

SDP HR SOLUTION

Smart Drive for Placement & Human Resource Solution

Sixth Floor, 610, Golden Square, Beside Dmart,
Near ABC Circle, Bholav, Bharuch, Gujarat - 392001

Cell Number: 9978691806/ 8799242876

Email: sdphrsolution@gmail.com, sejal@sdphrsolution.com

Website: www.sdphrsolution.com



Service Agreement

This Service Agreement executed on _____ is between **SDP HR SOLUTION** having its registered office at "**Sixth Floor, 610, Golden Square, Beside Dmart, Near ABC Circle, Bholav, Bharuch – 392001, at, India**" hereinafter referred to as the "**Service Provider**",

And

_____ having its registered office at "_____" & Manufacturing facility at _____ hereinafter referred to as the "**Client**".

And WHEREAS, the service provider is a company engaged in the business of providing services in the area of human resource management and consultancy by way of recruitment, training and business process outsourcing to various kindsof Companies. The client has approached the Service Provider with a request to provide suitable candidates as and when the requirement arises. The Service provider has agreed to offer the services described herein to client on the terms and conditions set out hereunder:

NOW IN CONSIDERATION OF THE PREMISES HEREINAFTER CONTAINED, IT IS HEREBY AGREED BETWEEN THE PARTIES ASFOLLOWS:

1. Scope of Services:

The Service Provider shall provide suitable candidates for specific job positions, according to the recruitment requirements communicated by the Client. The Client shall reserve the complete right and responsibility of establishing the eligibility of employment and subsequent employment of the prospected candidate/s.

2. Professional Charges:

The professional charges paid by the client for the positions filled by the service provider will be **8.33% of Annual CTC of the Joined Candidate.**

3. Terms of Payment:

The service provider shall raise the invoice to Client within a month's time from the date of joining of the candidates. The GST shall be charged at the rates applicable at the time of billing. Details of CTC shall be given by Client upon joined of candidates. **Client shall make the payment within 30 (Thirty) days from the date of joining of concerned candidate.** The payment shall be made in the name of / favor "**SDP HR SOLUTION**" or Digital Payment.

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4. Replacement:

One Time Free Replacement will be given for all the positions, if the candidate(s) leaves within 180 Days of Joining.

5. Validity of Resume:

The validity of resume received by client from the service provider for any position(s) will be 12 months from the date of its receipt by the client company.

6. Confidentiality:

Candidate details and all matters pertaining to selection process shall be treated in strict confidence by all the parties. The service provider shall maintain the confidentiality of information passed on during the recruitment process and shall only disclose information to the candidates or other third parties to the extent necessary to perform its obligations to the Client.

7. Terms & Termination:

This agreement is effective for 1 Year from the agreed date. Either party may terminate the same by serving one month written notice to the other party.

We have read, understood and agreed for the above Terms & Conditions, which will apply to the professional service provided by SDP HR SOLUTION for recruitment of candidates for Client.

For SDP HR SOLUTION

For _____

Authorized Signatory

Authorized Signatory

Place:

Date: