

**Government of India,**  
**Ministry of Information and Broadcasting**  
**Photo Division**

No. G-29011/1/2012-PD/Acts/

Dated: 15.04.2014

**(TENDER NOTICE)**

Sealed quotations are invited under two bids system i.e. Technical and Financial bid from the IT organizations for outsourcing the services of IT professionals in the office of Photo Division, Ministry of Information and Broadcasting, C.G.O. Complex, Lodhi Road , New Delhi . For tender details the bidders may visit administration section/official website <http://www.photodivision.gov.in> of Photo Division. Quotations should be sent in a sealed cover super scribing "Engagement of IT professional". The quotations should be sent in at Room No. 730, 7<sup>th</sup> floor, Sookhana Bhawan, C.G.O. complex, Lodhi Road, New Delhi -110003 before 09.05.2014 by 12.00 P.M. The technical bids will be opened on 09.05.2014 at 4.00 P.M in Room no 710 at Sookhana Bhawan, C.G.O. Complex, New Delhi. Late bids would not be entertained. The firm has to submit an EMD of Rs 10,000/- in favour of Director, Photo Division, Ministry of I & B New Delhi along with technical bids.

**The Director, Photo Division reserves the right to accept or reject any or all the bids at any time/place without assigning any reason, whatsoever. The decision of the Director, Photo Division shall be final and binding on all.**

**Director,**  
**Photo Division,**  
**Ministry of I&B,**  
**New Delhi.**  
**Ph: - 24392136**

Engagement of IT professionals in the office of the Director Photo Division, Ministry of Information and Broadcasting, Sookhana Bhawan, C.G.O. Complex, Lodhi Road, New Delhi.

Terms and conditions: -

- Sealed quotations are invited for engagement of IT professionals in two forms 1. Technical bid 2. Financial bid in different envelopes.
- Quotations should be sent in a sealed cover super scribing 'Engagement of IT professionals'.
- Quotation should be addressed to the Director, Photo Division, Ministry of Information and Broadcasting, Room no. 730 Suchana Bhawan, C.G.O. Complex, Lodhi Road, New Delhi.
- Last Date for the submission of Bids is 09.05.2014 by 12 P.M. and the technical bids will be opened on 09.05. 2014 by 4.00 P.M. in the office of Photo Division at Sookhana Bhawan, C.G.O. Complex, New Delhi.
- Number of IT professional required:-
  - 1. Supervisor level                      one
  - 2. Assistant level                      Five
- On outsource basis for the period of two years but the period/quantity of IT professional may be reduced or added as per decision of competent authority from time to time. The Division is not bound to bidder for continuing the outsource services for entire period of two years.
- The IT professional of supervisor Level should have BCA degree and knowledge of Photoshop software and MS Office. The supervisor should also have capabilities of handling high capacity server, supervising team working under him.
- IT professional of assistant level should have certificate in basic fundamental course in computer, Multimedia and MS Office.
- Job Requirement:
  - Handling of image editing software - Adobe Photoshop & other.
  - Handling of High capacity server with the knowledge of internal/external security of the server.
  - Handling desktop computers, E-mails, uploading/downloading of digital images through Internet, uploading/retrieving of digital image archive into the high capacity server etc.
  - Working with MS office software with good typing speed of English.
  - Management of website and uploading/downloading the digital images on website.
  - Working on Negative & Positive Flatbed/Optical Scanners, etc.
  - Other miscellaneous jobs related to Photo Archives.
  - Archiving, indexing & cataloging of Digital images with the help of image editing software.
  - The operational equipment required to cater the services in News Photo Network would be provided by the Division.
  - IT professional will work in News Photo Network unit of the Division from Monday to Saturday from 9.30am to 6.00pm. No leave for gazette/restricted holidays would be permitted.