

CORRIGENDUM -I to Request for Proposal (RFP)For Custodial, Document Management(Physical and Digital)And Other Related Services

Ref. No. IDBI /RPU Pune/ RFP/23-24/ 01 / Dated June 1st, 2023

Sr No	RFP Doc Page No	RFP Para / Clause/ Line No (Identifier)	Original Clause	Modified Clause
1	55	2A.Viii	The storage space should be air-conditioned. The vendor should ensure that the temperature range is maintained as 16-25 degrees. There should not be a daily variation of temperature of not more than 3% and seasonal variation of not more than 10%. – BMS reports on Temperature status to be submitted monthly.	The storage space should be under controlled atmosphere. The vendor should ensure that the temperature range is maintained as 16-25 degrees. There should not be a daily variation of temperature of not more than 3% and seasonal variation of not more than 10%. – BMS reports on Temperature status to be submitted monthly.
2	107	Annexure XIV - Commercial Bid Form	NA	Revised Commercial Bid form as appended.

ANNEXURE XIV: COMMERCIAL BID**COMMERCIAL BID FORM****RFP for Custodial, Document Management (Physical and Digital) and other related Services**

- i. The Total Indicative cost for the purpose of ORA will be based on the quotes received from bidder.

Sr. No.	Activity			Maximum upper limit in total cost	Rate (in Rs.)
1	Storage & Maintenance of Physical AOF documents (Boxes) /Misc. Request/Account Activation Request documents		Per cubic feet per month	50%	
2	Scanning and Digitization, hoisting on DMS / Bank' Server		Per page (Both side)	30%	
3	Scanning and Digitization, hoisting on CKYC portal		Per Customer ID	10%	
4	Retrieval and Re-filing	Retrieval	Per Document per occasion	3%	
		Re-filing	Per Document per occasion	2%	
5	Compliance insertion at Vendor site		Per Document per occasion	5%	
	Total			100%	

- ii. The bidder should furnish the information /quotation as per the following format:

Sl. No	Location Pune	Approx. Volume	Rate	Value
1.	Maintenance of documents :			
	Total yearly volume in first year	Live AOF and misc. documents initially -23000 boxes of 1.55 cubic feet each		
	Additions – yearly	Volume likely to increase by 15-20 % every year.		
2.	Annual Retrievals of Live physical AOFs/Misc. Documents from Vendor on enquiries	6000 AOFs/ Misc. Documents		
4.	Annual Retrievals of physical AOFs from Vendor for different audit purposes.	2000 AOFs/ Misc. Documents		

Sl. No	Location Pune	Approx. Volume	Rate	Value
5	Annual Re-filing of retrieved AOFs /Misc. Documents.	6000 AOFs/ Misc. Documents		
6	Insertion of Compliance Documents	6000 AOFs/ Misc. Documents		
7.	Scanning and Digitizing annual	Scanning of 25,00,000 AOF/Misc. requests pages		
8.	Scanning and Digitizing , Hosting on CKYC Portal annual	Hoisting of approx. 25,000 Customer ID's KYC document into CKYC Portal interface.		

Note:

- GST applicable on actual shall be reimbursed over & above these rates. Any other taxes/cess/toll/duty etc. will be borne by bidder.
- Cost of other related services e.g. security, housekeeping, maintenance, power etc. have been factored in above rates only.
- The prices quoted should be valid for a period of 5 years (60 months) from the date of contract and shall be extendable upto 6 (six) months.
- Specifications for Metallic Boxes: The boxes should be fire resistant with lids/flaps for dust protection and of mutually decided metal quality and size. **Box Size (in inches) - l x b x h - 16 x 14x 11.**
- Specifications of Plastic Storage Jackets - The storage of documents must be done in plastic folders of minimum density 75 microns. The numbers of Account Opening Forms to be limited to one per plastic jacket and that for the Misc Requests/CRFs to be upto 30 max depending upon the attachments pages. **Jackets Size (in inches) - l x b: 14 x 11.**
- The cost of Plastic Jackets & Metallic Boxes, have been factored in above rates only. No separate cost would be paid for these.

We declare all the terms & conditions as per the RFP are agreeable to us.

Signature of the authorized person _____

Name of the signatory (in block capital letters) _____

Seal of the Vendor _____

Date: _____

Place: