**WORK ORDER**

Order No. 0313/22 Date: 15/03/2022

Issued to, Delivery Address: -

M/S SVP INFOTECH Meera Cleanfuels Limited,

1B 109, Phoenix Paragon Plaza, Off No. 3, 1st Floor, Geetanjali Bld.

LBS Marg, Kamani Kurla West, Sir Bhalchandra Road, Hindu Colony

Mumbai- 400072. Near Ruia College,

Maharashtra-400014.

**Reference: Your Quotation Dated.**

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| --- | --- | --- |
| **Sr. No.** | **PARTICULAR** | **AMOUNT(INR)** |
| **A** | DESCRIPTION |  |
|  | Taluka Allotment Software Development | 80,000/- |
|  | IGST 18% | 14,400/- |
|  | **SUM AMT = Gross at Actual** | **94,400/-** |
| **B** | **DETAILS** | |
| 1 | **Modules Included: -**   1. **Website UI/UX Changes** 2. Remove “Apply for MPO” from Navigation Bar and from any other page. 3. Change the font of complete Website. 4. Each page take full page and scrolling is section wise. 5. Navigation Bar should be stick means after scrolling to down page the navigation bar should be visible. 6. Change the design for steps of Apply for MPO. 7. Fix the link of Videos on Website 8. Change the design “Download Resources” 9. Change the Design of “About Us ” page with proper animations. 10. Change the design of “Gallery ” page with proper animation. 11. Change the design of “Contact Us” page and fix the mail is not received for filled information in contact form. 12. Change the design of login page. 13. **Admin** 14. Enable and disable authorities of users. 15. Create Admin, Evaluator, Interviewer, Prime BDA, Document Verifier. 16. Four types of clickable block on main dashboards  * Application Received * Application In progress * Application Rejected * Application Completed  1. Clickable Latest Application 2. Master Tab  * Add, update, Delete State * Add, update, Delete District * Add, update, Delete Taluka * All the added State, District and Taluka should be visible as dropdown in application form filled by Prime BDA. * The Booked Taluka will be highlighted with color and other users cannot be select it.  1. Setting Tab  * Changes Theme * Change the Email template * Change SMS template * Admin profile Edit setting  1. Application Tab  * Replace the “A” column at the end * Assign column shows the real-time status * Approve column there shall be a button to Approve or Reject * Action tab (View, Delete, Edit, Assign, Download) button * Real-time application tracking * Timestamp of all records * Add BDA header in the column. * Edit, update and delete approved taluka  1. Application History  * The detailed information will be seen after clicking on any of the applicant in Application History.  1. Automatic SMS and Email shoot to the applicant, prime BDA, and BDA after successfully approval of each stage. 2. Reports Tab  * Download all types of reports (User wise, BDA wise, state, and district wise) * Timestamp in all records * Privilege to make editable reports by selecting columns.  1. Receive Notifications of Each Activity.      1. **Prime BDA** 2. Dashboard  * History in Prime BDA Login * Report of BDA wise Entries * Application Status Tracking * Notifications of Activities * Timestamp of each Activity  1. Application Form  * Apply for the MPO tab (Where Prime BDA can fill the application form) * Change design of application form and add validations wherever it required. * Add a new BDA tab (This added BDA can be seen in the application form at BDA as a dropdown).  1. Document upload  * Document upload and submit button to upload the documents. (This uploaded document will go to Document verifier for approval) also need provision to view uploaded documents.  1. **Evaluator**  * Application received * Approve the application form filled by Prime BDA * History of the application forms  1. **Interviewer** 2. Dashboard of the count of entries  * Received * Approved * On Hold  1. Latest Application entry should be clickable, leading to an applicant data table. 2. Start button after clicking on start the timer will start and also the demographic form will open and also having timer stop button. 3. History of an applicant whose interview was conducted successfully having the time of interview. 4. Record of interview form should be visible after clicking on respective Applicant 5. Remainder of interview data and timing. 6. After Successfully Completing the interview the approval and Rejection button should be visible. 7. Downloading reports options with filters. 8. **Document Verifier** 9. After documents is uploaded by Prime BDA it shall be visible to this login having 10. approval and rejection button to each document. 11. Rejection done with the remark. 12. History of an applicant should be visible to show which documents are approved. 13. This document shall attach to the application form to send forward. | |
| **C** | **INCLUSION (M/S SVP INFOTECH)** | |
| 1 | Securing approval at every level from MCL where ever applicable before initiating any job. | |
| 2 | Securing approval for user interface & implementing the same in the development process. | |
| 3 | Fixing any glitches and bugs if any up to user satisfaction. | |
| 4 | Demo Trial of the System | |
| 5 | Providing MCL with all the necessary Approvals, Performance warranty certificate, required documentation, user manuals and UI/UX design made during the development process. | |
| 6 | Provision of the necessary training to MCL Employees and providing admin hosting for the software’s operation until the MCL employee is satisfied. | |
| 7 | Provision of the user manual, Presentation & required warranty certificate of software. | |
| 8 | Support system for the software. | |
| 9 | Provide the source code of the entire software along with the Database. | |
| 10 | Integrated SMS API and Email API module | |
| 11 | This Web application shall be working on the browser so it shall operate on all types of browsers such as Mozilla Firefox, Microsoft Edge, Google Chrome, etc., and OS such as Windows, Mac OS, iOS, Android. | |
| 12 | Apply proper media query for view the software on mobile devices. | |
| **D** | **Exclusion (MCL SCOPE)** | |
| 1 | Web-Server required for the Application. | |
| 2 | Manpower is required for the operation of the Software after commissioning of the application. | |
| 3 | SMS API Package shall be purchased from outside. | |
| 4 | Hosting server and domain shall be purchased from outside   1. Dedicated server and domain. 2. Customized server and domain as per MCL approval. | |
| **E** | **PAYMENT TERMS** | |
| 1 | 1. 25 % advance against WO and Software agreement signed. 2. 25% after Finalization of web software & mobile application. 3. 50% against commissioning and final handing over the operation to MCL and successful testing for 5 days. | |
| 2 | All payments are only made through NEFT mode (especially otherwise required in another mode), Job Completion Certificate is to be provided by the vendor for the final settlement of the bill. | |
| 3 | All payments are to be made against Performa/ Tax invoices. | |
| 4 | All payments are subject to approvals after witnessing all deliveries as per order. | |
| 5 | GST & Other taxes to be settled with the final settlement. | |
| **F** | **Delivery Time** | |
| 1 | 13 days + 2 days grace period from the issue of WO. | |
| **G** | **PENALTY** | |
| 1 | After completing the grace period of advance payment, late delivery charges of INR 2,000/- per day have to be paid by M/S SVP INFOTECH to Meera Cleanfuels Limited. | |
| 2 | In Case of accident/ loss due to negligence by the vendor- losses have to beared by the vendor (M/S SVP INFOTECH) whatever at actual due to fault in the job. | |
| **H** | **TERMINATION POLICY** | |
| 1 | In case of termination, the actual amount paid by the MCL till the termination date is to be refunded by the vendor (M/S SVP INFOTECH). | |
| 2 | If delivered quality is not as per standard, MCL may terminate the assignment and the vendor shall initiate the refund as per clause H1. | |
| 3 | If the Vendor voluntarily terminates the assignment without completion, then a refund shall be made as per clause H1. | |
| 4 | If the Vendor is terminated then the assignment shall be completely handed over along with all credentials, URL, Source Code, Documentation and Complete Database to MCL. | |
| **I** | **LEGALITIES** | |
| 1 | M/S SVP INFOTECH will get all the necessary documents approved from Meera Cleanfuels Limited before initiating the job i.e. approval of MCL is needed at every step. | |
| 2 | Changes/ Alteration over authorized mail address only. [itdevelopment@meeracleanfuels.com](mailto:itdevelopment@meeracleanfuels.com), [itassist@meeracleanfuels.com](mailto:itassist@meeracleanfuels.com), [itsupport@meeracleanfuels.com](mailto:itsupport@meeracleanfuels.com), [itcell1@meeracleanfuels.com](mailto:itcell1@meeracleanfuels.com), [projects@meeracleanfuels.com](mailto:projects@meeracleanfuels.com), [admin@meeracleanfuels.com](mailto:admin@meeracleanfuels.com) | |
| 3 | M/S SVP INFOTECH will provide all kinds of necessary certifications required. | |
| 4 | All the UI/UX design, source code, SDLC (Software Development Life Cycle) concept, and other necessary services delivered or assigned under this work order shall be exclusively prepared for MCL, and MCL shall have all kinds of proprietary rights over the same. | |
| 5 | Nothing in this Work Order shall have a void abinitio effect. | |
| 6 | Upon termination of the contract/ Agreement, the Developer will promptly return to Company all articles containing or embodying Confidential Information (including all copies. All/ any papers, records, data, notes, drawings, files, documents, samples, devices, products, equipment, and other materials, including copies and in whatever form relating to the business of Company that they possess or create as a result of Developer), whether or not confidential, are the sole and exclusive property of Company. In the event of the termination or expiration of contract/ Agreement, the consultant will promptly deliver all such materials to Company. | |
| 7 | Any other agreement, addendum, Corrigendum issued with regards to this WO shall constitute one  single agreement between MCL & M/S SVP INFOTECH. | |
| 8 | M/S SVP INFOTECH shall always seek written consent of MCL prior to advertise or mention the work as done for MCL for any of the promotional activity of M/S SVP INFOTECH. | |
| **J** | **PROPRIETARY CLAUSE** | |
| 1 | All inventions, ideas, designs, circuits, schematics, formulas, algorithms, trade secrets, works of authorship, developments, processes, techniques, improvements, and related know-how which result from work performed by M/S SVP INFOTECH ­­­­­, on behalf of Company or through access to Confidential Information or property, whether or not patentable or copyrightable (collectively “Inventions”) shall be the property of Company, and to the extent permitted by law, shall be “works made for hire”. M/S SVP INFOTECH hereby assign and agree to assign to Company or its designee, without further consideration, their entire right, title and interest in and to all Inventions, including all rights to obtain, register, perfect and enforce patents, copyrights and other intellectual property protection for inventions. | |
| 2 | M/S SVP INFOTECH have not entered into, and agree that, will not enter into, any agreement either written or oral in conflict with this Agreement with Company. They will not violate any agreement with or rights of any third party or, except as expressly authorized by Company in writing hereafter, use or disclose any third party’s confidential information or intellectual property when acting within the work or otherwise on behalf of Company. Further, have not retained anything containing any confidential information of a prior work or other third party, whether or not created by consultant. | |
| **J** | **REMARK** | |
| 1 | M/S SVP INFOTECH, hereby assure that certified copies of UI/UX design, source code, SDLC (Software Development Life Cycle) & necessary documents have been provided from developer side. | |
| 2 | All UI/UX design, source code, SDLC (Software Development Life Cycle) concept are subject to update time to time however developer is required to adhere to certified amended copy which may be approved by MCL. | |
| 3 | The basic functions and necessities in an app intended to function as part app are not mentioned in detail in this document; however, the functions and options like downloading of database files, printing function accessibility functions, etc. are needed to be there in place | |

You are therefore requested to start work as per purchase order and quotation.

The date of order to start the work shall be reckoned from the date of issue of this letter.

E.& O.E. For **Meera Cleanfuels Limited**

\*All disputes are subjected to Mumbai Jurisdiction

Accepted by receiving party (with office seal)

GST Number: 27AAICM0994Q2ZL

Authorized signature

**Name: Md Aslam Shaikh**

**Designation: In-charge Project Implementation**

**Meera Cleanfuels Limited**

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_