

File No.BPL/I.T./D.E.O./E.T.2016-17-C
Government of India
Archaeological Survey of India
Bhopal Circle, Bhopal

Dated 16/03/2017
Place : Bhopal

EXPRESSION OF INTEREST (EOI)

For hiring Data Entry Operator (DEO)

Subject:- Expression of Interest providing manpower to work as Data Entry Operators (DEO) (52 Nos.) under jurisdiction of Bhopal Circle, Bhopal (As per the enclosed list of Monuments and Museums) 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 Expression of Interest are invited from registered service providers interested in undertaking the job of providing Data Entry operator (DEO) **under jurisdiction of Bhopal Circle, Bhopal (As per the enclosed list of Monuments and Museums)** 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 **52 Nos.** 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 please the list enclosed.
- ii) Initial period of contract shall be one year which can be extended upto 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 provide 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 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) .
- 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, 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.
- 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.
2. The firm applying for the Expression of Interest 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 firm will fill up the technical information in the Annexure-I which may be put in a sealed cover clearly marking it as "Technical Bid" and the relevant documents with regard to qualifications mentioned in Para-2 above. The Blank annexure I is enclosed herewith.
4. Interested firms are therefore, requested to send their Expression of Interest to the **Superintending Archaeologist, Archaeological Survey of India, Bhopal Circle, Bhopal G.T.B. Complex, T.T. Nagar, Bhopal by 3:00 PM** of the **28/03/2017**, Expression of Interest received after the closure Date and Time will not be entertained. The Expression of Interest will be opened **at 3:30 PM** on the **28/03/2017**, in the conference hall of the undersigned in the presence of the representatives of the firms.

(Zulfeqar Ali)
Superintending Archaeologist,
Bhopal Circle, Bhopal

This EOI documents also available in our websites www.asibhopal.nic.in and www.asibhopal.in

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 labor 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)
- j) Whether the firm has been blacklisted by any Government Department or any criminal case registered against the firm or its owner (give details);
- k) Any other relevant information;

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

Annexure-III		
STATE / Name of monument	No. of Man-power (DEO)	
BHOPAL CIRCLE Office of the Superintending Archaeologist GTB Complex, IInd floor, B-Blcok,TT Nagar, Bhopal Circlebhopal.asi@gov.in 0755-2558250, 2558270, 2558271(f)		
Name of Sites (Monuments / Museums)		
Western Group of Temples, Khajuraho, Distt. Chhatirapur	8	
The Palace in the fort, Burhanpur, Distt. Burhanpur	4	
Buddhist Caves, Bagh, Distt. Dhar	4	
Group of monuments, Mandu, Distt. Dhar	4	
Roopmati's Pavilion, Mandu, Distt. Dhar	4	
Hoshang Shah's tomb Mandu, Distt. Dhar	4	
Buddhist Monuments, Sanchi, Distt. Raisen	8	
Gwalior Fort, Gwalior, Distt. Gwalior	4	
Archaeological Site Museum, Gwalior	4	
Archaeological Site Musuem, Khajuraho	4	
Archaeological Site Museum, Chanderi	4	
Total	52	