



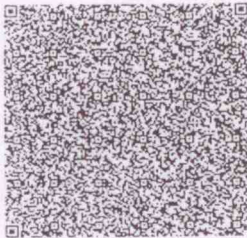
सत्यमेव जयते

INDIA NON JUDICIAL

Government of National Capital Territory of Delhi

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Account Reference	: IMPACC (IV)/ dl852003/ DELHI/ DL-DLH
Unique Doc. Reference	: SUBIN-DL85200320250690728828M
Purchased by	: G A DIGITAL WEBWORD PVT LTD
Description of Document	: Article 5 General Agreement
Property Description	: NA
Consideration Price (Rs.)	: 0 (Zero)
First Party	: G A DIGITAL WEBWORD PVT LTD
Second Party	: OTHER
Stamp Duty Paid By	: G A DIGITAL WEBWORD PVT LTD
Stamp Duty Amount(Rs.)	: 100 (One Hundred only)



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MEMORANDUM OF AGREEMENT

1. The President of India, acting through the Deputy Director General, Unique Identification Authority of India (an attached office under the Planning Commission of India), with its office at IInd Floor, Tower I, Jeevan Bharati Building, Connaught Circus, New Delhi (hereinafter referred to as "UIDAI" which expression shall unless excluded by or repugnant to the context be deemed to include his/her successor in officer administrators and permitted assignees) being the PARTY OF THE FIRST PART

Statutory Alert.

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For GA DIGITAL WEB WORD

Gaurav Arora

Director

AND

M/s GA Digital Web Word (P) Ltd., having its Registered office at No. 1 Hargobind Enclave, Vikas Marg Extn., Delhi-110092 (hereinafter referred to as AGENCY), which expression unless excluded by or repugnant to the context or meaning thereof, shall mean and include executors, assignees, legal representatives, heirs etc. of M/s GA Digital Web Word (P) Ltd.

2. WHEREAS, the UIDAI had published an advertised tender enquiry No.A.12013/8/2013-UIDAI on 24.02.2014 for outsourcing of manpower resources for UIDAI. The UIDAI had prescribed the eligibility criteria, technical and financial terms and conditions while inviting Tenders from the bidders. The AGENCY participated in the tender and had quoted Rs.498/- per month per person as monthly service charges which include cost of recruitment, monthly service fee for administering pay roll and statutory dues, administrative charge, human resources charge and all other internal costs for fulfilling the requirements of the tender over and above the remuneration fixed by UIDAI for different categories.
3. WHEREAS, on the basis of the said quotation, UIDAI has decided to accept the bid of the AGENCY for supply of manpower as detailed in section C of the tender document. The AGENCY has been entrusted to supply following categories of manpower against the fixed remuneration in addition to the EPF, ESIC etc. per person per month as indicated against each position in the table below.

Position	Job description & Technical requirements for the manpower to be deployed	Proposed remuneration per month (Rs.)
Multi-Tasking Operators for Data Entry, Office Assistance, Quality Check, De duplication & Reception* (39 at HQ, 254 at ROs & Tech centre.	<p style="text-align: center;"><u>Qualification(s)</u></p> <ul style="list-style-type: none"> ➤ Graduate with good communication skills in English and Hindi or Regional languages. ➤ Good knowledge of computer (MS Office: -Word, Excel and Power Point) and LAN functions. ➤ Proficiency in Typing on computer. ➤ Good communication skill(oral as well as written). ➤ Good analytical skill to assess the data quality. <p>*Additional qualification for performing the functions of Receptionists:</p> <ul style="list-style-type: none"> (i) Knowledge of customer service principles and practices. (ii) Proficiency in handling EPABX 	<p>Fixed basic monthly remuneration Rs.18000/- plus Rs.1200/- as conveyance allowance.</p> <p>Variable- Nil for the present.</p> <p>Variable component would be on account of cost of living and based on AICPI-IW index on a six monthly basis. The first variable component will be considered on an average increase in AICPI-IW index for the period 01.07.2014 to 31.12.2014 and paid from 01.01.2015 onwards as a</p>

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Bangalore)	<p>system</p> <p><u>Job description</u></p> <ol style="list-style-type: none"> 1. Data entry in the Computer. 2. To check the quality of demographic data of resident enrolled under the Aadhaar programme. 3. To check/identify the enrolment data for demographic de-duplication. 4. Routine office work like diary, dispatch, typing etc. 5. To perform various support job duties/ clerical functions for providing support to the higher and middle management personnel in the Organisation. 	<p>percentage of fixed basic monthly remuneration. The subsequent six monthly increases will be additive to previous basic monthly average increase in AICPI-IW index.</p>
Driver (1 at HQ)	<p><u>Qualification</u></p> <ul style="list-style-type: none"> ➤ Matriculation. ➤ Holding a valid commercial licence for motor vehicle ➤ Well conversant with traffic regulations in Delhi. ➤ Well conversant with roads and routes in Delhi and NCR and relevant security instructions <p><u>Job description</u></p> <ol style="list-style-type: none"> 1. The Driver will ply the departmental vehicle. 2. He will also maintain the log book of the vehicle properly and responsible for repair and maintenance of the vehicle from time to time. 3. He will be responsible to keep the vehicle neat and clean. 	<p>Fixed basic monthly remuneration = Rs.16000/- plus Rs.1200/- as conveyance allowance. Beyond 09 hrs of duty per day the Driver would be entitled to an overtime allowance of Rs.81.00 per hour upto a maximum of 100hrs / month</p> <p>An allowance of Rs.500/- per day for boarding, lodging etc., to the Driver for his night halt during outstation duty on production of vouchers/bills will be provided by the Agency.</p> <p>The Agency will claim reimbursement of above allowances from UIDAI.</p> <p>Variable-As above.</p>

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