



**TRIDINDIA**  
IT TRANSLATION SERVICES PVT. LTD.  
ISO 9001: 2015 | NSIC Certified | MSME Certified

Corp. ID No.: U72300UP2011PTC047795, GSTIN No.: 09AAECT0870A1ZN  
Ph- +91-120-4257803, Cell-+91-8527599523  
Website - www.tridindia.com, Email - info@tridindia.com

Date : .....

### SERVICE AGREEMENT

This Agreement is made on **16<sup>th</sup> Nov 2018**, at Ghaziabad, India by and between;

**Tridindia IT Translation Services Private Limited**, a company having its registered office at Second Floor, Plot-19, Sector-5, Rajendra Nagar, Sahibabad- 201005 (herein referred to as "Tridindia" which expression shall unless repugnant to the context or meaning thereof shall be deemed to mean and include its successors and permitted assigns)

And

**Neev Trust**, a Charitable Trust having its registered office at #3367K, 13<sup>th</sup> Main, HAL 2<sup>nd</sup> Stage, Indiranagar, Bangalore – 560008 (hereinafter referred to as "CLIENT" which expression shall unless repugnant to the context meaning thereof shall be deemed to mean and include its successors and permitted assigns)

#### 1. Term of Agreement:

This Agreement shall be made effective from the date of its execution and shall continue for a limited period of one (2) year. The Agreement should come to an end automatically unless specifically renewed.

#### 2. Services Terms & Conditions:

- Professional fee equivalent to **8.33%** of the annual CTC (CTC Including basic, HRA or CLA, fixed bonus, joining bonus, PF, gratuity and superannuation) will be charged for all recruitments at all level.
- GST/ Service tax as applicable on the date on which invoice is raised, will be charged on the billed amount.
- TridIndia thoroughly inquires if the candidate has ever interacted with your company directly. We also inquire whether the candidate has spoken to other agency for your company's positions. We don't recommend such candidates to you. There may be possibility in rare cases where candidate may not disclose the same. In such cases TridIndia should be informed within 3 working days about the duplication of the resume sent, else it would be considered from TridIndia.
- TridIndia will forward the resume of candidates with their contact details. Once it is provided and candidate is selected by your organization, he/she will be treated in account of TridIndia.
- Full fees is payable in case candidates are selected for any position within a company/group/associated companies or if candidates are further referred to associates/acquaintances within six months of introduction or last communication related to the candidates by TridIndia .
- Should any candidate recommended by us join your company within 6 months of sending the resume and/or the first interview, you shall still be required to pay our professional fees as applicable.
- Resumes sent by us should not be diverted or divulged to any other organization or individual without our written consent.
- In case of releasing any advertisement on client's behalf or travel to other cities for selection and screening, all expenses pertaining to such activities will be borne by the company in advance. The same will be agreed in advance with the client.
- You shall provide us the complete details of the candidate appointed through TridIndia which include –Date of joining, designation, CTC of the candidate within three days of his/her joining.



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### 3. Payment & Replacement Term:

- The invoice shall be raised within 7 days of joining of the candidate and the payment shall be made within 30 days from the joining date of the candidate.
- All payments will be made in favor of 'Tridindia', payable at Ghaziabad.
- A candidate for any other profile placed through our company is subject to replacement if he/she leaves the company within 90 days of joining.
- Any disputes are subject to jurisdiction of Ghaziabad court.
- The contract can be terminated by either of the parties by giving 30 days notice. All outstanding should be cleared prior to termination of contract.

For Neev Trust

Authorized Signatory

Name: MELANIE BRITTO

Designation: HEAD - HUMAN RESOURCES

For Tridindia IT Translation Services (P) Ltd.



Authorized Signatory

Name: ACHLA SHARMA

Designation: MANAGER - HR OPERATIONS