

**Bid for Record Management Services**

**(I) General Instructions**

**1 (a) Name of the Bid:** Bid for Record Management Services .

This tender is for the services to be provided at UTI Infrastructure Technology And Services Limited, Plot 3, Sector 11, CBD Belapur, Navi Mumbai 400614.

**(b)** The pre bid meeting will be held at the above address on 18<sup>th</sup> October, 2010 at 11 AM at the above office address of AVP-Administration.

**(c)** Any clarification in the pre bid meeting will be uploaded on the website and will not be sent individually to anyone.

**(d)** Changes in the tenders will be made if required, after the pre bid meeting.

**2. Date of Issue of Tender documents:** The Tender documents can be downloaded free of cost from the website [www.utiitsl.com](http://www.utiitsl.com) from 09<sup>th</sup> October, 2010. The Tender documents are also available at our office address mentioned above during office hours.

**3. Last Date of receipt of sealed tender bids:** upto 3:00 pm on 01<sup>st</sup> November, 2010.

**4. Date of Opening:** Sealed tenders will be opened at 3:30 pm on 1<sup>st</sup> November, 2010. All the bidders are invited for the tender opening.

**5. Address of the submission of the bids:** The bids should be addressed to “Assistant Vice President (Admn), UTI Infrastructure Technology And Services Ltd, Plot 3, Sector 11, CBD Belapur, Navi Mumbai 400614” and deposited in the specified Tender Box at this address by the due date and time.

- 6. Earnest Money Deposit (EMD):** The tender should be accompanied by Earnest Money Deposit (non-interest bearing) of Rs.50,000/- (Rupees Fifty Thousand Only) by way of Demand Draft/ Pay Order in favour of “UTI Infrastructure Technology And Services Ltd, payable at Mumbai/Navi Mumbai”. For unsuccessful bidders the same instrument may be returned unencashed. The EMD of successful bidder will be returned on the receipt of a Bank Guarantee. If the EMD is not enclosed then UTI ITSL reserves the right to reject the bid. The EMD may be forfeited if the bidder fails to honour the terms and conditions of work order placed on the basis of the tenders.
- 7. Bank Guarantee :** For successful bidder/s a Bank guarantee of appropriate amount as decided by UTI ITSL will have to be given before the work order is placed.
- 8. Superscription:** The envelope containing the tender must be superscribed as **“Bid for Record Management Services.”** If the tender is not superscribed then there are chances of accidental opening and for liable rejection of the tender, therefore it is advised that the tender be superscribed as above and deposited in the tender box kept for the purpose at the address given.
- 9. Validity of the bids:** Generally, the bids will be valid for a period of sixty days (60 days) from the date of opening of the financial bid for acceptance. However, in case of rate contract, the rates will be valid for a period of minimum one years. The agreement which would be entered into with the bidder / vendor or the work order which would be issued to the bidder / vendor would define the validity of the rates more specifically and that would be overriding this clause. In case of rate contract, the Purchase Order will be issued as and when the requirement arises.
- 10. Authorized Signatory:** The bid can be forwarded by owner or owner's representative. Representative will have to enclose the Letter of Authority/ the Power of Attorney along with this offer or when demanded by UTI ITSL, otherwise the offer will be considered null and void at any stage as per the decision of UTI ITSL.
- 11. Conditions for tenders sent by post:** The tenders may also be sent by post to reach before the scheduled date and time as indicated above. The following are essential conditions to be followed for the tender sent by post, failing which the tender may not be opened and not considered or may be treated invalid:

- A. Tender should be sent by Speed Post or Registered Post or by depositing in the specified Tender Box only. Tenders sent through any other means may not be considered at all.
- B. Tender should be sent only to the address as given above in the name of the person specified i.e. **“Assistant Vice President (Admn), UTI Infrastructure Technology And Services Ltd, Plot 3, Sector 11, CBD Belapur, Navi Mumbai 400614”**.
- C. Acknowledgement will be given to Department of Post only for tender sent by Speed Post and Registered Post.
- D. Tender should be superscribed as advised above (in para 8 above). The tenderer has to necessarily superscribe the envelope, failing which the tender may not be considered and may remain unopened or may be accidentally opened before due date rendering it to be treated invalid as per the discretion of UTI ITSL.
- E. UTI ITSL takes no responsibility for any tender not reaching in time.
- F. UTI ITSL takes no responsibility for tender not reaching at all.
- G. UTI ITSL takes no responsibility for tenders received in torn, opened or mutilated conditions. Such tenders may not be accepted at all and are liable for rejection.
- H. In case of tenders sent by post, the role of UTI ITSL is limited and restricted to put in the appropriate tender box if the aforesaid tenders are received in time as stipulated in the conditions laid out.
- I. It is, therefore, advised that prospective bidders should deposit the tender directly in the tender box to avoid any delay in
- J. submission of the tender or to avoid any tearing / accidental opening during sending by post.
- K. Tenders, which are not super scribed, may not be considered.

L. Tenders, which are not addressed properly, may not be considered. If the tender is not superscribed then there are chances of accidental opening and for liable rejection of the tender, therefore it is advised that the tender be superscribed as above and deposited in the tender box kept for the purpose at the address given.

- 12. Taxes, Cess, Duty, VAT, Excise, Sales Tax, WCT, Service Tax and other taxes:** The bid should be inclusive of all the applicable taxes, Cess and any other outgoing payable to any authority. The rates should be inclusive of any other present or future outgo (for the period of contract) by whatever name called. The Service Tax, if applicable now, or if made applicable in future, would be on account of the bidder/vendor. TDS as applicable will be deducted by UTI ITSL.
- 13. Central Excise :** The bidder/ vendor merely by filling the tender form confirms that the payment to the central excise would be on his account and that if required under the tender, they would get registered with Central Excise. Merely by filling in the tender, the bidder indemnifies UTI ITSL of any liability from Central Excise by virtue of this contract.
- 14. Insurance:** The insurance would have to be taken by the bidder. UTI ITSL may at its discretion take insurance policy and deduct the amount from the payment to the bidder/vendor. However, this does not absolve the bidder of his responsibility of not taking the requisite insurance policy.
- 15. Agreement:** A suitable agreement would have to be entered into with UTI ITSL, failing which the EMD/ the Bank Guarantee of Rs.50,000/- given may be forfeited or the work order would not be issued. If the terms and conditions of the agreement are not acceptable to the Vendor, then UTI ITSL reserves the right to reject the tenders.
- 16. Right of Rejection:** UTI ITSL reserves the right to reject all / any quotations without assigning any reasons.

- 17. Eligibility:** The bidder should adhere to the eligibility criteria. In any case, they should have prior experience of carrying out such work / rendering such services / supplying such material to other organizations of repute and UTI ITSL reserves the right to check their credentials with the organizations they have been associated with.
- 18. Availability of requisite permissions and licenses and compliance with the statutory provisions:** The agency/contractor is required to follow all the statutory acts as may be applicable for such type of work which may also involve manpower. The bidder merely by filling the tender confirms that the bidder has all the requisite permissions and licenses to carry out all the works as stipulated by this tender. Further, merely by filling the tenders, the bidder reconfirms that the bidder has complied with all the statutory provisions of the central, state, local and municipal laws in force. The bidder also confirms merely by filling the tenders, to comply with any future laws that may be enforced upon by the statute. Agencies which do not have requisite permissions / licenses or who do not comply with the statutory provisions are requested to fill in the tenders only if they are eligible in this respect. Valid registrations viz., Sales Tax / VAT / Central Excise and with any other authorities as per requirement should be available with the vendor and be produced as and when required.
- 19. Blacklisting/Debaring:** The bidder merely by filling the tender confirms that the bidder has not been blacklisted / debarred by any government department / agency, Reserve Bank of India, nationalized bank, or any Public Sector Unit or body.
- 20. False Information:** In case if it is found that the vendor has not given the correct information and flouted any condition or the vendor does not have all the appropriate licenses and all the statutory permissions, whatsoever required, to carry out the activity as required in these tenders and allied works then UTI ITSL reserves the rights to cancel the work order issued to him and award his quantum of work in the manner as deemed fit. This can be done at any stage.

- 21. Indemnity:** Further, by submitting this bid, the vendor/bidder indemnifies UTI ITSL for any of the consequences arising out of non availability of any of the requisite permissions/ licenses / any other statutory permission whatsoever required to carry out this work. Also by submitting this bid, the vendor/bidder indemnifies UTI ITSL for any of the consequences arising out of non-compliance of any of the conditions laid by the statute for vendors/bidders or their representatives/ officials in carrying out this work.
- 22. Claim for increase in rates:** Any claim for increase in rates on account of any reason whatsoever will not be entertained for the initial period of Three years from the date of agreement. After the period of expiry, the agreement can be extended on mutual consent for a further period as stipulated by UTI ITSL. However this option can be exercised only by UTI ITSL.
- 23. Readiness:** The Agency should ensure that the manpower/ machine/materials are procured well in time to ensure quality of work and adherence to the time period and the work is not interrupted / delayed irrespective of volume of work.
- 24. Delay:** If the agency does not start the work or if it is felt at UTI ITSL that the pace of work is slow and is likely to delay the work/ service / supply, UTI ITSL reserves the right to terminate the contract, levy the penalty and also reserves the right apart from legal remedies available, to carry out such work / service / supply at the risk and cost of the contractor / bidder.
- 25. Right to reject the work/ service which is not as per the specifications or the terms:** UTI ITSL has right to reject the work/ services if they are not found to meet the specifications laid out or are not as per the terms. No Charges will be paid for the defective work. UTI ITSL reserves the right to reject the items of brand other than specified.
- 26. Penalty:** UTI ITSL reserves the right to levy penalty at its discretion for the delay in execution of the work/ delay in supply/ delay in service. The penalty amount would be one percent of the amount put to tender per week subject to a ceiling. This penalty would be more clearly specified in the agreement to be entered into.

- 27. Termination of Contract:** In case it is found that the work/supply/service is not as per requirement / standards, time lines, or the frequency of corrective measures required is high then UTI ITSL retains the right to terminate the Contract with the selected vendor and in such case, the Vendor will not be entitled to claim any damages from UTI ITSL or make any claim for fees in respect of such unsatisfactory / substandard services / supply / work.
- 28. Volume of work:** Volume is only indicative and the same may vary as per the requirement of UTI ITSL. The volume indicated is for 3 (Three) years.
- 29. Confidentiality:** The Agency shall maintain strict confidentiality of all the documents, information, data coming in possession of the Agency as a result of awarding the contract and also any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the Agency.

The Agency should certify in writing that the design / colour scheme of any document being printed/ processed for UTI ITSL is not used / shall not be used by the Agency for any other Organization / Entity under any circumstances. Any violation of the same will be liable for action under the law which shall entitle UTI ITSL to claim damages apart from taking action under the appropriate Law.

The Agency will delete the data on daily basis, once the same is not legally required further. In short, no data / document of UTI ITSL should be with the agency once the work is over on a daily basis.

- 30. Usage of data / documents / information :** The Agency shall ensure that the documents , data, information etc are / is not used or permitted to be used in any manner (directly or indirectly) incompatible or inconsistent with that authorized by UTI ITSL. The confidential information will be safeguarded and the Agency shall take all necessary actions to protect UTI ITSL's, its customers, and Government of India's interest against misuse, loss, destruction, alterations or deletions thereof. Any violation of the same will be liable for action under the law which shall entitle UTI ITSL to claim damages from the vendor apart from taking action under the appropriate Law. This is an irrevocable condition and it will continue to be in force even if the agreement between the vendor / bidder/agency is terminated with UTI ITSL.

- 31. Breach of clause:** In the event of any breach or threatened breach of any clause by the Agency and/or individual assigned by the Agency for the performance of the services, the Agency shall be liable to pay damages as may be quantified by UTI ITSL. Apart from the above, UTI ITSL shall have the right to proceed against the Agency and/or its assigned person/s under appropriate law.
- 32. Time is the essence of contract:** The Vendor shall carry out the work / provide the services/ complete the supply as per the specifications and standards laid out within the stipulated time. Hence provision of services / supply / goods as per quality in time is the essence of the contract. Not adhering to the time shall entail UTI ITSL to rescind the contract and forfeit the security deposit and in which case, there shall not be any claims for damages against UTI ITSL by the Vendor. Further the UTI ITSL shall have the right to get the unfinished services done, if any by virtue of the said revocation of the contract, through other sources and the expenses incurred thereof shall be borne by the Vendor in default. The Vendor shall also indemnify UTI ITSL against any loss, damage, expenses, costs etc, incurred by UTI ITSL as a result of the said delay in timely completion of the said services / jobs, by the Vendor.
- 33. Jurisdiction:** All matters pertaining to the present bid / tender / quote, shall be subject to the jurisdiction of the courts in Mumbai only.
- 34. Submission of bills:** The Vendor shall submit the bills correct/accurate in all respects with required challans / receipts and any relevant documents as specified by UTI ITSL from time to time, by 10<sup>th</sup> of every month for the work carried out / services rendered / material supplied in the previous month and the same shall be settled by UTI ITSL by the end of the month. Applicable TDS, etc. will be deducted at source as per rules.
- 35. Inspection:** UTI ITSL reserves the right to depute its Officers, Auditors, Income Tax Officials etc. to visit the office / commercial / manufacturing site/s of the selected vendor/s for checking their infrastructure, man power and other related documents mentioned and for checking stock records, quality controls, work processes without advance intimation and the vendor/s will have to provide the necessary documents etc to UTI ITSL to help UTI ITSL ensure presence of appropriate and adequate controls on various processes. Inspection will be done, as decided by UTI ITSL on periodic basis also.

- 36. Nomenclature:** In the said tender, the bidder or the agency or the vendors or the contractor or the supplier have the same meanings with reference to the context.
- 37. Corrections:** All the corrections made anywhere in the tender form will have to be authenticated. The corrections without authentication will be liable to be rejected.
- 38.** UTI ITSL reserves the right to give preference to Public Sector Enterprises/ Government undertakings.
- 39.** The vendors storage site should be in and around Navi Mumbai within 150 km radius of UTI ITSL office at Belapur.
- 40. Criteria for Selection :** The job of Record Management Services will be awarded to the Agency who has quoted lowest (L1 vendor) in the Bid Form, subject to acceptance of all the terms and conditions mentioned in the Tender Document. UTI ITSL reserves the right to allot the job to more than one vendors at L 1 rates.

**(II) Scope of work**

The agency is required to provide the following services:

- (A) Loading and unloading of documents sent by UTI-ITSL/Service Wings at its ware-house and/or collection of documents from the premises of UTI-ITSL, Keeping them in cartons, indexing, listing, safe keeping, creation of data , retrieval of documents etc. and other allied activities.
- (B) The Vendor should have either owned facilities or on sufficiently long lease agreement to be able to provide long term services in a place located in Navi Mumbai/ Mumbai within 150 km radius of UTI Infrastructure And Services Limited office at Belapur.
- ( C) Approximate fresh/new 100 boxes per month will be ready for storage which will be carried to the site of vendors/agency/contractor warehouse. Also it is to be noted that the fresh /new number of boxes will go on reducing
- (D) Destruction of the documents after due authorization by UTI-ITSL and issuing certificate of destruction thereafter.

- (E) Appropriate workflow scheme should be prepared and get approved from UTI-ITSL for each service process flow.
- (F) Providing suitable working place at warehouse premises for reference the documents by UTI-ITSL authorized personnel, such as, employees, auditors, etc.
- (G) Providing any other ad-hoc service, report, etc. as required by UTI-ITSL which is connected with records management, but not specifically mentioned either in this Request For Proposal or Contract Document on mutually agreed terms.
- (H) Once the good shipped at premises of the Agency it will be sole liability of the agency to keep them safe. In the event, such as theft, burglary and/or any other eventuality, the agency shall be liable to make good for loss to the UTI ITSL.

### **(III) Ware-house**

- (A) The ware-house shall have sound RCC structure capable of taking the documents stored and to withstand the natural forces/agents. The structure should be capable of withstanding earthquake, storms, cyclones, and any other such natural calamities as provided in the relevant Bureau of Indian Standards (BIS) codes. The structure should be at adequate distance from the adjacent building to safeguard against collateral damage and for facilitating fire-fighting. The structure should be water-tight.
- (B) The Vendor should have either owned facilities or on sufficiently long lease agreement to be able to provide long term services in a place located in Navi Mumbai within 150 km radius of UTI Infrastructure Technology And Services Limited office at Belapur.
- (C) The structure should be approved for storage of documents / records from the concerned local municipal administration authorities and fire service department and any other authority as per the local prevailing regulations. The Agency shall furnish the certificate issued by Municipal corporation duly authorizing the structure for storage at the time of executing this agreement or thereafter within 30 days of execution of this agreement. If Vendor fails to get the certificate from Municipal Corporation or any other competent authority, the agreement shall be under review.

(D) The structure and facilities shall be adequately insured against all possible accidents, calamities, water logging and eventualities.

(E) The warehouse facility should be safeguarded against white ants, rodents and other pests.

(F) The Vendor without prior written permission of UTI-ITSL should not shift the records to any other location from the warehouse once approved.

#### **(IV) Security features**

The warehouse should be provided with adequate infrastructure and security arrangements to safe guard against fire, burglary, theft, arson etc.

#### **(V) Disaster Recovery Systems**

The Vendor should have well defined and laid out facilities / procedures and systems to back-up the computer data and restart the operations within 12 hours consequence to any eventual breakdown of the computer systems.

#### **(VI) Transport Facilities**

The Vendor should have preferably their own transport vehicles for moving the records from UTI-ITSL to warehouse. The Vendor should take utmost care and precaution in engaging the vehicles, drivers, and other personnel. Under normal circumstances public transport should not be used for transporting the documents without prior written permission of UTI-ITSL.

#### **(VII) Systems and software**

(A) The Vendor should employ secure and reliable computer hardware and software for processing the data and information in the course of providing Record Management Services. Adequate safeguard should be taken against any damage to the data from unauthorised access, viruses and such malicious programmes or negligence etc.

(B) The Vendor should hand over the “data (soft copy) of the UTI-ITSL records maintained by them as and when required.

**(VIII) Inspection of warehouse**

The vendor should allow UTI-ITSL authorised personnel to inspect the warehouse and any other premises used for any activities connected with records management at any time on any day, without intimation.

**(IX) References**

The Vendor should provide reference of their clients (with whom they are serving at-least one year) about their Records Management Services.

**(X) Reports**

The Vendor should provide periodic reports regarding the status of documents stored with them, retrievals, pending to be returned, permanent removals, due for destruction, exception reports and any other report in a mutually agreed format and frequency. No charges are payable for any such reports. The agency shall provide a details report periodically for the documents which is retrieved and again sent back to the agency.

**(XI) Sub-contracting**

The Agency should not enter into sub contracting with any other vendor / Agency for part / full of the UTI-ITSL records in any manner whatsoever.

**(XII) Terms & Conditions :**

(A) The final prices quoted shall be inclusive of all duties, freights, insurance, taxes, levies, cesses, octroi, royalties, charges, fees, expenses payable to any party or Government, material and labour and should be in Indian Rupees only. These prices should be valid for 180 days from the date of submission.

(B) There should not be any deviations from the conditions of Contract as mentioned in the Tender document. However, if there are any deviations for the betterment of services, they should be highlighted in the 'Statement of Deviation'.

**(XIII) Addenda to RFP**

(A) UTI-ITSL can modify the RFP Documents by issuing addenda, for any reason, and at any time prior to the deadline for submission of proposal. Any addenda to the RFP Documents shall be part of the RFP Document. Modifications resulting from the pre-proposal meeting between both the parties shall be communicated exclusively through the issuance of a formal addenda and not through the minutes of the meeting.

(B) All vendors shall refer to our official website in case of any addendum / corrigendum before submitting their bids.

**CONDITIONS OF CONTRACT FOR SELECTED VENDOR**

**(I) Duration of contract**

(A) The contract is initially for the period of 3 (Three) years, which may be extended with another set of three years each (3+3) Total 9 years. However, the performance of the Vendor shall be reviewed after every three years and if, found satisfactory the contract will be renewed.

**(II) Payment Terms**

(A) The Vendor shall submit bills for the charges for every calendar month before 5<sup>th</sup> of succeeding month. The bills should be accompanied by supporting documents viz. challans, vouchers etc. The bills will be settled within 10 days from the date of receipt.

(B) Applicable Taxes will be deducted at source from the bills as per the prevailing rules and regulations of the Government.

**(III) Termination**

(A) Only UTIITSL reserves the right to terminate the agreement by giving one month's notice on the agency/contractor. The termination notice should be sent either by Registered Post with Acknowledgement due Card or Hand Delivery.

**(IV) Insurance**

The Vendor should provide adequate insurance to the records of UTI-ITSL against damage or loss due to or any reason whatsoever including loss or damage due to fire, water, theft, misuse, pilferage or any natural calamities. The cover of the insurance should be as per the best insurance coverage available in the market.

**(V) Indemnity**

The Vendor shall indemnify UTI-ITSL and keep indemnifying UTI ITSL against any loss or damage which may be decided by UTI ITSL, due to negligence of the Vendor or its employee or any other reasons. The Vendor shall execute a separate indemnity bond after entering into this agreement, for loss/ damages of the valuable papers and other stored material.

**(VI) Documentation:**

The vendor shall provide to UTI-ITSL, at no extra charge, two complete sets of each hard and softy copy (with media) of the documentation. This will include reference manual, user manual, operations manual etc. The documentation shall be current at the time of delivery and available in English language.

**(VII) Other Conditions**

(A) Any other service conditions as required will be finalized with the selected vendors.

(B) The selected vendor will have to enter into an agreement in such form and manner as may be approved by UTI-ITSL for delivering all the services in time, and maintaining / supporting them successfully for a period of contract. Other terms & conditions required as deemed fit by UTI-ITSL will be added at the time of entering into the agreement with the selected Vendor. All such terms and condition will be part of agreement. The selected vendor after completion of the selection procedure would then need to sign the agreement/contract in conformity with the **'Terms and Conditions of Tender document'** and **'Conditions of Contract'** and the final price offered and accepted by UTI-ITSL.

(C) UTI-ITSL reserves the right to reject any proposal/s and / or all the proposals without giving any reason whatsoever for the rejection.

(D) Nothing mentioned in this clause may be interpreted as a relief or waiver from any warranty or other obligations under the contract.

**(VIII) Jurisdiction**

In respect of all disputes arising out of, under or touching the provisions of this offer / contract, the Competent Court at Navi Mumbai / Mumbai alone shall have the jurisdiction.

**(IX)** Details of specification work to be carried out by the selected agency/contractor for record management services. The agencies /vendor's/ contractor's storage site should be in and around Navi Mumbai within 150 kms radius of UTI Infrastructure Technology And Services Limited (UTIITSL) office at Belapur. The assignment would include:

1. Transportation of existing boxes from Mahape Godown, Navi Mumbai to the side of agency with due care and by taking transit insurance including loading, unloading and arranging at the vendor's storage site.
2. The size of the box is 18 inch X 15 inch X 12 inch.
3. Number of boxes is around 20,000. This quantity may vary. Also new boxes appx. 100 nos. per month will be ready for storage. These boxes are to be carried to the agency/vendors/contractor warehouse monthly.
4. Database updating, barcoding to ensure easy withdrawal of any document within 8 hours of intimation of requirement from UTIITSL.
5. Storage of the boxes for a period of three years which may be renewed with another set of three years each (3+3) Total 9.
6. The storage of documents would be done in a manner to ensure safety from misplacing, theft, damage from moisture, damage from water seepage or flooding, damage from heat, fire, short circuiting, damage from all types of insects or pests, damage from chemicals and any other hazards, etc. which would render the document unacceptable to any government agencies or judicial courts.
7. The premises should be covered with proper security, adequate fire fighting measures with no leakage.

8. The charges payable will be on two accounts viz.,
  - a. Storage Charges per box per annum - The charges should include all types of taxes, cess, duties, octroi and any other outgo by whatever name called.
  - b. Retrieval charges – The retrieval charges have been fixed as decided below. These will remain fixed throughout the contract period. The retrieval and replacement (one cycle) would be payable at the rate of Rs.10/- per retrieval and replacement which will include the manpower, and all other expenses of the vendor for retrieval and replacement. The charges for fax at the rate of Rs.1/- per page, photocopy at the rate of Rs.1/- per page and dispatch by speed post as per actual charges based on the receipt by the Department of Post will be payable extra by UTIITSL as and when a document required by UTIITSL. The charges include all types of taxes, cess, duties, octroi and any other outgo by whatever name called.
9. Quote charges for storage based on the above per box per annum.



**BID FORM  
(TO BE PRINTED ON VENDORS LETTERHEAD)**

Date :

The Assistant Vice President  
UTI Infrastructure Technology And Services Limited,  
Plot 3, Sector 11, CBD Belapur,  
**Navi Mumbai 400614**

Sir,

**Sub : Selection of Vendors for Record Management Services**

This is with reference to the tender for selection of vendors for Record Management Services due on 1<sup>st</sup> November,2010. We are interested in getting our Company / firm empanelled in your organization in selection of vendor for Record Management Services.

We have read and understood the details as given in the tender information regarding the Scope of Work and Terms and Conditions for the **Selection of Vendors for Record Management Services** and the same are acceptable to us. We have been given all the required information from UTIITSL. We certify that we are eligible as per the said Terms. The duly signed copies of the terms, conditions specifications of the document storage service attached herewith. All the terms, conditions specifications of the document storage services are acceptable.

An EMD of Rs.50,000/- ( Rupees Fifty Thousand only) is enclosed.

The job of Record Management Services will be carried out by us as per the tender terms and conditions, specifications mentioned in the tender form from pages 1 to 16 and the rates quoted by us are as per following details

<b>Price quoted for storage charges per box per annum, inclusive of all the charges like transportation data base updating bar-coding, storage &amp; taxes (Taxes, Cess, Duty, VAT, Excise, Sales Tax, WCT, Service Tax and other taxes and conditions mentioned in the tender)</b>
Rupees _____ Paise _____ (In figures)
Rupees _____ Paise _____ (In words)
In case of the difference in the price quoted, the price in words will be taken as final.

Thanking you,

Yours faithfully,

Signature of Authorized person

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