



शुष्क वन अनुसंधान संस्थान केम्पस, कृषि उपज मंडी, न्यू पाली रोड जोधपुर-३४२००५  
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**Tender No: ETIC 1 (R)/2015 -16/ F.No. 12/09/JDH/ETIC/2015 -16/Str-**

**Submission Date: 11.04.2016 upto 300PM**

**Opening Date: 11.04.2016 at 330PM**

**Bid for award of contract for providing manpower to work as Data Entry Operators (DEO) - 12 (twelve) in the office of Archaeological Survey of India 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 successful bidder.**

On behalf of the President of India, the undersigned invited sealed bids are invited from registered and eligible Manpower agencies/firms/contractors interested in undertaking the job of providing Data Entry operator (hereafter DEO) for managing the e-ticketing counters at the locations of Chittaurgarh, Kumbhalgarh and Kalibangan as per the general terms and conditions given below :-

**General terms and condition:**

1. This is a contract for outsourcing services of a total number of 12 (Twelve) 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 various booking counters in the protected monuments under the jurisdiction of Jodhpur Circle, in Rajasthan. The location and requirement are as follows:
  - a) Booking Counter, Fort, Chittaurgarh, District Chittaurgarh 4 nos
  - b) Booking Counter, Fort, Kumbhalgarh, District Rajsamand 4 nos
  - c) Booking Counter Kalibangan Museum, District Hanumangarh 4 nos

**The DEO's have to be deployed immediately within seven days from the award of contract. At Kalibangan it may be delayed for some time.**

2. The bidder shall submit bids for all the places. Bids for a single place will be rejected. Those bidders who could not deploy at all the places need not participate in the bidding.
3. Initial period of contract shall be one year from the date of award of the contract which can be extended up to a maximum period of three years depending upon

the requirement of Department and performance of the successful bidder with the approval of Competent Authority.

#### **Qualifications of DEO**

1. 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.
2. 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.
3. They should be active with sound health.

#### **Selection of DEOs**

1. The successful bidder must provide a list of not less than six such qualified persons for each site he is likely to deploy. They will be interviewed before by the officers of the Department to verify their suitability. The shortlisted persons by the officers of the Department will be deployed. If the candidates are found to be unsuitable, the successful bidder may provide a fresh list of candidates for consideration. The decision of the officers of the Department is final in this regard.

#### **Duties, Working hours, and Attendance of the DEO and**

1. During the duty hours, the DEO are to sell entry tickets from a laptop and scan the same using QR readers at entry points at the monuments.
2. They are also responsible for the revenue generated from the sale and submission of accounts at the end of the duty hours along with MIS statements to the person in charge.
3. They will also discharge any other related work/responsibilities as given by the Site in charge.
4. The working schedule of the DEOs shall be in two shifts from sunrise to sunset at Chittaurgarh and Kumbhalgarh and from 9 Am to 5 PM at Kalibangan.
5. 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.
6. The Services of the DEO may be provided as per the notified working hours and even beyond as and when required.
7. In the event of any person remaining absent from the job due to personal reasons and or his/her performance is not found satisfactory, the successful bidder will provide a substitute immediately.
8. **Except at Kalibangan, four persons should be compulsorily deployed on all days.**
9. **In case of grant of leave to any persons due to exigent or statutory conditions, the successful bidder has to arrange for alternate persons of equal qualifications.**

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I/We hereby agree with the terms and conditions mentioned above.

10. 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.
11. The successful bidder'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.
12. The Department may require the successful bidder to dismiss or remove from the site of work any person, or persons, employed by the successful bidder, who may be incompetent or for his/her /their misconduct and the successful bidder shall forthwith comply with such requirement.
13. The successful bidder shall replace immediately any of its personnel, if 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.
14. In case the working hours of an individual falls short vis-à-vis the notified schedule, deduction of wages shall be made proportionately.
15. No other facilities like accommodation, food, transport etc will be provided. The successful bidder will make arrangements for DEO's. Since they have to be on duty from Sunrise to Sunset, the successful bidder should make sufficient arrangements for the DEO to be punctual in attendance.

#### **Payment to the DEO**

1. 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.
2. Payment to the successful bidder will be made on monthly basis on the production of bill duly certified by the site in charge. It will be credited to the successful bidder's bank account through Electronic Fund Transfer.
3. Necessary TDS deductions as per rule in force will be deducted.
4. Further deductions, if any, due to absence of the deployed personals or shortcomings in service etc will also be made on **pro-rata** basis from the bill. The decision of the site in charge is final in these issues.
5. 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 to the DEOs. 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.
6. Detailed instructions and procedure for claim will be issues at the time of award of the contract.

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### **Other terms of condition**

1. The contract can be terminated by the competent authority at any time without assigning any reasons and the successful bidder has to withdraw his manpower forthwith in such circumstances.
2. This engagement will be purely a short term temporary arrangement on contractual basis. The engagement does not confer right for continuation or extension of the contract on any account for indefinite time.
3. The successful bidder 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.
4. No medical facilities or reimbursement thereof will be provided by this office.
5. 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 successful bidder.
6. The successful bidder 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.
7. 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.
8. The award of the contract will be subject to the fulfilment of the conditions laid down in relevant Rules under GFR, 2005 as amended from time to time.
9. It may be ensured that a 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).
10. 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 successful bidder to this office.
11. The Department is not responsible for any type of injuries that may be caused to the engaged DEO during working hours due to any operation of computer or any devices. The liability of the Department is restricted to providing first aid to the engaged persons during any medical emergency during working hours. The successful bidder should take care of all medical expenses in such contingent situations.

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12. The successful bidder shall be contactable at all times by phone/mail/Fax/Special Messengers from this Department to him/her shall be acknowledged immediately on receipt on the same day. The Successful bidder shall strictly observe the instructions issued by the Department for implementing the Contract from time to time.
13. 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.
14. Any dispute arising out of the contract will be settled within the jurisdiction of the competent Court.

### **Bidding Process**

#### **Qualification**

1. The firm applying for the bid must possess the following qualification :-
  - i) Registration Certificate from a competent Government Authority for running the agency.
  - ii) At least three continuous years of deploying DEOs of relevant experience with any Central Govt. Deptt. / Organization, preferably in Rajasthan.
  - iii) They must have deployed minimum of 5 DEOs or technical manpower of equivalent nature each during last three years in Central Government Department/State Government/ or Organisations of repute. The decision of the evaluation committee in this regard for accepting or rejecting any bid is final.
  - iv) The firm must have PAN No, Service Tax Registration No. and other relevant documents.
  - v) The firm must have ESI and PF registration.

#### **Submission of bids and Earnest Money Deposit**

2. **Bids must be submitted for all the places. Submission for one or two places will not be accepted. The rates should be uniform for all the places. If the bidder emerges success after opening of the financial bid and was unable to deploy DEOs at all the places, the EMD will be forfeited and the award will be rejected.**
3. **The successful bidder shall submit his within seven days (including holidays if any) acceptance in writing to deploy the DEOs. Failing which, the award will be cancelled and EMD forfeited.**
4. The bidder will submit the bids in two covers. Cover A containing the technical information in the Annexure -I which may be put in a sealed cover clearly marketing it as "Technical Bid" and the Cover B Containing the Annexure II

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marking clearly "Financial Bid". II. Both the sealed covers can be put in a single cover while submitting the proposal to this office.

5. The Cover A marked Technical Bid should contain:
  - I. Earnest Money Deposit of Rs.25,000/- (Rs. Twenty five thousand only) in the form of a crossed Demand Draft/Pay order drawn in favour of Superintending Archaeologist, ASI, Jodhpur Circle payable at Jodhpur. **The bid received without EMD will be rejected summarily.**
  - II. Relevant documents with regard to qualifications mentioned in Para 1 of this section above should be attached along with technical bid. This money is refundable to the bidder after award of the contract.
6. The Cover B marked Financial Bid should contain Annexure -II clearly providing the rates inclusive of all charges/service tax etc. which should be put in sealed cover marking it as "Financial Bid".
7. The bidding firm shall quote their bid as per the Minimum Wages Act applicable in the State of Rajasthan.
  - I. Minimum applicable wages (as per the rate in force in the State of Rajasthan) for each Data Entry Operators (DEO) or equivalent category
  - II. Provident Fund
  - III. ESI
  - IV. Any other charges, if any, under the Minimum Wages.
  - V. All Admin Services charges:  
(Note: If the firm quotes less than 1 % charges/consideration, the bid shall be treated as unresponsive and will not be considered)

#### **Submission and Opening of bids**

1. Interested firms are therefore, requested to send their bids to the Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, AFRI Campus, New Pali Road, Jodhpur 342005.
2. **The last date for receipt of bid is 300 PM on 11.04.2016.**
3. The envelopes containing the Cover A and Cover B should be superscribed "**Tender No: ETIC 1 (R)/2015 -16/ F.No. 12/09/JDH/ETIC/2015 -16/Str- Bid for providing manpower to work as Data Entry Operators (DEO)** and addressed to **The Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, AFRI Campus, New Pali Road, Jodhpur 342 005.**
4. The Cover A must be superscribed "**Tender No: ETIC 1 (R)/2015 -16/ F.No. 12/09/JDH/ETIC/2015-16/Str- Bid for providing manpower to work as Data Entry Operators (DEO): Technical Bid.**
5. The Cover B must be superscribed "**Tender No: ETIC 1 (R)/2015 -16/ F.No. 12/09/JDH/ETIC/2015-16/Str- Bid for providing manpower to work as Data Entry Operators (DEO): Financial Bid.**

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6. **The Covers must be well sealed using paste/gum/tape/wax seal etc and not stapled. Stapled bids will be rejected without opening them.**
7. The Cover A of the received bids will be opened at 330 PM on **11.04.2016** for technical evaluation of the bids.
8. The Cover B Financial Bid of the eligible bidders will be opened thereafter on the same day or at a nominated time next day.
9. Bids received after the closure Date and Time, incomplete bids, bids without EMD, unsigned bids, bids with supportive documents will not be entertained.
10. In case of a tie in rates between the bidding firms 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.
11. All the pages of this term and condition and the contents of Cover A and B should be signed and stamped with the seal of the firm.
12. **The decision of the Bid Opening Committee is final in case of any dispute while evaluating the eligible bids.**

#### **Performance Security Deposit**

1. The successful bidder will have to submit Performance Security Deposit equivalent to a month's payment for the deployed persons within seven days of award and acceptance of the award, whichever is later. The amount will be payable preferably in the form of Fixed Deposit Receipt (FDR) made in the name of the company/ Firm/ Agency but hypothecated to the Superintending Archaeologist, ASI, Jodhpur Circle or Bank Draft/ Bank Guarantee drawn in favour of Superintending Archaeologist, ASI, Jodhpur Circle or 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 or fresh DD/Bank Guarantee provided.
2. If, during the period of contract, the performance of the firm is found to be unsatisfactory at any point of time, ASI 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.

Superintending Archaeologist  
Jodhpur Circle

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**Annexure I**

**Tender No: ETIC 1 (R)/2015 -16/ F.No. 12/09/JDH/ETIC/2015-16/Str-**

**TECHNICAL BID**

**For Providing Data Entry Operator (DEOs) in Archaeological Survey of India, Jodhpur  
Circle**

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

1.	Name and address of the company	
2.	Proof of Incorporation /inception of the Agency;	
3.	Registration details for manpower supply;	
4.	PF Registration details;	
5.	ESI Registration details;	
6.	PAN No	
7.	Service Tax Registration no;	
8.	Income Tax returns for the past 3 years	
9.	Audited Statement of Accounts/Balance sheet duly certified by a C.A. for the past 3 years	
10.	Details of registration with the labour Commissioner;	
11.	List of organizations to which man power is being supplied by the bidder	
12.	Work orders received in the past 3 years) (with copies of award letter and completion letters)	
13.	Whether the firm has	



	been blacklisted by any Government Department for any reasons	
14.	Case registered against the firm or its owner (give details);	
15.	Any other relevant information;	
16.		

1. I/We certify that all the above particulars are correct and true to the best of our knowledge.
2. I/We certify that our firm/agency was not blacklisted by any Government organisations for lack of service or shortcomings in contractual obligations.

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



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**Annexure II**

**FINANCIAL BID**

**Tender No: ETIC 1 (R)/2015-16/ F.No. 12/09/JDH/ETIC/2015-16/Str-**

**Rates for Providing Data Entry Operator (DEOs) in Archaeological Survey of India,  
Jodhpur Circle**

Name of bidding company/ Firm/Agency.	
Details of Earnest Money Deposit	Amount Rs.
	DD No:
	Name of Bank:

SINo	Component of Rate	Amount in Figure and Words Per person per month per DEO ( calculate on the basis of 30 days a month)	
		Figure	Words
1.	Daily Wages Rate (as per MWA, 1948)		
2.	Employees provident Fund @ % of 1 above		
3.	Employee State Insurance @ % of 1 above		
4.	Service Tax @ % of		
5.	Any other liability (Pl. Indicate)		
6.	Contractors Admin/service Charge @ % of 1 above		
	Total column 1 to 6		

	<b>Total value for 12 persons per month</b>		

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.

- 1. I/We hereby agree to deploy persons at all the places mentioned in the document. Failing which I/We agree to forfeit the award, EMD and Performance security.**
- 2. I/We agree that the rate is applicable for all the places.**

Signature of authorized person with name and seal

Date:

Place:

**Notes:**

1. The rates quoted by the bidding 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.
3. All the Data Entry Operator (DEO) deployed under this contract should 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. This should be followed even if there is a delay in the payment from ASI due to any administrative reasons.
4. Rates are to be quoted in accordance with the Minimum Wages act 1948, as applicable to State of Rajasthan.