

## Agreement For Freelancing Work

Between

Durva Research and Infotech Services (Brand Name: DRIS India), a company, registered with the Ministry of Micro, Small & Medium Enterprises, Government of India with company registration number UDYAM-MH-26-0328531 having its registered office at Shop No. 26, 1<sup>st</sup> Floor, Ramana Primavista, Dhayari, Pune, Maharashtra 411041, 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       |  |
| Contact Number  |  |
| Email Address   |  |
| Freelancer Code |  |

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 third party placement 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 information technology 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 fulfil 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 15: Description of Work**

1.

The "Company" provides raw business-related data in formats such as scanned documents, images, handwritten records, or unstructured digital files. This data contains information such as business name, category, address, location, contact details, and other related information. The "Freelancer" is required to carefully read, interpret, and manually enter this data into the official online data entry portal provided by the "Company" for the purpose of creating structured digital datasets.

2.

Each business record consists of 13 fields such as business name, category, address, contact details, digital presence, etc. which will be referred to as one form. Each assignment contains the information of 5000 different businesses (that is 5000 forms). Hence, this work will be called "Business Profile Data Entry" work hereafter.

3.

The "Company" will provide access to the assigned work through a secure login-based system. The "Freelancer" must access and complete the assigned records using only the official online portal provided by the "Company".

4.

The "Company" will provide a secure, copyright-protected web-based application called "Business Profile Data Entry Portal" for data entry purposes. This web based application hereafter referred to as "The Portal".

5.

If "The Portal" encounters any technical issues, errors, or requires improvements based on feedback, the "Company" reserves the right to update, modify, or release new versions of the portal as required. The "Freelancer" agrees to always use the latest version of the portal.

6.

The structure, order, or arrangement of input fields within "The Portal" may change dynamically during the assignment period for quality control and security purposes. The "Freelancer" agrees to carefully read and accurately enter data without confusion.

7.

The "Freelancer" must view the source material (such as images, scanned documents, or

reports) and the data entry application simultaneously and manually enter the data into the system. In some cases, low-quality, blurred, or handwritten data may require careful interpretation before entry.

8.

The "Company" strictly requires that all work be completed through manual data entry only, as automated extraction technologies (such as OCR or AI-based tools) may produce inaccurate results in complex or low-quality source materials. The use of copy-paste, auto-typing tools, predictive text, or any automated methods is strictly prohibited.

## **Section 2 of 15: Basic Requirements**

1.

The "Freelancer" is required to sign this agreement using Aadhaar OTP. Therefore, the "Freelancer" must have a valid Aadhaar card with a mobile number linked to it.

2.

The "Freelancer" must have a smartphone (Android or iOS operating system) with a stable internet connection. The official "Business Profile Data Entry Portal" provided by the "Company" will function only on smartphone devices with updated operating systems.

3.

"The Portal" provided by the "Company" will not work on laptop or desktop computers. The "Company" may launch the desktop version of "The Portal" in future as and when required.

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" must have a valid Indian bank account in his/her own name to receive the work payment.

6.

"Freelancer" should have basic knowledge of smartphone usage, data entry skills, and understanding of English language to accurately read and enter business information.

## **Section 3 of 15: Registration Fee**

1.

"Freelancer" has agreed to pay the "Company" the **non-refundable** registration fee ₹ 7000/- (Rupees seven thousand 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 (₹)                                                                        | Remark                                                                                                                                       |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Amount paid by "Freelancer" to the job placement company/recruitment agency | Decided mutually by "Freelancer" and the job placement company/recruitment agency | "Company" has no role/involvement in deciding this amount                                                                                    |
| Registration fee decided by the "Company" (₹)                               | 7000=00                                                                           | This is the actual registration fee decided by the "Company" for the "Freelancer"                                                            |
| Amount waived off by the "Company"                                          |                                                                                   | This amount is deducted by the "Company" from the registration fee as a discount, and the "Freelancer" no longer needs to repay this amount. |
| The actual amount paid by the "Freelancer" to the "Company" (₹)             |                                                                                   | Either "Freelancer" or the job placement company/recruitment agency " on behalf of the "Freelancer" has paid this amount to the "Company".   |
| Pending amount to be paid by "Freelancer" to the "Company" (₹)              |                                                                                   | "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 "The Portal", 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 by the "Freelancer".

3.

If "Company" fails to provide the 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 15: Rules for Business Profile Data Entry Work**

1.

The "Company" will assign work to the "Freelancer" through the official Business Profile Data Entry Portal. Each assignment will consist of 5000 forms, which will be made available within the application interface. No separate downloadable job folder is required.

2.

Each form contains 13 fields related to a business profile, such as business name, category, address, contact details, and other relevant information. The "Freelancer" must carefully read the source data and enter it into the corresponding fields within the application. Source data will be available just above the each field.

3.

Each assignment will be active for a fixed period of twenty-five (25) days from the date of activation. The "Freelancer" must complete the assigned work as much possible within this period.

4.

"Freelancer" should see the data given just above the each field and type this data into "The Portal" as per the requirement. Use of any external software, tools, or methods for data entry is strictly prohibited.

5.

Within the 25-day period, the "Freelancer" is expected to complete as many forms as possible. Completion of the entire assigned workload (5000 forms) is encouraged but not mandatory unless otherwise specified.

6.

The work assigned to a "Freelancer" is strictly linked to their registered account (freelancer code) and device environment. The "Freelancer" must not attempt to operate the same account simultaneously on multiple devices or share access with others.

7.

The "Company" may implement system-based restrictions such as login validation, activity monitoring, time tracking, and usage controls. Any abnormal activity, misuse, or violation of system rules may result in restriction of access or cancellation of the assignment.

8.

Upon completion of the assignment period, the application will automatically stop accepting further entries ("Time Up" status). The entered data will be considered for evaluation, and the "Company" will process it to generate an accuracy report.

9.

The "Company" will provide the accuracy report and will assign subsequent work based on performance and availability. The "Freelancer" is free to accept or pause further assignments at their convenience.

10.

The "Freelancer" must ensure that all fields within each form are completed accurately and in the correct format. Incomplete entries, missing fields, incorrect formatting, or random data entry may be treated as errors and may affect the overall evaluation or lead to rejection of the work.

## **Section 5 of 15: Accuracy Report and Payment**

1.

The "Freelancer" is not required to manually send any file for submission. After completion of the 25-day assignment period, the system will display a "Time Up" status in the freelancer dashboard. The Submit button, which remains inactive during the working period, will automatically become active after the "Time Up" status. The "Freelancer" must click this Submit button to complete the submission process. Upon clicking, all entered data will be automatically submitted to the "Company" for evaluation.

2.

The "Freelancer" must not attempt to submit work before the completion of the 25-day period. The Submit button will remain disabled until the assignment duration is completed, and early submission is not permitted under any circumstances.

3.

The "Company" will generate the accuracy report for the submitted work within 5 working days (excluding Saturdays, Sundays, and Government holidays) from the date of submission.

4.

Once the accuracy report is generated, it will be uploaded to the freelancer dashboard/portal, and the "Freelancer" can view and download the report directly from their account. No separate email communication is required for report delivery.

5.

In case the "Freelancer" has any complaint, objection, or query regarding the accuracy report, he/she must respond to the "Company" via the official communication channel within 48 hours of report availability. After this period, no claims or disputes regarding that accuracy report will be entertained.

6.

The "Company" will process and release the payment to the "Freelancer" within 2 working days after the accuracy report is made available, subject to meeting the required quality standards and agreement terms.

7.

The "Freelancer" must update the bank account details in the "Profile" section after logged in to the dashboard of "Business Profile Data Entry Portal".

## **Section 6 of 15: 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 fix payment if total mistakes are more than column B |
| 0001 to 0500                         | 030                                       | ₹ 02.00 per form                                               | ₹ 0300                                                       |
| 0501 to 1000                         | 045                                       | ₹ 02.50 per form                                               | ₹ 0400                                                       |
| 1001 to 1500                         | 060                                       | ₹ 02.75 per form                                               | ₹ 0500                                                       |
| 1501 to 2000                         | 075                                       | ₹ 03.00 per form                                               | ₹ 0600                                                       |
| 2001 to 2500                         | 090                                       | ₹ 03.50 per form                                               | ₹ 0700                                                       |
| 2501 to 3000                         | 105                                       | ₹03.75 per form                                                | ₹ 0800                                                       |
| 3001 to 3500                         | 120                                       | ₹ 04.00 per form                                               | ₹ 0900                                                       |
| 3501 to 4000                         | 135                                       | ₹ 04.50 per form                                               | ₹ 1000                                                       |
| 4001 to 4500                         | 150                                       | ₹ 04.75 per form                                               | ₹ 1200                                                       |
| 4501 to 5000                         | 165                                       | ₹ 05.00 per form                                               | ₹ 1500                                                       |

4.

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

5.

If the work payment is less than ₹ 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 15: 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 15: 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".

| <b>Agreement Period</b> | <b>From</b> | <b>To</b> |
|-------------------------|-------------|-----------|
| 12 Months               |             |           |

#### **Section 9 of 15: Important Instructions about the portal**

1.

The "Business Profile Data Entry Portal" provided by the "Company" operates through an online system and requires an active internet connection for login, data entry, synchronization, and submission. The Portal is linked to the freelancer's registered account (freelancer code) and device.

2.

Each assignment will remain active for a continuous period of 25 days from the date of activation. The Portal/dashboard will display the remaining time for the active assignment, and a "Time Up" status will be shown once the duration is completed.

3.

After the "Time Up" status, the "Freelancer" will not be able to enter or modify any new data for that assignment. However, all previously entered data will remain available in the dashboard for review at any time.

4.

The submission process is fully system-based. After the "Time Up" status, the Submit button in the dashboard becomes active. The "Freelancer" must click this button to submit the work. Upon clicking, all data entered during the assignment will be automatically submitted to the "Company". No manual file upload or email submission is required.

5.

All assignments (active and completed) will be available in the freelancer dashboard in a separate expandable card format. The "Freelancer" can review previously completed (timed-out) assignments at any time.

6.

New assignments will be provided separately in the dashboard as a new expandable card. The "Freelancer" can start the assignment by clicking the "Continue" button. Starting a new assignment does not delete or affect previously completed assignments.

7.

The "Freelancer" will receive login credentials (temporary password) via email after signing this agreement. The "Freelancer" must set his/her own secure password after the first login. The "Freelancer" is solely responsible for maintaining the confidentiality of login credentials. Password reset functionality will be available in case the password is forgotten.

8.

The "Freelancer" account is strictly restricted to one mobile device only. Login on multiple devices is not permitted. If the "Freelancer" wishes to change the registered device (smartphone), he/she must request the "Company" and pay a device change charge ₹ 500/- (Rupees Five Hundred only). The access will be granted on the new device only after approval.

9.

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

10.

All data entered by the "Freelancer" within the Portal will be stored securely on the system and will be considered as the only valid record for evaluation and accuracy checking.

11.

The "Business Profile Data Entry Portal", dashboard, and all related systems are the intellectual property of the "Company". The "Freelancer" must not attempt to copy, modify, reverse engineer, or misuse any part of the Portal.

12.

The "Freelancer" can review previously entered data within the Portal/dashboard at any time. However, any external screenshots, recordings, or manually stored copies will not be considered as valid proof of work for dispute or verification purposes.

13.

The "Company" may implement system-level monitoring mechanisms such as login tracking, activity logs, time tracking, and usage controls to ensure fair usage and data security. Any misuse, suspicious activity, or violation of system rules may lead to restriction, suspension, or termination of the freelancer account.

## **Section 10 of 15: Termination**

1.

This agreement may be terminated by the "Freelancer" at any time, without assigning any reason, by giving prior written notice of fifteen (15) days to the "Company". In such a case, the "Freelancer" shall not be entitled to receive any refund of the registration fee or any other charges paid.

2.

The "Company" shall be entitled to terminate this agreement with immediate effect, without any refund of the registration fee or any pending amount, upon the occurrence of any of the following events:

a)

Any breach, violation, or non-compliance with any terms and conditions of this agreement by the "Freelancer". The "Company" may provide a written notice of such breach, and if the "Freelancer" fails to rectify the same within seven (7) days, the agreement may be terminated. However, no cure period shall be applicable in cases involving violation of applicable laws, fraud, or intentional misconduct.

b)

Use of any unauthorized methods to complete the assigned work, including but not limited to:

- Auto typing tools or scripts
- OCR (Optical Character Recognition) or AI-based extraction tools
- Copy-paste, data conversion, or format manipulation techniques
- Use of emulators, multiple devices, or system bypass methods
- Any shortcut or automated process intended to avoid manual data entry

c)

Attempt to misuse, manipulate, or interfere with the Business Profile Data Entry Portal, including but not limited to:

- Creating multiple accounts

- Sharing login credentials
- Attempting to bypass system restrictions or monitoring mechanisms
- Unauthorized access or suspicious activity detected by the system

d)

Violation of device usage rules, including attempting to access the Portal from multiple devices without authorization or bypassing the single-device restriction policy.

## **Section 11 of 15: 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 business profile 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 Business Profile Data Entry Portal provided by "Company" is strictly prohibited.

## **Section 12 of 15: Technical support**

1.

The "Freelancer" is required to contact following organisation to get technical support during the work.

|                            |                                                                                              |
|----------------------------|----------------------------------------------------------------------------------------------|
| Technical support provider | <b>Durva Research and Infotech Services (DRIS India)</b>                                     |
| Registered Office Address  | Shop No 26, Ramana Primavista, Dhayari, Pune 411041                                          |
| Technical Support Number   | Only Telegram: +91 7722041213 or <a href="https://t.me/drisindia">https://t.me/drisindia</a> |
| Working Hours              | 11:00 AM to 06:00 PM, Monday to Friday                                                       |

2.

Technical support shall be limited to matters directly related to "Voters Data Entry" project. Hardware issues, internet problems, system failure, or issues arising from third-party tools or user negligence shall not be covered.

3.

All technical assistance shall be provided only through Telegram messaging on +91 7722041213. Communication may include text messages, screenshots, images, screen recordings, or videos demonstrating the technical issue. Phone calls are not supported, and the "Freelancer" must not call this number, as calls will not be answered or entertained.

### **Section 13 of 15: Sample Images**

1.

The sample images provided below are intended to give the "Freelancer" a general understanding of the type of data and the interface of "The Portal" that will be supplied by the "Company". These images are illustrative and indicative only. While the visual layout, font style, font size, or formatting may vary in the actual data, the total number of data fields per form will remain thirteen (13).

2.

Certain information in the data file may be incomplete, blank, or missing, although the corresponding fields will still exist in the software. In such cases, the "Company" will provide additional instructions through a separate PDF document, clearly explaining how the "Freelancer" should fill such fields and how to handle incorrect, missing, or ambiguous data.

3.

The images shown are solely for demonstration and training purposes. The final and actual work interface may differ in terms of colour scheme, theme, layout, visual appearance, or user interface elements. No claim shall arise based on visual differences between the sample images and the actual portal.

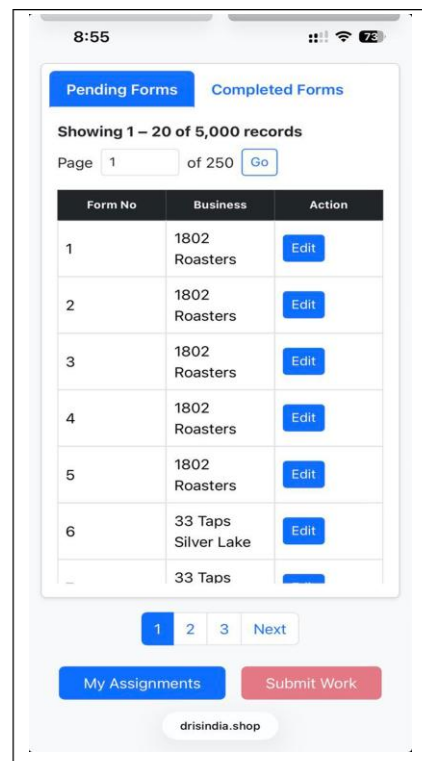
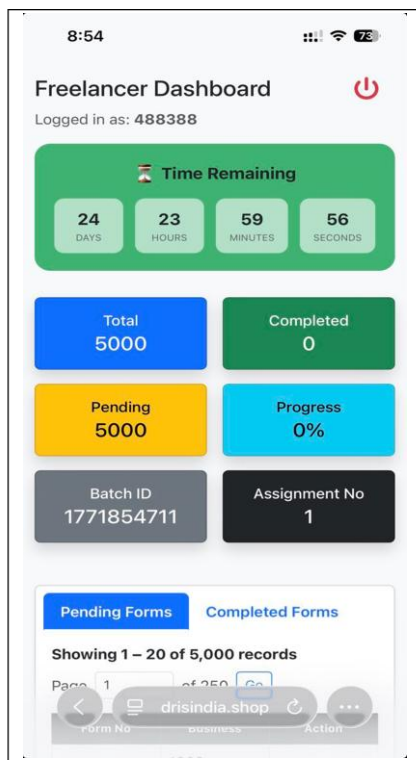
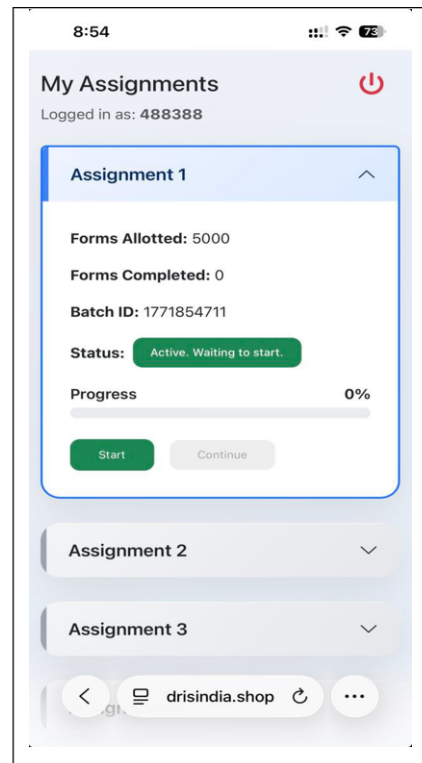
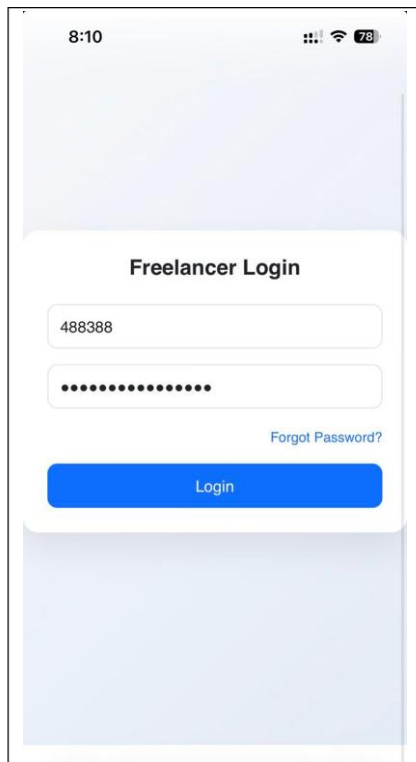
4.

Business Profile Data Entry Portal though contains 13 fields; the actual fields "Freelancer" required to type are only 12. The form number field is actually an auto filled programmatically. So, "Freelancer" is not required to type anything in the form number field. The next number will automatically appear in the sequence in this form number field.

5.

"Freelancer" required to type the remaining fields manually using mobile keyboard only. Any shortcut copy, paste, auto spell, voice typing, etc. is strictly prohibited.

## Sample Images



## Sample Images

9:53

← Back to Pending ← Back to Completed

Raw Data & Form

FORM\_NO (RAW)

1

Form No

1

BUSINESS\_NAME (RAW)

1802 Roasters

Business Name

1803 Roasters

CATEGORY (RAW)

American Restaurants

Category

American Restaurants

WEBSITE (RAW)

http://www.1802roasters.com/

Website

< drisindia.shop > ...

9:56

DETAILS (RAW)

From Business: A coffee shop and roastery in Cypress Park, Los Angeles. We offer specialty coffee, locally baked pastries, pressed juices, and tea. A coffee shop and roastery in?

Details

From Business: A coffee shop and roastery in Cypress Park, Los Angeles. We

REFERENCE\_ID (RAW)

163511

Reference Id

163511

SYSTEM\_GENERATED\_EMAIL (RAW)

163511\_1802\_roasters@rediffmail.com

System Generated Email

173511\_1802\_roasters@rediffmail.com

Save Back

< drisindia.shop > ...

10:29

Batch ID 1771854711 Assignment No 1

Pending Forms Completed Forms

Showing 1 – 10 of 10 records

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| Form No | Business      | Completed At        | Action |
|---------|---------------|---------------------|--------|
| 1       | 1802 Roasters | 2026-03-03 21:56:41 | View   |
| 2       | 1802 Roasters | 2026-03-03 22:25:31 | View   |
| 3       | 1802 Roasters | 2026-03-03 22:25:58 | View   |
| 4       | 1802 Roasters | 2026-03-03 22:26:25 | View   |

drisindia.shop

10:46

Freelancer Dashboard

Logged in as: 488388

Time Remaining

00 DAYS 00 HOURS 00 MINUTES 00 SECONDS

Total 5000 Completed 10

Pending 4990 Progress 0%

Batch ID 1771854711 Assignment No 1

Pending Forms Completed Forms

Showing 1 – 20 of 4,990 records

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< drisindia.shop > ...

#### **Section 14 of 15: Documents of Freelancer**

1.  
Identity proof (front side)
2.  
Identity proof (back side)
3.  
Self Photo

#### **Section 15 of 15: Declaration by Freelancer**

I,  
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----