

Contract for Website Development and Microsoft Non-profit Subscription

This Website Development and Microsoft Non-profit Subscription "Contract" is entered into as of December 2, 2024 by and between:

Developer: Webtech Nepal Pvt. Ltd.

Address: Lazimpat, Kathmandu

Contact Person: Sudeep Tamrakar

Email: info@webtechnepal.com

Phone: 977 01-4541620

Website: www.webtechnepal.com

Client: Prakriti Resources Centre

Address: Kathmandu, Nepal

Contact Person: Sarika Rai Lama

Email: sarika@prc.org.np

Phone: +977 9841643340

1. Project Description:

The Developer agrees to develop a website for the Client as per the specifications detailed in the Scope of Work.

2. Scope of Work:

2.1 Website Design and Development

Design and User Experience:

- Develop a fresh, visually appealing design that embodies PRC's mission and values.
- Create mockup design for initial review and approval.
- Ensure responsive design for accessibility on all devices (desktop, tablet, mobile).
- Integrate branding elements, color schemes, and an intuitive layout that guides users easily through PRC's information.

Development:

- Implement a front-end framework (HTML, CSS, JS).
- Integrate content management system, WordPress for easy content updates.
- Ensure all pages are optimized for SEO, speed, and accessibility to improve search rankings and user experience.

Content Fill Up, SEO and Testing

- Fill Up the site with provided and pre-existing content.
- Optimize pages for on-site SEO to enhance visibility.
- Test for usability and responsiveness.

Deployment & Training

- Deploy the website on server.
- Conduct a training session for PRC's team on content management and minor updates.

Post Launch Support

- 1-month free support, AMC required for additional support

2.2 Microsoft 365 for Non-profit

Eligibility Verification and Application Support:

- Assist in gathering and submitting the required documents to Microsoft to prove PRC's nonprofit status.
- Facilitate communication with Microsoft representatives as needed.

Microsoft Office 365 Nonprofit Setup and Configuration:

- Set up Microsoft 365 accounts for PRC staff.
- Configure custom domains for email addresses (e.g., name@prc.org.np).
- Ensure proper security and access control settings are in place.

Support and Maintenance:

- Support troubleshooting issues, maintaining account settings, and assisting with user management.
- Act as a liaison with Microsoft for any program updates or additional nonprofit benefits.
- Provide complimentary AMC support until Asar 31st, 2082.

3. Estimated Web Pages

Home page:

- Clear navigation with an engaging, visually compelling design.
- Short description about us.
- Highlights of key areas: Programs, Resources, Events, Partners

About us:

- Detail Information about organization
- Core values, Approaches, Teams with ability to maintain hierarchy

Strategic Areas: Detailed sections on each strategic focus area, presented visually.

Programs: Dedicated pages for current, past, and upcoming programs with filtering options.

Resources: Publications, Newsletter, Reports, Presentations.

Media: News, Blogs, Articles

Gallery: Photo video gallery, third-party link to view all images for space efficiency

Join us: Section for job openings, internships, and volunteering opportunities.

Contact: Contact information, feedback from, social media links, google map integration

4. Technology:

- **Frontend:** HTML5, CSS3, JS, **Backend:** WordPress with MySQL database.

5. Timeline (Working Days):

- **Design Phase:** 15 days, **Development:** 15 days
- **Content Uploading, Testing, Launch:** 5 days

Total Estimated Time: 35 Working days

6. Cost Breakdown:

6.1 Website Design and Development

Services	Cost (NPR)
Website Design and Development	55,000.00
Web Hosting (2 GB)	1-year Included (10,000.00 from next year)
Content Fill Up, On page SEO - Initial set up	Included
General Support- 1 month	Included
13% VAT	7,150.00
Total Website Design Cost	62,150.00

6.2 Website Maintenance (AMC)

Services	Cost (NPR)- excluding VAT
Content updates: (text, images, videos)	12,000.00 per year
Domain/hosting /Email support	(Applicable after one month of website live)

6.3 Microsoft Setup Costs- Initial One Time

Services	Cost (NPR)- excluding VAT
Eligibility Verification and Application Support	-
Microsoft 365 Account Setup and Configuration	-
General Training on handling Microsoft 365 Admin	-
Total Cost: Twenty-five Thousand only.	25,000.00

6.4 Microsoft Annual Support and Maintenance Costs

Services	Cost (NPR)- excluding VAT
Ongoing Account Management and Troubleshooting	-
Microsoft Liaison for Nonprofit Program Updates	-
Total Cost: Ten Thousand only	10,000.00

7. Payment Terms:

7.1 Website Development

- **Advance Payment:** 50% of the total amount (NPR 31,075) to be made upon agreement.
- **Final Payment:** Remaining 50% (NPR 31,075) to be paid upon a week of website live.

7.2 Website Maintenance (AMC)

- **Advance Payment:** 100% of the total amount (NPR 5,000) to be made upfront. This covers maintenance services from the website's live date till Asar 31, 2025.

7.3 Initial Setup- Microsoft Non-Profit Subscription

- Payment is 100% upfront for Microsoft initial setup.

7.4 Yearly Recurring Costs- Microsoft

- Webtech Nepal will provide complimentary AMC support until Asar 31st, 2082.
- The annual support cost will commence from Shrawan 1st and will be payable at the beginning of each year.

8. General Terms & Conditions:

- The CLIENT is responsible for providing all necessary content and images. If required Webtech Nepal will use free images for the design purpose.
- Once the design is approved, any additional design modification will incur additional costs.
- Any requests for additional design or development work beyond the features and functionalities initially agreed upon will incur extra charges.
- Any costs associated with third-party items or services used in the website's development must be covered by the CLIENT.
- Webtech Nepal will offer the CLIENT a general CMS training session up to 2 hours.

9. Confidentiality:

- Both parties agree to maintain confidentiality of all proprietary information.

10. Ownership and Rights:

- The Client owns the final website design and source code upon full payment.
- The Developer retains the right to display the work in their portfolio.
- The client will be provided with an admin account granting full ownership and access to both the emails and the website.

11. Termination:

- Either party may terminate the contract with a 30-day written notice.
- If the contract is terminated, the Client agrees to pay for all work completed up to termination date.

12. Governing Law

- This Contract shall be governed by and construed in accordance with the laws of Nepal.

13. Entire Agreement

This Contract constitutes the entire agreement between the parties and supersedes all prior negotiations, agreements, or understandings, whether written or oral.

IN WITNESS WHEREOF, the parties hereto have executed this Website Development Contract as of the day and year first above written.

Contract for Website Development and Microsoft Non-profit Subscription

Developer: Webtech Nepal Pvt. Ltd.

Authorized Signature:

Name: Sudeep Tamrakar

Title: Creative Director

Client: Prakriti Resources Centre

Authorized Signature:

Name: Sarika Rai Lama

Title: Director- HR & Admin