

# Fieldwork Quality Monitoring Sheets (FQMS)


Field Office : Indore Name of Agency : Whatsapp Community Job # 20240995 Supervisor Name : Amrithesh Mishra  
 Project Name : Whatsapp Community Job # 20240995 Center : Indore Sample Size : 15 Job Type : Whatsapp Resp. Type : Yes  
 Briefing Date : 28.9.24 FW Start Date : 30.9.24 FW End Date : 10.10.24 Deadling On : 10.10.24 Final lot sent : Yes

S. No.	Interviewer Name	No. of Interviews Done		Scrutiny			Accompaniments			Backchecks			B/C on Sup.		B/C on Pr. Cord.		B/C by QC Dept.	
		1	2	Sup.	Pr. Cor.	Manager	Sup.	Pr. Cor.	Manager	Sup.	Pr. Cor.	Manager	Pr. Cor.	Manager	Manager	Sup.	Pr. Cor.	Manager
1	Alpana Nograiya	15					5	5		4	4							
2	Kavita Sen																	
3	Chandni Goudam																	
4	Manjeet Kaur																	
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
Total																		

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

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.
✓	✓		✓	✓													
Pr. Cord.																	

Signature : Manjeet Supervisor : Amrithesh Ops Manager : Amrithesh Ops Head :  QC Head :   
 Date : 29/10/24 25/10/24 26/10/2024

 <b>marketxcel</b>	<b>17, Okhla Industrial Estate Phase 3 Rd, Okhla Phase III, Okhla Industrial Estate, New Delhi, Delhi -110020</b> Executive Name: <u>Amritesh Mishra</u> Mobile No.: <u>8109212129</u>	PIC of the freelancer
	This is to certify that <u>Manjeet Kaur</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: <u>30.9.24</u> Valid From: <u>30.9.24</u> to <u>10.10.24</u> Job Fieldwork Date of Issue: <u>30.9.24</u> Mobile No: <u>9869429752</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>Manjeet Kaur</u> House Address: <u>57, DS-3 Scheme-78</u>	Job No: <u>20240995</u> Job Title: <u>Whatsapp community</u> Fieldwork Location: <u>Indore</u>	Freelancer Code: <u>MXIND2023-06</u> Reference No: Date: <u>30.9.24</u>

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)
F2F	whatsapp - Indore	30%	Supervision

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: 30.9.24

Name of signee: Manjeet Kaur

Signature: Manjeet

Signed in the presence of:

1) Witness Name: Amritesh Mishra

Contact number: 8109212129

Signature: Amritesh

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

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

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



Name of the Freelancer:- Manjeet Kaur  
Address:- 157, DS-3 Scheme-78  
Mobile No:- 7869429752

## 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: 22737  
Date: 25/10/2024  
Freelancer Code: MXIND2023-061

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

Job No: 20240995

Original Assignment  
Number and Date

Revised Assignment  
Number and Date

Quantity And  
Amount  
Payable

Job Title: whatsapp Community Genze Metro  
Fieldwork Locations: Indore

### Fees for Assignment

#### Data Collection Type & Segment

	Quantity	Rate	Amount
1- Briefing charges			
2- Recruitment/Contact/Listing			
3- Main interview - Supervision			
4- Main interview-			1125
5- Moderation/Translation/Transcription/Others (Specify).....			

### Other Fees/Charges

Supervision Charges

Executive Name: Amitesh Mishra

EIC Employee ID: Date: Signature: MX2383 Amishra

### Totals

A) Fees for Assignemt	Job No.	Task Code	Amount:-
B) Supervision Charges			Amount:- 1125/-

Grand Total (A+B) For Net Payment

Rupees in Words: One Thousand One hundred Twenty Five Rupees

### 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
	20240995	group	Indore	F2F					

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:

Beneficiary Bank Account Name: Manjeet Kaur

Beneficiary Bank Account Number: 6058101000064

E&OE

Beneficiary Bank Name: CANARA BANK

Beneficiary IFSC Code: CNRB0006058

(Signature & Date)

Approved by with date

Bill Received On:

Bill Checked & Cleared On:



<b>marketxcel</b> 17, Okhla Industrial Estate Phase 3 Rd, Okhla Phase III, Okhla Industrial Estate, New Delhi, Delhi -110020 Executive Name: <u>Amrutesh Mishra</u> Mobile No.: <u>8109212129</u>	PIC of the freelancer
(Card Holder's Signature)	

### Assignment letter

Freelancer Name <u>Kavita Sen</u> House Address <u>Piplani Dist Dewas</u>	Job No: <u>20240995</u> Job Title: <u>whatsapp community</u> Fieldwork Location: <u>2en 2s Tier 1 Indore</u>	Freelancer Code: <u>MXIND2024-158</u> Reference No: Date: <u>30.9.24</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)
F2F	whatsapp group - Indore	15	300

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: 30.9.24

Name of signee: Kavita Sen

Signature:

कविता सेन

Signed in the presence of:

1) Witness Name: Amrutesh Mishra

Contact number: 8109212129

Signature: Amrutesh

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

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

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

From  
Name of the Freelancer:- Kavita Sen  
Address:- Piplani Dist - Dewas  
Mobile No:- 95075221979

## 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: 22735

Date: 24/11/2024

Freelancer Code: MXIND-2024-158

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

Job No: 20240995

Original Assignment  
Number and Date

Revised Assignment  
Number and Date

Quantity And  
Amount  
Payable

Job Title: whatsapp community Ben's metro Tier I

Fieldwork Locations: Indore

### Fees for Assignment

#### Data Collection Type & Segment

	Quantity	Rate	Amount
1- Briefing charges			
2- Recruitment/Contact/Listing			
3- Main interview -			
4- Main interview-	15	300	4500
5- Moderation/Translation/Transcription/Others (Specify).....			

### Other Fees/Charges

Supervision Charges

Executive Name: Amritesh Mishra

EIC Employee ID: Date: Signature: MX 2383 Amishra

### Totals

A) Fees for Assignemt Job No. Task Code Amount:-

B) Supervision Charges Amount:-

Grand Total (A+B) For Net Payment

4500/-

Rupees in Words: Four Thousand five hundred Rupees

## Summary

Assignment Number	Job No.	Segment	Centre	Date Collection Type	Quantity Synched/ Submitted	Quantity Rejected by IQC and Agreed by me	Invoice Quantity Accepted	Quantity Paid in this Invoice	Quantity Payable in Subsequent Invoices
	20240995	group	Indore	F2F					

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: NX TPS 5454M

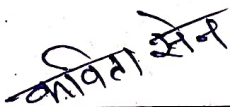
Beneficiary Bank Account Name: Kavita Sen

Beneficiary Bank Account Number: 124412010000781


E&OE

Beneficiary Bank Name: Union bank of India

Beneficiary IFSC Code: UBIN 0812447



(Signature & Date)



Approved by with date

Bill Received On:

Bill Checked & Cleared On:



Phase 3 Rd, Okhla Phase III, Okhla Industrial  
Estate, New Delhi, Delhi -110020  
Executive Name: Amritesh Mishra  
Mobile No.: 8109212129

PIC of the freelancer

This is to certify that Chandni Goutam 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: 30.9.24 Valid From: 30.9.24 to 10.10.24 Job Fieldwork Location: Indore Mobile No: 9244169086 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>Chandni Goutam</u>	Job No: <u>20240995</u>	Freelancer Code: <u>MXIND2023-063</u>
House Address <u>Solaniki Nagan</u>	Job Title: <u>Whatsapp Community</u>	Reference No:
	Fieldwork Location: <u>For Festive metro Indore + Teri</u>	Date: <u>30.9.24</u>

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>F2F</u>	<u>whatsapp - Indore</u>	<u>15</u>	<u>300</u>

The above stated assignment will start from 30.9.24 and end on 10.10.24. 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: 30.9.24

Name of signee: Chandni Goutan

Signature: Chandni

Signed in the presence of:

1) Witness Name: Amritesh Mishra

Contact number: 8109212129

Signature: Amishog

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

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

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

Address:- Solonki Nagar Goutam  
Mobile No:- 9244169086

## 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: 22733

Date: 24/10/24

Freelancer Code: MXIND 2023-063

**Towards my Charges/Fees against Assignment/sstated below:**

Job No:	Original Assignment Number and Date	Revised Assignment Number and Date	Quantity And Amount Payble
20240995			
Job Title: W/Community Gen Zs Tier I			

Fieldwork Locations: Indore

### Fees for Assignment

Data Collection Type & Segment	Quantity	Rate	Amount
1- Briefing charges			
2- Recruitment/Contact/Listing			
3- Main interview -	15	300	4500
4- Main interview-			
5- Moderation/Translation/Transcription/Others (Specify).....			

### Other Fees/Charges

Supervision Charges

Executive Name: Amritesh Mishra

EIC Employee ID: Date: Signature: MX 2383 Amish

### Totals

A) Fees for Assignemt	Job No.	Task Code	Amount:-
B) Supervision Charges			Amount:-

**Grand Total (A+B) For Net Payment** 4500

Rupees in Words: Four Thousands five hundred Rupees

### 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
	20240995	WhatsApp group	Indore	PDF					

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:

Beneficiary Bank Account Name: Chandni Goutam

Beneficiary Bank Account Number: 34171562961

E&OE

Beneficiary Bank Name: state bank of India

Beneficiary IFSC Code: SBIN 0001371

Chandni  
(Signature & Date)

Amish  
25/10  
Approved by with date

Bill Received On:

Bill Checked & Cleared On:



<b>marketxcel</b> 17, Okhla Industrial Estate Phase 3 Rd, Okhla Phase III, Okhla Industrial Estate, New Delhi, Delhi -110020 Executive Name: <u>Amrutesh Mishra</u> Mobile No.: <u>8109212129</u>		<b>PIC of the freelancer</b>  
This is to certify that <u>Alpana Nograiya</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: <u>30.9.24</u> Date of Issue: <u>30.9.24</u> Valid From: <u>30.9.24</u> to <u>10.10.24</u> Job Fieldwork Location: <u>Indore</u> Mobile No: <u>6387461324</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)

<b>Assignment letter</b>		
Freelancer Name <u>Alpana Nograiya</u> House Address <u>Nehru Nagar</u>	Job No: <u>20240995</u> Job Title: <u>Whatsapp Community</u> Fieldwork Location: <u>Gen 2s Metro Tier I</u> <u>Indore</u>	Freelancer Code: <u>MXIND2024-154</u> Reference No: Date: <u>30.9.24</u>

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)
F 2 F	whatsapp - Indore	15	300

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 a 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: 30.9.24

Signed in the presence of:

Name of signee: Alpana Nograiya

1) Witness Name: Amrutesh Mishra

Contact number: 8109212129

Signature: Amrutesh

Signature: Alpana Nograiya

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

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

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



Address:- Nohra Nohra Nagar  
Mobile No:- 8387 466 328

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

## BILL

For Commercial Use:

Bill No: 22732

Date: 25/10/24

Freelancer Code: MXIND2024-154

Job No: 20240995

Towards my Charges/Fees against Assignment/stated below:

Job Title: WhatsApp Community Gen2s Metro  
Fieldwork Locations: Indore

Original Assignment  
Number and Date

Revised Assignment  
Number and Date

Quantity And  
Amount  
Payable

### Fees for Assignment

#### Data Collection Type & Segment

	Quantity	Rate	Amount
1- Briefing charges			
2- Recruitment/Contact/Listing			
3- Main interview -			
4- Main interview-	15	300	4500
5- Moderation/Translation/Transcription/Others (Specify).....			

### Other Fees/Charges

Supervision Charges

Executive Name: Amitesh Mishra

EIC Employee ID: Date: Signature: MX2383 Amitesh

### Totals

A) Fees for Assignemt Job No. Task Code Amount:-

B) Supervision Charges Amount:-

Grand Total (A+B) For Net Payment 4500

Rupees in Words: Four Thousand Five hundred Rupees

### 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
	20240995	group	Indore	whatsapp					

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: AK DPN 0124 F

Beneficiary Bank Account Name: Alpina Nohraiya

Beneficiary Bank Account Number: 124410100043084

E&OE

Beneficiary Bank Name: Union Bank of India

Beneficiary IFSC Code: UBIN0812447

A. Nohraiya  
(Signature & Date)

Amitesh  
25/10  
Approved by with date

Bill Received On:

Bill Checked & Cleared On: