

PRICE BID - PART "B"				
DATA ENTRY WORK RATE				
SI No	Data Entry Work	No. of Records/Letters	Unit Rate/Record	Total (Per month)
1	In Computers	500		
2	In Registers	375		
3	In Documents/Forms/Performa	250		
4	Typing Letters/Notes	75		
5	Filing/Retrieving of Documents	500		
6	Mailing/Despatch/Forwarding Notes	375		
7	Preparation/verification of Statements/Checklist/Reports	100		
			Total Inclusive of service charge	

Note:-

Taxes as applicable shall be extra

