार्यालय
O/o The Executive Director (C) CSR
प्रदीप हाजारिका द्वारा



14. ASSIGNMENT

This MOU/Agreement shall inure to the benefit of and be binding upon the Parties and their successors and permitted assigns. Neither Party shall assign or novate this MOU/Agreement or any of its rights or obligations hereunder without the prior written consent of the other Party.

15. WARRANTY

Each party represents and warrants (i) that such party is duly organized, validly existing and in good standing under the laws of its jurisdiction of incorporation; (ii) that such party has the legal right and authority to enter into and perform its obligations under this Agreement; (iii) that, to the best of its knowledge, the execution and performance of this Agreement will not conflict with or violate any provision of any law having applicability to such party; and (iv) that this Agreement, when executed and delivered, will constitute a valid and binding obligation of such party and will be enforceable against such party in accordance with its terms.

16. Intellectual Property Rights.

FIRST PARTY must use, or permit the use of, any Intellectual Property of the Corporation, including but not limited to Copyright, Trademarks, Trade Names, Patent, Designs etc. only in accordance with the terms and conditions of this MOU/Agreement.

If such a right is conferred on FIRST PARTY to use any Intellectual Property of the Corporation:

- Such right conferred merely constitutes a limited license to use such Intellectual Property for the purposes of, and in accordance with the terms and conditions of this MOU/Agreement.
- Such right is non-exclusive and non-assignable.

उ. मानवसंकरण (स्थान) से प्रस्तुत
Dy. General Manager (HR) CSR
कार्यालय नियन्त्रण विभाग में आ कार्यालय
O/o The Executive Director (C) CSR
नीलपक्ष लि., गुवाहाटी-5
NEEDCO । । ।

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This agreement will be effective till 12(Twelve) months from the date of signing the MoU until otherwise terminated as per clauses mentioned above. However, Second Party reserves the right to extend the MOU by 3(Three) month on formal request of First party with reasons.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU/Agreement to be executed on the day and year written above.

For North Eastern Electric Power Corp.

(Abhishek Kumar)
Authorized Signatory
उप. महाप्रबंधक (मा.सं) सौ. एम आर
Dy. General Manager (HR) CSR
कार्यपालक निदेशक (मी) सौ. एम आर का कार्यालय
O/o The Executive Director (C) CSR
नीपको लि., गुवाहाटी-5

In the presence of NEEPCO Ltd., Guwahati-5

1. उप. महाप्रबंधक (मा.सं) सौ. एम आर
Dy. General Manager (HR) CSR
कार्यपालक निदेशक (मी) सौ. एम आर का कार्यालय
O/o The Executive Director (C) CSR
नीपको लि., गुवाहाटी-5
NEEPCO Ltd., Guwahati-5

2.
(Biswajit Chakrabarty)

For FISS

Pradip Hazarika
Director
Authorized Signatory



In the presence of

1. Anisha Phukan, Strategic Lead-WCD
2. Nikhil Hazarika - Admin Executive

Hazarika

Annexure 1

Scope of Work (This may contain what is proposed, objectives, methodology, outcomes, etc)

Foundation for Integrated Support and Solution has submitted a proposal requesting for CSR fund for providing Mini Science centres in 2 Govt. schools at East Khasi Hills, Meghalaya. "STEM Learning" will be the implementation partner of FISS. Copy of the proposal vide ref. nil dated 15th June, 2022.

Office of the State Education Mission Authority(SEMA), Meghalaya has accepted the request of FISS to carry out installation of Mini Science Centre in 5 Government schools in East Khasi Hills District, Meghalaya vide letter dated 20th May, 2022.

Out of the above 5 schools, the said Project will be carried out in 2 schools as mentioned in letter dated 15th June, 2022 of FISS. The number of schools have been revised from 5 to 2 in the final proposal submitted by the NGO in view of the CSR budget recommended by NEEPCO.

Detailed location of the proposed project with location and beneficiary details in the schools based on letters from FISS is given below:

SI No	School Name	Address	Type of School	No of students	Classes from	Room Availability
1	Mawsynram Govt Secondary School (UDISE:17060503401)	Mawsynram, Dongneng	Govt School	85	5-10	Yes
2	Raid Shabong Border Area Govt Sec School (UDISE:17060702904)	Urksew, Pynursla	Govt School	257	5-10	Yes

The Objective of the Project:

- Setting up Mini Science centre to clear fundamental concepts of science and mathematics
- Igniting interest in students of Std. 5th to Std. 10th about STEM education
- Developing curiosity and inquisitiveness among the students
- Providing application-based teaching for Science & Mathematics
- Encouraging students for innovation
- To help development of scientific temperament amongst children and a better future generation etc.

1. Impact assessment mechanism:

- Undertake Monitoring & Evaluation activities for baseline data. Monitoring & Execution team will visit twice a year to all ~~two~~ schools.
- Report to measure and encourage teachers for the maximum usage of Mini Science Centre.
- Closely evaluate the students to monitor the interest.



डॉ. महाप्रबंधक (मानो) सी.एस.आर
Dy. General Manager (HR) CSR
कार्यपालक निदेशक (मानो) सी.एस.आर. का. द्वारा
O/o The Executive Director (C) CSR
गोपनीय लि., गुवाहाटी-5
गोपनीय लि., गुवाहाटी-5

Monitoring and Reporting Mechanism:

- a) The project will be monitored by NEEPCO, through the CSR team at Shillong.
- b) Overall project on the ground will be monitored and supervised by FISS. "STEM Learning" will be the implementation partner of FISS.
- c) FISS will submit the progress/completion reports to NEEPCO with the specific details of facility provided to students and teachers at the respective schools.
- d) Visits may be undertaken by NEEPCO Officer/s for value addition /Inspection of works being executed.
- e) The Monitoring & evaluation process shall be conducted by the M&E Team of the NGO as per details mentioned in proposal
- f) The Ownership and liability of Mini Science Centre will be handed over to 2 schools' authorities and a letter from schools of successfully implementation and usage of Mini Science Centre would be submitted to NEEPCO by FISS.

Benefits expected from the project:

- a) Around 350+ students and teachers will be benefited by this project in learning and teaching.
- b) Improvement of aptitude of the students in regards of science and mathematics
- c) Development of inquisitiveness, critical thinking, problem solving skills and creativity of students
- d) Enhancing the skills of teachers by training them to teach in a practical manner
- e) Improve teaching pedagogy by use of models in conducting the science and maths classes through better engagement of teachers in teaching.
- f) Strengthening of concepts of Science and Mathematics.
- g) Teachers will be encouraged and motivated in more engagement in teaching.

Completion (Period) of the Project:

The project will be completed within 12(Twelve) months from the date of signing of MoU.

Sustainability plan of the proposed project:

Maintenance of the project will be free for 1st year and 2nd year onwards maintenance of the project will carry out by FISS. NEEPCO will not be liable to pay any maintenance charges for this project.



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उ. महाप्रबंधक (मा.से) सी.एस.आर
Dy. General Manager (HR) CSR
कार्यपालक नियुक्ति पात्र आग का कार्यालय
O/o The Executive Director (C) CSR
नीपको लि., गुवाहाटी-5
NEEPCO Ltd., Guwahati-5

Annexure 2

Estimated Expenditure :

Estimated expenditure of the project will be limited to Rs.10,66,600.00(Rupees Ten Lakhs Sixty Six Thousand Six Hundred Only). Details are as follows:

Sr. No	Details	Per unit cost (A)	Total Number of Units(B)	Total Budget for 12month/year (C=AXB)	Budget for Months/Years (D=CXNo. Of Months/Years)	Remarks (Justification of cost element)
1	Installation of Mini Science Centre along with Teacher's training and Monitoring & Evaluation	5,33,300	2	10,66,600	10,66,600	80Models + 80 Users Placard+ 37ColourfulBackg rounds + 1Safety Placard + 1Teachers Manual Includes Installation ,Delivery& 1 st Years Maintenance, Cluster Training and Capacity Building along with 2 visits for M&E
	GrandTotal				10,66,600	

The above is As per the Estimate/Quotation submitted along with the proposal.


 उ.महाप्रबंधक (मा.से) संस्था एस अर
 Dy. General Manager (HR) CSR
 कार्यपालक निदेशक (मानोर्मा एम आर एस यादवालय
 O/o The Executive Director (C) CSR
 नीपको लि., गुवाहाटी-5
 NEEPCO Ltd., Guwahati-5



Annexure 3

2. Proposed Payment Scheduled:

Sl. No	Description	% of Total Project Budget	Amount in (Rs.)	Terms of payment
1	1 st Payment and final payment	100%	10,66,600	<p>On Submission of:</p> <ol style="list-style-type: none"> 1. Installation completion report along with Photographs 2. Acknowledgement of completion from the school authority
	Grand Total		10,66,600	Rupees Ten Lakhs Sixty-Six Thousand Six Hundred Only

अ. महाप्रबंधक (मा.से) सी.एस.आर
 Dy. General Manager (HR) CSR
 कार्यपालक निदेशक (मीडी) सम.आर.का.सी.एस.
 O/o The Executive Director (C) CSR
 नोमको लि., गुवाहाटी-5
 NEEPCO Ltd., Guwahati-5



Annexure 4 – NEEPCO Logo & other visibility guidelines

1. Following logo need to be used in banner, pamphlets, plaque and any other material of the project

NEEPCO Logo



2. For better visibility of the project and to acknowledge support of NEEPCO, a nicely painted Board to be with the Logo of NEEPCO for all the schools with a tag line "Project supported by North Eastern Electric Power Corporation Ltd".



Dr. Mahapurnanand (M.A.R) से एस आर
Dy. General Manager (HR) CSR
कार्यपालक नियुक्ति विभाग और का कार्यालय
O/o The Executive Director (C) CSR
नीपको लि., गुवाहाटी-5
NEEPCO Ltd., Guwahati-5

Annexure 5
Format of Fund Request Letter and Fund Utilization Certificate
(SHOULD BE PRINTED ON LETTER HEAD)

FUND REQUEST LETTER

Reference No.

Date

To,

_____ The Director(Personnel)
North Eastern Electric Power Corporation Ltd

SUBJECT: Request to Release of payment of (1st/2nd/3rd/4th/nth) installment for (Project Name as per MoU).

Dear Sir/ Ma'am,

With Reference to the above, kindly request you to release the (1st/2nd/3rd/4th/nth) installment (Percentage as mention in MoU) of Rs (In Number) (In words) for (Project Name as per MoU).

Regards,

Name , Designation

Sign and Stamp



m
उ.म.महाप्रबंधक (मा.स) सी.एस आर
Dy. General Manager (HR) CSR
कार्यपालक निदेशक (सी.एस) एम शर्मा का कार्यालय
O/o The Executive Director (C) CSR
नीपुको ति., गुवाहाटी-5
NEEPCO Ltd., Guwahati-5

Bank Details of Foundation for Integrated Support and Solution

Bank Name	HDFC
A/C No	50200028812915
Branch	Ground Floor, Pragjyotish Eye Clinic, Zoo Narengi Road, Hatigarh Chariali, Guwahati-781021, Assam
IFSC	HDFC0009241

