

**LETTER OF INTENT / ENGAGEMENT**

**Mr Ritesh Gupta**

Mob 9354135180

Noida sector 02

**Subject: Letter of Intent for Trainer Appointment**

**Dear Ritesh**

We are pleased to extend this Letter of Intent (LOI) to formally appoint you as a part-time trainer for our online portals, subject to the terms and conditions outlined below. This LOI signifies our intention to collaborate with you for the development and delivery of educational content.

**1. SCOPE OF WORK:**

As the Expert in the field, you agree to develop high-quality educational content for our educational portals in accordance with the provided guidelines and module framework. The services include but are not limited to:

- a. Developing a course with elements such as course outline, course outcome, syllabus, study material, and multimedia components.
- b. Creating video content.
- c. Delivering live teaching and training.
- d. Skills development and training.
- e. Providing one-on-one training and counselling.
- f. Developing and accessing assignments.
- g. Assisting with job/HR preparation.

**2. DELIVERY SCHEDULE:**

- a. Design and submission of the course framework (No. of module/course outline/assessment etc) and objectives for approval after signing of LOI.

- b. Students' registrations will commence 15 days after the delivery of the first three modules completed in every manner.
- c. Submission of a minimum of 1 module per week.
- d. Conducting live classes as per the mutually agreed schedule.
- e. Prior notice for any rescheduling of live classes.

### **3. COMPENSATION STRUCTURE:**

- a. The company will pay Rs. 600/- per hour for live classes as well as for Recorded material (videos)
- b. The company will share 2% (as an incentive) of the overall registration amount in the courses executed by you.

OR

- a. 20% for each registration in any new course that is produced by you. After 3 years of course from the date of first registration, if the course remains alive then the payment percentage will be mutually discussed and applied.

### **4. INVOICES:**

- a. Submission of invoices on or before the 30th of every month, payment will be processed within 10 days.
- b. The company will pay 75% of the total amount and the rest 25% will be added to next month's payout (*e.i., let the first Month's total Payout is 10000/- then the company will pay 7500/- in the present month and 2500/- will be added in next month*). In the same way, payment will be transferred to the trainer till the trainer works with us.
- c. TDS deduction as per government laws.

### **5. LIABILITY AND INDEMNITY:**

- a. Responsibility for false information or incorrect content.
- b. You will be fully responsible for the completion of the course. If in any circumstances courses are not completed then the trainer has to refund

the total amount received from the second party with 18% interest to the company before starting any legal procedure in a court of law.

- c. A formal agreement will be provided to you for your signature once you accept this Letter of Intent.
- d. The company can display your profile with your photograph on its portals as a trainer and an expert.

## **6 .DISPUTE REDRESSAL:**

In case of disputes, attempts for amicable resolution and arbitration details. This Letter of Intent outlines our intentions, and a formal agreement with detailed terms will be established upon your acceptance. Your expertise and commitment are crucial to our educational initiatives. We look forward to a productive partnership.

Kindly signify your acceptance of this Letter of Intent by signing and returning it to us by 02.01.2024

Sincerely,



**Ms Meenu Malik**

HR Head

Stuvalley Technology Private Limited

Gurugram, Haryana

### **Acceptance of LOI**

I hereby confirm that I have thoroughly reviewed all the terms and conditions outlined in the Letter of Intent and am prepared to engage as a Part-Time Trainer for our online portals at Stuvalley Technology Pvt. Ltd.

Date:

Place:

**Ritesh GUPTA**

Aadhar No. 663052727620

PAN: AHMPG4507H