

NATIONAL AIDS RESEARCH INSTITUTE (I.C.M.R.), PUNE

Plot No. 73, 'G' Block, MIDC, Bhosari, Pune-411 026.

Tel. No. 020- 2733 1200, 2712 3171

Email: ctuadmin2@gmail.com, nari.purchase@gmail.com

Quotations For 'Document Ware Housing Solution' for NARI

Sealed quotations are invited from **Document Warehousing Solution Providers** from Pune and Pimpri- Chinchwad area.

Detailed specifications about size and approximate number of files to be archived are displayed on our Institute's Website.

Duly completed and sealed quotations should be submitted along with the Demand Draft of Rs.1000/- (non refundable) in the name of "Director, National AIDS Research Institute, Pune on or before 22/11/2010 up to 3.00 p.m. to Director, NARI on above address.

NOTE : For details please visit our Website www.nari-icmr.res.in

**DIRECTOR
NARI**



राष्ट्रीय एड्स अनुसंधान संस्थान
NATIONAL AIDS RESEARCH INSTITUTE
भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH

प्लॉट संख्या 73, 'जी' ब्लॉक, एम.आई.डी.सी., भोसरी, पुणे - 411 026 (भारत).
Plot No. 73, 'G' Block, MIDC, Bhosari, Pune-411 026 (INDIA).

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Proposal for Document Ware Housing Solution

Requirements for the document ware house:

- The documents/ files (paper based) will be archived at the premises of the **party**
- Round clock security should be ensured by the party for these documents
- Fire suppression system should be in place
- Pest and rodent system should be in place
- To maintain confidentiality of the documents the files should be sealed and archived
- The retrieval system should be present as and when required
- The documents should be made available as a part of retrieval at NARI premises

Specifications of the documents: are given below.

The quantity may vary at the time final archival. Hence it is recommended to get the quotation on per unit basis.

Source		CRF	
File details	No of files	File details	No of files
28cm*36cm*7cm	520	28cm*32cm*7cm	40
26cm*32cm*5cm	110	28cm*32cm*6cm	360
27cm*32cm*3cm	200	26cm*32cm*5cm	140
Flat files	150	27cm*32cm*3cm	280
Total	980	Total	820

These are the sizes for the files currently available for archival, however, the documents with different sizes and volumes may be sent for archival in addition to the above and hence it is recommended to give the charges either per document file/ binder or by sizes as per inches with the width per file.

Parties must submit the detailed company profile along with the list of customers who are availing the document ware housing facility.

Contacts:

For Technical queries:

Contact Person : Mrs. Radhika Brahme, Data Manager
Telephone No. : 2733 1362, 2733 1200
Email : rbrahme@nariindia.org

For administrative queries:

Administrative officer- Admn.-II
Telephone No. : 020 2712 1371
Email Id : ctuadmin2@gmail.com

Submission of Quotation/Tender

The Envelope/Quotation to be submitted at **NARI, NEW ADMIN. BUILDING**
(Reception-Tender Box) **till 22/11/2010 at 03.00 p.m.**

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