

Sub: Providing Data Entry Services				
		NIT No. BHEL/EMRP/HR/DATA ENTRY/RC/2013-14		
PRICE SCHEDULE				
Sr. No.	Activity / Work	Minimum Number of Records to be entered per month per operator	Rate per Record (In Rs.)	Amount (In Rs.)
1	2	3	4	5=(3x4)
1	Data Entry in Computers, Registers, Documents, Forms and Performa etc.	1125		
2	Typing Letters / Notes etc.	75		
3	Filing / Retrieving of records.	500		
4	Mailing, Dispatch and preparation of forwarding notes.	375		
5	Preparation / Verification of Statements, Checklist, Reports etc.	100		
	Total			
	Add Service Tax			
	Gross Total			

Amount in Words: Rs.

Note:

1 Bidders are required to quote the Rate per Records by taking into account the amount of minimum monthly expenditure as explained in clause no. 6.5 under Commercial Terms & Conditions of NIT .

Bidders Signature with Seal