



महाराष्ट्र MAHARASHTRA

2023

CC 470566

**Memorandum  
of**

**Understanding (MoU)**

**On**

to support, advise and prepare the Thane District  
Strategic Plan (DSP).

Between

The Collector Thane

And

The Mumbai School of Economics and Public Policy,  
University of Mumbai

प्रधान मुद्रांक कार्यालय, मुंबई  
प.मु.वि.क्र. ८००००९६  
26 SEP 2023  
सक्षम अधिकारी

## Memorandum of Understanding

This Memorandum of Understanding (MoU) is made on 06/10/2023 between Shri. Ashok Shingare (IAS), Collector, Thane, (hereinafter called "The District") and The Mumbai School of Economics and Public Policy (Autonomous) (hereinafter called "The Institute") represented by Pro. Suresh Maind Professor and the Project Coordinator.

WHEREAS, the Government of Maharashtra aims to achieve the target of becoming a USD 1 Trillion Economy by 2028, and the preparation of District Strategic Plan (DSP) is a crucial component of this endeavor.

WHEREAS, the Institute, renowned for its expertise in policy research and advisory services, has the necessary resources and knowledge to support and advise the District in Preparing the District Strategic Plan (DSP) for selected districts / sectors.

NOW, THEREFORE, the District and the Institute agree to the following terms and conditions:

- 1 **Objective:** The Institute shall provide dedicated manpower (*at least one professor/ focus sector*) to support, advise and prepare Thane District Strategic Plan (DSP) for the thane district.
- 2 **Scope of Work:** The resources provided by the Institute, including Professors, Assistant Professors and Subject Matter Experts, shall work closely with the Collector of the Thane district. They shall provide innovative ideas, guidance and expertise to expedite the growth of the economy of the district. The Institute shall prepare District Strategic Plan (DSP) for Thane district and submit the prepared report within the specified timeline to the District Level Executive Committee Thane.
- 3 **Timeline:** The preparation of the District Strategic Plan (DSP) for Thane district shall be completed within a timeline of 90 Days from the effective date of this MoU.
- 4 **Confidentiality:** Both parties i.e., the District and the Institute shall maintain the confidentiality of any sensitive information shared during the course of their engagement and shall not disclose it to any third party without prior written consent of the District Collector.
- 5 **Intellectual Property:** Any intellectual property developed during the course of this engagement shall be jointly owned by the District and the Institute and both parties shall have the right to use and disseminate it for non-commercial purposes.
- 6 **Reporting:** The Institute shall provide regular progress reports to the District, highlighting the achievements, challenges and recommendations during the preparation of the District Strategic Plan (DSP).

- 7 **Provision of Data:** The district shall appoint a nodal officer for the point of contact so that the required data sets shall be made easily available by the district for the Institute which will help the Institute to adhere to the project timeline.
- 8 **Review and Modification:** This MoU may be modified or amended by mutual consent of both parties in writing if required.
- 9 **Termination:** The District may terminate this MoU by providing written notice of termination to the other party at least 30 days prior to the intended date of termination.
- 10 **Proposed deliverables by the Institute:-** (As per Guidelines issued by the government of Maharashtra)
  - a. Prepare a factsheet and sector-wise SWOT analysis of the District.
  - b. Propose long, medium, and short-term vision and mission of the District.
  - c. Identification and defining stakeholders of the district with executable activities.
  - d. Identification of drivers for deliverables for subsectors with self-assessment of each proposed executable plan.
  - e. **Preparation of Action plan by the Institute :** To define short, medium, and long-term action plans including objectives, initiatives, budgetary provisions, timelines for execution, completion and policy reforms each identified subsector. Prioritization of action plans/ programs to align them with the Government of Maharashtra and Government of India priority plans.
  - f. **Report writing:-** The Institute shall prepare, and modify the District Strategic Plan Report and submit it to the District.
- 11 All GRs/guidelines issued by the Government of Maharashtra, whether existing or fresh shall be followed by the Institute.
- 12 There shall be no direct or indirect financial liability on the University of Mumbai.
- 13 The commercials, disbursement of installments, and timeline for carrying out the captioned initiative of preparing the District Strategic Plan (DSP) for Thane District are discussed and agreed upon mutually by the District and the Institute as follows;

### 12.1: Budgetary Provisions:

| Sr No | Project Expenditure Particulars                                                                                                                                                                                                                                         | Amount (Rs.)       |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1     | Team Leader /Project Coordinator, Document Authors, Advisory Council, and Invited Experts (Including the Other Institutional Advisors and Experts) Project Coordinator(@75000CC Per Month, Project Mentor@ 50000, Expert Per Meeting @10000*30) *CC Consultancy Charge. | 675000             |
| 2     | Project Head Office In charge and Data Manager for Handling the Entire Project Office (1*50000*3 Months)                                                                                                                                                                | 150000             |
| 3     | In House Research Associate Data Processing, Tabulation and Graphics (2*40000*3 Months)                                                                                                                                                                                 | 240000             |
| 4     | On Field-Data Collection Research Assistance                                                                                                                                                                                                                            | 450000             |
| 5     | Field Visits, Surveys, Meetings, Logistics of Expert Team and Research Staff                                                                                                                                                                                            | 300000             |
| 6     | Data Collection from Different Official Agencies                                                                                                                                                                                                                        | 175000             |
| 7     | Subscription of Different Online Data Sets (For Ex. EPWRF, INDIASTAT, CMIE etc...)                                                                                                                                                                                      | 100000             |
| 8     | Books, Journals, Resources, Soft Materials and Data Sets                                                                                                                                                                                                                | 100000             |
| 9     | Final Report Typographic, Designing, Printing and Binding                                                                                                                                                                                                               | 150000             |
| 10    | <b>NET PROJECT EXPENDITURE TOTAL</b>                                                                                                                                                                                                                                    | <b>2340000</b>     |
| 11    | Stationery and Consumables @ 05.00% of Above Total                                                                                                                                                                                                                      | 117000             |
| 12    | <b>TOTAL</b>                                                                                                                                                                                                                                                            | <b>2457000</b>     |
| 13    | Institutional Overheads @ 07.50% of Above Total                                                                                                                                                                                                                         | 184275             |
| 14    | <b>GROSS TOTAL</b>                                                                                                                                                                                                                                                      | <b>2641275</b>     |
| 15    | GST @ 18 Percent                                                                                                                                                                                                                                                        | 475429.5           |
| 16    | <b>GROSS TOTAL INCLUSIVE OF GST @ 18%</b>                                                                                                                                                                                                                               | <b>31,16,704.5</b> |

**12.2:** That the Meeting and field visits Honorarium for the Project Director, Experts and Panelists shall be applicable at Rs. 10,000 per day which is included in the total project cost mentioned above.

**12.3:** The expenses for the Project related Lodging, Boarding, Travel (Air, Car, Bus, Boat, Train, Motorcycle, Jeep ... etc....) by the Study Team including the Research Associates, Research Assistants, Field Investigators, Data Handling manpower...etc. incurred will be admissible "At Actual Costs". These expenses are also included in the total project cost mentioned above.

**12.4: Schedule for the Disbursement of Installments:**

| Sr No | Work Stages                                  | Proportion of Payments for Expenses (%) |
|-------|----------------------------------------------|-----------------------------------------|
| 1     | Terms of Reference and Beginning of the Work | 50%                                     |
| 2     | Completion of Data Collection and Tabulation | 15%                                     |
| 3     | Draft Report                                 | 15%                                     |
| 4     | Final Report                                 | 20%                                     |

**12.5: Time Frame/Project Timeline:**

| Sr No | Project Work Details                                                                                                                                                                                               | Time Period     |   |     |   |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---|-----|---|
|       |                                                                                                                                                                                                                    | Total 03 Months |   |     |   |
|       |                                                                                                                                                                                                                    | 1               | 2 | 2.5 | 3 |
| 1     | Making of Basic Set Up, Appointments of ROs and RAs, Field Investigators, Training Workshop, Pilot Tour and Meetings with District Stakeholders and Officials, etc....                                             |                 |   |     |   |
| 2     | Data Acquisition and Qualitative Exercise [(FGDs, Seminars, Meetings with and Gathering of Views from Stakeholders, Meetings with the DPC...etc...) (Simultaneous Tours of the Expert Team and Advisory Meetings)] |                 |   |     |   |
| 3     | Sector wise Data Collection (from Different Official Agencies as Mentioned in Methodology) and Data Computer Keying (Simultaneous Tours of the Expert Team and Advisory Meetings)                                  |                 |   |     |   |
| 4     | Data Tabulation, Processing, Results Analysis, Field and Officials Revisits and Meetings with the                                                                                                                  |                 |   |     |   |
| 5     | Draft Report and Presentation with the Collectorate                                                                                                                                                                |                 |   |     |   |
| 6     | Corrections and Making the Final Report, Printing, Binding and Submission                                                                                                                                          |                 |   |     |   |

**12.6: Project Study Team:**

**1. Prof Manisha Karne**

Professor & Director Mumbai School of Economics and Public Policy University of Mumbai.

**2. Prof Dr. Suresh Maind**

Professor and Project Coordinator, Mumbai School of Economics and Public Policy University of Mumbai.

**3. Other Invited Experts and Faculty Members of the Mumbai School of Economics and Public Policy, University of Mumbai.**

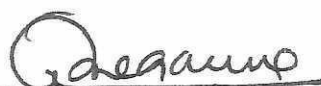
**13: Terms and Conditions:**

- i. District Strategic Plan report should be prepared by the Institute within 90 days from the effective date of the MoU and submitted to the District in both the languages English and Marathi with 50 copies of each.(Including Soft Copy with all actual data in excel Format)
- ii. If any suggestions/ instructions are received from the District or the higher authorities then it will be mandatory to include those things in the District Strategic Plan report.
- iii. The sanctioned amount of Rs. **31,16,704.5** /- is inclusive of all taxes. No other taxes, charges or allowances shall be payable by the District to the Institute.
- iv. It is mandatory to keep all the collected information confidential before publishing the final report.
- v. It is mandatory to submit the progress report of work every week after starting the project. The report should be submitted to the District Collector, Thane.
- vi. Photographs and recordings may be taken/ made during data collection to help substantiate the facts in District Strategic Plan ensuring that the privacy of such entities are totally protected.
- vii. No interest will be payable by the District in case of delay in disbursement of funds due to lack of funds. (Any unutilized funds released to The Institute will be returned to The District within a period of 90 days.)
- viii. If some disputes arises in the course of the project then the decision of the Collector, Thane will be final. For any legal dispute during the preparation of District Strategic Plan, the area of jurisdiction will be Thane District only.
- ix. For the preparation of District Strategic Plan, as far as possible authentic secondary data from well known government publications/ sources should be used by the Institute (with due credits) because the timeline is very short.
- x. Through this MoU, both parties affirm their commitment to the implementation of preparation of District Strategic Plan for Thane District and the Institute agrees to implement and carry out all the activities under the MoU, in accordance with the opertation Guidelines issued by the Government of Maharashtra.
- xi. It is mandatory for the Institute to pay a penalty of Rs. 500/- per day of the delay period and further action against the Institute is done as per rules and regulations.

- xii. All rights of relaxation from the terms and conditions are reserved by the district Collector, Thane and it is mandatory for the Institute
- xiii. If some irregularities are observed in the procedure of documentation then the contract will be canceled and all amounts, which are paid, will be recovered from the second party.
- xiv. The expenditure items budgeted in the budget table as per the heads of expenditure may be changed as per the actual requirement of each of the research activities. This means that the interchanges in the respective budget heads shall be done if required during the actual course of project work.
- xv. The study team of the university should only comprise those who are currently working in the university and No Ex-professor or any other employee can be part of this team.

IN WITNESS WHEREOF, the undersigned representatives of the District and the Institute, duly authorized, have executed this Memorandum of Understanding as of the date first written above.

Signed on - 06/10/2023



For the District:

Shri. Ashok Shingare (IAS),

Collector, Thane

**District Collector, Thane**

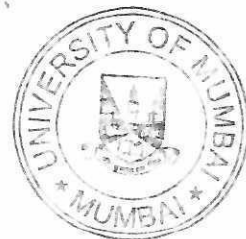
For the Institute :-

Prof Sunil Bhirud

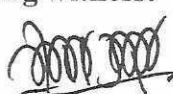
I/C Registrar

University of Mumbai

Fort, Mumbai-400 032.



In presence of following witness:

1. Mr Kulkarni   
District Planning Officer, Thane

  
1 Prof Manisha Karne  
Director, MSEPP, University of Mumbai

  
2. Sangeeta D Patil

Assistant District Planning Officer, Thane.

  
2. Prof Suresh Maind

Professor and Project Coordinator, MSEPP