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Date: 10/01/2026

To

The Head of the Institute

ABC Public School

123 Example Road

Kolkata, West Bengal, 700091

Sub: Proposal for Implementation of School-Ops (Automation Software)

1. INTRODUCTION

This proposal is submitted by ExaBee Pvt. Ltd. for the adoption of our comprehensive School Automation Software (School-Ops) at ABC Public School, to facilitate better day-to-day school operations and management.

In the spirit of Digital India and Smart Education initiatives, we offer to provision user-friendly academic solutions designed to bring efficiency and digital empowerment to your institution.

2. OBJECTIVES

- To automate and digitize academic processes, thereby minimizing administrative overhead.
- To provide robust tools for attendance, examination, communication, and reporting among academic stakeholders.

3. OFFERINGS

ExaBee will provide:

- **Software License:** School-Ops (some module free upon availability)

- **Onboarding & Setup:** Support initial setup to the platform.
- **Training:** On-site/virtual training sessions for teachers and administrative staff.
- **Support:** Technical support for software related query/issues over chat, mail or call.

4. DELIVERABLES

- Fully activated platform covering all enabled modules based on chosen plan.
- Tutorial/Demo video & documentation, user manuals.

5. IMPLEMENTATION TIMELINE

- **Deployment & Setup:** Within 15 days of acceptance by the institute.
- **Training of Staff:** Within 7 days of onboarding or setup completion.

6. ANNEXURES

- Annexure I: Technical Specifications of Software - requirements
- Annexure II: Pricing breakdown
- Annexure III: Implementation Work Plan & Onboarding SOP.
- Annexure IV: Terms & Conditions
- Annexure V: Company profile

8. AUTHORIZATION AND CONTACT

We, at ExaBee Pvt. Ltd., look forward to positive responses to avail of this software & a long-term relationship with you.

Authorized Signatory

Business Development Manager

ExaBee Pvt. Ltd.

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