STATEMENT OF WORK

Between Unilever UKCR Limited ("Unilever") & Mindtree Limited for T&E Power BI dashboard development

This Statement of Work should be read in conjunction with the Unilever Purchasing Agreement (UPA Ref No. CW72281) executed on 25 November 2013 between Mindtree Limited and Unilever Business and Marketing Support AG. All the terms and conditions in the above stated Unilever Purchasing Agreement are applicable to this Statement of Work

This Statement of Work ("SOW") has an effective date ("Effective Date") of 5th Jan 2021 and describes the services to be performed by Mindtree Limited for Unilever UKCR Limited ("Unilever").

1. Statement of Work	

Client: Unilever UKCR Limited
Project Name: T&E – PBI

Statement of Work – 5th Jan 2021 to 31st Jan 2021

MSA/UPA Agreement#: UPA Ref No. CW72281

2. Project Background

Unilever wants to establish their visibility over the savings achieved after implementing an AI based 3rd party Travel & Expenses (T&E) solution. This SOW is for Power BI development.

3. Overall Project Scope

Mindtree will staff Power BI team to Build, Develop & Configure Interactive Power BI dashboards for monitoring the savings achieved through the 3rd party Travel & Expense (T&E) solution

4. Geographical Scope

Global

5. Functional Scope

Business use cases related to Savings calculations achieved after implementing the 3rd party Travel & Expense (T&E) Solution.
Unilever will share the use cases and calculation details as part of detailed requirements specifications

6. System Scope

Power BI(PBI), AI based T&E solution, Excel

7. Technical Scope

Power BI, Excel files as data sources

8. Project Timelines

This statement of work is valid from: 5th Jan 2021 to 31st Jan 2021

9. Project Team Structure

Mindtree will staff the below team to work on the project.

Sl No.	SOW Role	Start Date	End Date	Head Count	Capacity in Days per person
1	Technical Specialist	5-Jan-21	31-Jan-21	1	10

The above team will be co-located at Unilever ETSC office or Mindtree office, address given below. In view of the current Covid-19 advisory, Mindtree team would work remotely until normalcy resumes.

Unilever ETSC
Tower A, The Business Precinct,
Prestige Shantiniketan, Whitefield Main Road,
Bengaluru - 560048.

Mindtree Ltd – West Campus
Global Village, RVCE Post Mysore Road
Bengaluru – 560059

Mindtree Ltd - Whitefield - East Campus
SEZ Unit at Gopalan Enterprises (India) Private Limited, SEZ, Hoody Village,
KR Puram, Whitefield, Bengaluru - 560066

10. Project Assumptions

Unilever will provide detailed Requirement specifications with Source data definitions with details of granularity needed in PBI dashboards, Integration requirements, UI specifications, logics for KPI calculations and the desired filters, drill downs, granularity of data, summarization logic, UI specifications etc.,

Data Source for PBI dashboards would be offline Excel files. Any other method or mode of data integration is out of scope for this SOW

Mindtree consultant deployed for this engagement will be managed by Unilever Project Manager

Unilever Project Manager will prioritise tasks, review & control the assignment

The Language of communication and documentation will be in English.

All the required landscape, servers will be available to the development team before starting the developmental activities.

Unilever will provide anonymized production data to facilitate Requirement Analysis, Design and Development and Testing

Unilever should give an intimation 4 weeks in advance on any release of team member(s)

Mindtree reserves right to replace resources during the duration of engagement, with prior written communication to Unilever of at least a month in advance, so that appropriate handover can be planned. This resource replacement / handover period agreement is only applicable to this current statement of work and does not apply to any other statements of work in progress.

11. Team Scope, Deliverables and Key Activities

Mindtree Responsibilities

Requirements Analysis and Power BI solution Design based on Requirement Specifications shared by Unilever

Understand the complex business logic as stated in Requirement Specifications shared by Unilever

Mapping specifications with Technical Architecture

Data source would be offline Excel files. Develop the relevant integrations to read input data

Power BI developments as per Requirement Specifications

Unilever Responsibilities

Unilever managers will monitor quality standards of deliverables and enable project management. Supplier will work closely with Unilever Project Manager on the stated requirements and deliverables

Unilever should ensure that there are no gaps in the requirement specifications, and it maps to their business needs. In case, gaps identified during Build, Test, UAT, Prod then the changes will be treated as Change Requests and additional effort estimate would be submitted with a revised timeline for completion

Unilever will provide Test scenarios with sample data before the start of Unit Testing

Unilever will manage the handshake across stakeholders within Unilever involved and manage conflicts arising between Unilever teams

Unilever will ensure timely availability of Unilever SME's for functionality verification, requirement clarification and testing

Unilever manager is accountable for efficient utilization of the available capacity. Unilever manager should plan deliverables based on the available capacity considering the leave plans of the team member

13. Deliverables

An interactive Power BI dashboard that calculates & tracks Accurate Savings based on various parameters like Country, Date Ranges, and Claims totals etc as per Requirement Specifications provided by Unilever. Data Source for PBI dashboards would be offline Excel files.

Dashboard Refresh in Production

14. Commercial Details

SI No.	SOW Role	Start Date	End Date	Head Count	Capacity in Days per person	Rate	Total amount
1	Technical Specialist	5-Jan-21	31-Jan-21	1	10	€ 144.00	€ 1,440.00
Total amount in Euro							€ 1,440.00

15. Other Overheads

N/A

16. Commercials

Professional services fees for this engagement are on a **Time and Material** basis. The rate for the Mindtree consultants will be as per the agreed rate card with Unilever team.

The contract value of this SOW is capped to **€ 1,440.00 (One Thousand Four Hundred and Forty Euros only).** However, the monthly invoices will be raised based on the actual number of days worked by individual consultants in that calendar month.

Working Hrs. – 8.5 Hrs. per day from Monday to Friday for Offshore.

Holidays

HUL ETSC Holiday Calendar will be applicable for team members based out of ETSC

Mindtree Holiday Calendar will be applicable for team members based out of Mindtree office

Leaves / Vacation – No replacement will be provided by Mindtree

The SOW amount does not include:

- o Any hardware (except Laptop and Data card), software, network, and infrastructure costs as required.
- o Travel Cost, Taxes as applicable

Note:

1. The above amount is for the total duration of the SOW. However, this SOW will be invalid when the amount or the end date in this SOW expires, whichever is earlier.
2. Applicable taxes will be charged separately and have not been included in the SOW amount.
3. Laptop charges, phone expenses and other incidental expenses will be charged as per the agreed policy with Unilever NPI team.
4. This SOW is subject to a termination period of 1 month for either party. In such a case this SOW can be short closed by either party before reaching the total amount mentioned above by giving a notice of one month.
5. Rate Card of 2019 is applied on this SOW. Based on discussions between Unilever and Mindtree, on the revised rate card for 2020, changes if any to the per day billing or any other commercials quoted in this section or Section 15, Unilever will abide to sign the revised SOW or addendum to this SOW – to align to the 2020 rates agreed

The Billing will be done on a monthly basis based on the actual number of days worked. Mindtree will invoice Unilever in the first week of month for the preceding month. The invoices will be payable within 90 (Ninety) days of receipt of the invoice.

Travel Cost

If the Mindtree consultant travels outside of their base location for short term business travel, Mindtree will charge travel expenses to Unilever based on the following per diem table:

Band	Countries	Per calendar day Per Diem allowance in Euro
A	Japan, UK, Russia, Israel, USA (NY), Germany, Italy	252
B	Australasia, China, Pakistan, Taiwan, Indonesia, Korea, Turkey, South Africa, Ukraine, Egypt, Morocco	168
C	Bangladesh, Hongkong, Malaysia, Singapore, Srilanka, Thailand, Vietnam, India, Philippines	126

The onsite allowances for any country which is not covered in the above list will be agreed between Mindtree and Unilever before the travel.

The Per Diem allowance charges will cover the Hotel charges, per diem, local conveyance and other incidentals

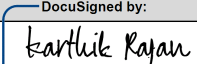Air ticket and visa charges for the travel will be charged to Unilever on actual

Conversion of the Per Diem rates to SOW currency will be done as per applicable exchange rates

17. Payment Schedule

The Billing will be done on a monthly basis based on the actual number of days worked. Mindtree will invoice Unilever in the first week of month for the preceding month. The invoices will be payable within 90 (Ninety) days of receipt of the invoice.

18. Termination Clause

Unilever may terminate this SOW with or without cause at any time upon Four (4) weeks' notice to Mindtree. Upon such termination, Mindtree shall be entitled to payment for services performed until the date of termination in accordance with this SOW and to reimbursement of expenses paid or incurred by Mindtree till the date of termination and which are reimbursable pursuant to the Agreement, and such payment shall constitute full settlement of any and all claims of Mindtree of every description against Unilever.

Approval By: Unilever IT Procurement Team	For Mindtree Limited
Approval By:	Approval By: *Karthik Rajan* DocuSigned by: D65E0A9F54184C8...
Name:	Name: Karthik Rajan
Title:	Title: Program Director - Finance
Date:	Date: 04-Jan-2021 | 09:11 GMT

Sampad Shubhra Behera

Service line has reviewed the scope (except commercials)
Sign :

Certificate Of Completion

Envelope Id: 1E5B92AC451A4A7B8CBBF3E1AB9E023F		Status: Completed
Subject: [External] - RE: SOW for Vinod's extension - Jan-2021		
Microsoft Power Automate Trigger:		
Source Envelope:		
Document Pages: 5	Signatures: 1	Envelope Originator:
Certificate Pages: 2	Initials: 0	Sampad Shubhra Behera
AutoNav: Enabled		Unilever House
EnvelopeId Stamping: Disabled		100 Victoria Embankment
Time Zone: (UTC+08:00) Kuala Lumpur, Singapore		London, London EC4Y 0DY
		Sampad-Shubhra.Behera@unilever.com
		IP Address: 64.207.219.137

Record Tracking

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1/5/2021 3:19:05 PM	Sampad-Shubhra.Behera@unilever.com	

Signer Events	Signature	Timestamp
Sampad Shubhra Behera Sampad-Shubhra.Behera@unilever.com Unilever - Global Account Security Level: Email, Account Authentication (None)	*Sampad Shubhra Behera* Signature Adoption: Pre-selected Style Using IP Address: 117.217.61.149	Sent: 1/5/2021 3:19:06 PM Viewed: 1/5/2021 3:20:43 PM Signed: 1/5/2021 3:21:59 PM Freeform Signing
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Sampad Shubhra Behera sampad-shubhra.behera@unilever.com Unilever - Global Account Security Level: Email, Account Authentication (None)	**COPIED**	Sent: 1/5/2021 3:22:03 PM Resent: 1/5/2021 3:22:04 PM Viewed: 1/5/2021 3:23:22 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/5/2021 3:19:06 PM
Certified Delivered	Security Checked	1/5/2021 3:20:43 PM
Signing Complete	Security Checked	1/5/2021 3:21:59 PM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	1/5/2021 3:22:03 PM
Payment Events	**Status**	**Timestamps**