



# FORE School Of Management

**Ref No.:** FSM/CC/RFP/Antivirus/2025-26/04

**Subject:** RFP for Supply of Symantec Antivirus

FORE School of Management (FSM), one of the premier Business Schools in India, intends to procure the Symantec Antivirus Endpoint Protection for 12 Months.

You are requested to submit your proposal/ quotation for supply of the following:

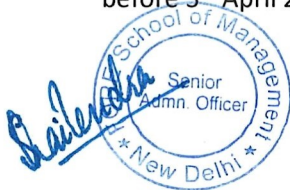
Sl. No.	Item Description	Qty. (No. of users/ License)
1	Symantec Antivirus Endpoint Protection for 12 Months	450

## 1. Scope of Work

- Successful bidder is fully responsible for installation, un-installation/reinstallation, configuration, maintenance & troubleshooting of Anti-Virus consoles & centralized update servers, PC & Laptop as per the architecture defined by FSM.
- The bidder shall provide support in trouble shooting of the signature updation and other related issues and assure the service if required. Minimum one site visit per month will be required to check the patch updated etc. on Servers and Clients.
- The updation of definitions should be automatic. All the PCs shall be configured to get automatic updates from the Central Anti-Virus Server / Central console with proper scheduling so as to avoid traffic congestion. The update mechanism should be configured in an efficient manner by fixing micro sizing and update frequency in such a way that it does not cause bandwidth issues.
- Antivirus software should support all flavors of Windows Operating Systems like WINDOWS SERVER 2003, 2008, 2012, 2016, WINDOWS 10, WINDOWS 11 and above, Mac OS and Linux etc. covering both Desktops and Server Class Machines.
- The vendor shall have skilled and experienced professional engineer for implementation & consultation. Adequate training should be provided to the personnel who are involved in the installation, implementation and support.

## 2. Bid Submission

- Submission Deadlines:** Interested bidders send to their offer in a closed envelop mentioning "Quotation for Symantec Antivirus End Point Protection" on the cover, by courier or drop it in the box kept with security guard of FORE School of Management latest by 05:00 p.m. on or before 3<sup>rd</sup> April 2026.



B-18, Qutab Institutional Area, New Delhi-110 016  
Phone No. +91-011-41242424

*Uday Kumar*



## FORE School Of Management

- a. **Submission Delivery Address:** The delivery address to be used for all submissions is

**Uday Kumar**  
Sr. Manager (Systems)  
FORE School of Management  
B-18, Qutab Institutional Area, New Delhi – 110016  
Phone No.: +91-11-41242445, Email: [uday@fsm.ac.in](mailto:uday@fsm.ac.in)

- b. **Submission Questions and Clarifications:** You may contact

**Uday Kumar**  
Call: +91-11-41242445 or Email to [uday@fsm.ac.in](mailto:uday@fsm.ac.in)

**Electronic Submission:** Electronic submission in response to this Request for Proposal will not be accepted. All submission must be on paper.

### 3. **Terms & Conditions**

- a. **Bidder Eligibility:**

- Bidders who are technically qualified and accept the terms & Conditions.
- The bidder should be premium business partner (BP) of OEM.
- The bidder must provide a letter of authorizing the business partner from the OEM. Without authorization letter from the OEM, the bids routed through the bidder would be disqualified.

- b. **Bidder Selection:**

- The bids will be evaluated for technical qualification.
- Among the technically qualified bids, the best price bid will be selected.

- c. **Purchase Order:** The Purchase Order has to be accepted by the bidder signing and returning an acknowledgement copy of it within 5 working days. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of this Purchase Order.



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d. **Payment Terms:**

- 100% payment will be made to the vendor on delivery, successful installation in all Servers, PCs & Laptops, demonstration and training of the software product.

4. **Delivery Installation & Commissioning**

- a. The software license should be delivered at Computer Center of FORE School of Management.
- b. Vendor should install the Symantec SEP antivirus on all Servers, PCs & Laptops within 15 days of acceptance of Purchase Order.

Issued by:



**Sr. Administrative Officer**

FORE School of Management  
B-18, Qutab Institutional Area,  
New Delhi – 110016

*Handwritten signature*