binaryquest

inspire · innovate · construct

+88 096 1167 7542
info@binaryquest.com
binaryquest.com

245/2 New Circular Road,
Malibagh, Dhaka - 1217

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Introduction and Background

This proposal has been put together for the development and implementation of the HR (Employee, Attendance, Payroll etc) module of Odoo 14.0 EE powered by Odoo, the leading Open Source ERP solution.

Expected Project Benefits

Quantification of benefits from the ERP system implementation is. However there should be a very high focus on benefits tracking (from specific system functionality deployed) for each business area to ensure that the implementation is on track and is meeting business objectives. One example of such benefits would be the savings from automating budget checks which are currently carried out manually by the Offices based on paper files received. This functionality will free up resources for more value adding analytical tasks that need to be performed in a best-practice based budget management environment.

Regulatory Framework and Financial Management

The establishment of re-engineered and automated processes which are essential for the effective implementation of the new Financial Rules and Regulations and the approved new human resource strategy; the establishment of a basis for comprehensive and coherent internal control and accountability framework based on user roles, automated approval procedures and workflow; and establishment of an integrated and harmonized management reporting system that will provide high quality, reliable and consistent management information.

Productivity Improvements

Realization of efficiency gains in all sectors within the scope of the project through simplification, streamlining and automation, in particular in those areas which are poorly supported by IT systems today; reduced manual and paper work throughout the Organization through automated workflow and approval processes; and the provision of a standard tool set which will disseminate up-to-date financial information to Program Managers for the purpose of budget tracking; thus eliminating the need for parallel, manual or semi manual records to be maintained within each Program.

IT Improvements

The retirement of a patchwork of legacy and departmental systems that are complex and

expensive to maintain, and the establishment of a standard, unified IT platform for the key administrative and resource management applications.

Staff Development

ERP system implementations serve as an excellent platform or vehicle for training and professionalization of staff, (as users adapt to best practice based processes), higher data discipline and more value-added analytical tasks facilitated by the improved availability of data.

Odoo Services We Provide

- · Odoo Consultancy
- · Odoo Implementation
- · Odoo Offshore Development
- · Odoo Customization / Development
- · Odoo Training
- · Odoo Support

Odoo Consultancy

Most of the self-determined companies would like to organize their processes, avoid manual operations, automatically record the progression in the enterprise and provide a macroscopic view of the company performance to allow driving it more efficiently thus requiring implementation of progressive Odoo system. The successful implementation of Odoo in the organization will acknowledge several features that obligate expertise consultants.

To achieve the goals framed by business, it requires a team of professionals consisting of experienced consultants, efficient project managers and sound developers – the rare combination which Binary Quest's consultancy has. We specialize in Odoo consulting and suggest a Client Company with the best possible combination of modules that would benefit their organization. Our consultancy offers a wide spectrum of services to suit every need and requirement of the clients. Binary Quest's Odoo is a full suite solution that integrates accounting with sales, purchasing, inventory, and manufacturing. We, with years of experience, work to provide complete Odoo support & upgrade, hosting, development & implementation and integration solutions. We are there to assist clients through our innovations to make their firms win potential business opportunities. With a goal to serve our clients we offer professional, custom and cost-effective consultation services in Odoo. We make sure that our partnership will assure clients with long term prospects.

Odoo Implementation

Odoo is considered to be the most efficient ERP software applicable for any size of the firms. Implementation of ERP will afford clients organization to draw maximum profits out of the software. Odoo implementation process involves various functions such as evaluation, planning, configuration, data migration, deployment etc. the implementation process will influence the support and maintenance of the application in any organization. Thus, in order to work out on various requirements, an expert handling is mandatory.

Handling of the process will be successful, only when the implementation team has an ability to think beyond the technical frameworks of the client and implement a scalable solution after considering the   current legacy system. This obliges a complete insight about amendments needed to be done in the   client's previous application and delivers a precise solution that gains competitive advantage. Binary Quest, with its flair expertise, has complete insight that will offer clients enterprise with wide spectrum Odoo solutions.

We, at Binary Quest, are able to perform complete Odoo deployments: from the functional analysis up to the technical development of new modules and user training. We operate both locally   and remotely. We strongly believe that our ability to deliver competent business solutions was possible   only because of our extensive analysis and research of the client's industry background and their requirements. This evaluation helps us in identifying the gaps in the functions. We provide a range of consulting services which helps the organizations to analyze their requirements and plan to deploy the   business solutions and reap the benefits. Our implementation model essentially has:

- · Requirement analysis
- · Gap analysis
- · Cost estimation
- · Strategy planning
- · Product development/customization
- · Testing
- · Implementation at the client location
- · User training
- · Maintenance and support

We provide periodical updates on product development progress to our clients through reports. We involve our clients in every phase of the delivery model to ensure the success of deployment.

Odoo Development

Binary Quest provides custom software application development services to its clients who necessitate an efficient and cost-effective business solution. We have design, development, and implementation expertise in turnkey as well as module-based projects. We have an in-house application development framework to quickly deliver the projects.

We ascertain unique and efficient development applications by interacting with the client from the initial requirements detailing phase through architecture design to implementation, deployment, and testing. The inputs available from the requirement analysis phase are utilized to create a prototype using the application development framework. Our approach increases assured clarity, on a whole, which requires proceeding further phases in the development process. This ensures minimum project risk and investment for the client.

Binary Quest has been a model in developing open source software and can help clients to leverage the existing open source software without compromising on the security and support aspects. We try to reduce development cycles, use a consistent code base, and emphasize on leveraging the industry best practices across the projects.

Odoo Support

Availability of precise Odoo ERP support is considered to be the most disrupting service needed by any enterprise as most of the consultants fall short of providing complete support solutions. We, at Odoo Bangladesh, have extensive knowledge in Odoo ERP and provide full spectrum support services as we understand 'Support' as the largest expenditure in total cost of ownership of an ERP system. Binary Quest provides Odoo ERP support services to ensure that our clients have the maximum gains from the ERP launch. We provide support for technical as well as functional issues. We also perform system upgrades so that our clients gain the advantage of accessing the latest functionalities available. We offer preventative maintenance which includes revising and testing the complete system for each new version so that they are compatible with basic Odoo ERP.

We have various maintenance contract options which will entitle the companies for a quicker resolution of the issues. This also includes migration support to new upgrades. For simple updates, our maintenance team would evaluate to determine whether the update is of any use. It is first tested on the offline case of Odoo ERP before going live. Our maintenance team will perform the regular updates to Odoo ERP also in case of troubleshooting, if required. Our highly qualified technical support team is capable of performing upgrades and migration meticulously so that the outcome guarantees long-term benefits for our clients.

Offshore Development

Binary Quest is a full-service ODOO organization based in Bangladesh that serves global clientele and offers outstanding offshore ODOO development services. Our cardinal objective is to deliver world-class original, ethical and appropriate ODOO solutions to our clients that aid them in succeeding.

ODOO is an Open Source Enterprise Resource Planning tool that offers superior design, astounding extensibility and flexibility. A business organization needs thousands of efficient business applications that can enhance the functioning of the organization. ODOO serves this purpose quite impeccably and gives you the required flexibility. Fundamentally, ODOO assimilates all the organizational functions and departments onto a single computer system. Odoo customization integrates all the organizational departments seamlessly and enables them to communicate effectively whilst sharing all the imperative information effortlessly.

Project Scope

The project is proposed to address the most essential information management needs of those business areas which were deferred under the phased approach, providing thereby the integration with the finance and budget system that is necessary if the full benefits of such a system are to be realized. These areas are described below.

Human Resource Management

Features and functionalities of the HR module will be describe in the below table:

Human Resource Management	
Employee Directory	
	Employee Profile with Image
	Employee Family Information
	Employee Educational Information
	Career History
	Appraisal History

	Leave History
	Attachment Facility
	Employee Hierarchy
	Employee Seniority
	Print Employee ID Card
Organization Calendar	
	Define Organization Calendar
	Define Yearly Public Holidays
Employee Leave / Holiday	
	Declare Leave Year
	Multiple Leave Type
	Leave Allocation Process
	Single Approval
	Multi Level Approval
	Short Leave / Half Day leave
	Attachment Facility
	Leave Carry Forward
	Leave Encashment
	Leave without Pay
	Integration with Payroll
	Integration with Attendance
	Integration with Organization Calendar
	Integrated with Employee Directory
Employee Attendance	
	Employee Working Schedule
	Employee Rostering
	Integration with Access Control System

	Employee Manual Attendance
	Approval of Manual Attendance
	Late Attendance Detection
	Overtime Approval
	Overtime Calculation
	Attendance Summary
	Integration with Payroll
Payroll	
	Employee Contract
	Employee Salary Structure - Allow Multiple Allowances - Basic - House Rent - Conveyance - Medical - and Others - Allow Multiple Deductions - Loan EMI - Advance Salary - PF - TDS - and Others
	Festival Bonus
	TDS Calculation
	Salary Held Up
	Advance Salary Process
	Generate Salary (Batch) - According to Department / Branch - Salary Sheet (Common) - Salary Sheet (Consultancy) - Salary Sheet (Director)

	Print Salary Sheet
	Print Employee Payslip
	Generate Top Sheet
	Salary Disbursement Letter
Recruitment	
	Multiple Job Positions / Designations
	Manpower Planning
	Manpower Requisition
	Approval of Manpower Requisition
	Multi-Layer of Approval
	Job Portal
	CV Bank
	CV Filtering
	CV Searching by Different Criteria
	Define Stage of Recruitment Process
	Design Test for Applicant
	Schedule of Interview with Applicant
	Applicant Assessment
	Define Action for Applicants
	Attachment Facility for Resume or Cover Letter
	Generate Offer Letter
	Generate Appointment Letter
	Mail Notification for Applicant
	Employee Onboarding Checklist
Exit Process	
	Employee Exit Request
	Mail notification

	Approval of Employee Exit Request
	Employee Exit Checklists
	Configure Checklists for Exit Process
	Employee Clearance
	Final Settlement
	Exit Interview
	Integrated with Employee Directory
	Reports
Employee Loan Management	
	Loan Type Configuration
	Loan Policy Setup
	Employee Loan Request
	Mail Notification
	Loan Approval
	Single / Multi-layer Approval
	Rejection of Loan Request
	EMI Calculation w/o Interest
	Loan Disbursement
	Attachment Facility
	Loan Repayment Process
	Loan / EMI Held Up
	Integration with Payroll
	Integrated with Employee Directory
	Loan Report
Employee Appraisal / Evaluation	
	Appraisal Planning
	Configurable 90/360 Degree Evaluation and Appraisal

	Employee Job Evaluation Yearly / Half Yearly / Quarterly
	Due Date Appraisal
	Department Wise or Employee Wise Appraisal
	Define Appraisal Criteria
	Feedback by Employee
	Stage of Appraisal Process
	Maintain Critical Success Factor
	Integrated With Employee Directory
Other	
	Request for TA/DA
	Approval of TA/DA
	TA/DA Held Up
	Consider TA/DA in Payroll Generation
	Employee Mobile Bill

Sample Documents

- **Employee Information**
- **Interview Parameter**
- **Interview Recruitment**
- **Job Application**
- **Leave Format**
- **Letter of Promotion**
- **Manpower Requisition**
- **Offer Letter**
- **Personal File Checklist**
- **TA DA Bill Format**
- **TA DA Full**

OLiLA
Glassware
Crystal Clear Excellence

| | Photogr aph |

EMPLOYEE INFORMATION

Full Name : .... Designation: .... ID #: ....
(in block letters)
Father's/Husband's Name : ....

Present Address :	Permanent Address :
Tel No. (if any) :	Tel No. (if any) :

Emergency contact no:	Relation:	Name:

Date of Birth :	Sex : Female / Male	Nationality : **Bangladeshi**	Religion :

Marital Status : Single/Married	Marriage Date :	No. of Children :	Blood Group :

Spouse's Name		Children's Name :	Date of Birth	Sex
Spouse's Profession :		1.		M/F
Spouse's date of Birth :		2.		M/F
		3.		M/F
		4.		M/F

Passport No. :	Date of Issue :	Place of Issue :
National ID number :	Place of issue :	

If you have any relative(s) working in OLiLA, give name(s), designation(s), place of work and relationship

1. Name : Designation : Department : Relationship :	2. Name : Designation : Department : Relationship :

Name of the Institute :
Professional membership no. :

Language Proficiency:

Language	Speak	Read	Write
Mother Tongue :	Basic/Intermediate/Advanced	Basic/Intermediate/Advanced	Basic/Intermediate/Advanced
English	Basic/Intermediate/Advanced	Basic/Intermediate/Advanced	Basic/Intermediate/Advanced
Others :	Basic/Intermediate/Advanced	Basic/Intermediate/Advanced	Basic/Intermediate/Advanced

Hobbies & Interests

1.	2.	3.	4.

Special Skills (if any)

1.	2.	3.	4.

Education (in descending order)

Name of School/College/ University/ Professional Institutions	Year	Degree	Class/Division/Grade	Major Subject(s)

Fig : Employee Information

OLiLA Glass Industries Ltd.

Date [/ /]

Employee Recognition Assessment Form

Name of Employee	
Designation	
Department	

Parameters of Performance

Sl.	Attribute	Grading				
01	Appearance & Grooming	A+	A	B	C	D
02	Personality	A+	A	B	C	D
03	Confidence	A+	A	B	C	D
04	Professional Knowledge	A+	A	B	C	D
05	Discipline	A+	A	B	C	D
06	Interpersonal Skill	A+	A	B	C	D
07	Track Record	A+	A	B	C	D
08	Career Plan	A+	A	B	C	D
09	Custom & Etiquettes	A+	A	B	C	D
10	Customer Management	A+	A	B	C	D
11						

Achievement of Target Unit:	Month:	Obtained Grading:	A+ = Excellent = 5 +==5
			A = Very Good = 4
Product Name:	Remarks if any:		B = Good = 3
			C = Average = 2
Recommendation for:			D = Poor = 1

Current Employer		Current Salary	
Days Require to Join		Expected Salary	

_____ _____ _____

HR & Admin　　　　　Signature of Interviewer　　　　　Approved

Fig : Interview Parameter

OLiLA Glass Industries Ltd

INTERVIEW AND RECRUITMENT ASSESSMENT FORM

Personal Details: **Application No:**

Name of Candidate:	**Position Interviewed for:**
Date of Interview:	**Nature of Employment (Encircle One):** **Contract / Regular**
Name of Present Company:	**Present Designation:**
Highest Educational Qualification:	**Total Service Experience:**
Current Gross Salary:	**Expected Asking Gross Salary:**

Personal Traits	**Poor**	**Average**	**Good**	**Excellent**
Appearance & Bearing				
Presentation				
Communication				
Initiative				
Openness to Suggestion				
Self Confidence				
Responsibility Seeking				
Adaptability to Company				
Professional Traits	**Poor**	**Average**	**Good**	**Excellent**
Quality of Experience				
Technical Skills				
Supervisory Skills				
Growth Potential				
Other Skills				
Overall Performance of Candidate				

Candidate's Status (Encircle One):   REJECTED   /   HOLD   /   QUALIFIED

Full Name of the Interviewer	**Signature, Date and Time**

Interviewed By:

Fig : Interview Recruitment

Job Application

1. Position Applied For:

2.   Agency _____

2. NID No.: _____

3. Full Name: _____

Last Name   First   Middle

4. Home Phone: (   )   Personal Phone (   ) _____

5. Street Address: _____

_____ **6. E-mail Address:** _____

City   State   Zip

7. Education:

7a. Highest school grade completed: ☐ SSC ☐ HSC ☐ Diploma ☐ Bachelor ☐Masters ☐ Others Specify _____

7b. Professional Qualification: ☐ Yes ☐ No Specify _____

Passport: Yes / No Passport Number & Exp Date:

_____

	Degree Received	Major / Specialty	Dates Attended

8. Name and Location of Educational Institution:

8a. _____

8b. _____

8c. _____

8d. _____

8e. _____

9. Professional Degree

9a.: _____

9b.: _____

9c.: _____

10. Work Experience: Start with the most recent work experience. Describe all traditional, military and voluntary work experience. Describe your knowledge, skills and abilities that demonstrate your qualifications for the position for which you are applying.

10a. Job Title _____

  Employer Name _____

  Employer Address _____

_____ Phone _____   **Job Duties:**

Supervisor / Manager _____

Title _____

Final Salary _____

Dates (Month/ Year) _____ To _____   Reason for leaving

Hours/week

10b. Job Title _____

  Employer Name _____

  Employer Address _____

_____ Phone _____   **Job Duties:**

Supervisor / Manager _____

Title _____

Final Salary _____

Fig : Job Application

OLiLA Glass Industries Ltd

Tasin Nibash (2ⁿᵈ & 3ʳᵈ Floor), Road No- 10, Block- C, Niketon, Gulshan- 1, Dhaka- 1212.

OLiLA Glassware
Crystal Clear Excellence

Leave Application Form

Application Date ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Employee ID	Name	Designation	Department	Working Location	Joining Date

Request leave for: ☐ Days ☐ Casual Leave ☐ Medical Leave ☐ Annual Leave ☐ Maternity Leave ☐ LWP ☐ Others

Attached Medical Certificate ☐ YES ☐ NO (Required for more than two days sick leave)

Period of Leave: From ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ TO ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Half Day ☐

Purpose of Leave	Contact Address During Leave & Ph no.	Signature of Applicant

Last Leave Date: | Responsible Person of Leave Applicant's:

Leave Status:
For Company Use Only

Balance	Casual	Medical	Annual	Total
Available				
Leave Taken				
Balance				

_____
Leave Balance Checked By

Recommended-1

☐ Yes

☐ No

_____
Supervisor

Recommended-2

☐ Yes

☐ No

_____
Department Head

Final Approve & Comment (If): ☐ Yes ☐ No:

....

_____
Approved Signature

Fig : Leave Format

Ref: OGIL/HO/HR&Admin-19/
Date: 25/02/2019

Mr. Md. Jahangir Alam
Area Sales Manager
Comilla Region.

Subject: Letter of Promotion with Increment.

Dear Mr. Jahangir,

In recognition of your efficiency and whole hearted service rendered to our company the management is pleased to promote you to the position of **"Regional Sales Manager"** with an increment of Tk. 5,000.00 (Five thousand Taka Only) which is effect from 01.03.2019. Now your total gross salary will be **Tk. 00,000.00** (Thousand Taka Only) only with other usual benefits.

We congratulate you on your well deserving achievement, dedication and commitment towards the company and hope that you would be more efficient and energetic in performing the assigned task given to you by the company.

Thanking you,

Human Resources Department
Copy to:
- Chairman
- Managing Director
- Finance & Accounts
- HR & Admin
- MIS Department
- Personnel File

Fig : Letter of Promotion

MANPOWER REQUISITION FORM
(For internal use only)

Company: OLiLA Glass Industries Ltd.   Department:

Detail of Job Location:

Required Position: Nos:

Total existing manpower in same role:

Position Vacant for: • New • Replacement • Other   Budgeted: • Yes • No

Replacement of:

Main Function:

Expected Joining Date: Requisition Submission Date:

Job Description: (At least two must be given)

SL No.	Descriptions
1	
2	
3	
4	

Job Specifications

Years of Experience:	Industry Preferred:
Education Essential:	Education Preferred:
Salary Range:	Language proficiency:

Preferred Gender:
Additional Skills, if any (AutoCAD/ERP)_____

_____

Required by	Checked by	Verified	Approved by
Head of Department	**Consultant**	**HR**	**Managing Director/Chairman**

(HR use only)

Requisition received	Advertisement date	Interview date	Joined on	Time required	Remarks

Fig : Manpower Requisition

CONFIDENTIAL

Ref: OGIL/HO/HR&Admin-19/157

Date: 25/03/2018

Md. Al Amin Babu
Vill: Raghunathpur, P.O: Rahmanpur
P.S: Patnitala, Dist: Naogaon.

Subject: Offer letter.

Dear **Md. Alamin,**

With reference to your application and subsequent interview with us, we are pleased to offer you the position of "**Officer**" with OLiLA Glass Industries Ltd under the following terms and condition:

01. That you will be working in the **Distribution** Department.

02. That your remuneration and other detail service terms & conditions will be prescribed in your appointment letter.

03. That your work station will be in **Factory, Sreemongal, Moulovibazar**. This job will require extensive traveling and the employer reserves the right to change your work station at any time and assign such duties as it may reasonably require from time to time.

04. That you will report to the Manager or any other person assigned by the management of the company for your day to day work, operations and services. Your job description and nature of duty will be assigned by the Management.

05. That you are required to serve a probationary period of **6 (six) months** and on satisfactory completion of your performance, the appointment will be confirmed. During the period of probation, either party can terminate the employment at any time without prior notice.

06. That after confirmation, you may terminate the employment at any time upon giving 02 (two) month notice or salary in lieu thereof.

07. That you will be entitled to 2 (two) festival bonus in every year as per company policy & practice.

08. You will be entitled to get remuneration **0000/- (Taka Only)** per month as a gross Salary and **000/- (Taka Only)** per month as a Conveyance Allowance.

09. That your duty hour and leave entitlement will be as per company policy & practice.

10. You are requested to join latest by **March 29, 2018**.

If you accept the above terms and conditions of this offer letter, please sign and return the duplicate copy of this letter to the HR department.

Sincerely Yours.
For OLiLA Glass Industries Ltd

_____

Manager, HR & Admin

Copy to:
01. Personnel File

Fig : Offer Letter

Employee Personal File Check List

Employee Name:				Employee ID No.:	
Designation:		Dept.		Date of Join	

No.	Type/Name of Document	Submitted & Filed	Verified by HRD	Remarks
01	Copy of Requisition form	Yes No	Yes No	
02	Copy of Advertisement	Yes No	Yes No	
03	Copy of Resume/ CV/ Cover Letter	Yes No	Yes No	
04	Job Application Form	Yes No	Yes No	
05	Copy of academic certificates/ documents as per CV/ Resume: 1) Masters/PG: .... 2) Bachelor: .... 3) H.S.C: .... 4) S.SC: .... 5) Diploma: .... 6) Others:	1. Yes No 2. Yes No 3. Yes No 4. Yes No 5. Yes No 6. Yes No	1. Yes No 2. Yes No 3. Yes No 4. Yes No 5. Yes No 6. Yes No	
06	Copy of professional certificates/ Documents as per CV/ Resume: 1) Experience: .... 2) Trainings: .... 3) Others:	1. Yes No 2. Yes No 3. Yes No	1. Yes No 2. Yes No 3. Yes No	
07	Copy of Photograph:	Yes No	Yes No	
08	Copy of National ID/ Passport:	Yes No	Yes No	
09	Copy of Appointment Letter:	Yes No	Yes No	
10	Copy of Joining Letter:	Yes No	Yes No	
11	Copy of Acceptance Letter:	Yes No	Yes No	
12	Copy of Chairman Certificate:	Yes No	Yes No	
13	Copy of Employee Information Form:	Yes No	Yes No	
14	Visiting Card	Yes No	Yes No	
15	ID Card	Yes No	Yes No	
16	Mobile Sim	Yes No	Yes No	
17	Motor Bike	Yes No	Yes No	
18	Car	Yes No	Yes No	
19	Any Other Documents			
20	Addition:			
	Bank Account			
	Job Permanent			
	Show cause/Disciplinary issue related			
	Increment letter			

Fig : Employee Personal File Checklist

Monthly TA/DA Bill Top Sheet

Name of the Month:				Monthly Total Working Days:		
Name:		Designation:		ID:	Location:	
Territory:		Region:			Wing:	

Date of DA (HQ)	
Date of Night Stay	

Particulars	Total Days	Per Day Amount	Total Taka
DA (HQ)			
DA (Night Stay)			
Sub total DA (HQ+NS):		-	
Own Arrangement (Hotel Bill) 60%			
Night Stay (Hotel Bill)			
Fuel Bill/ Lubricant Bill			
Total (DA+Hotel bill+ Fuel bill):			

Page	TA	DA	Hotel Bill	Fuel Price	Lubricant/Repair	Photocopy/ Stationary	Others	Total Amount
Grand Total:								

In Words (Tk):	
Approved Amount (Head Office):	

This Month	Total Sales Traget (Tk.):			Last Month	Total working days:	
	Total Sales Achievement (Tk.):				Total TA/DA bill:	
	Achievement % :				Last Month to This Month Difference (TA/DA bill):	

Reason for Increasing or Decreasing TA/DA bill:

Submitted By　　　TSO/ASM　　　RSM　　　NSM　　　Sales Admin

HR & Admin　　　Accounts　　　Chairman

Fig : TA DA Bill Format

Name of Employee:		**Monthly TA & DA Bill**	Region:		OLiLA
Designation:		OLiLA Glass Industries Limited	This Month Working Days:		
Territory:		Name of the month: _____	Date:		

Date	Details of Market Visit		Milage			Fuel (Qty)	TA			DA (HQ)	DA (NS)	Hotel (Night Stay)	Fuel Price	Lubricant /Repair	Stationary	Others	Total
	From	To	Start	End	Daily KM		Mode of Transport	K. M.	Fare								

Date	Details of Market Visit		Milage			Fuel (Qty)	TA			DA (HQ)	DA (NS)	Hotel (Night Stay)	Fuel Price	Lubricant /Repair	Stationary	Others	Total
	From	To	Start	End	Daily KM		Mode of Transport	K. M.	Fare								
Grand Total:																	

Monthly Used Total KM:	Total Fuel (Qty):	This Month Average KM Per Liter (Motorcycle):	Last Month Average KM Per Liter (Motorcycle):

Submitted By	TSO/ ASM		RSM	NSM	Sales Admin
	HR & Admin	Accounts			Chairman

Fig : TA DA Full

Key Deliverables

- Odoo Installation, Configuration and Training
- User Guides and Manuals
- Source Code

Key Elements of the Strategy

Application Hosting Strategy

Binary Quest offers two mode application hosting strategy –
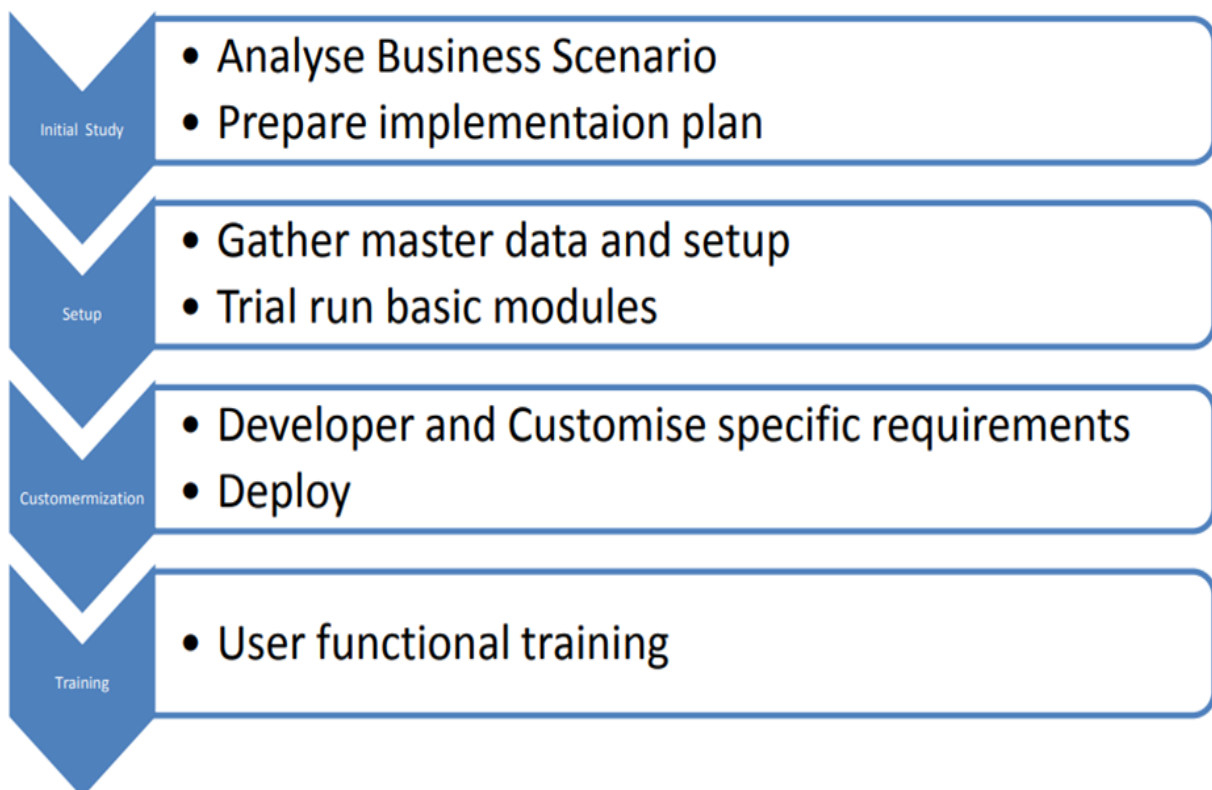
- **In-House**
  - The server will be hosted at the client's premises on their server. The hardware requirements will be provided upon request.
  - The customer will require a minimum amount of competency managing linux based servers. o In this model, the customer holds all their data and software.
  - Usually quicker for data transmission if accessed locally on a LAN environment.
  - Need to engage IT resources to maintain and regular housekeeping operations like backups.
  - More complicated if the client wants to access the server offsite via the Internet. Requires a good full duplex internet connection.

- **Hosted at Binary Quest Servers/Data Center**
  - Zero management and maintenance.
  - Always updated and backed up and in a secured environment.
  - Access anywhere from the world even with a low bandwidth internet.
  - No initial investment needed for hardware.
  - Easy to scale when the user base grows.
  - Small monthly fee to manage and keep the services running.
  - No need to manage internal IT resources.

- **Hosted at Odoo**
  - Zero management and maintenance.

- ○ Always updated and backed up and in a secured environment.
- ○ Access anywhere from the world even with a low bandwidth internet.
- ○ No initial investment needed for hardware.
- ○ Easy to scale when the user base grows.
- ○ Small monthly fee to manage and keep the services running.
- ○ No need to manage internal IT resources.

Implementation Strategy

The implementation will be carried out in smaller phase as the following:

Initial Study
- Analyse Business Scenario
- Prepare implementaion plan

Setup
- Gather master data and setup
- Trial run basic modules

Customermization
- Developer and Customise specific requirements
- Deploy

Training
- User functional training

Project Phasing and Tentative Timeline

Task	Timeline
Initial Study and Planning	5-10 business days
Setup master data	5 days
Setup Hosting Solution	5 days
Basic Data Migration	10 days
User Training	3/5 days
Custom Development	30 / 40 days

Project Cost and Underlying Assumptions

Underlying Assumptions

- Hosted In-House application server, enough IT resources to manage Linux based server
- A clear and well documented management vision will be delivered and available prior to the commencement of the work.
- The effort estimates and therefore costs of internal and external resources are based on a minimum customization" approach. This will imply important changes to policies and business processes to adapt the Organization's way of working to the best practices and functionality within the ERP software package.

Software Licensing

- If a client wants to host the server software in a windows based platform, they must provide their own OS license.

Project Personnel

- The client must assign at least 1 project manager from the organization to help implement the product in a timely fashion.

User Data Filing Resources

- Binary Quest will provide basic data migration support like setting company name, departments, importing employee names, suppliers, customers list. If more data migration support is needed that will be part of the customer requirement part. Also clients should provide enough resources to complete all the initial data entry work to utilize opener completely.

Financial Offer

Item/Service	Unit Cost (BDT)	Total (BDT)
Odoo Custom Development [Odoo 14.0 EE]	4,00,000.00	4,00,000.00
Support:		
Includes phone and email support for 2 Months		
Does not Include:		
New Version Upgrade		
No Security Patches		
Total		**4,00,000.00**

*All the prices mentioned above are VAT and TAX excluded.

Payment Schedule

Description	Amount
Project Initiation	30%
Submission of GAP Analysis Document	20%
After UAT	50%

Training

Binary Quest will provide comprehensive user training to the users via various mediums like

Online, Books, Guides and in-person (if agreed prior to signing contract).

Support

Binary Quest will provide support for the software from Monday to Friday between GMT + 6 10am to 6pm. Email support will be provided always, with a turnaround time of 4 to 6 hours.

Acceptance & Agreement

*Please sign and email a scanned copy to info@binaryquest.com
Signature Signed and Approved by

For Binary Quest	For
Name: Matiar Rahman	Name:
Position: CTO	Position:
Date: 03-NOV-2022	Date:

*Note: By signing this document, you hereby declare to engage with Binary Quest to run this project in question and fully agree with the terms specified on the following page.

Terms and Conditions

A minimum 70% advance payment for agreed total cost should be made payable to Binary Quest upon acceptance of the cost quoted.

The outstanding balance is to be paid within 30 days upon completion of each phase. Invoices that are not paid after 30 days from the date of invoice may result in a late fee per month based on the outstanding balance.

The indicated costs are valid for 1 month from the date of this quotation.

Changes in project direction due to change of briefing will be separately quoted for. Ongoing changes will be evaluated and should be based on valid feedback within a reasonable amount. A separate quotation will be given for additional and ongoing rounds of changes.

Additional services and materials to support and complete the project will be separately quoted for. Should the client terminate the project or phases of the project, Binary Quest will be reimbursed for all fees and costs incurred for work completed prior to the point of termination, this includes any external party costs and material costs incurred.

In the event that the termination of the contract is not caused by any act or neglect of Odoo Bangladesh the client shall also be liable to pay to Binary Quest a sum equivalent to 20% of the balance of the fees not bill-able at the date termination but agreed to be paid by the client to Odoo Bangladesh under the contract upon completion of the contract.

If Binary Quest is delayed or impeded by an event of Force Majeure; or by any act or omission of the client; or by a delay that occurs without the fault or negligence of Binary Quest; then,   provided Binary Quest shall notify the client in writing of such delay or impediment, the client shall grant to Binary Quest in writing such extension of time as may be deemed reasonable, and the delivery date shall be amended accordingly.

Binary Quest will provide full quality control and help to review all project phases and match the deliverables with the initial requirements & agreed terms. While every effort will be taken to carry out the project according to the client's instructions, Binary Quest cannot be held responsible for any errors not noted during milestone briefings and concept proofs & reports submitted to the client for approval.

In the event that any of the terms and conditions in the contract including these conditions is held by any judicial or other competent authority to be void, voidable illegal or otherwise held to be invalid or   unenforceable, the remaining terms and conditions in the contract including these conditions shall   remain in full force and effect These conditions and the

terms and conditions contained in the contract may not be modified or amended except by agreement in writing between the client and Binary Quest.

The client acknowledges that Binary Quest is not responsible for the results obtained by the vendor on the Software. The client acknowledges that Binary Quest. are not responsible for fixing problems, errors or omissions on the Software once the client has tested, proofed and approved the Software and either a written approval has been given to Binary Quest or the Software has been mass produced or transmitted in the Public Domain in any way. The Client waives any claim for damages, direct or indirect, and agrees that its sole and exclusive remedy for damages (either in contract or tort) is the return of the consideration paid to Binary Quest. No action, regardless of form, arising out of any claimed Breach of this Agreement or transactions under this Agreement may be brought by either party more than one (1) year after the cause of action has occurred.