

MEMORANDUM OF UNDERSTANDING

THIS TRIPARTITE MEMORANDUM OF UNDERSTANDING (hereinafter referred to as the **“MOU”**) is signed on
Day/Month/Year.

Between:

1. **CIIE Initiatives** (hereinafter referred to as **“CIIE”**) having its registered office at IIM Ahmedabad, New Campus, Vastrapur, Ahmedabad – 380015, Gujarat, INDIA
2. **Rajasthan State Industrial Development & Investment Corporation Ltd** (hereinafter referred to as **“RIICO”**) having its registered office at Udyog Bhavan, Tilak Marg, Jaipur, Rajasthan 302005 India.
3. **Coworking Startup / Entrepreneur** (hereinafter referred to as **“Coworker”**) having its registered office at <name with full registered address>

CIIE, RIICO and Coworker are hereinafter referred to individually as **“Party”** and collectively as **“Parties”**.

WHEREAS,

- A) **CIIE** was setup by IIM Ahmadabad to promote the entrepreneurs in India with support from the Government of India and Gujarat Government and operates through an autonomous not-for-profit entity named as CIIE Initiatives
- B) **RIICO** is a Rajasthan State Government organization that plays a catalytic role in the industrial development in the state of Rajasthan through industrial development, financing and facilitation of industrial infrastructure
- C) **CIIE** and **RIICO** have entered into an **MoU** dated 17th June 2013 to jointly promote the Startup Oasis Incubation Centre and also to foster entrepreneurship and innovation across the state of Rajasthan
- D) **Coworker** is an entrepreneur who needs a space to operate and is also looking for being based in a vibrant startup environment with access to service providers and the expertise of other startups

NOW, THEREFORE, in recognition of their common interests and objectives, **CIIE** is pleased to allot the **Coworker** ____ seats in module ____ in the Software Building, EPIP, Sitapura for carrying out its operations on following terms and conditions:

1. The **Coworker** shall be charged with monthly rent as per the following schedule:
 - (a.) Rs. 1200 per seat per month + Service tax as applicable.
 - (b.) An additional amount of Rs. 500 per seat per month shall be charged towards services provided like electricity and internet.
2. Above mentioned rental rates are applicable only up to 10 seats. if the coworker need more than 10 seats than the rates for the new seats and prior 10 seats will be changed as per the following schedule:
 - (a.) A monthly rent of Rs. 1500 per seat per month + service tax as applicable shall be charged.
 - (b.) An additional amount of Rs. 500 per seat per month shall be charged towards electricity charges only but coworkers have to take an internet connection separately and the expenses shall be borne by them.
3. The **Coworker** shall have to deposit security money equivalent to one month rental as advance amounting to Rs ____ based on initial allocation of ____ seats.
4. The **Coworker** shall deposit the rental amount every month on or before the 7th day of each month in advance directly to the Accounts Section of RIICO, Sitapura by cheque drawn in favour of **RIICO Limited**.
5. The **Coworker** understands that the seats allocated to coworkers does not constitute a lease or sublease but is only a license to use the office space so provided in the Software Building, EPIP, Sitapura.

6. The **Coworker** will maintain the cleanliness and functioning of the seats allocated while the CIIE will maintain the overall facilities including cleaning and washing of the floor and wash rooms in the allocated module
7. No addition/alteration/subletting/sub division/merger shall be allowed in respect of the space so allocated to the coworker.
8. **Coworker** is also not allowed to add any collaterals / name plates or any other promotional material in or around the areas allocated without the written permission of CIIE and RIICO.
9. In addition, to above the usage of following services shall be charged by CIIE as per schedule mentioned as under:
 - A) Business Center (M10) – 4 Hours : Rs 250 + Service Tax (as applicable)
 - B) Business Center (M10) – 8 Hours : Rs 400 + Service Tax (as applicable)
 - C) Activity Room (M8) - 4 Hours : Rs 500 + Service Tax (as Applicable)
 - D) Activity Room (M8) - 8 hours : Rs 800 + Service Tax (as Applicable)
10. **Coworker** shall be levied a late payment of _____ up to _____ days.
11. In case of delay in payment beyond _____ days after the due date, **CIIE** shall the right to terminate the MoU and adjust the pending monthly rent amount from the security deposit paid by the Coworker.
12. Each party can terminate this MoU by giving the other party a notice of 30 days in advance.
13. The use of IIM Ahmedabad / RIICO / CIIE / Startup Oasis name and brand by the co-working member is not permitted in any form of communication whether written, visual or otherwise, by the Coworker.
14. **CIIE** and **RIICO** reserve the right to make necessary alternations in the terms and conditions of this MoU on a need basis.
15. The **Coworker** shall not store any inventory of goods in the common areas of the premises that have not been expressly designed for such purpose.
16. The **Coworker** shall have to arrange for drinking water, tea/coffee, stationary and any consumables for consumption at their own expense.
17. The **Coworker** shall be responsible for keeping their valuables under security and **CIIE** or **RIICO** shall not be responsible for any loss of personal belongings from or around the Coworking space.
18. The **Coworker** hereby indemnifies **CIIE** and **RIICO** for any loss suffered as a result of their actions.
19. The **Coworker** shall not engage in any socially unacceptable behavior and shall always maintain high degree of conduct at all time.
20. **CIIE** can unilaterally terminate the MoU in case of non-adherence to clause 19 above.

Signed and delivered by:

On behalf of RIICO

On behalf of CIIE

On behalf of Coworker

Name:

Name:

Name:

Designation:

Designation:

Designation:

Place:

Place:

Place:

Date:

Date:

Date: