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TENDER NOTICE

Tender No. E-Tkt 1/2015-16 F.No. 12/09/JDH/E-Ticket/2015-16/Str.

Quotation 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 service provider.

On behalf of the President of India, the undersigned invited sealed applications-cum-quotation are invited from registered service providers 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 monument/museum 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) Archaeological Museum, Kalibangan, 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. 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.

Qualifications of DEO

3. 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.

Working hours, Duties, and Attendance of the DEO and

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. 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.
7. The persons engaged on outsource basis will not be entitled for any kind of leave.
8. 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.
9. 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.
10. 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, 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.
11. In case the working hours of an individual falls short vis-à-vis the notified schedule, deduction of wages shall be made proportionately.
12. No other facilities like accommodation, food, transport etc will be provided. The service provider will make arrangements for DEO's. Since they have to be on duty from Sunrise to Sunset, the service provider should make sufficient arrangements for the DEO to be punctual in attendance.

Payment to the DEO

13. 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.

14. 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.

Other terms of condition

15. The contract can be terminated by the competent authority at any time without assigning any reasons and the service provider has to withdraw his manpower forthwith in such circumstances.

16. 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.

17. 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.

18. No medical facilities or reimbursement thereof will be provided by this office.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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).

24. 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.

25. 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.
26. 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.
27. Any dispute arising out of the contract will be settled within the jurisdiction of the competent Court.

Bidding Process

Qualification

28. 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.

Submission of bids

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

Earnest Money Deposit

30. 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 tender received

without EMD will be rejected summarily. This money is refundable to the bidder after award of the contract.

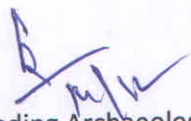
II. Relevant documents with regard to qualifications mentioned in Para-28 above.

31. 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".
32. The envelopes containing the Cover A and Cover B should be super scribed " **Tender No. E-Tkt 1/2015-16 F.No. 12/09/JDH/E-Ticket/2015-16/Str-Quotation 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**. The Cover A must be superscribed "**Quotation for providing manpower to work as Data Entry Operators (DEO): Cover A Technical Bid**". The Cover B must be superiscribed "**Quotation for providing manpower to work as Data Entry Operators (DEO): Cover B Financial Bid**". The Covers must be well sealed using paste/gum/tape/wax seal etc and not stapled.
33. The bidding firm shall quote their bid as per the Minimum Wages Act applicable in respect of the place where manpower is being deployed and it should include
 - I. Minimum applicable wages for each Data Entry Operators (DEO)
 - 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)
 - VI. Service Tax if any

Performance Security Deposit

34. 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, ASI, Jodhpur Circle or 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. 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.

35. 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.
36. 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.
37. Interested firms are therefore, requested to send their quotation to the Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, AFRI Campus, New Pali Road, Jodhpur 342005.
- 38. The last date for receipt of tender is 300 PM on 21.12.2015.**
39. The Cover A of the received tenders will be opened at by 330 PM on the same day for evaluation of technical specifications of the tenderer.
40. The Cover B Financial Bid of the tender will be opened thereafter on the same day or at a nominated time next day.
41. Tenders received after the closure Date and Time will not be entertained.
42. 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.


Superintending Archaeologist i/c
Jodhpur Circle



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Annexure I

TECHNICAL BID

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 labor Commissioner;	
11.	List of organizations to which man power is being supplied by the bidder (with copies of	
12.	Work orders received in the past 3 years)	
13.	Whether the firm has been blacklisted by any Government Department or any criminal	
14.	Case registered against the firm or its owner (give details);	
15.	Any other relevant information;	
16.	(Name and Signature of the authorized person of the firm along with the seal)	



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Annexure II

FINANCIAL BID

Rates for Providing Data Entry Operator (DEOs) in Archaeological Survey of India

Name of tendering 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
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	
	Total column 1 to 6	
	Total value for 12 persons per month	

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 with name and 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.
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 in the place of deployment of manpower.