



No. 1/1-Adm(Aizawl)/2016-  
Government of India  
Archaeological Survey of India  
Office of the Superintending Archaeologist  
Guwahati Circle, G.N.B. Road Ambari, Guwahati -781001

Dated, the.....

### Expression of Interest

The Superintending Archaeologist, Archaeological Survey of India, Guwahati Circle ( I/C Aizawl Circle) Guwahati on behalf of the President of India invites sealed Expression of Interest from eligible Agencies/ organizations for providing Manpower as detailed in Tender Notice as available in the Departmental website [www.asiguwahaticircle.gov.in](http://www.asiguwahaticircle.gov.in) and [www.asi.nic.in](http://www.asi.nic.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in)

The respective approved Agencies / organizations should have service Tax Registration and valid Income tax PAN. The sealed Tender should be submitted to this office by 06.02.2017 at 14:30 hours and will be opened on the same day at 15:00 hours.

  
Superintending Archaeologist  
Guwahati Circle & I/C, Aizawl Circle

No. 1/1 -Adm(Aizawl)/2016- 4679

Dated, the... 20 JAN 2017

Copy forwarded with the request to exhibit in the Office Notice Board for wide publicity:

1. The Dy. Commissioner, Aizawl, District- Aizawl, Mizoram.
2. The Conservation Assistant, ASI, Sub-Circle, Udaipur, Gomati, Tripura.
3. Aizawl Circle Office Notice Board.
4. Website Section of ASI, Guwahati Circle, Guwahati.
5. The Web Manager, ASI, Janpath, New Delhi to upload in the website "www.asi.nic.in"

  
Superintending Archaeologist



No. 1/1-Adm(Aiz)/2016-17  
Government of India  
Archaeological Survey of India  
Office of the Superintending Archaeologist  
Guwahati Circle,GNB, Road Ambari-781001

20 JAN 2017  
Dated / /2017

Place: Guwahati

### TENDER NOTICE

**Subject:** - Quotation for award of contract for providing manpower to work as Clerical, Watch and Ward in the office of the Superintending Archaeologist, Archaeological Survey of India, Aizawl Circle, Mizoram, 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 competent authority subject to satisfactory performance of the service provider.

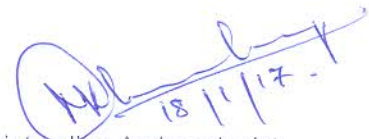
Sealed applications-cum-quotation are invited from registered service providers interested in undertaking the job of providing Clerical Watch and Ward to the Office at Aizawl, Mizoram as per the general terms and conditions given below:

- (i) This is a contract for outsourcing services of a total number of 1 No. skilled, 4 Nos. semi-skilled workers to be engaged is subject to increase or decrease as per the requirement of the Department.
- (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 skilled and semi-skilled workers will be subject to satisfactory performance of the workers 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 skilled workers will be from 9: 30 am to 6:00 pm and in respect of semi-skilled workers the working hours will be notified later on.



- (vii) No medical facilities or reimbursement thereof will be provided by this office.
- (viii) The persons engaged on outsource basis will not be entitled for any kind of leave.
- (ix) Escalation clause towards payment to the engaged skilled and semi-skilled workers shall not be accepted on any ground during the period of 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.
- (x) 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.
- (xi) 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.
- (xii) 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.
- (xiii) Any liability regarding Government Dues as well as any loss/injury caused to the Department during the engagement of workers will be the responsibility of the service provider.
- (xiv) 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.
- (xv) 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 skilled and semi-skilled workers duly signed by a first-Class Magistrate or a Gazette Officer of the Central / State Government, may be provided at the time of engagement.
- (xvi) The services of the skilled and semi-skilled workers 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 reason and or his/her performance is not found satisfactory.
- (xvii) The persons supply by the concern approved agency must have the qualification of at least degree level for skilled and 10 +2 in respect of semi-skilled worker and shall not be below the age of 18 years. They should be active with sound health. The skilled worker must be having computer skill and knowledge of MS-Office, Excel, Mail and Power point etc. with a typing speed of at least 30 W.P.M.
- (xviii) The persons engaged shall not claim any Benefit/ Compensation/ Absorption/ Regularization of service from this Office under the provision of Industrial Disputes Act 1947 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.

- (xix) 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.
- (xx) The Department may require the service provider to dismiss or remove any persons deployed 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.
- (xxi) 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.
- (xxii) 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.
- (xxiii) Any dispute arising out of the contract will be settled within the jurisdiction of the Guwahati Court.
- (xxiv) In case of a tie in rates between the bidding firms the following procedure shall be adopted to break the tie.
1. 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 past 3 years.
  2. By comparing the total turnover of the bidding firms.

Handwritten signature and date: 18/11/17.

Superintending Archaeologist  
Guwahati Circle & I/C Aizawl Circle