

**SDI Business Services India Private Limited**

Esquire Centre, Block 2C, 2nd  
Floor, 9/6  
M.G Road,  
Bangalore – 560001  
Karnataka, India  
+91-80-40731068  
www.sdintl.com

10/1, South End Street,  
Kumara Park (East)  
Bangalore -560 001  
Karnataka, India  
+91-80-22258120  
+91-80-40731068  
www.sdintl.com

**September 29, 2023**

**Mr. Abhay Pratap  
Bangalore**

**Email: [abhayp256@gmail.com](mailto:abhayp256@gmail.com)  
Phone: +91 6396857160**

Dear Abhay,

We are pleased to inform you that we intend to offer you an exciting opportunity to work in our organization as **Procurement Analyst - French**. The position will be based in Bangalore, India. When required, you will be assigned to work at our client's premises.

Your CTC will be **INR 6,10,008 per annum** which includes Basic, HRA, LTA, Special allowance, and other benefits. Your compensation will be reviewed on completion of 12 months with the company. Your employment with us will be governed by the general terms and conditions of the company, as outlined in Annexure B.

You will be initially on probation for three months and thereafter on appraisal of your performance, your services will be confirmed, and such confirmation will be given in writing. Your services during probation are liable to be extended beyond the three-month period at the discretion of the management.

During probation your services are liable to be terminated or discontinued. No reason for such termination or discontinuation will be given by the management.

You are required to join us on **03<sup>rd</sup> October 2023**. You should report to our offices at SDI, Bangalore at 10:00 AM on the above date.

At the time of joining, please bring with you your educational certificates, your last paystub from your most recent employer, and an experience letter from your most recent employer. Please note that the offer is contingent on your ability to produce the necessary documents.

We look forward to a long and mutually rewarding relationship with you.

Yours sincerely,

For SDI Business Services India Private Limited.

**Maruthi PC  
Country Manager**

... Contd Page 2

**Global Affiliates : ISO 9001:2008, SSAE 16 & MWBE Certified**

*Argentina:* Superior SDI SRL | *Belgium:* BVBA Superior-SDI | *Canada:* Superior Design International, Inc. |

*China:* SDI Information Technology (Beijing) Co., | *France :* SDI Procurement Solutions SARL |

*India:* SDI Business Services India Private Limited | *Slovakia:* Superior SDI Slovakia s.r.o. | *South Africa:* SDI SA Solutions (PTY) Limited |

*Spain:* SDI Bussiness Solutions SL | *UK:* Superior SDI Limited | *US ;* SDI International Corp.

**Page 2****ANNEXURE A****Salary Structure****Name: Mr. Abhay Pratap****Position: Procurement Analyst – French**

<b>HEAD</b>	<b>Per Month</b>	<b>Per Annum</b>
	<b>In Rs</b>	<b>In Rs</b>
Basic	25417	305004
HRA	10167	122004
LTA	2500	30000
FBP	9727	116724
<b>Gross Salary</b>	<b>47,811</b>	<b>5,73,732</b>
Employer's PF	1800	21600
Gratuity	1223	14676
<b>CTC</b>	<b>50,834</b>	<b>6,10,008</b>

1. Reimbursements are allowed once every quarter. The Original bills should be submitted along with the reimbursement forms and should conform to the Company policies.
2. As per the current offer letters issued to employees, Employer portion towards PF is included while computing the Cost to Company. Both the contributions, employer, and employee would be kept at Rs 1800 per month. Hence the employee & employer portion would be calculated @12% on 70% of gross salary with an upper limit of Rs 1800 per month.
3. You are eligible for Group Medclaim Policy worth **Rs. 2,00,000** and Group Accident Policy worth **Rs. 1,00,000**.

... Contd Page 3

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**Page 3****ANNEXURE B  
Employment Agreement****1. Secrecy**

During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee/trainee of the Company.

**2. Conflict of Interest**

Your position with the Company calls for whole-time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without the written permission from the company.

**3. Confidentiality and Non-Disclosure**

You will sign a comprehensive Confidentiality and Non-Disclosure agreement on the date of your joining prior to orientation and training.

**4. Termination Notice**

Your services may be brought to an end by either side giving 60 Days' notice to the other or paying 60 Days' salary in lieu of notice. However, under special circumstances such as misrepresentation of educational skills/ professional experience, significant underperformance, under performance improvement plan, misbehavior, or violation of the professional code of conduct, the company reserves the right to terminate your services with no notice or with a reduced notice period as it deems fit.

**5. Statement of Facts**

It must be specifically understood that this offer is made based on your proficiency in the Technical/Professional skills you have declared to possess as per the application. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, the Company shall have the right to terminate your services forthwith. Your compensation package has also been designed based on your claim of your last drawn salary with your current employer. The company has a right to revise the terms of the offer if this information obtained from your salary slip from your previous employer is found inaccurate at the time of joining.

**6. Authorization**

You may not sign legal or any other business documents, representing the organization.

... Contd Page 4

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**Page 4****7. General**

The above terms and conditions including those in Annexure-A (Salary stack up) are based on company policies, procedures, and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. You will also abide by all other rules and regulations of the company that are in force. (eg. Phone Usage, Cell Phone Usage, Working Hours, and Punctuality)

**8. Working Hours and Holidays**

Your working hours will be as dictated by the needs of the organization. Your working hours may also vary depending on the needs of the organization. You are required to follow the holiday schedule of our India office.

**9. Leave Application**

All requests pertaining to leave should be submitted at least three days in advance. You are eligible for 24 days of leave during a 12-months period.

In all service matters, including those not specifically covered here, you will be governed by the rules of the company framed from time to time.

For SDI Business Services India Private Limited

**Maruthi PC**  
**Country Manager**

I, **Abhay Pratap**, agree to the above terms and conditions and would like to join SDI Business Services India Private Limited.

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Date:

Place:

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