

No. 3-1/04-17-18-Cash(Vol. II)- 372 to 374

Government of India  
Archaeological Survey of India  
Raipur Circle

“Poorvayatan” 1<sup>st</sup> Floor,  
Govind Sarang Commercial Complex,  
New Rajendra Nagar,  
Raipur

Dated: 22 .06.2017

TENDER NOTICE

1. Sealed tenders on behalf of the President of India, are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financial sound Manpower Companies/Firms/Agencies for providing services of **4 nos** Data Entry Operator (Matriculate but not Graduate) at **Laxman temple, Sirpur, dist: Mahasamund, Chhattisgarh** under Archaeological Survey of India, Raipur Circle, Raipur for a period of **One year** from the date of award of contract, which is extendable for two more years on yearly basis.
2. Complete Tender Document can be download from the website of this Department [www.asi.nic.in](http://www.asi.nic.in), [www.asiraipurcircle.in](http://www.asiraipurcircle.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in).
3. Interested manpower providing Companies/Firms/Agencies may submit/deposit the tender documents complete in all respect along with the Earnest Money Deposit (EMD) for Rs. 10,000/- (Rupees ten thousand) only and other requisite documents on or before 06.07.2017 to the tender box, ASI, Raipur Circle, 1<sup>st</sup> floor, Govind Sarang Commercial Complex, New Rajendra Nagar, Raipur.
4. No tender shall be entertained after this deadline under any circumstances what so ever. The Technical Bid of tender will be opened at 3.30 pm on dated 06.07.2017 in the presence of authorised representative of Bidders as may wish to be personally present.

This ASI reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the DG, ASI in this regard shall be final and binding on all parties in all circumstances.

*Manoj Kumar Kurmi*

(Dr. Manoj Kumar Kurmi)  
Superintending Archaeologist (I/C)  
Archaeological Survey of India  
For and on behalf of the President of India

Copy to:

1. Notice Board
2. Website of this department
3. All Ministries/Department/Offices

## SCOPE OF WORK AND GENERAL INSTRUCTINS FOR TENDERERS

1. The Superintending Archaeologist, ASI, Raipur Circle, Raipur requires quotations from reputed, well established and financially sound Manpower providing Companies/Firms/Agencies for providing Data Entry Operators to its Monument.
2. The contract will be for a period of One year from the date of award of contract. The period of contract may further be extended for two more years depending upon satisfactory work on yearly basis.
3. The ASI has requirement for services of **04** Data Entry Operators (DEO) who have essential qualification of 10+2 and are well conversant with computers and essentially well trained in MS word, MS Excel and MS Power Point. They should have English typing knowledge.
4. Bio-data of DEOs shall be submitted before commencement of services. Service Provider shall ensure that no Police/Criminal case is there against DEO. The Service provider shall be fully responsible for their integrity.
5. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are required to submit two separate sealed envelopes super-scribing "Technical Bids for providing Data Entry Services to the ASI" & "Financial Bid for providing Data Entry Services to ASI". Both sealed envelopes should be kept in a third envelope super scribing "Tender for providing Date Entry Services to the SA, ASI, Raipur Circle, Raipur.
6. The interested Companies/Firms/Agencies may deposit/submit the tender document complete in all respects along with the Earnest Money Deposit (EMD) for- Rs. 10,000/- (Rupees ten thousand) only in the form of Demand Draft/Pay Order drawn in the favour of SA, ASI, Raipur Circle, Raipur and other requisite documents and drop it in the tender box kept at Circle office.
7. The Earnest Money Deposit (EMD) of Rs. 10,000/- refundable (without interest) should necessarily be kept in the sealed cover containing Technical Bid of the agency, failing which the tender shall be rejected summarily.
8. The successful tenderer will have to deposit Performance Security Deposit of 8% of order value in the form of Bank Guarantee or Fixed Deposit Receipt (FDR) made in the name of the Company/Firm/Agency but hypothecated to the Superintending Archaeologist, ASI, Raipur Circle, Raipur covering the initial period or Demand Draft in favour of SA, ASI, Raipur Circle, Raipur. The FDR will have to be accordingly renewed by the successful tenderer.
9. The tendering Companies/Firms/Agencies are required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further:-
  - (a) Registration certificate
  - (b) Copy of PAN/GIR card
  - (c) Copy of IT return filed for the last three financial years
  - (d) Copies of the EPF and ESI Registration certificates
  - (e) Copies of the Service Tax registration certificate
  - (f) Copy of registration with labour Department
  - (g) Proof of annual turnover of the firm for the last 3 years ending on 31/03/2017
  - (h) Declaration regarding black listing as per format attached.



10. Conditional bids shall not be considered and will be outrightly rejected in the very first instance.
11. All entries in the tenders form should be legible and filled in clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, corrections, if any, in the Technical Bid Application must be initialled by the person authorized to sign the tender bids.
12. Payment shall be made by Service provider to DEOs by 7<sup>th</sup> of every month through Electronic Transfer without waiting for the bill of the past month to be cleared.
13. Payment shall be made to the Contractor on monthly basis based on (i) Completion Certificate (ii) Attendance Record of DEO.
14. No placement charges shall be collected by the firm from the prospective candidates.
15. In case any of the above provisions are violated, the Company shall be liable to be blacklisted from the Government of India.
16. The Technical Bid of tenders shall be opened at 3.30 pm on dated 06.07.2017 at O/o the Superintending Archaeologist, ASI, Raipur Circle, 1<sup>st</sup> floor, Govind Sarang Commercial Complex, New Rajendra Nagar, Raipur, in the presence of the authorized representatives of the Companies/Firms/Agencies, if any, who are present on the spot at that time.
17. The DG, ASI, reserves the right to cancel any or all the bids without assigning any reason.

**TECHNICAL ELIGIBILITY REQUIREMENT FOR THE TENDERING  
COMPANY/FIRM/AGENCY**

The tendering manpower Company/ Firm/ Agency should fulfill the following ELIGIBILITY requirement and furnish self attested copies of documents with technical bid.

SI. No	REQUIREMENT	COPY OF RELEVANT DOCUMENT	ENCLOSED YES/ NO	PAGE NO. OF BID DOCUMENT
1	The Registered Office or one of the Branch Offices of the Company/ Firm/ Agency should be located either in Delhi/ New Delhi or NCR region of Delhi.	Proof of Address		
2	The Manpower Company / Firm / Agency should be registered with the appropriate registration authority.	Copy of Registration Certificate		
3	1. The Company/ Firm/ Agency should have at least Three years' experience in providing manpower to reputed Private Companies/ Public Sector Companies/ Banks and Government Department on the last date of submission of bid. 2. Out of above three years' experience, at least one year experience is essential in Central Ministries/ Government offices/ Government organizations on the last date of submission of bid.	1. Copy of work order  2. Copy of work order		
4	The Company/ Firm/ Agency should be registered with Service Tax Department.	Copy of Registration Certificate/ Number		
5	The Company/ Firm/ Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.	Copy of Registration Certificate/ Number		
6	The Company/ Firm/ Agency should be registered with labour department.	Copy of Registration Certificate/ Number		
7	Copy of PAN card	Copy of PAN		
8	The Company/ Firm/ Agency should have completed 3 orders of manpower supply during last three years and out of which atleast one work order for providing minimum 50 DEO in Ministries/ Government offices/ Government organizations.	Copy of work order and completion certificate		
9	The Annual Turn Over of the company should not be less than Rupees 1(one) crore in last 3 years i.e. 2014-15,2015-16 and 2016-17 financial years.	Certificate from Statutory Auditor		

**QUALIFICATION AND REQUIREMENT FOR DATA ENTRY OPERATORS TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/ FIRM/ AGENCY PROPER DOCUMENTARY PROOF**

1. He/ She should be a Matriculate and completed 18 years of age.
2. He/ She should have good typing speed not less than 30 words per minute in English.
3. He/ She should be well conversant with the working of the computers and Knowledge of MS Word, MS Excel and MS Power Point are essential.
4. His/ Her antecedents should have been got verified by the agency from the local police authorities and a copy each of the character-in-Antecedent Report in respect of candidates may be furnished to this Department