AI · SOFTWARE · DIGITAL EXPERIENCES

EDITABLE TEMPLATE / NOT A QUOTATION

Project proposal

[PROJECT_NAME]

Prepared for [CLIENT_NAME] / Reference [PROPOSAL_REFERENCE] / [PROPOSAL_DATE]



November 2026 / Build smarter. Move faster.

01 / PROPOSAL PARTICULARS

A shared starting point.

Prepared for

[CLIENT_LEGAL_NAME]
[CLIENT_NAME], [CLIENT_ROLE]
[CLIENT_ADDRESS], [CLIENT_COUNTRY]
[CLIENT_EMAIL] / [CLIENT_PHONE]

Prepared by

NB Infotechs
[SUPPLIER_LEGAL_NAME_AND_ADDRESS]
[SUPPLIER_TAX_ID_IF_APPLICABLE]
[PROPOSAL_OWNER] / [PROPOSAL_OWNER_EMAIL]

Document control

Project: [PROJECT_NAME]
Reference: [PROPOSAL_REFERENCE]
Issue date: [PROPOSAL_DATE]
Version: [VERSION]
Valid until: [VALID_UNTIL]
Pricing currency: [CURRENCY_CODE]
Proposed start: [START_DATE], subject to signed agreement and prerequisites.

Before issuing this proposal

Complete every bracketed field, remove options that do not apply and obtain authorised commercial and legal review. This reusable template is not a binding offer, an invoice or legal advice. A completed proposal becomes effective only as stated in the signed agreement.

> Build smarter. Move faster. Start with a scope both teams can accept.

02 / CONTEXT & DIRECTION

The business need. The proposed response.

Executive summary

NB Infotechs proposes [SOLUTION_SUMMARY] for [CLIENT_NAME] to address [BUSINESS_PROBLEM]. The initial release focuses on [PRIORITY_OUTCOME] for [PRIMARY_USERS]. The proposed investment is [CURRENCY_CODE] [PROJECT_COST], with an estimated duration of [TIMELINE], subject to the dependencies and exclusions in this proposal.

Understanding of requirements

- Business context: [BUSINESS_CONTEXT].
- Current process and pain points: [CURRENT_PROCESS_AND_CONSTRAINTS].
- User groups and decision-makers: [USER_ROLES_AND_SPONSOR].
- Required integrations and existing systems: [SYSTEMS_AND_DATA].
- Security, privacy, accessibility and regional requirements: [REQUIREMENTS].
- Success criteria and how they will be assessed: [MEASURABLE_ACCEPTANCE_CRITERIA].

Proposed solution

[DESCRIBE_THE_SOLUTION_AND_USER_JOURNEYS]
[EXPLAIN_HOW_IT_ADDRESSES_EACH_PRIORITY_PROBLEM]
[DESCRIBE_HUMAN_REVIEW_AND_AI_LIMITATIONS_IF_APPLICABLE]

Open questions

[UNRESOLVED_REQUIREMENTS_AND_OWNER]
Items affecting effort, cost or architecture must be resolved before the relevant milestone is committed.

03 / SCOPE & FUNCTIONALITY

Define what is included.

Project scope

Included releases/modules: [IN_SCOPE_MODULES]
Platforms and supported versions: [PLATFORMS_AND_VERSIONS]
Languages and regions: [LANGUAGES_AND_REGIONS]
Data migration volume and source quality: [MIGRATION_SCOPE]
Explicitly excluded work: [OUT_OF_SCOPE_ITEMS]

Features and functionality

Feature / role	Included behaviour	Acceptance evidence
[FEATURE_1 / USER_ROLE]	[BEHAVIOUR_AND_BOUNDARY]	[TESTABLE_CRITERION]
[FEATURE_2 / USER_ROLE]	[BEHAVIOUR_AND_BOUNDARY]	[TESTABLE_CRITERION]
[FEATURE_3 / USER_ROLE]	[BEHAVIOUR_AND_BOUNDARY]	[TESTABLE_CRITERION]

Technology stack

Layer	Proposed choice	Reason / dependency
Interface	[FRONTEND_OR_MOBILE_STACK]	[RATIONALE]
Services & data	[BACKEND_AND_DATABASE]	[RATIONALE]
Hosting & integrations	[HOST_AND_PROVIDERS]	[LICENCES_AND_ACCESS]

Scope control

Features not expressly listed are excluded. New requests are documented with their fee and schedule impact in [CHANGE_REQUEST_PROCESS] and begin only after written approval by [AUTHORISED_APPROVERS].

04 / DELIVERABLES & SCHEDULE

Make progress visible.

Project deliverables

- Discovery and requirements baseline: [DOCUMENTS].
- Design: [SCREEN_LIST_AND_PROTOTYPE_FORMAT].
- Implementation: [REPOSITORY_BUILDS_AND_ENVIRONMENTS].
- Testing: [TEST_SCOPE_AND_ACCEPTANCE_REPORT].
- Release: [DEPLOYMENT_OR_STORE_SUBMISSION_SCOPE].
- Handover: [DOCUMENTATION_TRAINING_AND_ACCESS_TRANSFER].

Development milestones & estimated timeline

Milestone	Estimated window	Review / acceptance gate
Discovery	[WEEK_OR_DATE]	[REQUIREMENTS_SIGN_OFF]
Design	[WEEK_OR_DATE]	[DESIGN_SIGN_OFF]
Build increments	[WEEK_OR_DATE]	[DEMO_AND_FEATURE_CHECKS]
Validation / UAT	[WEEK_OR_DATE]	[CLIENT_UAT_ACCEPTANCE]
Launch / handover	[WEEK_OR_DATE]	[RELEASE_AUTHORISATION]

Schedule basis

Estimated total duration: [TIMELINE]. Earliest proposed start: [START_DATE]. Dates depend on [CLIENT_INPUTS], [THIRD_PARTY_APPROVALS] and [RESOURCE_CONFIRMATION]. Feedback is due within [REVIEW_WINDOW] business days, using [BUSINESS_CALENDAR_AND_TIME_ZONE]. Any dependency delay is assessed and the revised schedule agreed in writing.

05 / COMMERCIAL PROPOSAL

A transparent investment.

Pricing breakdown

Item	Basis / quantity	Amount [CURRENCY_CODE]
Discovery & planning	[BASIS]	[AMOUNT]
UX / UI design	[BASIS]	[AMOUNT]
Development & integrations	[BASIS]	[AMOUNT]
Testing & release	[BASIS]	[AMOUNT]
Subtotal		[SUBTOTAL]
Applicable taxes	[TAX_TYPE_AND_RATE_OR_NOT_APPLICABLE]	[TAX_AMOUNT]
Total project cost		[PROJECT_COST]

05 / PAYMENT ARRANGEMENTS

Agree how the work is funded.

Payment terms

Trigger	Amount or percentage	Payment due
[SIGNED_AGREEMENT / KICKOFF]	[AMOUNT_OR_PERCENTAGE]	[DUE_DATE_OR_DAYS]
[MILESTONE_ACCEPTANCE]	[AMOUNT_OR_PERCENTAGE]	[DUE_DATE_OR_DAYS]
[FINAL_ACCEPTANCE / HANDOVER]	[AMOUNT_OR_PERCENTAGE]	[DUE_DATE_OR_DAYS]

Currency, taxes & transfer costs

All amounts are in [CURRENCY_CODE: INR / USD / OTHER]. Confirm GST or other applicable taxes, place-of-supply treatment, withholding obligations and required documentation with qualified advisers. Do not assume tax exemption for international services. State who bears bank, payment-provider and exchange charges: [CHARGE_ALLOCATION]. Payment method: [APPROVED_PAYMENT_METHOD]; invoice due period: [DAYS].

Recurring and third-party costs

[HOSTING_LICENCES_AI_USAGE_TELEPHONY_STORE_FEES]
These are [INCLUDED_WITH_LIMITS / EXCLUDED_AND_CLIENT_PAID]. Maintenance fees, if any: [MAINTENANCE_FEE_AND_PERIOD]. Payment milestones must sum to the agreed total. No bank details are supplied in this blank template.

06 / SHARED RESPONSIBILITIES

Remove ambiguity before it becomes rework.

Client responsibilities

- Appoint [CLIENT_PROJECT_OWNER] with authority to consolidate feedback and approve milestones.
- Provide approved content, brand assets and evidence of rights to use supplied material.
- Provide access through secure channels; never insert passwords or production secrets into this proposal.
- Supply lawful, appropriately minimised test data and confirm processing permissions.
- Arrange third-party accounts, licences, store accounts and internal approvals assigned to the client.
- Complete UAT and provide consolidated feedback within [REVIEW_WINDOW].

Assumptions

[ASSUMED_USER_COUNTS_AND_DATA_VOLUMES]
[ASSUMED_API_AVAILABILITY_AND_ENVIRONMENTS]
[CONTENT_AND_TRANSLATION_READINESS]
[PERFORMANCE_ACCESSIBILITY_AND_SECURITY_TARGETS]
Any material change is assessed through the agreed change-control process.

Exclusions

[EXCLUDED_FEATURES_AND_INTEGRATIONS]
[UNSCOPED_DATA_CLEANUP_OR_MIGRATION]
[UNSCOPED_CERTIFICATIONS_LEGAL_REVIEW_AND_PENETRATION_TESTING]
[UNSCOPED_CONTENT_CREATION_MARKETING_AND_ONGOING_OPERATIONS]
Third-party approvals and business outcomes are not guaranteed.

Revision policy

Included design review rounds: [NUMBER_AND_SCOPE]. A round means one consolidated feedback set against the agreed brief. Corrections of defects against accepted scope are not discretionary design revisions. New direction, new features and additional rounds follow [CHANGE_REQUEST_PROCESS], with fees approved before work.

07 / ACCEPTANCE & AFTERCARE

Plan the launch and the life after it.

Validation and acceptance

NB Infotechs submits [DELIVERABLE] with agreed test evidence. The client reviews within [UAT_REVIEW_WINDOW] and reports reproducible non-conformities against the stated acceptance criteria. The parties record resolution and explicit written acceptance through [ACCEPTANCE_METHOD]. Silence does not imply acceptance unless a separately reviewed agreement expressly provides otherwise.

Maintenance and support

Included defect-correction period: [PERIOD_AND_START_EVENT]. Covered defects: reproducible deviations from accepted scope. Exclusions: [EXCLUSIONS]. Ongoing maintenance is [SEPARATE_AGREEMENT / INCLUDED_SCOPE]. Support channel: [CHANNEL]. Support hours and time zone: [HOURS_AND_TIME_ZONE]. Severity levels and response targets: [SLA_OR_NO_SLA]. Response targets are not resolution guarantees.

Release responsibilities

Hosting owner: [OWNER]. Backups and restore tests: [OWNER_AND_CADENCE]. Monitoring: [OWNER_AND_SCOPE]. Domain and certificates: [OWNER]. App-store submission: [OWNER]. Production release authorisation and rollback decision: [APPROVER]. Post-handover access revocation: [PROCESS].

AI-specific operating boundaries, if applicable

[APPROVED_DATA_AND_PROVIDER]
[RETENTION_AND_RESIDENCY]
[EVALUATION_CASES_AND_ACCEPTANCE_THRESHOLD]
[HUMAN_APPROVAL_AND_ESCALATION_RULES]
[MODEL_USAGE_BUDGET_AND_MONITORING_OWNER]
Remove this section if AI is not in scope.

08 / AGREEMENT TERMS

Agree the essentials in writing.

Terms and conditions

- Contracting parties and precedence: [LEGAL_ENTITIES_AND_ORDER_OF_DOCUMENTS].
- Confidentiality and permitted disclosures: [CONFIDENTIALITY_TERMS].
- Data processing, access, retention and deletion: [DATA_TERMS_AND_DPA_IF_REQUIRED].
- Intellectual property: [OWNERSHIP_LICENCE_AND_TRANSFER_TRIGGER]. Identify pre-existing tools and open-source or third-party licences separately.
- Warranties and remedies: [AGREED_WARRANTIES_AND_REMEDIES].
- Liability, exclusions and any cap: [LEGALLY_REVIEWED_LIABILITY_TERMS].
- Suspension, cancellation, termination, fees earned and handover: [TERMINATION_TERMS].
- Disputes, governing law and jurisdiction: [AGREED_LAW_AND_DISPUTE_PROCESS].
- Unavoidable events, notices and subcontracting: [AGREED_TERMS].
- Publicity and portfolio use: [EXPLICIT_CLIENT_PERMISSION_REQUIREMENTS].

Applicable law and international work

The parties must agree the governing law, enforceable dispute process, tax treatment, cross-border data requirements and payment arrangements. Neither Indian nor international terms are assumed merely from the client address. Obtain appropriate legal and tax review before signature.

Validity and commencement

This proposal is valid until [VALID_UNTIL]. Work begins after [SIGNED_AGREEMENT], [INITIAL_PAYMENT_IF_APPLICABLE] and [REQUIRED_INPUTS] are received and the start date is confirmed in writing.

09 / ACCEPTANCE

Ready to build together.

By signing the completed proposal and referenced agreement, the authorised representatives confirm the agreed scope, commercial terms and responsibilities.

Agreement reference

Project: [PROJECT_NAME]
Proposal reference / version: [PROPOSAL_REFERENCE] / [VERSION]
Agreed total and currency: [CURRENCY_CODE] [PROJECT_COST]
Referenced terms / statement of work: [AGREEMENT_REFERENCE]
Agreed start date and duration: [START_DATE] / [TIMELINE]

For the client

Legal entity: [CLIENT_LEGAL_NAME]
Authorised signatory: [NAME_AND_TITLE]
Signature: _____
Date: [SIGNATURE_DATE]
Place / signing method: [PLACE_OR_E_SIGNATURE_METHOD]

For NB Infotechs

Legal entity: [SUPPLIER_LEGAL_NAME]
Authorised signatory: [NAME_AND_TITLE]
Signature: _____
Date: [SIGNATURE_DATE]
Place / signing method: [PLACE_OR_E_SIGNATURE_METHOD]

Next step

Return the signed, fully completed proposal through [AGREED_SECURE_CHANNEL]. Both parties retain a copy. Do not send sensitive account credentials with the signed document.

NB Infotechs

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nbinfotechs.com ↗ Request a proposal ↗

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