



BOOND - Every drop makes a difference..

[Sample - Partnership Letter]

Boond Engineering & Development Products

A-202, Mavilla, 7-Mayur Vihar Phase-1, Delhi-110091, INDIA

Phone: +91 9717 349 377

January 23rd, 2010

Balaram Karan,
Antadaya Anath Ashram, West Bengal

Dear Mr. Karan,

PARTNERSHIP AGREEMENT

Boond Engineering & Development Products is pleased to welcome you to a partnership for sale of its high quality products at a low price made for the rural people (below poverty line).

You will enjoy the following benefits:

- **Management Commission:** A management commission of 2% of the cost of the good sold for a minimum target of cumulative 50 product sales in a month from all Boond Officers for the region under your jurisdiction
- **Marketing & Awareness Campaign Material:** Boond will provide posters and other awareness campaign tools and also a **monthly donation of Rs. 1000** to your institution for raising awareness about the products
- **Other Benefits:**
 - Boond Jute bags for NGO management (max. of 5)
 - Sales training and technical training if required
 - Eligibility for Boond loan for micro-project after one year of uninterrupted service without complains
 - **Boond Festival gift of Rs. 5000** for the most popular festival celebration of the region

Please read the enclosed materials about Boond Engineering & Development Products and our goals. We at Boond Engineering & Development Products hope that you will enjoy being one of our partners for a social cause. Should you find our offer interesting, please sign the enclosed agreement and return to us. If you have any query, feel free to call on the undersigned who will be pleased to explain to you in details.

Sincerely,

[RUSTAM SENGUPTA], Chief Boond Officer (Corporate)

Acceptance of the Offer

I, Balaram Karan on behalf of Antadaya Anath Ashram accept the partnership agreement with Boond Engineering & Development Products.

Signature: _____ Date: _____

Address & Telephone Number: _____

Boond Engineering & Development Products

A-202, Mavilla, 7-Mayur Vihar Phase-1, Delhi-110091, INDIA

Phone: +91 9717 349 377

SUB: Partnership Terms & Conditions of the Agreement

Boond Engineering & Development Products will market its development kits (solar lamp, water filter and mosquito nets) through its NGO partners. The NGO partners will be defined as a person or persons or an institution. For example in this case **Antadaya Anath Ashram** will be referred to as the NGO partner. The NGO partner will strictly adhere to the following terms and conditions:

1. NGO partner is expected to deal the entire activity in **good faith and honesty**
2. Boond Engineering & Development Products will provide marketing material and training material to NGO partner as and when required along with any advise of mentoring help as needed
3. NGO partner will maintain a record of every sale and issue a receipt to the customer for every payment. They will need to send back the sales figures at the end of the month to Boond Engineering & Development Products, either electronically or through a written signed document
4. On receipt of products, NGO partner will test products and report within three days, any missing or broken product to Boond Engineering & Development Products. Boond Engineering & Development Products will then replace these products free of cost (incl. shipping) or include them in the next shipment free of charge.
5. Boond Engineering & Development Products **will provide 3 extra development kits on every 100 kits for servicing and replacement.** NGO partner will need to service the consumer's complains within one working day and maintain a record of all complaints
6. The **NGO partner will maintain the local warehouse** and be responsible for the products supplied to him/her and will have to pay for theft, breakage and missing items
7. In case of breakage or malfunctioning of products if not reported within five days, the NGO partner will need to pay for shipping the product from his place to Boond Engineering & Development Products. However, Boond Engineering & Development Products will replace the product free of charge if the product is under warranty.
8. In case, breakage of product is intentional or due to bad handling, Boond reserves the right to refuse a replacement and may get the product repaired on payment of a small charge
9. **High quality sales and service standards is expected** of the NGO partners and incase of any complaints, proper feedback may be given to Boond Engineering & Product Development
10. At the minimum, **NGO partners are expected to sell at least 100 kits in three months** and the sale should be on an increasing trend in order to keep the partnership continuing for the future
11. In order to market the above products, NGO partners will recommend the names for appointment of Boond Officers. They will maintain a record of the Boond Officers and also the sales figures for each every month.
12. The NGO partner will need to ensure regular payment of sales commission to the Boond Officers (3% of sales revenue). The NGO partner reserves the right to dismiss/suspend Boond Officers under its jurisdiction for negligent work, under performance or for breaking the Boond Officer contract. This will need to be informed to Boond Engineering & Development Products every month.
13. The NGO partner will ensure that benefits of the Boond Officer are properly distributed and their grievances addressed
14. The NGO partner will ensure that sales figures and payment collection information provided by the Boond Officers is accurate and maintained properly. These records will be audited randomly by Boond Engineering & Development Products
15. NGO partners will offer the payment plan for the development kit only to those living under Rs. 100/day (below poverty line or BPL). For this they will need to get an agreement signed alongside the specific payment plan (see annexure)
16. NGO partners will explain in details the terms for the payment plan to the customers and also warn them that if payment schedule is not followed as per agreement, the products may be confiscated.
17. NGO partners will collect payments from the Boond Officer and transfer the amount by the 10th of the following month to the Boond Engineering & Development Products account. In case of late payment, till 15th of the month, the NGO partner will lose 1% of the commission from the sales. If the payment is delayed beyond the 15th, the NGO partner will lose the complete commission for that month
18. In case, no payment from the NGO partner is received for two months consecutively, Boond Engineering & Development Products will declare the NGO partner at default and may take necessary action as seen fit if deemed fit
19. Boond Engineering & Development Products reserves the right to delete, modify and/or add a new clause that they consider necessary from time to time
20. Any violation of the terms and conditions as mentioned above will call for termination of the partnership and legal action if necessary

By signing and dating this letter below, I, Balaram Karan on behalf of Antadaya Anath Ashram accept the partnership agreement with Boond Engineering & Development Products.

Signature: _____ Date: _____ Seal: _____



[AGREEMENT FOR BOOND OFFICER]

Boond Engineering & Development Products

A-202, Mavilla, 7-Mayur Vihar Phase-1, Delhi-110091, INDIA

Phone: +91 9717 349 377

SUB: Agreement for Boond Officer

The following are the terms and conditions for a **Boond Officer**. Boond Officers will strictly adhere to these conditions:

1. Agreement between Boond Officer and Boond Engineering & Product Development is based on **good faith and honestly**. Incorrect pricing, cheating or any malpractice of any nature will not be tolerated
2. Boond Officers will **report all sales and customer information to Partner NGO or Boond** every week and issue receipt to the customers for every payment
3. **Boond Officers who sell less than ten kits a month will be put under probation for two months**. If the Boond Officer performance does not improve then his contract may be terminated
4. **Boond Officers who fail in the collection of payment from the customers more than twice will invite termination**
5. In case of breakage while making sales, Boond Officers will need to pay the price of repairs or as determined by the NGO partner and Boond Engineering & Product Development
6. Boond Officers will conduct business in a polite and gentle manner and explain the terms, conditions and product to the customers in details
7. Boond Officers will provide service to product complaints between one working day and report issues to the NGO partner as soon as possible
8. Boond Officers will **collect payments by the 5th of every month** in case of monthly payment plan or by 5th and 18th in case of bi-monthly payment plan. They will provide all the money to the NGO partner or Boond by the 7th of every month. In case the payment is made after late but not later than five days, the Boond Officer will lose 1% of the commission. In case the payment is made more than five days late but less than ten days late then the Boond Officer will lose 2% of the commission and if the payment is more than ten days late then the Boond Officer stands to lose the who commission from the sale for that month. Boond Officers will wear the shirt and I-card provided to them when they make the sale and collects the payments for the customer
9. Boond Officer will provide customer feedback regarding product and payment plan to Boond Engineering & Product Development directly in a report once in three months
10. Boond Officer will maintain record of all sale and payment collection detail. Random audits will be conducted by NGO partner and Boond Engineering & Product Development
11. Any violation of the above terms and conditions by the Boond Officers will lead to dismissal including forfeiture of the benefits and possible legal action

I agree to the above terms and conditions:

Boond Officer Signature with Date

Address & Phone Number

Date

NGO Partner Signature with Date

NGO Partner Seal & Phone Number

Date

Boond Engineering & Development Products

A-202, Mavilla, 7-Mayur Vihar Phase-1, Delhi-110091, INDIA

Phone: +91 9717 349 377

January 23rd, 2010

Hiranmay Pradhan
Marishda, East Medinipur,
West Bengal

Dear Mr. Pradhan:

BOOND OFFICER (WEST BENGAL)

Boond Engineering & Development Products is pleased to offer you a job as a Boond Officer (West Bengal). We trust that your knowledge, skills and experience will be among our most valuable assets and look forward to a long and fruitful association.

Should you accept this job offer, per company policy you'll be eligible to receive the following beginning on your hire date.

- **Sales Commission:** A sales commission of 3% of the cost of the good sold (rounded to the next ten) for a minimum target of 20 product sales
- **Performance Bonuses:** Up to Rs. 500 a month bonus for overshooting the target (Rs. 100 for every ten products sold over the target amount to a maximum of Rs. 500)
- **Benefits:** As follows:
 - 2 Boond Shirts / six months of uninterrupted service
 - Boond Stationary kit (register, pen etc.) & jute bag
 - Sales training and technical training if required
 - Eligibility for 'Best Boond Officer Award' (Cash prize of Rs. 2000 for Boond Officer who sells maximum products without any service complains) given out every three months
 - Eligibility for Boond loan for micro-project after one year of uninterrupted service without complains
 - Boond Half Sleeve pullover for the main religious festival of the year
 - Eligibility for Boond Education scholarship for children between age of 5 and 14 (of up to Rs.200/month) after one year of uninterrupted service without complains

If you accept this job offer, your hire date will be 10th Feb, 2010. Please read the enclosed materials about Boond and our goals. We at Boond Engineering & Development Products hope that you'll accept this job offer and look forward to welcoming you aboard. Your immediate supervisor will be the Boond Project Manager. Feel free to call me if you have questions or concerns. Call the main number in the letterhead above during normal business hours if required.

Sincerely,

[RUSTAM SENGUPTA], Chief Boond Officer (Corporate)

To accept this job offer:

1. Sign and date this job offer letter where indicated below and return one copy to Boond Corporate at address above.

Accept Job Offer

By signing and dating this letter below, I, Hiranmay Pradhan, accept the job offer and conditions of Boond Officer (West Bengal) at Boond Engineering & Development Products.

Signature: _____ Date: _____