



Digital Intelligence LLC

**National Trading Company  
ntc.om Website  
Annual Maintenance Proposal  
Proposal Document  
Version 1.0**

**Date : 01 March 2025  
Est – 25-10**

## Introduction

Thank you for considering [www.ntc.om](http://www.ntc.om) for your website maintenance needs. We understand the importance of keeping your online presence up-to-date, secure, and performing optimally. This proposal outlines our approach to maintaining and enhancing your website to ensure it continues to meet your business objectives effectively.

Maintenance Duration: **01-04-2025 to 31-03-2026**

## Scope

The scope outlined below will be managed using the latest and most appropriate technology available to accomplish the tasks effectively.

### Website Maintenance Services

- **Content Updates:** Modifications to existing page content.
- **Image Updates:** Simple maintenance or addition of client-provided graphics to existing web pages.
- **Menu Updates:** Minor navigation changes included in AMC; major changes quoted separately.
- **Page Additions:** Up to two new pages per month, following the current website theme.
- **Meta Tag Optimization:** Adding or modifying meta tags for SEO improvements.
- **Service Availability:** Maintenance services provided during official working hours (Sunday to Thursday, 8 AM – 5 PM).

### Application Maintenance

- **Downtime Monitoring & Notifications**
- **Application Security:** Regular penetration testing and vulnerability fixes.
- **Malware & Hacker Protection**
- **Plugin Updates:** Includes updates for subscribed plugins.
- **Website Restoration:** Full restoration in case of hacking incidents.
- **Periodic Backups**

## Turnaround Time

1. Content Update : Within 24hrs

## Terms & Conditions

1. This offer is valid for **30 days** from the date of submission.
2. **Server-related issues, capacity management, and downtime** are the responsibility of the server team.
3. **Maintenance activities** will commence upon confirmation of the proposal with an **LPO (Local Purchase Order)**.
4. The following credentials must be provided after proposal confirmation:
  - Control Panel access
  - CMS login details
  - FTP credentials
  - Google Analytics access
5. Any additional scope, such as new forms, modules, or modifications to existing modules, will be charged based on the required effort:
  - RO 80 per man-day for coding.
  - RO 120 per man-day for creative & design work.

## Costing

<b>Website Maintenance for www.ntc.com for 01-04-2025 to 31-03-2026 (1 years)</b>	OMR 50.000 (PM)
VAT 5%	OMR 2.5 (PM)
Total (12 months)	<b>OMR 630.000 ANNUAL</b>
<b>OMR Six Hundred and thirty only</b>	

## Payment Terms

invoice will be submitted Half yearly.

Yours sincerely,



**K. Murali**

Digital Intelligence LLC (72dpi)