

Reference No. QCI/PPID/0621/38

**Request for Proposal for
Supply and Installation of Enterprise Anti-Virus Software
License**



**Quality Council of India (QCI),
Institution of Engineers Building,
2nd Floor, 2, Bahadur Shah Zafar Marg,
New Delhi-110002**

Tender Notice

Quality Council of India invites proposals for **“Supply and Installation of Enterprise Anti-Virus Software License”**

1. The content of this RFP enlists the requirements of the Quality Council of India and. It includes the Bidding Terms which details out all that may be needed by the potential bidders to understand the financial terms and bidding process and explain the contractual terms that Quality Council of India Division wish to specify at this stage.
2. After the submission of the Technical and Financial proposals according to the instructions provided in the sections below, the bids will be evaluated through a two-stage process.
3. The Documents to be submitted:

Form 1	Covering letter with the Proposal in response to RFP Notice
Form 2	Relevant Project Experience
Form 3	Details of responding organization

4. The Technical Bid may be submitted at the following address on or before June 14, 2021 by 12 pm via email at: procurement@qcin.org

Tender Summary

#	Item	Details
1	Project Scope	Supply and Installation of Enterprise Anti-Virus Software License
2	Time for Completion	6 Weeks
3	Payment	Payment shall be made within 15 days of submission of proper invoice, post-delivery, successful installation demonstration and training of the software product.
4	Earnest Money Deposit	N/A
5	Last Date of Submission of Bid	June 14, 2021

1. About Quality Council of India (QCI)

The Quality Council of India (QCI) is a pioneering experiment of the Government of India in setting up organizations in partnership with the Indian industry. The mandate of QCI is to lead nationwide quality movement in India by involving all stakeholders for emphasis on adherence to quality standards in all spheres of activities primarily for promoting and protecting interests of the nation and its citizens. To achieve this, QCI is playing a pivotal role in propagating, adoption and adherence to quality standards in all important spheres of activities including education, healthcare, environment protection, governance, social sectors, infrastructure sector and such other areas of organized activities that have significant bearing in improving the quality of life and well-being of the citizens of India.

2. Scope of Work and Deliverables for the Vendor

2.1. Purpose

The purpose of this RFP is to invite bids from vendors for procurement, installation, integration, update and support for Endpoint Protection of Malware/Virus, Server Security, Endpoint Data Loss Prevention (DLP) and Endpoint Encryption for Three year as per Scope of work and Technical Specifications given in this document.

2.2. Scope of Work

Basic Information	Requirements
Software Type (End Point Protection Software/ Appliances)	Yes
Component of End Point Protection Software/Appliance offered in the scope of supply (Policy Management, Centralized Management, Updates and Upgradation Management, Advanced Endpoint Protection,	Policy Management, Centralized Management, Updates and Upgradation Management, Advanced Endpoint Protection, Device Control, Data Loss Protection, Mobile and Virtual Environment

Device Control, Data Loss Protection, Mobile and Virtual Environment)	
SCOPE OF LICENCE	
Types of Licence	Subscription (Cloud)
Duration of Subscription (in Years)	3 Years
Number of Users	500
OEM Licensing policy	Per Device
Licence Delivery Mode	Electronic Licence
Scope of Installation	Installation, Integration, Configuration, End to End Workflow Implementation, User Acceptance Testing of offered modules
Deployment option	OEM Cloud
The offered product must have support from OEM for	Installation, Integration, Configuration, Updates for Patches and Bug fixes within support period, Upgradation of version within support period
Training Options	On-Site, Virtual, Training Material
Notification, Reporting and Logging	Must provide email notification for various critical events such as virus outbreak, ransomware incidents, license getting expired etc, capability to generate a graphical as well as tabular reports, capability to export reports in CSV format, capability to log all activities of management server.
Policy Management Features	Device and Group based policy
Firewall	Must provide the flexibility to create firewall rules to filter connections by IP address, port number, or protocol, and then apply the rules to different groups of users, capability to examine and control all incoming and outgoing traffic per configured settings for ports, source, or origin or destination address, capability to monitor Wi-Fi Networks and send alerts when a client connects to unsecured Wi-Fi Network, provision to Allow/Disallow applications.

<p>Centralized Management Features</p>	<p>Defining and Managing Configuration, Policy Editing, Scalability, Exception Management, Application Control, Automatic Client Updates, Live Security Alerts, Mass Updates, Remote Software Installation and Updates, Reporting, Cloud-Assisted Security Network, able to block applications based on application categories. E.g., Download Managers, File sharing applications, Games, etc. as well as using applicable name, ability to add custom applications to the blocked application list.</p>
<p>Updates and Upgradation Features</p>	<p>Deploy, manage, and update agents and policies from one management platform, Automatic updates, DAT files rollback in case of issues with new DATs</p>
<p>Advanced Endpoint Protection Features</p>	<p>Blended Threats/Malware Protection, (HIPS)/Behavioural Analytics, HTTP Malware Detection, HTTPS Malware Detection, Automated Malware and Threat Removal, Web Filtering, Suspicious email attachments scanning, Enhanced remediation capabilities, Global Threat Intelligence with Reputation Source configuration capability, Advanced Protection against fileless attack methods, Data backup / Data recovery / Roll Back, Memory Protection, Advance machine learning and AI based next generation End point security, Anti-virus feature, Anti-malware feature, Antiransomware, Personal Firewall, Web Control / URL filtering, Signature based Protection, Browser protection, Anti-Theft Protection(DLP), capability to detect malware by behavioural detection techniques, identify source of infection i.e. from where the infection has originated in the network, Ordinary Users should not be able to modify AV settings except for those in special groups as deemed necessary by the Administrators, capability to scan and disinfect infections from mobile phones, terminate virus program threads in memory, repair registry, remove any malicious OS processes created by trojans, capability to exclude file types/extensions and folders from real-time scanning</p>

Device Control Features	Multiple Device Support, USB Device Access Control and Monitoring, Workstations, Offline Support and Forensics, Device Authentication Capability, control and regulate the use of printers, scanners, web cameras, network shares, PCMCIA devices, MTD/SCSI Card reader devices etc., capability to regulate the use of Wi-Fi and Bluetooth connections, exclude any particular device from device control policies & devices based on model name, capability to encrypt USB Pen Drive contents and make it accessible only on endpoints where EPS client is installed, capability to allow access of USB Pen drives temporarily to some authorized users using OTP, scan files at archive level up to 16, define scan priority such as High, Normal or Low, provision to send Email Notification with list of unprotected systems in the network.
Data Loss Protection Features	Yes
Mobile and Virtual Environment Features	Mobile Security to detect mobile threats and prevent against zero-day attacks, Virtualized Environments, Highlight privacy risks, Actionable mobile threat intelligence,
Backend Web browsers required by the offered product (Internet Explorer, Google Chrome, Mozilla Firefox, Safari, Opera)	Internet Explorer 10 or 11, Google Chrome 62, 63, 64 or 65, Mozilla Firefox 56, 57, 58, 59, 62, 64 or 65
Web Security and Web Filtering	Must have the capability to block user access to websites based on their categories e.g Social Networking, News, etc. as well as malicious and phishing websites from configured endpoints, must have provision to exclude certain websites or entire domains, must support sandbox browsing for safe and secure browsing, must have the capability to schedule internet access time, must have the capability exclude certain internal URLs from the internet restriction hours.
Backend Operating System required by the offered product (windows 32 & 64 bit)	Microsoft Windows XP SP3 (32-bit)
	Microsoft Windows Vista Home Basic/ Premium / Business / Enterprise / Ultimate (32-bit/64-bit)
	Microsoft Windows 2008 Server R2 Web / Standard / Enterprise / Datacentre (64-bit)
	Microsoft Windows 2008 Server Web / Standard / Enterprise (32-bit/64-bit) / Datacentre (64-bit)
	Microsoft Windows 7 Home Basic/ Premium / Professional / Enterprise / Ultimate (32-bit/64-bit)
	Microsoft Windows SBS 2011 Standard / Essentials

	Microsoft Windows Server 2012 R2 Standard / Datacentre (64-bit)
	Microsoft Windows Server 2012 Standard / Essentials / Foundation / Storage Server / Datacentre (64-bit)
	Microsoft Windows 8 Professional / Enterprise (32-bit/64-bit)
	Microsoft Windows 8.1 Professional / Enterprise (32-bit/64-bit)
	Microsoft Windows 10 Home / Pro / Enterprise / Education (32-Bit / 64 -Bit)
	Microsoft Windows Server 2016
	Microsoft Windows Server 2019 (64 bit)
	Microsoft Windows 10 November 2019 update
Backend Operating System required by the offered product (MAC)	Mac OS X 10.9, 10.10, 10.11, 10.12, 10.13, 10.14, 10.15, Catalina & Big Sur
Backend Operating System required by the offered product (LINUX)	BOSS 6
	Fedora 14, 18, 19, 20, 21, 22, 23, 24, 25
	openSUSE 11.4, 12.2, 12.3, 13.2, 42.2
	Linux Mint 13, 14, 15, 16, 17.3, 18
	Ubuntu 10.10, 11.4, 12.04 LTS, 12.04.3 LTS, 13.04, 13.10, 14.04, 14.10, 15.04, 16.04 LTS, 16.10
	CentOS 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9
	RHEL 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9
	SUSE Linux 11.00, 12.00, 12.2
Amazon Linux 2	
Technical Support	Deployment Support directly from OEM
	Physical presence of Technical support team across India
	Technical Support directly from OEM

2.3. Deliverables and Timelines

The following time schedule for completion of the activities from the date of placement of orders should be strictly adhered to. Delay in delivery and installation may invite penalties for the vendors.

1	Delivery	≤ 4 Weeks
2	Installation and Operationalization	≤ 4-6 Weeks

A weekly status report of work is required to be sent to QCI in a mutually agreed format.

3. Terms of Engagement

3.1. Pre-Qualification Criteria

S.No	Basic Requirements	Specific Requirements	Documents Required
a.	Legal Entity	The bidder should be a legal entity registered anywhere in India	- Copy of valid Registration Certificates - Copy of Certificates of incorporation
b.	Turnover	Average Annual Turnover of the Bidder during the last Three financial years, i.e., FY 2017-18, FY 2018-19, 2019-20 (as per the last published audited balance sheets), should be more than Rs. 10 Lac	Audited Annual Reports OR Balance Sheets or CA Certificate with CA's Registration Number/ Seal
c.	OEM Authorization (MAF Manufacturer Authorization Form)	The Bidder/System Integrator should be the authorized representative / partner of the OEM.	Copy of Authorization Certificate
d.	Technical Capability & Experience	The bidder must have experience of providing similar services in Ministries/ Departments/ Organisations	Work Order / Work Completion Certificates from the client
e.	Tax Registration	The company shall hold valid GST and PAN certifications.	Copies of relevant certificates of registration
f.	Blacklisting	The bidder shall not have been blacklisted by any central or state government agency, PSU etc	Undertaking in this regard to be submitted.

4. Bid Evaluation and Selection Process

Overall evaluation of the bids will be done in two stages namely Pre-qualification and Financial evaluation.

4.1. Proposal Submission Guidelines

Submission of proposal through online mode: Interested parties may send copies of technical and financial proposal (password protected) in a PDF format to procurement@qcin.org cc accounts@qcin.org and kanika.sethi@qcin.org latest by June 14, 2021, 12 PM.

4.1.1 Technical Proposal

The Technical Proposal (**one soft copy**) shall be submitted via email at procurement@qcin.org cc accounts@qcin.org and kanika.sethi@qcin.org. It should include all the documents mentioned in the pre-qualification criteria.

4.1.2 Financial Proposal

The Proposal should be signed by the authorized signatory and submitted in a password protected format, only as a softcopy, separate from the Technical proposal. The Proposal must adhere to the following guidelines:

- a. The Vendors should submit the proposal as per the format in Annexure-1.
- b. A single, all-inclusive price quote.
- c. This overall price quote would also include fees against professional services.
- d. Taxes would be additional and as per actual

4.2. General Terms and Conditions

The Vendor for this engagement would be selected through a competitive bid process, the details of which are provided below:

1. Companies wishing to bid for this engagement should respond to QCI (contact information in the previous section) with a proposal and required supporting documentation (indicated below). The proposal would contain 2 parts:
 - a. Technical Proposal
 - b. Financial Proposal
2. The contract will be awarded to the Vendor whose proposal conforms to the terms of the RFP and is, in the opinion of QCI, the most advantageous and represents the best value of the assignment, price and other factors considered. QCI reserves the right to negotiate with the most competitive Vendor if required.
3. Companies wishing to bid for this engagement must submit MAF Manufacturer Authorization Form.
4. No marketing literature pertaining to the vendor/vendor is to be enclosed along with the proposal. If enclosed, it will be treated as a factor of disqualification. However, the statutory documentation related to the company incorporation, pan card, directors, etc should be submitted as part of Technical bid.
5. The Financial and Technical Proposals should be submitted separately. There should not be any information in the Technical Proposal.
6. The Technical and Financial proposals should be submitted in the given format and signed by authorized signatory.
7. The instructions and other details pertaining to the Bid submission and the evaluation process are provided below.
8. **Presentation:** As a part of Evaluation of proposals submitted by the applicants, QCI reserves the right to seek further information or a presentation from the Organizations for evaluation purposes. QCI may call for such information/presentation at a short notice.

9. **Rescinding of Work Order:** The license will be for three years, which can be extended as per the needs and the satisfactory performance of the vendor. The work order issued by QCI to vendor for the above scope can be withdrawn at any time by giving a notice period of 3-4 days if a vendor fails to perform/execute work as per the requirements specified in this document after two warnings.
10. **Ethics:** QCI expect shortlisted bidder(s) to show highest ethical standards during the course of the assignment. If any complaints/information regarding any incident of malpractices (bribery, seeking monetary or non-monetary favor/gifts) is brought to the notice, the shortlisted bidder(s) shall take the necessary action (to the extent of expulsion/removal) as per its organization rules and laws applicable at that time. QCI is absolved of any liability/claim arising out of any such above situations.
11. **Amendments:** At any time prior to the last date for receipt of proposal, QCI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective vendor, modify the RFP document by an amendment. In order to provide vendors a reasonable time in which to take the amendment into account in preparing their proposals, QCI may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFP. The same shall be informed to the vendors.
12. **Subcontracting:** There must no further subcontracting without prior written consent of QCI.
13. **Confidentiality: Maintenance of Confidentiality:** The bidder(s) must not divulge any confidential information and assure that reasonable steps are taken to provide for the safe custody of any and confidential information in its possession and to prevent unauthorized access thereto or use thereof. The shortlisted bidder(s) must not, without the prior written consent of QCI, disclose any confidential information of QCI or any government department or relating to any ministry or any other party. In giving written consent to the disclosure of confidential information, QCI may impose such conditions as it thinks fit, and the bidder must comply with these conditions. Confidentiality clause shall survive for a longer period of one year after the termination of contract or contract expiry period.
14. **Payment Milestones:** Payment shall be made within 15 days of submission of proper invoice, post-delivery, successful installation demonstration and training of the software product.
15. QCI reserves the right to accept or reject any bid, to annul the entire bid process or reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Vendor(s) or any obligation to inform the affected Vendor(s) the grounds for such decision. QCI also reserves the right to negotiate with the successful Vendor if necessary.
16. The selected vendor will be fully and completely responsible to the QCI for all the deliverables
17. The QCI requires that the Vendors should provide professional, objective, and impartial advice and at all times hold the QCI's interest's paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work
18. In case any of the proposed resources are found to be not performing or not meeting the expectations, the vendor shall find a replacement for the resource
19. QCI will evaluate the replacement profile and indicate the acceptance / rejection of the profile. QCI may seek a personal interview of the person being proposed.

20. The QCI reserves the right to terminate the contract by giving a notice of one month if the performance of the vendor is not found satisfactory. The vendor shall be given a period of fifteen days to cure the breach or fulfil the contractual obligations
21. Failing which the QCI shall notify the vendor /identified Vendor in writing of this exercise, and of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the Vendor/ identified Vendor is in default. The compensation will be limited to the scope of the Deliverable
22. The vendor to be selected through this bid/tender process will provide deliverables as indicated in this document and as agreed upon in writing. The Vendor should note that as a part of the requirement for this assignment the Vendor will share with the QCI all intermediate documents, drafts, reports and any other item related to this assignment. No work products, methodology or any other methods used should be deemed as proprietary and non-shareable with QCI by the Vendor.
23. The Vendor to be selected through this bid process will provide deliverables as indicated in this document. The Vendor should note that as a part of requirement for this assignment, the Vendor will share with QCI all intermediate documents, drafts, reports, surveys and any other item related to this assignment. No work products, methodology or any other methods used by the Vendor should be deemed as proprietary and non-shareable with QCI by the Vendor.
24. The contract will be awarded to the Vendor whose proposal conforms to this RFP and is, in the opinion of QCI, the most advantageous and represents the best value to the assignment, price and other factors considered.
25. No part of this document including the Annexure can be reproduced in any form or by any means, disclosed or distributed to any person without the prior consent of QCI, except to the extent required for submitting the bid and no more. The information contained in this document is only disclosed for the purposes of enabling potential Vendors to submit a proposal to QCI. This document should not therefore be used for any other purpose. This document contains proprietary information furnished for evaluation purposes only; except with the written permission of the QCI, such information may not be published, disclosed, or used for any other purpose. The bidding firms acknowledge and agree that this document and all portions thereof, including, but not limited to, any copyright, trade secret and other intellectual property rights relating thereto, are and at all times shall remain the sole property of QCI. The title and full ownership rights in the information contained herein and all portions thereof are reserved to and at all times shall remain with QCI. Vendors must agree to take utmost care in protecting the proprietary and confidential nature of the information contained herein.
26. QCI, by issuance of this RFP does not necessarily indicate or imply that the project will be commenced. The Vendor will absolve QCI of all responsibilities if the project does not start within a stipulated timeframe. QCI reserves the right to withdraw this assignment any time without prior consultation or intimation to the Vendors.
27. The interested Vendors shall furnish an affirmative statement as to the existence of, absence of, or potential for conflict of interest on the part of the Vendor or any prospective subcontractor due to prior, current, or proposed contracts, engagements, or affiliations with QCI. Additionally, such disclosure shall address any and all potential elements (time frame for service delivery, resource, financial

or other) that would adversely impact the ability of the Vendor to complete the requirements as given in the RFP.

28. The Vendor shall not make any alteration / changes in the bid after the closing time and date. Unsolicited correspondence from the Vendor will not be considered.
29. If at any stage of the tendering process or during the currency of the agreement any suppression / misrepresentation of such information is brought to the knowledge of QCI, QCI shall have right to reject the bid or terminate the agreement, as the case may be, without any compensation to the Vendor.
30. The Vendor shall be deemed to have complied with all clauses in this RFP. Evaluation shall be carried out on the available information in the bid
31. The firms / agencies submitting their proposals would be responsible for all of its expenses, costs and risks incurred towards preparation and submission of their proposals, attending any pre-proposal meeting and visiting the site or any other location in connection therewith. QCI shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.
32. The proposals submitted by the firms/agencies shall remain valid for a period of two months after the closing date (deadline) for submission of proposals prescribed in this document.
33. During evaluation, QCI may, at its discretion, ask the respondents for clarifications on their proposals. The firms/agencies are required to respond within the time frame prescribed by QCI.
34. At any time prior to deadline for submission of proposals, QCI may for any reason, modify the RFP document. The prospective respondents having received the RFP document shall be notified of the amendments through email and such amendments shall be binding on them.
35. QCI may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:
 - a. Submitted the proposal after the response deadline
 - b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
 - c. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years
 - d. Submitted a proposal that is not accompanied by required documentation or is non-responsive, failed to provide clarifications related thereto, when sought
 - e. Submitted more than one proposal
 - f. Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.

For any queries, you may please contact the below-mentioned persons:

For technical queries: Mr. Gurpreet Singh

Email id: gurpreet@qcin.org

For any other queries: Ms. Kanika Sethi

Email id: kanika.sethi@qcin.org

Form 1: Covering letter with the Proposal in response to RFP Notice

(To be submitted on the Letterhead of the responding firm)

{Place}

{Date}

To,

Deputy Director (Accounts),
Quality Council of India,
Institution of Engineers Building,
2nd Floor, 2, Bahadur Shah Zafar Marg,
New Delhi-110002

Subject: Submission of proposal in response to the RFP for “**Supply and Installation of Enterprise Anti-Virus Software License**”.

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP dated 04/06/2021 for **Supply and Installation of Enterprise Anti-Virus Software License Assessment** in full conformity with the said RFP document.
2. We attach our technical response and our quotation, the technical response and the response in a separate PDF as required by the RFP both of which together constitutes our proposal, in full conformity with the said RFP.
3. We undertake, if our proposal is accepted, to adhere to assign a team dedicate to this project.
4. We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
5. We undertake, if our proposal is accepted, to adhere to the scope of engagement or such modified plan as may subsequently be mutually agreed between us and QCI or its appointed representatives.
6. We agree to unconditionally accept all the terms and conditions set out in the RFP document and also agree to abide by this bid response for a maximum period of TWO MONTHS from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a

formal contract is prepared and executed, this bid response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and QCI.

7. We affirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to through this proposal is true, accurate, and complete.
8. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the QCI as to any material fact. We agree that QCI is not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2021

(Signature) (In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of Vendor

Form 2: Relevant Project Experience

S. No.	Name of the Project/Engagement	Client name	Duration (Period)	Value

Form 3: Details of responding organization

S. No.	Particulars	Details to be furnished	
1.	Details of responding Company		
	Name:		
	Address:		
	Telephone:	Fax:	
	E-mail:	-	Website:
2.	Information about responding Company		
	Status of Company (Public Ltd. / Pvt. Ltd etc.)		
	Details of Registration (Ref e.g. ROC Ref #)	Date:	
		Ref #	
	Details of Service Tax Registration	Date	
		Ref #	
2.	Current Year Turnover (Rs. Lacs)		
3.	Company Profile (Operations in India)		
3.1	Average turnover from Indian Operations from related services in last three years	(Turnover in Rs. Lacs)	
3.2	Full-time professional staff engaged in related services	(Number of Staff)	
3.3	Extent of operations in India (national spread) i.e. number of offices in India (client specific / project specific offices should not be taken into account)	(Number of Offices in different cities/towns and their address)	

4.	Company Experience		
4.1	Experience of working on projects in India/Outside India		(Number of Projects and their brief description)
4.2	Experience of working on similar Specifications		(Number of Projects and their brief description)
5	Authorization Certification (s)		Provide a copy

Annexure 1: Bid format

(To be submitted by the Vendor as per the format given below in a password protected pdf)

Description (OEM Brand)	License Quantity	Unit price	Total cost*
Antivirus / Endpoint Solution	500		

*exclusive of taxes

Please note the following in preparing your bid:

Dated this [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this proposal for and on behalf of [Name of Vendor]

Name of Firm:

Address: