

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 organizations providing services of Library Science 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 Library science professional". The quotations should be sent in at Room No. 730, 7th 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 Library Science 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: -

1. Sealed quotations are invited for providing Librarian and Assistant Librarian in two forms 1. Technical Bids 2. Financial Bids in different envelopes.
2. Quotations should be sent in a sealed cover super scribing "Engagement of Librarian and Assistant Librarian".
3. 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.
4. Last Date for the submission of Bids is 09.05.2014 by 12.00 P.M and the Technical bids will be opened on 09.05.2014 by 4.00 P.M in the office of the Photo Division.
5. Number of Library Science professional required:-

- | | |
|------------------------|-------|
| 1. Librarian | one |
| 2. Assistant Librarian | three |

On outsource basis for the period of two years but the period/quantity of library science professionals 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.

• **Job Requirement:**

- A. Management of Photographic books and journals in Digital Photo Library of Photo Division.
- B. Management of Digital images in Digital Photo Library of Photo Division, creation/provision of caption, keywords, history sheets of digital images in photo archival software and uploading/downloading of digital images from the CD/DVD/Servers.
- C. Maintenance of records of digital images in CD/DVD/Server.
- D. Maintenance of Print Library which includes proper organization and documentation of various types of Photo Albums and Photo Archival record.
- E. Other miscellaneous jobs related to Photo Archives.
- F. Working on various photo editing software, MS office with efficiency in English and basic fundamental of computers.
- G. The Librarian will work as supervisor of the outsourced team and will be responsible for the work output as assigned by the Division. The Library professionals are engaged to streamline and clear the backlog of the photo archive of The Division.
- H. Library Professional will work in Digital Photo library of the Division from Monday to Saturday from 8.30am to 5.00pm or in different shifts as per the requirement of the Division. No leave for gazette/restricted holidays would be permitted.