



N. Prot: L4.09.008/456  
New Delhi, 19 October 2020

M/s Express Facility  
31-32, Begumpur Park, Shivalik  
Malviya Nagar,  
New Delhi – 110017

Dear Sir,

Further to this Office Letter n.Prot: L4.09.008/1014 dated 20 December 2019 awarding the contract to your Company for providing inter alia the following service as well for a period of one year from 1<sup>st</sup> February to 31<sup>st</sup> December 2020, the above order stands partially modified only in respect of Part time Digital and Content Strategist as follows:

- i) 'Part- time' Digital and content Strategist @ ₹53859.00 (Rupees fifty three thousand eight hundred fifty nine per month inclusive of agency charges and GST @ 18% ;

**TERMS AND CONDITIONS:**

Execution of the duties by the above personnel shall be:

**For Digital and Content Strategist:**

- a. Carry out the jobs assigned from time to time by the Director of the Cultural Centre during office hours. The duty shall be 3 days a week within the timings of the office and as prescribed by the Director; i.e., 8.30 hours each day - Monday through Friday inclusive of 30 minutes lunch break;
- b. Avoid absence/leave from work without prior approval of the Director of the Cultural Centre;

Payment will be released every month upon presentation of a tax invoice in favour of Italian Embassy Cultural Centre with GST (UIN) number: 0717ITA00063UNB EMBASSY OF ITALY.

The onus of payment for allowances for Contributions for Provident Fund, Gratuity, Bonus at the time of the festival of Diwali or on termination of the contract period, as the case may be, and any tax related to the above personnel under the present contract lies strictly with the Service Provider and this Cultural Centre is absolved of any responsibility whatsoever in this regard. The Service Provider undertakes to keep the Centre informed about the regular deposit of Provident Fund in the employees' account as per relevant rules.

ITALIAN EMBASSY CULTURAL CENTRE, 50- E, CHANDRAGUPTA MARG, CHANAKYAPURI,  
NEW DELHI-110021 TEL: 011-26871901/26871903/26871904/24122695/24122696

WEBSITE: [http://www.iicnewdelhi.esteri.it/IIC\\_NewDelhi/](http://www.iicnewdelhi.esteri.it/IIC_NewDelhi/)  
CF per fatturazione 80213330584 - Codice Univoco Sede 0DX7WB

The present agreement does not entail any direct employment between the staff employed by the Service Provider M/s Express Facility and the Italian Embassy Cultural Centre.

The Service Provider takes full responsibility for the efficiency of the staff employed by him for the duties assigned to each person. The Service Provider will provide the full details of all his employees so that permission may be granted to them to enter the premises. The Service Provider cannot lease to others, in whole or in part, the implementation of the work, which is the subject of the present agreement.



The Service Provider will inform in advance if any worker goes on leave and will give full particulars in advance of the person sent as substitute. The Service Provider M/s Pro-interactive Services will be obliged to replace any worker in case the Italian Embassy Cultural Centre is not satisfied with the work, on its unquestionable judgement

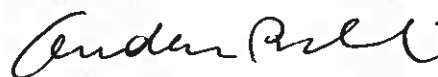
The Service Provider M/s Pro-interactive Services declares that his company is domiciled at New Delhi during the period of this agreement and produces documents to prove the registration with local Authorities vis-à-vis taxation and legal matters.

This present agreement will not be renewed automatically after its expiry on 31<sup>st</sup> December 2020.

In case any negligence of the above services is noticed, the Italian Cultural Centre, can, at its unquestionable decision, terminate the contract with one month's prior notice and release the payment amount due only for the period of actual services rendered. Both parties reserve the right to terminate the contract by giving one month's prior notice.

Any controversy that may arise in connection with the execution of the present agreement will be resolved through a Board of Arbitration. The board of Arbitration will constitute three members. Each contracting side will have the right to nominate one member and the two members thus nominated shall nominate a third member with will perform the function of the President of the Board. The Office of the Board of Arbitration will be that of the Italian Embassy Cultural Centre in New Delhi. The decision of the board will be binding subject to the condition that the immunity and privilege established by International Accords shall also apply to the Italian Embassy Cultural Centre in case of any dispute arising out of this agreement.

  
  
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Authorised signatory for  
Express Facility  
31-32, Begumpur Park, Shivalik  
Malviya Nagar,  
New Delhi - 110017

  
Andrea Baldi  
Director



**ITALIAN EMBASSY CULTURAL CENTRE, 50- E, CHANDRAGUPTA MARG, CHANAKYAPURI,  
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**Costing Proposal for Payroll Services**

Details of Compensation for Express Facility

**Payroll Services:**

Vasit Malik w.e.f. Feb'20	
Basic	15000
HRA	12000
TA	5500
Medical Allowance	6800
<b>Gross</b>	<b>39300</b>
PF Deduction @12% of Basic	1800
<b>Cash In Hand Salary</b>	<b>37500</b>
Employer PF @13% of Basic	1950
Bonus @ 8.33% of Basic	1250
Agency Charges	3144
<b>Total</b>	<b>45644</b>
<b>GST @18%</b>	<b>8216</b>
<b>Grant Total including GST</b>	<b>53859</b>
Bonus needs to be paid on Diwali	

VISTO : SI APPROVA

  
Andrea Banti  
Direttore





