



Computer Graphics & Design

Bangladesh Office: 147/4, Arambagh, Dhaka-1000, Ph : 7193307; Fax : 7101295 URL: www.cgdbd.com

USA Office: 21, Crestwood Drive, Shirley, NY 11967, United States of America. Ph: +1 773 527 4904

Pacific Bangladesh Telecom Limited

Assignment name: Data Entry and Scanning of Sales and Service Agreement Form		Country: Bangladesh
Assignment Location within country: 147/4, Arambag, Dhaka-1000 59/B, Panthapath, Dhaka		Duration of assignment (months): 6 (Six) months
Name of Client: Pacific Bangladesh Telecom Limited (CityCell)		Professional Staff provided by your Organization: No of Staff: 30 (Thirty)
Start Date (Month/Year) 07/2008	Completion Date (Month/Year) 01/2009	No of Person-Months: 300 (Three Hundred Only)
Name of associated Consulting Firms, if any: US Software Limited, 59/B Panthapath		No. Of Person-Months of Professional Staff provided by associated Consulting Firms: 15 (Fifteen)
Name of Senior Staff ('Project Director/Coordinator, Team Leader) Involved and Functions Performed: Md. Hasan-Uz-Zaman		
Detailed Narrative Description of Project: There are 9 phases in this work. <ol style="list-style-type: none"> CityCell give us the total Subscriber forms to us. Receiving the documents we complete Auto Numbering for preserve the original forms After Numbering we have to do pre process f or scanning of total forms. In this phase we release the photograph and paste in a regular area. Next we started Scanning using Document Scanner. After Scanning we input the scanned image to Database. From Database image we complete the Data Entry process. After completion of all Data Entry we have to do Cut Image In Cut Image part we cut all the Photos, Signature and Fingered Print in different folder. We submit the cut image, original image and Database file to CityCell. Last part of the work is to give the hard copy serially. 		
Detailed Description of Actual Services Provided by your Staff: All of the works was organised by Penguin Printers with it's 2 offices. The Database creation was held in Lalmatia office and the printing and binding was held by Arambag Office.		
Firm's Name:	Computer Graphics & Design	
Authorized Signature:		



December 10, 2008

Job Completion Certificate

This is to certify that Computer Graphics & Design and US Software Ltd. consortium completed their work of Scanning and Data Entry work of Pacific Bangladesh Ltd.

We wish their every success in life.

A handwritten signature in black ink, appearing to be "S. M. M. Rahman", written over a horizontal line.

For & On Behalf of
Pacific Bangladesh Telecom Limited



W.O. No:	DEScan/CGD&USS_2/08 (revised)		
W.O. Date:	18 th August 2008		
To:	Computer Graphics & Design and	US	
	Software Ltd Consortium		
Attention:	Md. Hasan - Uz - Zaman		
Supplier Reference:	Quotation dated 26 th Jun '08 for scanning and data entry of SAF		
PR Reference:	9975-5		

WORK ORDER

Sl.	Description	Quantity	Unit Price (BDT)	Total Amount (BDT)
	Data entry & scanning of Sales & Service Agreement form			
1.	Data entry & scanning	850,000	3.75	3,187,500.00
2.	Data entry only	200,000	2.00	400,000.00
Grand Total				3,587,500.00

Terms & Conditions:

The above price is inclusive of all duties, VAT & government taxes. AIT & governmental levies will be deducted at source as per rule.

PBTL may provide additional quantity of SAF for data entry and/or scanning. In such cases, the completion date for the additional quantity will be mutually agreed upon. PBTL will make payment for the additional quantity as per the already submitted quotation.

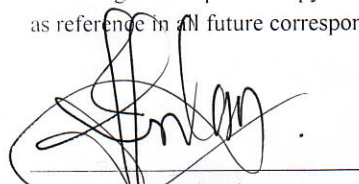
The quantity declared in this work order may decrease during completion of the job because of duplication of agreement forms. In such cases, the final amount will be revised accordingly considering the actual number of data entry & scanning completed.

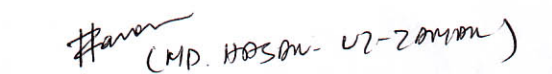
Project Completion Date: Within 31st August 2008

Payment:

1. Payment will be made after deduction of all taxes/levies applicable as per Government notification through Account Payee Cheque in favor of "Computer Graphics & Design and US Software Ltd. Consortium"
2. 20% of the contract value will be paid as advance at the time of issuing the work order
3. Remaining amount will be paid on submission of final bill along with the Acceptance Certificate issued by the using/related department

Please sign the duplicate copy of this work order as a mark of your acceptance. Kindly use the work order number as reference in all future correspondences including invoices.


For & On Behalf of
Pacific Bangladesh Telecom Limited


For & On Behalf of
Computer Graphics & Design and US
Software Ltd Consortium