**<Client Name>:**

**Techno Commercial proposal**

**Month yyyy**

**Copyright Information**

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# Executive Summary

## About <company (Vendor)>

## About <Client>

# Why <Vendor>?

## Key differentiators & values

# Scope of the engagement

## In-Scope

## Out of Scope

## Key Assumptions

# Proposed Solution

## Business Architecture

## Technology Solution Architecture

## Deployment Architecture

## Continuous Integration & Delivery

## Hardware Requirements

## Software Requirements

# Indicative Project Plan

## Effort Estimations

## Project Schedule / Milestones & Deliverables

## Proposed Staff / Resource Allocation

# Project Governance & Communication

## Indicative Communication Plan

## Escalation Plan

## Performance Review

## Project Management Plan

## Risk Management

## Issue Management

## Quality Management

## Acceptance Management

## Change Management

# Maintenance & Support

## Support Workflow

## Service Levels

## Working hours & shift plan

## Work/Change request workflow

## Work request Prioritization

## Salient features of <Vendor’s> approach

# Proposed Engagement Team

## Sample Team profiles

Refer Annexure

# Glossary

# Annexure A: Pricing

Could be a separate document

# Annexure B: Audited & Financial Results

As applicable.

# Annexure C: <Certifications if any>

ISO 27001 : 2013

SEI CMMIi Level 5

Etc.

Etc.

# Annexure D: Press Releases

# Annexure E: Case Studies

# Annexure F: Weekly Status Report

# Annexure G: Monthly Steering Committee Report

# Annexure H : Change Request Form

# Contact Details:

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