Price Quotation

(Human Resource Information System)

Client: CRYSTAL INSURANCE COMPANY LIMITED
Reference: AZ0924-CICL01

Version History

Version Number	Version Author	Contact	Version Description	Version Date
1.0	Md. Albe Hasan	M: +88 01764 837 580 E: albe.hasan@azolutionse.com	EMPRESS Price Quotation	17-Sep-2024

Azolution Software & Engineers Ltd.
এ্যজুলিউশ্যান সফটওয়্যার এন্ড ইঞ্জিনিয়ার্স লিঃ
Software Technology Park (STP)-1, BDBL Bhaban (Level-9, West), 12 Kawran Bazar, Dhaka-1212
Cell: +88 01954 18 40 50, Email: empress@azolutionse.com, Web: www.AzolutionSE.com | www.EmpressHR.com

To,
The Procurement,
Crystal Insurance Company Limited,
DR Tower (14th Floor), 65/2/2/,
Purana Paltan, Box Culvert Road,
Dhaka-1000, Bangladesh

<u>Subject:</u> Price Offer for the "Employee Productivity Escalation System – **Empress**" (Human Resource Information System - HRIS) Project.

Dear Sir,

In response to your invitation for providing software to **Crystal Insurance Company Limited (CICL)**, Azolution Software & Engineers Ltd. has shown interest to deliver you a highly configurable, faster searchable and user friendly solution where you can feel comfortable data storage, analysis, searching and exporting services.

Please find the brief of the proposed software modules and Price Quotation in below. Hope you will be happy with our International standard software and dedicated support service.

If you accept the proposal we will elaborate it in details.

Thank you for giving us the opportunity to show our interest and looking forward for your reply.

Sincerely Yours,

Md. Albe Hasan
Executive, Sales & Marketing
Azolution Software & Engineers Limited
Cell: +88 01764 837 580
E-mail: albe.hasan@azolutionse.com | empress@azolutionse.com

Background

Due to the changing business processes at **Crystal Insurance Company Limited (CICL)** and to bring more discipline and monitoring in day to day operations, HR policies have been updated. Managing Human Resource in different business unit and monitoring is a huge challenge for **CICL.**

Human Resource Management is the key task for a successful company now a day. Corporate HR Policy need to apply in HR properly and continuous monitoring need to be done for accountability. Manual process of managing HR is getting hard and no instant picture can be found for managerial decision.

Purpose and Objectives

The purpose and benefits of this project are listed below:

- Use a single integrated Human Resource Information System (HRIS) and eliminate redundant work
- To have visibility of managing employee information centrally.
- To identify conformity of corporate HR policies.
- To process employee attendance automatically.
- To streamline movement & outstation log process.
- To faster payroll processing as per organization CtC policy.
- To make all Employee Self Service (ESS) in Mobile finger tips.
- To get real time Analytics of Human Resource Management (HRM).

System Overview

"**Em**ployee **Pr**oductivity **Es**calation **S**ystem (**Empress**)" is a Human Resource Information System (HRIS) to manage employees and their daily activities which is more than HR & Payroll System developed by Azolution Software & Engineers Ltd. To save time and to improve the Human Resource Management, **Empress v5.6** is a very innovative solution to manage Employee Record, Attendance, Movement, Leave, Conveyance, Payroll, Performance, Recruitment, etc. very efficiently. The resource utilization can be improved more than 50% and can save management time more than half by implementing EMPRESS.

Scope of Work

- Empress Core with Employee Information Management
- Attendance, Movement & Outstation Management
- Leave & Absent Management
- Transfer-Promotion Management
- Email Notification Service
- Employee Personal Master Data Migration (Template base - one time).
- Attendance integration with SDK/DB supported any single model device.
- Empress Mobile APP in Android & iOS Platform

Out of Scope

- Integration with 3rd party system.
- Historical Data Mining/migration from other system.

Major Clients of EMPRESS HRIS:

Rahimafrooz Group	Meghna Group of Industries
Renata Limited	Modhumoti Bank Limited
NRBC Bank Limited	BD National Insurance Co. Ltd.
Heidelberg Cement Bangladesh	Habib Bank Limited
Intertek Bangladesh Limited	Orion Group
Sanofi Bangladesh Limited	Expo Group
IFAD Group	Bashundhara Group (Sector –A)
City Brokerage Limited	Partex Star Group
US-Bangla Group	Agora Limited
Unique Group	Sajida Foundation
Bashundhara Group (Sector –C)	Ekattor Media Limited (71 TV)

And more…

Development Platform & Environments:

Application Platform	**WEB:** .NET based web application (.NET Framework 4.5). **API**: Microsoft .NET based web API.
Application Server	Windows Server 2012/2016/2019 R2 Standard
Web Server	Internet Information Services (IIS) v7.5
Database Server	Microsoft SQL Server 2014 R2 / 2017 R2/ 2019 R2 Standard
Client Browsers	Any browse except IE
Software to install	a) Microsoft .Net Framework 4.5, b) Crystal Report Engine 13.6, c) Microsoft Office Component 2010
Hardware (2 Server for Application & Database)	(Any Brand/Cloud Server with following minimum specification) **Processor:** Intel® Eight Core Xeon® E5-2420 1.90GHz, 15M Cache, 7.2GT/s QPI, Turbo, 6C, 80W, Max Mem 1600MHz **RAM:** 64GB. **Hard Disk Drive:** 512 GB SSD + 1TB HDD Storage
**NOTE:** This Proposal does not cover any Hardware / Cloud Server cost for application hosting or 3rd party software or Operating System or Database license.

Solution Price:

SL	√/□	Components/Modules		Price (BDT)
center	**EMPRESS PRICE BREAKDOWN (AS IS BASIS)**			
center	**Enterprise Modules**			
1	√	Empress Core Administration & Master Setup Modules	(Mandatory)	
2	√	Employee Information Management	(Mandatory)	5,00,000.00
3	√	HR Services & Employee Dashboard	(Mandatory)	
4	√	Shifting & Duty Roster		
5	√	Attendance & Absent Management		
6	√	Movement & Outstation Management		
7	√	Attendance Device Integration (any 1 model)	(Complementary)	10,00,000.00
8	√	Announcement (News & Notice) Management	(Complementary)	
9	√	Leave Management		
10	√	Email Notification Service	(Complementary)	0.00
11	√	Template based Employee & Company Master Data Migration		
right	**Total Software Price**			**15,00,000.00**
right	LESS: Special Bulk Discount			(2,00,000.00)
right	**Total Software Price (Excluding any VAT & Tax)**			**13,00,000.00**

Amount in words: Thirteen Lakh Taka (Net payable amount without any deduction for Tax & VAT)

All amount are Excluding any VAT & Tax and will be added on the Invoice where applicable
VAT: 5% VAT applicable for Software Customization & AMC as per Gov. rules.
TAX: AIT is not applicable as Software development company is enjoying Tax Exemption up to 30 June 2019 under Income-tax Ordinance, 1984 (XXXVI of 1984) Amdt (6th Schedule, Part-A, Section-33, Page-338) and, by 2024 budget amendment, the Exemption have been extended up to 2027.

EMPRESS LITE Mobile App in Native **Android** Platform	4,00,000.00
EMPRESS LITE Mobile App in Native **iOS** Platform	4,00,000.00
Additional Model of Attendance Device Integration in future (Per Model)	30,000.00
Warranty (module based rollout from the date of module LIVE)	**2 Months**
SLA based **Annual Maintenance Contract** for Support (after Warranty) **– Per Year** **Note:** Module wise AMC shall start after modules gone live based on milestone payment made up to date. Please see terms & conditions	**20%**
Change Request (CR) Rate (man – day basis) for further **Customization** & 3rd Party Integration	**7,000.00**
Implementation Time (depends on server environment and master data readiness at client side)	**1 Month**
Installation Instance Type (License Number)	Single Server-1
EMPRESS General License: License grants single Company, unlimited location and unlimited employee in a Single Server Installation.	**Perpetual**

Payment & Condition

❖ Work/Purchase Order shall be issued by the Client based on this proposal mentioning the **Proposal Reference**. The Work/Purchase Order gives the guarantee that the Client is fully agreed with each condition of this proposal if there is not any separate agreement signed off (client shall return a signed copy of this proposal).

❖ Delivery Time of software is **1 month** (depends on purchased modules, master data & server readiness) from the date of Purchase Order (PO) or Advance Payment whichever is later.

❖ The **Payment Schedule for Software** is as follows:

Payment Number	Description	%
1st Payment	Advance with Purchase Order (PO)	50% of SW Value
2nd Payment	Final Payment after Delivery	50% of SW Value
TOTAL		100%

❖ **Warranty Period is 2 Months** after System Go LIVE. **Annual Maintenance Contract (AMC)** shall start after warranty period as agreed by this proposal to ensure smooth support service, if separate Service Level Agreement (SLA) has not been signed by the client.

❖ AMC shall be signed for **36 months** period and can be terminated in 3 months notice by either party <u>after one year</u> from the signing date.

❖ SLA based **Annual Maintenance Contract (AMC)** per year for operational support, minor customization and bug fixing is **20%** after warranty period of LIVE module or on milestone payment of Partial Live module which <u>shall be paid monthly or quarterly</u> at the start of the date in pre-paid mood. AMC will give support call 1st priority (as per SLA), on the other hand, the call will be least priority without AMC (when resource available).

❖ If AMC expired or terminated, **Tk. 10,000** will be charged on the basis of "**per-call-per-man-day**" for any further support to run the software (i.e. single or multiple issues that can be solved in a single day maximum. If an issue takes multiple days then charge will be on per man day basis).

- ❖ Transaction shall be made through <u>Account Payee Cheque</u> or <u>Pay Order</u> in favour of "**Azolution Software & Engineers Limited**" or through EFT.

- ❖ **<u>Intellectual Property Right (IPR)</u>** of the Software shall not be Transferrable to **CICL** or any of its subsidiaries. All right, title, design and interest of EMPRESS will remain with **Azolution Software & Engineers Limited**.

- ❖ The client shall have **<u>no source code</u>** of the software and shall not make any copy/distribute/use this software to anywhere else. For backup, restore or other IT security/audit purpose, Client shall be allowed to make multiple copies of the Software but not any additional license.

- ❖ **CICL** or any of its subsidiaries or mother companies **shall not be engaged in any personal dealing or recruitment or outsourcing job** with the current or ex-Employees of the Azolution or the Empress Implementation Team during the <u>contract period or within the 2 years</u> of employee resignation from Azolution.

- ❖ **EMPRESS License** is Perpetual for **CICL Employees only** (not for any outsourced 3rd parties company or employee). Location/Employee License is unlimited for Single Company in a **Single Server Installation Instance**.

- ❖ Azolution shall at all times be entitled to use Client's name and logo in identifying the Client and to publicize in EMPRESS Website/Marketing Material/Case Study.

- ❖ The offer is valid till 60 days from the quotation date.

Sincerely Yours,

-S/D-

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