

**GOVERNMENT OF INDIA
O/O the Superintending Archaeologist
Archaeological Survey of India
Bhubaneswar Circle**

**Toshali Apartment, Block-VI(B)
Satya Nagar, Bhubaneswar-751007
Tele : 0674-2573261, T/F-2573068/74**

No. 12/10/2012-ET-4646 to 64

Dated 16.12.2015

TENDER NOTICE

Subject:- Quotation for award of contract for providing manpower to work as Data Entry Operators (DEO) (32 Nos.) in the office of **Superintending Archaeologist, Archaeological Survey of India, Bhubaneswar Circle, Bhubaneswar, Odisha** for a period of **one (01)** year extendable as per requirement for a maximum period of three years on the same terms and conditions with the approval of the Head of Department in ASI subject to satisfactory performance of the service provider.

Sealed applications-cum-quotation are invited from registered service providers interested in undertaking the job of providing Data Entry Operator (DEO) to the office of **Superintending Archaeologist, Archaeological Survey of India, Bhubaneswar Circle, Bhubaneswar, Odisha** for managing the e-ticketing counters at the locations indicated in Annexure III as per the general terms and conditions given below:-

- i) This is a contract for outsourcing services of a total number of **32 (Thirtytwo)** Data Entry Operators (DEO). The number of DEOs to be engaged is subject to increase or decrease as per the requirement of the Department. The location wise deployment details of DEOs is at Annexure III.
- ii) Initial period of contract shall be one year which can be extended up to a maximum period of three years depending upon the requirement of Department and performance of the service provider with the approval of Competent Authority.
- iii) The contract can be terminated by the competent authority at any time without assigning any reasons and in such circumstances; the service provider has to withdraw his manpower forthwith.
- iv) The payment to the engaged Data Entry Operators (DEO) will be subject to satisfactory performance of the DEOs to be certified by the Head of Office, where they are engaged.
- v) It shall be the duty of the Contractor to ensure the disbursement of wages by way of ECS/RTGs or any approved means of bank transfer. Bill of the subsequent month will be paid only after submission of certificate of disbursement of wages of the previous month, signed by the said representative of the Department.
- vi) The working schedule of the DEOs shall be in two shifts from sunrise to sunset or as per working hours notified in respect of the particular Monuments or the Museums.
- vii) A) The attendance of the persons will be registered by Bio-metric system on the basis of Aadhaar Based Bio-metric System or as per the mechanism in place in respect of the particular place of deployment.
B) In case the working hours of an individual falls short vis-à-vis the notified schedule, deduction of wages shall be made proportionately.
- viii) No medical facilities or reimbursement thereof will be provided by this office.
- ix) The persons engaged on outsource basis will not be entitled for any kind of leave.
 - x) Escalation clause towards payment to the engaged Data Entry Operators (DEO) shall not be accepted on any ground during the period the contract is in force except the revision in the minimum rates of wages notified by the appropriate authority from time to time which will be paid by ASI.
 - xi) The contractor shall comply with all the labour laws in relation to its employees including payment of minimum wages as laid down by or under any law from time to time.
 - xii) The engagement does not confer right for continuation or extension of the contract on any account for indefinite time. This engagement will be purely a short term temporary arrangement on contractual basis.

- xiii) The service provider shall deploy additional manpower if asked for to do so due to increase in work load subsequently during the currency of the contract at the same rates of wages already agreed upon.
- xiv) Any liability regarding Government Dues as well as any loss/injury caused to the Department during the engagement of Data Entry Operators {DEO} will be the responsibility of the service provider.
- xv) The award of the contract will be subject to the fulfillment of the conditions laid down in relevant Rules under GFR, 2005 as amended from time to time.
- xvi) It may be ensured that character and antecedents verification certificate from the concerned police authorities or a certificate of "good moral character" in respect of the Data Entry Operator (DEO), duly signed by a first Class Magistrate or a Gazette Officer of the Central/State Government, may be provided at the time of engagement of the Data Entry Operators(DEO).
- xvii) The Services of the Data Entry Operators (DEO) may be provided as per the notified working hours and even beyond as and when required. The selected agency will immediately provide a substitute in the event of any person remaining absent from the job due to personal reasons and or his/her performance is not found satisfactory.
- xviii) The persons engaged as Data Entry Operators must have the qualification of at least 10+2 and shall not be below the age of 18 years. They should be active with sound health. They must be having excellent computer skill and knowledge of MS-Office, Excel, Mail and Power point etc. with a typing speed of at least 30 W.P.M.
- xix) The persons engaged shall not claim any Benefit/Compensation/Absorption/Regularization of service from this Office under the provision of Industrial Disputes Act 1974 or contract Labour (Regulation & Abolition) Act. 1970. An undertaking to this effect from the engaged persons shall be required to be submitted by the service provider to this office.
- xx) The persons engaged will be expected to observe discipline and decorum at the work place and adhere to all instructions/rules in force in the office.
- xxi) The service provider's personnel shall not divulge or disclose to any persons any details of the work place, such as the operation process, technical know-how, security arrangements, Administrative / organization matters etc.
- xxii) The Department may require the service provider to dismiss or remove from the site of work any person, or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirement. The service provider shall replace immediately any of its personnel, of they are unacceptable to the Department because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
- xxiii) The service provider shall be contactable at all times and message by phone/mail/Fax/Special Messengers from this Department to him/her shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Department for implementing the Contract from time to time.
- xxiv) This Department will maintain attendance in respect of the personnel deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates as notified by the appropriate authority, from time to time.
- xxv) Any dispute arising out of the contract will be settled within the jurisdiction of the competent Court.
- xxvi) In case of a tie in rates between the bidding forms the following procedure shall be adopted to break the tie:
 - i. By evaluating the past performance/experience of the bidding firms such as, number of contract awarded, the value of contract, and the number of personnel deployed by them in the past 3 years.
 - ii. By comparing the total turnover of the bidding firms.

2. The firm applying for the tender must possess the following qualification:-
 - i) Registration Certificate from a competent Government Authority for running the agency.
 - ii) At least three years relevant experience with any Central Govt.Deptt./Organization.
 - iii) The firm must have PAN No., Service Tax Registration No. and other relevant document.
 - iv) The firm must have ESI and PF registration.

3. The bidding firm shall quote their bid as per the Minimum Wages Act applicable in respect of the place where manpower is being deployed.
 - a) Minimum applicable wages for each Data Entry Operators (DEO)
 - b) Provident Fund.
 - c) ESI
 - d) Any other charges, if any, under the Minimum Wages.
 - e) **Admin Services charges: If the firm quotes less than 1% charges/consideration, the bid shall be treated as unresponsive and will not be considered.**

4. **The bidder will fill up the technical information the Annexure-I which may be put in a sealed cover clearly marking it as "Technical Bid". The Technical Bid should be accompanied by an Earnest Money Deposit of Rs._____ (Rs._____ only) in the form of a crossed Demand Draft/Pay Order drawn in favour of Superintending Archaeologist payable at Bhubaneswar and the relevant documents with regard to qualifications mentioned in Para-2 above. The tender received without EMD will be rejected summarily. This money is refundable to the bidder after award of the contract.** Annexure-II shall consist of rates inclusive of all charges/service tax etc. which should be put in sealed cover marking it as "**Financial Bid**". Both the sealed covers can be put in a single cover while submitting the proposal to this office. The Blank Annexure I and II are enclosed herewith. The successful bidder will have to submit Performance Security Deposit equivalent to 10% of the amount payable per month. The amount will be payable through Bank Draft/Bank Guarantee/Fixed deposit Receipts drawn in favour of **Superintending Archaeologist** payable at Bhubaneswar for in the form of Fixed Deposit Receipt (FDR) made in the name of the company/Firm/Agency but hypothecated to the **Superintending Archaeologist** .The performance security shall remain valid for a period of three months beyond the period of the contract. In case the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed.

5. If, during the period of contract, the performance of the firm is found to be unsatisfactory at any point of time, this office may forfeit the Performance Security of the firm (in part or in full) and the contract may be terminated. In this regards, the decision of the ASI shall be final and binding on the firm.

6. Interested firms are therefore, requested to send their quotation to the **Superintending Archaeologist, Archaeological Survey of India, Bhubaneswar Circle, Toshali Apartment, Block-VI, Satya Nagar, Bhubaneswar-751007, Odisha by 3.00 PM of the 05.01.2016**. Tenders received after the closure Date and Time will not be entertained. It may be indicated in the rate quoted that the Service Tax is included/excluded. The envelope containing the quotation should be super scribed as "Quotation for providing manpower to work as Data Entry Operator (DEO). The Technical bids will be opened **at 12.00 PM** on the **06.01.2016** in the room of the undersigned in the presence of the representatives of the firms.

(A K Patel)
Superintending Archaeologist
Bhubaneswar Circle, Bhubaneswar

TECHNICAL BID

Technical Bid should indicate the following information along with the self attested photocopies of these documents:-

- a) Profile of the company
- b) Proof of Incorporation/inception of the Agency;
- c) Registration details for manpower supply;
- d) PF Registration details;
- e) ESI Registration details;
- f) PAN No
- g) Service Tax Registration no;
- h) Income Tax returns for the past 3 years
- i) Audited Statement of Accounts/Balance sheet certified by the C.A for the past 3 years
- j) Details of registration with the labour Commissioner;
- i) List of organizations to which man power is being supplied by the bidder.
(with copies of work orders received in the past 3 years)
- k) Whether the firm has been blacklisted by any Government Department or any criminal case registered against the firm or its owner (give details);
- l) Any other relevant information;

(Name and Signature of the
authorized person of the firm along with the seal)

APPLICATION FINANCIAL BID
(For Providing Data Entry Operator (DEOs))

1. Name of tendering company/Firm/Agency.
2. Details of Earnest Money Deposit Rs. _____ (Five _____ only) DD/P.O No & Date and Drawn on Bank etc:
3. All the Data Entry Operator (DEO) deployed under this contract will be paid their wages on monthly basis by ECS/RTGS by 7th of the following month by the Company/Firm/Agency and the proof of disbursement will be submitted to the Department.
4. Rates are to be quoted in accordance with the Minimum Wages act 1948, as applicable in the place of deployment of manpower.

Rate per person per month Rs. _____
(Rupees _____ inclusive of all statutory liabilities, taxes, levies, cess/edu. Cess. Etc. with following break up)

Sl No.	Component of Rate	Amount@
	Daily Wages Rate (as per MWA, 1948)	
	Employees provident Fund @ % of 1 above	
	Employees State Insurance @ % of 1 above	
	Service Tax liability @ % of	
	Any other liability (Pl. Indicate)	
	Contractors Admin/service Charge	
	Total Column 1 to 6	

@ Amount in respect of above mentioned items should be mentioned properly and correctly against each item. If any column left blank intentionally or filled up with 'NIL/Not applicable', the bid will not be considered by competent authority.

Signature of authorized person

Full Name: _____

Seal: _____

Date:

Place:

Notes:

1. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each person deployed by the Agency.

TENDER FOR PROVIDING MANPOWER TO WORK AS DATA ENTRY OPERATOR

Price of Tender Paper: **Rs 525.00** (Rupees Five hundred twenty only) (500 + 5% VAT)

I/We hereby tender unit wise rate for providing manpower to work as Data Entry Operator as described in the under mentioned memorandum according to the specifications within the time and the rates specified subject to the conditions of the contract.

Memorandum: (a) EMD – 2 % of the total contract value subject to minimum of Rs.10,000/-

(b) Security Deposit – 10% of the amount payable per month.

Note : (a) Payable along with tender.

(b) **Percentage to be deducted from the bill/ deposited after finalization of Tender.**

Name of the work: providing manpower to work as Data Entry Operator (DEO) to be engaged at different ticketed monuments/museums under the Jurisdiction of Bhubaneswar Circle, Bhubaneswar for e-ticketing systems.

Place of Duty/Deployment : **Different ticketed monuments/museums under the Jurisdiction of Bhubaneswar Circle, Bhubaneswar .**

Period of contract **For a period of one (01) year extendable as per requirement for a maximum period of three (03) years.**

Estimated value :.....

SCHEDULE

Sl No	No. of Service Provider	Description of Item/work	Unit	Rate	Total Cost
1	32 nos.	xxvii) This is a contract for outsourcing services of a total number of 32 (Thirty two) Data Entry Operators (DEO). The number of DEOs to be engaged is subject to increase or decrease as per the requirement of the Department. The location wise deployment details of DEOs is at Annexure III. xxviii) Initial period of contract shall be one year which can be extended up to a maximum period of three years depending upon the requirement of Department and performance of the service provider with the approval of Competent Authority. xxix) The contract can be terminated by the competent authority at any time without assigning any reasons and in such circumstances; the service provider has to withdraw his manpower forthwith. xxx) The payment to the engaged Data Entry Operators (DEO) will be subject to satisfactory performance of the DEOs to be certified by the Head of Office, where they are engaged. xxxi) It shall be the duty of the Contractor to ensure the disbursement of wages by way of ECS/RTGs or any approved means of bank transfer. Bill of the subsequent month will be paid only after submission of certificate of disbursement of wages of the previous	PER DEO (As per annexur e-II)		

	<p>month, signed by the said representative of the Department.</p> <p>xxxii) The working schedule of the DEOs shall be in two shifts from sunrise to sunset or as per working hours notified in respect of the particular Monuments or the Museums.</p> <p>xxxiii) A) The attendance of the persons will be registered by Bio-metric system on the basis of Aadhaar Based Bio-metric System or as per the mechanism in place in respect of the particular place of deployment.</p> <p>B) In case the working hours of an individual falls short vis-à-vis the notified schedule, deduction of wages shall be made proportionately.</p> <p>xxxiv) No medical facilities or reimbursement thereof will be provided by this office.</p> <p>xxxv) The persons engaged on outsource basis will not be entitled for any kind of leave.</p> <p>xxxvi) Escalation clause towards payment to the engaged Data Entry Operators (DEO) shall not be accepted on any ground during the period the contract is in force except the revision in the minimum rates of wages notified by the appropriate authority from time to time which will be paid by ASI.</p> <p>xxxvii) The contractor shall comply with all the labour laws in relation to its employees including payment of minimum wages as laid down by or under any law from time to time.</p> <p>xxxviii) The engagement does not confer right for continuation or extension of the contract on any account for indefinite time. This engagement will be purely a short term temporary arrangement on contractual basis.</p> <p>xxxix) The service provider shall deploy additional manpower if asked for to do so due to increase in work load subsequently during the currency of the contract at the same rates of wages already agreed upon.</p> <p>xl) Any liability regarding Government Dues as well as any loss/injury caused to the Department during the engagement of Data Entry Operators {DEO} will be the responsibility of the service provider.</p> <p>xli) The award of the contract will be subject to the fulfillment of the conditions laid down in relevant Rules under GFR, 2005 as amended from time to time.</p> <p>xlvi) It may be ensured that character and antecedents verification certificate from the concerned police authorities or a certificate of "good moral character" in respect of the Data Entry Operator (DEO), duly signed by a first Class Magistrate or a Gazette Officer of the Central/State Government, may be provided at the time of engagement of the Data Entry Operators(DEO).</p> <p>xliii) The Services of the Data Entry Operators (DEO) may be provided as per the notified working hours and even beyond as and when required. The selected agency will immediately provide a substitute in the event of any person remaining absent from the job due to personal reasons and or his/her performance is not found satisfactory.</p> <p>xliv) The persons engaged as Data Entry Operators must have the qualification of at least 10+2 and shall not be below the age of 18 years. They should be active with sound health. They must be having excellent computer skill and knowledge of MS-Office, Excel, Mail and Power point etc. with a typing speed of at least 30 W.P.M.</p> <p>xlvi) The persons engaged shall not claim any Benefit/Compensation/Absorption/Regularization of</p>			
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		<p>service from this Office under the provision of Industrial Disputes Act 1974 or contract Labour (Regulation & Abolition) Act. 1970. An undertaking to this effect from the engaged persons shall be required to be submitted by the service provider to this office.</p> <p>xlvi) The persons engaged will be expected to observe discipline and decorum at the work place and adhere to all instructions/rules in force in the office.</p> <p>xlvii) The service provider's personnel shall not divulge or disclose to any persons any details of the work place, such as the operation process, technical know-how, security arrangements, Administrative / organization matters etc.</p> <p>xlviii) The Department may require the service provider to dismiss or remove from the site of work any person, or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirement. The service provider shall replace immediately any of its personnel, of they are unacceptable to the Department because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.</p> <p>xlix) The service provider shall be contactable at all times and message by phone/mail/Fax/Special Messengers from this Department to him/her shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Department for implementing the Contract from time to time.</p> <p>l) This Department will maintain attendance in respect of the personnel deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates as notified by the appropriate authority, from time to time.</p> <p>li) Any dispute arising out of the contract will be settled within the jurisdiction of the competent Court.</p> <p>lii) In case of a tie in rates between the bidding forms the following procedure shall be adopted to break the tie:</p> <p>iii. By evaluating the past performance/experience of the bidding firms such as, number of contract awarded, the value of contract, and the number of personnel deployed by them in the past 3 years.</p> <p>iv. By comparing the total turnover of the bidding firms.</p> <p>2. The firm applying for the tender must possess the following qualification:-</p> <p>v)Registration Certificate from a competent Government Authority for running the agency.</p> <p>vi)At least three years relevant experience with any Central Govt.Deptt./Organization.</p> <p>vii) The firm must have PAN No., Service Tax Registration No. and other relevant document.</p> <p>viii) The firm must have ESI and PF registration.</p> <p>3. The bidding firm shall quote their bid as per the Minimum Wages Act applicable in respect of the place where manpower is being deployed.</p> <p>f) Minimum applicable wages for each Data Entry Operators (DEO)</p>			
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		<p>g) Provident Fund. h) ESI i) Any other charges, if any, under the Minimum Wages. j) Admin Services charges: If the firm quotes less than 1% charges/consideration, the bid shall be treated as unresponsive and will not be considered.</p> <p>4. The bidder will fill up the technical information the Annexure-I which may be put in a sealed cover clearly marketing it as “Technical Bid”. The Technical Bid should be accompanied by an Earnest Money Deposit of Rs._____ (Rs._____ only) in the form of a crossed Demand Draft/Pay Order drawn in favour of Superintending Archaeologist payable at Bhubaneswar and the relevant documents with regard to qualifications mentioned in Para-2 above. The tender received without EMD will be rejected summarily. This money is refundable to the bidder after award of the contract. Annexure-II shall consist of rates inclusive of all charges/service tax etc. which should be put in sealed cover marking it as “Financial Bid”. Both the sealed covers can be put in a single cover while submitting the proposal to this office. The Blank Annexure I and II are enclosed herewith. The successful bidder will have to submit Performance Security Deposit equivalent to 10% of the amount payable per month. The amount will be payable through Bank Draft/Bank Guarantee/Fixed deposit Receipts drawn in favour of Superintending Archaeologist payable at Bhubaneswar for in the form of Fixed Deposit Receipt (FDR) made in the name of the company/Firm/Agency but hypothecated to the Superintending Archaeologist. The performance security shall remain valid for a period of three months beyond the period of the contract. In case the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed.</p> <p>5. If, during the period of contract, the performance of the firm is found to be unsatisfactory at any point of time, this office may forfeit the Performance Security of the firm (in part or in full) and the contract may be terminated. In this regards, the decision of the ASI shall be final and binding on the firm.</p> <p>6. Interested firms are therefore, requested to send their quotation to the Superintending Archaeologist, Archaeological Survey of India, Bhubaneswar Circle, Toshali Apartment, Block-VI, Satya Nagar, Bhubaneswar-751007, Odisha by 3.00 PM of the 05.01.2016. Tenders received after the closure Date and Time will not be entertained. It may be indicated in the rate quoted that the Service Tax is included/excluded. The envelope containing the quotation should be super scribed as “Quotation for providing manpower to work as Data Entry Operator (DEO). The Technical bids will be opened at 12.00 PM on the 06.01.2016 in the room of the undersigned in the presence of the representatives of the firms.</p>			
			TOTAL		

In words.....

APPLICATION FINANCIAL BID
(For Providing Data Entry Operator (DEOs))

1. Name of tendering company/Firm/Agency.
2. Details of Earnest Money Deposit Rs. _____ (Five _____ only) DD/P.O No & Date and Drawn on Bank etc:
3. All the Data Entry Operator (DEO) deployed under this contract will be paid their wages on monthly basis by ECS/RTGS by 7th of the following month by the Company/Firm/Agency and the proof of disbursement will be submitted to the Department.
4. Rates are to be quoted in accordance with the Minimum Wages act 1948, as applicable in the place of deployment of manpower.

Rate per person per month Rs. _____
(Rupees _____ inclusive of all statutory liabilities, taxes, levies, cess/edu. Cess. Etc. with following break up)

Sl No.	Component of Rate	Amount@
	Daily Wages Rate (as per MWA, 1948)	
	Employees provident Fund @ % of 1 above	
	Employees State Insurance @ % of 1 above	
	Service Tax liability @ % of	
	Any other liability (Pl. Indicate)	
	Contractors Admin/service Charge	
	Total Column 1 to 6	

@ Amount in respect of above mentioned items should be mentioned properly and correctly against each item. If any column left blank intentionally or filled up with 'NIL/Not applicable', the bid will not be considered by competent authority.

Signature of authorized person

Full Name: _____

Seal: _____

Date:

Place:

Notes:

3. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities at the time of entering into the contract.
4. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each person deployed by the Agency.

Should this tender be accepted, I/We hereby agreed to abide by and fulfill all the terms and provisions of the said conditions annexed hereto so far as applicable, and/or in default thereof to forfeit and pay to the President of India or his successor in office the sum of money mentioned in the said conditions. A sum of Rs..... is forwarded herewith in Cash/DD/Pay Order as Earnest Money. If I/We fail to commence the work to specified in the above memorandum or if I/We fail to deposit the amount of security deposit specified against (a) in the above memorandum in accordance with the clause 1 of the said conditions of contract I/We agree that the said President or his successors in office shall, without prejudice to any other right or remedy, shall be retained by him towards such Security Deposit. I/We further agree that the said President or his successors in office shall also be at liberty to cancel the acceptance of the tender if I/We fail to deposit security amount to aforesaid.

Give particulars & number

Signature

Address

Signature of witness to Signature of tender:

Address.

Dated the 2016

The above tender is hereby accepted by me on behalf of the President of India

Dated the.....2016

Signature of the officer by whom the tender is accepted.

Para 13.2.4 of A.W. Code

Sl. No.

- i) Sale Price :
- ii) Name of Company/Firm/Supplier :
- iii) Date of application for tender form by Company/Firm/Supplier :
- iv) Date of receipt of application in Circle/Branch office. :
- v) Date of Issue of Tender Paper :
- vi) Date of receipt of Tender Paper :
- vii) Details of cutting, over-writing and erasing found on the Tender at the time of opening. :
- viii) Name and designation of officers/ Company/Firm/Supplier present at the time of Opening the Tender. :

(a)

(b)

Official side

Bidder side

1)

1)

2)

2)

3)

3)

4)

4)

5)

5)

6)

6)