



Letter no: 19A/A2/C.P.P.G.G/S.C.N/2020 T.C-I

Dated: 14/09/2022

From

Dr. Manoj Kumar Pant
Addl. Chief Executive Officer
Centre for Public Policy and Good Governance (CPPGG)
Department of Planning
Government of Uttarakhand

To

Ms. Dhriti Dhaundiyal
Assistant Professor
School of Design
Doon University

Subject: Revised Work order for documentation of SDG Goalkeepers and designing of Publication

Dear Ms. Dhaundiyal

This is to inform you that your revised proposal for documentation and designing a publication of SDG Goalkeepers has been accepted and approved therefore a revised work order is being assigned to you by the Centre for Public Policy and Good Governance (CPPGG), Department of Planning, Government of Uttarakhand. Following is the revised detail of the order.

1. Scope of work:

- i. Field documentation of 27 SDG Goalkeepers across the state through interviews, photographs and illustrations
- ii. Conversion of data collected into infographics, systems maps and descriptive representations.
- iii. Compilation of information into a comprehensive book
- iv. Design and grid layout
- v. Proof check and final prototype

2. Expected Outcome:

The publication will be a medium to share stories of innovation of the 27 changemakers who were awarded the SDG Goalkeeper Award 2021. It will also strengthen State's efforts in creating awareness about the SDGs among various stakeholders.

3. Timeline : 5 months, a ready to print publication is expected by 30th September 2022.

	*	MAY	JUNE	JULY	AUGUST	SEPTEMBER
ACTIVITY						
Design Brief & Field Work Protocol						
Background Work & Preparation						
Submission of Design Framework & Field Visit Plan						
Field Visits						
Data Collation						
Design Proposal						
Concept Finalisation						
Detailed Design						
1st Proto & Proof Check						
2nd Proto & Print Check						
Project Delivery						

4. Budget: Rs. 397800 lakhs (details provided below)

Following is a detail of the revised budget as quoted by Doon University and approved by CPPGG.

S.no	Items	Details	Amount
1	Design fee		1275000
2	Students' stipend	@10000/month (2 students as per 70% increase from previous proposal)	102000
3	Test prints		42500
4	Software & Peripherals	Adobe suite (3 license) Vector & Stock images (1 month license) External hard disk 1 Jio data dongle 1	59500
5	Transport, Accommodation & DA	AS PER ACTUALS	AS PER ACTUALS
Total			331500
6	University overheads@10%	To cover administrative & infrastructure cost	33150
7	Contingency@10%		33150
Grand total			397800

*Transport, accommodation, and DA will be organized & managed by CPPGG.

- i. The total price quoted by the University is all-inclusive and CPPGG will not pay anything extra for the assignment, or any third party engaged by the University, towards the completion of the tasks assigned in this work order.
- ii. The University will have to make its own arrangements for any taxation related or any third-party liabilities arising out of this work order.
- iii. The team engaged in the assignment will have to make their own arrangements for the camera or any other equipment required for documentation and publication.

5. Payment terms:

- i. Payment will be released in phases as below.

S. no	Milestone	Amount in % of total project value
1	Submission of the design framework, field visit plan for the collection of stories	29%*
2	Submission of sample design layout and stories	41%
2	Submission of final publication in ready-to-print format	30%

The first installment of Rs. 117000* has been paid on the basis of the previous (older version) work order.

- ii. All payments shall be subject to deduction of TDS (Tax Deduction at Source) as per the Income Tax Act – 1961 and any other taxes as applicable.
- iii. Payment will be made in Indian Rupees only after satisfactory completion of the above-mentioned milestones.
- iv. All payments shall be made through RTGS on submission of bill invoices.
- v. This work order is non-transferable, and the University may not assign the tasks covered in this work order to any third party without written permission from CPPGG.

6. Terms and Conditions

- i. Doon University needs to acknowledge the receipt of this work order and confirm its acceptance within one week of receiving the work order.
- ii. This Work order shall come into effect on the date the work order is signed by the University.
- iii. The University shall commence the work immediately from the date as agreed and suggested by CPPGG.
- iv. The work order shall expire when the services are completed or on the expiry of the stipulated period of five months as mentioned in the work order.
- v. In case the work is not completed within the stipulated time of 5 months (by 30th Sept) the documentation team of SOD, Doon University may request for an extension to CPPGG. However, no additional cost will be paid for the extended period.
- vi. The publication is expected to be unique and will be considered final only on approval by CPPGG.
- vii. The University shall provide two distinct design concepts for the publication for CPPGG to choose from.
- viii. CPPGG can ask for any major changes or editions in the publication before it is finalized. All such changes shall be intimated through email or during face-to-face meetings.

- ix. University shall submit soft copies of all the artwork files in Corel draw or the software used in EPS format along with pdf and image files.
- x. University shall share the original version of all the photos and other data used in the publication.

7. Cancellation

- i. CPPGG shall be free to cancel this work order with or without prior intimation.
- ii. The settlement of dues will be done based on the task performed until the date of cancellation.

8. Intellectual property

- i. Ownership rights of the items produced as per the work order shall remain with CPPGG and the University shall not claim any intellectual property benefits/royalties in the future. Although University will be credited as the research & design agency in the publication and the official University logo will be included
- ii. The University may not use the publication elsewhere without written permission from CPPGG.
- iii. University shall give the undertaking to assure that none of the design elements used to complete the work assigned as per this work order infringe any intellectual properties (copyrights, registered logos, trademarks, etc.)

9. Confidentiality, Non-disclosure & Indemnity

- i. University agrees to keep confidential all communication, data, material, information, etc. shared by CPPGG and in no event shall disclose anything related to this work order to any third party without written permission of CPPGG.
- ii. Both parties agree to indemnify each other from any loss of reputation, or goodwill arising out of their individual activities performed within/out of the scope of this work order.



(Dr. Manoj Kumar Pant)

Addl. Chief Executive Officer
Centre for Public Policy and Good
Governance (CPPGG)

Signed in acceptance of the terms and conditions of this work order in its entirety, herein above mentioned.

Date: 14/09/2022

Place: Dehradun

