



**Maharashtra State
Faculty Development Academy**



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Quotation Notice

The Maharashtra State Faculty Development Academy (MSFDA), a Section 8 company formed by the Government of Maharashtra under the Higher and Technical Education Directorate, invites quotations for the appointment of a Legal Advisor. MSFDA aims to transform the higher educational landscape through the continuous professional development of teachers in Higher Education Institutes (HEIs) of Maharashtra. As part of this mission, MSFDA plans to create and host online content on its Learning Management System (LMS), which is currently being developed by Edutech, a unit of Pune University.

Scope of Work:

The appointed Legal Advisor will be responsible for drafting the following documents:

1. Digital Content Policy for MSFDA

- Content creation guidelines
- Technical requirements
- Originality
- Accessibility
- Compliance with laws
- Ownership of the content
- Confidentiality
- Power of review

2. Standard Content Creation Agreement for SMEs

- Scope of work
- Term/period of the agreement
- Payment terms
- Termination of the agreement
- Dispute resolution
- Indemnity clause

3. Draft Standard Non-Disclosure Agreement (NDA)

4. Intellectual Property Rights (IPR) assignment agreement to be executed by MSFDAs employees who may contribute content.

5. Terms and Conditions (T&C) to be executed by end users of LMS (to be displayed and accepted online)

6. Privacy Policy Applicable for End Users

Payment Terms:

- 50% advance payment upon commencement
- Balance payment after approval of final drafts

Interested legal firms or advisors are invited to submit their quotations, including their credentials and relevant experience, to the MSFDA Pune address by 12th August 2024. Quotations should include a detailed breakdown of costs and a proposed timeline for completion of the work.

Terms And Conditions

1. The service should be made available at Maharashtra State Faculty Development Academy (MSFDA) Pune by the service provider.
2. The service provider must supply the service for one year as per the contract's rate.
3. If the service delivery is stopped midway or found to be unsatisfactory, the Maharashtra State Faculty Development Academy (MSFDA) Pune may cancel the said contract and carry out the work through alternative ways.
4. Service supply tariff must have GST number and PAN card number.
5. Income tax will be deducted as per rules from the payment of service provider.



General Manager (Administration)
MSFDA Pune.

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Maharashtra State
Faculty Development Academy
Higher & Tech. Edu. Dept.
Govt. of Maharashtra

