



Letter of Contract

Dear Sir/ Ma'am,

HyreFox Consultants Pvt. Ltd. (hereinafter to be called HYREFOX) would like to empanel itself and provide exclusive staffing and other HR solutions to your organization, as per your requirements from time to time, on terms and conditions given below:

- 1) For all profiles, we will provide CV's within 48 to 72 hours of client signing the Agreement with us
- 2) You shall pay HYREFOX, professional Fees for each assignment
- 3) Our Consulting fee is equivalent to **8.33%** of CTC (Cost to Company) for each placement work
- 4) The term CTC would mean the sum total of all salary components as given in the Appointment letter
- 5) In cases where exact amount of perk value is not made available, notional value shall be considered
- 6) All CVs sent to you remain the property of HYREFOX for a period of **12** (Twelve) months from the date sent. In case, for any reason, a candidate is rejected for the referred position, but is selected for another position during those twelve months, full Professional Fees shall be payable to HYREFOX
- 7) To enable billing, CTC details of the selected candidates shall be sent to us within 3 days from the day candidate joins
- 8) Professional fee bill shall be raised after **10** days from the date of joining of the candidate & shall be settled within **30** days of candidate's joining. Payment shall be in favor of "**HyreFox Consultants Pvt. Ltd.**" by cheque / DD/ RTGS/ NEFT, payable at JAIPUR
- 9) Good & Service Tax, currently at **18%**, and any other levies & taxes as imposed by the Government authorities from time to time shall be applicable and payable by you
- 10) TDS Certificate shall accompany all payments made to us



- 11) Replacement: In case a candidate placed by us leaves your employment within **90** days of joining, then we shall provide a panel of candidates to select a replacement, for which no Professional fees would be payable to us

- 12) During the course of performance under this Agreement, HYREFOX may have access to information pertaining to your organization or its related companies/ firms past, present, or future research, development, or business activities and any proprietary products, materials services, or technical knowledge or is identified as confidential by citation. In connection therewith: The Confidential Information would be used by HYREFOX only to assist your organization in hiring and related HR services

- 13) HYREFOX shall protect the confidentiality of the Confidential Information in the same manner that it would protect its own Confidential Information of like kind

- 14) HYREFOX agrees that it will not hire or solicit for employment any employees from your organization during the term of this Agreement

- 15) That all disputes pertaining to this contract/agreement shall be referred to the jurisdiction of JAIPUR

- 16) The duplicate copy of this may kindly be signed as a token of having accepted the terms and conditions mentioned herein above

For HyreFox Consultants Pvt. Ltd.

For _____

Signature

Signature

Date:

Date: