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QTN# : 16021232
DATE : 24/08/2015

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SUBJECT
Design and Develop Web based
application for Time sheet entry

Dear Sir,
It is a pleasure to be associated
with you and we appreciate you
choosing **Arab InfoTech (AIT)**
for your Software Development.

It was a pleasure meeting you, As
per   our   conversation,   we
understood   what   your   exact
requirements are. Here we list
what we can provide for you and
also list the project cost, payment
procedure   and   our   terms   &
conditions also.

Should you have any further
queries, please feel free to contact
us at any time. We hope to hear
from you soon in this regard and
look forward to working with you.

Regards,
Sinto,
Sales Executive

CLIENT REQUIREMENT

- Design and develop a web based software to enter efforts for an employee on project basis.
- The software will contain Project Module, Employee module,25 users including a super admin and supervisor.

EXISTING SYSTEM

- Currently done manually using Excel.

PROPOSED SYSTEM

Module Wise Features / Description
Project Module.
○ Create Project database by admin user only.
○ This will include project name, description and the project code or id.
○ Once saved, the created projects, can be shown in a list format.
○ A search box, based on the project name or code
Employee Module.
○ Create EMPLOYEE DATABASE by admin user only.
○ This will include necessary four to five fields about the employee, including the employee code
○ Each Employee will have their respective login details
○ Once saved, the created employees, can be shown in a list format.
○ A search box based on the Employee Name/ Employee Id
User Management Module.
○ There will be three user categories with three different roles
■ Admin User: He or she will be able to view edit add or delete the master entries. Like the project and employee details .
■ Employee User: He will be able to enter his or her efforts in the Timesheet on a daily basis. Efforts can be re checked and saved till the supervisor has not authorized the timesheet. Incase of any effort entry issue after authorization, employee user will have to get in touch with the Supervisor to release the lock on the timesheet.
■ Supervisor User: He or she will be able to authorize or reject the timesheet entered by the employees. He can also view reports day wise and date range wise.
Reports
○ Detailed report about efforts taken on each projects
■ Date wise
■ Date range wise
○ These reports can be further drilled down to have a detailed view on each project.

TIME & COST ESTIMATION

PHASES	DURATION	COSTING
1. **Planning Phase** (Your Project begins with a thorough, up-front process of discovery. Through interviews and surveys. Your project's success depends on a solid foundation)	4 to 5 Business Days	**750 AED**
2. **Prototype Design Phase (**just like a building, a Software needs a solid blueprint. Together we'll determine the best way to organize your Software and sketch out a rough outline. This can be done on paper or word doc **)**	7 to 10 Business Days	**1,000 AED**
3. **Real Time Interface Design Phase (** After Prototype Design Approval We will start Real Time Software Interface Design and initially we will add Dummy Data so as to have look and to know how it software is developing. look and Give small Demo Presentation to know how it work with help of design slides **)**	10 to 15 Business Days	**1,750 AED**
4. **Programming / Coding Phase (Once** the real Design is Approved, We will start Coding Phase with Step By Step Section. Here after phase 1 analysis few sub phases will be listed**.** For Example We can't start all design level part to coding directly we start Initial data Entry Form then will start next process level **)**	20 to 30 Business Days	**2,000 AED**
5. **Testing & Bug Fixing Phase (**Each Coded Design part Submitted to Client	10 to 15 Business Days	**1,000 AED**

to Review as per that we will tune to get exact output.)		
6. **Installation & Training (** Once the software is ready to use we will install on One Server and Will give training **)**	3 to 5 Business Days	**FREE**
7. **Support (Support** is not one time job, it is long last business relation.**)**	Per Hrs Basis	**Not Defined Here**
ESTIMATED TIME & COST IS	**20 - 30 Business Days**	**TOTAL 6,500 AED**

Grand Total: 6,500 AED (Six Thousand and Five Hundred Dirham only)

Price inclusive of all the Features Explained above proposed system.

ADDITIONAL BILLABLE
Unplanned components, ideas, revisions, and project scope happen - when there is an unexpected event that will incur a cost, we will notify you ahead of time and will not produce unless we receive clear approval for increased budget and timeline.
Hourly rate: AED 250-350 per hour. However, most additional projects and/or project modifications will be scoped and bid on fixed-price basis.

Annual Maintenance Contract

➔ 25% of the total project cost. The annual maintenance consists of any correction/or fixing bugs / errors in the existing application.
➔ The AMC does not include the upgrading of the software or any designing any new additional requirements.

NOTES

- Bug fixing, installation, Training, Online Support are One Time Free of Cost.
- Project Development duration are subject to the work depth and features.
- *We don't use any Wordpress, Joomla CMS Plug-in or any other modules to this project we can design and develop entire software / website from scratch and we using core* **PHP , Mysql, HTML, CSS & javaScript only**
- Website will be done fully in English Language Only, Each Additional Language Integration cost will be charged Extra 40% of Initial Project Cost and It will take minimum 15 days or more days depending on project features.
- Additional features will be caused extra depending on the features / requirements

PAYMENT TERMS: IN POST DATED CHEQUES

- Estimated Cost :6,500 /- AED
- 3 payment process as and when the work progress.
- Advance payment to be released on confirmation and initiation of the project
- 1st payment : 3,000 AED (Advance)
- 2nd payment : 2,000 AED (On Completion Of Designing Phase)
- 3rd payment : 1,500 AED (Before going LIve)
- Provide the company trade license copy while confirmation.
- the cheque to be prepared in the name of **AIT Information Technology LLC**

OUR METHODOLOGY

How it Works: **-** Let's start off by looking at the steps we'll be taking to get your project from start to finish.

1. **Discovery** - through a process of surveys and meetings we'll gather all the information we need to have the best understanding of your business and goals.

2. **Architecture** - just like a building, a application needs a solid blueprint. Together we'll determine the best way to organize your and sketch out a rough outline.

3. **Content** - with a solid blueprint in place it will be your job to collect, organize, edit, and deliver to us content and Calculations for each Modules of the application.

4. **Design** - at the same time you are working on content our team will be creating non-functioning comprehensive layouts showing possible design directions.

5. **Developmen*t*** - with all the necessary architecture, content, and design elements in hand we'll create the first working version of your application.

6. **Launch** - getting your application "go live" ready will inevitably require several rounds of revisions and polish. Once the application is ready, we'll go through the final launch checklist.

7. **Warranty** - your application is now live! Over the next several weeks our team will be training you on how to manage the Web Application.

GENERAL TERMS & CONDITIONS

- This quotation is valid for 2 week from the date of issue.
- On approval of the quote actual contract / proposal will be submitted, which will be signed by both parties. On signing the contract, and after receiving the advance payment, the work will be initiated to the development team within two –three days time.
- The Contract signed will be valid for only three months from the date of signed contract by both parties. If the project is not complete within the contract validity period, the project will be cancelled and the due amount must be settled.
- Upon agreement of the quote an advance amount of 50% to be released so as to start and initiate the work. The balance payment must be received in Post Dated Cheque/s at the time of advance payment.
- Domain and server Space:
    a. Domain name and server space provided by us will be our rights and will have a yearly renewal by the clients.
    b. If clients want the authority of the domain the client will have to pay us additional charge for the domain and server.

c. Server space provided by us in this offer will be on a shared server, the client will not have the authority of the C- panel.

d. If the client requires a c-panel for the server they will have to take a dedicated server space for an additional payment.

- The project amount does not include:
  a. Purchase of any specific images. (That's if we have to purchase some images from other sources /sites or companies , then we will be charging your company the same price as we paid)
  b. Creating additional graphic materials other than specified.
  c. Creating additional flash banners other than specified.
  d. New dynamic modules other than specified.
  e. Development of additional pages or requirements other than discussed
  f. Yearly registration or renewal of domain name, server space,
  g. Any additional pages apart from the pages discussed / mentioned
  h. 35% of the total project will be charged if the client requires the complete source code

- All inputs, contents & Images must be provided by the client.
- The work would commence on receiving Work Order and advance amount as per proposal
- Client should appoint or authorize one-person contact who would be responsible for coordinating with **Arab InfoTech (AIT)**
- **Arab InfoTech (AIT)** would not be under any obligation to monitor or censor the material submitted by you, but we reserve the right to do so.
- **Arab InfoTech (AIT)** would not be responsible for the content of any web site we design on your behalf or for any errors or omissions in any data provided by or on behalf of you.
- The client would be responsible for the security and integrity of all the online and offline data or input data; and transmission of data over the Internet/intranet /local host can be subject to errors and delays.
- On completion of the website or software assignment **Arab InfoTech (AIT)** would host or installed the website/software on a temporary server so that the client can review the work. The final upload or installation of the website or software over to its original server or client system would be done on getting the sign-off for the assignment.
- Any delay in getting approval or required inputs might hamper the deadline.
- As per **Arab InfoTech (AIT)** policy we would request a sign off for the changes and modification carried on within 3 days from the date of upload after each Phase. The each Phase would be considered as signed-off after 7 working days, in the event of the client failing to send a formal sign-off.
- Without limiting our other rights, we may immediately suspend or temporarily remove details of any property uploaded by you to our web site or terminate the Contract if:
  a. The client fails to pay any fees or charges due to us by the due date;
  b. The client breaches any part of the Contract and fails to rectify that, Breach within seven (7) days of our giving notice requiring rectification;
  c. Any material supplied by the client is false or misleading;
  d. The client acknowledges and agrees that termination of the Contract pursuant to this clause does not relieve you of your obligations and Liabilities pursuant to the Contract and we reserve our right to enforce such obligations and liabilities in any event. In the event that either party prior to the Completion Date terminates the Contract, you shall remain liable to pay any invoice we issue for work completed prior to termination.

Agreed and accepted
For **Al Hashemi Planners, Architectures & Engineers**

Agreed and accepted
For **Arab InfoTech (AIT)**