



CORPORATE OFFICE

PREMISES, ESTATE & EXPENDITURE DEPARTMENT
No.254 - 260, Avvai Shanmugam Salai, Royapettah, Chennai - 600 014.
Ph: 044-28134498 / 4401 / 4540
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PART – 2 PRICE BID

Ref. No. CO/P&E/RMS/01/2021-22 dated 21.03.2022

**e-Tender document seeking
“Request for Proposal (RFP) for Record Management System”
at Indian Bank**

ISSUED TO

M/s. _____

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This document contains 03 pages



Price Bid Format

(Letter to be submitted by the successful Service Provider on Service Provider's company's letter head after the conduct of online Reverse Auction)

Date: _____

Assistant General Manager
Indian Bank, Corporate Office
 Premises, Estate & Expenditure Department
 254 – 260, Avvai Shanmugam Salai,
 Royapettah, Chennai – 600 014

Dear Sir,

Sub : Our bid for Implementation of Record Management System in Indian Bank.**Ref :**

With reference to the above and further to the online reverse auction held on....., we submit below our price bid details as per the scope of work.

(Cost in Rupees)

Sl. No.	Items	Approx Cartoons (A)	Rate Rs. (B)	Per Unit (C)	Total Cost (D) = (A x B x C)
1	Initial fixed Operational Cost (per cft) – Collection of record from Corporate Office, Head Office, FGMO, Zonal Office or Branches on Pan India, bar coding, data entry in systems, transportation to storage location, manpower cost including labour charges, packing charges and one-time cost of carton as per size and quality specified.	5.075 lakh		Per cft	
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	5.075 lakh		Per cft Per month	
3	Cost of retrieval (per carton)			Per carton	
	a) Ordinary retrieval to be delivered within next 2 working days to respective offices	Rate only		In Rs.	
	b) Emergency retrieval within 24 hours to be delivered to respective offices			In Rs.	
4	Cost of retrieval (per file / register / voucher)			Per file	
	a) Ordinary retrieval to be delivered within T + 2 to respective offices	Rate only			
	b) Urgent retrieval within T + 1 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.	Rate only		Per file	
Total Cost (F = 1+2)					

- Price is exclusive of GST. Applicable GST additional.
- The above pricing will be steady for 3 years with 10% increase after expiry of 3 years.





We acknowledge and confirm to abide by the following :

1. 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.
2. The above formula will be used only to decide L1 service provider. After award of the contract the actual payments will be made by Indian Bank on prorata basis as per rates quoted by the service provider on unit basis.
3. Indian Bank, in its sole and absolute discretion, may split the work for identified between L1 and L2 (preferably in the ratio 60:40) or between L1, L2 and L3 bidder (preferably in the ratio 50:30:20), subject to L2 and L3 bidder matching the rates of L1. Indian Bank, in its sole and absolute discretion, may split the work based on Zonal Office centres / FGMO centres or based on any other condition as deemed fit.

We submit that we shall abide by the details given in the RFP and the conditions of the above mentioned tender.

Yours faithfully,

Authorised Signatory

Signature & Seal: _____

Name & Designation: _____

Business Address: _____

Contact No: _____



