



(A division of STEPWELL MUTI PROJECT Pvt. Ltd)

Regd. Office: Baruipur, Palpara, W.N-16, 778 Canning Road, P.O+P.S-Baruipur, Kolkata-700144, West Bengal

Cont. No: 033-2433-2314, 9433015287, 7980231228

Web site: www.stepwell.co.in

Email: stepwellmp@gmail.com , stepwellskill@gmail.com, director@stepwell.co.in

MEMORANDUM OF UNDERSTANDING
APPOINTMENT OF CSR-CITI PH-3 PROJECT EXECUTER OF
STEPWELL MULTI PROJECT PVT. LTD.

This memorandum of understanding signed on this 16/02/2024 at Kolkata

Between

STEPWELL MULTI PROJECT PVT. LTD, Regd. Office at Baruipur Palpara, Ward No-16, Ground Floor, Premises No-778, P.O+P.S-Baruipur, Kolkata-700144, West Bengal, India

&

PANCHAKOT MAHAVIDYALAY registered at Purulia-Asansol Road, State Highway 5, Sultandi, Dist- Purulia, Pin-713324, West Bengal, India represented by the Principal, Dr. Saptarshi Chakraborty (here in after referred to as PROJECT EXECUTER)

STEPWELL Multi Project Pvt. Ltd. (CIN-U51909WB2019PTC232431) is engaged with Skill Development Training program of PBSSD/ UTKARSH BANGLA/NSDC/ PMKVY, Government of West Bengal and other Govt. program.

WHEREAS:

- 1) STEPWELL Multi Project Pvt. Ltd. is engaged with skill development program as Training Provider (TP) of CENTRAL GOVT. PROJECT & PBSSD, Government of West Bengal, West Bengal Swarojgar Corporation Limited (WBSCCL) & other schemes of Govt. Scheme throughout India, having right to further appoint Project Executors/ Student Mobilizer to implement CENTRAL GOVT. PROJECT& PBSSD, Government of West Bengal& other schemes of Govt. Scheme throughout India.
- 2) We are engaged in skill development program. PROJECT EXECUTER approached STEPWELL Multi Project Pvt. Ltd. to be as Project Executors / Student Mobilizer of STEPWELL Multi Project Pvt. Ltd. for his local area in Skill Development Category with authority to open training centers for smooth execution of training under Citi Bank Pathway To Progress CSR Initiatives.

Pathways to Progress , CSR initiative by Citibank aims to provide employability skills to the youth specifically from Maharashtra & West Bengal across various sectors such as BFSI, CMR Voice, IT/ITES and Retail, and provide them with meaningful placements at various corporates that have demand for such skilled manpower. A large number of Youth from the low-income households would get access to very respectable jobs in several trending sectors with a huge potential for growth. This would potentially result in transforming the lives of the entire household for generations to come and will address the issues of poverty and unemployment by training and placing youth from underprivileged sections of the society. The program works towards bridging the gap in the supply demand ecosystem by providing skilled and job-ready manpower, thus contributing to the Skill India Mission. EduBridge's engagement with Citibank is a part of a larger Skilling Program being run by the Bank as a part of their CSR Initiatives.

STEPWELL Multi Project Pvt. Ltd.

Biswajit Sarda
Director

S. Chakraborty

Principal
PANCHAKOT MAHAVIDYALAYA
Sarbari-Neturia-Purulia

Agreed with following Terms & Conditions.

A) Duration of Terms of Understanding.

- 3) i) Understanding is valid up to 2026 the availability / continuation of Skill Training under Citi Bank Pathway To Progress CSR Initiatives.

4) GENERAL TERMS & CONDITION

- a) That this Appointment/Authorization as a Project Executer of STEPWELL Multi Project Pvt. Ltd. is for the purpose imparting training to youth under Citi Bank Pathway To Progress CSR Initiatives.
- b) The PROJECT EXECUTER shall strictly follow the contents/structure of training programs duly provided by Citi Bank Pathway To Progress CSR Initiatives.
- c) Training will be in Online Mode for Pandemic situation but Training will be in Offline Mode when concern authority will allow us.
- d) Batch Size will be maximum 40 candidates for Offline Mode only.
- e) Age Group of the candidates will be 18y to 28y for Fresher and Experienced Candidates upto 30y preferable.
- f) STEPWELL Multi Project Pvt. Ltd. shall conduct Training the Trainers for the master trainers.
- g) That the sole responsibility of passing the examination / assessment is of the candidates enrolled under the program. The training Project Executer shall in no way be held liable if the candidate fails to pass assessment conducted by concern authority.
- h) That Project Executer and STEPWELL Multi Project Pvt. Ltd. has the right to cancel the enrollment if the candidate is not regular in the training program or on the ground of indiscipline, non-compliance of rules and regulations etc.
- i) That the candidate is required to submit his /her Aadhaar card, Photo, Last Educational Qualification Documents at the time of Enrollment.
- j) The PROJECT EXECUTER will be fully responsible if the PROJECT EXECUTER and his team fail to fulfill or enrolled the sanctioned Quota by Citi Bank Pathway To Progress CSR Initiatives or concern authority for certain center within one month from the date of quota sanction in any job role, STEPWELL Multi Project Pvt. Ltd. will appoint new Project Executors/ Student Mobilizer to fulfill the due sanctioned quota of that center to make credential in schemes of Govt. without informing the default the PROJECT EXECUTER. In that case, the default Project Executer and his team and follower must cooperate and help for proper training, assessment and placement the students of the new Project Executer in that center. For these activities, the defaulted Project Executer will not be paid any reimburse. It is only his core responsibility.
- k) PROJECT EXECUTER should always respect and be loyal to any appointed staff by STEPWELL Multi Project Pvt. Ltd. to project executer's center time to time. If any insolent and impudent with any appointed staff by STEPWELL Multi Project Pvt. Ltd. to run smoothly the Govt. project will take place any portion of time by the project executer, his team and his follower or followers termination shall be without notification and no manifestation will be entertained.
- l) The PROJECT EXECUTER must be strictly forbidden to make a deal or agreement to any third party on Citi Bank Pathway To Progress CSR Initiatives & other schemes of Govt. Program until the end of this agreement by STEPWELL Multi Project Pvt. Ltd. If any activity and action taken by the PROJECT EXECUTER is considered as pernicious and mischievous for STEPWELL Multi Project Pvt. Ltd., the project executer will be suspended without disclose any cause to the project executer.
- m) Any conspiracy made by the PROJECT EXECUTER and his follower and followers with any third party against STEPWELL Multi Project Pvt. Ltd. that may be cause of monetary loss of STEPWELL Multi Project Pvt. Ltd., in that case project executer will be terminated without providing single fund and STEPWELL Multi Project Pvt. Ltd. will claim to Project Executer any monetary loss.

STEPWELL Multi Project Pvt. Ltd.

Biswam Sanda
Director

Self
Principal

PANCHAKOT MAHAVIDYALAYA
Sarbari+Neturia+Purulia

- n) The PROJECT EXECUTER must be careful and responsible about any information through e-mail or by phone to implement the program. The PROJECT EXECUTER must have to come to report to our head office or corporate office time to time whenever necessary.
- o) Annexure will be added time to time if both parties are agreed.

Course	Classroom Duration	Minimum Qualification
BCBF (BFSI Sector)	132 Hrs.	Graduate, 40% HS allowed
GDA (Healthcare Sector)	100 Hrs	Class X Pass
Warehouse Packer	80 Hrs.	Class X Pass

5) **PAYMENTS MODE:-**

- a) That the total Scheme a Project Executer for said programs as per rules shall be as prescribe amount per successful and placed on job candidate.
- b) After completion of the training as per rules, the candidate will have to pass the assessment test conducted by respective Authority or its representatives.
- c) (i) On passes and placed Candidate after credited the fund to STEPWELL Multi Project Pvt. Ltd. would pay/reimburse Rs. 900.00 (Nine Hundred rupees only) per Candidate.

1st Tranche 25 % On inception - Can be raised after 7 days of Training (incepted students), each candidate should attend 5 working days out of the first 7 working days.

2nd Tranche 25 % Can be raised after completion of training and Certification.

3rd Tranche 50 % Can be raised after Placements of incepted student's. The following method would be adopted for qualification under this tranche 1. Placement >70% of incepted candidates – Tranche for all candidates 2. Placement between 50-69% of the incepted candidate – Pro-rate for students who have been placed. 3. Placement <50%- No payment entertained.

(This job is fully incentive oriented)


N:B:- If any Changes by Govt. or Concern Authority, STEPWELL Multi Project Pvt. Ltd. will be not liable for the issues.

All payment will be through Bank Transaction, no Cash payment will be entertained, no financial claim will be raised against STEPWELL Multi Project Pvt. Ltd. that is not shown in Bank Transaction by any person/persons or Project Executer and his team.

- d) i) Any advanced amount received by Project Executer from Govt. through our organization will be deducted at the time of final payment.
- (ii) Any expense by STEPWELL Multi Project Pvt. Ltd. to Project Executer for tool kits, center affiliation fees, center infrastructure development, decoration, house rent, job fair, staff salary and assessment and placement expenses, promotional kit and so on to develop the centers charged by Project Executer to be eligible for the project, will be deducted at the time of final payment.
- (iii) Project will be started when concern authority allow to start the specific center. So fund will be allocated from that time being. No payment will be provided anything else. The Project Executer will follow all the terms and conditions of selected project.

ASSESSMENT AND CERTIFICATION

- a) That Project Executer shall be responsible to complete the training within stipulated timeframe and also to provide facilities to conduct the assessment with own cost.
- b) That STEPWELL Multi Project Pvt. Ltd. shall be responsible to ensure assessment from respective Authority within stipulated timeframe as per Govt. norms of completion of the training and to ensure the certification for successful candidate within stipulated timeframe as per Govt. norms from the date of publication of result. STEPWELL Multi Project Pvt. Ltd. and Govt. will arrange job fair or placement program in various areas. The Project Executer will be responsible to bring all students and make attend this program to get a suitable job and submit at least six months placement report as mandatory Citi Bank Pathway To Progress CSR Initiatives.


 Principal
 PANCHAKOT MAHAVIDYALAYA
 Sarbari • Neturia • Purulia

Biswam Sarda
Director

- 6) **Infringement :** Infringement of intellectual property that STEPWELL Multi Project Pvt. Ltd. & PROJECT EXECUTER both agree not to cause CSR-Programme and permit anything which may adversely affect the intellectual property of any party, Both agree to bring to the attention of the other party if any infringement or threatened infringement of the intellectual property which may come to attention.
- 7) **Confidentiality:** Both Parties agree to respect confidentiality of the technical knowhow provided to each other during the term of this PROJECT EXECUTER and not to share with any third party.
- 8) **Non-competition :**
Both Parties also further undertake not to come in any competition directly or indirectly during the terms of this understanding.
- 9) **Termination:**
 - a) That STEPWELL Multi Project Pvt. Ltd. can terminate the understanding if PROJECT EXECUTER fails to fulfill its responsibilities one month notice. Project Executer strictly will be forbidden to engage to any organization that engaged in similar project. If any engagement to any organization is found Project Executer will be sentenced and payment will be stall.
 - b) STEPWELL Multi Project Pvt. Ltd. have right to terminate the Project Executors at any time any cause.

- 10.A) **Project Executer's Duty & Responsibility:** The Project Executors must be fulfill the candidate enrollment format by using electronic media properly as their own responsibility. If necessary- Center affiliation fees, Job roll fees, Center operation cost, faculty charges, student mobilization cost, Tools & Instrument cost, any advertisement cost, assessment and placement expenses, and any other Govt. fees born by the Project Executer. STEPWELL Multi Project Pvt. Ltd. is not liable for that. If there is any lactase STEPWELL Multi Project Pvt. Ltd. is not liable for that, but the said concern provide to help how the Project Executors fulfill the norms as imposed by Citi Bank Pathway To Progress CSR Initiatives & other schemes of Govt. rules. Project Executer may be visited to local authority for any issue/issues in sake of the Company/ Project.

The Project Executer always make ready the center to surprised visit by the team of CITI, EduBridge or STEPWELL time to time. The Project Executer will send all original documents to HO of STEPWELL Multi Project Pvt. Ltd. The Project Executer must have to attend the emergency meeting called by STEPWELL Multi Project Pvt. Ltd. informed through email, mobile call or whatsapp.

- 10.B) **STEPWELL Multi Project Pvt. Ltd.'s Duty & Responsibility:** (i) STEPWELL Multi Project Pvt. Ltd. always try to bring or make sanction new and new suitable and profitable Projects for each center of its Project Executors throughout the year so that he and his follower or followers lead a dynamic and potential life. (ii) Control and follow a unique system from its back office so that Management Information System (MIS) will be wrong less and accurate that helps us release funds from Govt. Department. (iii) STEPWELL Multi Project Pvt. Ltd. will provide books and study kits for the students if Govt. sanctioned for that. (iv) STEPWELL Multi Project Pvt. Ltd. will arrange the scheduled of examination for its students. (v) STEPWELL Multi Project Pvt. Ltd. will publish result and provide certificate to all centers time to time. (vi) STEPWELL Multi Project Pvt. Ltd. will send the appropriate softcopy of design of flex, vinyl, leaflet, handbill and so on to Project Executer and Project Executer have to print the same. (vii) STEPWELL Multi Project Pvt. Ltd. will arrange Training of Trainer (TOT), Project Executer have to make attend the Trainers of his center/centers (if necessary).

Biswam Sarda
Director

Self
Principal


PANCHAKOT MAHAVIDYALAYA
Sarbari-Neturia-Purulia

10.C. Abiding: That the said Citi Bank Pathway To Progress CSR Initiatives & other schemes of Govt. program controlled by the Concern Authority for owing to that the said program fully controlled by the said organization. Opening and closing of this program decided by the said organization not in our hand, we are only to convey the date/message to our respected Project Executer.

10.D. Arbitration: That in case of any dispute or differences arising out of this understanding between the parties, the same shall be referred to the arbitrator mutually appointed by both the parties. The decision of the arbitrator shall be final and binding upon both the parties.

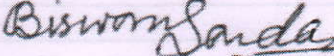
10.E Jurisdiction: That in case of any dispute between the parties, the court of Kolkata shall have the jurisdiction.

In witness where of the parties to this PROJECT EXECUTER have affixed their signatures in the presence of the following attesting witness.


Principal
PANCHAKOT MAHAVIDYALAYA
Sarbari-Neturia-Purulia


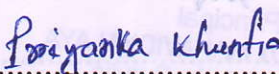
.....(for PROJECT EXECUTER)

STEPWELL Multi Project Pvt. Ltd.


Director

.....(for STEPWELL MULTI PROJECT PVT. LTD.)

Witness:

1).......... 2)..........

ANNEXURE-1

PROJECT NAME - Citi Bank Pathway To Progress CSR Initiatives Phase-3.0

SL	INFORMATION	PROJECT NAME- CITI BANK
1	AGE	18-28
2	QUALIFICATION	GDA-10TH PASS WPH-10TH PASS BCBF-12TH PASS (40%) Graduate(60%)
	JOB ROLL	GDA,BCBF,WHP
3	TRAINING DURATION	30 DAYS
4	TRAINING HOURS	GDA-100 HOURS WPH-80 HOURS BCBF-132 HOURS
5	TRAINING MODE	OFFLINE
	OJT MODE	NIL
6	EXAM CONDUCT	ONLINE
7	STUDENT ENROLLMENT FEES	NIL
8	PARTNER PAYOUT	Rs.900 per candidate (1st-25%, 2nd-25%, 3rd-50%)
9	COURSE SYLLABUS	Job Roll & SOFT SKILLS
10	NUMBER OF CANDIDATES	160 Nos / Center
11	CANDIDATES PER BATCH	20 - 40 candidate
12	PAYOUT TERMS	(1st-25%, 2nd-25%, 3rd-50%)
13	DOCUMETATION	AADHAAR/PAN/VOTER CARD, ANY AGE PROOF, HIGHEST QUALIFICATION,PHOTO
14	MONITORING	80% ATTENDANCE MUST
15	PLACEMENT	YES, 100% (COMPANY)
16	Candidate Location	Candidate must be within 10 KM from given Job Location will be sent by mail.
17	PROJECT EXECUTER- RESPOSIBILY	MOBILIZATION, TRAINING, PLACEMENT, ALL INFRA

Principal
PANCHAKOT MAHAVIDYALAYA
Sarbari, Neturia, Purulia (for PROJECT EXECUTER)

STEPWELL Multi Project Pvt. Ltd.

Biswam Sarda
Director

(for STEPWELL MULTI PROJECT PVT. LTD.)

Witness:

1) Nabareupa Sutta 2) Priyanka Khuntia