



Agreement For Freelancing Work

Between

Durva Research and Infotech Services Limited (Brand Name: **DRIS India**), a private limited company, registered with the Companies House – Government of United Kingdom with company registration number **NI697448** having its registered office at **Suite 10, 44-46 Elmwood Ave, Co. Antrim, Belfast, BT9 6AZ, Northern Ireland, United Kingdom** and principal place of business at **Office No. 404, 3rd Floor, Dangat Patil Empire, Off Pune Bangalore Highway, Navale Bridge, Vadgaon Bk, Pune, Maharashtra 411041, India**, herein after referred to as the "**Company**" which expression shall unless repugnant to the contest or meaning thereof include its successors and assigns of ONE PART.

And

An individual person whose basic details like legal name, contact number and email id are as mentioned in the table below,

Full Name	Abc Xyz
Contact Number	8888888888
Email Id	abcxyz@gmail.com

hereinafter referred to as the "**Freelancer**" which expression unless repugnant to the context or meaning thereof be deemed to include, legal representative, executors, administrators, successors and permitted assigns of the OTHER PART, each a party and collectively referred to as parties.

"Freelancer" has approached the "Company" through some third party recruitment agency.

Both parties as above have expressed a desire of entering in to an agreement to meet their respective objectives, which are set out here in below,

1.
"Company" on its part has entered into the business of data entry outsourcing for the purpose of providing various data entry services to other companies or individuals, e-library projects and digitization of public domain books and other similar services and is interested in getting this data entry work done through "Freelancer".
2.
"Freelancer" is interested in earning the money by performing such data entry work by working from home or any other convenient place to fulfil the requirements of the "Company".
3.
The purpose of this Agreement is to set forth the terms and conditions under which the parties to the Agreement shall conduct themselves during the substances of Agreement.

NOW, THEREFORE, the parties, in considerations of the convents, undertakings and commitments set forth therein here by mutually agree as follows.

A.V. Parkale
Director, Durva Research
and Infotech Services Limited





Section 1 of 14: Description of Work

1.
The "Company" has some data in English language in pdf format which contains the biodata of people received from various matrimonial service providers. "Freelancer" needs to type this data in the software provided by the "Company"
2.
Matrimonial related information of particular person is included in one form containing 42 fields. Each pdf file contains 2500 such matrimonial forms of different people. Hence, this work will be referred as "Matrimonial Form Filling" work hereafter.
3.
This pdf file will be shared with "Freelancer" on his/her email through Google drive. "Freelancer" will not be able to download this pdf file or share this pdf file to anyone else. This pdf file can be opened only in the web browser. But, sometimes "Company" may send the pdf file which can be downloaded from the email.
4.
"Company" will provide to the "Freelancer" the separate copyright protected software for data entry purpose.
5.
"Freelancer" is expected to adjust the web browser at one side of the computer screen and the data entry software at other side of the same computer screen. "Freelancer" should see the data from pdf file opened in web browser and type the data only in the data entry software provided by the "Company".
6.
The "Company" purposely wants to get this work done by manual typing as the other automatic conversion methods have some limitations and drawbacks and hence not getting the perfect and desired results by these other methods.

Section 2 of 14: Basic Requirements

1.
"Freelancer" must have own computer / laptop with Windows operating system (Windows XP, 7, 8, 10 or 11) with high-speed internet connection.
2.
"Freelancer" should have MS Office 2010 software installed in his/her computer / laptop. If "Freelancer" doesn't have MS Office 2010 setup, the "Company" will provide it for free of cost.
3.
Software provided by the "Company" will not work on any smartphone or any other operating system except Microsoft Windows operating system.
4.
"Freelancer" should upload any one photo id proof (PAN Card / Adhar Card / Driving License / Voter Card / Passport) and self-photograph during the online signing process of this agreement.

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Section 3 of 14: Security Deposit

1.
"Freelancer" has agreed to pay to the "Company" the **non-refundable** security deposit of **the amount that is agreed by mutual understanding** between "Freelancer" and the "Company" for the period of 12 months.
2.
"Company" will use this security deposit to cover the expenses of data entry software, technical support provided to "Freelancer" and to incur the losses, if any, that may cause due to unethical practices, misuse of data and software by the "Freelancer".
3.
If "Company" fails to provide the matrimonial form filling work to the "Freelancer" during the period of this agreement, then "Company" will provide full or partial refund of security deposit amount to the "Freelancer". This refund amount will be proportionate to the remaining period of agreement, matrimonial form filling work and other services provided to the "Freelancer" by "Company" till such date of refund.
4.
In all other condition, except that mentioned in point (3) of Section 3, the security deposit paid by "Freelancer" to the "Company" will be strictly non-refundable and "Freelancer" should not demand the refund of security deposit in any condition and should co-operate in this regard without any dispute.

Section 4 of 14: Rules for Matrimonial Form Filling Work

1.
"Company" will provide to the "Freelancer" one pdf file at a time for data entry, which will contain 2500 forms. This pdf file will be non-downloadable and will be shared with "Freelancer" through Google drive. Sometimes "Company" may sent downloadable pdf file.
2.
Each page of pdf file will have one form of approximately 42 fields and "Freelancer" will be able to open this pdf file only in the web browser or can download the pdf file in computer if the file is downloadable.
3.
"Company" will provide to the "Freelancer" the separate software for typing purpose and this software will work for only twenty five days from the date of installation.
4.
"Freelancer" should see the data in pdf file and type it in the data entry software provided by the "Company". Use of any other software by "Freelancer" for data entry purpose is strictly prohibited.
5.
In the time period of twenty five days, "Freelancer" should completely fill as much forms as possible from the given pdf file and thus completing all 2500 forms in 25 days is not compulsory.
6.
Matrimonial data entry software once started on one computer should be run for at least 25 days on the same computer. This work cannot be divided on more than one computer at a time.

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7.
"Freelancer" is allowed to change the computer, if required, only after 25 days of data entry software are over on one computer. "Freelancer" cannot change the computer in between the ongoing data entry work.
8.
Once 25 days of data entry software are completed, it will display the "Time Up" message. "Freelancer" should submit the required database file on the email id of "Company" for the purpose of checking and generating the accuracy report as soon as possible after software shows "Time Up" message.
9.
"Company" will provide the next work for another 25 days along with the accuracy report of previously submitted work. "Freelancer" is allowed to take a gap between the two works without giving any intimation to the "Company" and can start the next work as per his/her convenience.
10.
"Freelancer" should type the given forms in proper sequence and completely without keeping any blank files in software. Incomplete forms and forms typed randomly without maintaining the proper sequence will not be accepted.

Section 5 of 14: Accuracy Report and Payment

1.
"Freelancer" can send the database file to the "Company" at any time after software displays "Time Up" message. "Freelancer" should not submit the database file for checking before 25 days of software are completed.
2.
"Company" will send the accuracy report for the work submitted by "Freelancer" on his/her registered email id in 5 working days from the date of submission. "Freelancer" should reply to the same email within 48 hours, if in case there is a complaint / objection / queries regarding the accuracy report. After that, no complaints will be entertained by "Company" regarding that particular accuracy report.
3.
"Company" will send the work payment into the bank account of "Freelancer" in 2 working days after sending the accuracy report. "Freelancer" should submit the bank details at the time of first work payment, through a payout link that the "Company" will send on registered email id of the "Freelancer" at that time.

Section 6 of 14: Payment Structure for Matrimonial Form Filling Work

1.
"Company" will provide the work payment to the "Freelancer" depending upon the total number of forms typed by the "Freelancer" in 25 days and total mistakes in entire work.
2.
Spelling mistakes, capital-small letter mistakes, punctuation mark mistakes, extra words or missing words mistakes will be counted by the "Company" while generating accuracy report of the work submitted by "Freelancer"

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3.

"Freelancer" will receive the work payment from "Company" as per the payment structure given in the below table.

Column A	Column B	Column C	Column D
Total forms completed in 25 days	Total mistakes allowed in entire work	Payment per form, if total mistakes are less than Column B	Minimum fix payment, if total mistakes are more than Column B
0001 to 0500	020	Rs 02.00 per form	Rs 0300.00
0501 to 0700	035	Rs 02.50 per form	Rs 0350.00
0701 to 0900	050	Rs 03.00 per form	Rs 0400.00
0901 to 1100	065	Rs 03.50 per form	Rs 0450.00
1101 to 1300	080	Rs 04.00 per form	Rs 0500.00
1301 to 1500	095	Rs 04.50 per form	Rs 0550.00
1501 to 1700	110	Rs 05.00 per form	Rs 0600.00
1701 to 1900	125	Rs 05.50 per form	Rs 0650.00
1901 to 2100	140	Rs 06.00 per form	Rs 0700.00
2101 to 2300	155	Rs 07.00 per form	Rs 0800.00
2301 to 2500	170	Rs 08.00 per form	Rs 1000.00

Section 7 of 14: Confidentiality

1.

"Freelancer" shall keep all information received from the "Company" in whatever form as strictly confidential and shall not disclose it to third Parties without the prior written consent of "Company" during the term of this Agreement.

2.

"Freelancer" agrees not to disclose payment information to Third Parties without prior written consent of "Company" during the term of this agreement.

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Section 8 of 14: Agreement Validity

This Agreement comes into force on the date of signing the agreement by "Freelancer". This agreement may be extended on the mutual understanding of both parties, unless earlier terminated in accordance with the agreement by paying additional security deposit to "Company" by "Freelancer".

Agreement Period: **To** **(12 Months)**

Section 9 of 14: Instructions About Software

1.
Data entry software provided by the "Company" for this matrimonial form filling work will run for continuous 25 days from the date of installation of the software.
2.
Software will display the remaining days at top left corner of the software window and it will show "Time Up" message after 25 days are completed.
3.
"Freelancer" will not be able to type any new data but can only see the previously typed forms in the software once software shows "Time Up" message.
4.
"Freelancer" needs to submit the required database file to the official email id of "Company" from his/her registered email id, as soon as possible after software shows "Time Up" message. File sent from any other non-registered email id will not be accepted by the "Company".
5.
Software will show "New Assignment" button in 3 days after "Time Up" message. "Freelancer" should not click on this "New Assignment" button before getting accuracy report of previously submitted work.
6.
After receiving the accuracy report from "Company" for previously submitted file and after cross checking the report, "Freelancer" needs to click on "New Assignment" button in software. By doing so, all the previously typed forms will be deleted and software will again start for next 25 days for next assignment.
7.
If "Freelancer" clicks the "New Assignment" button in the software before receiving or before cross checking the accuracy report of previous work, then he/she will not be able to cross check the accuracy report with his/her original typing in the software and "Company" will not be responsible for this.

Section 10 of 14: Termination

1.
This agreement may be terminated by "Freelancer" at any time, without assigning any reason by giving prior written notice of fifteen (15) days. In this case, "Freelancer" will not be entitled to receive any refund of security deposit from "Company".

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2.

"Company" shall be entitled to terminate this agreement without any refund of security deposit to the "Freelancer" with immediate effect upon happening of one or more of the following:

- a) Any breach or violation of any of the terms and conditions of this agreement by the "Freelancer", if within seven days of written notice from "Company" of the breach or violation, such breach or violation is not cured, provided that no cure period shall be applicable for the violation of any applicable law.
- b) Use of autotyping software, N-Computing, converting given pdf data into text format, use of OCR or any other short cut methods by "Freelancer" to complete this paragraph typing work.

Section 11 of 14: Most Important Terms and Conditions

1.

The "Company" has reserved the rights to make some minor changes in the rules and regulations (except the payment structure) for matrimonial form filling work without giving any prior intimation to "Freelancer"

2.

"Freelancer" is expected to do this work by his/her own and thus "Freelancer" is not allowed to get this work done by someone else.

3.

"Freelancer" should not distribute this work to any other person or company in exchange of money. Thus, doing any kind of business using the data and software of paragraph typing work provided by "Company" is strictly prohibited.

Section 12 of 14: Documents of Freelancer

1.

Any one identity proof (PAN Card / Adhar Card / Passport / Driving Licence / Voter Id). Only image files are accepted.

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2.
Self Photograph (Latest)

Section 13 of 14: Sample Data

1.
Image given below provides the idea about the data that will be provided by "Company" to the "Freelancer" for matrimonial form filling work. This is one page of pdf file which will contain one form.

2.
Image given below is just a sample to have a rough idea about the data. Actual data may have some different font type but the number of fields per form will be approximately 42.

Name	Gurusharan Gokaraju	Gender / Age	M/34
Education	Bachelor in Arts/Commerce	Education Detail	B.Com
Occupation	Business	Marital Status	UnMarried
Religion	Hindu	Caste	Mudaliar
Sub Caste	Vadamal	Gothram	Shiva
Family Type	Nuclear Family	Mother Tongue	English
Star	Moolam / Moola	Rasi/Moon Sign	Sagittarius (Dhanus)
Dhosham / Magalik	No	Horoscope Match	Essential
Height	5 Ft 11 In	Weight	70 Kgs
Body Type	Athletic	Physical Status	Normal
Complexion	Fair	Eating Habit	Non-Vegetarian
Smoke Habit	Non-Smoker	Drink Habit	Non-Drinker
Citizen of	India	Country Living in	India
Home State	Karnataka	Family Value	Moderate
Family Status	Upper Middle Class	Annual Income	Above Rs.1 Lakh to Rs.1.5 Lakh
About Family			
Father – Brahmin, Mother – Vegetarian. We all are vegetarians. My sister and my brother both are running small scale units.			
More Description			
I am a Modern & emotional, sensible, caring, very good human being. I am open & broad minded person, loves to enjoy with dear ones. I like movies, music, guitar, basketball, hangout, etc. I believe in Traditional values also.			
Expectations			
Good looking, honest, may be handicap may also apply, good characters are always welcome.			

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Section 14 of 14 : Declaration by Freelancer

I, **Abc Xyz** hereby declare and confirm the following:

1.
I have approached the "Company" through some third-party job placement agency/agent. I have no objection to the amount I have paid to the job placement agency for securing this data entry work.
2.
I acknowledge that the job placement agency has taken a fee for their services and I am satisfied with the terms and conditions agreed upon with them.
3.
I understand and accept that the "Company" has received a deposit from the job placement agency on my behalf for the data entry software and technical support that the "Company" will provide me during the period of this agreement.
4.
I confirm that I have received the data entry work for which I have paid the amount to the job placement agency.
5.
I agree that I will not file any police complaint or legal claim against the job placement agency or the "Company" regarding the amount paid for obtaining this work opportunity.

----End of the Agreement----

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