

**INDIAN BANK,  
CORPORATE OFFICE,  
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**PART - 2**  
**PRICE BID**

Tender document for “Request for Proposal (RFP) for Record Management System” at Indian Bank.

**ISSUED TO**

M/s. \_\_\_\_\_

**This document contains 03 pages**


**इंडियन बैंक**  
**Indian Bank**  
 Your Own Bank  
**CORPORATE OFFICE, CHENNAI -14**
**Form 9 - Price Bid Format**

Price Schedule for the proposed Record Management Solution:

The Service Provider should quote prices as per following schedule.

S.No.	Items	Approx. Cartoons (a) – No's	Rate Rs. (b)	Per Unit (C)	Total cost Rs. (a)x(b)x(c)
1	Initial fixed operational cost (per cft): Collection of record from Corporate Office, Head Office, Zonal Offices or Branches in Chennai agglomeration area, 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	50,000			
2	Recurring cost (per cft per month): Recurring cost includes storage charges including all maintenance charges viz. electricity, security, telephone, stationery, manpower, pest control etc. as mentioned in RFP	30,000			
3	Cost of retrieval (per carton)				
	· Ordinary retrieval to be delivered within next 2 working day to respective Offices · Emergency retrieval within 24 hours to be delivered to respective Offices				
4	Cost of retrieval (per file/ register/vouchers)				
	· Ordinary retrieval to be delivered within next 2 working day to respective Offices · Emergency retrieval within 24 hours to be delivered to respective Offices				
5	Destruction and Permanent Out of record (per file/register) Including cost of transport, labour and all support to dispatch the non-current records to a chemical furnace or paper mill for burning or converting into pulp.				
<b>TOTAL 'A' (1+2+3+4+5)(Exclusive of Taxes)</b>					

The above pricing will be steady for 3 years with 10 % increase after expiry of 3 years.

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. Compression Strength: The box Average Compression Strength (BCT):300 Kgs.
- 2 Price quoted should be exclusive of all taxes.
- 3 All the above quantities are only for calculation of L1 Service Provider(s) and actual quantity may vary depending upon Indian Bank's actual requirement.
- 4 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 Indian Bank on prorata basis as per rates quoted by the Service Provider on unit basis.
- 5 Indian Bank, in its sole and absolute discretion, may split the work for identified locations between L-1 and L-2 (preferably in the ratio 60:40) or between L-1, L-2 and L-3bidder (preferably in the ratio 50:30:20), subject to L-2 and L-3 bidder matching the rates of L-1. Indian Bank, in its sole and absolute discretion, may split the work based on Zonal Office Centers or Regional Office Centers or based on any other condition as deemed fit.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature & Seal of the Service Provider: \_\_\_\_\_