



ഭാരത സർക്കാർ  
സാംസ്കാരിക മന്ത്രാലയം  
ഭാരതീയ പുരാവസ്തു ഗവേഷണ വകുപ്പ്  
തൃശ്ശൂർ മണ്ഡലം

भारत सरकार  
संस्कृति मंत्रालय  
भारतीय पुरातत्व सर्वेक्षण  
तृशूर मंडल

Government of India  
Ministry of Culture  
Archaeological Survey of India  
Thrissur Circle



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സംഖ്യാ No. 1/73/TSR/2000-M - 2989

दि. Date: 17.10.2016

### TENDER NOTICE-II CALL

**Subject:- Quotation for award of contract for providing manpower to work as Data Entry Operators (DEO) (2 Nos.) in the office of the Superintending Archaeologist, Archaeological Survey of India, Thrissur Circle, Thrissur 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 applications-cum-quotation are invited from registered service providers interested in undertaking the job of providing Data Entry operator (DEO) to the office of the Superintending Archaeologist, Archaeological Survey of India, Thrissur Circle 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 **02** 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 Annexure III.
- ii) 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.
- 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 provided 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 agree 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.

