

Scope of Work for Documents Off-Site Storage and Archiving with Indexing for IBA, Karachi

Total Archival Volume

Following volume of records needs to be archived:

Location	Box files / bonded books	Storages boxes required
IBA Main Campus	3,000~4,000	700
Total	3,000~4,000	700

Project duration : 5 working days

Long Term Record Storage & Archive Services

Services	Elements
Bulk Record Transfer from Karachi	Using truck, approx. 150 boxes files can be transported in a trip
Physical Storage	Storage Boxes
Document Retrieval Delivery within Storage City	
Normal Delivery	Delivered within 48 Working Hrs
Urgent Delivery (24 Hrs)	Delivered within 24 Working Hrs
Box Delivery Charges	
Normal Delivery	Delivered within 48 Working Hrs
Urgent Delivery	Delivered within 24 Working Hrs
Others	
Scan on Demand	

Total Indexing Volume

Following volume of records needs to be indexed:

Location	Pages	Documents
Karachi	3,000~4,000	

Project duration : 1 month

Record	Elements
Services	Elements
Record Indexing	Indexing for 4 key fields required in Excel format.
Storage Box	Boxes will be delivered at University Campus

Financial Estimate	
Services	Quantity
Storage Boxes	700 Boxes

Financial Estimate

Services	Quantity	Monthly Rent /Box - PKR	Total Monthly Rent/700 Boxes - PKR	Total Annual Amount – PKR
Monthly Rent	700 Storage Boxes			