

NATURE SCIENCE FOUNDATION

Contract Agreement

Nature Science Foundation, desires to enter into contract agreement with

1. Work Description

The work to be performed under this agreement is **Green Audits as per NAAC Requirements**

2. Time of Performance

The work prescribed in this contract will start on _____ and end by _____

3. Payment wages

Client is informed to settle the full audit payment during the first day of the audit process including travel allowance and accommodation charges of the Audit Team Members, if any and handed over to the Audit Team Leader.

4. Delay in work progress

If there is a delay in audit process and/or change in audit date due to unavoidable circumstances. Contractor (NSF) may inform the client (Auditee) about reason for the delay/change of audit date and tentative time schedule for the completion of audit process.

5. Confidentiality

As per this contract, clients should maintain these documents at most confidential as follows:

- ✓ Whenever it is necessary to secure information provided to the client with the expectation that it would not be shared with others.
- ✓ When sharing the information with a client, communicate the details that are absolutely and legally necessary.
- ✓ Clients must keep technical reports and audit certifications private and with his custody and must not divulge them to other consultants or businesses. It can be uploaded only for NAAC purpose, whenever required.
- ✓ Clients ought to safeguard the contact information and personnel details of the auditors to themselves and not reveal them to competitors or any consulting services without contractor authorization.
- ✓ Clients should keep their complaints private and not disclose them to other companies or third parties.

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- ✓ With regard to audit fee structure and the concession offered, if any clients advised to disclose the audit quotation details to anybody.

6. Impartiality and Integrity

- ✓ The overall Audit process should be completed impartially with total Integrity.
- ✓ Decisions made by NSF are independent from other interests, such as monetary gain or other parties and are based on objective evidence of compliance (or nonconformity).
- ✓ The clients should avoid instances where there are conflicts of interest that might lead to poor judgment.

7. Certificate Report and Validity

Certificate and reports will be valid for two years.

Signature of the Client

Signature of the Director

Signature of the Chairman