



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

Teletalk Bangladesh Limited

Assignment name: Data Entry and Scanning of Sales and Service Agreement Form		Country: Bangladesh
Assignment Location within country: 147/4, Arambag, Dhaka-1000		Duration of assignment (months): 6 (Six) months
Name of Client: Teletalk Bangladesh Limited (Teletalk)		Professional Staff provided by your Organization: No of Staff: 30 (Thirty)
Start Date (Month/Year) 01/2015	Completion Date (Month/Year) Continue	No of Person-Months: 300 (Three Hundred Only)
Name of associated Consulting Firms, if any:		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"> Teletalk give us the total Subscriber forms to us. Receiving the documents we complete Physical QC of the forms After Sorting we have to do pre process of 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:		

File No: 14.35.0000.060.39.003.15/87

Date: 30 September 2015

Computer Graphics & Design

147/4, Arambagh,
Dhaka-1000.

Sub: Work Order for the Scanning of 1,25,000 Pcs Subscriber Application Form (SAF), Data Entry of 1,25,000 Pcs Bornomala SAF along with ID Card (Full form) for Preservation of Subscriber Database of Teletalk Bangladesh limited.

Ref: Nil; Date: 28 October 2015

As you are selected as the supplier against the above referenced quotation, you are requested to provide the scan copy of subscription form & Id card set as per the specification and terms & conditions at a unit rate of Tk.1.99 (one taka ninety nine paisa) per/set including VAT & Tax; total amount of Tk.2,48,750.00/- (Taka Two lac forty eight thousand seven hundred fifty only). Bornomala SAF Data Entry (Full form) of unit rate of Tk.2.00 (two taka) including VAT & Tax; total amount of Tk.2,50,000.00/- (Taka Two lac fifty thousand only) Grand total for the above mention work is Tk 4,98,750.00 (Taka Four lac ninety eight thousand seven hundred fifty only) Cost may decrease/increase in accordance with actual quantity of items delivered/ required.

Additional Terms & Condition:

1. Bill/payment will be done only if the submitted SAF and Id fulfill the specification and effectively upload it to the system by technical team of Teletalk.
2. Bill will be paid as per the actual no of SAF and Id.
3. No duplication will be allowed
4. The work must be done within 10 days from the issuance of this work order.
5. VAT & AIT will be deducted from the bill as per Govt. policy.

Teletalk Bangladesh Ltd. reserves the right to cancel partially or fully the work order, in case the scanning and data entry works are not carried out with the satisfaction of Teletalk or not completed in time.

Regards;



(Md. Khaled Hossain)
Deputy General Manager
Sales & Distribution
Teletalk Bangladesh Ltd.

Attachment: 01 (one) Page Specification.

Copy for kind information:

- 3) GM (Finance & Accounts), Teletalk Bangladesh Limited
- 4) DGM (Procurement), Teletalk Bangladesh Limited