

# Fieldwork Quality Monitoring Sheets (FQMS)

Field Office : Indure Name of Agency : Indure Supervisor Name : Sanyay Adme Pr. Coordinator : Shashank Bisen  
 Project Name : Quartz Sep. Job # : 20240574 Center : Indure Sample Size : 15 Job Type : Pharma Resp. Type :   
 Briefing Date : 12/01/24 FW Start Date : 22/01/24 FW End Date : 15/10/24 Deadling On : 15/10/24 Final lot sent : 15/10/24

S. No.	Interviewer Name	No. of Interviews		Scrutiny				Accompaniments		Backchecks				B/C on Sup.		B/C on Pr. Cord.		B/C by QC Dept.	
		1	2	Sup.	Pr. Cor.	Manager	Manager	Sup.	Pr. Cor.	Manager	Manager	Sup.	Pr. Cor.	Manager	Manager	Sup.	Pr. Cor.	Manager	Manager
1	Manish Sahasr	15																	
2	Sanyay Adme							2											
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
Total																			

Fieldwork Quality Norms : IF Met put tick below that column, if not then put cross

AC	B/C	SC	AC	B/C	B/C on sup.	Ops Mgr	SC	AC	B/C	B/C on sup.	B/C on Pr. sup.	QC Exe.	SC	AC	B/C	B/C on sup.	B/C on Pr. sup.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Supervisor

Pr. Coordinator

Ops Manager

Ops Head


QC Head

Signature Sanyay  
 Date 21/10/24

Bisen  
24/10/24

Pr  
29/10/24



 <b>marketxcel</b>	<b>17, Okhla Industrial Estate Phase 3 Rd, Okhla Phas III, Okhla Industrial Estate, New Delhi, Delhi -11020</b> Executive Name: <u>Shashank Bisen</u> Mobile No.: <u>704121639</u>	<b>PIC of the freelancer</b>  
	This is to certify that <u>Manish Solanki</u> registered with us as a freelance supplier for conducting interviews and collecting data. He/She has been authorized to collect Market Research Data by Market Xcel as per project specific Assignment Letter. Reference No: _____ Date of Issue: <u>17/9/24</u> Valid From <u>27/9/24</u> to <u>15/10/24</u> Job Fieldwork Location: <u>Indore</u> Mobile No: <u>95 8438046</u> Address: This Authority Card is issued on the specific request of the freelance supplier to facilitate in his/her assignment.	
		(Card Holder's Signature)

### Assignment letter

Freelancer Name <u>Manish Solanki</u> House Address <u>Chandrabhaga</u> <u>Juni, Indore</u>	Job No: <u>2024/0977</u> Job Title: <u>Quartz, Sep.</u> Fieldwork Location: <u>Indore</u>	Freelancer Code: <u>MXIND2024-090</u> Reference No: _____ Date: <u>21/10/24</u>
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Dear Sir/Madam,

This has reference to the discussion we had with you regarding the assignment pertaining to the captioned subject matter and explained in detail at the project briefing which you had attended on.

We now offer you fees for the assignment and other associated fees as mentioned hereunder, on the terms and conditions mentioned below and overleaf.

(A) Fees for Assignment:

Data Collection Type	Segment - Center	Quantity (Nos)	Rate Rs. (Per Qty)
<u>F&amp;F</u>	<u>Pharma - Indore</u>	<u>15</u>	<u>250</u>

The above stated assignment will start from \_\_\_\_\_ and end on \_\_\_\_\_. The completed assignment should be delivered in required numbers/quantity through the device handed over to you for the data collection task in complete quantity and data be synced on daily basis so that data collected in the device is sent directly into the secured server. The device location should be always in active and GPS be captured live as communicated at the above stated briefing. Non-Compliance of agreed schedule may result in non-acceptance and may to rejection of the assignment in part/full without any further reference/intimation to you. This is not an employment but merely an assignment to you as a freelancer, and you are free to pursue any other vocation of your choice or work for any other person, and that no request from you for permanent/temporary employment in the Company shall be entertained in future. The Company reserves its right to terminate your assignment without showing any reason thereof.

I solemnly declare the information mentioned herein (both sides of the page) is true and correct to the best of my beliefs and I agree with all terms and conditions.

Date: 21/10/24

Name of signee: Manish Solanki

Signature: Manish

Signed in the presence of:

1) Witness Name: Shashank Bisen

Contact number: 704121639

Signature: S. Bisen

2) Witness Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Signature: \_\_\_\_\_



From  
Name of the Freelancer:- Manish Solanki  
Address:- Jun Indore.  
Mobile No:- 9584380450

**BILL**

Customer's Name & Address <b>To : MARKET XCEL DATA MATRIX PVT. LTD.</b> 13/1, Old 7/1, 1st Floor, Pardeshipura, Opposite Shiv Dham Mandir, Indore - 452003 PAN No.: AAECM5086D	For Commercial Use:  Bill No: <u>22551</u> Date: <u>21/10/24</u> Freelancer Code: <u>MXIND2024-020</u>
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**Towards my Charges/Fees against Assignment/stated below:**

Job No: <u>20240977</u>	Original Assignment Number and Date	Revised Assignment Number and Date	Quantity And Amount Payble
Job Title: <u>Quartz Sep.</u>			

Fieldwork Locations: Indore

Fees for Assignment			
Data Collection Type & Segment	Quantity	Rate	Amount
1- Briefing charges			
2- Recruitment/Contact/Listing			
3- Main interview -	<u>15</u>	<u>250</u>	<u>3750.00.</u>
4- Main interview-			
5- Moderation/Translation/Transcription/Others (Specify).....			

**Other Fees/Charges**

Supervision Charges			
Executive Name: <u>Shashank Bisen</u>			
EIC Employee ID: <u>MX2363</u>	Date: <u>21/10/24</u>	Signature: <u>[Signature]</u>	

**Totals**

A) Fees for Assignemt	Job No. <u>20240977</u>	Task Code	Amount:- <u>3750.00</u>
B) Supervision Charges			Amount:-

**Grand Total (A+B) For Net Payment**

Rupees in Words: Three Thousand Seven Hundred Fifty Rupee

**Summary**

Assignment Number	Job No.	Segment	Centre	Date Collection Type	Quantity Synched/ Submitted	Quantity Rejectedby IQC and Agreed by me	Invoice Quantity Accepted	Quantity Paidinthis Invoice	Quantity Payable in Subsequent Invoices
	<u>20240977</u>	<u>Quartz</u>	<u>Indore</u>	<u>FLF</u>					

I solemnly declare the information mentioned herein (both sides of the page) is true and correct to the best of my beliefs and I agree with all terms and conditions.

My PAN Account Number is: GAABPS6726L  
Beneficiary Bank Account Name: Manish Solanki  
Beneficiary Bank Account Number: 10262361671

Beneficiary Bank Name: State Bank of India  
Beneficiary IFSC Code: SBIN0021090

E&OE

<u>Manish</u> (Signature & Date)	<u>[Signature]</u> 21/10/24 Approved by with date	Bill Received On:  Bill Checked & Cleared On:
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From  
Name of the Freelancer: Sanyay Adme  
Address:- Village Dongeriyia Dist Balasgarh  
Mobile No:- 9301733275

## BILL

Customer's Name & Address  
**To : MARKET XCEL DATA MATRIX PVT. LTD.**  
13/1, Old 7/1, 1st Floor, Pardeshipura, Opposite Shiv Dham Mandir,  
Indore - 452003  
PAN No.: AAECM5086D

For Commercial Use:

Bill No: **22552**  
Date: 21/10/24  
Freelancer Code: MXIND2023-077

**Towards my Charges/Fees against Assignment/s stated below:**

Job No:	Original Assignment Number and Date	Revised Assignment Number and Date	Quantity And Amount Payable
<u>20240977</u>			
Job Title: <u>Quartz Sep.</u>			
Fieldwork Locations: <u>Indore</u>			

### Fees for Assignment

Data Collection Type & Segment	Quantity	Rate	Amount
1- Briefing charges			
2- Recruitment/Contact/Listing			
3- Main interview - <u>Supervision</u>		<u>30%</u>	<u>1125.00</u>
4- Main interview-			
5- Moderation/Translation/Transcription/Others (Specify).....			

### Other Fees/Charges

Supervision Charges			
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Executive Name: Sheshank Bisen

EIC Employee ID: MX2363 Date: Signature: S. Bisen

### Totals

A) Fees for Assignemt	Job No.	Task Code	Amount:-
	<u>20240977</u>		<u>1125.00</u>
B) Supervision Charges			Amount:-

**Grand Total (A+B) For Net Payment**

Rupees in Words: One Thousand One Hundred Twenty Five.

### Summary

Assignment Number	Job No.	Segment	Centre	Date Collection Type	Quantity Synched/ Submitted	Quantity Rejectedby IQC and Agreed by me	Invoice Quantity Accepted	Quantity Paidinthis Invoice	Quantity Payable in Subsequent Invoices
	<u>20240977</u>	<u>Quartz</u>	<u>Indore</u>						

I solemnly declare the information mentioned herein (both sides of the page) is true and correct to the best of my beliefs and I agree with all terms and conditions.

My PAN Account Number is: DRKPA4516D

Beneficiary Bank Account Name: Sanyay Adme

Beneficiary Bank Account Number: 3231935779

Beneficiary Bank Name: Central Bank of India

Beneficiary IFSC Code: CBIN0281986

E&OE

Bill Received On:

Bill Checked & Cleared On:

(Signature & Date)

Approved by with date