

**Society for Development Alternatives (DA)**

Agreement No.:	Date	Title
.....		Development of Development Alternatives Group Website (www.devalt.org)

Agreement entered between Society for Development Alternatives (DA) & Resource Organization (RO) - Indev Consultancy Pvt. Ltd. to Development of Development Alternatives Group Website (www.devalt.org)

Resource Organization (RO)	Indev Consultancy Pvt. Ltd.
Address	Vikas Plaza, Third Floor, Kalkaji New Delhi 110019 Contact: +91 11 3535 2929
PAN	AACCI3093C
GST	07AACCI3093C1ZV
Account Name	Indev Consultancy Pvt. Ltd.
Account Number	05882020000171
Bank Name	HDFC Bank, Sector 4 R K Puram
IFSC Code	HDFC0000588
Contact Person	Kedar Dash
Contact Details	Mobile: +91 9871533499 Email ID: contact@indevconsultancy.com

This agreement shall commence on 25<sup>th</sup> September 2022 and shall expire on the satisfactory completion of the services described below, on 31<sup>st</sup> December 2022 unless sooner terminated under the terms of this agreement

**1.1 Scope of Work and Terms of Reference for tasks to be accomplished-**

**A. Objective**

1. Development of Development Alternatives Group Website ([www.devalt.org](http://www.devalt.org))
2. To create an intuitive design, user-friendly navigation, Website speed being critical & professional website
3. The website look & feel will be based on the layout which we will share. The architecture will be open, flexible and user friendly to accommodate any further changes in future.
4. The website will be search engine friendly and easily crawl-able by major search engines like Google, Bing, and Yahoo etc.
5. Website must be responsive to adopt all the devices (Mobile, Tabs, Laptop, Desktop) for all the resolutions.
6. Website must be fully dynamic, with the option of adding content and sections from Admin Panel. Custom CMS must have feature to modify everything from Admin Panel.
7. Integration of HDFC payment gateway for Donation section.

**B. Approach**

**1. Inception phase (Information gathering and Feasibility Study)**

An extensive requirement analysis would take place during this phase. The analysis would be conducted through discussions between the content and web design team between DA and RO.

DA will discuss on the final version of design, UI structure and navigation schema with the RO. Team will freeze all the information required for performing the functionalities for the next phase among other parameters, menu design, navigation, module description, interactive component of the website, information required for programming the web pages.



## 2. Developing Information Architecture

- a) DA will share the wireframes of all main pages. However, information architecture is a continuous process and therefore, will be developed at every phase of the project.
- b) At some point you may be required to amend or create a new wireframe for 1 or 2 pages

## 3. Preparing website design layouts/Implementation

Following the discussion between DA and RO on website design requirement, the designing of the website will be initiated.

RO will require to take approval from DA for inner pages designs.

## 4. Major Modules:

1. Dynamic CMS for all the pages of DA Website
2. Jobs/Careers module (Fully Dynamic and as per industry standard). Integration of existing Job form, Fellowship Opportunities and Intern Form.
3. Donation Module on DA website- This will be dynamic and having capabilities of adding new programmes from admin section with HDFC payment gateway integration.
4. Newsletter subscription management and integration.

In all scope of work documents, we had mentioned navigation Schema, however we are opting for a CMS and Navigation can be changed at the time of requirement gathering process.

## C. Detailed requirements

1. Home Page Design in JPEG format.
2. Wireframes for home page and inner pages (Annexure 4).

## D. Technology

**Web Framework:** The website will be built on an open-source platform using PHP. It will be an operating system independent and accessible with any standard compliant browser. PHP with MYSQL gives a robust infrastructure for a portal. Being a complete open-source system, it provides a flexible and open environment for future growth.

**Dashboard:** For web data storage MySQL will be used. MySQL is the most comprehensive set of advanced features, management tools, and technical support to achieve the highest levels of scalability and security.

## 1.2 Reporting

- Weekly status report of development work
- Contact Person for meeting: Raju Kumar -Solution Architect (CV Attached)

## 1.3 Development Team (CV Attached)

- Kedar Dash (Project Lead)
- Raju Kumar (Solution Architect)
- Shrishti Sagar (Web Developer)
- Luv kumar (Design)

## 1.3 Other Terms and Conditions

- Any third-party software will cost to DA. (ex. Live Chat, Payment Gateway)
- Logo, Content, BIS Items and Images to be used in the website will be provided by the DA.



#### 1.4 DA's Responsibilities

- Contact person for requirement analysis and communications: Aditya Vashishat/ Abhishek Dubey
- The domain name, hosting server and SSL certificate if required will be provided by the DA.
- The content and images will be provided by the DA

#### 1.5 Warranty

- 3 Months after completion of the project.

#### 1.6 Document Attached

- Annexure 1 (Proposal & Quotation)
- Annexure 2 (Cost Comparison)
- Annexure 3 (PAN Card, GST & Cancelled Check)
- Annexure 4 (Scope of Work (Wireframes of main pages)
- Annexure 5 (Home page design in JPEG format)

#### 1.7 Project completion procedure

- DA will acquire the source codes for Website.
- DA will acquire the functional documentation.
- Training of the DA's IT team for uploading and website updation.

#### 2. Time Schedule: - As indicated assignment should be completed by 31<sup>st</sup> December 2022

a) Website should be completed/ Go online by 15<sup>th</sup> November 2022

b) Maintenance and Debugging by 31<sup>st</sup> December 2022

#### 3. Payment Schedule:

#	Percentage of the Total Cost	Milestone	Amount (inclusive taxes)
1	30%	30% Of project amount as advance upon signing the contract	INR 1,24,077
2	50%	50% of project amount upon submission of draft version of website	INR 2,06,795
3	20%	20% of project amount upon Go-Live/Live Server Deployment	INR 82,718
<b>TOTAL AMOUNT (INC. TAXES)</b>			<b>INR 4,13,590</b>

#### 4. Payment Terms:

- All payment will be made against GST Invoice
- All state, central and service taxes as applicable. GST Included @ 18% \*
- Any kind of conveyance (travel/accommodation) due to outside Delhi visit will be charged on actuals

#### 5. Submission of Accounts:

All payments made to the RO would be subject to applicable tax deduction at source. Society of Development Alternatives (DA) would issue TDS certificate at the end of the financial year.

#### 6. Conduct of work: -

The Indev Consultancy Pvt. Ltd. should act as a single entity and the agreement will be signed with the nodal person identified working in the ways as specified.

**7. Termination of Agreement:**

This agreement can be terminated by either party by giving the other party 30 days' notice in writing. DA reserves the right to terminate the agreement if it finds that the RO is not performing as per the agreement. In the event of the agreement being terminated prior to its due expiry date in this way, the RO shall be compensated on a prorata basis for no more than the actual amount of work performed to the satisfaction of the DA. Any excess payment resulting in the hands of the RO, would be returned to DA.

**8. Force Majeure:**

If the performance of the Agreement by either party is delayed, hindered or prevented or is otherwise frustrated by reason of force majeure, which shall mean war, civil commotion, fire, flood, action by any government or any event beyond the reasonable control of the party affected, then the party so affected shall promptly notify the other party in writing specifying the nature of the force majeure and of the anticipated delay in the performance of the Agreement. From the date of that notification the DA may at its discretion, either terminate the Agreement forthwith or suspend the performance of the Agreement. The RO shall submit all accounts which should state the amount claimed, taking into account all payments received and incurred or committed by the RO. Society of DA will reimburse all reasonable expenses necessarily incurred by the RO in winding up the Agreement.

**9. Confidentiality:**

The RO shall not, unless authorized by the President of the Society, reveals to any person/s or organization/s, any of the confidential operational processes or dealings or information concerning the organization's business, finances, transactions or affairs or those of any of its subsidiaries or partner organizations which may come to the RO's knowledge during the period with the Society. The RO shall keep with complete secrecy all confidential information entrusted to her and shall not use or attempt to use any such information in any manner which may injure or cause loss, either directly or indirectly, in the present or in the future, to the organization. This restriction shall continue to apply after the termination of the contract agreement without limit of time but shall cease to apply to information or knowledge which may come into the public domain. The above confidentiality requirement includes those discoveries or inventions or processes or improvements in procedures/design made or discovered by the RO while she is in contract with the Society and shall also include all items falling under the broad category of intellectual property of the organization. These shall be the absolute property of the organization or of its subsidiary or any other individual/s and/or organization/s that may be nominated by the employing Society for specific purposes.

For and on behalf of Society of Development Alternatives DA

Signature ..... *CSH* .....  
Name Gp Capt GS Singh (Retd)  
Designation Head of Administration  
Date ..... 19 Sep 2022

For and on behalf of Indev Consultancy Pvt. Ltd.

Signature ..... *Dash* .....  
Company Name: Indev Consultancy Pvt. Ltd.  
Name Kedar Dash  
Designation Director  
Date 17/09/2022



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**For and on behalf of Society of Development Alternatives DA**

Signature .....  
Name **Gp Capt GS Singh(Retd)**  
Designation **Head of Administration**  
Date .....

**For and on behalf of Indev Consultancy Pvt. Ltd.**

Signature   
Company Name: **Indev Consultancy Pvt. Ltd.**  
Name **Kedar Dash**  
Designation **Director**  
Date **17/09/2022**

