केनरा बैंक Canara Bank
भारत सरकार का उपक्रम A Government of India Undertaking
सिंडिकेट Syndicate

Form 8 – Bank's List of Locations

Banks Circle Offices are at the following locations

Sl No.	Location of Circle Office
1	Agra
2	Ahmedabad
3	Bengaluru
4	Bhopal
5	Bhubaneswar
6	Chandigarh
7	Chennai
8	Delhi
9	Guwahati
10	Hubli
11	Hyderabad
12	Jaipur
13	Karnal
14	Kolkata
15	Lucknow
16	Madurai
17	Manipal
18	Mangalore
19	Mumbai
20	Patna
21	Pune
22	Ranchi
23	Thiruvananthapuram
24	Vijayawada

केनरा बैंक Canara Bank
भारत सरकार का उपक्रम A Government of India Undertaking
सिंडिकेट Syndicate

FORM 9 –INDICATIVE PRICE BID (REVISED)

The service provider should quote prices as per the following schedule, which is applicable for first **three** years of the contract. L1 bidder shall be arrived based on the total outgo for Six years as per the table below.

S.No.	Items	Approx. qty	Unit	Rate per unit in Rs. Including GST	Total cost Rs. Including GST
1	Initial fixed operational cost **(per cft):** Collection of record from RAHs and MSMEs, 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	29,50,000	Cft	R1	=(29,50,000*R1)
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	87,55,000	Cft	R2	=(87,55,000 *R2 *12)
3	Cost of retrieval **(per carton)**				
	a)Ordinary retrieval to be delivered within next 2 working day to respective Offices	30,000	carton	R3	=(30,000*R3)
	b) Emergency retrieval within 24 hours to be delivered to respective Offices	30,000	carton	R4	=(30,000*R4)

केनरा बैंक Canara Bank
भारत सरकार का उपक्रम A Government of India Undertaking
सिंडिकेट Syndicate

S.No.	Items	Approx. qty	Unit	Rate per unit in Rs. Including GST	Total cost Rs. Including GST
4	Cost of retrieval **per file**				
	a)Ordinary retrieval to be delivered within next 2 working day to respective Offices	30,000	Files	R5	=(30,000*R5)
	b)Emergency retrieval within 24 hours to be delivered to respective Offices	30,000	Files	R6	=(30,000*R6)
5	Cost of Destruction or Permanently shifting record out of facility per file 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.	30,000	Files	R7	=(30,000*R7)
6	(A) Total (1+2+3+4+5)				
7	(A1)Recurring charges (2+3+4+5)				
8	(B) Percentage increase in the above rates for the next 3-year period after completion of first 3-year period. Note - The quantity entered in this field shall not be divided by 100.For instance, if 20% enhancement is proposed by the bidder, value of 20 shall be entered in this field and not 0.20.				
9	**Total C = (A) + (A1) +(A1B)/100**				
10	**Amount to be entered under Bid Details -> Offer Price in GeM portal = (C /36)**				

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: 35 cms x 32 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.

2 Price quoted should be **inclusive of all taxes.**

3 All the above quantities are only for calculation of L1 Service Provider(s) and actual quantity may vary depending upon **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 **BANK** on prorate basis as per rates quoted by the Service Provider on unit basis.

5 **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. **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: _____

Form 10 – Details of Circle-wise Volume of files proposed to be shifted to storage facility during three year period

केनरा बैंक Canara Bank
भारत सरकार का उपक्रम A Government of India Undertaking
सिंडिकेट Syndicate

Sl.NO	Circle Name	Volume of files in cu.ft
1	Agra	90,860.17
2	Ahmedabad	59,012.67
3	Bengaluru	2,21,258.00
4	Bhopal	1,03,618.00
5	Bhubaneswar	49,784.17
6	Chandigarh	90,216.33
7	Chennai	2,90,902.83
8	Delhi	1,07,789.00
9	Guwahati	33,021.67
10	Hyderabad	1,72,196.33
11	Hubballi	1,04,388.67
12	Jaipur	51,705.33
13	Karnal	66,440.67
14	Kolkata	74,122.50
15	Lucknow	90,676.50
16	Madurai	2,48,303.17
17	Mangaluru	1,01,878.33
18	Manipal	1,54,585.17
19	Mumbai	60,453.83
20	Patna	55,800.17
21	Pune	96,100.50
22	Ranchi	38,993.00
23	Trivandrum	3,31,059.00
24	Vijayawada	1,97,992.67
Total volume cft of non-current documents to be shifted to storage in first year (tentative)		28,91,158.67
Total volume cft of non-current documents to be shifted to storage in next two years (tentative)		54,521.14
Total		29,45,679.81
say		29,50,000

Form 11

Bank Guarantee Format for Earnest Money Deposit

To :

The General Manager,
Canara Bank,
GA Wing, Head Office,
Dwaraknath Bhavan, 29 K R Road
Basavanagudi, Bengaluru 560004

WHEREAS _____(Name of Tenderer) (hereinafter called "the Tenderer" has submitted its tender dated _____ (Date) for the execution of (Name of Contract)_____(hereinafter called "the Tender") in favour of _____hereinafter called the "Beneficiary";

KNOW ALL MEN by these presents that we, _____(name of the issuing Bank), a body corporate constituted under the _____having its Head Office at _____amongst others a branch/office at _____ (hereinafter called "the Bank" are bound unto the Beneficiary for the sum of Rs_____(Rupees_____only) for which payment well and truly to be made to the said Beneficiary, the Bank binds itself, its successors and assigns by these presents;

THE CONDITIONS of this obligation are:

(a) If the Tenderer withdraws its Tender during the period of Tender validity specified in the Tender; or

(b) If the Tenderer having been notified of the acceptance of his Tender by the Beneficiary during the period of Tender validity;

(i) fails or refuses to execute the Agreement, if required; or

(ii) fails or refuses to furnish the performance security, in accordance with clause 24 of conditions of Contract.

We undertake to pay to the Beneficiary up to the above amount upon receipt of his first written demand without the Beneficiary having to substantiate his demand, provided that in his demand the Beneficiary will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

Notwithstanding anything contained herein

i) Our liability under this Bank Guarantee shall not exceed Rs._____ (Rupees _____only)

ii) This Bank Guarantee is valid up to _____ and

iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before _____ (mention period of guarantee as found under clause (ii) above plus claim period)

Dated _____day of _____20…..

(SIGNATURE & SEAL OF THE BANK)

This Bank guarantee should be confirmed through SFMS by the issuing Bank and the details are as follows Name of the Bank: Canara Bank Name of the Branch : GA Wing IFSC Code: CNRB0000413

Form 12

Affidavit for Creation of Additional Space in the existing storage location/ Creation of new storage facility

Date: .....

I _____ S/o, D/o, W/o _____, Resident of _____do hereby solemnly affirm and declare as under.

That the information furnished hereinafter is correct to best of my knowledge and belief.

I confirm that there is adequate scalability in storage space in the locations as provided under Form 8 of the GeM bid **NO:** **GEM/2023/B/3267356** over the period for added records.

I agree to create additional storage facility as per Bank's requirement wherever such facility is not available presently.

For and on behalf of _____ (Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)
<Insert Name, Designation and Contact No.>