

## **Agreement For Freelancing Work**

Between

Durva Research and Infotech Services Limited (Brand Name: DRIS), a private limited company, registered with the Companies House – Government of United Kingdom with company registration number 16124253 having its registered office at 124 City Road, London, EC1V 2NX, United Kingdom hereinafter referred to as the "Company" which expression shall unless repugnant to the context or meaning thereof include its successors and assigns of ONE PART.

**And**

A person whose basic details like legal name, contact number, and email address are as mentioned in the table below,

Full Name	<b>Abc Xyz</b>
Contact Number	8888888888
Email Address	abcxyz@gmail.com

hereinafter referred to as the "**Freelancer**", which expression, unless repugnant to the context or meaning thereof, shall be deemed to include legal representatives, 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 to agree to meet their respective objectives, which are set out below,

1.

"Company" on its part has entered into the business of IT consultancy to provide various services like data entry, data conversion, data analysis, software development, and other information technology-related services to other companies or individuals, and the "Company" is interested in getting all the data entry, data conversion related work done through "Freelancer".

2.

"Freelancer" is interested in earning money by performing such data entry work, by working from home or any other convenient place to fulfill the requirements of the "Company".

3.

This Agreement aims to set forth the terms and conditions under which the parties to the Agreement shall conduct themselves during the substance of the Agreement.

NOW, THEREFORE, the parties, in consideration of the covenants, undertakings, and commitments set forth therein, hereby mutually agree as follows.

## **Section 1 of 14: Description of Work**

1.

The "Company" has the data in PDF format, which contains the basic information like name, age, gender, voter ID number, polling station details, constituency name, etc., of Indian voters. "Freelancer" needs to type this data into the software provided by the "Company".

2.

This information about a particular voter has a total of 26 different fields, which will be referred to as one form. Each PDF file contains the information of 5000 different voters (that is 5000 forms). Hence, this work will be called "Voters Data Entry" work hereafter.

3.

"Company" will send the job folder containing 5000 forms (1 form = information of 1 voter = 26 fields) and data entry software to "Freelancer" on registered email via Google Drive or through any other convenient way. The "Freelancer" needs to download this folder onto the computer. Sometimes, "Company" may send the data of 5000 forms in PDF format, which can not be downloaded from the email but opens directly in a web browser.

4.

"Company" will provide the "Freelancer" with separate copyright-protected software for data entry purposes. This software will be called "Voters Data Entry Software".

5.

If the "Voters Data Entry Software" has some problems/errors, or if the "Company" receives such complaints/feedback from the "Freelancer" about the software, the "Company" will make the necessary changes in the "Voters Data Entry Software" and will launch the different versions from time to time or as required to make the software user-friendly and error-free. The "Freelancer" has agreed to always use only the latest version of the "Voters Data Entry Software".

6.

Fields of the "Voters Data Entry Software" may shuffle one or two times during the period of 25 days. This is absolutely normal, and "Freelancer" should not get confused because of this. "Company" has implemented this feature in the "Voters Data Entry Software" for security purposes and to check the concentration of the "Freelancer" during work.

7.

"Freelancer" needs to open the PDF file and "Voters Data Entry Software" separately on a single screen on his/her computer/laptop side by side and then see the data from the PDF file and enter it in the "Voters Data Entry Software".

8.

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 do not get the perfect and desired results by these other methods. The "Freelancer" should do only manual typing in the "Voters Data Entry Software" and

should not use copy-paste or any other shortcut methods.

## Section 2 of 14: Basic Requirements

1.

"Freelancer" is required to sign this agreement using Aadhaar OTP, so the "Freelancer" must have an Aadhaar card, and the mobile number must be linked with the Aadhaar card.

2.

"Freelancer" must have his/her own computer/laptop with the latest Windows operating system (Windows 10 or 11). "Voters Data Entry Software" will not work on Windows 8, 7, XP, or any other outdated versions of the Windows operating system.

2.

"Freelancer" should have an appropriate application like Adobe Reader or any other suitable web browser, to open the PDF file.

3.

"Voters Data Entry Software" provided by the "Company" will not work on any smartphone, Chromebook, Macbook, or any other operating system except the Microsoft Windows operating system.

4.

"Freelancer" should upload any one photo ID proof (PAN Card / Aadhaar Card / Driving License / Voter Card / Passport) and a self-photograph during the online signing process of this agreement.

5.

"Freelancer" should have a valid bank account in India to receive his/her work payment.

6.

"Freelancer" should have basic computer and English language knowledge.

## Section 3 of 14: Registration Fee

1.

"Freelancer" has agreed to pay the "Company" the **non-refundable** registration fee of Rs 5500/- (Rupees five thousand five hundred only). Additionally, the "Freelancer" has paid the **non-refundable** amount to the job placement company/recruitment agency, which is completely decided and agreed upon by mutual understanding between the "Freelancer" and the job placement company/recruitment agency. Thus, "Company" does not have any role or involvement in the amount paid by "Freelancer" to the job placement company/recruitment agency. The details of the amount paid by "Freelancer" are given in the table below.

Particulars	Amount (Rs)	Remark
Amount paid by "Freelancer" to the job placement company/recruitment agency	Decided by mutual understanding between "Freelancer" and the job placement company/recruitment	"Company" has no role/involvement in deciding this amount

	agency	
The actual amount paid by the "Freelancer" to the "Company" (Rs)	5500=00	The job placement company/recruitment agency has paid this amount to the "Company" on behalf of the "Freelancer".
Pending amount to be paid by "Freelancer" to the "Company" (Rs)	Nil	"Company" will deduct this amount from the work payment of the "Freelancer".

2.

"Company" will use this amount paid by "Freelancer" to cover the expenses of data entry software, and technical support provided to "Freelancer", as well as to incur the losses, if any, that may be caused due to unethical practices, and misuse of data and software by the "Freelancer".

3.

If "Company" fails to provide the voter's data entry work to the "Freelancer" during the period of this agreement, the "Company" will provide a full or partial refund of the registration fee to the "Freelancer" of the amount that "Freelancer" or job placement company/recruitment agency has paid on behalf of "Freelancer" to the "Company". This refund amount will be proportionate to the remaining period of the agreement, data entry work, and other services provided to the "Freelancer" by the "Company" till such date of refund.

4.

In all other conditions, except those mentioned in point (3) of Section 3, the registration fee paid by "Freelancer" to the "Company" will be strictly non-refundable, and "Freelancer" should not demand the refund of the security deposit under any conditions and should cooperate in this regard without any dispute.

#### **Section 4 of 14: Rules for Voters Data Entry Work**

1.

"Company" will provide the "Freelancer" one job folder at a time for data entry. This job folder will contain 5000 forms in PDF or Image format, "Voters Data Entry Software", a software installation guide, and other important instructions. The link to download this job folder will be displayed on the screen of your computer/laptop immediately after signing this agreement. The "Freelancer" needs to download this folder onto his/her computer.

2.

Each form has 26 fields, and "Freelancer" should open a PDF file and "Voters Data Entry Software" side by side on the same screen of his/her computer/laptop

3.

The data entry software provided by "Company" to "Freelancer" will work for only twenty-five days from the date of installation.

4.

"Freelancer" should open the given PDF file on one side and "Voters Data Entry Software" on the other side of the same screen. See the data in the PDF file and type this data into the "Voters Data Entry Software" as per the requirement. Use of any other software by "Freelancer" for data entry is strictly prohibited.

5.

In twenty-five days, "Freelancer" should completely type as many forms as possible out of the given 5000 forms. Completing all 5000 forms in 25 days is not compulsory.

6.

"Voters 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 among more than one computer at a time.

7.

"Freelancer" is allowed to change the computer, if required, only after finishing 25 days of data entry software on one computer. "Freelancer" cannot change the computer/laptop during the ongoing typing work. If done, all the data saved in the data entry software will be deleted.

8.

Once 25 days of data entry software are completed, it will display the "Time Up" message. After that, the "Freelancer" should submit the required file to the "Company" to check and generate the accuracy report. "Company" will send detailed instructions about the file submission process to the registered email or WhatsApp number of the "Freelancer".

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 anytime at his/her convenience.

10.

"Freelancer" should type the given forms completely and in the proper sequence without missing any fields of the forms. Incomplete forms, forms containing blank fields, and forms typed randomly without maintaining the proper sequence will be either counted as mistakes or the entire work will be rejected.

## **Section 5 of 14: Accuracy Report and Payment**

1.

"Freelancer" can send the required file to the "Company" at any time after the software displays a "Time Up" message. "Freelancer" should not submit the database file for checking before 25 days of the software being completed.

2.

"Company" will send the accuracy report for the work submitted by "Freelancer" on his/her registered email within 5 working days (except Saturday, Sunday, and Govt. holidays) from the date of submission. "Freelancer" should reply to the company via WhatsApp within 48 hours in case there is a complaint/objection/query regarding the accuracy report. After that, no complaints will be entertained by the "Company" regarding that particular accuracy report.

3.

"Company" will send the work payment to the bank account of "Freelancer" within 2 working days after sending the accuracy report. "Freelancer" should submit his/her bank details or UPI details at the time of the first payment, through email or WhatsApp to the "Company" .

## **Section 6 of 14: Payment Structure**

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 the total mistakes in the work.

2.

Spelling mistakes, capitalization mistakes, punctuation mark mistakes, extra words or missing words mistakes, and extra or unnecessary space mistakes will be counted by the "Company" while generating an accuracy report of the work submitted by the "Freelancer".

3.

"Freelancer" will receive the work payment from "Company" as per the payment structure given in the table below. Only one slab will be applicable based on the total number of forms completed.

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>
Number of forms completed in 25 days	Total mistakes allowed in the entire work	Payment for each form if total mistakes are less than column B	Minimum fixed payment if total mistakes are more than column B
0001 to 1100	030	Rs 02.00 per form	Rs 0300.00
1101 to 1500	045	Rs 02.50 per form	Rs 0350.00
1501 to 1900	060	Rs 03.00 per form	Rs 0400.00
1901 to 2100	075	Rs 03.50 per form	Rs 0450.00
2101 to 2500	090	Rs 03.75 per form	Rs 0500.00
2501 to 2900	105	Rs 04.00 per form	Rs 0550.00
2901 to 3100	120	Rs 04.50 per form	Rs 0600.00
3101 to 3400	135	Rs 04.75 per form	Rs 0700.00
3401 to 3800	150	Rs 05.00 per form	Rs 0850.00

3801 to 4200	165	Rs 05.50 per form	Rs 1000.00
4201 to 4600	180	Rs 05.75 per form	Rs 1200.00
4601 to 5000	200	Rs 06.00 per form	Rs 1500.00

4.

To receive the work payment into the bank account of "Freelancer", the payable amount should be a minimum of Rs 1000/- or more

5.

If the work payment is less than Rs 1000/-, it will not be transferred into the bank account of "Freelancer", but the same amount will be added to the next work payment.

### **Section 7 of 14: Confidentiality**

1.

"Freelancer" shall keep all information received from the "Company" in whatever form 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 or registration fee details to Third Parties without prior written consent of "Company" during the term of this agreement.

### **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 by paying the required registration fee to "Company" by "Freelancer".

**Agreement Period: --/--/2026 To --/--/2027 (12 Months)**

### **Section 9 of 14: Important Instructions About Software**

1.

The voters data entry software provided by the "Company" for this data entry project will run for a continuous 25 days from the software's installation date. This is offline software. The Internet should be disconnected to use this

2.

The software will display the remaining days at the bottom of the software window, and it will show a "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 the software shows a "Time Up" message.

4.

The "Freelancer" needs to submit the required file to the "Company" from his/her registered email address as soon as possible after the software shows a "Time Up" message. Files sent from any other non-registered email will not be accepted by the "Company".

5.

The software will show the "New Assignment" button 5 days after the "Time Up" message. "Freelancer" should not click on this "New Assignment" button before getting an accuracy report of previously submitted work.

6.

After receiving the accuracy report from "Company" for the previously submitted file and after cross-checking the report, "Freelancer" needs to click on the "New Assignment" button in the software. By doing so, all the previously typed data will be deleted, and the software will again start for the next 25 days for the next assignment.

7.

If the "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 the "Company" will not be responsible for this.

8.

"Freelancer" will require a license key to activate the voters data entry software. After signing this agreement, the "Freelancer" should send a request to the "Company" to receive the license key by submitting the machine ID as per the instructions received from the "Company".

9.

After signing this agreement, the job placement company/recruitment agency or the "Company" will explain to the "Freelancer" the detailed process of requesting the license key. "Freelancer" will receive these guidelines on registered email, WhatsApp, or through a phone call.

10.

Voters data entry software is a copyright-protected software. "Company" will send the license key to the registered email or WhatsApp number of "Freelancer" within 24 hours after signing this agreement and after receiving a machine ID from the "Freelancer".

11.

The license key for the voters data entry software will work only on one particular computer/laptop for which the machine ID has been submitted. The same license key can not be used on any other computer/laptop.

12.

If, in case the "Freelancer" uninstalls/removes the voters data entry software from his/her computer/laptop

for some reason, then he/she can reinstall the voters data entry software on the same computer/laptop using the same registered email ID, contact number, and the same license key. In this case new license key will not be required.

13.

If the "Freelancer" wants to change the operating system, motherboard, hard disk, RAM, processor or wants to use entirely different machine, then he/she needs to pay the additional amount **Rs 500/-** (Rupees five hundred only) to the "Company" to get a new license key to activate voters data entry software on that particular new computer/laptop.

14.

The "Freelancer" is allowed to change the computer/laptop only two times during this agreement period by paying the additional amount **Rs 500/-** (Rupees five hundred only) to the "Company" for each new license key.

15.

After 25 days have passed, the software will show the "Time Up" message, and the "Submit File" button will be enabled, as well as "Save" and "Edit" buttons will be disabled.

16.

All the data typed by the "Freelancer" in the software will be exported in a password-protected ZIP folder after clicking on the "Submit File" button. The "Freelancer" should submit this ZIP folder to the "Company" as per the instructions received from the "Company". The "Freelancer" should not open this ZIP folder.

17. The voters data entry software and all related files are the intellectual property of the "Company". The "Company" will not share the password of the ZIP folder exported from the software with the "Freelancer", and the "Freelancer" is hereby requested not to insist or force the "Company" to share the password of the exported ZIP folder or any other confidential files related to the voters data entry software.

18.

Even after the software shows "Time Up", the "Freelancer" can check his/her original typing in the software itself and not elsewhere. The data saved in the voters data entry software will be considered as the only proof of original data typed by the "Freelancer" while cross-checking the accuracy report.

19.

Any screenshots or screen recordings of voters data entry software done by the "Freelancer" during the work will not be considered as proof of original typing. This is because the data can be changed/updated in the voters data entry software after taking screenshots or doing screen recording.

## **Section 10 of 14: Termination**

1.

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

2.

"Company" shall be entitled to terminate this agreement without any refund of the security deposit to the

"Freelancer" with immediate effect upon the 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 auto typing software, N-Computing, converting given pdf data into text format, use of OCR or any other shortcut methods by "Freelancer" to complete this page typing work.

## **Section 11 of 14: Most Important Terms and Conditions**

1.

The "Company" has reserved the right to make some minor changes in the rules and regulations (except the payment structure) for this voters data entry work without giving any prior intimation to the "Freelancer", and the "Freelancer" has agreed to remain bound to such changes.

2.

"Freelancer" is expected to do this work on 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 for money. Thus, doing any kind of business using the data and voters data entry software provided by "Company" is strictly prohibited.

## **Section 12 of 14: Documents of Freelancer**

1.

Any one identity proof

2.

Self-photograph (Latest)



## Section 13 of 14: Sample Data

1.

The image given below provides an idea about the data and software that will be provided by the "Company" to the "Freelancer" for voters data entry work. The images are indicative only. Actual data may have some different font types and sizes, but the number of fields per form will be 26.

Assembly Constituency No and Name : 216-AKOLE (ST)				Part No. : 1
Section No and Name : 1-Pachpathawadi Gavthan				
1	IY06963656	2	IY06244768	3
Name : VANITA SUNIL BHOIR Husband's Name: SUNIL BHOIR House Number : Age : 34 Gender : Female	Photo Available	Name : Vitthal Chandu Khokle Mother's Name: Chandu Khokle House Number : Age : 62 Gender : Male	Photo Available	Name : Meerabai Dagale Husband's Name: Devram Dagale House Number : Age : 53 Gender : Female
4	IY07820020	5	IY07791619	6
Name : HOUSABA BHUSAABAH KHOKALE KHOKALE Husband's Name: BHUSAABEB BHIRU KHOKALE KHOKALE House Number : 12 Age : 38 Gender : Female	Photo Available	Name : Maya Laxman Khokale Husband's Name: Laxman Devram Khokale House Number : 68 Age : 33 Gender : Female	Photo Available	Name : Pandurang Lahu Khokale Father's Name: Lahu Khokale House Number : 46 Age : 33 Gender : Male
7	IY07789902	8	IY07819030	9
Name : DEUBAI SHASHIKANT KHOKALE Husband's Name: SHASHIKANT SAKHARAM KHOKALE House Number : PACHAPATTAWADI Age : 29 Gender : Female	Photo Available	Name : MANISHA KHOKALE Mother's Name : PUSHPA KHOKALE House Number : At Pachapattawadi, Age : 29 Gender : Female	Photo Available	Name : ALKA SOMNATH KHOKALE Husband's Name: SOMNATH KHOKALE House Number : PACHAPATTAWADI Age : 27 Gender : Female
10	IY07791585	11	IY07801830	12
Name : Sampat Sanjay Khokale Father's Name: Sanjay Sakharam Khokale House Number : 86 Age : 26 Gender : Male	Photo Available	Name : SAVITA PRAKASH KHOKALE KHOKALE Husband's Name: PRAKASH NIRVUTTI KHOKALE KHOKALE House Number : 21 Age : 25 Gender : Female	Photo Available	Name : Archana Arun Khokale Husband's Name: Arun Bhanvana Khokale House Number : 90 Age : 24 Gender : Female
13	IY07793839	14	IY07732092	15
Name : BHAGWAN CHINDHU KHOKALE KHOKALE Father's Name: CHINDHU SAKHARAM KHOKALE KHOKALE House Number : 22 Age : 24 Gender : Male	Photo Available	Name : Maya laxman Khokale Husband's Name: Laxman Khokale House Number : 23 Age : 23 Gender : Female	Photo Available	Name : Pramod Vitthal Khokale Father's Name: Vitthal Govinda Khokale House Number : 84 Age : 19 Gender : Male
16	IY06244750	17	IY07753957	18
Name : Devram Nirvutti Dagale Father's Name: Nirvutti Dagale House Number : Age : 53 Gender : Male	Photo Available	Name : Fasabi Suresh Khokale Husband's Name: Suresh Khokale Khokale House Number : 86 Age : 41 Gender : Female	Photo Available	Name : Lilaibai Vitthal Khokale Husband's Name: Vitthal Govinda Khokale House Number : 84 Age : 37 Gender : Female

Demo entry for the voter Dattu Dhondu Rakshe (EPIC No. MLD1501733)

Available	Available	Available	Available
868 Name : Hanumant Devram Rakshe Father's Name: Devram Rakshe House Number : 133 Age : 20 Gender : Male	869 Name : Devram Rakshe Father's Name: Devram Rakshe House Number : 133 Age : 27 Gender : Male	870 Name : Dhondu I Father's Name : Dhondu I House Number : Age : 72 Gender : Female	871 Name : Dattu Dhondu Rakshe Father's Name: Dhondu Rakshe House Number : 134 Age : 20 Gender : Male
872 Name : Sambhu Khokale Father's Name: Danu Khokale House Number : 1230 Age : 32 Gender : Male	873 Name : Bhagwa Husband's Name : House Number : Age : 75 Gender : Female	874 Name : Dattu Dhondu Rakshe Father's Name: Dhondu Rakshe House Number : 134 Age : 20 Gender : Male	875 Name : Hanumant Devram Rakshe Father's Name: Devram Rakshe House Number : 133 Age : 27 Gender : Male
876 Name : Mangalibai Nirvutti Khokale and's Name: Nirvutti Khokale House Number : 52-53 Age : 65 Gender : Female	877 Name : Dipsra Radhika Khokale and's Name: Radhika Khokale House Number : 40-41-42 Age : 65 Gender : Female	878 Name : Chhabubai Namdev Khokale Husband's Name : Namdev Khokale House Number : 40-41-42 Age : 65 Gender : Female	879 Name : Raji A Father's Name : House Number : Age : 60 Gender : Female
880 Name : Sathyabama Dagdu Khokale and's Name: Dagdu Khokale House Number : 40-41-42 Age : 65 Gender : Female	881 Name : Dipsra Radhika Khokale and's Name: Radhika Khokale House Number : 40-41-42 Age : 65 Gender : Female	882 Name : Dipsra Radhika Khokale and's Name: Radhika Khokale House Number : 40-41-42 Age : 65 Gender : Female	883 Name : Dipsra Radhika Khokale and's Name: Radhika Khokale House Number : 40-41-42 Age : 65 Gender : Female

Voters Data Entry

Assembly Constituency Name : AKOLE (ST)  
Polling Station : 1 - Pachpattawadi  
Part Number : 1  
Part Name : Pachpathawadi Gavthan  
Part Serial Number : 871  
Virtual Id : mld1501733\_dattu\_rakshe  
Retype Virtual Id : rakshe@rediffmail.com  
Passcode : VDE879612  
Retype Passcode : VDE879612  
Company Code : DRIS2130  
Country Code : IN2BCR96  
Source : ECI Website  
Form Number : 1  
14Days-07Hrs-34Min

Save Clear Search Edit Export Analytics New Task Copyright

## **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 company/recruitment agency or 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 the required registration fee 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 confirm that the job placement company/agency and the "Company" have provided me with all the necessary information about the registration fee, work payment structure, rules of this data entry work, demo, and the necessary training before signing this agreement.

6.

I agree that I will not file any police complaint or legal claim against the job placement company/recruitment agency or the "Company" regarding the amount paid for obtaining this work opportunity. I am aware that if I do so, the "Company" and job placement company/recruitment agency may take legal action against me for the breach of contract and other applicable clauses.

7.

I confirm that I am entering into this contract with the "Company" by my own will and I have not been pressured by anyone to sign this agreement.

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