



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.D. Parkale

Director, Durva Research and
Infotech Services Limited





Section 1: Description of Work

1.
The "Company" has some data in English language in image format which mostly contains the data from various literature books, historical books, novels, religious texts, epics, mythological novels etc. from public domain material. "Freelancer" needs to type this data in the software provided by the "Company"
2.
The "Company" has the data in image format and one image file contains approximately 1000 words. This one image file will be considered as one page. The "Company" will provide to the "Freelancer" 500 such pages at a time. Hence, this work will be referred as "Page Typing" work hereafter.
3.
"Company" will send the job folder containing 500 pages and typing software to "Freelancer" on registered email via Google drive. "Freelancer" need to download this folder into computer. Sometimes "Company" may send the data in pdf format which can not be downloaded from the email but opens directly in web browser.
4.
"Company" will provide the typing software to "Freelancer".
5.
If, in case the data is in non-downloadable pdf format, then "Freelancer" should adjust the web browser at one side of the computer screen and the data entry software at other side of the same computer screen to see the data from pdf file opened in web browser and type the data 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: 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.

A.V. Parkale

Director, Durva Research and
Infotech Services Limited





Section 3: 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 page typing 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, page typing 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: Rules for Page Typing Work

1.
"Company" will provide to the "Freelancer" one job folder at a time for typing, which will contain 500 pages in image format as well as typing software. This job folder will be shared with "Freelancer" through Google drive. "Freelancer" needs to download this folder into his/her computer.
2.
Each page in image file format will have approximately 1000 words and "Freelancer" should open this page in the typing software.
3.
"Company" will provide to the "Freelancer" the separate software for typing purpose and this software will work for only for twenty five days from the date of installation.
4.
"Freelancer" should open the page by clicking on "Open File" option provided in the typing software. Image file opens in upper half part of the software and space for typing is provided in lower half part of the software. Use of any other software by "Freelancer" for typing purpose is strictly prohibited.
5.
In the time period of twenty five days, "Freelancer" should completely type as much pages as possible from the given job folder and thus completing all 500 pages in 25 days is not compulsory.
6.
Typing 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.

A.D. Parkale

Director, Durva Research and
Infotech Services Limited





7.
"Freelancer" is allowed to change the computer, if required, only after 25 days of typing software are finished on one computer. "Freelancer" cannot change the computer in between the ongoing typing work.
8.
Once 25 days of typing 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 pages in proper sequence and completely without missing any content from the pages. Incomplete pages and pages typed randomly without maintaining the proper sequence will not be accepted.

Section 5: 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: Payment Structure for Page Typing Work

1.
"Company" will provide the work payment to the "Freelancer" depending upon the total number of pages typed by the "Freelancer" in 25 days and total mistakes per page.
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"

A.D. Parkale

Director, Durva Research and
Infotech Services Limited





3.

"Freelancer" will receive the work payment from "Company" as per the payment structure given in the below table. In the below table, correct page* means the page that contains the mistakes less than or equal to the mistake limit mentioned in Column B.

Column A	Column B	Column C
Total pages completed in 25 days	Total mistakes allowed per page	Payment for each correct page*
001 to 050	03	Rs 05.00 per page
051 to 100	03	Rs 10.00 per page
101 to 150	04	Rs 15.00 per page
151 to 200	04	Rs 18.00 per page
201 to 250	04	Rs 20.00 per page
251 to 300	04	Rs 25.00 per page
301 to 350	05	Rs 28.00 per page
351 to 400	05	Rs 30.00 per page
401 to 450	05	Rs 35.00 per page
451 to 500	05	Rs 40.00 per page

Section 7: 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.

A.D. Parkale

Director, Durva Research and
Infotech Services Limited





Section 8: 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: Instructions About Software

1. Typing software provided by the "Company" for this page typing work will run for continuous 25 days from the date of installation of the software.
2. Software will display the remaining days at top right 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 pages 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 pages 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: 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".

A.D. Parkale

Director, Durva Research and
Infotech Services Limited





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 page typing work.

Section 11: 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 page typing 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 page typing work provided by "Company" is strictly prohibited.

Section 12: Documents of Freelancer

1.

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

A.D. Parkale

Director, Durva Research and
Infotech Services Limited





2. Self Photograph (Latest)

Section 13: Sample Data

1.
Image given below provides the idea about the data that will be provided by "Company" to the "Freelancer" for page typing work. Below image indicates one page of this page typing work.
2.
Image given below is just a sample to have a rough idea about the data. Actual data may have some different font type and size but the number of words per page will be approximately 1000.

-34-

their ground. This last rumour gradually got strength. No Frenchmen had made their appearance. Stragglers had come in from the army bringing reports more and more favourable: at last an aide-de-camp actually reached Brussels with despatches for the Commandant of the place, who placarded presently through the town an official announcement of the success of the allies at Quatre Bras, and the entire repulse of the French under Ney after a six hours' battle. The aide-de-camp must have arrived sometime while Jos and Rebecca were making their bargain together, or the latter was inspecting his purchase. Vanity Fair 632 of 1396 When he reached his own hotel, he found a score of its numerous inhabitants on the threshold discoursing of the news; there was no doubt as to its truth. And he went up to communicate it to the ladies under his charge. He did not think it was necessary to tell them how he had intended to take leave of them, how he had bought horses, and what a price he had paid for them. But success or defeat was a minor matter to them, who had only thought for the safety of those they loved. Amelia, at the news of the victory, became still more agitated even than before. She was for going that moment to the army. She besought her brother with tears to conduct her thither. Her doubts and terrors reached their paroxysm; and the poor girl, who for many hours had been plunged into stupor, raved and ran hither and thither in hysteric insanity—a piteous sight. No man writhing in pain on the hard-fought field fifteen miles off, where lay, after their struggles, so many of the brave—no man suffered more keenly than this poor harmless victim of the war. Jos could not bear the sight of her pain. He left his sister in the charge of her stouter female companion, and descended once more to the threshold of the hotel, where everybody still lingered, and talked, and waited for more news. Vanity Fair 633 of 1396 It grew to be broad daylight as they stood here, and fresh news began to arrive from the war, brought by men who had been actors in the scene. Wagons and long country carts laden with wounded came rolling into the town; ghastly groans came from within them, and haggard faces looked up sadly from out of the straw. Jos Sedley was looking at one of these carriages with a painful curiosity—the moans of the people within were frightful—the wearied horses could hardly pull the cart. 'Stop! stop!' a feeble voice cried from the straw, and the carriage stopped opposite Mr. Sedley's hotel. 'It is George, I know it is!' cried Amelia, rushing in a moment to the balcony, with a pallid face and loose flowing hair. It was not George, however, but it was the next best thing: it was news of him. It was poor Tom Stubble, who had marched out of Brussels so gallantly twenty-four hours before, bearing the colours of the regiment, which he had defended very gallantly upon the field. A French lancer had speared the young ensign in the leg, who fell, still bravely holding to his flag. At the conclusion of the engagement, a place had been found for the poor boy in a cart, and he had been brought back to Brussels. Vanity Fair 634 of 1396 'Mr. Sedley, Mr. Sedley!' cried the boy, faintly, and Jos came up almost frightened at the appeal. He had not at first distinguished who it was that called him. Little Tom Stubble held out his hot and feeble hand. 'I'm to be taken in here,' he said. 'Osborne—and—and Dobbin said I was; and you are to give the man two napoleons: my mother will pay you.' This young fellow's thoughts, during the long feverish hours passed in the cart, had been wandering to his father's parsonage which he had quitted only a few months before, and he had sometimes forgotten his pain in that delirium. The hotel was large, and the people kind, and all the inmates of the cart were taken in and placed on various couches. The young ensign was conveyed upstairs to Osborne's quarters. Amelia and the Major's wife had rushed down to him, when the latter had recognised him from the balcony. You may fancy the feelings of these women when they were told that the day was over, and both their husbands were safe; in what mute rapture Amelia fell on her good friend's neck, and embraced her; in what a grateful passion of prayer she fell on her knees, and thanked the Power which had saved her husband. Our young lady, in her fevered and nervous condition, could have had no more salutary medicine prescribed for Vanity Fair 635 of 1396 her by any physician than that which chance put in her way. She and Mrs. O'Dowd watched incessantly by the wounded lad, whose pains were very severe, and in the duty thus forced upon her, Amelia had not time to brood over her personal anxieties, or to give herself up to her own fears and forebodings after her wont. The young patient told in his simple fashion the events of the day, and the actions of our friends of the gallant—th. They had suffered severely. They had lost very many officers and men. The Major's horse had been shot under him as the regiment charged, and they all thought that O'Dowd was gone, and that Dobbin had got his majority, until on their return from the charge to their old ground, the Major was discovered seated on Pyramus's carcase, refreshing himself from a case-bottle. It was Captain Osborne that cut down the French lancer who had speared the ensign. Amelia turned so pale at the notion, that Mrs. O'Dowd stopped the young ensign in this story. And it was Captain Dobbin who at the end of the day, though wounded himself, took up the lad in his arms and carried him to the surgeon, and thence to the cart which was to bring him back to Brussels. And it was he who promised the driver two louis if he would make his way to Mr. Sedley's hotel in the city; Vanity Fair 636 of 1396 and tell Mrs. Captain Osborne that the action was over,

A.V. Parkale

Director, Durva Research and
Infotech Services Limited

