

No. 4/47/2008-DPS-PIC
Government of India
Press Information Bureau

‘A’ Wing, Shastri Bhawan,
New Delhi, Dated 3.12.2008

NOTICE INVITING TENDER

Sealed tenders are invited from reputed Human Resource Agencies for outsourcing of “Media Professionals” on contract basis for work in the Bureau. The Media Professionals are required for activities relating to the “Media Outreach Programme” being conducted by the Press Information Bureau all over the country. The Media Professionals would be utilized for data mining, content management, campaign monitoring and development & editing of media outreach material.

1. No. of Media Professionals required : 60
 2. Eligibility : Fresh Graduates of Journalism and Media Communication or holding PG Diploma in Journalism & Media Communication (Full Time) from reputed/recognized Media Schools.
 3. Job requirement : A total of sixty Media Professionals will be hired. Out of these, ten Media Professionals are required for New Delhi, sixteen for Regional offices and thirty four for Branch offices of PIB located throughout the country (as per Annexure-I). Various officers of the Press Information Bureau at the Headquarters and Regional/Branch offices to which they are attached would supervise the activities of the Media Professional.
 4. Age : Not below 18 years
 5. Period : Approximately for One Year
 6. Security consideration : The person supplied by the agency should not have any Police records/criminal cases against them. The agency should make adequate enquiries and certify about the character and antecedents of the persons whom they are recommending.
 7. Period within which the Media Professionals are to be supplied : Within 15 days of award of contract.
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8. Terms and Conditions : At **Annexure – II**

9. The tenders should be submitted in two sealed covers. The first sealed cover Superscribed 'Technical Bid' should contain (i) company profile including previous experience of manpower supply to Government Departments etc. (ii) Acceptance of terms and conditions at **Annexure – II** (iii) Earnest Money Deposit worth Rs. 100,000/- in the form of Demand Draft Drawn in favour of Section Officer (Cash), Press Information Bureau, New Delhi must be submitted, failing which the bids will not be considered.

10. The Agency should submit the following data together with copy of documentary evidence in support of the claim:-

- (i) Registration No. :
- (ii) EPF code No. :
- (iii) ESIC Code No. :
- (iv) Labour Licence No. :
- (v) PAN No. :
- (vi) Service Tax No. :
- (vii) TAN No. :
- (viii) VAT No. :
- (ix) List of Clients :

11. The Sealed Tenders shall be in two parts – the 'Technical Bid' and the 'Financial Bid'. Both the bids must be sent separately in sealed covers. The rates should be quoted **on monthly basis** for normal duty hours of 8 hours per day per person. Both the sealed covers should be placed in the main sealed envelope superscribed "Tender for Outsourcing of Media Professionals". This should be addressed to Sh. Anil Kumar Saxena, Addl. Director General (PIC), Press Information Bureau, Room No. 109, 'A' Wing. Shastri Bhawan, New Delhi and should be deposited by **22nd December, 2008** upto 3 P.M. Tenders received after 3 P.M. on **22nd December, 2008** shall not be entertained.

12. The technical bids would be opened on **22nd December, 2008 at 3.30 P.M.** in the chamber of Addl. Director General (PIC) in the presence of the Committee constituted for the purpose and in front of the participating bidders.

13. The Government reserves the right to reject all or any tender without assigning any reason.

14. In case of any dispute the decision of Pr. Director General (M&C), PIB shall be final and binding on all the parties.

Joint Director (Admin.)

PRESS INFORMATION BUREAU
REGIONAL/BRANCH OFFICES

S.NO.	Regional office/Branch Office	Media Professional Required.
1	CHANDIGARH	2
2	Jalandhar	1
3	Srinagar	1
4	Shimla	1
5	Dehradun	1
6	Jammu	1
7	BHOPAL	2
8	Jaipur	1
9	Indore	1
10	Kota	1
11	Raipur	1
12	Jodhpur	1
13	LUCKNOW	2
14	Varanasi	1
15	Kanpur	1
16	Patna	1
17	Ranchi	1
18	GUAWAHATI	2
19	Shillong	1
20	Imphal	1
21	Kohima	1
22	Aizawl	1
23	KOLKATA	2
24	Cuttack	1
25	Agartala	1
26	Bhubaneswar	1
27	Gangtok	1
28	Port Blair	1
29	HYDERABAD	2
30	Vijaywada	1
31	Bangalore	1
32	CHENNAI	2
33	Thiruvananthapuram	1
34	Cochin	1
35	Madurai	1
36	MUMBAI	2
37	Ahmedabad	1
38	Nagpur	1
39	Pune	1
40	Panaji	1
41	Rajkot	1
42	Nanded	1
43	PIB (Hqrs.) New Delhi	10

Terms & Conditions

- (a) The Agency submitting bids must have experience of providing such services to the Government in the past.
- (b) The Bureau may require the 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 his/her/their misconduct and service provider shall forthwith comply with such requirements.
- (c) The Agency has to provide the Photo Identity Cards to the persons employed by him/her during the officer hours. These cards are to be constantly displayed & their loss reported immediately.
- (d) All the identified jobs for 'Media Professional' shall be performed by persons qualified and skilled in performing such jobs.
- (e) The Agency shall provide substitute immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
- (f) Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings equipment or vehicles of personnel of the service providers.
- (g) The Agency's personnels working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- (h) The service provider shall not assign, transfer, pledge or subcontract the performance of service without the prior written consent of this office.
- (i) The service provider's person shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative/organizational matters as all are of confidential/secret nature.
- (j) The service provider's personnel shall not claim any benefit/compensation/absorption/regularization of service with office under the provision on Industrial disputes Act. 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
- (k) The Person deployed shall not claim any Master & Servant relationship against this office.
- (l) The service provider shall ensure deployment of suitable people from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reason immediately on receipt of such a request.
- (m) The character and antecedents of such personnel of the service provider will be got verified by the service provider before their deployment and a certification to this effect submitted to this Bureau. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

(n) The service provider shall engage the necessary person as required by our office from time to time. The person engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. Further that the said person of the service provider shall not claim any absorption.

(o) The Transportation, food, medical and other statutory requirements in respect of each personnel of the service provider will be the responsibility of the service provider.

(p) Working hours would be normally 8½ hours per day between 9.30 A.M. to 6.00 P.M. including half hour lunch break.

(q) In case of any theft or loss of property due to negligence or carelessness of your personnel, you will be fully responsible and you will have to make good of the losses so incurred to this Bureau, otherwise the same will be deducted from the security deposit of Rs. 5,00,000/- to be deposited by you.

(r) The personnel may be called on Saturday, Sunday and other gazette holidays, if required.

(s) The service provider will submit the bill in triplicate in the first working day of the following month for passing payments.

(t) The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.

(u) The service provider shall provide substitute well in advance if there is any probability of the person leaving the job due to his/her own personnel reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

(v) Payments to the service provider would be strictly on certification by the officer with whom he is attached with that his service were satisfactory and attendance as per the bill preferred by the service provider.

(w) The service provider shall be contactable at all times and messages sent by e-mail/Fax/Special Messenger from the Bureau to the service provider shall be acknowledged immediately on receipt on the same day.

(x) The agency should be registered with the concerned Govt. authorities, and a copy of the registration may be submitted.

(y) **The wages paid to the outsourced person by the service provider should not be less than the minimum wages prescribed by the Delhi Govt. from time to time.**

(z) The successful bidder should furnish a security deposit equivalent to Rs. 5,00,000/- which will be forfeited in case the supply of manpower is delayed beyond the stipulated period or frequent absence from duty/misconduct on the part of manpower supplied by the agency.

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**No. 4/47/2008-DPS-PIC
Government of India
Press Information Bureau**

**Shastri Bhavan, New Delhi
Dated : 3rd December, 2008**

**NOTICE INVITING TENDER
FOR OUTSOURCING OF MEDIA PROFESSIONALS**

Sealed tenders are invited from reputed Human Resource Agencies/firms for outsourcing of 60 “Media Professionals” on contract basis for work in Regional & Branch Offices of Press Information Bureau, M/o Information & Broadcasting located in different States and at PIB (Hqrs.) at New Delhi. The Media Professionals are required for activities relating to the “Media Outreach Programme” being conducted by the Press Information Bureau all over the country. The Media Professionals would be utilized for data mining, content management, campaign monitoring and development & editing of media outreach material.

The qualification of Media Professionals should be Fresh Graduates of Journalism and Media Communication or holding PG Diploma in Journalism & Media Communication (Full Time) from reputed/recognized Media Schools.

The terms & conditions and other details are available on PIB’s web-site <http://pib.nic.in>. Interested agencies/firms may send sealed tenders with separate Technical and Financial Bids to Sh. Anil Kumar Saxena, Addl. Director General (PIC), Press Information Bureau, R. No. 109, A Wing, Shastri Bhavan, Dr. Rajendra Prasad Road, New Delhi-110001 (Tel : 2338 3149) latest by 3.00 p.m. on 22nd December, 2008. The Technical Bids will be opened on the same day at 3.30 p.m. in the presence of the representative of the agencies/firms who wished to be present. The competent authority reserves the right to reject any or all tenders without assigning any reason.

Joint Director (Admn.)