Octal IT Solution LLP
Technology Outsourcing Simplified

Business Proposal Document

Audit Company Website Application Project

Contents

1. PROPOSAL DETAILS

SUBMITTED TO

- **Name**: Mr. Aloysius Goh
- **Designation**: Principal Consultant
- **Company Name**: Nabi Consulting Australia
- **Physical Address:** Level 10, Tower 4, World Trade Centre
  611 Flinders Street, Melbourne VIC 3005, Australia
- **Email ID**: agoh@nabiconsulting.net

SUBMITTED BY

- **Name**: Mr. Mayur Tiwari
- **Designation**: Business Manager
- **Company Name**: Octal IT Solution
- **Email ID**: mayur.tiwari@octalsoftware.com
- **Skype ID**: sales.octal2
- **Phone Number**: +918955149413

REVIEWED BY

- **Name**: Mr. Ajit Jain
- **Designation**: Sr. Manager – Business Development
- **Company Name**: Octal IT Solution
- **Email ID**: ajit@octalsoftware.com
- **Skype ID**: octal.sales7
- **Phone Number**: +91 8107335848

2. EXECUTIVE SUMMARY

Octal IT Solution is pleased to submit this proposal to **"Mr. Aloysius Goh"** for the design, development and deployment of '**Auditing Website Application'** which will be used to collect all the required documents of Client(Company/Management people/Company employees) for Auditing purpose and assign to relevant auditor to review and submit the report. We welcome the opportunity to work with "**Mr. Aloysius Goh"** on this exciting opportunity.

We respectfully submit the following proposal, which includes information about our understanding, methodology, example projects and other pertinent information for consideration.

3. DOCUMENT VERSION CONTROL

Date	Version	Description	Author	Approved By
31th Mar 2021	2.0	Proposal Document	Mayur Tiwari	Ajit Jain

4. CONFIDENTIALITY STATEMENT

RECITALS

A. The Receiving Party understands that the Disclosing Party has disclosed or may disclose information relating to **Auditing Website Application**, which to the extent previously, presently, or subsequently disclosed to the Receiving Party, is hereinafter referred to as "Proprietary Information" of the Disclosing Party.

OPERATIVE PROVISIONS

B. In consideration of the disclosure of Proprietary Information by the Disclosing Party, the Receiving Party hereby agrees: (i) to hold the Proprietary Information in strict confidence and to take all reasonable precautions to protect such Proprietary Information (including, without limitation, all precautions the Receiving Party employs with respect to its own confidential materials), (ii) not to disclose any such Proprietary Information or any information derived there from to any third person, (iii) not to make any use whatsoever at any time of such Proprietary Information except to evaluate internally its relationship with the Disclosing Party, and (iv) not to copy or reverse engineer any such Proprietary Information. The Receiving Party shall procure that its employees, agents and sub-contractors to whom Proprietary Information is disclosed or who have access to Proprietary Information sign a nondisclosure or similar agreement in content substantially similar to this Agreement

C. Without granting any right or license, the Disclosing Party agrees that the foregoing shall not apply with respect to any information after five years following the disclosure thereof or any information that the Receiving Party can document (i) is or becomes (through no improper action or inaction by the Receiving Party or any affiliate, agent, consultant or employee) generally available to the public, or (ii) was in its possession or known by its prior to receipt from the Disclosing Party as evidenced in writing, except to the extent that such information was unlawfully appropriated, or (iii) was rightfully disclosed to it by a third party, or (iv) was independently developed without use of any Proprietary Information of the Disclosing Party. The Receiving Party may make disclosures required by law or court order provided the Receiving Party uses diligent reasonable efforts to limit disclosure and has allowed the Disclosing Party to seek a protective order.

D. Immediately upon the written request by the Disclosing Party at any time, the Receiving Party will return to the Disclosing Party all Proprietary Information and all documents or media containing any such Proprietary Information and any and all copies or extracts thereof, save that where such Proprietary Information is a form incapable of return or has been copied or transcribed into another document, it shall be destroyed or erased, as appropriate.

E. The Receiving Party understands that nothing herein (i) requires the disclosure of any Proprietary Information or (ii) requires the Disclosing Party to proceed with any transaction or relationship.

F. The Receiving Party further acknowledges and agrees that no representation or warranty, express or implied, is or will be made, and no responsibility or liability is or will be accepted by the Disclosing Party, or by any of its respective directors, officers, employees, agents or advisers, as to, or in relation to, the accuracy of completeness of any Proprietary Information made available to the Receiving Party or its advisers; it is responsible for making its own evaluation of such Proprietary Information.

G. The failure of either party to enforce its rights under this Agreement at any time for any period shall not be construed as a waiver of such rights. If any part, term or provision of this Agreement is held to be illegal or unenforceable neither the validity, nor enforceability of the remainder of this Agreement shall be affected. Neither Party shall assign or transfer all or any part of its rights under this Agreement without the consent of the other Party. This Agreement may not be amended for any other reason without the prior written agreement of both Parties. This Agreement constitutes the entire understanding between the Parties relating to the subject matter hereof unless any representation or warranty made about this Agreement was made fraudulently and, saves as may be expressly referred to or referenced herein, supersedes all prior representations, writings, negotiations or understandings with respect hereto.

H. This Agreement shall be governed by the laws of the jurisdiction in which the Disclosing Party is located (or if the Disclosing Party is based in more than one country, the country in which its headquarters are located and the parties agree to submit disputes arising out of or in connection with this Agreement to the non-exclusive of the courts in the Territory.

5. PROJECT OBJECTIVE

Client approached Octal for developing **Auditing Website Application** that will be available for both Customer and Auditors registered over the platform. This platform will be used to collect all the required documents of Client(Company/Management people/Company employees) for Auditing purpose and assign to relevant auditor to review and submit the report.

Octal business team analyzed the idea in detail to get complete understanding of project. After a couple of email exchange & meetings, Octal improvised & finalized the project scope & proposed a business proposal which includes Website Application for **Customers** and **Auditors** and Web Backend admin to manage all users(Customer and Auditors), and the entire platform for **Admin**.

6. SCOPE OF WORK

Complete project development will be divided into in 7 phases. Following section will explain the functional modules & tasks that are required to be implemented into the system.

Auditing Company - Customer Website Application Portal				
S.NO	SCREEN NAME	FEATURE/SCREEN DETAILS		ADDITIONAL REMARKS
1	**PHASE I: DOCUMENTATION**	**FSD**: Functional Specification Document	Project Plan	
2	**PHASE II: DATABASE**	Database Design		
3	**PHASE III: DESIGN**	Inner & Outer Pages Designing	HTML Mobile Responsive	
4	**PHASE IV: CODE DEVELOPMENT**	**Types of Users**: There will be 3 different types of users who will be interacting with the website.	**Client/Company : [Who are being audited**] .Who will upload all the required document of their company employees, get updates and audited documents.	Website only
			Auditor: [Contractors] Who will get the auditing request from admin and work on that by updating status.	Website only
			Admin : Owner of the portal who will manage clients/Companys, auditor and entire portal data.	Web panel
5	**PHASE V: TESTING**	Testing	Debugging	
6	**PHASE VI: DEPLOYMENT**	Deployment over Respective server.		
7	**PHASE VII: MAINTENANCE**	Complimentary Bug Removal Period for 60 days		
	3rd Party API	1. Payment gateway [STRIPE] 2. OCR API 3.Docu sign, hello sign API	4. Chat API 5. Accounting Software - MYOB [MYOB API will be used for generating the invoice to client and store the	**Language** : English Only

			invoice calculation and data]	
User Mode : Client /Company [Web panel]				
1	**Login**	1. User name 2. Password	**Login [Button] Remember me |Forgot Password**	**Note :** There will be 3- 5 clients of the company , so admin will provide the login credentials to all.
2	**Home Screen /Dashboard**	**Tabs / Menu Bar -** 1. My Account 2. Notification 3. History 4. Login [Button]	**Request New Audit** [Button]---> Redirect to Request page for verification or certification: 1. Enquiry sent -> Quote sent - 2 days 2. Quote sent -> Quote approved - 5 days 3. Quote approved -> SLA sent - 2 days **Chat [Button] -->** After click respective chat window will open	**Note :** 1. There will be a chat between Auditor and client/company. **Action :** [Questions, answers, clarifications]
3	**Audit Request page**	**<u>A.Stage 1 for both [verification and certification]</u>** 1. Select Audit Type [verification or certification] 2. Input Details about company [text box](eg: (size, activity, etc.) 3. View calendar [Available audit dates] a. Select Date / Week 4.View all company staff list [Xls sheet] **Action :** View Required documents need to upload for audit staff [Refer sheet 2 [Document list Bist] for document list] a. Upload Documents [via OCR] b. Enter Expiry date	c. Upload additional document [if any , that are not in a list] [Client have to upload all individual staff document for audit] **<u>B. Stage 2 [Only for Certification]</u>** 1. View Required Document to upload a. Upload document with expiry date 2. View calendar [Available audit dates] a. Select Date / Week **Change Audit date [Button] -->** Request goes to admin [If accepted --> Pay fee [Via payment gateway]]	**Note :** 1. Available audit dates calendar will be visible till date is booked, after that it will not be visible. 2.Documents are checked / pre-approved by the app--> If the document is expired, the client cannot submit it 3. Stage 2 will be done physical by the auditor and document are uploaded on the portal. 4. This page will also include the new audits that are created by admin, after that client have to fill the details required details in form. 5. Document format can be PDF, JPG, JPEG, PNG, GIF, TIF, XLS, XLSX, DOC, DOCX, PPT, PPTX 6. All documents are mandatory, Admin will remove '*' sign if any document is NOT mandatory.

		5. SLA sent -> SLA signed and payment made - 5 days 6. SLA signed and payment made -> Docs received and audit booked - 2 days 7. Docs received and audit booked -> Audit - 5 days		
4	**Audit History /Reports**	**View New / past history** Details : 1. Audit Type [Verification /certification] 2. Applied Date and time 3. Auditor name [Who works on that] 4. View selected audit calendar date 5. View all uploaded documents . a. For Audit staff b. For company 6. View Audit Report [Uploaded by auditor- Audit -> Report sent to client - 2 days] - For stage 1 and 2	**Action** : a. Approve --> Go to next step b. Reject Report 1. Write Reason [text] c. Make payment [via payment gateway] -> If report is final. **Status :** **1.P**ending / completed /Verification process/ Rejected/Approved over audit timeline 2. For certification :Stage 1 complete , Stage 2 complete	**Note :** After submitting report, client have to submit the Final payment within 5 business days after report is approved by them Reply from client and final payment -> Submission of the report to NDIS (final stage, out of the portal) - 2 days

5	**Invoice History**	**1. View New Invoice** a. Invoice ID b. Amount 1. Total Deposit 2. Need to pay c. View SLA **Action :** 1. View/ Sign the SLA and Send 2. View and pay Deposit a. Select Mode [Credit card/ bank/ PayID/BPay TBC]	**2. View Past Invoice** a. Invoice ID b. Date and time c. Audit Details [Type, Auditor name] d. Signed SLA e. Paid Deposit amount[X] **Action :** Download Document [Invoice , SLA , Report]	**Note :** 1. Client can only download the documents , that can not export it
6	**Reminders(Via email)**	**1. Automated reminders (by email) to the clients after a certain period of time:** 1. Quote 1. 2 weeks 2. 3 weeks 3. 5 weeks - Notification to admin **2. SLA / payment reminder (100% for verification - 50% for certification)** 1. 1 week 2. 2 weeks 3. 3 weeks - Notification to admin **3. Documents submission (both verification and certification stage 1)** 1. Every two weeks - reminder to client 2. 6 weeks - Notification to admin with possibility to suspend the reminders **4. Audit result - missing or wrong documents for verification or stage 1 certification (Note: CAA has 14 days to inform NDIS of the audit result)** 1. 1 week - reminder to	**5. Audit result - non conformities -> adding more documents to be uploaded by the client (open field)** 1. 2 weeks - reminder to client 2. Every two weeks 3. 14 weeks - Notification to admin **6. Certification report -> auditor sends to CAA -> peer auditor -> CAA -> auditor** 1. Peer auditor (to be assigned at the beginning) **7. Certification payment (second 50%)** **8. Audit report approval** 1. 2 days - reminder 2. 1 week - reminder 3. 2 weeks - Notification to admin	

		client 2. 2 weeks - reminder to client 3. Every 2 weeks after - reminder to client 4. 14 weeks - Notification to admin		
7	**My Account**	**1. Manage Profile** - View / add/edit/delete/activate/deactivate a. Profile information [Name, e-mail address, contact number, company Name/address/ABN] b. Change password **2. Upload Company details :** **a. Documents:** View all documents list need to upload [Refer sheet 2 (document list bist) for document list] b**. Manage -** Upload /View /Edit/delete Staff Sheet Data [xls	**3. Transaction History :** a. Transaction ID b. Transaction Type [Audit Payment / change date fee/ Deposit amount] c. Amount fee[X usd] d.Transaction Date and time **Notification :** 1. Document uploaded successfully 2. Request to upload new document from admin 3. Your audit has completed , waiting for the report 4. New Report generated 5. Final Report uploaded by auditor	6. Stage 1 complete for certification process . **Apply for Physical audit (2nd stage) [Button**] -->Redirect to apply screen 7. Stage 2 request has accepted or rejected by the admin. 8. Stage 2 has completed and audit report uploaded by auditor 9. New Audit created by admin --> Go to Audit request page [will redirect to respective page] **4.Content screen :** a. Resource documents b. Terms and condition c. Privacy Policy d. FAQ e. About us

		sheet]		
User Mode : Auditor [Web panel]				
1	**Login**	1. User name 2. Password	**Login [Button] Remember me |Forgot Password**	
2	**Dashboard**	**Data-** Today , Weekly , Monthly 1. Total Auditing Clients a. New/ Past 2. Total Auditing's: a. On going [Stage name] 1. Progress status a. Stage [1 or 2]	b. Done /completed c. Not completed d. Rejected 3. Total Audit type done a. Verification b. Certification 4. Total report generated	**Filter by :** Weekly /Monthly /Yearly

3	**Manage Audits**	**A.View New** 1. Client/Company name a. Staff sheet [Attached] 2. E-mail Address and contact Number 3. Audit Type [Verification / Certification] 4. Selected Audit day/ date 5. View Uploaded documents **Action :** 1. View and Approve / Reject Client/company Documents a. Request to add additional document 2. Upload New Report [pdf] a. To Client 3. Amend Report	**B. On-going /Current** 1. Client /Company name 2. Select Audit Type [Verification / Certification] a. List of certification Audits planned and dates 1. List of stage 1 **Action :** **a.** Mark as complete b. Send additional document request for stage 2 [select doc from list] 2. List of stage 2 b. List of verification audits planned and the week 3. Status : Completed / Pending **Action:** Upload new report [Pdf] **C. View Rejected Reports :** **Action** : Review and Upload final Reply from client and final payment -> Submission of the report to NDIS (final stage, out of the portal) - 2 days	**D Past :** 1. Client/Company name 2. E-mail Address and contact number 3. Audit Type [Verification / Certification] 4. View documents and Reports [Uploaded /shared] 5. Status [Completed / Pending] **Note :** 1. New Audit requirements will be given by admin to them. 2.All documents uploaded are deleted within 6 months after report is submitted to AU Gov 3. Report will be sent to AU govt Out of the website / Portal. 4. Any change in Audit status will reflect over Audit timeline and updated to relevant Users.
4	**Notification**	1. Successfully login in the portal 2. New Audit request received 3. Send Audit Report successfully [Stage 1 and stage 2] 4.Report Accept / reject by client [Stage 1and stage 2]	5.Audit date has changed by the admin [Audit type and date] 6.Got Chat Request [After click respective window will open] 7. New Updates from admin a. Upload document b. Policy change Updates	
5	**My Account**	**1. Manage Profile -** View / add/edit/delete/activate/deactivate a. Profile information [Name, e-mail address, contact number, company Name]	**2.Content screen :** a. Resource documents b. Terms and condition c. Privacy Policy	**Note :** Auditor will be paid by the admin out of the portal

		b. Change password [will need the permission of admin]		
Admin [Web panel]				
1	**Login**	1. User name 2. Password	**Login [Button]** **Remember me |Forgot Password**	
2	**Dashboard**	**A. Data-** Today , Weekly , Monthly 1. Total Registered Clients a. Active --> At what stage of auditing b. Inactive 2. Total Registered Auditors 3. View calendar Audits	**4. Total Auditing Report** a. Successfully Completed b. Pending /On-going **5. Total Revenue / earning :** a. From the new auditing b. From date change fee of existing c. After deducting auditor payment	**Filter by :** Weekly /Monthly /Yearly
3	**Manage Clients/Company**	Admin can manage (view/add/edit/delete/activate/deactivate)the clients **Search By :** Name **Add New client/Company :** 1. Company Name 2. E-mail Address	3. Contact number 4. Company Address 5. Company ABN 6. Audit details 7. Assigned Auditor 8. Audit status over timeline **Add [Button]**	**Note :** Admin will provide the login credentials to users(Clients, Auditors), with which they can login or use the app.
4	**Manage Auditors**	Admin will manage (view/add/edit/delete/activate/deactivate)the Auditors **Search By** : Name and Experience A. **Add New Auditors :** 1. Name 2. E-mail Address 3. Contact Number	4. Experience 5. Company Name **Add [Button]** **B. Request for some document to upload** 1. Select Auditor 2. Select document type [via tick] **Send [Button]**	

5	**Manage Auditors Calendar**	Admin can manage (View/ add/edit / delete) the auditors calendar. **A. View Auditors Calendar** 1. View total Available auditors with time slots. 2. **Filter by** : verification / certification --> Audit Verification - Per weeks (eg: w/c 25th Jan, w/c 1st Feb, etc.) ---> Audit Certification - per day	**B. Add Availability based on the schedule** 1. Select Auditor name [from dropdown] 2. Select Available date / day / time slot **Update** [Button**]**	
6	**Manage all Audits Request**	**Audit type** : New / Past **<u>1. New Audit Request Details</u>** : **<u>Type - Stage 1</u>** a. Audit type [Verification / Certification] b. Client/Company name c. All Uploaded Documents [view] [of all individual company staff] d. Requested audit date / day / time **Action :** **1. Allocated available Auditor for the Audit [Select]** **<u>Type - Stage 2</u>** a. View all uploaded document b. View requested date and time for audit [From client] **Action** :Accepted/ Rejected	**<u>2. On-going /Past Details :</u>** a. Audit type [Verification / Certification] b. Client name c. Auditor name [Who works on that] d. Audit Stage /timeline [If Document upload stage] -->a% of completion [No. of uploaded doc vs total doc need to upload] **<u>3. Change Audit date</u>** a. Select type [Certification / Verification] b. Client name **Change Date [Button]** Enter Reason [text]	**4. Add new Audit request** [Admin can also add the client request that received over e-mail and call] <u>a. Enter client/company details</u> [Name, contact number, e-mail address, company name , ABN] <u>b. Select Audit Type</u> 1. Verification 2. Certification <u>c. Select the documents to upload</u> [Via checkbox] 1. For company 2. For Audit staff (Admin can mark/unmark using '*" sign to define document as mandatory or NOT mandatory) **Add [Button]** [Refer Sheet 2 (Document list Bist) for document list types]

7	**Manage Invoice**	**A.View all send Invoices :** 1. Invoice date and time 2. Client/company Name 3.Invoice Amount	**B. Send new Invoice :** 1. Select Client/Company [From drop down] 2. Select Invoice template a. Enter Deposit b. Total Amount to paid c. Audit details 3. Attach SLA **Send** [Button]	**Note:** All the Invoice will be generated by MYOB and it will record all the invoice calculation and data too.
8	**Manage Transaction**	1. Transaction date and time 2. Transaction ID 3. Transaction type a. New Audit fee b. Change audit fee	4. Audit type [[Verification/Certification]Fee] 5. Amount [X usd] 6. Client details [name, e-mail address, contact number] 7.Audit details [Auditor name[who work on that, date of audit complete]]	
9	**Manage Reports**	1. Audit Report 2. Signed SLA 3.Quote 4.Invoice **Action :**Export Document	Admin can also Upload New Report [pdf] a. To Client	**Note :** 1.All documents uploaded are deleted within 6 months after report is submitted to AU Gov 2. Admin will be notified 2 weeks before the deletion
10	**Manage Content**	**A.Manage Resource** (View/add/edit/ delete/activate/deactivate) **Add new documents :** 1. Title 2. Image [If any] 3. Attach document [Eg: Manuals] **B. Manage Document type** 1. View all document list 2. Add new Document type [Refer Sheet 2 (Document list Bist) for document type] a. Enter name	**C. Notification:** 1. Audit apply by new client 2. Document uploaded/Audit report successfully by x client with possibility to suspend the reminders at both staged verification and certification 3. Change audit date request by x client 4. Received x usd fee payment from abc client [for new audit , change audit date] 5.Document export successfully 6. Report send to client or AU govt successfully.	**D. Content screens** 1. About us 2.FAQ[questions and answers] 3. Terms and conditions 4.Privacy Policy

Note: this proposal in including Saas based solution, there will also be a 'Super Admin' type of panel to create new accounts for new companies (admins) who will be using the system and manage the subscriptions.

7. TECHNOLOGY STACK

Website application and Admin Panel will be developed using below mentioned technology stack:

WEBSITE APPLICATION DEVELOPMENT	
Programming Language	Javascript
Server Side platform	Node JS v12+
Database	MySQL/Mongo
Client side scripting and view	HTML, React JS, Bootstrap

8. TESTING AND QUALITY ASSESSMENT

Before delivering the entire software will be tested for following compliancy

- **UI Quality Test –** This involves quality check of user interface to ensure a user friendly interface for all types of user
- **Device and OS Version Compatibility Test –** This involves the testing of the application on different Devices and OS Version to check compatibility
- **Functionality Test –** This involves the testing of all the functionalities of the application working as per given functional specification
- **System Test** - This involves the complete system testing once all the modules have been completed

9. PROJECT DEVELOPMENT WORKFLOW

Once the project is awarded to Octal, the entire project knowledge is transferred to the project management department who is responsible for the following –

- Setting up of the project over web-based project management tool

- And creating the following document to ensure smooth development of the project
  - **SRS (Software Requirement Specification) –** Will have all the scope which developers will consider at the time of development.
    - **Release Plan –** This will have the dates on which Octal will provide update to the client on the work done.

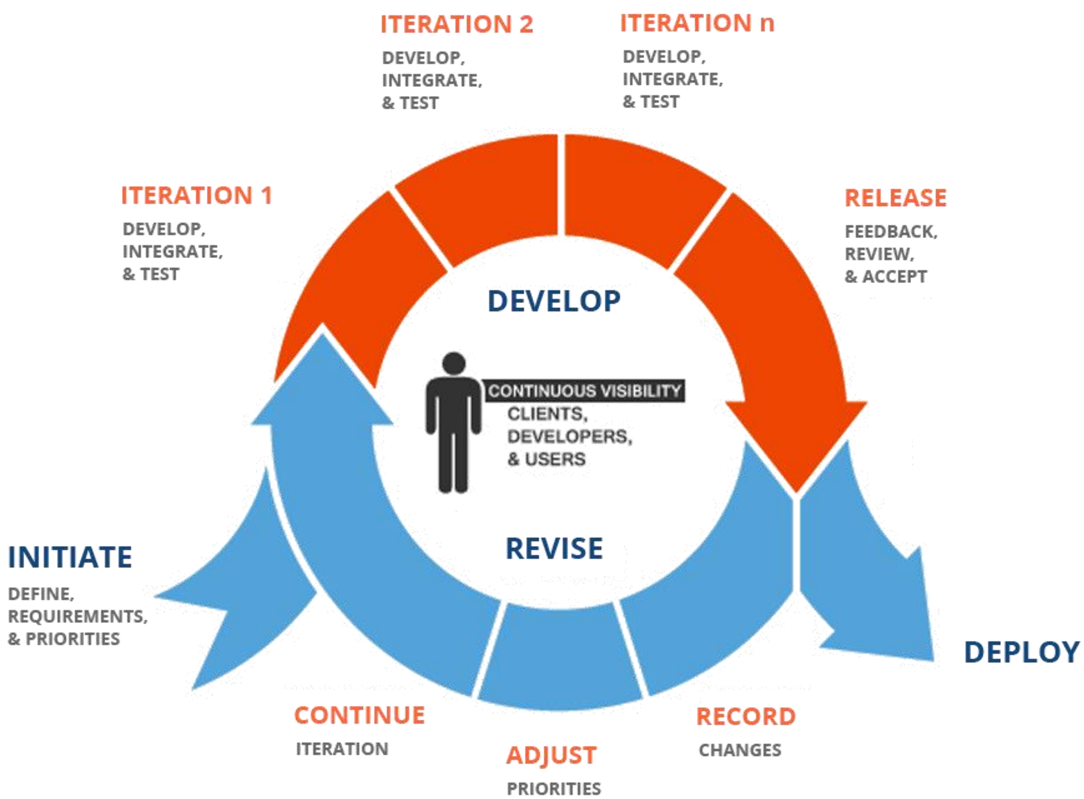
*All the development will be based on the scope mentioned in SRS (Software Requirement Specification).

Once client approves the above document, the development team will initiate the project development which included following:

- **Designs:** Client needs to provide required specifications for the designs. We will send you with design questionnaire for Web Pages which will ask basic questions like colors, fonts, style, paint brushes, references, etc. which you need to fill and send back to us. Our Creative head will review it first and then we will schedule a quick call to discuss your likings and our understanding. We will also suggest our recommendation based on the target audience, their age group, likings etc.

First, our Creative Head will share splash screen & home page with client for his approval; after approval over them, designer will move ahead with rest of the screens bringing forward the theme. Once the designs get approved, any request to make changes in them will be billed separately. App will develop in Portrait view.

- **Development:** The allocated team will start development as per the release plan & will take BDD (**Behavior-Driven Development**) approach. Team will provide updates to client on regular intervals. For selection of technology we always select industry proven frameworks. We will use latest industry standards for code commenting and indentation. All the intermediate builds will be installable IPA & APK files that can be installed on Smartphone for testing and approval. Similarly for web, we will share link and login credentials & the solution will be hosted on Octal's Server.



- **Testing:** We will test the entire application. Testing & debugging will be divided amongst two phases – Unit Testing (of individual modules) & Integration Testing (Entire system will be tested at once)

- **Deployment:** Initially the application will be deployed on our production server (owned by Octal). Once the final payment is cleared, we will deploy the application at client end. Deployment over respective store will be done once all the work gets finished and there is no payment due. Client will provide the respective stores & server login details.

  Deployment Terms: We will deploy the respective application on the stores and the web application on live server within one working day from the date of final payment. It will take 24 hours to deploy and application will be available on app store after the review process of respective stores.

10. RESOURCE UTILIZATION

Involvement of the resources will entirely be on the discretion of the project management department and they will utilize resources on as and when needed basis.

Project Manager	1 (Point of contact)
Backend Developer	2
Designer	1
Tester	2

11. COST AND TIMELINE (COMMERCIAL PACKAGE)

The entire solution will include

a) Website Application for Customer

b) Web Panel Admin

Entire Platform Design & Development

- **Estimated Development Cost**: USD 24266
- **Development Timeline**: 3.5 Months (After SRS & Design Sign-Off)

PROJECT INCLUSIONS:

- Project Documentation (Scope of work and release plan)
- Project Management activities like project setup, resource allocation, brainstorming
- Web Based Backend Panel (Minimalist Design & Predefined theme)
- Associated Web Services Development and 3rd party API Integrations
- Complete Project Testing & Debugging (Unit & Integration Testing)
- Code Deployment over Respective Stores & Live Server
- Knowledge transfer document along with each milestone

- **Complimentary** 60 Days of bug fixing support
- Proposal in including Saas based solution, there will also be a 'Super Admin' type of panel to create new accounts for new companies (admins) who will be using the system and manage the subscriptions.

PROJECT EXCLUSIONS:

- **Server and Developer account cost**: We will require the credentials of live server and Google Developer account at time of deployment. The cost to set-up Server & Developer accounts will be borne by client.

  PS: Being an Amazon **Network** Partner, Octal recommends Amazon Server for hosting
- Any third party API/SDK which will be used in Application (if any), the cost will be borne by client.

12. PAYMENT TERMS & SCHEDULE OF PAYMENT

MILESTONES	SCHEDULE	AMOUNT
Milestone 1	Upfront – At Award of project and kick off	USD6067 (25%)
Milestone 2	FSD(Functional Specification Document), Project plan, UI/UX Design Mock-up's Approval	USD3640 (15%)
Milestone 3	Backend /Admin Development	USD4853 (20%)
Milestone 4	50% Completion of Frontend Development(User and Auditor Interface)	USD4853 (20%)
Milestone 5	Upon 100% Completion of Frontend Development(User and Auditor Interface) Beta Testing of Application	USD3640 (15%)
Milestone 6	This Milestone fee is required to pay in advance before going live. This milestone includes - Project Deliverables: - Design files - Codebase or code Files - Project related documents	USD1213 (5%)
	GRAND TOTAL	**USD 24266 (100%)**

Please Note: The milestone payments can be further revised (split into two or more) by assigned Project Manager validated as per project plan (if required).

Replication, Delivery, and Installation plan of the product is defined along with the time schedule and Octal and customer's responsibilities.

13. SUPPORT

Octal IT Solution provides 60 Days free bug fixing support of the existing code which is implemented by Octal. The warranty shall be valid:

- Up on receipt of 100% payment
- Up on deployment of the deliverables in the client's server or 1 week from completion of the app, whichever is earlier

All support requests (bug fixing of the existing code) shall be address within a maximum period of 48-72 hours from receipt of such requests (except weekends and public or national holidays). Changes leading to fresh development shall be charged as per the requirement.

Bucket Model - Post Delivery/Deployment Support:

Bucket Size	Cost(USD)
100 Hours Bucket	USD 2000
250 Hours Bucket	USD 4500
350 Hours Bucket	USD 5600

Bucket Model Reporting Methodology:

1. Communication Tools: We follow Slack/Skype/email/call for daily communication with all clients to update about the project.
2. On-going Meetings: Project manager and client mutually agree Daily/Weekly meeting schedule
3. Reporting Tools: We use Trello as all task done by resource will be recorded here and client/project manager can be updated about the same
4. Deployment Tools: Project deployment will be done by SVN like GitHub or Bitbucket

14. COMMUNICATION MODE

Project communication modes for all the entities involved during project execution will be via:

- Phone call
- Email

- Skype
- Project Management Software: Trello

- Any Communication outside these modes of communication will be considered as null/void or out of agreed scope of work.

- Single point of contact from both sides (Customer and Octal) has been agreed and defined.

15. GENERAL TERMS

- Project's entire cost will NOT be payable at once; it will be broken down into multiple installments to be paid periodically during the entire development duration of the project.
- Above mentioned prices are excluding of any applicable taxes and any transaction fees.
- We will raise invoices as per the milestones mentioned in the Payment Schedule. Client will pay these invoices within five (5) days of its receipt.
- A detailed and formal timeline with all milestones will be shared once the project documents (SRS) get approved by you (the client).
- The above submitted efforts and cost are computed on the basis of the project related details (as well as the level of depth for these details) provided by you (the client) at the time of working out the project estimates.
- The source code will be delivered to client only after client makes final payment and clears all dues with Octal. In case, Octal delivers (or, is required to deliver) partial source code before the project is completed, client will pay for efforts invested by Octal till the date of such source code release.
- All the deliverables will be a joint responsibility of both Client and Octal; hence it is expected from client to provide feedback within five (5) working days of receiving the final deliverables and final approval within ten (10) working days of receiving the final deliverables.
- Octal doesn't allow putting any under development project on hold by the client without any valid and approved (by Octal) reason as its extremely adverse for normal business flow and therefore to avoid any such unpleasant situations the following conditions are applicable –
- If the client has a valid reason (and Octal agrees to it) for putting the project on hold and has no due payment till that day, then in that case the project can be paused for a maximum of thirty (30) days and whenever the client is ready to restart the project, then he will have to allow Octal fifteen (15) days to start the development again. Also, a new release plan will be prepared for the project deliverables.

- "The Application or programs are made available only as binary executable or Compiled Byte code after client makes final payment or clears dues with Octal. In case, octal needs to deliver partial/full source code, then client will be requested to pay for efforts invested by octal till the date of such source code release"
- In the event that the project gets discontinued/hold for any reason, the buyer will have the obligation to pay in full against the efforts (based on applicable hourly rate on such date) invested by the service provider till such date without any dispute.
- All change request or add-ons will be billable at the rate of USD 20 per hour.

16. AUTHORIZED SIGNATORY

This is to confirm that I've gone through at the above given information and agree with the details including SOW, Cost Estimate & Plan while signing below:

Signatures:

Name: Mr. Aloysius Goh
Designation: Principal Consultant
Company Name: Nabi Consulting Australia
Address: Level 10, Tower 4, World Trade Centre
611 Flinders Street, Melbourne VIC 3005
Australia

Signatures:

Name: Mr. Arun Goyal
Designation: Managing Director
Company Name: Octal IT Solution LLP
Address: 6/78, Roop Vihar Colony, Hari Marg, Malviya Nagar, Jaipur