



पंजाब PUNJAB

E 823338

### Microsoft Consulting Services Work Order -Amendment

(For Microsoft Internal Purposes Only)

MCS (WO Type 1)

FY07-04-13

This amends the Microsoft Consulting Services Work Order ("the Work Order") identified above between Punjab Land Records Society and Microsoft Corporation (India) Pvt. Ltd. as of the effective date identified below. Any terms that are used but not defined in this amendment will have the same meanings as in the Work Order.

#### Amendment

- The following shall be added as Clause 1(A):
  - 1 (A) We will be providing additional services to you as per the scope and deliverables defined in the attached Statement of Work.
- Following shall be added as Clause 2(A) :
  - 2 (A). Microsoft's fees for the additional scope of Services described in the attached Statement of Work will be **INR 70,10,250**. This fee excludes GST, service tax and any other applicable taxes. Any such taxes shall be payable additionally.

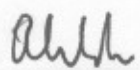
Being a turn-key engagement, any time overruns on account of delay from your side (including delay in providing timely sign-offs) would have additional cost implications.

Handover and final sign-off

30%

Total

70,10,250.00

  
MEMBER SECRETARY  
Punjab Land Records Society  
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Microsoft Corporation (India) Pvt. Ltd.  
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5th Floor, Nehru Place  
New Delhi - 110 019  
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The above involves cost for consulting only and does not involve the license cost of software or hardware. E 823337

You shall pay 20% advance upon signing the contract against a Performance Bank Guarantee in favor of Member Secretary, Punjab Land Records Society, Jalandhar of equivalent amount valid for one year. We shall invoice you on a milestone basis and the advance shall be adjusted against the final invoice. The detailed payment milestones are detailed in the following table:

Milestone	Percentage Payable	Amount Payable (INR)
At the time of signing the contract	20%	14,02,050.00
Submission of Requirements document	10%	7,01,025.00
Acceptance of High Level & Low Level Design Document	10%	7,01,025.00
Completion of Deed writing module	10%	7,01,025.00
Completion of Stamp Duty Module	10%	7,01,025.00
Completion of Registration Module	10%	7,01,025.00
Handover and final sign-off	30%	21,03,075.00
<b>Total</b>		<b>70,10,250.00</b>

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Any change requests or delays will be charged at the following rates plus applicable taxes:

Resource Profile	Man Month Rate (INR/ Man Month)
Project Manager	1,35,000
Business Analyst	1,35,000
Architect	1,35,000
Developer	1,35,000
Tester	1,25,000

#### Invoicing

All invoiced amounts shall be due within fifteen (15) days of generation of invoice. Overdue amounts shall be subject to interest, which shall accrue at the rate of 1.5% per month. Delays beyond 60 days shall automatically lead to the termination of the Work Order.

  
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

The above fee excludes:

1. Cost of media and other materials supplied
2. License fees of software
3. Costs of any other equipment supplied.

The same shall be invoiced on a monthly basis as per actuals.

II. Effect of Amendment

Except as specifically amended by this amendment, all provisions of the Work Order shall remain unchanged and in full force and effect. When this amendment is fully executed, you will receive a confirming copy.

Customer	Microsoft
Name Punjab Land Records Society	Microsoft Corporation India Pvt. Ltd.
Signature 	Signature 
Printed Name ARVINDER SINGH	Printed Name VIKAS ARORA
Printed Title	Printed Title GRP. DIRECTOR - ENT. SERVICES.
Signature Date 23/5/2008.	Effective Date 23/5/2008

## Registration of Deeds - Statement of Work

*Prepared for*

**Punjab Land Records Society**

**Friday, 23 May 2008**

**Version 7.0**

*Prepared by*

**Manish Gupta**

**Group Manager – Services Sales**

*Manish*

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## Revision and Signoff Sheet

### Change Record

Date	Author	Version	Change reference
19-Sept-07	Harish Vaidyanathan	.1	Initial draft for review/discussion
23-Mar-08	Hemant Kathuria	.2	Updated post discussions with PLRS team
1-Apr-08	Ashish Mathur	3	Project Plan

### Reviewers

Name	Version approved	Position	Date

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*AKH*  
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## INTRODUCTION

This Statement of Work (SOW) and any exhibits, appendices, schedules, and attachments to it is made pursuant to the work order No. **FY07-04-13**, dated **5<sup>th</sup> Oct 2006 & amendment to the same dated 23<sup>rd</sup> May 2008**, the terms of which are incorporated herein by reference, by and between Punjab Land Records Society ("Customer", "you", "your") and Microsoft Corporation, ("Microsoft", "us", "we", "our"), or our affiliate, and sets forth the services to be performed by us related to development of Registration of Documents (ROD) module ("project"). This SOW, together with the work order, represents the complete baseline for scope, services, service deliverables, and acceptance applicable to this project. All changes to this document will be managed in accordance with the Change Management Process defined below. Any terms not otherwise defined herein will assume the meanings set forth in the work order.

Unless the customer signs the associated Work Order, this SOW and the associated Work Order expire 1 month after the date they were delivered to the customer for signature, unless they have been formally extended in writing by Microsoft Corporation.

This statement of work for development of software for Registration of Documents is an extension of the work order of revamping the software for Land Records already assigned to Microsoft Services. Hence, all the terms and conditions as defined in Master Business Agreement & Service Agreement previously signed with Microsoft will apply towards this work order also. Few additional terms and conditions that will be the part of this work order have been defined in the work order

  
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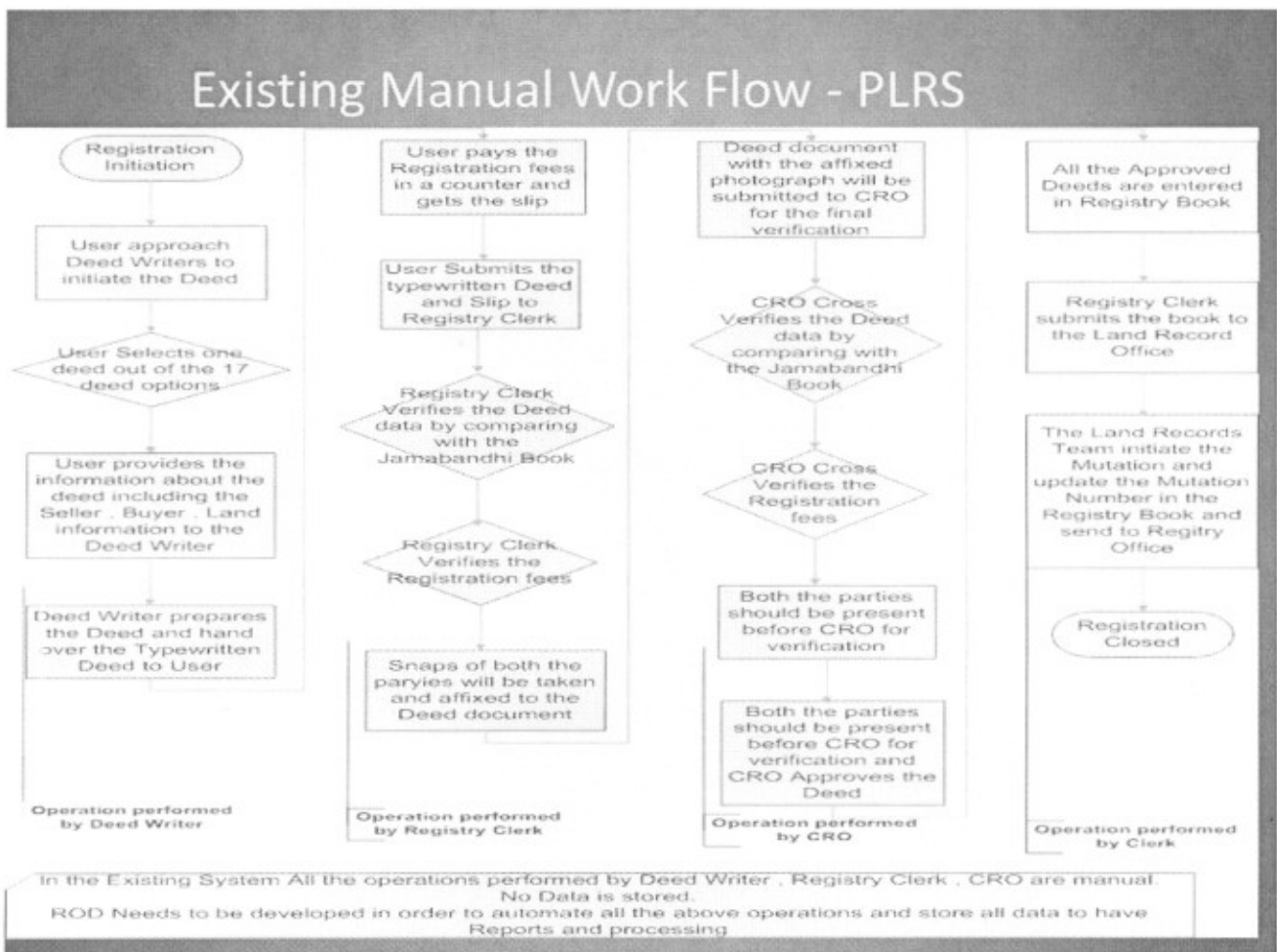
# 1 PROJECT OBJECTIVES AND SCOPE

## 1.1 Objectives

The objective of this project is to develop a Registration of Documents (ROD) module that will integrate with the ILRMS application. The main objectives of building ROD module are as follows:

- Integration with Stamp Duty Management system.
- Integration with the database of Land Records which runs on SQL Server 2005.
- Automated initiation of mutation after Registration is done.
- Support for multi-user access to the system & document workflow
- Provide flexibility to accommodate changes in laws that require change of Deed formats or insertion of new Deed Formats etc

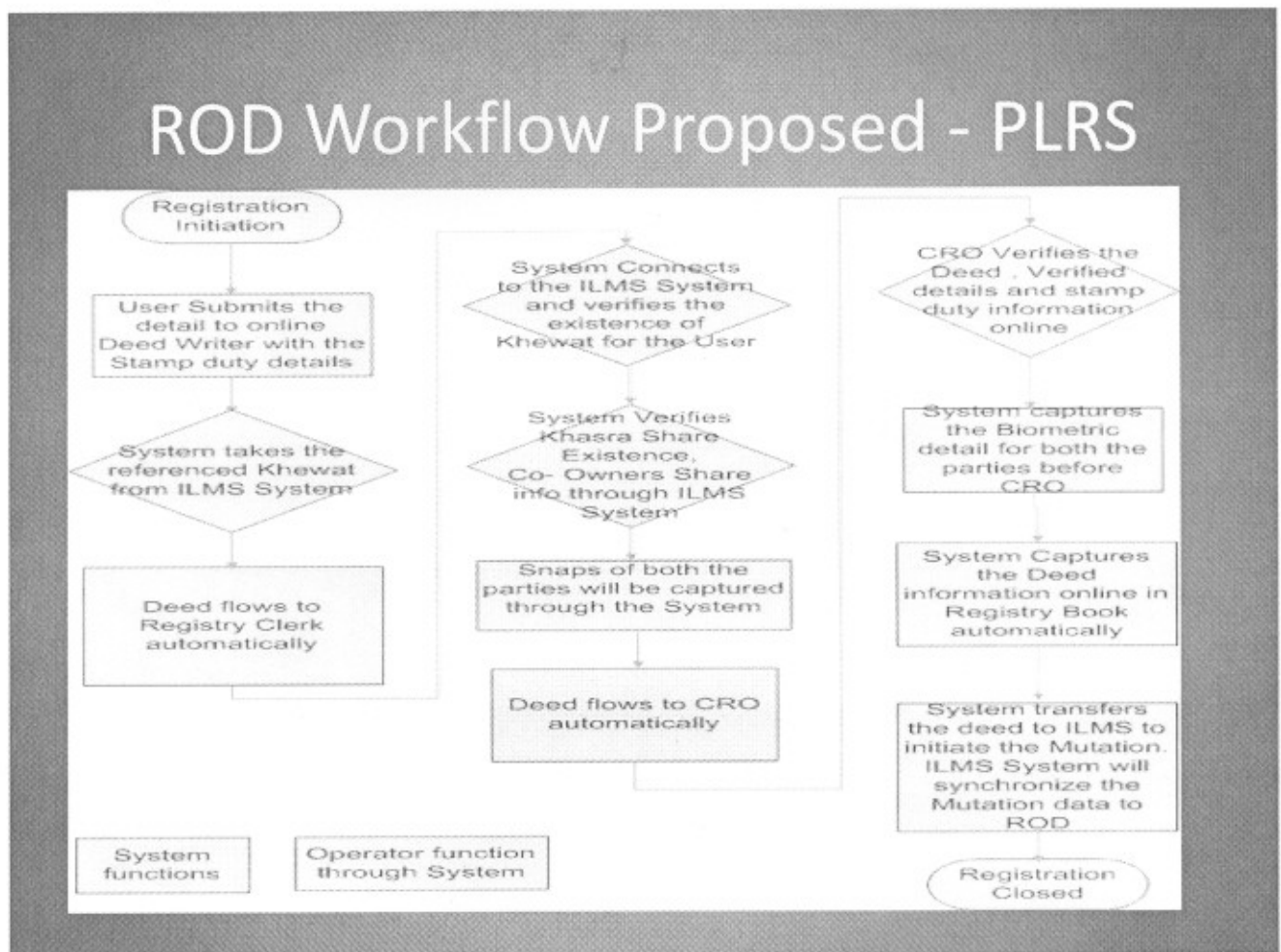
## 1.2 Existing Manual Workflow –PLRS



### 1.3 Constraints of Existing System

1. Older Technology - The technology on which this solution is built is VB 6.0 and SQL Server 2000.
2. Integration issues – Web Services are not supported by PRISM and due to which integration of Prism with ILRS will be difficult.
3. Non-acceptance of New System by the user – Initially, Revenue officials did not accept the new system due to different reasons. One of the main reasons was apprehension by the revenue officials that its implementation will take away their power. They made all efforts to resist the new system.
4. E-registration by Private Vendors in different districts – In Ludhiana and Bathinda, private parties were operating different software leading to non-standardization and non-uniformity.
5. Different work styles in different districts – Registration process was same but the way of carrying out the registration was different in different districts. When development of software came in to picture only then standardization concept came in to existence.
6. Lack of interest – Non-availability of any functionality in the software is always reported by the user but they have shown lack of interest in giving details for its incorporation in the software.
7. Lack of Replication – Client/Server PRISM Software is well tested, secured and running at 17 Tehsils of Sangrur District but its roll out in the state is taking its own time.
8. Photograph of Tehsildar with Executants, Claimants & Witnesses – Government of Punjab has introduced the concept that tehsildar must sit with Executants, Claimants & Witnesses while photo session to show their presence. It has created lots of resistance from revenue officials.

## 1.4 Proposed Workflow



## 1.5 Areas within Scope & Application Features

Design and development of the following modules is within the scope of this project:

- Deed Writer
- Stamp Duty Management
- Registration of Documents
- Records management activities
- Reports

The functionality of each of these modules is described in detail in the following sections.

## Deed Writer Module

This module digitizes the manual operation of the Deed Writers. The deed entry process will be studied and will be digitized through this module. All the required information of the executor of the deed will be filled here. The module will also have a checklist of documents required for successful registration.

Since the deed formats could change in the future, due to change in laws by Department of Revenue, the Deed Writer model will provide flexibility for changing the deed format, with minimal code changes. Note that format change will not be an automatic process and will require additional development, testing effort, which are not included in this scope of work. The current project will cover 25 Deeds @ 2 templates per Deed, 1 screen each for Search, Buyer & Seller functionality.

The details of these screens will be captured during the requirements phase and the effort for any new template/functionality/screen after the requirements phase will be separately estimated, planned and carried out as a Change Request.

## Stamp Duty Management module

This module will take care of the stamp duty to be payable to the Department of Revenue on the transaction that has to be done. The broad level features required in this module will be:

- It should also have the provision for Stamp Duty in terms of Stamp Papers, cash payment & bank payment.
- Integration with 1 (one) Bank for payment of Stamp Duty i.e. whatever Stamp Duty is applicable can be paid by the executor at the Bank counter.
- The module should be able to generate revenue reports (max 5) as will be defined in the SRS document. The same shall be based on requirements of District Administration, Department of Revenue etc.

This module will have 3 types of screens:

- Vendor Admin – 2 Screens
- Village Detail – 2 Screens
- Integration Screen – 5 Screens

Total screens not to exceed: 9 screens

## Registration of Documents

This module will take care of below mentioned activities involved in the registration process:

- Collection of Registration fees and issuance of receipt to the involved parties.
- Issuance of receipt to the parties after collection of fees paid for society.

- Generation of token number.
- The system will accept photographs of involved parties, witnesses along with SRO.
- System will be integrated with the third party system to capture the Finger Prints, Thumb Impression. The system will make use of APIs for integration, provided by the biometric vendor, as per the specifications provided in the Project Assumptions section.
- Data Entry of deed into the system and printing of endorsement on the back side of deed. Printing at the back side of the deed is subject to the printer and its settings.
- SRO checks the entered details entered into the system on his/her system and approves the deed. He/she approves the final document.
- After authentication by SRO, a print out of the deed is handed over to executants

This module will have 4 types of screens:

- Registration Initiation Screens – 2 Screens
- Receipt maintenance – 3 Screens
- Authentication at application level– 3 Screens
- Integration Screen – 1 Screens

Total screens not to exceed: 9screens

## Records management activities

### *Registration Books*

There are six kinds of Registration books which are maintained at the SRO's office to track various kinds of transactions that has been registered. The software application should have the provision to maintain these books, namely:

- Book 1
- Book 2
- Book 3
- Book 4
- Book 5
- Book 6

This module will have 4 types of screens:

- Add book screen – 1 screen
- Modify book screen – 1 screen



- Delete book screen – 1 screen
- Attach/Detach registry type to book – 1 screen

Total screens not to exceed: 24 screens

### ***Index Maintenance***

There are 4 kinds of Indexes that are maintained along with Registration books at the SRO's office to track various details like name of persons involved in the transactions. The application should provide functionality to maintain these books namely:

- Index 1
- Index 2
- Index 3
- Index 4

This module will have 4 types of screens:

- Add screen – 1 screen
- Modify index screen – 1 screen
- Delete index screen – 1 screen

Total screens not to exceed: 12 screens

### **Reports**

The following reports will be provided in the system:

1. Index 1 Report
2. Index 2 Report
3. Index 3 Report
4. Index 4 Report
5. Daily MIS Report
6. Monthly MIS Report
7. Parcha Yadasht Report
8. Miscellaneous Receipt Register
9. Cash Register
10. Fee Book
11. Instruction file
12. Detailed Monthly MIS Report

13. Yearly MIS Report
14. Statistical reports to be submitted to IGR
15. SRO Report
16. Receipt Book
17. Statutory Reports
18. Naksha No. 3 report
19. Catalog report
20. Stock register
21. Register for Increase/Decrease in Stamp Duty
22. Any other report identified at the time of Requirements Study upto 5 reports.

The effort required to implement a report which is not mentioned in the above list will be will be separately estimated, planned and carried out as a Change Request .

**1.5(a) The no. of screens and reports specified above are approximate. Exact number of screens and reports will be finalized at the time of SRS finalization.**

### Integration with Land Records application

After successful completion of the registration, necessary information should be updated in the database of Land Records. The following functionality is expected in the ROD application for integration with the Land Records database:

- Access to the Land Records database to cross checks the details of the owners.
- Workflow needs to be created to send the regularized deeds to Patwari for mutation creation at end of each day through office kanungo and field kanungo. . The workflow process for all the deeds will be same.
- Receive the Mutation Number from the e-Patwari and update against the deed registration for reference.

### 1.6 Work breakdown structure

Following is the list of detailed tasks that will be performed on this project:

Detailed Requirements Capture, Analysis and Documentation
Deed Writer Module
Stamp Duty Module
Integration with Mutation Module

Workflow of the system
Administration Module
Reporting Module
Authentication Module
Image Capturing and the Biometric feature Module
Security Requirements / Disaster Recovery Plan
Requirement Specifications document
Customer Requirement Sign off
<b>High Level Design</b>
Base Framework (BAL, DAL)
Web services
Security
Exception Management
Technology/Development environment
Configuration Management
Data store on client and the server
System Architecture and High level design document
Customer Sign off
<b>Low Level Design</b>
Object Module design and Documentation
Module wise Workflow design and documentation
Common Framework Level documentation
<b>Development and Unit Testing</b>
Base Framework component development and integration
Integration with ePatwari Workflow
User Role Management
Enterprise Library Logging , Exception Handling , Caching Component
Unit test case development
Unit Testing and Integration
ROD - Deed Writing Module Implementation
Input data, retrieve the template for the Deed
Update the data back on SQL Server
Perform data and upload validations
Stamp Duty Module (as mentioned above)
Review and Verification
Select District, Sub Registrar office Master, Land Classification, Judicition Master, Basic Value Master, Court Master, Kanunga Master, Structure Classification, Stage Master, Depreciation Master, Enclosure Master ,Rate updation Master, Registry officers Master, Stamp vendor Master, Manage User
Administration
Tracking existing Stamp Duty and Cash Book generation
Report for registration

Non incumbency certificate
Integration with Biometric device (effort and feasibility may vary based on the Bio-metric vendor)
<b>Testing</b>
Test Plan & Strategy
Test Case development
Test Data Preparation
Test Bed Setup
Test Execution 1st Cycle
Bug Fixing
Test Execution 2nd Cycle and Bug Fixing
Performance Testing and Tuning
<b>Deployment &amp; packaging</b>
Application installer
Application Deployment on Windows Server 2003 at 2 Sites
Installation Manual
Release Notes
<b>UAT and Training (4 batches)</b>
UAT Support
Address fixes and change requests
Quality review

## 1.7 Areas Out of Scope

The following activities are Out of Scope:

- Module deployment at more than 2 sites in production environment
- Any enhancements to any of the existing applications

Anything not excluded in this section and not listed in the above "Areas within Scope" is considered out of scope for this SOW.

## 2 PROJECT APPROACH, TIMELINE AND SERVICE DELIVERABLES

### 2.1 Approach

#### 2.1.1 Microsoft Solutions Framework

We will leverage the Microsoft Solutions Framework (MSF) to execute this SOW. MSF represents a proven solution development approach that provides for well-defined phases that take into account development of requirements, architectural design, detailed software design, software development, system testing, and managed release cycles.

MSF organizes the solution approach into five distinct phases during the project lifecycle.

- **Envisioning:** Envisioning involves creating a business vision and defining the scope of work necessary to bring the vision to reality.
- **Planning:** Planning continues through the development of detailed functional requirements, system and application architectures, and a detailed project plan for the remainder of the project.
- **Development:** The Development phase begins with the first iteration of development and culminates with the "functionality complete" milestone (or Beta release).
- **Stabilization:** The Stabilization phase involves testing and acceptance.
- **Deployment:** The Deployment phase includes deployment of the core technology and site components, transitioning of the project to operations and support, and obtaining final Customer approval of the project  
Timeline

Based on the current project effort estimate, this engagement is estimated at 6 calendar months, subject to timely availability of detailed requirements from PLRS and timely signoff of deliverables by PLRS. A detailed list of PLRS responsibilities is detailed in Section 3.3.

### 2.2 Key Service Deliverables and Acceptance Process

#### 2.2.1 Key Project Service Deliverables

The following is a list of the key project service deliverables that will be delivered within this SOW which must be formally reviewed and accepted. At the beginning of each phase, Microsoft and Customer will jointly define in writing the Acceptance Criteria for each deliverable.

Project Phase	Service Deliverable Name	Service Deliverable Description
Envisioning	Software Requirement Specifications (SRS) document  Detailed work plan	The SRS document will capture the detailed system functionality as briefly summarized in the "Areas within Scope" section of this document  The detailed work plan will be a Microsoft Project Plan with work items, tasks, timelines & resource allocations
Planning	Technical design specification (TDS) document	TDS will describe the functional & technical details of the business requirements & system implementation respectively.
Developing	Source Code and executables  Detailed Test Plan	Each of the modules will be functionally complete as per the feature set described in the "Areas within Scope" section of this document  The detailed test plan will comprise of test cases that will be used to validate the functional completeness & accuracy of these modules
Stabilization	Test cases  User Manual  Training Manual	The test cases will be executed in this phases to verify the system behavior.  User manual will be a Word document detailing the system functionality in 15-20 pages.  The training manual will have application screenshots and associated comments to walk the user through the application functionality. This deliverable will be a Word document between 60-70 pages

### 2.2.2 Service Deliverable Acceptance Process

At specified milestones throughout the project, we will deliver completed project service deliverables for review and approval. Service deliverables shall be accepted or rejected within **7 consecutive business days** from the time of submittal for acceptance. Service deliverables shall be deemed accepted in the absence of review or response of acceptance within this specified time. **The use or partial use of any service deliverable constitutes acceptance of that service deliverable.** Feedback supplied after the review period will be evaluated as a potential change of scope and shall follow the Change Management Process outlined in this SOW.

The Service Deliverable Acceptance Process is described below.



- **Submission of Service deliverables**  
The Microsoft Project Manager, or his designee, will prepare a Service Deliverable Acceptance Form and forward with the respective service deliverable to the Customer Project Manager, or Customer designee, for consideration.
- **Assessment of Service Deliverables**  
The Customer representative will determine whether the service deliverable meets the requirements as defined in this SOW and that the service deliverable is complete. Additional work on, or changes to, an accepted service deliverable that are requested by the Customer will be managed through the Change Management Process.
- **Acceptance / Rejection**  
After reviewing, the Customer will either accept the service deliverable (by signing and dating the Service Deliverable Acceptance Form) or will provide a written reason for rejecting it and will return the Service Deliverable Acceptance Form to the Microsoft team. If feedback from multiple Customer representatives is received, then the Customer Project Manager, or Customer designee, will consolidate that feedback before delivering it to the Microsoft team. The work on next module/deliverable will start only after receiving sign off for the previous deliverable/module.
- **Correction of Service Deliverables**  
Microsoft will correct in-scope problems found with the service deliverable and will address the correction of out-of-scope changes according to the Change Management Process. Microsoft will submit a schedule for making changes to the service deliverable within two (2) business days of receiving a rejected Service Deliverable Acceptance Form. Once Microsoft corrects all previously identified in-scope problems, the service deliverable will be deemed accepted.
- **Monitoring and Reporting**  
The Microsoft project team will track service deliverable acceptance. Updates on service deliverable acceptance will be included in the status report and discussed in the status meeting. Service deliverable acceptance issues that cannot be resolved will be elevated to the Project Steering Committee.

## 2.3 Project Governance Approach

### 2.3.1 Communication Plan

A formal process will be employed to facilitate communication during the project. There will be two key vehicles for providing this communication: a **weekly** status report and a **fortnightly** status meeting.


- The Microsoft Project Manager, working in conjunction with the Customer Project Manager, will compile status reports with the frequency defined above for distribution to both Customer and Microsoft management.
- Meetings will be held with the frequency defined above to review overall status, the project schedule and open issues noted in the status report.

### 2.3.2 Issue/Risk Management Procedure

The following general procedure will be used to manage project issues and risks:

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- Identify and document
- Assess impact and prioritize
- Assign responsibility
- Monitor and report progress
- Communicate issue resolution

A mutually agreed upon issue escalation process will be defined at the outset of the project.

### 2.3.3 Change Management Process

Any changes requested to a signed off deliverable will need to go through the change management process. Additionally, during the project either party may request in writing additions, deletions, or modifications to the services described in this SOW ("change"). We shall have no obligation to commence work in connection with any change until the estimated fee and schedule impact of the change is agreed upon in a written Change Request Form signed by the designated Project Managers from both parties.

Upon a request for a change, we shall submit the change on our standard change Request Form describing the change, including the estimated impact of the change on the project schedule, fees and expenses. The Change Management Process that will be employed is defined below. Both parties agree to follow this process and to use the Change Request Form.

- Identify and document
- Assess impact and prioritize
- Estimate required effort
- Approve / disapprove
- Assign responsibility
- Monitor and report progress
- Communicate change resolution.

Within 3 consecutive business days of receipt of the proposed Change Request Form, you shall either indicate acceptance of the proposed change by signing the Change Request Form or advise us not to perform the change. If you advise us not to perform the change, then we shall proceed only with the original services. In the absence of your acceptance or rejection, we will not perform the proposed change.

## 2.4 Project Completion

The project will be considered complete, when any of the following are met:

1. All of the service deliverables identified within this SOW have been completed, delivered and accepted or deemed accepted, including approved Change Request Forms;
2. The fee provisions of the Work Order have been met; or
3. This agreement is terminated pursuant to the provisions of the agreement.

### 3 PROJECT ORGANIZATION AND STAFFING

#### 3.1 Project Roles and Responsibilities

This section provides a brief overview of key project role responsibilities.

Role	Owner	Responsibility
Project Sponsor	PLRS	Will be the sign-off authority for all deliverables, change requests etc.
Project Coordinator	PLRS	Will be responsible for interfacing with users, other vendors, facilitate logistics etc
Project Manager	Microsoft	Overall project management, risk management, progress reporting to steering committee.
Architect	Microsoft	Designing and Architecting the solution
Developers and Testers (Unit and Integration)	Microsoft and its Partner(s)	Developing the solution based on SRS and unit testing the same.
User Acceptance Testing	PLRS	Testing and Accepting the developed solution.
Documentation	Microsoft partner	Documenting the solution and providing user manual, training manual and trouble-shooting manual.
Training	Microsoft partner	Technical training in one batch at 1 location. End user training in 4 batches at one location.
Logistics	PLRS	Organizing system study field trips, interfacing with other vendors, help in coordinating user meetings, access to other software applications, documentation etc.

#### 3.2 Executive Steering Committee

Overall senior management oversight and direction for this project will be provided by an Executive Steering Committee. Steering Committee meetings will be held monthly. Customer and Microsoft Managers will share joint responsibility for reporting to the Steering Committee. The Steering Committee will consist of the key business sponsors with overall responsibility for leading this project at a strategic level. These include:

The Executive Review Steering Committee is responsible for the following:

- Making decisions on project strategic direction.
- Serving as the final arbiter of Project issues.

- Approving significant Change Request Forms.
- General Customer Responsibilities and Project Assumptions

### 3.3 General Customer Responsibilities

Our delivery of the services are dependent on your involvement in all aspects of the services, your ability to provide accurate and complete information as needed, your timely and effective completion of the responsibilities as identified herein, the accuracy and completeness of the Assumptions, and timely decisions and approvals by your management. In addition to any Customer activities identified in the Approach section, you will perform the tasks, furnish the personnel, provide the resources, or undertake the responsibilities specified below.

In performing our services under this proposal and the applicable WO, we will rely upon any instructions, authorizations, approvals or other information provided to us by your project Manager or by any other personnel identified by your Project Manager.

## 4 PROJECT ASSUMPTIONS

### 4.1 Project Assumptions

The Services, fees and delivery schedule for this project are based upon the following assumptions.

1. All development and unit testing work will be carried out at an offshore location.
2. MCS will assign a Program Manager for the entire duration of the project. MCS program manager will be the single point of contact for front ending with Customer and MCS.
3. Customer will appoint a project manager for the duration of the project.
4. MCS will study the requirements from 4 field offices and one other location in Delhi/ Haryana. PLRS shall identify these field locations and arrange for the required meetings.
5. PLRS will nominate a committee of empowered representatives from their side who will validate and sign-off the detailed requirement document that we will share at the end of envisioning phase.
  - a. The envisioning phase would comprise of two steps –
    - i. Requirements Sharing Workshop: In this phase the above committee will share the requirements on each of the modules over period of 1 week at Jalandhar.
    - ii. Requirement Validation Workshop: Based on the above workshop the project team will present the draft requirements document for review, discussion and finalization with the committee for a period of 3 days at Jalandhar. This workshop will conclude with a signed-off requirement document.
  - b. Planning and other subsequent phases will commence only after we have a sign-off on the requirements document.
  - c. This document will form the basis for the entire project, any changes to this document post sign-off will be treated as Change Request and shall be taken up at the end of the project.
6. Technical and functional experts on the existing system and related systems would be available for clarifications, review and acceptance of MCS deliverables.
7. Any change request(s) raised during the project will be undertaken as per the Change Management Procedure that is part of MCS methodology.
8. Customer would arrange to provide the system data, Acceptance criteria and acceptance test plan.
9. User Acceptance Testing (UAT) will be carried out in one production site.



10. Completion of Test case preparation and UAT as per the mutually agreed project plan (will be capped to a maximum duration of 1 Calendar month) will be client's responsibility. Any delays on the project attributable to delays from client's side will have additional commercial implication.
11. For final handover and sign-off, a team of 2 resources would be available at Jalandhar for a period of 1 week.
12. Hardware and Software platforms and their release versions will remain unchanged during the life cycle of this assignment. Any change in the Hardware or Software platform other than as defined in the proposal would be undertaken as per Change Management Process.
13. Image Capturing feature – Hardware / Software component to be provided by the respective vendor and they should assist Microsoft in integrating with the application.
14. Bio Metric Authentication feature - Hardware / Software component to be provided by the respective vendor and the vendor will be available to assist Microsoft & its Partners in integrating the application. As a prerequisite, the biometric device will support a .NET callable interface. The bio-metric solution will take care of storage, retrieval and security of thumb impressions and all related security credentials. Implementation will be same as being used by Land Record application.
15. Scanning of document - Hardware / Software component to be provided by the respective vendor and they should assist Microsoft in integrating with the application.
16. MCS would use its reusable components, as suitable, to develop the solution.
17. Infrastructure, server hardware, network, operating system, security configuration, backup and data retention, policies will be the responsibility of Customer.
18. It is assumed that Customer will have qualified System Administrators, Database Administrators and Network Administrators as part of their operational team to maintain the solution.
19. MCS would be provided the required access to all relevant existing systems documentation for carrying out the assignment
20. Customer will provide the deeds templates (mentioned under the Deed Writer module section) during the requirements phase.
21. It is assumed that the data of the deed will be fed into the system.
22. It is assumed that the Bank will provide an XML Web Service interface for verification of the stamp duty, which will accept the Challan number for verification.
23. Receipts will be printed on pre-printed & plain stationary in a format defined by You.

24. Since no non-functional requirements from the solution have been stated, Microsoft will design, develop & deliver the system disregarding the non-functional behavior.
25. Integration with the Bank will be made clear during the envisioning phase and the bank will be advised by government to provide necessary details to integrate the application.
26. Government will provide clarity on how to calculate the stamp duty for a given khasra or the land for sale.
27. Details for all the reports will be made available in the envisioning phase.

## 5 PROJECT TIMELINE

The project will be executed over a span of Six calendar months, detailed project plan will be shared within 7 days of project start.

# Microsoft Consulting Services Work Order

(For Microsoft Internal Purposes Only)  
MCS (WO Type 1-lite)

FY07-04-13



This work order is made pursuant to the Microsoft Master Services Agreement (the "agreement") effective as of , by and between the undersigned customer or its affiliate ("you") and the undersigned Microsoft affiliate or its affiliate ("we," "us," or "our"). The terms of the agreement are incorporated herein by this reference. Any terms not otherwise defined herein will assume the meanings set forth in the agreement. This work order is comprised of this cover page and the work order terms below, which are incorporated herein by this reference.


Customer Invoice Information			
Name of Customer <b>PUNJAB LAND RECORDS SOCIETY</b>		Contact Name (This person receives invoices under this work order.)	
Name of Customer or Affiliate that executed MSA if different than the undersigned			
Street Address <b>Office of Director of Land Records Kapurthala Road</b>		Contact E-mail Address <b>plrs_jal1@yahoo.com</b>	
City <b>Jalandhar</b>	State/Province <b>Punjab</b>	Phone <b>0181-2254018</b>	
Country <b>INDIA</b>	Postal Code <b>144002</b>	Fax <b>0181-2254935</b>	

**Invoicing**  
We will invoice you for services performed and expenses incurred. Our invoices for payment will be directed to your representative for payment at the address shown above. Please indicate a Purchase Order No. (if any):

**Commencement Date**  
This work order will commence on \_\_\_\_\_ or the date we begin providing the services, which ever is earlier. This work order will expire on \_\_\_\_\_ or the date we conclude the services, which ever is later.

By signing below the parties acknowledge and agree to be bound to the terms of the agreement and this work order.

Customer	Microsoft Affiliate
Name of Customer (please print)	Name <b>Microsoft Corporation (India) Private Limited</b>
Signature 	Signature 
Name of person signing (please print) <b>Arvinder Singh</b>	Name of person signing (please print) <b>Vikas Arora</b>
Title of person signing (please print) <b>Member Secretary</b>	Title of person signing (please print) <b>Director - Enterprise Services</b>
Signature date <b>5th October, 2006</b>	Signature date <b>5th October, 2006</b>

  
**MANU SRIVASTAVA**