



Register Under DPIIT

Ministry Of Commerce & Industry, Govt. Of India

Start-up Recognized Certificate Number: DIPP41672

**HEAD OFFICE**

A-83, FIRST FLOOR  
POCKET-D, OKHLA PHASE II  
OKHLA INDUSTRIAL AREA, NEW DELHI  
DELHI-110010, INDIA

Ref. No. ZMM/\_\_\_\_\_

Date: \_\_\_\_\_

**TO WHOM IT MAY CONCERN**

**Zeetech Management And Marketing**, hereby authorize \_\_\_\_\_, to conduct all activities regarding promotion of online data entry work, my properties and fill the forms and sign all the documents on behalf of Zeetech Management And Marketing. The scope of this authorization letter includes identity & address proofs for payment purposes related to online data entry work.

This letter of authorization will be in effect from \_\_\_\_\_.

**AUTHORIZED CENTER NAME :** \_\_\_\_\_

**CENTER ADDRESS:** \_\_\_\_\_

**AUTHORIZED CONTACT PERSON NAME:** \_\_\_\_\_

**AUTHORIZED PERSON CONTACT NUMBER:** \_\_\_\_\_

If you have any query, feel free to contact us at our helpline number +91 9773 630 631.

With Best Regards,

*Mandeep Singh Raipat*

**Mandeep Singh Raipat**

**Director**

**Zeetech Management & Marketing**

1<sup>st</sup> Floor, A-83

Pocket-D

Okhla Phase II

Okhla Industrial Area

New Delhi, Delhi-110020, India

**Helpline Number: +91 9773 630 631**

**Mobile / Whatsapp: +91 9262 844 989**

**Email Id: [hr@zeetechmanagement.net](mailto:hr@zeetechmanagement.net)**

**Website: [www.zeetechmanagement.net](http://www.zeetechmanagement.net)**

**ZEETECH MANAGEMENT AND MARKETING** – An ISO Certified Company And Also Register Under Department For Promotion Of Industry And Internal Trade, Ministry Of Commerce And Industry, Government Of India. Also Register Under Ministry Of Micro, Small And Medium Enterprises, Government Of India (MSME) – UAN NUMBER – JH20D0015189

**HEAD OFFICE** at First Floor, A-83, Pocket D, Okhla Phase II, Okhla Industrial Area, New Delhi-1100220, Delhi India.

**REGISTERED OFFICE** at Second Floor, Above Calcutta Furniture, Near Hotel Crown Plaza, Main Road Hinoo, Doranda, Ranchi-834002, Jharkhand, India.

**CORPORATE OFFICE** at 312, Third Floor, Esplanade One, Rasulgarh Industrial Area, Post + PS - Mancheswar, Bhubaneswar-751010, Odisha, India ; Represented In Represented In This Agreement By **Mr. Mandeep Singh Raipat (Authorized Signatory)**, Herein After Referred To As First Party

**-AND-**

\_\_\_\_\_ **FIRM NAME** \_\_\_\_\_, \_\_\_\_\_ **GSTIN/REGISTRATION NUMBER** \_\_\_\_\_,  
A duly registered company with postal address at \_\_\_\_\_

Represented In This Agreement By \_\_\_\_\_ **AUTHORISED PERSON NAME** \_\_\_\_\_, Herein After Referred To As Second Party.

**COMPANY DETAILS:**

We are an ISO Certified Digital Marketing Agency registered under the Department Of Industry And Internal Trade, Ministry Of Commerce And Industry, Government of India.

Engage in participating tender with government and private portal related to projects under Data Entry Services & Digital IT Services Like (Web Creation, Software Development, App Development, Search Engine Optimization(SEO), Social Media Marketing (SMO), Email Marketing, Video Marketing, PPC, Content Writing and many more).

We have a vast experience and expertise in providing effective customized Online Data Entry, Scanning & Indexing, Form Processing, and Content Conversion services. We help our clients to gain sustainable competitive benefits through these services.

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The First Party is occupied with the matter of re-appropriating of IT and IT empowered administrations industry and The Second Party have into a concurrence with his principals (thus after alluded to as "Principals") for redistributing and execution of **"ONLINE COPY-PASTE WORK PROCESS - ZEETECH MANAGEMENT AND MARKETING"** as portrayed in the understanding.

By and by The First Party is in a situation to redistribute and execute the **"On-line Copy-Paste Work Process"** through its different establishment accomplices. The First Party would give essential preparing and aptitude base to The Second Party with the goal that it very well may be re-appropriated by The First Party.

This understanding speaks to the business understanding and operational understandings between The First Party & The The Second Party and will stay as a result for a time of multi month from the date of execution about or from the date of giving the main information whichever is later and can be stretched out for the period as commonly settled upon, for the reason.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS**

## **#01. SCOPE OF WORK**

The second party has to extract the data given by the on line software from the PDF to EXCEL. This is a simple copy paste work where a form will open above which is to be entered based on the feeding's set in the below blank form. Work-related video tutorial is available on the website. In case of any kind of support, you can raise the ticket through the company's support panel.

## **#02. JOB TITLE**

Activity title will be Data Entry Cum Correction Executive. For any help you may contact via support as mention in your panel. If there should arise an occurrence of you will contact as opposed to referenced above contact individual and your anxiety/concerns won't resolve ; organization won't be answerable for that.

## **#03. GUIDELINE**

These fields need to be definitely present for "On-line Copy-Paste Work Process."

- ❖ Application type
- ❖ License number
- ❖ Firm type
- ❖ Type of ownership of business premises
- ❖ Applicant name
- ❖ Father's name
- ❖ Mobile number
- ❖ Applicant Address
- ❖ Name of business
- ❖ Nature of business/Brief description of business
- ❖ Date of establishment
- ❖ Business address
- ❖ Total Square ft area

**Note : This is a copy paste project. And this project updates from time to time with the new project at the end of the vendor's project. Feeding and forms will be based on the vendor's project in the event of an update.**

## **#04. REPORTING**

The Second Party has to submit their reports on a daily basis so that errors can be verified. Because you are on a live project, your agreement will be canceled in case you do not submit the report for three consecutive day.

## **#05. TRAINING**

The Second Party has the options to request preparing to be directed in its place. The Second Party can call The First Party in its place for preparing their team. Fixed charges will apply. In the event that the subsequent party goes to the principal party place, at that point in such a circumstance, the subsequent party won't be charged any sort. Different costs identified with preparing, for example, travel costs, lodging costs, food costs and so forth will be borne constantly party itself.

## **#06. RESPONSIBILITIES OF FRANCHISE**

- (A)** The Second Party shall make sure that applicants must have age 20 years & above.
- (B)** The Second Party shall make sure that applicants must have a good communication, basic knowledge of computer, internet skills and ability to learn new skills frequently.
- (C)** The Second Party shall make sure that applicants must have a minimum qualification of graduation and above. Experience is relevant industry will prefer
- (D)** The Second Party shall make sure that applicant must have maintained discipline in office premises. In case of indiscipline, non performer, disobedience, disorderly behavior, absence from duty without permission their service should be immediately terminate.

**#07. PRICE & BILLING**

For the "On-line Copy-Paste Work Process" rendered by the The First Party, they shall be entitled for payment of price :

**NOTE : PLEASE CHOOSE ON CHECKBOX IN SCHEDULE I - A, B & C  
WHAT PLAN YOU HAVE DECIDED**

<b>[SCHEDULE I (A) - <input type="checkbox"/>]</b>	
<b>DETAILS</b>	<b>DESCRIPTION</b>
Number of Seats	01 Seat
Monthly Billing	Rs. 30,000
Volume of Work	30,000 Forms per Month
Payout per Form	Rs. 01.00 per Form (Rates may vary) if work volume change
Agreement Period	11 Months
Payment Mode	Cheque / NEFT / RTGS / On-line Transfer
First Payment	After 30 + 07 Days (From Project Start Date)

<b>[SCHEDULE I (B) - <input type="checkbox"/>]</b>	
<b>DETAILS</b>	<b>DESCRIPTION</b>
Number of Seats	05 Seat
Monthly Billing	Rs. 1,500,000
Volume of Work	1,50,000 Forms per Month
Payout per Form	Rs. 01.00 per Form (Rates may vary) if work volume change
Agreement Period	11 Months
Payment Mode	Cheque / NEFT / RTGS / On-line Transfer
First Payment	After 30 + 07 Days (From Project Start Date)

<b>[SCHEDULE I (C) - <input type="checkbox"/>]</b>	
<b>DETAILS</b>	<b>DESCRIPTION</b>
Number of Seats	10 Seat
Monthly Billing	Rs. 3,00,000
Volume of Work	3,00,000 Forms per Month
Payout per Form	Rs. 01.00 per Form (Rates may vary) if work volume change
Agreement Period	11 Months
Payment Mode	Cheque / NEFT / RTGS / On-line Transfer
First Payment	After 30 + 07 Days (From Project Start Date)

<b>[SCHEDULE II - AS PER CHOSEN PLAN]</b>	
<b>PROJECT DONE</b>	<b>RATES AS PER THE CATEGORY</b>
99.00 - 100.00 %	Rs. 01.00
98.00 - 98.99 %	Rs. 00.50
97.00 - 97.99 %	Rs. 00.25
96.00 - 96.99 %	Rs. 00.15
95.00 - 95.99 %	Rs. 00.10
LESS THAN 95 %	NO PAYMENT. ASSIGNMENT REJECT

## **#08. COMPANY PROPERTY**

The Second Party will consistently keep up organization property in great condition, which might be depended to you for authentic use over the span of your service and will restore all such property to the organization preceding surrender of your charge, bombing in which the expense of a similar will be recuperated from you, by The First Party.

## **#09. CONFIDENTIALITY**

As utilized in this understanding, the expression "confidential information" incorporates, however isn't restricted to the accompanying things, in the case of existing now or made later on and whether gave orally, in printed copy or by some other technique.

**(A)** The Parties will, and will make their particular representatives and subcontractors, hold all classified Information in the strictest of certainty consistently making no utilization thereof other than regarding the presentation of their commitments under this understanding. Neither gathering nor any of its particular representatives or subcontractors will, without the earlier composed endorsement of the other Party:

**(i)** Release any private data to any individual other than its representatives or experts known to require access to Such issues so as to play out their commitments under this agreement.

**(ii)** Duplicate or in any case imitate any Confidential Information aside from as required regarding the presentation of their commitments. Endless supply of this Agreement the two gatherings will restore all records and duplicates of Confidential Information, in whatever structure at that point existing, to the next Party. The Parties consent to make every one of their individual representatives and subcontractors execute proper classification understandings so as to give full impact to this provision.

**(B)** In the occasion either party or any of its workers or subcontractors is mentioned or required (by oral inquiries, interrogatories, demands for data or archives, summon, common analytical interest or procedure) to unveil any Confidential Information, such gathering will give the other party brief notification of any such solicitation or prerequisite (composed, if practicable) so such may look for a proper defensive request or forgo consistence with the arrangements of this Agreement. On the off chance that, bombing the receipt of a defensive request or of a waiver here-under, a gathering or any of its workers or subcontractors is constrained to here-under, a gathering or any of its representatives or subcontractors is constrained to uncover Confidential Information, Such Party or the representative or subcontractors will practice sensible endeavours to get affirmation that secret treatment will be agreed to that segment of the Confidential Information which is being revealed.

## **#10. RIGHTS TO RESERVED**

The First Party will saved the rights in the occasion the particulars of this understanding will be influenced by the arrangements and future enactment of the organization, this Agreement will be corrected or changed in like manner upon common assent of the two gatherings. Likewise The First Party will saved the rights to drop the contact whenever found The Second Party is doing deceptive practice for the benefit of The First Party or will not abuse the Confidential Information of The First Party and will restore all the Confidential Information to The Second Party. If there should arise an occurrence of done The First Party may take lawful charges. The First Party will recharge contact following 11 months with The Second Party if the two of us fulfill with one another.

## **#11. LEAVE/HOLIDAYS**

It's an activity of full time (08-10 hours) with self time choice. Working employee are not qualified for go on leave after taken undertaking start. If any conditions like (exam, marriage - demise, laptop / computer issue, power issue, find another job or some other issues) we won't answerable. The Second Party will self manage as such situations.

## **#12. ERRORS & ACCURACY**

The Second Party has to take care of mistakes while entering. By the way, in the case of making a mistake, money will not be deducted in the first project. But even after repeatedly mentioning the mistake, the same project or next project will be hold.

You have to make sure that all the blanks are properly filled while copy paste. Do not miss any word, do not spell a mismatch, date must be properly mentored, when briefing the nature of business, enter the brief description of business. Mobile number should not be mistaken. Contact the Support Department in case of any problem.

## **#13. SERVER PROBLEM**

If The second Party get a server problem, immediately raise the ticket to the support department of the work panel or call the support department on your behalf. Any desk should be installed on your computer (the software has already been given and is also available on our website and can be downloaded from the internet for free). If The First Party has found that the server is the issue then entries will be accepted based on last day performance. If The Second Party did not raise the ticket and subsequently the issue, request will not be accepted. There are obviously many things The Second Party will encounter for the first time at work. It is not possible to mention all such things.

The First Party is paying a smart package and we hope that the approach will always help in learning and accepting things and solving nature skills. If The Second Party will raise any dispute on this basis, it will not be consider.

## **#14. WARNING**

The working panel is open for a maximum of 10 hours in 24 hours. You are allowed to work at your convenience. You are strictly advised to complete your work on a daily basis as the working hours will not be forwarded to the next day.

In the event of non-working by the company in the live project, no relaxation will be given. In such a situation the payment will be released at the rates mentioned in Schedule II.

## **#15. RAISE A TICKET**

If The Second Party is not satisfied with the information given on the support panel, then The Second Party will must register their complaint. For complaints go to our website or working panel and raise a ticket. Apart from this, The First Party is not responsible for any place anywhere. If The Second Party make any claim related to them in future, it will be canceled.

## **#16. BREACH OF CONTRACT**

The First Party will follow the requirement of quality parameters for "On-line Copy-Paste Work Process". Breach of contract will execute if:

**(A)** The Second Party will try to directly approach the client for any other product / services that are not related to us.

**(B)** The Second Party will transfer the ID to another person or will try to outsource the same process to other Individuals/Companies.

**(C)** The Second Party will be caught in data manipulation or by means available to him in any phase of the work the agreement will stand canceled with immediate effect without any prior notice.

**(D)** The Second Parties employee will absence from work or not sending committed report as per work volume decided by The Second Party & The First Party.

## **#17. SURVEILLANCE**

You will be under real-time monitoring through online software. You are advised not to adopt an immoral attitude. You are responsible for securing all the confidentiality of our technical system which will be shared with you.

## **#18. CODE OF CONDUCT**

The First Party shall never be held responsible for any fraudulent acts/misleading statements / misrepresentation of facts for the operation of e-business conducted by the The Second Party. In this case agreement will be canceled further by The First Party without any notice to The First Party.

## **#19. REGISTRATION**

The Second Party will pay registration fee sum according to Schedule I-A, Schedule I-B or Schedule I-C to The First Party, as non-interest bearing registration fee towards securing The First Parties interest in the center developed.

No costs/misfortunes will charge by the organization.

<b>SCHEDULE - I(A)</b>	<b>SCHEDULE - I(B)</b>	<b>SCHEDULE - I(C)</b>
FOR 01 SEAT	FOR 05 SEATS	FOR 10 SEATS
Rs. 10,000/-	Rs. 50,000/-	Rs. 1,00,000/-
MODE-NON REFUNDABLE	MODE-NON REFUNDABLE	MODE-NON REFUNDABLE
AGREEMENT - 11 MONTHS	AGREEMENT - 11 MONTHS	AGREEMENT - 11 MONTHS

## **#20. TERMINATION**

If at any time in The First Party opinion; which is final in this matter, you are found to be a non-performer or guilty of fraud, dishonest, disobedience / disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and also on account of any of the acts or omission the company shall be entitled to recover the damages from you.

## **#21. GOVERNMENT LAWS**

The terms and conditions of this contract shall be the laws between The First Party & The Second Party and shall be interpreted in accordance with the laws of the Indian Jurisdiction but not to the exclusion of and prejudice to the laws of the country site of employment, International Laws, covenants and practices. All disputes will be subject to the jurisdiction of Delhi, India.

**IN WITNESS WHERE OF** the parties here to have executed this agreement with free consent and without any coercion, undue influence, fraud and misrepresentation present these on the date herein before written.

-----  
**WITNESS NAME**

-----  
**WITNESS SIGNATURE**

-----  
**WITNESS NAME**

-----  
**WITNESS SIGNATURE**

FOR AND IN BEHALF OF THE FIRST PARTY

FOR AND IN BEHALF OF THE SECOND PARTY

*Mandeep Singh Raipat*

**Mandeep Singh Raipat**  
**Director**  
**Zeetech Management & Marketing**  
**Okhla Industrial Area, New Delhi, Delhi, India**

**--Agent / Proprietor / Authorized Person Name--**  
**--Designation--**  
**--Firm Name--**  
**-Address-**