

<<< INSERT CUSTOMER & VENDOR LOGO as needed. This will be the first page of RFP response. Try and make it as focused as possible>>>

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Executive Summary

<<< CLIENT DETAILS >>>

<<<VENDOR DETAILS >>>

<<<VENDOR>>> Understanding of Requirements

1.1. In-Scope

-

1.2. Out of Scope

-

1.3. Assumptions

-

<<<VENDOR>>> Proposed Solution Approach

<<<VENDOR SOLUTION >>>

<<<VENDOR>>> Case Studies

-

Exclusions

<<<VENDOR>>> Proposed Timelines

<<< VENDOR PROPOSED TIMELINE FOR DELIVERY >>>

<<< SAMPLE >>>

Sl. No.	Activity	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6
01	Interview of Executive Management	Planned					
02	Study of existing practices and controls	Planned					
03	List of Deliverables	Planned					
04	Sample data and POC	Planned	In Progress				
05	Contracting						
06	Design of Deliverables		In Progress				
07	Development of Deliverables		In Progress	Completed			
08	User Acceptance Testing			Completed			
09	Deployment of deliverables			Completed	Completed		
10	Regular usage of deliverables by users				Completed		
11	Regular support				Completed	Completed	Completed
12	Automation of data transfer					Completed	Completed
13	'Go Live'						Completed

Planned	In Progress	Completed	Delayed
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Commercials

Cost of the service provided	
Cost Breakdown	
Man Time	
Connectivity	
Hardware	
Software Licenses	
Travel	
Airfare	
Per-Diem (for onsite Travel)	
Accommodation & Food	
COLA (for multi-year contracts)	
Any Other	

1.4. Service Terms & Conditions

- The amount indicated above is exclusive of taxes. Taxes as and when applicable will be charged extra. Currently the service tax rate is <<< RATE % >>>
- Payment terms:
 - o <<< %>>> of the contract amount to be paid in advance along with the contract
 - o Balance <<< %>>> to be paid on successful delivery of Product and services as defined in the contract.
- Any change in scope due to additional request will call for re-negotiations on the timelines and hence the project fees.
- The acceptance of any deliverables has to be within one week of submission. After the one week period the deliverables are deemed accepted.
- This proposal is valid for 30 days from the date of submission.
- The payment shall be due and payable within fifteen (15) days of the invoice date.
- The delivery of the work product shall be subject to normal force majeure conditions like act of Government (Domestic or foreign), act of God, war, lock outs etc and in such cases, the delivery shall be extended on a mutually agreeable basis

1.5. Service Terms & Conditions - Attachments

Final Word <<<VENDOR>>>

<<<VENDOR RELATED >>>

Appendix – About <<<VENDOR>>>

Supporting Documents <<<VENDOR>>>