



Terms & Conditions – Staffing & Recruitment Services

A. Acceptance of services

1. On acceptance/ confirmation for manpower recruitment services by Gems & C.O., an Agreement shall be signed between your organization and Gems & C.O.
2. Thereafter, all the communication related to hiring process like Job description, number of Candidates likely to be hired, Positions to be filled, Qualifications & relevant Experiences, Salary Structure, Types of job (Field/Office job), Time Frame & Joining details of candidates to be hired etc. shall be done via emails only.
3. On receipt of hiring details, Gems & C.O. team require 6 - 7 working days for screening of the resume and accordingly will provide the best candidates suited the requirement.
4. After your review process or screening of profile shared by Gems & C.O. shortlisted / applicable candidates will be called for an interview at preferred convenient time.

B. Selection of Candidates

The details of selected candidates including joining information must be shared with Gems & C.O. within 2 days of joining of candidates through email for further formalities.

C. Invoice

1. For One-time Recruitment, Gems & C.O. will raise the invoice within 30 days after joining of candidates.
2. For Third Party Payroll, Gems & C.O. will raise the invoice on 30th day of each month as a salary part of each candidate hired.
(Salary of the hired candidates shall be paid on the 5th day of each month.)

D. Payment (Manpower Recruitment/ Third Part Payroll)

1. For One-Time Recruitment service, the service cost shall be @8.33% of annual package of candidate. Payment shall be done within 45 days from the date of joining of an employee.
2. For Third Party Payroll service, the service cost shall be @15% of annual package of candidate hired.
(Service cost shall be paid on monthly basis along with the salary of candidate/s hired).

E. Validity of Candidate/ Replacement

1. For One-Time Recruitment, the services of placement/replacement of the hired candidates will be provided for 90 days from the date of joining and no extra fees will be charged for that. In case candidate leaves the company after 90 days, Gems & C.O. will not be liable for any further replacement for the same position.
2. For Third Party Payroll, the duration of contract will be for 12 Months and thus Gems & C.O. will be abided to provide the placement/replacement services for entire signed contractual period. (Rest all the services charges/payment process will remain same).

F. Duration of the Agreement (One-Time Recruitment & Third-party Payroll Services)

1. The terms & conditions stipulated here is applicable for 12 months from date of Agreement signed by both the parties.

G. Changes / Amendment

Any kind of changes i.e. Addition, Deletion, and/or Alterations to the Agreement can only be entertained after written consent and duly signed by both the parties.

H. Confidential Information

Both parties shall agree not to disclose any of the aforementioned information to third parties or to use any of this information for any purpose whatsoever other than performing under this Agreement or as required by law without the approval of all parties involved.

I. Termination

To terminate the Agreement, either party shall give prior notification (two months) to the second party in writing. Authorized representatives of the parties have executed this Agreement below to express agreement to its terms.

<u>The Employer:</u> Address: Name: Designation: Authorized Signature:	<u>Gems & C.O.</u> Address: Name: Designation: Authorized Signature:
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Gems & C.O.

Shaping the future of quality vision...