

ANNEXURE - I - A

UNPRICED BID

Sl no	A Nature of Job	B Unit of Measurement	C Quantity PER MONTH	D Quantity per Annum	E Rate per Unit	F Service Tax in %	PER MONTH			PER ANNUM
							G =C*E	H=E*F	I=(G+H)	J=(I*12)
							Value/Month	Service Tax value (Rs)	Value (inclusive of Tax) Per month	Value (Inclusive of tax) Per Annum
							Rs	Rs	Rs	Rs
1	IT enabled service such as assisting in Preparation of Accounting Records, Reconciliation of relevant Section informations, responding to information required etc.. through systems	No of Files	5100	61200	Quote	0.00%	Quote	Quote	Quote	Quote
2	Data Entry in Accounts payables such as Cenvat credit availment, other similar datas to be kept into the system (creditors and contractors) Etc..	No of Records	12750	153000	Quote	0.00%	Quote	Quote	Quote	Quote
3	Documentation such as Filing of Records, photocopying, scanning, despatching documents, taking Print out etc..	No of Records	16150	193800	Quote	0.00%	Quote	Quote	Quote	Quote
4	Technical Assistance in Accounting such as accounting of Fixed assets, Debit advice Slip process for payment etc..	No of Files	5950	71400	Quote	0.00%	Quote	Quote	Quote	Quote
5	Billing to Customer as per LWB and Packing slip	No of Records	4250	51000	Quote	0.00%	Quote	Quote	Quote	Quote
6	Invoice wise linking and posting of Collection amount from Customer.	No of Records	2550	30600	Quote	0.00%	Quote	Quote	Quote	Quote
GRAND TOTAL							QUOTE	QUOTE	QUOTE	QUOTE

Bidders are requested to indicate any applicable service tax %age including swatch Bharth cess in unpriced bid.

Signature