



**Records Digitisation Project
2nd Floor, Baroda Corporate Centre,
C-26, G-BLOCK, BANDRA KURLA COMPLEX,
BANDRA (EAST), MUMBAI-400051**

With reference to our tender dated 15.09.2017 issued for “REQUEST FOR PROPOSAL (RFP) FOR DOCUMENT MANAGEMENT SYSTEM” the following modifications have been made:

CORRIGENDUM – I			
REQUEST FOR PROPOSAL (RFP) FOR DOCUMENT MANAGEMENT SYSTEM			
Issue Date of tender – 15.09.2017			
S r.	Page no. & Clause	Tender Specifications	Revised tender specifications & Bank's Response
1	Pg no.-12, Clause no.-8 & Pg no.-19, Clause-Section IV, Point no.-11	Photocopy of ISO 27001:2005/2013 Certificate	Photocopy of ISO 27001:2015/2013 Certificate (Either of Two)
2	Pg no.-14, Clause – Section III, Storage	The metal racks used for storing cartons in the warehouse should have fire rated coating.	The metal racks used for storing cartons in the warehouse should be sturdy and shall not contain coating of flammable materials.
3	Pg no.-14, Clause - Cataloguing	The Service Provider will arrange and catalogue the bank's records and prepare inventory using bar code technology. Bar codes are to be securely fixed on each carton and its each and every content (files, bound voucher bundles, registers, etc) to prevent any loss during storage or removal/ retrieval.	The Service Provider will arrange and catalogue the bank's records and prepare inventory using bar code technology. Bar codes are to be securely fixed on each carton and its each and every content (files, bound voucher bundles, registers, etc) to prevent any loss during storage or removal/ retrieval. Scope of cataloguing will also include indexing / meta data generation / data entry (up to minimum 4 fields)

4	Pg no.-14, Clause - Scanning	Colour:- Colour /Grey scale/ B&W	Colour:- Grey scale/B&W
5	Pg no.-15, Clause - Storage	The bidder should have warehouse at all metro cities and major Class-'A' cities and must have their warehouse spread across atleast 10 locations PAN India within geographical boundary of Bank's 10 Regional Centres as listed in Tabel / Annexure	The bidder should have warehouse at all metro cities and major Class-'A' cities and must have their warehouse spread across atleast 5 locations PAN India within geographical boundary of Bank's Regional Centres as listed in Tabel / Annexure. The Geographical boundary of a Regional Centre will cover the list of districts as listed in Table/Annexure(Revised Form 8)
6	Pg no.-15, Clause – Retreival of Records	The Service Provider undertakes to retrieve and deliver the requested cartons, files, vouchers, ledgers, registers and any other documents within below specified TAT upon receipt of a written request in the form of faxes, e-mails or letters from the authorized officials of the bank.	The Service Provider undertakes to retrieve and deliver the requested cartons, files, vouchers, ledgers, registers and any other documents within below specified TAT upon receipt of a written request in the form of e-mails or letters from the authorized officials of the bank.
7	Pg no.-19, Clause- Section IV, Point no.-5	In the last three financial years i.e. 2014-15 to 2016-17, the Service Provider must be a profit making organization, having achieved minimum average annual financial turnover of Rs.12 Crores from their records storage services rendered. The Service Providers shall submit audited annual accounts of all three years in respect of this requirement (Form 6).	In the last three financial years i.e. 2014-15 to 2016-17, the Service Provider must be a profit making organization(at least in 2 Financial Years), having achieved minimum average annual financial turnover of Rs.12 Crores from their records storage services rendered. The Service Providers shall submit audited annual accounts of all three years in respect of this requirement (Form 6).In case, Audit has not completed for last year i.e. FY 2016-17, Provisional Annual accounts duly signed and stamped by Auditor / Service Provider Company's Authorized Representative with an undertaking for submission of the Final Audited annual accounts as and when it is ready, shall be submitted.

8	Pg no.-19, Clause- Section IV, Point no.-5	Each facility must be minimum 10,000 sq. ft. or at least 40,000 cft. storage capacity with provision to allot required storage space for Bank's records when required. They also must have adequate scalability in Storage Space in the locations over the period for added records (Form 7).	Each facility must be having minimum 10,000 sq. ft. or at least 40,000 cft. storage capacity with provision to allot specific storage center for Bank's records when required. They also must have adequate scalability in Storage Space in the locations over the period for added records (Form 7).
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Note:

- You are advised to consider the above points while submitting the bids. The above shall be complementary in contents with the existing terms and conditions of the tender except otherwise explicitly superseded. All other terms and conditions of the tender shall remain unchanged.
- This Corrigendum – I shall form part of the tender i.e. contract agreement.
- The bidders have to submit “Unconditional tender” since all the queries have been addressed. Conditional bids are liable to be rejected.
- The **SECTION V- Bid Formats** have been accordingly modified. **Please ensure to submit the Bid in “Revised Format” (As Appended) only.**
- **Last date of submission of bids shall remain the same i.e. 06.10.2017 up to 2.00 PM.**

Date :- 28.09.2017

Lalit Mohan Asthana

Place :- Mumbai

General Manager

SECTION - V

BID FORMATS

Form 1 – Service Provider’s Proposal Letter

(Letter to be submitted by Service Provider on Service Provider’s company’s letter head)

Date: _____

The General Manager
(Records Digitisation Project)
Baroda Corporate Centre, 2nd Floor,
C – 26, G - Block, Bandra Kurla Complex,
Bandra (East), Mumbai 400 051

Sir,

Req: Our bid for Implementation of Document Management System

We submit our Bid Document herewith. If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by the Bank to do so, a contract/agreement.

We understand that if our Bid is accepted, we are to be jointly and severally responsible for the execution of the contract.

We understand that the bank is not bound to accept the lowest or any bid received, and the bank may reject all or any bid.

We also understand the bank may accept or entrust the entire work to one Service Provider or divide the work to more than one Service Provider, without assigning any reason whatsoever.

We have read and understood the terms and conditions in the tender document including the process of technical short listing.

We certify that the details provided about the firm and the documents enclosed are correct and we are liable to be disqualified in case any information contained therein are found to be false at any stage of the tender process.

Yours faithfully,
Signature & Seal: _____
Name & Designation: _____
Address: _____
Contact No: _____

Form 2 - Service Provider's Authorization Certificate

To,
The General Manager
(Records Digitisation Project)
Baroda Corporate Centre, 2nd Floor,
C – 26, G - Block, Bandra Kurla Complex,
Bandra (East), Mumbai 400 051

<Service Provider's Name> _____,
<Designation> _____ is hereby authorised to sign
relevant documents on behalf of the company in dealing with Tender of reference
<Tender No. & Date> _____. He is also authorised to
attend meetings & submit technical & commercial information as may be required by
you in the course of processing above said tender.

Thanking you,

Authorised Signatory

<Company Name>

Seal

Form 3 – Technical Bid : Basic Information of Bidder

1.0	Name of the Applicant / Organization	
1.1	Address of the registered offices (With Phone Nos. Fax Nos. & Email ID & Contact Person)	
2.0	Year of Establishment	
3.0	Type of the Organization (whether Sole Proprietorship, Partnership, Private Ltd. Or Ltd. Co. etc.)(Enclose Certified Copies of documents as evidence)	
4.0	Name & Qualification of the Proprietor / Partners / Directors of the Organization / Firm a) b) c) Enclose certify- copies of document as evidence	
5.0	Details of Registration - Whether Partnership Firm, Company, etc. Name of Registering Authority, Date & Registration Number. Enclose certified copies of Document as evidence.	
6.0	Whether Registered with Government / Semi Government / Municipal Authorities of any other Public Organization and if so, in which class	

	and since when?(Enclose certified copies of document as evidence)	
a)	No. of years of experience in the field and details of work in any other field.	
b)	Whether ISO Certified, furnish the details.	
c)	Area of business activities other than Record Storage Services, if any, and place of business.	
d)	Address of business activities other than Record Storage Services If any, and place of business	
7.0	Address of office through which the proposed work of The bank will be handled and the name & designation of officer in charge.	
	<p>a) Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit & Loss A/c (Audited) for the last -3-years.Turnover in</p> <ul style="list-style-type: none"> • 2014-2015 • 2015-2016 • 2016-2017 	
8.0	Name and Address of Bankers (Solvency Certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization)	
9.0	PAN No. :	

10.0	Details of Registration for a. GST	
10.1	Details of Registration for a. ESIC b. EPF	
11.0	Details of clients and the nature of jobs carried out (Please attach relevant documentary evidence)	
11.1	Whether registered with Central / State Govt. Authorities / Banks / BMC /MHADA /PWD /CPWD/ Public Sector Undertakings etc., if so the class of Registration	
12.0	List of Directors/Key Persons (Please attach Annexure)	
13.0	Furnish the names of -3- responsible persons along with their designation, address, Tel.No.,etc., for whose Organization (Previous Client), you have completed the above mentioned Jobs, and who will be in a position to certify about the Performance of your organization.	1 2 3
14.0	Whether any Civil Suit/ Litigation arisen in contracts Executed/ being executed during the last 10 years. If Yes, please furnish the Name of the Project, Employer, Nature of work, Contract Value, Work Order and Brief Details of	Attach a separate sheet if required

	Litigation. Give Name of Court, Place, and Status of pending Litigation.	
15.0	Information relating to whether any Litigation is pending before any arbitrator for adjudications of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
16.0	No. of supplementary sheets attached for Part-II	

Experience Details:

S. No.	Name of Scheduled/ Commercial Banks for whom the Service Provider is providing Document Management services	Start Date	Valid till	No. of years served	Qty / Volume / Scope
1					
2					
3					
4					
	Total				

* Service Provider should produce copies of valid agreements as documentary evidence for abovementioned information.

Date: _____

Place: _____

Signature & Seal of the Service Provider: _____

Form 4 - Self Declaration

Ref: _____

Date: _____

To,
The General Manager
(Records Digitisation Project)
Baroda Corporate Centre, 2nd Floor,
C – 26, G - Block, Bandra Kurla Complex,
Bandra (East), Mumbai 400 051

In response to the tender No. _____ dated _____ as owner/ partner/
Director of _____ I / we hereby declare
that our Agency _____ is having unblemished past record and was not
declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular
period of time.

I / We further declare that we have multiple storage facilities at different locations pan
India as per Bank's requirement and there have been no damage to records at any of
our above facilities due to FIRE or FLOOD.

Name of the Service Provider: _____

Signature of the Service Provider: _____

Seal of the Service Provider: _____

Form 5 - Certificate of Conformity

Date: _____

To,
The General Manager
(Records Digitisation Project)
Baroda Corporate Centre, 2nd Floor,
C – 26, G - Block, Bandra Kurla Complex,
Bandra (East), Mumbai 400 051

CERTIFICATE

This is to certify that, the services for Record / Document Management System which I shall provide, if I am awarded with the work, are in conformity with the Scope of Work in the Tender document. I also certify that the price I have quoted per unit cost basis is inclusive of all the cost factors involved in the execution of the project, to meet the desired standards set out in the Conditions of the contract.

Signature: _____

Name: _____

Designation: _____

Seal: _____

Form 6 - Financial Details as per Audited Accounts

Years	FY 2014-15		FY 2015-16		FY 2016-17		Average Turnover	
	Total	From DMS*	Total	From DMS*	Total	From DMS*	Total	From DMS*
Turnover (In Lakhs)								
Profit (In Lakhs)								

* Document Management System

Note:

- 1) The Service Provider should submit copies of Audited Accounts Statements.
- 2) The Service Provider should submit a certificate from their Chartered Accountant confirming the annual turnover from records storage services mentioned above.
- 3) In case, Audit has not completed for last year i.e. FY 2016-17, Provisional Annual accounts duly signed and stamped by Auditor/ Service Provider Company's authorised representative and an undertaking for submission of the Final Audited annual accounts as and when it is ready, shall be submitted.

Signature: _____

Name: _____

Designation: _____

Seal: _____

- do - Two Nationalized Banks & two other Banks	10		
- do - One Nationalized Banks & One other Bank	8		
- do - One Scheduled/Commercial Bank	5		
Volume of storing and managing physical records for Nationalized/ Schedule/ Commercial Banks cumulatively (Maximum 10 points)		Fill Only 1 Box	
- do - 5 lacs & above Cubic Feet	10		
- do - 2 lacs & above Cubic Feet	8		
Average annual financial turnover in the last three financial years i.e. 2014-15 to 2016-17 from records storage services rendered (Maximum 5 points)		Fill Only 1 Box	
- do - More than Rs.20 Crores	5		
- do - More than Rs.12 Crores	4		
Aggregate space of exclusively for storing records, spread across PAN India with provision to allot required storage space for the Bank's physical records (Maximum 10 points)		Fill Only 1 Box	
- do - -5 lac and above sq. ft.	10		
- do - -3 Lac and above sq. ft.	8		
Records Storage Centers across India each, with minimum 10,000 square feet area and 40,000 cubic feet storage capacity, atleast 5 locations PAN India within geographical boundary of Bank's Regional Centres as provided in SECTION V (Form 8) (Maximum 5 points)		Fill Only 1 Box	
15 RSC	5		
10 RSC	4		
5 RSC	3		
SUB-TOTAL(ii)	50		

GENERAL & TECHNICAL INFORMATION	RATING		
Documentation of Business Continuity Plan	2		
Document Scanning Capability	2		
Capability for movement of Documents to & fro RSC	2		
Certification/Membership from PRISM (Professional Records & Information Services Management)	2		
ISO 27001-2015 / 2013 Certification	2		
SUB-TOTAL(iii)	10		
TOTAL SCORE (i) + (ii) + (iii)	100		

Form 8 – Bank’s List of Desired Locations

DESIRED LOCATIONS			
(Bidder shall have at least 5 locations PAN India within geographical boundary of Bank’s Regional Centres)			
SR.NO.	ZONE NAME	REGION NAME	DISTRICT NAMES COVERING REGION
1	BAREILLY ZONE	AGRA	AGRA
			ALIGARH
			AURAIYA
			ETAH
			ETAWAH
			FARRUKHABAD
			FIROZABAD
			HATHRAS
			JHANSI
			KANAUJ
			KANSHIRAM NAGAR
			LALITPUR
			MAINPURI
			MATHURA
		BAREILLY	BAREILLY
			BUDAUN
		DEHRADUN	BIJNOR
			CHAMOLI
			DEHRA DUN
			GARHWAL

			HARIDWAR
			RUDRAPRAYAG
			SAHARANPUR
			TEHRI GARHWAL
			UTTARKASHI
		HALDWANI	ALMORA
			BAGESHWAR
			CHAMPAWAT
			NAINITAL
			PITHORAGARH
			UDDHAM SINGH NAGAR
		MORADABAD	BAGHPAT
			BHIM NAGAR
			BULANDSHAHR
			JYOTIBA PHULE NAGAR
			MEERUT
			MORADABAD
			MUZAFFARNAGAR
			PRABUDH NAGAR
			RAMPUR
		SHAHJAHANPUR	HARDOI
			KHERI
			PILIBHIT
			SHAHJAHANPUR
2	BARODA ZONE	BARODA CITY REGION	VADODARA

		BARODA DISTRICT REGION	CHOTAUDEPUR
			VADODARA
		BHARUCH	BHARUCH
			NARMADA
		GODHRA	DAHOD
			MAHISAGAR
			PANCHMAHALS
		NAVSARI	NAVSARI
		SURAT CITY REGION	SURAT
		SURAT DISTRICT REGION	SURAT
			TAPI
		VALSAD	DADRA NAGAR HAVELI
			DAMAN
			DANGS
			VALSAD
3	BENGALURU ZONE	BENGALURU	BENGALURU RURAL
			BENGALURU URBAN
			CHAMRAJNAGAR
			CHIKKABALLAPURA
			HASSAN

			KODAGU
			KOLAR
			MANDYA
			MYSORE
			RAMANAGARA
			TUMKUR
		HUBBALLI	BAGALKOTE
			BELGAUM
			BELLARY
			BIDAR
			BIJAPUR
			CHIKMAGALUR
			CHITRADURGA
			DAKSHIN KANNAD
			DAVANGERE
			DHARWAD
			GADAG
			GULBARGA
			HAVERI
			KOPPAL
			RAICHUR
			SHIMOGA
			UDIPI
			UTTAR KANNADA
			YADGIR
		HYDERABAD	ADILABAD
			HYDERABAD

			KARIMNAGAR
			KHAMMAM
			MAHBUBNAGAR
			MEDAK
			NALGONDA
			NIZAMABAD
			RANGAREDDI
			WARANGAL
		VIJAYAWADA	ANANTAPUR
			CHITTOOR
			GUNTUR
			KRISHNA
			KURNOOL
			NELLORE
			PRAKASAM
			YSR
		VISHAKHAPATNAM	EAST GODAVARI
			SRIKAKULAM
			VISHAKHAPATNAM
			VIZIANAGARAM
			WEST GODAVARI
4	BHOPAL ZONE	BHOPAL	ASHOK NAGAR
			BETUL
			BHIND
			BHOPAL
			DATIA

			GUNA
			GWALIOR
			HARDA
			HOSHANGABAD
			MORENA
			RAISEN
			RAJGARH
			SEHORE
			SHAJAPUR
			SHEOPUR
			SHIVPURI
			VIDISHA
		INDORE	ALIRAJPUR
			BARWANI
			BURHANPUR
			DEWAS
			DHAR
			EAST NIMAR
			INDORE
			JHABUA
			MANDSAUR
			NEEMUCH
			RATLAM
			SHAJAPUR
			UJJAIN
			WEST NIMAR
		JABALPUR	ANUPPUR

			BALAGHAT
			CHHATARPUR
			CHHINDWARA
			DAMOH
			DINDORI
			JABALPUR
			KATNI
			MANDLA
			NARSIMHAPUR
			PANNA
			REWA
			SAGAR
			SATNA
			SEONI
			SHAHDOL
			SIDHI
			SINGRAULI
			TIKAMGARH
			UMARIA
		RAIPUR	BALOD
			BALODA BAZAR
			BALRAMPUR
			BASTAR
			BEMETARA
			BILASPUR
			DANTEWADA
			DHAMTARI
			DURG

			GARIABANDH
			JANJGIR CHAMPA
			JASHPUR
			KANKER
			KAWARDHA
			KONDAGAON
			KORBA
			KORIYA
			MAHASAMUD
			MUNGELI
			RAIGARH
			RAIPUR
			RAJNANDGAON
			SURAJPUR
			SURGUJA
5	CHENNAI ZONE	CHENNAI METRO	CHENNAI
			CUDDALORE
			KANCHEEPURAM
			PUDUCHERRY
			THIRUVALLUR
			TIRUVANNAMALAI
			VELLORE
			VILLUPURAM
		COIMBATORE	COIMBATORE
			DHARMAPURI
			ERODE
			KRISHNAGIRI

			NAMAKKAL
			NILGIRIS
			SALEM
			TIRUPPUR
		ERNAKULAM	ALAPUZHA
			ERNAKULAM
			IDUKKI
			KANNUR
			KASARAGOD
			KOLLAM
			KOTTAYAM
			KOZHIKODE
			MALAPPURAM
			PALAKKAD
			PATHANAMTHITTA
			THIRUVANANTHAPURAM
			THRISSUR
			WAYANAD
		MADURAI	ARIYALUR
			DINDIGAL
			KANYAKUMARI
			KARAIKAL
			KARUR
			MADURAI
			NAGAPATTINAM
			PERAMBALUR
			PUDUKKOTTAI

			RAMANATHAPURAM
			SIVAGANGA
			THANJAVUR
			THENI
			THIRUVALLUR
			TIRUCHIRAPALLI
			TIRUNELVELI
			TOOTHUKUDI
			VIRUDHUNAGAR
6	JAIPUR ZONE	AJMER	AJMER
			BHILWARA
			CHITTAURGARH
		BHARATPUR	ALWAR
			BHARATPUR
			DAUSA
			DHOLPUR
			KARALI
			SAWAI MADHOPUR
		BIKANER	BIKANER
			CHURU
			GANGANAGAR
			HANUMANGARH
			JHUNJHUNU
		JAIPUR	JAIPUR
			SIKAR

		JODHPUR	BARMER
			JAISALMER
			JALOR
			JODHPUR
			NAGOUR
			PALI
		KOTA	BARAN
			BUNDI
			JHALAWAR
			KOTA
			TONK
		UDAIPUR	BANSWARA
			DUNGARPUR
			PRATAPGARH RAJ
			RAJSAMAND
			SIROHI
			UDAIPUR
7	KOLKATA ZONE	BURDWAN	ALIPURDUAR
			BANKURA
			BARDDHAMAN
			BIRBHUM
			DAKSHIN DINAJPUR
			DARJILING
			EAST SIKKIM
			JALPAIGURI

			KOCH BIHAR
			MALDAH
			MURSHIDABAD
			PASCHIM MEDINIPUR
			PURBA MEDINIPUR
			PURULIYA
			UTTAR DINAJPUR
		GREATER KOLKATA	HOWRAH
			HUGLI
			NADIA
			NORTH 24 PARGANAS
			NORTH 24 PARGANAS
			SOUTH 24 PARGANAS
			SOUTH ANDAMANS
		GUWAHATI	AIZWAL
			BARPETA
			BONGAIGAON
			CACHAR
			DARRANG
			DIBRUGARH
			DIMAPUR
			EAST KHASI HILLS
			GOLAGHAT
			GOMATI
			HAILAKANDI

			IMPHAL EAST
			IMPHAL WEST
			JANTIA HILL
			JORHAT
			KAMRUP
			KAMRUP METROPOLITAN
			KARBI ANGLONG
			KOHIMA
			KOKRAJHAR
			LAKHIMPUR
			MOKOKCHUNG
			MORIGAON
			NAGAON
			NALBARI
			NORTH CACHAR HILLS
			PAPUMPARE
			SIBSAGAR
			SONITPUR
			TINSUKIA
			WEST TRIPURA
			WOKHA
		KOLKATA METRO	KOLKATA
			NORTH 24 PARGANAS
8	LUCKNOW ZONE	ALLAHABAD	ALLAHABAD
			KAUSHAMBI

		FAIZABAD	BALRAMPUR
			BASTI
			FAIZABAD
			GONDA
			SIDHARTHANAGAR
		FATEHPUR	BANDA
			CHITRAKOOT
			FATEHPUR
			HAMIRPUR
			MAHOBA
		GORAKHPUR	AMBEDKAR NAGAR
			AZAMGARH
			BALLIA
			DEORIA
			GORAKHPUR
			KUSHI NAGAR
			KUSHINAGAR
			MAHARAJGANJ
			MAU
			SANT KABIR NAGAR
		KANPUR	JALAUN
			KANPUR DEHAT
			KANPUR NAGAR
		LUCKNOW	BAHRAICH
			BARA BANKI

			LUCKNOW
			SHRAVASTI
			SITAPUR
		RAE BARELI	RAE BARELI
			UNNAO
		SULTANPUR	AMETHI
			PRATAPGARH
			SULTANPUR
		VARANASI	CHANDAULI
			GHAZIPUR
			JAUNPUR
			MIRZAPUR
			SANT RAVIDAS NAGAR
			SONBHADRA
			VARANASI
9	PATNA ZONE	BHUBANESWAR	BALESHWAR
			BHADRAK
			CUTTACK
			DHENKANAL
			GAJPATI
			GANJAM
			JAGATSINGHPUR
			JAJPUR
			KENDRAPARA
			KHURDA

			MAYURBHANJ
			NAYAGARH
			PURI
			SADAR
		JAMSHEDPUR	BOKARO
			CHATRA
			DEOGHAR
			DHANBAD
			DUMKA
			GARHWA
			GIRIDIH
			GODDA
			GUMLA
			HAZARIBAG
			JAMTARA
			KHUNTI
			KODARMA
			LATEHAR
			LOHARDAGA
			PAKUR
			PALAMU
			PASCHIMI SINGHBHUM
			PURBI SINGHBHUM
			RAMGARH
			RANCHI
			SAHEBGANJ
			SARAIKELA KHARSAWAN

			SIMDEGA
			W . SINGBHUM
		MUZAFFARPUR	DARBHANGA
			GOPALGANJ
			MADHUBANI
			MUZAFFARPUR
			PASCHIMI CHAMPARAN
			PURBI CHAMPARAN
			SAMASTIPUR
			SARAN
			SHEOHAR
			SITAMARHI
			SIWAN
			VAISHALI
		PATNA	ARWAL
			AURANGABAD BIHAR
			BHOJPUR
			BUXAR
			GAYA
			JEHANABAD
			KAIMUR
			NALANDA
			NAWADA
			PATNA
			ROHTAS
		PURNEA	ARARIA

			BANKA
			BEGUSARAI
			BHAGALPUR
			JAMUI
			KATIHAR
			KHAGARIA
			KISHANGANJ
			LAKHISARAI
			MADHEPURA
			MUNGER
			PURNIA
			SAHARSA
			SHEIKHPURA
			SUPAUL
		SAMBALPUR	ANGUL
			BALANGIR
			BARGARH
			BAUDH
			DEOGARH
			JHARSUGUDA
			KALAHANDI
			KANDHMAL
			KEONJHAR
			KORAPUT
			MALKANGIRI
			NABARANGPUR
			NAWAPARA
			RAYAGADA

			SAMBALPUR
			SONEPUR
			SUNDARGARH
10	PUNE ZONE	AURANGABAD	AHMEDNAGAR
			AURANGABAD MAHARASH
			BID
			DHULE
			HINGOLI
			JALNA
			LATUR
			NANDED
			NANDURBAR
			NASIK
			OSMANABAD
			PARBHANI
		NAGPUR	AKOLA
			AMRAVATI
			BHANDARA
			BULDHANA
			CHANDRAPUR
			GONDIA
			GONDIYA
			JALGAON
			NAGPUR

			WARDHA
			WASHIM
			YAVATMAL
		PANAJI	KOLHAPUR
			NORTH GOA
			RATNAGIRI
			SANGLI
			SINDHUDURG
			SOUTH GOA
		PUNE	PUNE
			SATARA
			SOLAPUR

Form 9 - Commercial Bid Format

Price Schedule for the proposed Document / Record Storage and Management System:
The Service Provider should quote prices as per following schedule.

S. No.	Items	Approx. cartoons (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	4,00,000		1	
2.	Digitizing / Scanning cost (per document/image): Cost includes charges for scanning, indexing, barcoding, meta data generation/entry, storing and uploading to DMS platform as mentioned in RFP	1,00,00,000		1	
3.	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	4,00,000		36 Months	
4.	Cost of retrieval (per carton) <ul style="list-style-type: none"> • Ordinary retrieval to be delivered within next working day 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 	5,000 1,000		1 1	
5.	Cost of retrieval (per file/ register/ vouchers) <ul style="list-style-type: none"> • Ordinary retrieval to be delivered within next working day 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 	50,000 10,000		1 1	

6.	Destruction of non-current record (per file/ register/ vouchers) 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.	10,000		1	
TOTAL 'A' (1+2+3+4+5)(Exclusive of Taxes)					
The above pricing will be steady for 3 years with 10 % increase after expiry of 3 years, at the sole discretion of the Bank.					

NOTE:

- 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.
- Price quoted should be exclusive of all taxes.**
- All the above quantities are only for calculation of L1 Service Provider(s) and actual quantity may vary depending upon Bank's actual requirement.
- 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.
- 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-3 bidder (preferably in the ratio 50:30:20), subject to L-2 and L-3 bidder matching the rates of L-1. Bank, in its sole and absolute discretion, may split the work based on Zonal Office Centres or Regional Office Centres or based on any other condition as deemed fit.

Signature: _____

Name: _____

Designation: _____

Seal: _____