

Ref. no: EBD/2024/10

Date: 23.05.2024

To,  
MD. RAFIKUL ISLAM  
Managing Director  
Coder De Dhaka Ltd.  
45/A, Dilu Road, Dhaka 1217

**Subject: Proposal for Assessment and Certification services for establishing Quality Management System (QMS) as per ISO 9001:2015 standard & Information Security Management System (ISMS) as per ISO 27001: 2022 Standard.**

We are highly pleased to submit this proposal for Assessment, Audit & Certification Services for your good organization, with a goal to establish **Quality Management System (QMS) & Information Security Management System (ISMS)** and getting it certified to **ISO 9001:2015 & ISO 27001: 2022** Standards.

**Excellency BD** has been established to provide services in the field of conformity assessment which works in co-operation with different multinational certification body. We have a panel of local and International Auditors trained and registered by the multinational certification bodies.

We look forward to working for your great organization. If you have any query, kindly feel free to contact the under- signed. The detail of the proposal and the price are discussed in below:

| Sl. No                                        | Particular of Charges (ISO 9001:2015)  | Amount             |  |
|-----------------------------------------------|----------------------------------------|--------------------|--|
| 1.                                            | Assessment fees                        | 45,000.00          |  |
| 2.                                            | Registration Charges                   | 40,000.00          |  |
| 3.                                            | Stage 1 & 2 Audit Fee                  | 55,000.00          |  |
| <b>1<sup>st</sup> Year Certification Cost</b> |                                        | <b>140,000.00</b>  |  |
| 4.                                            | 2nd Year Cost (1st Surveillance Audit) | 55,000.00          |  |
| 5.                                            | 3rd Year Cost (2nd Surveillance Audit) | 55,000.00          |  |
| <b>Total Surveillance Cost</b>                |                                        | <b>110,000.00</b>  |  |
| <b>Total Fees for 3 years</b>                 |                                        | <b>250,000.00</b>  |  |
| <b>Vat 15%</b>                                |                                        | <b>37,500.00</b>   |  |
| <b>Grand Total</b>                            |                                        | <b>2,87,500.00</b> |  |

| Sl. No                                        | Particular of Charges (ISO 27001:2022) | Amount             |  |
|-----------------------------------------------|----------------------------------------|--------------------|--|
| 1.                                            | Assessment fees                        | 70,000.00          |  |
| 2.                                            | Registration Charges                   | 50,000.00          |  |
| 3.                                            | Stage 1 & 2 Audit Fee                  | 70,000.00          |  |
| <b>1<sup>st</sup> Year Certification Cost</b> |                                        | <b>190,000.00</b>  |  |
| 4.                                            | 2nd Year Cost (1st Surveillance Audit) | 65,000.00          |  |
| 5.                                            | 3rd Year Cost (2nd Surveillance Audit) | 65,000.00          |  |
| <b>Total Surveillance Cost</b>                |                                        | <b>130,000.00</b>  |  |
| <b>Total Fees for 3 years</b>                 |                                        | <b>320,000.00</b>  |  |
| <b>VAT 15%</b>                                |                                        | <b>48,000.00</b>   |  |
| <b>Grand Total</b>                            |                                        | <b>3,68,000.00</b> |  |

#### Terms and Conditions:

1. All payments to be made in favor of “**EXCELLENCY BD**”.
2. 50% payment in advance of 1st year’s certification cost.
3. After final audit: 30% 1st year’s certification cost.
4. After Issuance of original certificate: 20% of 1st year’s certification cost.
5. Surveillance payments will be collect yearly.
6. **15% VAT and 10% TAX** shall be charged as per law of the land.
7. **Coder De Dhaka Ltd.** shall appoint dedicated person (s) to work with service provider for preparing the documentation & implementation of the standards.
8. **Coder De Dhaka Ltd.** shall allow service provider to access all required information and provide the electronic copy of existing documentation. Service provider is committed to keep all information confidential.
9. The client will have to sign the Application Form and Agreement of the **Certificate Body**.
10. Physical/Virtual Audits may be conducted.
11. Certificate is valid for three years upon successful completion of surveillance audits.
12. This offer is valid until **31<sup>st</sup> June, 2024**.

#### Scope of work:

**01.Entity to be certified: Coder De Dhaka Ltd.**  
45/A, Dilu Road, Dhaka 1217

**Subject: Proposal for Assessment and Certification for establishing Quality Management System (QMS) & Information Security Management System (ISMS) as per ISO 9001:2015 & ISO 27001: 2022 standard.**

**02. Contact Person’s name and designation: MD. RAFIKUL ISLAM**  
Managing Director

**03. Scope of Particulars:** Assessment, Awareness Training and Certification Audit for establishing Quality Management System (QMS) & Information Security Management System (ISMS) in band with ISO 9001:2015 & ISO 27001: 2022.

**04. Number of sites: 01**

**05. Methodology to be followed:**

The methodology for the proposed consulting work will be as below:

**a) Gap Analysis:** Excellency BD will carry out a gap analysis exercise in the beginning to understand the dimension of the company activities, existing management system, status of legal compliance and available resources. The output of this gap analysis will form the baseline of the organization in terms of its ISMS performance and Excellency BD will start the project from this point onward.

**b) Establishing Processes:** Excellency BD will work with the various units of the organization and identify the processes needed for the QMS & ISMS. These processes will then be established with distinct input/output/resources and controls and their interactions will be mapped.

**c) Documentation:** The next process will be to document all the identified processes and write down procedures that control all the processes. These procedures will be reviewed by the highest level process owners and be approved accordingly.

**d) Training:**

**i) Awareness Training**

The management would be provided with awareness training so that they can understand the language of the QMS & ISMS and can carry out activities in line with the documented procedures etc.

The Consultant shall align an absolute user training with the accountable amount expert. (Participants Maximum 20 and one day). The actual users will be accomplished by centralized trainers. The Organization will adjudge on the account of bodies for training. The training area and affairs will be abiding and managed by Enosis Solution.

**ii) Internal Auditor Training**

Internal audit training (for 4-8 persons - Two days) - (\*If needed Excellency BD will arrange it but charges will be applied for this training\*)

**\* \* Training may have conducted by Physically/Virtually.**

**e) Implementation:** The individual processes would be implemented in this phase. The employees would follow the established procedures while performing various tasks in the

organization and this will result in generation of records. These records would be retained as evidence of implementation of **QMS & ISMS**. There would be specified monitoring and measurement processes which would monitor the effective implementation of the **QMS & ISMS**.

**f) Internal Audit:** Identified management staff would carry out audits internally, in order to confirm that the system is in place and it is working. All the deviations identified during these audits would be taken care of with correction, root cause identification, and CAPA.

**g) Management Review:** A management review would be carried out after implementation of all the elements of **QMS & ISMS**. The review would be done by the top management and it would ensure that the **QMS & ISMS** is adequately in place, implementation is acceptable and resources are provided including consideration of all the challenges and their resolutions.

**h) Invitation to External Auditors:** The certification body which would be invited to carry out the stage 1 and stage 2 audits with the help of **Excellency BD**. During and after the audits, **Excellency BD** will work with the client to assist conduct of the audit and closing of the NCRs if any. This support will continue till the system is certified.

| For and on behalf of the firm                                                                                                                                           | For and on behalf of the Client |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Excellency BD</b>                                                                                                                                                    | <b>Coder De Dhaka Ltd.</b>      |
|   |                                 |
| Signature with Seal                                                                                                                                                     | Signature with Seal             |
| <b>Name: Mahenur Morshed</b>                                                                                                                                            | <b>Name:</b>                    |
| <b>Designation: Manager-Certification &amp; Business Development</b>                                                                                                    | <b>Designation:</b>             |

**Payment to:**

**Bank Particular for Payments:**

**Bank Name:** United Commercial Bank Limited.

**A/C Name:** Excellency BD

**A/C No:** 0992112000000762

**Address:** Plot No: 6, Block: A, Main Road, Bashundhara R/A, Dhaka

**SWIFT:** UCBLBDDH