



भारत सरकार  
भारतीय पुरातत्व सर्वेक्षण  
जयपुर मण्डल

70/133-140, पटेल मार्ग,  
"कैलाश" मानसरोवर, जयपुर।  
दूरभाष-0141-2784533,34  
फैक्स सं. 0141 2396523

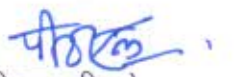
### ई-निविदा सूचना

अधीक्षण पुरातत्वविद्, भारतीय पुरातत्व सर्वेक्षण, जयपुर मंडल, 70/133-140, पटेल मार्ग, मानसरोवर, जयपुर राजस्थान के राष्ट्रपति की ओर से निम्नलिखित कार्य हेतु प्रमाणित एवं उपयुक्त श्रेणी में पंजीकृत एवं पात्र ठेकेदारों/ पंजीकृत फर्म से केवल आईटम दर आधार पर ऑन लाइन निविदाएँ <https://eprocure.gov.in/eprocure/app> पर आमंत्रित करते हैं।

क्र. सं.	कार्य का नाम	धरोहर राशि
1.	भरतपुर जिले में स्थित डीग महल, डीग में चार डाटा एन्ट्री आपरेटर लगाने हेतु जिनका कार्यकाल एक वर्ष के लिए होगा तथा आवश्यकतानुसार अधिकतम तीन वर्ष के लिए बढ़ाया जा सकता है।	रु. 15,000/-

Last date for submission of online Bid on <https://eprocure.gov.in/eprocure/app> and submission of original EMD and other documents in the office of SA, ASI, Jaipur is 25.09.2017 upto 17:00, Date and time of opening of tender is 26.09.2017 at 15:00

निविदा फार्म एवं अन्य विवरण भा.पु.स. की वेबसाइट [www.asi.nic.in/www.asijaipurcircle.com](http://www.asi.nic.in/www.asijaipurcircle.com) तथा Central Public Procurement Portal पर से प्राप्त की जा सकते हैं।

  
(पी.एल.मीना)  
अधीक्षण पुरातत्वविद्  
4/9/17

REQUEST FOR PROPOSAL

FOR PROVIDING DATA ENTRY OPERATOR (MATRICULATE BUT NOT GRADUATE) TO ARCHAEOLOGICAL SURVEY OF INDIA AT DEEG MUSEUM, DEEG DISTRICT - BHARATPUR.

REFERENCE NO. 1/28/JPR/DEO/2017-18-Adm-



सत्यमेव जयते

GOVERNMENT OF INDIA

MINISTRY OF CULTURE

ARCHAEOLOGICAL SURVEY OF INDIA

JAIPUR CIRCLE, JAIPUR



Section-1

Table-A : Time and Work Frame

FOR PROVIDING DATA ENTRY OPERATOR (MATRICULATE BUT NOT GRADUATE) TO  
ARCHAEOLOGICAL SURVEY OF INDIA AT DEEG MUSEUM, DEEG DISTRICT BHARATPUR.

Manual bids shall not be accepted.

CRITICAL DATE SHEET

1.	Date of Issue of Tender	04.09.2017
2.	Bid Document Download / Sale Start Date	04.09.2017 at 17:30
3.	Date of Pre Bid Conference – For clarifying issues and doubts, if any, about specification of material and services projected in Bid document.	
4.	Start date for submission of filled-in tender document.	04.09.2017 at 17:30
5.	Bid Submission End Date	25.09.2017 at 17:00
6.	Date of opening of Technical Bid	26.09.2017 at 15:00
7.	Date of meeting with Bidders post Technical Bid opening for presentation and Document Verification	27.09.2017
8.	Validity of Bid	50 days from the date of opening of technical bid



Dear Sir,

1. The Archaeological Survey of India, Jaipur Circle, Jaipur invites Online Bids in the prescribed form under the Two Bid system (Technical Bid and Financial Bid) for providing Data Entry Operator (matriculate but not graduate) to Archaeological Survey of India at Deeg Museum, Deeg District Bharatpur.

2. The system of e-tendering shall be adopted, comprising of Technical Bid and the Financial Bid.  
**Document Download : Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET.**

Technical Bid should, inter alia, contain all technical details of services and solutions to be provided along with such documentary proofs. Financial Bid should, inter alia, indicate item – wise price and other commercial / financial terms against the items mentioned in the Technical Bid.

3. **Bid Submission :**

Applicants/intending or interested Bidders are invited to submit their online proposal after carefully reading the Request for Proposal (RFP) by providing (a) Technical Bid, and (b) Financial Bid, separately, clearly mentioning (i) 'Technical Proposal', and (ii) 'Financial Proposal' respectively. Such proposals are to be submitted online within the stipulated date and time as mentioned in the Bid document as given in CRITICAL DATE SHEET.

Bids shall be submitted online only at CPPP website : <https://eprocure.gov.in/eprocure/app>.

Bids documents may be scanned with 100 dpi with black and white option which help in reducing size of the scanned document.

4. **Earnest Money Deposit :**

The Hard Copy of original instruments in respect of cost of earnest money must be delivered to the Superintending Archaeologist, Archaeological Survey of India, Jaipur Circle, Jaipur on or Bid opening date/time as mentioned in CRITICAL DATE SHEET. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD etc. against the submitted Bid.

The offer without EMD will be rejected summarily. EMD is to be supplied by all the bidders except those who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC) or Ministry of Culture.

5. **The EMD be submitted separately as under :**

1. Tender inviting authority in the Superintending Archaeologist, ASI, Jaipur Circle, Jaipur.
2. Tender of the Purchase Order shall be Three years including maintenance.

6. **Estimated Cost of Tender : 7,28,640/- (Seven Lakh Twenty Eight Thousand Six Hundred Forty only)**



Address for communication, are as given below :-

**Contact Details :**

Contact Person	Superintending Archaeologist, ASI, Jaipur Circle.
Address for communication	Email- <a href="mailto:circlejaipur.asi@gov.in">circlejaipur.asi@gov.in</a> Phone No. (0141) 2784533, 2784534



F. No. 1/28/JPR/DEO/2017-18-Adm.  
Government of India  
Ministry of Culture  
Archaeological Survey of India  
Jaipur Circle

Mansarovar, Jaipur-302020  
Dated : 04.09.2017

TENDER DOCUMENT

For providing Data Entry Operator (matriculate but not graduate) to Archaeological Survey of India at the following monuments in Circles :

Sl No.	Name of Monument	No. of DEOs required
1	Deeg Museum, Deeg District-Bharatpur	4



## 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, experience and financially sound Manpower Companies/Firms/Agencies for providing services at Deeg Museum, Deeg of Archaeological Survey of India , Jaipur Circle for a period of **One year**, from date of award of contract, which is extendable for two more years on yearly basis.
2. Complete Tender Document can be downloaded from the website, i.e. [www.asi.nic.in](http://www.asi.nic.in) or [www.asijaipurcircle.com](http://www.asijaipurcircle.com).
3. Interested manpower providing Companies / Firms / Agencies may submit/ deposit the tender documents complete in all respect along with the Earnest Money Deposit (EMD) of Rs. 15000/- (Fifteen thousand only ) and other requisite documents on or before **25.09.2017** To the tender box / SA, ASI, Jaipur Circle, Mansarovar, Jaipur-302020.
4. No tender shall be entertained after this deadline under any circumstances what so ever. The Technical Bid of tenders will be opened at **26.09.2017 at 15:00** in the presence of authorized representative of Bidders as may wish to be personally present.

The 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 SA, ASI in this regard shall be final and binding on all parties in all circumstances.

*Pyarelal*  
(Superintending Archaeologist)  
Archaeological Survey of India  
For and on behalf of the President of India

Copy to :

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



### SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERES

1. The SA, ASI, Jaipur invites sealed tenders from reputed, well established and financially sound Manpower providing Companies / Firms / Agencies for providing 4 Nos. of Data Entry Operators through service provider at Deeg Palace, Deeg, District Bharatpur (Rajasthan).
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 Jaipur Circle of ASI has requirement for services of **4 (Four) Data Entry Operators (matriculate but not graduate)** who have essentially 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 Data Entry Services to the SA, ASI, Mansarovar, Jaipur-302020".
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. 15,000/- (Fifteen thousand only) in the form of Demand Draft / Pay Order drawn in the favour of Superintending Archaeologist, Archaeological Survey of India, Jaipur Circle, Jaipur and other requisite documents and drop it in the tender box kept at office of SA, ASI, Mansarovar, Jaipur-302020.
7. The Earnest Money Deposit (EMD) of for Rs. 15,000/- (Fifteen thousand only) 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 Superintending Archaeologist, Archaeological Survey of India, Jaipur Circle, Jaipur. The BG/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) Copy of the Service Tax/GST 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 out rightly rejected in the very first instance.
11. All entries in the tender form should be legible and filed is 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 initialed 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 verified by ASI staff.
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 **26.09.2017 at 15:00** at Office of SA, ASI, Mansarovar, Jaipur 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 **SA, ASI, Jaipur Circle** reserves the right to cancel any or all the bids without assigning any reason at any stage of Bid process.



### 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 in Jaipur/Bharatpur/Deeg.	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 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/GST 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/TAN 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 at least one work order for providing minimum 25 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 15 Lakhs 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 should have certificate of 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.
5. Service provider have to inform to ASI, Jaipur Circle 30 days in advance in case he/she intends to replace/remove any DEO from his/her assign duties at Deeg Palace. \*
6. Service provider should have to provide replacement on time in case any DEO proceeds on leave and have to inform ASI 7 days in advance.



**APPLICATION FOR TENDER**

1. Name of Tendering Company / Firm / Agency :  
(Attach certificate of registration)
2. Name of proprietor / Director of Company/  
Firm/ Agency :
3. Full Address of Registered Office :

Telephone No :  
Fax No :  
E-Mail Address :

4. Full address of Operating Branch :

Telephone No :  
Fax No :  
E-Mail Address :

5. (a) Banker of Company/Firm/Agency :  
(Full Address)  
(Attach certified copy of statement of A/c  
For the last three years)
- (b) Telephone Number of Banker :
6. PAN/GIR No. :  
(Attach attested copy)
7. Service Tax Registration No/GST registration, :  
If any (Attach attested copy)
8. EPF Registration Number, if any :  
(Attach attested copy)
9. ESI Registration Number, if any :  
(Attach attested copy)



10. Financial turnover of the tendering Company / Firm / Agency for the last three Financial Years with documentary proof thereof. (Attach separate sheet if space provided is insufficient) :

Financial Year	Annual Turn over Amount (Rs. Lakhs)	Remarks, if any

11. Give details of the major similar contracts handled by the tendering Company / Firm / Agency during the last three years in the following format :

Sl No.	Details of client along address, telephone and FAX numbers	Amount value of Contract (Rs. In Lakhs)	Duration of contract	
			From	To
1.				
2.				
3.				

(if the space provided is insufficient, a separate sheet may be attached)

12. Additional information, if any  
(Attach separate sheet, if required)

Signature of authorized person

Date :

Name :

Place :

Seal :



