

**Date: 30-December-2025****OFFER LETTER-CUM-EMPLOYMENT AGREEMENT**

To:

Shweta Pote

W/o Vaibhav Pote

A 301 Brook Side Society Alandi Road Survery no 7/5 Near Ganga Kunj Kalas Pune City Pune  
Maharashtra 411015

Dear Shweta,

We are pleased to offer you the position of **Manager - Revenue** at Boston Ivy Healthcare Solutions Pvt. Ltd. ("**Company**") as per the Employment Terms contained in **Annexure 1** hereto. The salary and benefits comprising your cost-to-company ("**CTC**") are set out in **Annexure 2** hereto. You will be on probation for a period of 6 (six) months, subject to the provisions of the Employment Terms.

Should you choose to accept this offer, you will join and commence employment with the Company on **Monday, 02-February-2026** or such other date that may be agreed in writing between you and the Company ("**Required Joining Date**").

Your joining is subject to your submission of the following, on or before the Required Joining Date:

- (1) Updated Resume
- (2) Self-attested copy of proof of permanent residence address (Aadhar card, passport, or driving license)
- (3) Five passport-size, colour photographs
- (4) Self-attested proof of date of birth
- (5) Self-attested proof of education and professional qualifications
- (6) Self-attested copy of experience certificates from previous employers
- (7) Self-attested copy of offer letters / appointment letters and pay slips of the last 3 months
- (8) Original relieving letter from last employer
- (9) Self-attested copy of PAN card
- (10) Cancelled cheque & RTGS/ NEFT details of bank account
- (11) Professional Tax number and evidence of filing (if applicable)

This offer is subject to,

- (i) the Company being satisfied with the results of a background check, your references and other checks that may be prescribed by the Company.
- (ii) you provide documents and information required by the Company including valid documentation (if you are not an Indian citizen) to demonstrate that you are entitled to work in India; and
- (iii) you join us no later than the Required Joining Date.

Corporate & Registered Office:

**Boston Ivy Healthcare Solutions Pvt. Ltd**

CIN - U51397MH2013PTC245092

1

3<sup>rd</sup> Floor, Second Avenue, Atul Projects, Subhash Nagar, Andheri (E), Mumbai: 400093, Maharashtra.

If you find this offer acceptable, please confirm your acceptance by signing the acceptance section below and returning the fully signed copy of this Offer Letter-cum-Employment Agreement and a fully signed copy of the Non-Disclosure & IP Assignment Agreement (enclosed separately). You are required to keep the existence and contents of this Offer Letter-cum-Employment Agreement and Non-Disclosure & IP Assignment Agreement strictly confidential.

This offer will stand automatically withdrawn if we do not receive your acceptance as stated above by **01-January-2026**.

We look forward to your acceptance of this offer and to having you on board soon.

Thanking You,

**For Boston Ivy Healthcare Solutions Pvt. Ltd. (Medikabazaar)**



**Ravishankar G,**

**Executive Director and Chief Operating Officer**

**Enclosed:**

**Annexure 1 - Employment Terms**

**Annexure 2 - CTC Structure**

**ACCEPTANCE:**

I have carefully read the terms of this Offer Letter-cum-Employment Agreement, and I understand and accept the same voluntarily, freely, and without reservation. No promises or representations other than those expressly mentioned herein have been made to me to induce me to accept this Offer Letter-cum-Employment Agreement, and I have been given the opportunity to consult an independent legal advisor before accepting the same.

<b>Your Signature</b>	
<b>Your full name:</b>	
<b>Your Contact number:</b>	
<b>Your contact email id:</b>	
<b>Your PAN Number:</b>	

Corporate & Registered Office:

**Boston Ivy Healthcare Solutions Pvt. Ltd**

CIN - U51397MH2013PTC245092

2

3<sup>rd</sup> Floor, Second Avenue, Atul Projects, Subhash Nagar, Andheri (E), Mumbai: 400093, Maharashtra.

Contact us: +91 79480 58625

Website: www.medikabazaar.com

Email: support@medikabazaar.com

**ANNEXURE 1****EMPLOYMENT TERMS****1. APPOINTMENT, REPORTING, AND WORK LOCATION**

- 1.1 Your employment with the Company will commence (and these Employment Terms will take effect) on and from the actual date of your joining the Company as per the Company's records. ("**Joining Date**") and will continue until terminated in accordance with Clause 15 below.
- 1.2 Your initial work location will be at **Pune**. You may be transferred, at the Company's sole discretion, to any location in India or overseas. The Company further reserves the right to transfer your employment to any other legal entity affiliated with the Company. You acknowledge that a transfer within India will not result in any increase in your compensation.

**2. PROBATION**

You will be on probation for a period of 6 (six) months beginning from the Joining Date ("**Probationary Employment**"). The Company reserves the right to extend Probationary Employment at its sole discretion. Upon completion of your Probationary Employment to the satisfaction of the Company, the Company may provide you with a written confirmation of your employment. Your Probationary Employment will be deemed automatically extended until confirmed by the Company in writing.

**3. WORKING HOURS AND DAYS**

You will adhere to the working days and work timings stated in the Company's policies (as amended from time to time). You acknowledge that given the nature of the Company's business, it may become necessary, and you agree to work outside the normal work hours and workdays, if needed, to meet business exigencies.

**4. DUTIES**

You shall diligently perform the duties and responsibilities associated with your role and those that may be assigned to you by your reporting manager or the Company from time to time. You shall devote your entire professional time and efforts exclusively towards the Company's business and interests, and shall apply professional, technical, administrative and other skills with a degree of proficiency required for the tasks assigned to or undertaken by you. The Company reserves the right to have you undergo a medical or other assessment to ascertain your fitness for the performance of your duties. You shall not, in any instance, without the prior written consent of the Company, be employed or otherwise engaged in any other business (including freelance assignments and / or projects), trade or profession either directly or indirectly in any capacity whatsoever, whether for commercial gain or otherwise.

**5. COMPENSATION**

- 5.1 Details of your compensation are mentioned in the **Annexure 2** to your Offer Letter-cum-Employment Agreement. Salary will be payable monthly, in arrears, subject to deductions mentioned in Clause 5.2 below. Salary will be credited to your bank account as per details provided by you, and as per the Company's standard payroll cycle. Annual salary revision, if any, will normally be effective on such date that the Company may determine, subject to the Company's policies and practices in this regard and at the Company's absolute discretion. There shall be no obligation on the Company to revise your salary at any point of time.

Corporate & Registered Office:

**Boston Ivy Healthcare Solutions Pvt. Ltd**

CIN - U51397MH2013PTC245092

3<sup>rd</sup> Floor, Second Avenue, Atul Projects, Subhash Nagar, Andheri (E), Mumbai: 400093, Maharashtra.

5.2 Your salary and other components of compensation shall be subject to deductions for statutory contributions, tax deducted at source under the provisions of the Income Tax Act, 1961 (as amended from time to time) and such other deductions that are not prohibited by law. Further, you irrevocably consent to the deduction of any sums you owe to the Company at any time from your salary or from any amount due from the Company to you. You also agree to pay to the Company any sums owed by you to the Company upon demand by the Company at any time.

## **6. BENEFITS**

6.1 You will be entitled to leaves and holidays in accordance with the Company's Policies.

6.2 You will also be entitled to the benefits set out in **Annexure 2** to the Offer Letter-cum-Employment Agreement and such other benefits as are applicable to you under law or as the Company may announce from time to time. The Company reserves the right to add, discontinue or modify such benefits at any time.

## **7. ASSOCIATED ENTITY**

7.1 The Company may require you to work for and to carry out duties or responsibilities for any associated company, which includes its subsidiaries, affiliates or its customers, subcontractors or individuals or any other companies having any kind of association or relationship with the Company ("**Associated Entity**").

7.2 By working for any Associated Entity, and/or by carrying out duties or responsibilities as mentioned in Clause 7.1, you do not become an employee, or agent, or contractor of such Associated Entity. In such circumstances, unless otherwise agreed amongst you, the Company, and Associated Entity, you shall continue to remain an employee of the Company.

## **8. TRAINING**

You acknowledge that the Company may make (but is under no obligation to do so) substantial investments and incur substantial expenses to train you with state-of-the-art technology and global perspectives in various aspects of your work which will lead to a significant addition in your profile. If you are selected for such training, you agree that your commencement of such training will be deemed as your agreement with:

- (a) execute any special non-compete or other agreement that the Company may require, and
- (b) reimburse the Company all direct and indirect expenses incurred by it on such training if you terminate your employment within 2 (two) years of completion of such training.

## **9. COMPANY POLICIES**

9.1 The Company has established and may further establish and/or amend certain policies, rules and regulations, including a Code of Conduct (collectively "**Policies**"), primarily to address working standards and business interests of the Company and its clients. You shall always conduct yourself in compliance with the Policies.

9.2 The Company's interpretation of the Policies shall be final and binding on you. In case of any conflict or inconsistency between these Employment Terms and any provision under the Policies, the provision of the Policies shall prevail only with respect to such conflict or inconsistency.

Corporate & Registered Office:

**Boston Ivy Healthcare Solutions Pvt. Ltd**

CIN - U51397MH2013PTC245092

3<sup>rd</sup> Floor, Second Avenue, Atul Projects, Subhash Nagar, Andheri (E), Mumbai: 400093, Maharashtra.

Contact us: +91 79480 58625  
Website: [www.medikabazaar.com](http://www.medikabazaar.com)

**10. CONFIDENTIAL INFORMATION AND IP ASSIGNMENT**

- 10.1 You shall execute and abide by a separate Non-Disclosure and IP Assignment Agreement which govern your confidentiality and intellectual property related obligations to the Company. The obligations in the Non-Disclosure and IP Assignment Agreement are in addition to and without prejudice to the obligations contained in this Clause 10. In case of any conflict or inconsistency between the terms of the Non-Disclosure and IP Assignment Agreement and this Clause 10, the term of the Non-Disclosure and IP Assignment Agreement, shall take precedence only as regards the conflicting or inconsistent provisions.
- 10.2 You shall not during the term of your employment (except in the proper performance of your duties) or at any time (without limit) after the termination of your employment:
- (a) divulge or communicate to any person, company, business entity or other organisation.
  - (b) use for your own purposes or for any purposes; or
  - (c) through any failure to exercise due care and diligence, cause any unauthorised disclosure of any Confidential Information of the Company.
- 10.3 While you are an employee of the Company, you will promptly disclose and assign to the Company, all intellectual property including copyrights, trademarks, trade secrets, patents, industrial rights and all other intellectual and proprietary rights related thereto developed by you, solely or jointly with others, in the course of your employment.

**11. NON-SOLICIT**

- 11.1 You shall not, whether on your own behalf or on behalf of any other person, firm, company or organization, without prior written consent of the Company seek to obtain business, customers or orders for products or services of a kind dealt in, produced, marketed or sold by the Company in the ordinary course of business, or otherwise do business with any person, firm, company, or organization who are or have been customers or clients of the Company.
- 11.2 You shall not either directly or indirectly offer employment to any employee of the Company or entice or endeavour to persuade any employee of the Company to leave his/her employment with the Company.
- 11.3 Your obligations under this Clause 11 shall survive for a period of two years after the date of cessation of your employment.

**12. NON-DISPARAGEMENT**

You agree that during your employment with the Company and after its cessation, you will not make any statements, written or verbal, or take any action, which is intended to harm the Company or its reputation or which would reasonably be expected to lead to unwanted or unfavorable publicity for the Company.

**13. REPRESENTATIONS**

You represent and warrant that:

- (a) you have no interest or obligation that is inconsistent or in conflict with the terms contained herein and you agree to notify the Company immediately if any such interest or obligation arises.
- (b) you will not bring with you or disclose to the Company or use in the performance of your responsibilities at the Company, any confidential information not generally available to the

Corporate & Registered Office:

**Boston Ivy Healthcare Solutions Pvt. Ltd**

CIN - U51397MH2013PTC245092

5

3<sup>rd</sup> Floor, Second Avenue, Atul Projects, Subhash Nagar, Andheri (E), Mumbai: 400093, Maharashtra.

public of a former employer or any other party, unless you have obtained written authorization for its possession and use.

- (c) you are not bound by any valid agreement or obligation of non-competition or non-solicitation to any or former employers or other parties; and
- (d) you are not subject to any valid obligation, which would in any way restrict your ability to undertake or perform your duties with the Company.

#### **14. INDEMNIFICATION**

You shall indemnify, defend, and hold the Company, its directors, officers, and other employees harmless from and against all losses, costs, expenses, and damages that may be incurred or may arise out of or in connection with:

- (a) Any claim or suit or other legal proceeding by a third party against the Company alleging that you were negligent in performing your duties or obligations hereunder.
- (b) Any act, omission, or negligence on your part or due to your breach of any of these Employment Terms, or the Policies, or any applicable law, rules, regulations, or byelaws.

#### **15. TERMINATION**

15.1 During your Probationary Employment, the Company or you may terminate your employment, without cause, upon written notice of 30 (thirty) days or payment of your gross salary to the other Party in lieu of the notice period.

15.2 After confirmation of your employment in accordance with Clause 2, the Company or you may terminate your employment, without cause, upon written notice or payment of your gross salary to the other Party in lieu of the notice period. The current relevant notice period is as follows and may be revised by the Company by way of a policy or policy revision:

**CXO to Vice President:** 90 (ninety) days

**Assistant Vice President to Assistant General Manager:** 60 (sixty) days

**Senior Manager to Trainee:** 30 (thirty) days

15.3 Further, on you giving the notice of resignation, the Company may at its sole discretion relieve you from such date, as it may deem fit, even before the expiry of notice period, without compensating you for the unexpired period.

15.4 Notwithstanding the foregoing, and without prejudice to any of the rights and remedies which the Company may have against you, the Company has the right to terminate your employment by immediate written notice without any notice period and without payment in lieu thereof, at any time on account of:

- (a) any negligence, fraud or forgery by you in connection with or affecting your employment.
- (b) any act of misconduct on your part.
- (c) your non-performance or deficient performance, or non-observance of your duties and responsibilities or your breach of any terms of these Employment Terms.
- (d) your breach of any of the Policies and/or applicable laws.
- (e) any physical or mental incapacitation, which (in Company's sole opinion) renders you incapable of performing your duties associated with your employment.
- (f) you being convicted of or charged with or arrested for any offence under any law.

- (g) you directly or indirectly, receiving or accepting any commission, rebate, discount or profit for your benefit from any person, company or firm having business transactions with the Company.
- (h) you act in detriment to Company's interest and brand image; or
- (i) any of your representations to the Company are found to be false or misleading, or any suppression of information relevant to your hiring.

15.5 In the event of cessation of your employment for any reason, the Company shall be entitled to recover from your salary or other dues, any advances or loans made to you or amounts that are required to be deducted by relevant authorities.

15.6 You will be deemed to voluntarily terminated/abandoned your employment with the Company without any prior notice if you are absent without approved leave for more than 8 (eight) consecutive days.

## 16. RETIREMENT

You will retire from the employment of the Company on attaining the age of 60 (sixty) years on the last day of the month of your sixtieth birthday. For this purpose, date of birth as mentioned in the official documents submitted in support thereof will be treated as final.

## 17. RETURN OF ASSETS AND INFORMATION:

In the event of cessation of your employment with the Company for any reason (including by retirement), you shall immediately return to the Company, all Company assets in your possession, including, but not limited to, phone, mobile sim, laptop, access cards, and all work products, notes, materials made or compiled by you during the course of your employment without retaining any copies thereof. You shall comply with all procedures and requirements stipulated by the Company in connection with cessation of your employment.

## 18. PERSONAL INFORMATION

18.1 The Company may, in connection with your employment, receive and collect personal data relating to you (collectively "**Personal Information**"). The Company may process such Personal Information for relevant and limited purposes (including, but not limited to, for the purposes of conducting background checks and verification) in connection with your employment and/or the business of the Company. By accepting these Employment Terms, you consent to the following:

- (a) the collection, processing, storage and transfer of the Personal Information by the Company in accordance with the Company's privacy policy; and
- (b) the transfer to any third parties within India or outside of India of your Personal Information held by the Company in accordance with the Company's privacy policy.

18.2 It is clarified that the above activities pertaining to the Personal Information are permitted only for purposes connected with, related to or arising out of your employment with the Company and shall further be subject to any restrictions imposed by applicable law.

18.3 You hereby represent that all Personal Information provided by you is accurate and complete, and that none of it is misleading or out of date. You agree to promptly update the Company in the event of any change to your Personal Information.

Corporate & Registered Office:

**Boston Ivy Healthcare Solutions Pvt. Ltd**

CIN - U51397MH2013PTC245092

3<sup>rd</sup> Floor, Second Avenue, Atul Projects, Subhash Nagar, Andheri (E), Mumbai: 400093, Maharashtra.

Contact us: +91 79480 58625  
Website: [www.medikabazaar.com](http://www.medikabazaar.com)

**19. GOVERNING LAW AND JURISDICTION**

These Employment Terms and your employment shall be governed by and interpreted in accordance with the laws of the Republic of India. All disputes or differences arising out of or in connection with the terms of these Employment Terms or your employment with the Company shall be referred to as the sole arbitrator who shall be appointed by the Company. The arbitration proceedings shall be conducted as per the provisions of the Arbitration and Conciliation Act, 1996, as amended. The seat of arbitration shall be at Mumbai and the language of the arbitration proceedings shall be English only. Courts in Mumbai will have exclusive jurisdiction for matters pertaining to or arising out of arbitration.

**20. ADDRESS**

You shall provide your temporary residence address (if any) and permanent residence address to the Company and communicate any change in the same in writing to the Company within 2 (two) working days of such change.

**21. SURVIVAL**

In addition to other clauses that are expressly stated to survive termination, Clauses 10, 12, 14, 15.5, 17, 19, this Clause 21 shall survive termination of your employment.

**22. DEFINITIONS**

In these Employment Terms,

- (a) **"Company"** means Boston Ivy Healthcare Solutions Private Limited, a company registered under the provisions of the Companies Act, 1956, with its registered office at 2<sup>nd</sup> Avenue – Atul Projects, 3<sup>rd</sup> Floor, Subhash Nagar, Mahakali Caves Rd, Andheri (E), Mumbai - 400093 (and includes its successors and assigns).
- (b) **"you"/ "your"/ "yourself"** means the individual to whom the Offer-cum-Employment Agreement has been issued and who has signed acceptance of the same.
- (c) Company and you are jointly referred to as the **"Parties"** and severally as the **"Party"**.

**ANNEXURE 2**

The matter of your compensation is Confidential Information. Any discussion or disclosure of your compensation with anybody other than your Departmental Head or HR will be termed as breach of the Employment Terms by you. Further, please note that your compensation package is unique to you and not open to comparison with any other employee of the company.

Sr. No.	Components	Monthly (INR)	Annual (INR)
1	Basic Salary	26,150	313,800
2	House Rent Allowance	13,075	156,900
3	Special Allowance <sup>1</sup>	40,334	484,008
4	Statutory Bonus	2,179	26,148
	<b>Gross Salary (A)</b>	<b>81,738</b>	<b>980,856</b>
<b>Deductions – Employee</b>			
6	PF Employee Contribution	1,800	21,600
7	ESIC Employee Contribution	0	0
8	Professional Tax	200	0
	<b>Total Deductions (B)</b>	<b>2,000</b>	<b>24,000</b>
	<b>Take Home (A-B)</b>	<b>79,738</b>	<b>956,856</b>
9	<b>Variable Pay<sup>2</sup> (C)</b>	<b>0</b>	<b>0</b>
<b>Company's Contribution to Retirals</b>			
10	PF Employer Contribution	1,800	21,600
11	ESIC Employer Contribution	0	0
12	Gratuity <sup>3</sup> (Accrual only)	1,258	15,096
	<b>Total Retirals (D)</b>	<b>3,058</b>	<b>36,696</b>
<b>Insurance Benefits</b>			
13	Group Personal Accident	-	939
14	Group Medical Coverage	-	27,500
	<b>Total Insurance Benefits (E)</b>	<b>-</b>	<b>28,439</b>
	<b>Total Cost to Company (A+C+D+E)</b>	<b>87,166</b>	<b>1,045,991</b>

- You may opt for certain flexible allowances/components such as Leave Travel Allowance (LTA), Food Coupons, Gift Vouchers, Reimbursement of Vehicle Fuel Expenses and/or Driver's Salary subject to the Company's current annual ceiling limit applicable to your employment grade/level in the Company, submission of supporting documents, bills and receipts, and adjustment from your Special Allowance.

Components	Dy. Manager & Below	Manager & above
LTA	Up to Rs. 50000/-	Up to Rs. 50,000/-
Food Coupons	Up to Rs. 28800/-	Up to Rs. 28,800/-
Gift Voucher	Up to Rs. 5000/-	Up to Rs. 5,000/-
Petrol Expenses	-	Up to Rs. 120,000/-
Driver Salary	-	Up to Rs. 120,000/-

- Variable Pay will be paid as per the Company's policy on variable pay as updated from time to time.
- Gratuity will be paid only upon cessation of your employment with us subject to your completing the required period of continuous service as defined under the Payment of Gratuity Act, 1972 or its successor legislation ("PGA") and further subject to the provisions of the PGA including but not limited to provisions pertaining to computation and ceiling on gratuity amount.

- Corporate & Registered Office:

**Boston Ivy Healthcare Solutions Pvt. Ltd**

CIN - U51397MH2013PTC245092

 3<sup>rd</sup> Floor, Second Avenue, Atul Projects, Subhash Nagar, Andheri (E), Mumbai: 400093, Maharashtra.