



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

1st 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

Website: 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 By Mr. Mandeep Singh (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.

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
- ☛ TUPE OF OWNERSHIP OF BUSINESS PREMISES
- ☛ APPLICANT NAME & MOBILE NUMBER
- ☛ APPLICANT FATHER NAME
- ☛ APPLICANT ADDRESS
- ☛ NAME OF BUSINESS & BUSINESS ADDRESS
- ☛ NATURE OF BUSINESS/BRIEF DESCRIPTION OF BUSINESS
- ☛ ESTABLISHMENT
- ☛ 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 keep in mind that the job applicant submits the work on a daily basis so that errors can be verified. Because its a live project, Job will be canceled in case of non submission of the work report for three consecutive day.

#05. TRAINING

This is an online data entry work. So any kind of training will be online only. Work related training videos are available on the website. For any other assistance, you can contact on toll free number or email.

#06. RESPONSIBILITIES

The Second Party shall make sure that applicants must have at least age 18 years & above. 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. The Second Party shall make sure that applicants must have a minimum qualification is matric and above. Experience applicant in relevant industry will prefer.

#07. PRICE & BILLING

Applicants working through the second party will be given an offer letter from the first party. In the offer letter, the second party will get twenty five percent (25%) of the amount as per the offer letter of working applicant. No target is being given to applicants. According to their ability, they can take work from the company in full time or part time.

#08. WARNING

The working panel is open for a maximum of 10 hours in 24 hours in full time and 06 hours in 24 hours in part time. 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.

#09. 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.

#10. SERVER PROBLEM

If The second Parties applicant 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.

#11. 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. 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.

#12. 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.

#13. CODE OD 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.

14. 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.

15. 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 New 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-