**DRAFT PROPOSAL FOR FIXED ASSET MANAGEMENT SOFTWARE**

**INPUT FEATURES:**

• Asset Category

• Old Asset Information (Opening)

• New Asset Cataloging and Numbering, Label Printing

• Asset Addition

• Asset Issue to User

• Asset Transfer

• Asset Disposal

**OUTPUT FEATURES:**

• Asset Details Preview

• List of Fixed Asset (All; Account Code wise; Cost Center wise; Project wise;

Category wise; Department wise; User wise)

• Fixed Asset Schedule Summary

• Fixed Asset Schedule Details

• Fixed Asset Disposal Report

• Depreciation Calculation

• Fixed Asset Schedule Summary

• Fixed Asset Schedule Details

**GENERAL SECURITY FEATURES:**

1. User Management

2. User Access Permission

3. Data Backup

**PROPOSED TECHNOLOGY:**

Operating System: Windows 2003 and above

Back-end database: SQL Server 2008 or above

Front-end language: C#.Net

Reporting: Crystal report with export features.

Application Type: Web based

Web Server: IIS7 and above

**User Mode:** Multi-user network version

**DELIVERY SCHEDULE OF SOFTWARE MODULES:**

30 days from the date of work order

**TRAINING:**

Two (2) days Two (2) hours per day.

**PRICE:**

After having final requirements.

**PAYMENT SCHEDULE:**

50% with work order. 50% after 7 days of delivery and training.

**WARRANTY:**

The system will carry 6 (six) months free after sale service as warranty service.

Free service will be calculated from the date of delivery of the software.

Data Head Pvt. Ltd. does not warrant that the software and related application shall

be free from bugs and errors or omissions arising from design or development of the

product. However, Data Head Pvt. Ltd. is obliged to fix bugs or error in calculations

at free of cost within the scope of the contract.

It will not cover any further development or additional requirement.

This warranty will not cover any hardware crash, accidentally deletion of database.

**MAINTENANCE DURING THE WARRANTY PERIOD:**

Data Head Pvt. Ltd. will provide technical persons for client when necessary. The

responsibility of that/those person/s will be:

o Application Installation/Recovery

o Training

o Database Maintenance

o Maintaining help desk

Client will provide TA, Accommodation of Data Head Personnel out of Dhaka at

actual cost and Tk.3,000.00 (Taka three thousand only) per day.

COST DURING THE WARRANTY PERIOD:

Data Head will charge for any new feature not mentioned in the proposal or subsequent agreement.

**MAINTENANCE AFTER THE WARRANTY PERIOD:**

The work will be divided into three parts:

A. Regular Basis (Non-development):

1. Observation

2. Performance tuning

B. Incidental (Non-development):

1. Any service request related to software functions and scope.

2. Program reinstallation in case of Hardware or OS crash

3. Up gradation (if any)

Work (A) will be at Head Office which will be done on necessity basis.

Work (B) will be any incidental work which will be done at the client’s Head Office in case

of emergency. Previously mentioned conditions of out of Dhaka City will be applicable.

**FEES OF THE MAINTENANCE AFTER WARRANTY PERIOD:**

Data Head will charge 20% of the total cost per year as the Annual Maintenance Fee for the

ordered system. Data Head Pvt. Ltd. will bill half yearly basis as advance. Payment should

be made by account payee cheque or pay order in favor of “Data Head Pvt. Ltd.” The fee will be increased by 10% in every 2 years.

**TAX:** Tax (if applicable as per government circular) will be paid by Data Head Pvt.

Ltd.

**VAT:** 4.5% (or what is applicable) will be added with the total bill amount.

**EXTENDED FEATURES (not included, additional cost involved)**

Equipment/Asset wise Spare Expenses

Equipment/Asset wise Fuel Expenses

Equipment/Asset wise Lubricant Expenses

Equipment/Asset wise Labor/Service Expenses

Equipment/Asset wise Scheduled Maintenance Expenses

Equipment/Asset wise Work Log

Equipment/Asset wise Break Down History

Equipment/Asset wise Transfer History

Equipment/Asset wise Maintenance Schedule

Equipment/Asset wise Maintenance History

**REPRESENTATIVE CLIENT:**

Save the Children

Meghna Life Insurance Co. Ltd.

Sunlife Insurance Co. Ltd.

Energypac Power Generation Ltd.