# Format for Service Contract

(On the letterhead of FPO (NAME))

502/………/ Date: DD MM YY

To,

*Mr. …………… ………………..*

*………………..………………..*

*………………..*

*New Delhi-1100XX*

Subject: Engagement for the Assignment “… (Title)”

Dear… ,

I am writing to confirm our offer on the subject, as per our earlier discussions.

* 1. Duration: We expect that the assignment will conclude by DD MM YY. The agreement is effective from DD MM YY and will end on DD MM YY; we can however, mutually agree to review the assignment period.
	2. Services & Outputs: The specific areas where we seek your/your team‟s engagement in the assignment are as under:

Details of work proposed XXXX

You would maintain confidentiality of all information shared with you and generated by you during the assignment. After completion of the assignment, for whatever reason, any rights that are acquired during the assignment period shall continue to be the property of FPO (NAME).

You will not commit FPO (NAME) expressly or by implication to any future course of action or liabilities financial or otherwise.

You shall perform the services and carry out your obligations hereunder with due diligence, efficiency and economy in accordance with the generally accepted professional techniques and practices.

* 1. Assignment Fee & Payment Schedule**:** A total payment INR …………../- (Rupees ………………….

Only) is provided for the assignment as per the budget attached on submission of invoice. The payment schedule is detailed below:

On Signing of Agreement : 25% of total payment On completion of Work : 75% of total payment

The payments by FPO (NAME) are exclusive of all service tax and other related taxes however you will be responsible for payment of Income Tax, and relevant taxes as applicable for the service rendered.

Kindly provide us the documents pertaining to service tax registration and permanent account number.

* 1. Confidentiality and Copyright: You would maintain absolute confidentiality of all information shared with you and generated by you during the assignment. After completion of the assignment, for whatever reason, any rights that are acquired during the assignment period shall continue to be the property of FPO (NAME). You will not commit FPO (NAME) expressly or by implication to any future course of action or liabilities financial or otherwise.
	2. Coordination: I will be the holder of the project and will coordinate with you for logistics and other related support

If the foregoing terms are acceptable please sign the enclosed copy of this letter as a token of your understanding and acceptance.

Yours sincerely,

……………………… Project Holder

Encl: A/a

On Office Copy and Duplicate Copy only

I have carefully read the terms and conditions of this offer and these are acceptable to me.

Place: Signature

Date: Name

Address