

GOVT OF ASSAM
OFFICE OF THE DIRECTOR OF ARCHIVES
ASSAM: : DISPUR

No.SA.9/2018/6

Dated Dispur the 1st October, 2018

TENDER NOTICE

Sealed quotation affixing non-refundable court fee stamp of Rs.8.25 (Rupees eight and paise twenty five) only are invited from eligible firms/ company for undertaking for the work of Data Entry of indices of Files preserved in the Directorate of Archives, Assam. The Tender should be submitted in two Bid system viz. 'Technical Bid' and 'Financial Bid' in separate cover duly **wax sealed** and then sealed the both in a big envelope along with tenderers' name, address and telephone numbers. Both the covers should be clearly written as Technical and Financial Bid respectively and duly superscripted as "TENDER FOR DATA ENTRY OPERATORS" addressed to the **Directorate of Archives, Assam.**

The quotation must reach the undersigned up to 1:00 pm of 10th October, 2018 and no tender received thereafter will be accepted. Intending tenders shall submit tender in the box kept in front of the office chamber of the Director of Archives. The tender box will be opened on the same day at 2:00 pm and if any change on the opening date will arise, further intimation will be done from the Department.

Scope of the work:

The activities involved shall be :

- DATA ENTRY OF INDICES OF FILES PRESERVED IN THE ASSAM STATE ARCHIVES.

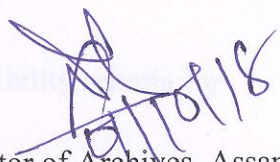
General Eligibility Criteria :

- A) For interested firms/ companies, the general and technical eligibility criteria for consideration are as follows :
1. All tenderers must submit quotation along with the following documents –
 - (i) PAN Card.
 - (ii) GST Registration
 - (iii) EPF & ESIC registration certificate.
 2. The court fee stamp of Rs. 8.25/- should be affix in the Technical bit envelop.
 3. The Bidder should have its own office in Guwahati, Assam.
 4. The tenderers should comply with minimum wages act. & VDA and should abide by the rules & regulation laid down by the Department of Labour & Employment as per Notification No. GLR.503/81/Pt./40 Dted. 03/11/2015.
 5. All the statement, documents, certificates submitted by the intending bidders should be signed and sealed by the bidder owing responsibility for these correctness/ authenticity.
 6. The Bidder have to deposit earnest money of Rs.2000/- (Rupees two thousand) only in the form of FDR of Bank/Demand Draft/ NSC/Call Deposit pledge in favour of Director Of Archives, Assam , Dispur, Guwahati-6.
 7. The Directorate of Archives, Assam does not bind himself to accept the lowest tendered rate and may reject any or all the tenders without assigning any reason thereof.

8. The agency should have a minimum 3 years experience in engaging manpower either in Govt. or Semi Govt. / corporate organization.
9. The Bidder should quote their price showing the GST, service tax, etc. separately.
10. Self attested copy of up to date GST clearance certificate.
11. The Director of Archives may required 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 in the otherwise unacceptable to the office because of security risk, incompetence, conflict of interest and for break of confidentiality or improper conduct. The service provider shall for their in comply with such requirement and replace the person.
12. The service provides shall ensure proper conduct of him/her personal in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering, etc.
13. The Minimum Qualification for the Data Entry operators is, Graduate from any discipline with 6 months Computer certificate course.

Financial Rate to be quoted as :-

PARTICULARS OF WORKS	RATE PER PERSON/PER MONTH (GST should quote extra)
DATA ENTRY OF INDICES OF FILES PRESERVED IN THE ASSAM STATE ARCHIVES.	

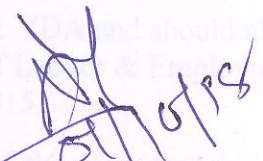

 Director of Archives, Assam,
 Dispur, Guwahati-6

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Copy forwarded to:-

1. The DIPR, Assam for publication in the daily news paper at least one in vernacular and one in English in the State.
2. The Joint Secy. to the Govt. of Assam, Secretariat Admn. (Estt.) Department. Dispur.
3. Office Notice Board.


 Director of Archives, Assam,
 Dispur, Guwahati-6

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1/10/18