

ANNEXURE 8 - COMMERCIAL BID FORMAT

Price Schedule for the proposed Record Storage and Management Systems:

The Service Provider should quote prices as per following schedule.

S. No.	Name of Item	Approx. cartons (a)	Rate Rs. (b)	Per Unit (c)	Total cost Rs. (a)x(b)x(c)
1.	Initial fixed operational cost (per carton): Collection of non-current record from Head Office, Regional Offices or Branches, arranging, segregation, bar coding, data entry into the system, transportation to storage location, manpower cost including labour charges, packing charges and onetime cost of carton as per size and quality specified	100,000		1	
2.	Recurring cost (per carton per month): Recurring cost includes storage charges including all maintenance charges viz. electricity, security, telephone, stationery, manpower, pest control etc. as mentioned in RFP	100,000		36 months	
3.	Cost of retrieval (per carton) <ul style="list-style-type: none"> • Ordinary retrieval within 24 hours to be delivered to Branches/ Offices and recollecting as mentioned in RFP • Emergency retrieval within 4 hours to be delivered to Branches/ Offices and recollecting as mentioned in RFP 	1,000 500		1 1	
4.	Cost of retrieval (per file/ register/ vouchers) <ul style="list-style-type: none"> • Ordinary retrieval within 24 hours to be delivered to Branches/ Offices and recollecting as mentioned in RFP • Emergency retrieval within 4 hours to be delivered to Branches/ Offices and recollecting as mentioned in RFP 	1,000 500		1 1	
5.	Destruction of non current record (per file/ register/ vouchers) Including cost of transport, labour and all support to despatch the non current records to a chemical furnace or paper mill for burning or converting into pulp.	1,000		1	
	Total Cost in words _____ _____				(Total Cost) 1+2+3+4+5

NOTE

1. The storage cartons must be dust resistant with flaps or a lid forming a seal against airborne particles as per following specifications.
Carton design: 5 ply bottom minimum Size: 42 cms x 32.5 cms x 26 cms with corresponding 3ply top lid with tuck-in on the top on the width sides.
Board properties: Top minimum 180 GSM 24 BF paper and rest 140 GSM 20 BF.
2. Price quoted should be exclusive of GST
3. All the above quantities are only for calculation of L1 Service Provider(s) and actual quantity may vary depending upon Bank's actual requirement.

L1 shall be decided on the basis of TCO.

The above formula will be used only to decide L1 Service Provider. After award of the contract the actual payments will be made by the bank on prorata basis as per rates quoted by the Service Provider on unit basis.

Signature: _____

Name: _____

Designation: _____

Seal: _____