

Draft

No.2021/IRCTC/CO/Record

Date:02.06.2022

**M/s Starbic Business Solution Pvt. Ltd.
1/21/2/1, Khandsa Road,
Village Narsinghpur, Pace City II,
Sector-37, Gurugram-122001,
Haryana**

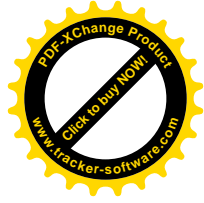
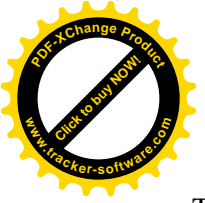
(Kind Attention- Sh. Bijay Sahu/ M.-9810640003)

Sub: Letter of Award for Storage of Records of IRCTC.

With reference to above, we are pleased to inform you that your Company has been selected for engagement for the above mentioned assignment **w.e.f 05/06/2022** for a period of **Two year** subject to submission of Security Deposit amounting **Rs.11436/-** and formal contract agreement.

Schedule of Rates:-

S. No.	Particular	Rates/Per Month (Rs.)	Number of pages/files/carton (approx)	Total Amount (Rs.) per year (excluding GST)
1	Collection, inventory, barcoding, indexing, transport including all labor and associated costs for transporting all existing cartons from current vendor located in Gurugram (one time).	0	1400 Cartons	0
2	Monthly Maintenance (Storage) charges.	4.15/Per Carton	1400 Cartons	69720.00
3	Physical retrieval charges (Next day service)	7.50/Per File	60 Files	5400.00
		12.50/Per Carton	60 Cartons	9000.00
4	Replacement or retrieved files.	5.00/Per File	60 Files	3600.00
		5.00/Per Carton	60 Cartons	3600.00
5	Reference/Audit facility at archive centre.	0	60 Files	0
		0	60 Cartons	0
6	Certified destruction charges.	2.50/Per Carton	1400 Cartons	42000.00
		0.50/Per File	1400 Files	8400.00
7	Emergency retrieval and delivery of files/cartons	10.00/Per File	60 Files	7200.00
		17.50/Per Carton	60 Cartons	12600.00
Total				161520.00



Total estimated contract value Rs.323040/- (excluding GST) for Two Years. (Three Lakh Twenty Three Thousand & Forty Rupees).

Scope of Work/Terms & Conditions:-

1. Analyzing, identifying and sorting the records at the location of **IRCTC/CO, Barakhamba Road, New Delhi;**
2. Linking the records to policy of the Corporation in terms of "Retention period of official records" for identification of records to be destroyed or to be retained;
3. Destruction of records not to be kept as per policy;
4. Packing, indexing & Bar-coding of the records to be kept;
5. Storage of the records at warehouse of the company.
6. The agency shall ensure instant access and retrieval of the documents as and when required by IRCTC.
7. The agency shall maintain the records confidentially and safely.
8. The agency is liable to pay all statutory and government duties/taxes/levies as and when applicable.
9. Proper maintenance of logs in respect of access/retrieval of records.
10. Collection, inventory, bar coding, indexing, transport including all labour and associated costs for transporting **all existing cartons** from current vendor located in Gurugram (**one time**).
11. No advance payment shall be made.
12. The bills for the services shall be raised on half yearly basis and the payment shall be made subject to deductions of all statutory taxes and recommended by the nodal officer for satisfactory services.
13. The quantities mentioned in the schedule of rates are tentative and payment will be made for actual quantities executed.
14. The duration of contract shall be for a period of Two Years.
15. In case of unsatisfactory services, IRCTC reserves the right to terminate the contract by giving 15 days advance notice and the security deposit will be forfeited. Further, IRCTC reserves the right for short closure or termination of contract by serving one month notice without assigning any reason. In case, the contract is short closed/terminated, all payments due to agency under the contract for the services rendered till the date of termination/short closure of contract shall be released after the receipt of records safely in the premises of IRCTC.
16. Security and insurance coverage towards the losses due to any reason have to be ensured by the agency.

This letter of Award is being issued to you in duplicate. It is requested to return the duplicate copy of this LOA duly signed and stamped on each page by the authorized signatory as a proof of your acknowledgement and acceptance.

Sidhartha Singh
AGM/Admin