RIMT UNIVERSITY

Ref. No. RIMT/HR/Admin/22/229

Date: 31-05-22

To,
CollPoll c/o Butterfly Innovations Pvt. Ltd.(CIN U74900HR2012PTC05006)
No 702, 3rd Floor, 5th A Cross Rd,
3rd Block, Koramangala, Bengaluru,
Karnataka 560034 India
GST No: 29AAFCB5966Q1ZQ

Sub: Purchase/Work Order for CollPoll Enterprise Suite

Dear Sir,

With respect of above subject, we hereby issue purchase/work order of CollPoll Enterprise Suite with the terms agreed as per the Service & License Agreement.

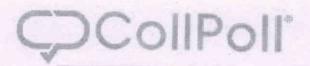| Name/Description	Amount (INR)	Payment Schedule
One-time Configuration and Setup Cost (RIMT University)	4,97,457p/-	Half of the payment at the time of issuing work order and the rest half within 30 days of work order.
One-time Configuration and Setup Cost (World University of Design)	3,50,000/-	Half of the payment at the time of issuing work order and the rest half within 30 days of work order.
Subscription Cost per Registered User per year for agreed modules	381/-	To be paid in quarterly instalments in the beginning of the quarter after going live
GST @ 18%	TBC	With the invoice

Thanking You

For **RIMT University, Mandi Gobindgarh and World University of Design, Sonipat**

Rahul M
31/5/22

Registrar
RIMT University
Mandi Gobindgarh

Institution: RIMT University, Mandi Gabindgarh (Punjab) & World University of Design, Sonipat (NCR)

Proposal for: CollPoll Digital Campus Software Deployment

Scope of Work: CollPoll system aims to digitise the Student Life Cycle at RIMT University & World University of Design by deploying key administrative modules such as (i) Admission Management (ii) Student Fee (iii) Academic Management (iv) Learning Management System (v) Examination Management System (vi) Facilities & Infrastructure (vii) Placement & Career Services (viii) Campus Engagement. The platform would derive outcomes in terms of Student Delight, Operational Cost Reduction, Process Efficiency, and a Contactless Campus experience. The web, android, and mobile based app will also enable and promote informal learning by having communication and engagement driven features.

Please refer to the attached excel sheet for a detailed feature/functionality list

Sr No	Particular	Quoted value
1	Subscription cost per student per year (5000+ Users)	381 INR Per User Per Year + GST
2	Subscription cost per parent login (Optional)	125 INR per parent login per year + GST (Login for 20 selected parents will be given for 1 month for pilot purpose after going live)
3	One-time Setup cost (RIMT University)	6,00,000 INR including GST
4	One-time Setup cost (WUD)	4,00,000 INR including GST
5	Lock-in Period (in years, if any)	~~3 Years~~/5 Years agreement period
6	Increase in subscription cost per student after one year (%)	Annual Renewal as per market cost without lock-in. Fixed Cost for the Lock-in Period. ~~10%~~/15% increase in subscription cost after initial agreement period of ~~3 Years~~/5 Years respectively for the similar period.

Storage: Following storage costs are included in the per user per year subscription cost:
1. 10 GB per Faculty
2. 1 GB per Student per year

The storage gets renewed every year with the provision to archive historical data into a separate server.

Payment Terms:

(i) **One time implementation cost** - Half of the payment at the time of issuing work order and the rest half before going live. Implementation period is one month.

(ii) **Subscription Cost** – To be paid in quarterly instalments in the beginning of the quarter for users having active login credentials on CollPoll. Menial non-teaching staff like office

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boy, gardner, driver, security staff who will be using CollPoll for just attendance purpose, will be excluded from billing.

The OTC included following services:

1. Unique Cloud Instance Set-up
2. Collecting Master Data and Personalizing CollPoll for your Institution
3. Discovering functional use-cases and configuring modules
4. Go Live Support
5. Discussing best-practices adopted on CollPoll with relevant teams
6. Online training for all the functional teams
7. Uploading past legacy data
8. Integrations as specified in a master excel sheet

The Annual Recurring Subscription cost includes:

1. Product usage, Support and Maintenance
2. Annual Cloud Server storage: 1GB (per Staff) and 10 GB (per Student)
3. Monthly Product Updates as per CollPoll's Roadmap
4. Unique AWS Application Server Instance as per SLA
5. Unique AWS Database Server Instance as per SLA
6. In-App, Email, and Call Support
7. Regular Training sessions on Existing and updated Modules

Add Ons (if required):

1. Facial Recognition for Staff Attendance - 10 INR per month per staff member (Without biometric device)
2. Additional Storage - 1,000 INR per 200GB per month if required
3. One-time Conversion Cost for in-platform streaming of videos in LMS - 200 per hour
4. AI-driven Auto Proctoring in Online Exams with add-on cost as per the frequency of AI analysis - Rs.15/- per exam per user for 1 hour duration with AI Frequency of 30 seconds. This cost will be Rs.8/- per exam per user for 1 hour duration with AI Frequency of 60 seconds
5. Customisations, Enhancement, and Integrations - refer "SoP - Additional Development"
6. All the data configurations shall be done before the go live. Post go-live any data configuration support shall be charged at 4000 INR per man day

Implementation Plan:

S. No.	Task	Timeline
1	Instance Creation	With in 5 working days on receipt of workorder with payment
2	Kick-Off Meeting	During Instance Creation Process
3	Master Data Configuration	With in 5 working days on receipt of complete data

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| 4 | Module wise implementation | Implementation Plan for each module to be finalized with mutual agreement with Module owner |

One Relationship Manager will be assigned to your institution as Single Point of Contact and he/she will rope in Product Specialists from CollPoll as per the requirement in implementation of modules for offline/online trainings. CollPoll resource person will visit campus for trainings towards smooth Implementation and adoption of modules once Master data is configured on your instance. Stay and logistics during these visits need to be taken care by the institution.

Costing of CHC Module:

Sr No	Particular	Quoted value
	10 Services	*100 per user/year*
1	Subscription cost for Business Process Automation for upto 20 services	200 INR Per User Per Year
2	Subscription cost for Business Process Automation for upto 50 services	300 INR per User Per Year
3	One-time Configuration Cost	2500 INR per service with one additional change request
4	GST (%)	18%

3 CHC services (Hosteler – Out pass, Hosteler – Request for room cleaning/maintenance, & Appointment with VC Office) will be added as pilot and one-time configuration cost @2500 INR + GST will be paid by the respective institution. These services will be considered towards total services opted when CHC module will be implemented. *These services shall be provided as part of the initial order. Subscription to CHC services shall be decided at a later stage.*

one more (TBD).

Integrations:

S.No	Product Features	Cost
1	Integration with One Biometric/RFID device type for Hostel Attendance/Staff Attendance/Student Gatepass	Included in One-time Implementation Cost
2	Integration with any number of already existing Payment Gateways on CollPoll	Included in One-time Implementation Cost
3	Integration with Admission CRM [No Paper Form or ExtraaEdge or Leadsquared]	Included in One-time Implementation Cost
4	Integration with Zoom or Google Meet or MS Teams for LMS	Included in One-time Implementation Cost
5	Integration with Turnitin for Plagiarism check	Included in One-time Implementation Cost
6	Integration with Google SSO or Microsoft AD SSO	Included in One-time Implementation Cost
7	Integration with Tally for Accounting and license cost of Tally Gold account for first year of subscription	2,00,000 INR
8	Integration with Koha for Library Management *	1,00,000 INR
9	IVR Integration available for Parent approval flow with Exotel Cloud Calling Services	50,000 INR

* No cost for Koha Library system link to be provided in the ERP.

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Standard Operating Procedure for Integrations, Enhancements and Customisations:

CollPoll platform is regularly upgraded to enhance the functionality, security, and stability of the system. These upgrades are finalised and developed by our team on the basis of deep research as well as the partner institutions feedback. However, we understand that these upgrades may not always meet your requirements. Hence, CollPoll follows a SOP for handling integrations, enhancements, and customization requests from the partner institutions.

The partner institution requirement will fall into one of these four categories:

Category 1: Part of CollPoll Roadmap. Meets Timeline.

The desired requirement of the partner institution is in the roadmap of CollPoll and is getting delivered within the time needs of the institution. The institution doesn't need to pay any additional cost for such work.

Category 2: Part of CollPoll Roadmap. Does Not meet Timeline.

The desired requirement of the partner institution is in the roadmap of CollPoll but being delivered later than required. The institution has to bear partial cost for accelerated development.

Category 3: Not part of CollPoll Roadmap. Highly specific to the Institution.

The requirement is highly specific to the institution and not useful to the larger platform. Such development can be selectively done but complete cost needs to be borne by the partner institution.

Category 4: Not part of CollPoll Roadmap. Not possible to build.

The requirement is not part of the CollPoll roadmap and is a separate niche in itself. CollPoll product team feels it cannot justify the domain know-how required or the continuous upgradation required to keep it functional. CollPoll will not do such development.

⟶ *Please add how to evaluate*
deficiency in service and
penalty, if any.

Rahul Bh 7/5/22

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