

**Name of the organization: Anthropological Survey of India (Headquarters)**  
**Address: Indian Museum Campus, Fire Proof Spirit Building,**  
**27, Jawaharlal Nehru Road, Kolkata – 700 016.**

**Notice Inviting Tender**

Sealed tenders are invited from reputed/registered agencies having proven experience and credentials in providing following services

- 1. Monitoring the incoming and outgoing movements of persons and materials and safety of exhibits, installations and other assets.**
- 2. Upkeep and improvement of internal environment of the premises.**

Prescribed registration forms may be obtained from the above mentioned address on any working day between 11.00 a.m. and 5.00 p.m. or downloaded from our website <http://www.ansi.gov.in>. The duly completed registration forms with credentials shall be submitted on or before 10<sup>th</sup> November, 2017 Tender papers shall be issued at a cost of Rs. 500/- (Rupees Five hundred only) for each service from **11.00 a.m.** to **05.00 p.m.** only to the agencies duly short-listed by the Survey. Decision of the Survey in this regard shall be final and binding.

Tenders shall be received up to **05.00 p.m.** on 10<sup>th</sup> November, 2017 at **Anthropological Survey of India (Headquarters), Indian Museum Campus, Fire Proof Spirit Building, 27, Jawaharlal Nehru Road, Kolkata - 700016** and will be opened at **03.00 p.m.** on 20<sup>th</sup> November, 2017 at the same venue. Tenders may be present.

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**Name of the organization: Anthropological Survey of India (Headquarters)**  
**Address: Indian Museum Campus, Fire Proof Spirit Building,**  
**27, Jawaharlal Nehru Road, Kolkata – 700 016.**

**Registration Form for the service of monitoring the incoming and outgoing movements of persons and materials and safety of exhibits, installations and other assets at the premises of Anthropological Survey of India, 27, Jawaharlal Nehru Road, Kolkata-16.**

1. Name of Agency :
2. Full postal address :
3. Telephone / Fax number(s)/ E-mail ID :  
Office :  
Residence :
4. Whether proprietorship or partnership  
Business or Company :
5. Name & address of Proprietor/ All  
Partners/ Directors of Company :
6. Whether you have trade licence to carry  
out the contract work :  
( enclose xerox copy of the licence)
7. Whether you have licence issued by the  
competent authority under the  
Contract Labour :  
(Regulation & Abolition Act)  
(Enclose a xerox copy of the licence  
obtained for any such contracts recently)
8. Number of personnel to be deployed :
9. Total number of Employees employed  
By Agency in all sites for upkeep &  
Improvement of internal environment  
Services :
10. Names/ full addresses of all organizations  
Where the Agency is presently have upkeep  
& improvement of internal environment  
Service contract (indicate in each case date  
From which contract is being held) :
11. Name & details of Banker of the  
Agency :
12. Whether Income Tax is paid by the  
Agency (if so latest Income Tax  
Clearance certificate/photocopy of PAN) :
13. Whether the firm has got valid Service  
Tax /GST Registration and, if so, copy of the  
Same may be enclosed :
14. Valid EPF Registration No. :
15. Valid ESI Registration No. :

Date:

\_\_\_\_\_  
Signature with date & seal

*Copies of all credentials relevant to the services must be enclosed, failing which the Registration Form is liable to be rejected.*

**Name of the organization: Anthropological Survey of India (Headquarters)**  
**Address: Indian Museum Campus, Fire Proof Spirit Building,**  
**27, Jawaharlal Nehru Road, Kolkata – 700 016.**

**Registration Form for the service of upkeep and improvement of internal environment at the premises of Anthropological Survey of India, 27, Jawaharlal Nehru Road, Kolkata-16.**

1. Name of Agency :
2. Full postal address :
3. Telephone / Fax number(s)/ E-mail ID :  
Office :  
Residence :
4. Whether proprietorship or partnership  
Business or Company :
5. Name & address of Proprietor/ All  
Partners/ Directors of Company :
6. Whether you have trade licence to carry  
out the contract work :  
( enclose xerox copy of the licence)
7. Whether you have licence issued by the  
competent authority under the  
Contract Labour :  
(Regulation & Abolition Act)  
(Enclose a xerox copy of the licence  
obtained for any such contracts recently)
8. Number of personnel to be deployed :
9. Total number of Employees employed  
By Agency in all sites for upkeep &  
Improvement of internal environment  
Services :
10. Names/ full addresses of all organizations  
Where the Agency is presently have upkeep  
& improvement of internal environment  
Service contract (indicate in each case date  
From which contract is being held) :
11. Name & details of Banker of the  
Agency :
12. Whether Income Tax is paid by the  
Agency (if so latest Income Tax  
Clearance certificate/photocopy of PAN) :
13. Whether the firm has got valid Service  
Tax /GST Registration and, if so, copy of the  
Same may be enclosed :
14. Valid EPF Registration No. :
15. Valid ESI Registration No. :

Date:

\_\_\_\_\_  
Signature with date & seal

*Copies of all credentials relevant to the services must be enclosed, failing which the Registration Form is liable to be rejected.*

# **NOTICE INVITING TENDER**

**For**

**MONITORING THE INCOMING AND OUTGOING MOVEMENTS OF PERSONS AND MATERIALS AND SAFETY OF EXHIBITS, INSTALLATIONS AND OTHER ASSETS AT THE PREMISES OF ANTHROPOLOGICAL SURVEY OF INDIA, 27, JAWAHARLAL NEHRU ROAD, KOLKATA-16.**

Issued to .....

M/s. ....

**Anthropological Survey of India (Headquarters)  
Indian Museum Campus, Fire Proof Spirit Building,  
27, Jawaharlal Nehru Road, Kolkata – 700 016.**

## NOTICE INVITING TENDER

**For providing services of monitoring the incoming and outgoing movements of persons and materials and safety of exhibits, installations and other assets at the premises of Anthropological Survey of India, 27, Jawaharlal Nehru Road, Kolkata-16.**

### **GENERAL TERMS AND CONDITIONS**

1. Sealed tenders are invited from the reputed and experienced agencies for providing services of **'upkeep and improvement of internal environment of the premises of Anthropological Survey of India, 27, Jawaharlal Nehru Road, Kolkata-16** as mentioned above on contract basis on payment of lump sum composite monthly service charges, **exclusive of GST which will be paid as per the rates prescribed by the Government from time to time. The agency should also, along with their tender, furnish in a separate sealed envelope, complete break up of their rates showing how they will comply with the minimum wages and other statutory regulations like ESI, EPF, Bonus, etc and the lump sum agency charges comprising their own administrative expenses and profit (not on percentage basis). In absence of this break up, their tender will be liable to be rejected. The rates and figures for each component of statutory liabilities should be supported with copies of the relevant Acts, Rules or orders issued by the Government.**
2. Tenders submitted in double sealed cover with the name of the work written on the envelope will be **received up to 05.00 p.m. On 10<sup>th</sup> November, 2017 along with earnest money of Rs. 10,000/-** in the form of demand draft drawn in favour of **"Pay & Accounts Officer, Pay & Accounts Office, Ministry of Culture, Kolkata – 1"** and payable at Kolkata. The tenders will be opened **at 03.00 p.m. on 20<sup>th</sup> November.**
3. The term **"An.S.I. (Hqrs.)"** wherever mentioned in the NIT shall mean the authorities of the respective Anthropological Survey of India (Headquarters), Kolkata-16. The term **"Agency"** wherever mentioned in this NIT shall mean the Agency selected for award of the contract.
4. The **"An.S.I. (Hqrs.)"** does not bind itself to accept the lowest tender and reserves the right to reject or partially accept any or all of the tenders received, without assigning any reason.
5. Tenders, which do not fulfill all or any of these conditions or are incomplete in any respect, are liable to summary rejection without assigning any reason.
6. Tenders incorporating additional conditions are liable to be rejected.
7. Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Agency who resort to such canvassing will be liable to rejection on this ground alone.
8. **Before quoting the service charges the Agency must assess the quantum of work involved after going through the specifications of work given in the Annexure-I and physical inspection of the premises.**

9. Along with the tender, the Agency must submit **a detailed “work-plan” showing the number of persons to be deployed and how they purpose to render services under this contract.** The “work-plan” indicating the services to be rendered under this contract has to be appended as annexure to the tender. **It is to be noted that feasibility/acceptability of the rates quoted by the agencies shall be assessed on the basis of their respective work plans.** In absence of this, tender is liable to be rejected.
10. Consolidated service charges should be quoted for the contract on monthly basis and as a token of acceptance of all the terms and conditions mentioned in this NIT the Agency shall submit this tender after signing all the pages and quoting the rates on the format given at the end of this tender paper.
11. While submitting tender the Agency must note that **there will be no revision in the agency charges comprising their won administrative expenses and profit on any ground whatsoever** during the entire tenure of the contract as mentioned in Clause 38 herein below. However, **in case of revision of minimum wages or any other statutory charges made by the Government, the service charges shall be revised to the extent of the liabilities arising on that account only.**

### **CREDENTIALIALS**

12. The Agency shall declare in writing that none of their partners is any way related to any Officer of Anthropological Survey of India, including the units under its control.
13. The Agency must have a local office with a regular telephone and other means of communication like fax/e-mail etc. both in the office as well as in the residence(s), of Partners/Directors/Proprietor.
14. The Agency shall furnish Income Tax PAN and latest Income Tax clearance certificate/ Income Tax Return along with their tender.
15. All credentials of the Agency, including financial standing, registration with Govt., support or connection with Govt. Depts./ Organizations, Semi-Govt., Non Govt., autonomous body, public body, local Govt. Civil body and public institutions/ organizations etc. together with records of past performance with such institutions, departments, organizations etc. **are to be submitted alongwith the tenders. Agencies not having either adequate credentials or the experience to take up contracts of such magnitude, need not submit tenders.**

### **RESPONSIBILITIES OF THE AGENCY**

16. The Agency shall ensure that all statutory wages and allied benefits like P.F., Bonus, ESI etc. as are prescribed by the Government from time to time, are paid to their staff deployed for the purpose of this contract. The Agency shall remain liable to the authorities concerned for compliance of the respective existing rules and regulations of the Govt. for this purpose and shall also remain liable for any contravention thereof. The Agency shall have to abide by the minimum wage legislations and must pay minimum wage as per law to their staff deployed at any time by them in the campus of the **“An.S.I. (Hqrs.)”** for the purpose of this contract.
17. The Agency shall submit the proof of having deposited the amount of contributions **claimed by them on account of ESI and EPF towards the persons deployed at the “An.S.I. (Hqrs.)” in their respective names each month while submitting their bills for the subsequent month. In case the Agency fails to do so, their bills will be withheld till submission of required documents.**

18. The Agency shall pay wages to the personnel deployed by them by the 7<sup>th</sup> of every month in the presence of an authorized officer of the “**An.S.I. (Hqrs.)**” who shall record a certificate to that effect in **the acquaintance roll, a copy of which will have to be submitted by the agency along with their bill for the relevant month.**
19. The Agency shall obtain necessary License etc, as required under the Contract Labour (Regulation & Abolition) Act, 1970 or any other act as may be applicable.
20. In case of any theft, loss of assets and/or disturbance affecting security etc., to the centre, the entire responsibility for recovery and legal actions starting with lodging of F.I.R. with local police in consultation with the authorities of the “**An.S.I. (Hqrs.)**”, up to the final recovery stage etc. will lie with the Agency.
21. A security deposit of not less than one tenth of the annual tender value, payable either in cash or in the form of a demand draft drawn in favour of “Pay & Accounts Officer, Pay & Accounts Office, Ministry of Culture, Kolkata – 1”, is to be deposited by the Agency to cover risk or any loss **caused to the “An.S.I. (Hqrs.)” due to fraud, theft, pilferage etc., the responsibilities for which are attributable, directly or otherwise, to the negligence failure or inefficiency on the part of the agency or their employees, or any breach of contract of whatsoever nature or form on the part of the agency.** In the event of any such occurrence and/or breach of contract, the amount of compensation, as assessed by the “**An.S.I. (Hqrs.)**” shall be recovered either from the bill for monthly service charges due to the Agency or from their security deposit.
22. During the period of this contract, the Agency shall provide proper and adequate service and perform their duties diligently, honestly and to the entire satisfaction of the “**An.S.I. (Hqrs.)**”. The Agency shall constantly keep in touch with the “**An.S.I. (Hqrs.)**” regarding their services and abide by all instructions and directives issued by the “**An.S.I. (Hqrs.)**” in this regard.  
  
**The Agency shall give or provide all necessary superintendence during the execution of the work for proper fulfilling of their obligations under the contract.**
23. **The Agency shall maintain all relevant registers in the premises of the “An.S.I. (Hqrs.)” which may have to be presented for inspection by the concerned Labour Authorities. The agency shall also put up a notice board displaying the minimum wages prescribed by the Government from time to time.**
24. The Agency shall ensure compliance of all Acts, Rules and statutory orders in force with regard to deployment of their staff in the premises of the “**An.S.I. (Hqrs.)**” for the purpose of this contract and shall keep the “**An.S.I. (Hqrs.)**” indemnified against any liabilities arising out of non-compliance of any of the Acts, Rules or Orders on their part.
25. The Agency shall not deploy any persons above 55 years of age for performing duties in the “**An.S.I. (Hqrs.)**”.
26. The Agency shall make **proper verification of the particulars of their employees and** issue proper identity cards to those employees who are deployed **by them** at any time for the purpose of this contract in order to facilitate verification of their identity by the “**An.S.I. (Hqrs.)**”. They shall always wear the identity card while inside the premises of the “**An.S.I. (Hqrs.)**”.

27. The Agency shall be liable to comply with the directions of “**An.S.I. (Hqrs.)**”, to remove within 24 hours of receipt of such diction, any member of their staff deployed for the purpose of this contract and shall make immediate necessary alternative arrangements to ensure proper and adequate services.
28. All employees deployed by the Agency for rendering these services in the “**An.S.I. (Hqrs.)**”, must remain in proper uniforms. The Agency shall supply at their cost uniforms, raincoats woolen clothing, sticks, torches with batteries and other stationery items required for carrying out the work.
29. The Agency on completion of the specified term of contract or on termination of the contract shall peacefully vacate the premises of the “**An.S.I. (Hqrs.)**” and remove all their persons and materials from the campus within 24 hours.
30. The Agency shall be responsible for observance and compliance of different industrial laws as in force and they shall ensure that no demonstration/agitation of any kind takes place inside or near the premises of the “**An.S.I. (Hqrs.)**” by persons engaged by the Agency.
31. The “**An.S.I. (Hqrs.)**” shall have no responsibility for providing living accommodation to the personnel deployed by the Agency.
32. The area and scope of work will be as per the requirement of the “**An.S.I. (Hqrs.)**” from time to time. Any extra work arising out of special programmes or exigencies and beyond the scope of this agreement shall be negotiated separately. The Agency shall provide the necessary extra manpower corresponding to the requirement of services immediately for which advance intimation would be given before 24 hours by the “**An.S.I. (Hqrs.)**”.
33. The “**An.S.I. (Hqrs.)**” shall pay to the Agency nothing more than the amount as may be due under the contract terms.
34. **The agency shall ensure/impart training to their employees deployed in connection with this contract, on metal detector operation, frisking, vehicle check, fire fighting and such other security measures as are essentially required in a public place like the “An.S.I. (Hqrs.)”.**

### **PAYMENT**

35. The payment will be made on monthly basis the lump sum composite service charges as quoted by the Agency through E-Payment/RTGS within 30 days from the date of submission of the proper and pre-receipted bill, duly certified by the authorized representative of “**An.S.I. (Hqrs.)**”. In case of the Agency’s failure to provide requisite services on particular day/days, proportionate deduction shall be made from the bill.
36. The “**An.S.I. (Hqrs.)**” shall reimburse the amount of service tax paid by the Agency to the authorities on account of services rendered by them to the “**An.S.I. (Hqrs.)**”. The reimbursement shall be admissible on production of proof of deposit i.e. copy of challan by the Agency.
37. Income tax will be deducted at the prescribed rate from the monthly bill of the Agency and the same would be deposited with the Income Tax Authority by the “**An.S.I. (Hqrs.)**”.



### PENALTY

38. In the event of any deficiency in the service rendered by the agency, any time during the currency of the contract, the “An.S.I. (Hqrs.)” shall impose a suitable penalty which may be recovered from the monthly bill(s) of the agency. The decision of the “An.S.I. (Hqrs.)” shall be binding on the agency.

### TENURE AND VALIDITY

39. In the beginning the contract would be on a trial basis for three months only, and thereafter, it shall be extended for a further period of nine months, if the services are found to be satisfactory during the trial period. The contract may be renewed at the discretion of the “An.S.I. (Hqrs.)” on year to year basis for a maximum period of three years, including the trial period. **However, in the event of such renewal of the contract each year, the agency charges comprising their administrative expenses and profit shall not be revised. The liability due to revision of minimum wages from time to time shall only be considered for revision.** The contract can be terminated by the “An.S.I. (Hqrs.)” at any time without notice in the event of gross security risk or gross damage to “An.S.I. (Hqrs.)” property due to Agency’s failure or persistent failures of the Agency in providing satisfactory service to the “An.S.I. (Hqrs.)” and the decision of the “An.S.I. (Hqrs.)” in this regard shall be final and binding on the Agency.

For reasons other than mentioned in the clause above, the contract can be terminated by either party by providing clear three months notice in writing.

### ARBITRATION

40. In case of any dispute arising out of this contract between the “An.S.I. (Hqrs.)” and the Agency, the matter shall be referred to the sole arbitration of a person to be appointed by the Director of Anthropological Survey of India, Kolkata-16 on receipt of an official request with details of the dispute, from either the “An.S.I. (Hqrs.)” or the Agency. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the contract. The submission shall be deemed to be submission to arbitration under the Arbitration and Conciliation Act, 1996 or any statutory modifications or reenactment thereof and of the rules made there under for the time being in force.

**Particulars of the services required to be rendered by the Agency**

Anthropological Survey of India, Headquarters Premises, Kolkata – 700016 [Total covered area **28,675 Sq.ft. (apx.)**]

The Anthropological Survey of India (Headquarters) campus located at Indian Museum Campus, Fire Proof Spirit Building, 27, Jawaharlal Nehru Road, Kolkata – 700016 comprises following :-

- i) Office Block – Three floors in Fire Proof Spirit Building (3<sup>rd</sup> floor – 8700 Sq.ft., 4<sup>th</sup> floor – 8700 Sq.ft. & 5<sup>th</sup> floor – 5000 Sq.ft.) having 3 main entrance gates and One floor in Ripon Street Building (6275 Sq.ft.) having 1 main entrance gate.

Total covered area – **28,675 Sq.ft.(apx.)**

**Specification of the work of monitoring the incoming and outgoing movements of persons and materials and safety of exhibits, installations and other assets at the premises:**

- i) Continuous monitoring of the entire premises areas & installations detailed above.
- ii) Monitoring of the incoming and outgoing movements of persons and materials at all times.
- iii) Monitoring safety to all the moveable and immovable property inside the premises elaborated above.

**FORMAT FOR SUBMISSION OF OFFERS BY THE TENDERERS**

(To be submitted on the Agency's Letter Head)

To  
The Director,  
Anthropological Survey of India,  
Indian Museum Campus, Fire Proof Spirit Building,  
27, Jawaharlal Nehru Road, Kolkata – 700016.

**Sub.** Monitoring the incoming and outgoing movements of persons and materials and safety of exhibits, installations and other assets at the premises of Anthropological Survey of India, Kolkata – 700016.

Sir,

We have read, understood and accepted all the terms and conditions as stipulated in the Notice Inviting Tender for monitoring the incoming and outgoing movements of persons and materials and safety of exhibits, installations and other assets of Anthropological Survey of India, Kolkata – 700016.

Name & Address of the Organization	Tentative nos. of monitoring services personnel	PART – A (Monthly service charges of the agency comprising their own administrative expenses and remuneration/profit	PART – B (Amount towards monthly payment of wages and other statutory liabilities in respect of persons to be deployed by the agency, bases on the prevailing minimum wages rate.	Rate of consolidated monthly service charges (Total of Part – A and B)
Anthropological Survey of India, Indian Museum Campus, 27, J.L. Nehru Road, Kolkata – 16.				

We, hereby agree to undertake the contract for Monitoring the incoming and outgoing movements of persons and materials and safety of exhibits, installations and other assets of Anthropological Survey of India, Kolkata – 700016 as per requirement indicated in the Annexure – I of the NIT for a composite monthly service charge of Rs..... (in words ..... ) service charges is enclosed hereto in a separate sealed envelope.

**We hereby declare that none of our partners is anyway related to any officer of Anthropological Survey of India including the units under its control.**

**We hereby confirm to have furnish our income tax PAN and the latest Income Tax return/clearance certificate along with our tender.**

A demand draft No..... dated ..... For Rs. .... drawn on ..... (Name of the bank) in favour of ..... is enclosed towards payment of EMD.

(Signature)

Encl. As stated

Name and Address of the Agency :

Date :

Place :

# **NOTICE INVITING TENDER**

**For**

**UPKEEP AND IMPROVEMENT OF INTERNAL ENVIRONMENT OF THE PREMISES AT THE PREMISES OF ANTHROPOLOGICAL SURVEY OF INDIA, 27, JAWAHARLAL NEHRU ROAD, KOLKATA-16.**

Issued to .....

M/s. ....

**Anthropological Survey of India (Headquarters)  
Indian Museum Campus, Fire Proof Spirit Building,  
27, Jawaharlal Nehru Road, Kolkata – 700 016.**

## NOTICE INVITING TENDER

**For providing services of upkeep and improvement of internal environment of the premises of Anthropological Survey of India, 27, Jawaharlal Nehru Road, Kolkata-16.**

### **GENERAL TERMS AND CONDITIONS**

1. Sealed tenders are invited from the reputed and experienced agencies for providing services of **‘upkeep and improvement of internal environment of the premises of Anthropological Survey of India, 27, Jawaharlal Nehru Road, Kolkata-16** as mentioned above on contract basis on payment of lump sum composite monthly service charges, **exclusive of GST which will be paid as per the rates prescribed by the Government from time to time. The agency should also, along with their tender, furnish in a separate sealed envelope, complete break up of their rates showing how they will comply with the minimum wages and other statutory regulations like ESI, EPF, Bonus, etc and the lump sum agency charges comprising their own administrative expenses and profit (not on percentage basis). In absence of this break up, their tender will be liable to be rejected. The rates and figures for each component of statutory liabilities should be supported with copies of the relevant Acts, Rules or orders issued by the Government.**
2. Tenders submitted in double sealed cover with the name of the work written on the envelope will be **received up to 05.00 p.m. On 10<sup>th</sup> November, 2017 along with earnest money of Rs. 10,000/-** in the form of demand draft drawn in favour of **“Pay & Accounts Officer, Pay & Accounts Office, Ministry of Culture, Kolkata – 1”** and payable at Kolkata. The tenders will be opened **at 03.00 p.m. on 20<sup>th</sup> November.**
3. The term **“An.S.I. (Hqrs.)”** wherever mentioned in the NIT shall mean the authorities of the respective Anthropological Survey of India (Headquarters), Kolkata-16. The term **“Agency”** wherever mentioned in this NIT shall mean the Agency selected for award of the contract.
4. The **“An.S.I. (Hqrs.)”** does not bind itself to accept the lowest tender and reserves the right to reject or partially accept any or all of the tenders received, without assigning any reason.
5. Tenders, which do not fulfill all or any of these conditions or are incomplete in any respect, are liable to summary rejection without assigning any reason.
6. Tenders incorporating additional conditions are liable to be rejected.
7. Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Agency who resort to such canvassing will be liable to rejection on this ground alone.
8. **Before quoting the service charges the Agency must assess the quantum of work involved after going through the specifications of work given in the Annexure-I and physical inspection of the premises.**

9. Along with the tender, the Agency must submit **a detailed “work-plan” showing the number of persons to be deployed and how they purpose to render services under this contract.** The “work-plan” indicating the services to be rendered under this contract has to be appended as annexure to the tender. **It is to be noted that feasibility/acceptability of the rates quoted by the agencies shall be assessed on the basis of their respective work plans.** In absence of this, tender is liable to be rejected.
10. Consolidated service charges should be quoted for the contract on monthly basis and as a token of acceptance of all the terms and conditions mentioned in this NIT the Agency shall submit this tender after signing all the pages and quoting the rates on the format given at the end of this tender paper.
11. While submitting tender the Agency must note that **there will be no revision in the agency charges comprising their won administrative expenses and profit on any ground whatsoever** during the entire tenure of the contract as mentioned in Clause 38 herein below. However, **in case of revision of minimum wages or any other statutory charges made by the Government, the service charges shall be revised to the extent of the liabilities arising on that account only.**

### **CREDENTIALS**

12. The Agency shall declare in writing that none of their partners is any way related to any Officer of Anthropological Survey of India, including the units under its control.
13. The Agency must have a local office with a regular telephone and other means of communication like fax/e-mail etc. both in the office as well as in the residence(s), of Partners/Directors/Proprietor.
14. The Agency shall furnish Income Tax PAN and latest Income Tax clearance certificate/ Income Tax Return along with their tender.
15. All credentials of the Agency, including financial standing, registration with Govt., support or connection with Govt. Depts./ Organizations, Semi-Govt., Non Govt., autonomous body, public body, local Govt. Civil body and public institutions/ organizations etc. together with records of past performance with such institutions, departments, organizations etc. **are to be submitted alongwith the tenders. Agencies not having either adequate credentials or the experience to take up contracts of such magnitude, need not submit tenders.**

### **RESPONSIBILITIES OF THE AGENCY**

16. The Agency shall ensure that all statutory wages and allied benefits like P.F., Bonus, ESI etc. as are prescribed by the Government from time to time, are paid to their staff deployed for the purpose of this contract. The Agency shall remain liable to the authorities concerned for compliance of the respective existing rules and regulations of the Govt. for this purpose and shall also remain liable for any contravention thereof. The Agency shall have to abide by the minimum wage legislations and must pay minimum wage as per law to their staff deployed at any time by them in the campus of the **“An.S.I. (Hqrs.)”** for the purpose of this contract.
17. The Agency shall submit the proof of having deposited the amount of contributions **claimed by them on account of ESI and EPF towards the persons deployed at the “An.S.I. (Hqrs.)” in their respective names each month while submitting their bills for the subsequent month. In case the Agency fails to do so, their bills will be withheld till submission of required documents.**

18. The Agency shall pay wages to the personnel deployed by them by the 7<sup>th</sup> of every month in the presence of an authorized officer of the “**An.S.I. (Hqrs.)**” who shall record a certificate to that effect in **the acquaintance roll, a copy of which will have to be submitted by the agency along with their bill for the relevant month.**
19. The Agency shall obtain necessary License etc, as required under the Contract Labour (Regulation & Abolition) Act, 1970 or any other act as may be applicable.
20. In case of any theft, loss of assets and/or disturbance affecting security etc., to the centre, the entire responsibility for recovery and legal actions starting with lodging of F.I.R. with local police in consultation with the authorities of the “**An.S.I. (Hqrs.)**”, up to the final recovery stage etc. will lie with the Agency.
21. A security deposit of not less than one tenth of the annual tender value, payable either in cash or in the form of a demand draft drawn in favour of “Pay & Accounts Officer, Pay & Accounts Office, Ministry of Culture, Kolkata – 1”, is to be deposited by the Agency to cover risk or any loss **caused to the “An.S.I. (Hqrs.)” due to fraud, theft, pilferage etc., the responsibilities for which are attributable, directly or otherwise, to the negligence failure or inefficiency on the part of the agency or their employees, or any breach of contract of whatsoever nature or form on the part of the agency.** In the event of any such occurrence and/or breach of contract, the amount of compensation, as assessed by the “**An.S.I. (Hqrs.)**” shall be recovered either from the bill for monthly service charges due to the Agency or from their security deposit.
22. During the period of this contract, the Agency shall provide proper and adequate service and perform their duties diligently, honestly and to the entire satisfaction of the “**An.S.I. (Hqrs.)**”. The Agency shall constantly keep in touch with the “**An.S.I. (Hqrs.)**” regarding their services and abide by all instructions and directives issued by the “**An.S.I. (Hqrs.)**” in this regard.  
  
**The Agency shall give or provide all necessary superintendence during the execution of the work for proper fulfilling of their obligations under the contract.**
23. **The Agency shall maintain all relevant registers in the premises of the “An.S.I. (Hqrs.)” which may have to be presented for inspection by the concerned Labour Authorities. The agency shall also put up a notice board displaying the minimum wages prescribed by the Government from time to time.**
24. The Agency shall ensure compliance of all Acts, Rules and statutory orders in force with regard to deployment of their staff in the premises of the “**An.S.I. (Hqrs.)**” for the purpose of this contract and shall keep the “**An.S.I. (Hqrs.)**” indemnified against any liabilities arising out of non-compliance of any of the Acts, Rules or Orders on their part.
25. The Agency shall not deploy any persons above 55 years of age for performing duties in the “**An.S.I. (Hqrs.)**”.
26. The Agency shall make **proper verification of the particulars of their employees and** issue proper identity cards to those employees who are deployed **by them** at any time for the purpose of this contract in order to facilitate verification of their identity by the “**An.S.I. (Hqrs.)**”. They shall always wear the identity card while inside the premises of the “**An.S.I. (Hqrs.)**”.

27. The Agency shall be liable to comply with the directions of “**An.S.I. (Hqrs.)**”, to remove within 24 hours of receipt of such diction, any member of their staff deployed for the purpose of this contract and shall make immediate necessary alternative arrangements to ensure proper and adequate services.
28. All employees deployed by the Agency for rendering these services in the “**An.S.I. (Hqrs.)**”, must remain in proper uniforms. The Agency shall supply at their cost uniforms, raincoats woolen clothing, sticks, torches with batteries and other stationery items required for carrying out the work.
29. The Agency on completion of the specified term of contract or on termination of the contract shall peacefully vacate the premises of the “**An.S.I. (Hqrs.)**” and remove all their persons and materials from the campus within 24 hours.
30. The Agency shall be responsible for observance and compliance of different industrial laws as in force and they shall ensure that no demonstration/agitation of any kind takes place inside or near the premises of the “**An.S.I. (Hqrs.)**” by persons engaged by the Agency.
31. The “**An.S.I. (Hqrs.)**” shall have no responsibility for providing living accommodation to the personnel deployed by the Agency.
32. The area and scope of work will be as per the requirement of the “**An.S.I. (Hqrs.)**” from time to time. Any extra work arising out of special programmes or exigencies and beyond the scope of this agreement shall be negotiated separately. The Agency shall provide the necessary extra manpower corresponding to the requirement of services immediately for which advance intimation would be given before 24 hours by the “**An.S.I. (Hqrs.)**”.
33. The “**An.S.I. (Hqrs.)**” shall pay to the Agency nothing more than the amount as may be due under the contract terms.
34. **The agency shall ensure/impart training to their employees deployed in connection with this contract, on metal detector operation, frisking, vehicle check, fire fighting and such other security measures as are essentially required in a public place like the “An.S.I. (Hqrs.)”.**

### **PAYMENT**

35. The payment will be made on monthly basis the lump sum composite service charges as quoted by the Agency through E-Payment/RTGS within 30 days from the date of submission of the proper and pre-receipted bill, duly certified by the authorized representative of “**An.S.I. (Hqrs.)**”. In case of the Agency’s failure to provide requisite services on particular day/days, proportionate deduction shall be made from the bill.
36. The “**An.S.I. (Hqrs.)**” shall reimburse the amount of service tax paid by the Agency to the authorities on account of services rendered by them to the “**An.S.I. (Hqrs.)**”. The reimbursement shall be admissible on production of proof of deposit i.e. copy of challan by the Agency.
37. Income tax will be deducted at the prescribed rate from the monthly bill of the Agency and the same would be deposited with the Income Tax Authority by the “**An.S.I. (Hqrs.)**”.



### PENALTY

38. In the event of any deficiency in the service rendered by the agency, any time during the currency of the contract, the “An.S.I. (Hqrs.)” shall impose a suitable penalty which may be recovered from the monthly bill(s) of the agency. The decision of the “An.S.I. (Hqrs.)” shall be binding on the agency.

### TENURE AND VALIDITY

39. In the beginning the contract would be on a trial basis for three months only, and thereafter, it shall be extended for a further period of nine months, if the services are found to be satisfactory during the trial period. The contract may be renewed at the discretion of the “An.S.I. (Hqrs.)” on year to year basis for a maximum period of three years, including the trial period. **However, in the event of such renewal of the contract each year, the agency charges comprising their administrative expenses and profit shall not be revised. The liability due to revision of minimum wages from time to time shall only be considered for revision.** The contract can be terminated by the “An.S.I. (Hqrs.)” at any time without notice in the event of gross security risk or gross damage to “An.S.I. (Hqrs.)” property due to Agency’s failure or persistent failures of the Agency in providing satisfactory service to the “An.S.I. (Hqrs.)” and the decision of the “An.S.I. (Hqrs.)” in this regard shall be final and binding on the Agency.

For reasons other than mentioned in the clause above, the contract can be terminated by either party by providing clear three months notice in writing.

### ARBITRATION

40. In case of any dispute arising out of this contract between the “An.S.I. (Hqrs.)” and the Agency, the matter shall be referred to the sole arbitration of a person to be appointed by the Director of Anthropological Survey of India, Kolkata-16 on receipt of an official request with details of the dispute, from either the “An.S.I. (Hqrs.)” or the Agency. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the contract. The submission shall be deemed to be submission to arbitration under the Arbitration and Conciliation Act, 1996 or any statutory modifications or reenactment thereof and of the rules made there under for the time being in force.

## Annexure – I

### Particulars of the services required to be rendered by the Agency

Anthropological Survey of India, Headquarters Premises, Kolkata – 700016 [Total covered area **28,675 Sq.ft. (apx.)**]

The Anthropological Survey of India (Headquarters) campus located at Indian Museum Campus, Fire Proof Spirit Building, 27, Jawaharlal Nehru Road, Kolkata – 700016 comprises following :-

- ii) Office Block – Three floors in Fire Proof Spirit Building (3<sup>rd</sup> floor – 8700 Sq.ft., 4<sup>th</sup> floor – 8700 Sq.ft. & 5<sup>th</sup> floor – 5000 Sq.ft.) having 3 main entrance gates and One floor in Ripon Street Building (6275 Sq.ft.) having 1 main entrance gate.

Total covered area – **28,675 Sq.ft.(apx.)**

### Specification of the work of upkeep and improvement of internal environment of the premises :

- i) Continuous upkeepment of the entire premises areas detailed above.
- ii) Upkeep of fire prevention arrangement.
- iii) Ensuring movement of files & office records/materials during the office hours within the premises.

**FORMAT FOR SUBMISSION OF OFFERS BY THE TENDERERS**

(To be submitted on the Agency's Letter Head)

To  
The Director,  
Anthropological Survey of India,  
Indian Museum Campus, Fire Proof Spirit Building,  
27, Jawaharlal Nehru Road, Kolkata – 700016.

**Sub.** Upkeep and improvement of internal environment of the premises of Anthropological Survey of India, Kolkata – 700016.

Sir,

We have read, understood and accepted all the terms and conditions as stipulated in the Notice Inviting Tender for monitoring the incoming and outgoing movements of persons and materials and safety of exhibits, installations and other assets of Anthropological Survey of India, Kolkata – 700016.

Name & Address of the Organization	Tentative nos. of monitoring services personnel	PART – A (Monthly service charges of the agency comprising their own administrative expenses and remuneration/profit	PART – B (Amount towards monthly payment of wages and other statutory liabilities in respect of persons to be deployed by the agency, bases on the prevailing minimum wages rate.	Rate of consolidated monthly service charges (Total of Part – A and B)
Anthropological Survey of India, Indian Museum Campus, 27, J.L. Nehru Road, Kolkata – 16.				

We, hereby agree to undertake the contract for Monitoring the incoming and outgoing movements of persons and materials and safety of exhibits, installations and other assets of Anthropological Survey of India, Kolkata – 700016 as per requirement indicated in the Annexure – I of the NIT for a composite monthly service charge of Rs..... (in words ..... ) service charges is enclosed hereto in a separate sealed envelope.

**We hereby declare that none of our partners is anyway related to any officer of Anthropological Survey of India including the units under its control.**

**We hereby confirm to have furnish our income tax PAN and the latest Income Tax return/clearance certificate along with our tender.**

A demand draft No..... dated ..... For Rs. .... drawn on ..... (Name of the bank) in favour of ..... is enclosed towards payment of EMD.

Encl. As stated

(Signature)

Name and Address of the Agency :

Date :

Place :

## ANTHROPOLOGICAL SURVEY OF INDIA

MINISTRY OF CULTURE  
DEPARTMENT OF CULTURE  
GOVERNMENT OF INDIA

27, JAWAHARLAL NEHRU ROAD, KOLKATA-700 016

Dial :00-91-33-2286-1733-81 Tele Fax: 2286-1799

E-Mail: director@ansi.gov.in, Website: [www.ansi.gov.in](http://www.ansi.gov.in)

No.2-101/2017-18/Estt.(Hqr)

### 'TENDER NOTICE'

Last date for receipt of Tender : 10<sup>th</sup> November, 2017 up to 05.00 p.m.

Date of opening of Tender : 20<sup>th</sup> November, 2017 at 03.00 p.m.

Sealed tenders are hereby invited on behalf of the Director, Anthropological Survey of India, 27, Jawaharlal Nehru Road, Kolkata – 700 016 from interested reputed and experienced agencies / service providers for under mentioned service contract at the Anthropological Survey of India, 27, Jawaharlal Nehru Road, Kolkata – 700 016.

Sl. No.	Particulars of contract	Earnest Money Deposit
01	1) Monitoring the incoming and outgoing movements of persons and materials and safety of exhibits, installations and other assets at the premises 2) Upkeep and improvement of internal environment of the premises.	Rs.10,000/- for each purpose (Should be drawn in favour of 'Pay & Accounts Officer, Pay & Accounts Office, Ministry of Culture, Kolkata – 1'.

The detailed instructions along with terms & conditions of the tender are available in tender documents as well as the An.S.I. website i.e. [www.ansi.gov.in](http://www.ansi.gov.in).

(M.SASIKUMAR)  
HEAD OF OFFICE