

## 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)	Total cost Rs. (a)x(b)
1.	<b>Initial fixed operational cost (per carton):</b> Collection of non-current record from Head Office, Regional Offices or Branches, arranging, segregation, bar coding, indexing, 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	10,000		
2.	<b>Recurring cost (per carton per month):</b> Recurring cost includes storage charges including all maintenance charges viz. electricity, security, telephone, stationery, manpower, pest control etc. as mentioned in RFP	10,000		
3.	<b>Cost of retrieval (per carton)</b> <ul style="list-style-type: none"> <li>Ordinary retrieval within 24 hours to be delivered to Branches/ Offices and recollecting as mentioned in RFP</li> <li>Emergency retrieval within 4 hours to be delivered to Branches/ Offices and recollecting as mentioned in RFP</li> </ul>	1,000  500		
4.	<b>Cost of retrieval (per file/ register/ vouchers)</b> <ul style="list-style-type: none"> <li>Ordinary retrieval within 24 hours to be delivered to Branches/ Offices and recollecting as mentioned in RFP</li> <li>Emergency retrieval within 4 hours to be delivered to Branches/ Offices and recollecting as mentioned in RFP</li> </ul>	1,000  500		
5.	<b>Destruction of non current record (per file/ register/ vouchers)</b> 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		

S. No.	Name of Item	Approx. cartons (a)	Rate Rs. (b)	Total cost Rs. (a)x(b)
6	Scanning	40,00,000 pages approximately	Rate per page	
	Total Cost in words_____			(Total Cost) 1+2+3+4+5 +6
The above pricing will be steady for 5 years, however the pricing to be provided for 1 year only.				

**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 inclusive of all taxes and exclusive of Service Tax.
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.
4. Bank may at its discretion decide to take all or any of the above activities. If any of the items/ activities in the commercial bid are not taken up by the Bank during the course of the assignment, the bank will not pay the cost quoted by the service provider in the price bid against such activity/item.

**L1 shall be decided on the basis of total payouts during 1 years.**

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: \_\_\_\_\_